

**BOUNTIFUL CITY COUNCIL MEETING**  
**TUESDAY, May 10, 2016**  
**Work Session – 6:30 p.m.**  
**Regular Meeting - 7:00 p.m.**

NOTICE IS HEREBY GIVEN that the City Council of Bountiful, Utah will hold its regular Council meeting at City Hall, 790 South 100 East, Bountiful, Utah, at the time and on the date given above. The public is invited to both the Work Session and Regular Meeting. Deliberations will occur in both 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.

AGENDA

Work Session – 6:30 p.m.

1. Cemetery fee discussion – Brock p. 3

Regular Meeting – 7:00 p.m.

1. Welcome, Pledge of Allegiance and Thought/Prayer
2. Approve minutes of previous meeting – April 26, 2016 p. 7
3. Youth Council report
4. Council Reports
5. Consider approval of:
- a. Weekly expenditures > \$1,000 paid April 18 & 25, 2016 p. 11
- b. Expense report for March 2016 p. 15
6. Gary Haws retirement - Chief Tom Ross
7. FY 2016-2016 Tentative Budget: p. 23
- a. Adoption of the *City of Bountiful, Utah Operation & Capital Budgets, Fiscal Year 2016-2017* document as the City's Tentative Budget
- b. Set a public hearing on the Tentative Budget at 7:00 p.m. on Tuesday, June 14, 2016, at Bountiful City Hall – Mr. Galen Rasmussen
8. Consider approval of a beer license for Apple Corner 22, Inc., 2065 South Orchard Drive, PushPinder Singh Walia and Iyoti Chauhan, applicants – Mr. Chad Wilkinson p. 25
9. PUBLIC HEARING – Receive public input relating to the transfer of the fire stations to the Fire Service Area and continuing the hearing until the City Council meeting on July 12, 2016 – Mr. Russell Mahan p. 27
10. Consider approval of Zions Capital Advisors for Certified Investment Advisory Services and for staff to negotiate a contract for up to a five year service period – Mr. Galen Rasmussen p. 33
11. Consider approval of Resolution 2016-03 setting cemetery fees – Mr. Brock Hill p. 45
12. Adjourn to and RDA meeting with a separate agenda

  
City Recorder



# City Council Staff Report



**Subject: Cemetery Fee Increases**

**Author: Brock Hill & Gary Hill**

**Department: Cemetery**

**Date: 10 May 2016**

## **Background**

Bountiful Cemetery carries a reputation as being well maintained with kind, courteous, and helpful staff. The expectation of timely and respectful services along with maintaining the Cemetery at high levels, where family and friends come to mourn the passing of loved ones, has always been a high priority for City Officials, the cemetery superintendent, and maintenance staff. Understanding that a fee increase was implemented in January of 2015, we feel it necessary to address additional fee increases for 2016.

On April 14, the Cemetery Department presented its annual budget to the Parks, Recreation, and Fine Arts Committee. The fee increases to be discussed in the Analysis section were approved by the committee and recommended for adoption at a meeting in May.

## **Analysis**

Over the past few months staff has been researching burial options available to residents of south Davis County. Currently, Bountiful City Cemetery is the only cemetery allowing non-residents to pre-purchase burial plots and some don't allow non-residents to purchase burial plots at all. We feel a responsibility to Bountiful citizens, in that, this is their cemetery, bought and paid for with their tax dollars and fees. It should be preserved, as best we are able, primarily for their use. In addition, we feel that non-residents are taking advantage of our lower fees and purchasing burial plots under false pretenses.

Centerville City is closed to non-residents and will be out of space altogether within 5 years. Farmington City is closed to non-residents and will have to expand into valuable park space to extend their operations up to 8-10 years. Kaysville City allows non-residents to purchase burial plots on an as-need basis only and only allowing 2 per household.

This is resulting in higher burial numbers every year for Bountiful City as few options are available to citizens in south Davis County and surrounding areas. In 2013 we performed 317 burials. In 2014 we performed 351 burials. In 2015 we performed 396 burials.

Another issue that needs consideration is non-residents having a relative who is a resident of Bountiful purchase their burial plots for them, resulting in lost revenue for the City and Cemetery operations. With the fee increase for "Grave Openings and Closings" we anticipate a recovery of some of those lost funds.

Other items for discussion and consideration are; disinterment fees, Infant Grave Openings, and overtime charges.

**Department Review**

The review was completed by the Parks and Cemetery Departments.

**Significant Impacts**

Not increasing Cemetery fees as proposed will result in continued increase of annual burial numbers, impact to Bountiful citizens, and loss of operating funds.

**Recommendation**

Staff recommends the Council approve the Cemetery fees and charges as discussed and outlined in the "Cemetery Fee and Charges" schedule.

**Attachments**

Cemetery Fee and Charges schedule

Resolution 2016-03

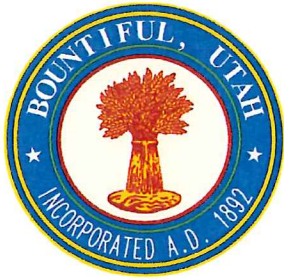
Description of Fee or Charge	Unit	Fee/Charge	Comments
<b>Burial Spaces:</b>			
Residents -			
One to Eight Spaces	Each	\$600.00	Minimum of 4 spaces together for each raised headstone.
Double Depth First and Second Burials	Each	\$625.00	
	Baby burial space	\$250.00	
	Urn burial space	\$250.00	
Raised Marker Fee	Each	\$100.00	
Flat Marker Fee	Each	\$20.00	
Non-Residents -			
One to Eight Spaces	Each	\$900.00	Minimum of 4 spaces together for each raised headstone.
Double Depth First and Second Burials	Each	\$925.00	
	Baby burial space	\$300.00	
	Urn burial space	\$300.00	
Raised Marker Fee	Each	\$100.00	
Flat Marker Fee	Each	\$20.00	

<b>Grave Opening Fees:</b>			
Residents -			
Adult (opening and closing)	Each	\$525.00	
Double Depth First and Second Burials	Each	\$650.00	
Disinterment (second burial - top casket)	Each	\$900.00	
Disinterment (double deep first burial - bottom casket)	Each	\$1,200.00	
(Note: If disinterment of the first burial (bottom casket) is requested, both disinterment fees must be paid.			
Baby Grave Opening	Each	\$150.00	
Urn Grave Opening	Each	\$150.00	
Infant Disinterment	Each	\$400.00	
Title Transfer Fee	Each	\$50.00	
Non-Residents -			
Adult (opening and closing)	Each	\$1,200.00	
Double Depth First and Second Burials	Each	\$1,250.00	
Disinterment (second burial - top casket)	Each	\$900.00	
Disinterment (double deep first burial - bottom casket)	Each	\$1,200.00	
(Note: If disinterment of the first burial (bottom casket) is requested, both disinterment fees must be paid.			
Baby Grave Opening	Each	\$300.00	
Urn Grave Opening	Each	\$200.00	
Infant Disinterment	Each	\$400.00	
Title Transfer Fee	Each	\$100.00	

**Overtime Charges:**  
*Apply to Saturdays, Legal Holidays & after 4 p.m.*

Residents -		
Overtime Charge	Per Hour	\$200.00
Each hour after 4:00 (Note: First hour starts at 4:01, Second hour starts at 5:01, etc)		
Non-Residents -		
Overtime Charge	Per Hour	\$200.00
Each hour after 4:00 (Note: First hour starts at 4:01, Second hour starts at 5:01, etc)		

*Provide 24 hours advance notice to Cemetery for burials.*



# BOUNTIFUL

City of Beautiful Homes and Gardens

**MAYOR**  
Randy C. Lewis  
**CITY COUNCIL**  
Kendalyn Harris  
Richard Higginson  
Beth Holbrook  
John Marc Knight  
John S. Pitt

**CITY MANAGER**  
Gary R. Hill

## Bountiful City Resolution No. 2016-03

**A Resolution setting new fees for the Bountiful City Cemetery.**

**It is the finding of the Bountiful City Council** that fees at the Bountiful City Cemetery must be increased in order to preserve the solvency of the Cemetery Fund, and to better reflect the actual costs of services rendered.

**Be it resolved by the City Council of Bountiful, Utah:**

**SECTION 1.** The costs to be charged by Bountiful City for cemetery spaces and for interment and other fees are set forth in the attached fee schedule, which is incorporated herein.

**SECTION 2.** This resolution shall take effect immediately.

**Adopted by the City Council of Bountiful, Utah, this 10<sup>th</sup> day of May, 2016.**

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Randy C. Lewis, Mayor

ATTEST:

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Shawna Andrus, City Recorder

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**Minutes of the  
BOUNTIFUL CITY COUNCIL**

April 26, 2016 – 6:00 p.m.

Present: Mayor Randy Lewis  
Councilmembers Kendalyn Harris, Beth Holbrook, John Marc Knight,  
John Pitt  
City Manager: Gary Hill  
Asst. City Manager: Galen Rasmussen  
City Engineer: Paul Rowland  
City Attorneys: Russell Mahan, Clint Drake  
City Planner: Chad Wilkinson

Department Directors/Staff:

Police Chief Tom Ross  
Parks Brock Hill  
Power Allen Johnson  
Streets & Sanitation Gary Blowers  
Engineering Todd Christensen  
Recording Secretary Nikki Dandurand

Excused: Councilmember Richard Higginson

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 Clipper and Standard Examiner.

**Work Session – 6:07 p.m.**  
**Planning Commission Room**

**IPA RESTRUCTURING DISCUSSION – MR. ALLEN JOHNSON**

Mr. Allen Johnson provided an overview of this project and the pros and cons of proceeding. The price of this project includes the decommissioning of the current plant, which was not in the original contract. Bountiful is 2% of the 1800 megawatt project. Los Angeles is 50%. The restructuring will downsize the plant to possibly 600 MW, and many questions are unanswered. The Mayor asked what the City needs to do to move forward. Mr. Johnson replied that this is all just information at this point and a meeting is scheduled for May 25, 2016, with the commission. Mr. Gary Hill concluded that there are more answers needed and more analysis required to make an informed decision.

**RAP TAX ALLOCATION DISCUSSION – MR. GARY HILL**

Mr. Gary Hill stated to the Council that funds for the RAP tax have been approved and staff is asking for direction in the application process and how/where to allocate the money. The allocations have changed from the previous approved amount, but Staff does not recommend random amounts be given to organizations. The Council agreed that the percentages outlined were appropriate. Mr. Hill

1 discussed the money needed for operating costs vs. projects. There was a discussion about who pays  
2 rent to the City, how to limit the assistance given and other ideas to protect the interests of the City as  
3 well as the citizens and businesses. Mr. Hill's final comments to the Council were about start-up  
4 organizations asking for money and then dissipating the following year. Staff recommends a process  
5 to check an organization's track record and follow-up with the appropriate committees and/or  
6 departments. Mayor Lewis concluded that Bountiful is in a very good position with vendors and  
7 organizations and that the policies in place are working very well.  
8

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

12 Mayor Lewis called the meeting to order at 7:00 p.m. and welcomed those in attendance, Will  
13 Campbell, local Boy Scout, led the Pledge of Allegiance; Pastor Jason Krause from the Cross of  
14 Christ Lutheran Church, gave a prayer.  
15

16 **APPROVAL OF MINUTES**

17 Minutes of the regular City Council meeting on April 12, 2016, and of the following budget  
18 committee meetings: Public Safety and Public Relations on April 11, 2016; Finance, Administration  
19 and RDA on April 12, 2016; Water on April 13, 2016; Parks, Recreation and Fine Arts on April 14,  
20 2016; Streets, Sanitation and Traffic Safety on April 18, 2016; and Power on April 19, 2016, were  
21 presented. Councilwoman Holbrook made note of one correction to the regular City Council  
22 minutes. Councilman Knight made a motion to approve all of the presented minutes, and  
23 Councilwoman Harris seconded the motion. Voting was unanimous with Councilpersons Harris,  
24 Holbrook, Knight and Pitt voting "aye".  
25

26 **YOUTH COUNCIL REPORT**

27 Mary Larson, Youth Council City Planner, reported they are in the process of gathering  
28 applications for next year's Youth Council, planning the end of year multi-high school party and will  
29 be attending a leadership conference over the weekend.  
30

31 **COUNCIL REPORTS**

32 Councilwoman Harris mentioned the upcoming Business Symposium on May 11, 2016.  
33 Councilwoman Holbrook announced the Bountiful's Got Talent auditions coming up, with the  
34 performance on June 24, 2016, and announced the summer concerts in the park that will happen from  
35 June-August 2016. No other reports were made.  
36

37 Mayor Lewis took a moment to thank Russell Mahan, current City Attorney for his outstanding  
38 service and support to the city over the last 35 years. Mr. Mahan will be retiring May 15, 2016.  
39 Mayor Lewis then introduced the incoming City attorney, Mr. Clint Drake.  
40

41 **CONSIDER APPROVAL OF WEEKLY EXPENDITURES > \$1,000 PAID APRIL 4 & 11,**  
42 **2016**

43 Mayor Lewis presented the weekly expenditure summary paid on April 4, 2016, for  
44 \$134,527.19 and April 11, 2016, for \$248,359.08. Councilman Pitt moved to approve the  
45 expenditures as presented, and Councilwoman Holbrook seconded the motion. Voting was  
46 unanimous with Councilpersons Harris, Holbrook, Knight and Pitt voting "aye".



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2 **HILL AIR FORCE BASE JUNE AIR SHOW – COLONEL CHRIS LONG**

3 Col. Long announced the HAFB Air Show on June 25-26, 2016. The theme is Warriors of  
4 the Wasatch and there will be many attractions on the ground as well as the incredible air show on  
5 both days. Col. Long thanked the local authorities and residents for their continued support of the  
6 base. Councilman Pitt stated that HAFB is the second largest employer in the state of Utah and the  
7 great impact it has on the community. Mayor Lewis thanked Col. Long for his great service and told  
8 him he has the City’s full support.  
9

10 **HIGH SCHOOL RECOGNITION**

11 Mayor Lewis recognized the Bountiful High School girls’ volleyball, basketball and  
12 cheerleading teams and Viewmont High School boys’/girls’ swim teams and Sterling Scholars.  
13 Butch Latey, the girls’ Bountiful High School softball coach, was also recognized as one of five  
14 people statewide that received the “Silent Heroes” award from the Sandy City Chamber of  
15 Commerce.  
16

17 **PUBLIC HEARING – CONSIDER APPROVAL OF ORDINANCE 2016-04 VACATING NOR**  
18 **DEL SUBDIVISION, TERRI LOCHER AND RICK GELHART, APPLICANT – MR. PAUL**  
19 **ROWLAND**

20 Mr. Rowland stated that Mr. Locher owns both lots in the subdivision and wishes to vacate  
21 the subdivision in order to combine the lots into one parcel. The applicants would like to add  
22 driveways and RV storage and potentially accessory structures to Lot 2. Combining the lots through  
23 the subdivision vacation will make it possible to construct the desired improvements. Subdivision  
24 vacations must be approved by the City Council by Ordinance after a public hearing. The Planning  
25 Commission reviewed the item at their April 19, 2016 meeting and forwards a recommendation of  
26 approval to the City Council for the proposed vacation.  
27

28 *PUBLIC HEARING – OPEN: 7:55 p.m.*

29 *No comments were made*

30 *CLOSED: 7:55 p.m.*  
31

32 Councilman Knight made a motion to approve Ordinance 2016-04 and Councilwoman Harris  
33 seconded the motion. Voting was unanimous with Councilpersons Harris, Holbrook, Knight and Pitt  
34 voting “aye”.  
35

36 **CONSIDER APPROVAL OF THE PURCHASE OF A 2016 DODGE CHARGER IN THE**  
37 **AMOUNT OF \$25,483 FOR THE POLICE DEPARTMENT – CHIEF TOM ROSS**

38 Chief Ross requested approval for the purchase of one new police vehicle after an existing  
39 police vehicle was damaged in an accident. Funding for this vehicle is available through the  
40 Bountiful City Risk Management Fund and unexpended funds in our Police Department Vehicle  
41 Capitol Account. This will be a replacement vehicle as the damaged one is considered a total loss.  
42 Councilman Pitt made a motion to approve the purchase, and Councilman Knight seconded the  
43 motion. Voting was unanimous with Councilpersons Harris, Holbrook, Knight and Pitt voting “aye”.  
44

45 **CONSIDER APPROVAL OF A CONTRACT WITH ENTELEN DESIGN-BUILD, LLC TO**  
46 **CONSTRUCT THE BOUNTIFUL MUSEUM RE-DESIGN PROJECT IN THE AMOUNT OF**

1 **\$314,052.88 – MR. TODD CHRISTENSEN**

2 Mr. Christensen stated the City has been working with the Bountiful Historical Preservation  
3 Foundation on a project to improve the property for a Museum. Last fall, a bid was held for the  
4 museum project. The bids we received were much too high, so the City decided to reduce the scale of  
5 the planned project while maintaining the same planned footprint. The Museum Re-Design project  
6 recently went out to bid. Although several contractors initially seemed interested, we received just  
7 one bid from Entelen Design-Build, LLC. Councilman Pitt made a motion to approve the contract,  
8 and Councilwoman Harris seconded the motion. Voting was unanimous with Councilpersons Harris,  
9 Holbrook, Knight and Pitt voting “aye”. A few members of the Historical Society made comments  
10 and Mr. Christensen stated the work will begin within one week and should be completed in four  
11 months.  
12

13 **CONSIDER APPROVAL OF THE PURCHASE OF A ONE TON TRUCK FROM KEN**  
14 **GARFF FORD AND A RUGBY 9’ DUMP BODY FROM SEMI SERVICE IN THE TOTAL**  
15 **AMOUNT OF \$37,099.77 – MR. GARY BLOWERS**

16 Mr. Blowers is requesting to replace a 10 year old one ton truck. This truck is used for small  
17 road repair, storm drain cleaning and special cleanup. He recommends using the State of Utah  
18 contract with Ken Garff Ford. Councilman Knight made a motion to approve the purchase and  
19 Councilwoman Holbrook seconded the motion. Voting was unanimous with Councilpersons Harris,  
20 Holbrook, Knight and Pitt voting “aye”.  
21

22 Councilwoman Holbrook made a motion to adjourn the regular City Council meeting and  
23 Councilwoman Harris seconded the motion. Voting was unanimous with Councilpersons Harris,  
24 Holbrook, Knight and Pitt voting “aye”. The regular City Council session was adjourned at 8:17 p.m.  
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32 *Mayor, Randy Lewis*

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40 *City Recorder, Shawna Andrus*  
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# City Council Staff Report

**Subject:** Expenditures for Invoices > \$1,000.00 paid  
April 18 & 25, 2016

**Author:** Tyson Beck, Finance Director

**Department:** Finance

**Date:** May 2, 2016



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## **Background**

This report is prepared following the weekly accounts payable run. It includes payments for all expense invoices equaling or exceeding \$1,000.00. Payments affecting only revenue or balance sheet accounts are not included. Such payments include those to acquire additions to inventories, the remittance of payroll withholdings and taxes, and performance bond refunds. Expenses for salaries and wages and utility deposit and credit balance refunds are 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 and approve the attached expenditures.

## **Attachments**

Weekly report of expenses/expenditures for invoices equaling or exceeding \$1,000.00 paid April 18 & 25, 2016.

**Expenditure Report for Invoices >\$1,000.00  
Paid April 18, 2016**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
5368	ACE DISPOSAL INC	Recycling	48.4800.431550.	Recycling Collectn Service	31,690.83	189045	04012016	MARCH 2016 RECYCLING SERVICES
1165	ANTIGUA GROUP, INC.	Golf Course	55.5500.448240.	Items Purchased - Resale	1,599.21	189050	4387362	MENS WEAR
1360	BIG-D CONSTRUCTION	Light & Power	53.5300.472100.	Buildings	3,525.65	189054	44021	OFFICE REMODEL PAYMENT #8
1540	CACHE VALLEY ELECTRIC	Light & Power	53.5300.474780.	CIP 08 Dist Sub SW Sub	352,717.00	189067	12-176507	SW SUBSTATION REBUILD
5433	ELDER, TED	Treasury	10.4143.425000.	Equip Supplies & Maint	2,775.00	189080	04192016	REIMBURSE-PURCHASE OF VARIABLE DESK ERGONOMICS/MAT
5026	GLOBAL SURVEILLANCE	Information Technology	10.4136.425000.	Equip Supplies & Maint	2,045.00	189091	GS-11970	NETBOX INTEGRATION/LICENSING
5026	GLOBAL SURVEILLANCE	Information Technology	10.4136.425000.	Equip Supplies & Maint	7,952.00	189091	GS-11969	ACCESS CONTROL HARDWARE 6 INSTALLATION
2473	HI-LINE	Light & Power	53.5300.474780.	CIP 08 Dist Sub SW Sub	2,495.47	189096	10005834	1000MCM PULLING EYES
2562	HYDRO SPECIALTIES CO	Water	51.5100.473110.	Water Mains	5,655.36	189099	18324	ERT'S 400 N PROJECT
2562	HYDRO SPECIALTIES CO	Water	51.5100.473110.	Water Mains	6,119.85	189099	18323	ERT'S 400 N PROJECT
6959	JANI-KING OF SALT LAKE	Light & Power	53.5300.424002.	Office & Warehouse	1,775.00	189105	SLC04160188	APRIL 2016 CUSTODIAN SERVICES
2691	JC GOLF ACCESSORIES	Golf Course	55.5500.448240.	Items Purchased - Resale	2,388.17	189107	SI-121741	ACCESSORIES
2727	JOHNSON, ALLEN R	Light & Power	53.5300.423000.	Travel & Training	2,103.38	189110	04142016	2016 APPA E&O & DEED CONF-MINNEAPOLIS
2896	LARRY H. MILLER	Water	51.5100.474500.	Machinery & Equipment	48,885.00	189116	8099	2016 DODGE RAM-3C7WRWELOGG285208
7506	LYNN'S HOME FURNISHINGS	Legislative	10.4110.466000.	Contingency	1,400.00	189119	04142016	OFFICE FURNITURE-EXECUTIVE OFFICES
2987	M.C. GREEN & SONS INC	Water	51.5100.473110.	Water Mains	41,695.65	189120	3228	400 NORTH WATER LINES
3195	MOUNTAINLAND SUPPLY	Water	51.5100.448400.	Dist Systm Repair & Maint	9,572.99	189125	S101742554.002	PIPES & PARTS-750 N 3500 W/INVENTORY
3519	POND'S PLUMBING/HEAT	Police	10.4210.426000.	Bldg & Grnd Suppl & Maint	1,096.00	189136	1442	PUMP REPAIR
3549	PREMIER VEHICLE INST	Police	10.4210.425430.	Service & Parts	1,419.99	189138	20619	INSTALL PUSH BUMPER-2016 DODGE CHARGER
3549	PREMIER VEHICLE INST	Police	10.4210.425430.	Service & Parts	1,600.00	189138	20621	INSTALL PUSH BUMPER-DODGE CHARGER
3572	PROFESSIONAL CLEANING	Police	10.4210.426000.	Bldg & Grnd Suppl & Maint	2,400.00	189139	1604	APRIL 2016 JANITORIAL SERVICES
5281	QUESTAR GAS COMPANY	Light & Power	53.5300.448613.	Plant	1,422.03	189141	04042016	ACCT #1067495449
5281	QUESTAR GAS COMPANY	Light & Power	53.5300.448611.	Natural Gas	10,051.47	189141	04052016G	ACCT #6056810000
3690	REMOTE CONTROL SYSTEM	Water	51.5100.431000.	Profess & Tech Services	1,350.00	189145	16040	TEMPERATURE MONITORING-PUMPHOUSES
3690	REMOTE CONTROL SYSTEM	Water	51.5100.448400.	Dist Systm Repair & Maint	7,800.00	189145	16041	RTU & ANTENNA-LOWER WILLIAMS
4775	ROCKY MOUNTAIN VALVE	Water	51.5100.448400.	Dist Systm Repair & Maint	3,428.90	189147	231-2918	VALVES
4105	SUN MOUNTAIN	Golf Course	55.5500.448240.	Items Purchased - Resale	1,588.74	189161	324870	MENS/LADIES WEAR
4450	VERIZON WIRELESS	Light & Power	53.5300.448641.	Communication Equipment	2,096.86	189172	9762968110	ACCT #371517689-00001
7228	WESTERN INTERIOR SERV	Legislative	45.4110.472100.	Buildings	3,990.00	189177	5532B	OFFICE FURNITURE-EXECUTIVE OFFICES
4574	WHEELER MACHINERY CO	Streets	10.4410.425000.	Equip Supplies & Maint	1,811.19	189178	PS000343643	ECM FOR POWER #5052
<b>TOTAL:</b>					<b>\$ 564,450.74</b>			

**Expenditure Report for Invoices >\$1,000.00  
Paid April 25, 2016**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1117	AMERICAN CASTING	Light & Power	53.5300.448650.	Meters	1,443.80	189246	264638	METER SEALS
1211	ASPHALT MATERIALS INC	Streets	10.4410.441200.	Road Matl Patch/ Class C	1,759.38	189251	68250	PATCHING
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	4,674.80	189252	60Z26216	TREE TRIMMING
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	4,931.36	189252	60Z26116	TREE TRIMMING
1347	BICIN SALES INC	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	1,677.00	189254	20449	GARBAGE CAN
1393	BTS LANDSCAPING PRODUCTS	Landfill	57.5700.462400.	Contract Equipment	19,975.00	189256	21440	GRINDING GREEN WASTE AT LANDFILL
1720	CODALE ELECTRIC SUPPLY	Light & Power	53.5300.474780.	CIP 08 Dist Sub SW Sub	2,704.51	189270	S5618503.002	1100MCM COLD SHRINK TERMINATION KITS
1720	CODALE ELECTRIC SUPPLY	Light & Power	53.5300.474780.	CIP 08 Dist Sub SW Sub	2,934.00	189270	S5618503.003	1100MCM SPLICE KITS
1767	CONTEMPORARY IMAGE	Light & Power	53.5300.445201.	Safety Equipment	1,884.00	189273	31600	SAFETY AWARDS
5026	GLOBAL SURVEILLANCE	Police	45.4210.472100.	Buildings	2,467.00	189287	GS-11964	BUILDING SECURITY IMPROVEMENT
5026	GLOBAL SURVEILLANCE	Police	45.4210.472100.	Buildings	6,539.00	189287	GS-11965	BUILDING SECURITY IMPROVEMENT
2350	GREEN SOURCE, L.L.C.	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	1,206.00	189291	11772	FERTILIZER
2523	HONNEN EQUIPMENT COMP	Landfill	57.5700.425000.	Equip Supplies & Maint	1,232.48	189295	755190	FILTERS
5263	JOHNSON ELECTRIC	Landfill	57.5700.425000.	Equip Supplies & Maint	2,304.00	189305	S-50366	WATER PUMPS-LANDFILL STORAGE TANK
7565	KOROSEAL INTERIOR	Police	10.4210.426000.	Bldg & Grnd Suppl & Maint	2,416.13	189307	B086438	60" MATTERITE MP60
2886	LAKEVIEW ROCK PRODUCTS	Water	51.5100.461300.	Street Opening Expense	1,347.21	189308	336944	COMMERCIAL ROAD BASE
6326	LEXIPOL, LLC	Police	10.4210.425200.	Communication Equip Maint	1,217.00	189313	16482	LAW ENFORCEMENT MANUAL UPDATE
2987	M.C. GREEN & SONS INC	Storm Water	49.4900.473106.	New Storm Drains > 400'	54,037.87	189315	3238	MILLBROOK/DAVIS BLVD STORM DRAIN
7564	MILLER COMPANIES, LC	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	2,266.80	189318	20046	COMPOST
6010	NOBLE INDUSTRIAL SUPPLY	Streets	10.4410.426000.	Bldg & Grnd Suppl & Maint	3,019.68	189326	SI-113342	FLOOR DEGREASER
3731	RMT EQUIPMENT	Golf Course	55.5500.425000.	Equip Supplies & Maint	1,194.72	189340	T32607	KEY,SHAFT,BUMPER,CHAIN,SPROCKET
3835	SALT LAKE WHOLESALE	Police	10.4210.445100.	Public Safety Supplies	15,241.55	189342	33544	FIREARMS
3982	SOUTH DAVIS METRO FIRE	Fire	10.4220.431000.	Profess & Tech Services	513,974.00	189349	04152016	SECOND QUARTER 2016 PAYMENT FOR SERVICES
4026	STAKER & PARSONS	Streets	10.4410.441200.	Road Matl Patch/ Class C	1,030.48	189350	4013179	PATCHING
4033	STANTEC CONSULTING	Light & Power	53.5300.448613.	Plant	3,502.00	189352	1034847	TITLE V UPDATE
4051	STATE OF UTAH	Light & Power	53.5300.448627.	Echo Hyrdo	5,111.90	189354	04122016	2016 ASSESSMENT
4118	SURVALENT TECHNOLOGY	Light & Power	53.5300.448640.	SCADA	32,975.40	189356	D28881	SCADA SYSTEM
4171	THATCHER COMPANY	Water	51.5100.448000.	Operating Supplies	3,465.75	189359	1385666	CHLORINE
4229	TOM RANDALL DIST. CO	Landfill	57.5700.425000.	Equip Supplies & Maint	1,232.71	189362	242050	HYDRAULIC OIL
4229	TOM RANDALL DIST. CO	Golf Course	55.5500.425000.	Equip Supplies & Maint	2,132.46	189362	241799	FUEL
4229	TOM RANDALL DIST. CO	Streets	10.4410.425000.	Equip Supplies & Maint	13,523.66	189362	241925	FUEL
5000	U.S. BANK CORPORATE	Storm Water	49.4900.426000.	Bldg & Grnd Suppl & Maint	1,000.00	189363	04112016AW	WORDPRESS,BRACKETS,ANTENNAS,SOFTWARE STORAGE
5000	U.S. BANK CORPORATE	Computer Maintenance	61.6100.429300.	Computer Hardware	1,206.92	189363	04112016AW	WORDPRESS,BRACKETS,ANTENNAS,SOFTWARE STORAGE
5000	U.S. BANK CORPORATE	Light & Power	53.5300.423000.	Travel & Training	1,561.35	189363	04112016AJ	TRAVEL-WASH DC,FUEL,SOFTWARE,CAR CHARGER
5000	U.S. BANK CORPORATE	Police	10.4210.445100.	Public Safety Supplies	1,866.20	189363	04112016EB	TRAVEL-ST GEORGE,SWAT EQUIPMENT
5000	U.S. BANK CORPORATE	Executive	10.4130.423000.	Travel & Training	2,477.90	189363	04112016GH	TRAVEL-NLC CONF-WASH DC,UCMA DUES,
5000	U.S. BANK CORPORATE	Legislative	10.4110.461750.	Employee Wellness & Recognit'n	3,372.78	189363	04112016SC	EMPLOYMENT ADS,EE WELLNESS,TELEPHONE,TRAVEL
5000	U.S. BANK CORPORATE	Legislative	10.4110.423000.	Travel & Training	6,375.44	189363	04112016GH	TRAVEL-NLC CONF-WASH DC,UCMA DUES,
4341	UTAH ASSOCIATED MUNI	Light & Power	53.5300.448621.	Power Purch IPP	1,406.83	189367	04252016	APRIL 2016 PAYMENT FOR POWER RESOURCES
4341	UTAH ASSOCIATED MUNI	Light & Power	53.5300.448622.	Power Purch San Juan	178,936.30	189367	04252016	APRIL 2016 PAYMENT FOR POWER RESOURCES
4341	UTAH ASSOCIATED MUNI	Light & Power	53.5300.448620.	Power Purch CRSP	350,540.28	189367	04252016	APRIL 2016 PAYMENT FOR POWER RESOURCES
4341	UTAH ASSOCIATED MUNI	Light & Power	53.5300.448626.	Power Purch UAMPS (Pool, etc)	403,013.15	189367	04252016	APRIL 2016 PAYMENT FOR POWER RESOURCES
4387	UTAH LEAGUE OF CITIES	Legislative	10.4110.421000.	Books Subscr & Mmbrshp	24,910.78	189369	04122016	MEMBERSHIP FEES FY 2016-2017
5531	VORTEX COLORADO, INC	Police	10.4210.426000.	Bldg & Grnd Suppl & Maint	1,044.33	189375	33-173737-1	REPAIR GLASS
4574	WHEELER MACHINERY CO	Streets	10.4410.425000.	Equip Supplies & Maint	1,716.00	189377	SS000090355	LABOR FOR COMPUTER R&R
<b>TOTAL:</b>					<u>\$ 1,692,849.91</u>			



# City Council Staff Report

**Subject:** March 2016 Financial Reports  
**Author:** Tyson Beck, Finance Director  
**Department:** Finance  
**Date:** May 5, 2016



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## **Background**

These reports include summary revenue, expense, and budget information for all of the City's funds. Both revenues and expenses, including capital outlay, have been included. These reports 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.

## **Department Review**

These reports were prepared and reviewed by the Finance Department.

## **Significant Impacts**

The FY2016 budget portion of these reports is the originally adopted FY2016 budget approved by the City Council in June of 2015.

## **Recommendation**

Council should review the attached revenue, expense, and budget reports.

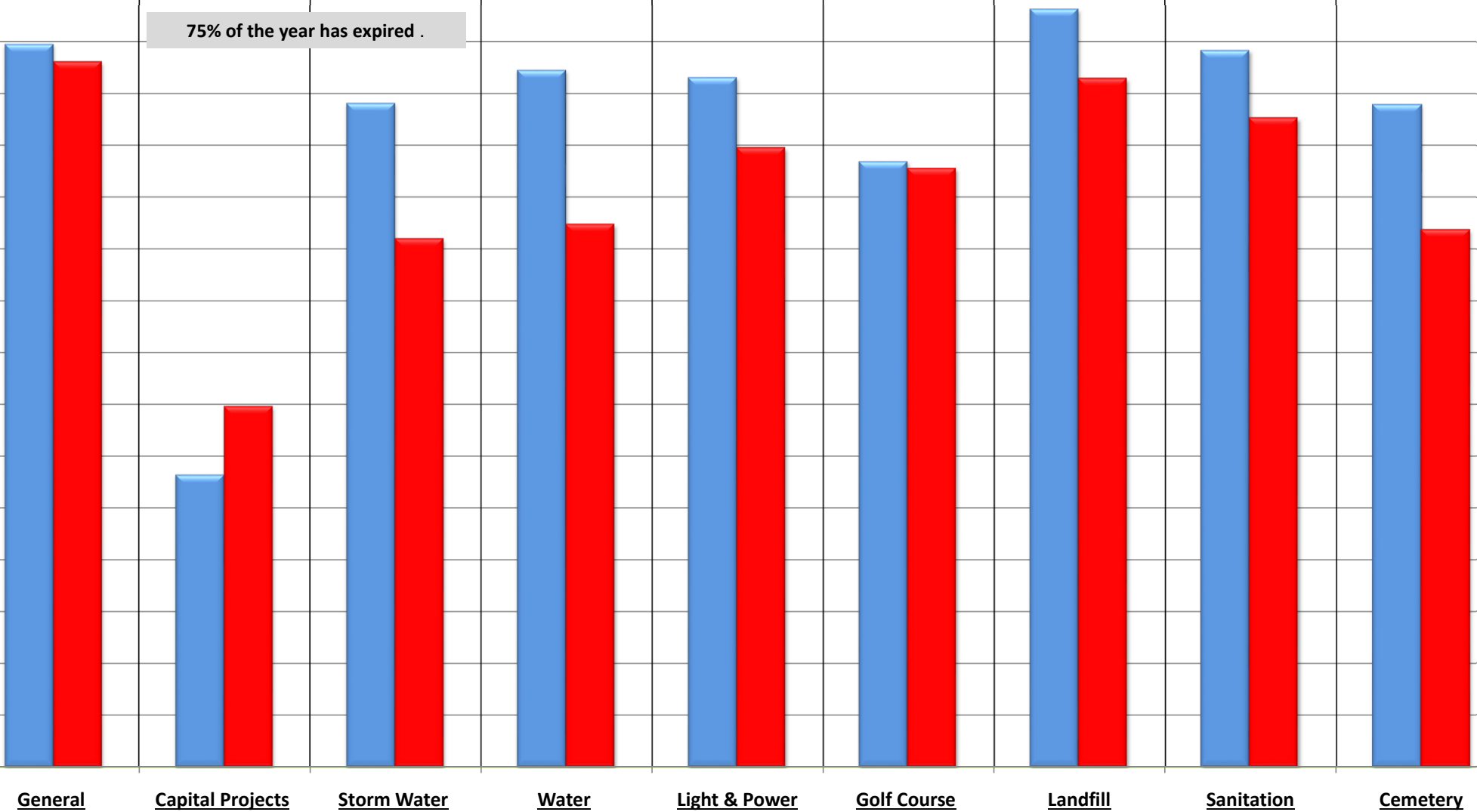
## **Attachments**

- March 2016 Fiscal YTD Revenue & Expense Report – FY2016

# March 2016 Budget Performance Report

■ Revenues  
■ Expenditures - Includes Capital Outlay

75% of the year has expired .





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City of Bountiful, UT  
MARCH 2016 YTD REVENUE REPORT-FY 2016

P 1  
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FOR 2016 09

JOURNAL DETAIL 2016 1 TO 2016 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10 GENERAL FUND	-17,388,305	-17,388,305	-12,131,647.42	-1,522,061.83	.00	-5,256,657.58	69.8%
30 DEBT SERVICE	-267,400	-267,400	-224,669.17	-222,876.01	.00	-42,730.83	84.0%
44 MUNICIPAL BUILDING AUTHORITY	-720,598	-720,598	-209,533.38	-301.40	.00	-511,064.62	29.1%
45 CAPITAL IMPROVEMENT	-4,476,588	-4,476,588	-1,268,389.05	-140,596.11	.00	-3,208,198.95	28.3%
48 RECYCLING	-378,013	-378,013	-251,700.50	-31,708.47	.00	-126,312.50	66.6%
49 STORM WATER	-1,250,464	-1,250,464	-801,380.13	-98,786.21	.00	-449,083.87	64.1%
51 WATER	-5,055,876	-5,055,876	-3,404,170.51	-365,915.56	.00	-1,651,705.49	67.3%
53 LIGHT & POWER	-33,914,591	-33,914,591	-22,586,387.90	-2,457,169.50	.00	-11,328,203.10	66.6%
55 GOLF COURSE	-1,637,082	-1,637,082	-957,406.86	-53,811.16	.00	-679,675.14	58.5%
57 LANDFILL	-1,286,019	-1,286,019	-941,822.76	-110,748.37	.00	-344,196.24	73.2%
58 SANITATION	-1,043,588	-1,043,588	-721,909.74	-89,768.13	.00	-321,678.26	69.2%
59 CEMETERY	-621,976	-621,976	-397,987.26	-33,175.63	.00	-223,988.74	64.0%
61 COMPUTER MAINTENANCE	-59,155	-59,155	-38,244.79	-17.43	.00	-20,910.21	64.7%
63 LIABILITY INSURANCE	-541,343	-541,343	-356,264.13	-1,436.90	.00	-185,078.87	65.8%
64 WORKERS' COMP INSURANCE	-329,252	-329,252	-184,726.76	-18,774.07	.00	-144,525.24	56.1%
72 RDA REVOLVING LOAN FUND	-1,374,378	-1,374,378	-937,289.10	-39,454.12	.00	-437,088.90	68.2%
73 REDEVELOPMENT AGENCY	-2,046,480	-2,046,480	-1,479,378.01	-1,043,015.48	.00	-567,101.99	72.3%
74 CEMETERY PERPETUAL CARE	0	0	-53,845.00	-4,318.35	.00	53,845.00	100.0%
78 LANDFILL TRUST	0	0	-4,245.03	-569.21	.00	4,245.03	100.0%
83 RAP TAX	-451,600	-451,600	-296,293.20	-33,920.52	.00	-155,306.80	65.6%
91 GFAAG	0	0	2,239.20	.00	.00	-2,239.20	100.0%
92 OPEB TRUST	0	0	-8,219.25	-914.69	.00	8,219.25	100.0%
99 INVESTMENT	0	0	49,070.77	-94,024.32	.00	-49,070.77	100.0%
GRAND TOTAL	-72,842,708	-72,842,708	-47,204,199.98	-6,363,363.47	.00	-25,638,508.02	64.8%

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City of Bountiful, UT  
MARCH 2016 YTD EXPENSE REPORT-FY 2016

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FOR 2016 09

JOURNAL DETAIL 2016 1 TO 2016 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>10 GENERAL FUND</b>							
4100 Non-Departmental	-808,500	-808,500	.00	.00	.00	-808,500.00	.0%
4110 Legislative	725,736	725,736	413,661.32	36,595.94	.00	312,074.68	57.0%
4120 Legal	357,076	357,076	237,028.15	23,704.42	.00	120,047.85	66.4%
4130 Executive	275,542	275,542	146,218.36	15,208.72	.00	129,323.64	53.1%
4134 Human Resources	189,901	189,901	83,308.81	7,676.72	.00	106,592.19	43.9%
4136 Information Technology	504,732	504,732	288,208.83	47,768.07	.00	216,523.17	57.1%
4140 Finance	598,236	598,236	290,735.64	25,987.21	.00	307,500.36	48.6%
4143 Treasury	586,837	586,837	180,984.64	9,993.52	.00	405,852.36	30.8%
4160 Government Buildings	122,136	122,136	83,362.40	9,413.96	.00	38,773.60	68.3%
4210 Police	5,868,204	5,868,204	3,970,940.27	468,507.45	.00	1,897,263.73	67.7%
4215 Reserve Officers	44,881	44,881	13,116.99	813.84	.00	31,764.01	29.2%
4216 Crossing Guards	143,648	143,648	99,067.23	14,833.01	.00	44,580.77	69.0%
4217 PROS	301,432	301,432	227,301.88	28,598.20	.00	74,130.12	75.4%
4218 Liquor Control	48,395	48,395	25,639.93	9,447.72	.00	22,755.07	53.0%
4219 Enhanced 911	595,000	595,000	463,923.34	44,576.86	.00	131,076.66	78.0%
4220 Fire	2,058,000	2,058,000	1,542,511.70	.00	.00	515,488.30	75.0%
4410 Streets	3,153,258	3,153,258	2,160,108.55	194,812.27	.00	993,149.45	68.5%
4450 Engineering	780,218	780,218	386,541.12	34,076.12	.00	393,676.88	49.5%
4510 Parks	809,501	809,501	543,788.79	43,533.70	.00	265,712.21	67.2%
4610 Planning	233,820	233,820	142,922.11	16,228.21	.00	90,897.89	61.1%
TOTAL GENERAL FUND	16,588,053	16,588,053	11,299,370.06	1,031,775.94	.00	5,288,682.94	68.1%
<b>30 DEBT SERVICE</b>							
4710 Debt Sevice	269,900	269,900	13,092.65	1,600.00	.00	256,807.35	4.9%
TOTAL DEBT SERVICE	269,900	269,900	13,092.65	1,600.00	.00	256,807.35	4.9%
<b>44 MUNICIPAL BUILDING AUTHORITY</b>							
4110 Legislative	927,202	927,202	.00	.00	.00	927,202.00	.0%
TOTAL MUNICIPAL BUILDING AUTHORITY	927,202	927,202	.00	.00	.00	927,202.00	.0%
<b>45 CAPITAL IMPROVEMENT</b>							

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City of Bountiful, UT  
MARCH 2016 YTD EXPENSE REPORT-FY 2016

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FOR 2016 09

JOURNAL DETAIL 2016 1 TO 2016 13

45	CAPITAL IMPROVEMENT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4110	Legislative	550,000	550,000	37,148.10	1,342.00	.00	512,851.90	6.8%
4136	Information Technology	65,000	65,000	3,937.50	.00	.00	61,062.50	6.1%
4140	Finance	20,000	20,000	19,059.00	.00	.00	941.00	95.3%
4160	Government Buildings	35,000	35,000	34,199.82	.00	.00	800.18	97.7%
4210	Police	540,000	540,000	199,695.24	-3,042.00	.00	340,304.76	37.0%
4410	Streets	2,134,588	2,134,588	1,121,362.45	.00	.00	1,013,225.55	52.5%
4510	Parks	1,184,000	1,184,000	161,582.91	32,311.50	.00	1,022,417.09	13.6%
	TOTAL CAPITAL IMPROVEMENT	4,528,588	4,528,588	1,576,985.02	30,611.50	.00	2,951,602.98	34.8%
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48	RECYCLING							
4800	Recycling	377,780	377,780	251,263.30	31,786.38	.00	126,516.70	66.5%
	TOTAL RECYCLING	377,780	377,780	251,263.30	31,786.38	.00	126,516.70	66.5%
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49	STORM WATER							
4900	Storm Water	1,541,487	1,541,487	786,303.21	31,771.85	.00	755,183.79	51.0%
	TOTAL STORM WATER	1,541,487	1,541,487	786,303.21	31,771.85	.00	755,183.79	51.0%
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51	WATER							
5100	Water	5,433,735	5,433,735	2,845,720.88	278,799.25	.00	2,588,014.12	52.4%
	TOTAL WATER	5,433,735	5,433,735	2,845,720.88	278,799.25	.00	2,588,014.12	52.4%
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53	LIGHT & POWER							
5300	Light & Power	34,240,060	34,240,060	20,474,225.89	1,982,412.30	.00	13,765,834.11	59.8%
	TOTAL LIGHT & POWER	34,240,060	34,240,060	20,474,225.89	1,982,412.30	.00	13,765,834.11	59.8%
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55	GOLF COURSE							

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City of Bountiful, UT  
MARCH 2016 YTD EXPENSE REPORT-FY 2016

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FOR 2016 09		JOURNAL DETAIL 2016 1 TO 2016 13						
55	GOLF COURSE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5500	Golf Course	1,764,441	1,764,441	1,019,678.58	114,153.63	.00	744,762.42	57.8%
	TOTAL GOLF COURSE	1,764,441	1,764,441	1,019,678.58	114,153.63	.00	744,762.42	57.8%
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57	LANDFILL							
5700	Landfill	1,125,394	1,125,394	748,313.68	81,724.12	.00	377,080.32	66.5%
	TOTAL LANDFILL	1,125,394	1,125,394	748,313.68	81,724.12	.00	377,080.32	66.5%
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58	SANITATION							
5800	Sanitation	1,181,644	1,181,644	741,009.87	49,526.07	.00	440,634.13	62.7%
	TOTAL SANITATION	1,181,644	1,181,644	741,009.87	49,526.07	.00	440,634.13	62.7%
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59	CEMETERY							
5900	Cemetery	622,677	622,677	323,393.33	23,285.68	.00	299,283.67	51.9%
	TOTAL CEMETERY	622,677	622,677	323,393.33	23,285.68	.00	299,283.67	51.9%
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61	COMPUTER MAINTENANCE							
6100	Computer Maintenance	38,263	38,263	16,496.96	4,421.63	.00	21,766.04	43.1%
	TOTAL COMPUTER MAINTENANCE	38,263	38,263	16,496.96	4,421.63	.00	21,766.04	43.1%
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63	LIABILITY INSURANCE							
6300	Liability Insurance	541,343	541,343	448,181.51	14,154.93	.00	93,161.49	82.8%
	TOTAL LIABILITY INSURANCE	541,343	541,343	448,181.51	14,154.93	.00	93,161.49	82.8%
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64	WORKERS' COMP INSURANCE							

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City of Bountiful, UT  
MARCH 2016 YTD EXPENSE REPORT-FY 2016

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FOR 2016 09		JOURNAL DETAIL 2016 1 TO 2016 13						
64	WORKERS' COMP INSURANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6400	Workers' Comp Insurance	329,252	329,252	124,858.51	8,084.71	.00	204,393.49	37.9%
	TOTAL WORKERS' COMP INSURANCE	329,252	329,252	124,858.51	8,084.71	.00	204,393.49	37.9%
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72	RDA REVOLVING LOAN FUND							
7200	RDA Revolving Loans	1,019,321	1,019,321	40,000.00	.00	.00	979,321.00	3.9%
	TOTAL RDA REVOLVING LOAN FUND	1,019,321	1,019,321	40,000.00	.00	.00	979,321.00	3.9%
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73	REDEVELOPMENT AGENCY							
7300	Redevelopment Agency	2,119,111	2,119,111	109,575.49	14,610.53	.00	2,009,535.51	5.2%
	TOTAL REDEVELOPMENT AGENCY	2,119,111	2,119,111	109,575.49	14,610.53	.00	2,009,535.51	5.2%
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83	RAP TAX							
8300	RAP Tax	451,600	451,600	274,355.73	30,495.17	.00	177,244.27	60.8%
	TOTAL RAP TAX	451,600	451,600	274,355.73	30,495.17	.00	177,244.27	60.8%
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91	GFAAG							
4110	Legislative	0	0	2,765.85	.00	.00	-2,765.85	100.0%
4140	Finance	0	0	1,119.60	.00	.00	-1,119.60	100.0%
4160	Government Buildings	0	0	460.97	.00	.00	-460.97	100.0%
	TOTAL GFAAG	0	0	4,346.42	.00	.00	-4,346.42	100.0%
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92	OPEB TRUST							
9200	OPEB Trust	0	0	65,964.58	6,579.55	.00	-65,964.58	100.0%
	TOTAL OPEB TRUST	0	0	65,964.58	6,579.55	.00	-65,964.58	100.0%
	GRAND TOTAL	73,099,851	73,099,851	41,163,135.67	3,735,793.24	.00	31,936,715.33	56.3%

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City of Bountiful, UT  
MARCH 2016 YTD EXPENSE REPORT-FY 2016

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FOR 2016 09

JOURNAL DETAIL 2016 1 TO 2016 13

92	OPEB TRUST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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# City Council Staff Report

**Subject:** Budget Overview and Tentative Budget Adoption  
**Author:** Galen D. Rasmussen, Assistant City Manager  
**Department:** Executive  
**Date:** May 10, 2016



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## **Background**

As required by State law (Utah Code Sections 10-6-109 to 10-6-113), a budget has been prepared by management and staff for consideration as Bountiful City's Tentative Budget for Fiscal Year 2016-2017. State law requires adoption of a tentative budget at the first regular meeting in May of each year along with the setting of a time and place for a public hearing on that Tentative Budget.

## **Analysis**

The document, "**City of Bountiful, Utah Operating & Capital Budgets, Fiscal Year 2016-2017**" was distributed previously to each of you for use in conducting Council Budget Committee Meetings with every department and fund of the City and the Bountiful Redevelopment Agency (RDA). Development of the budget began in early January within each department of the City. The City Manager, Assistant City Manager, HR Manager and others prepared projections and various analyses to arrive at the budget document you received.

This budget document is presented tonight for adoption by the Mayor and City Council as the "Tentative Budget" of the City for Fiscal Year 2016-2017 which begins on July 1, 2016 and ends on June 30, 2017. The budget document contains a summary of the budget process, Council priorities, a variety of narrative descriptions, and quantitative measures. This collection of data provides documentation for results of past operations, projected results for the current fiscal year, and the request for Fiscal Year 2016-2017. There are also sections for fees and charges and a long-term capital plan. Submitted also for adoption, by reference, along with the budget document are:

1. Compensation schedules which were used to develop the personnel services sections of the budget document.
2. A certification of participation in the Public Employees Contributory Retirement System and the Public Safety Contributory Retirement System of the Utah Retirement Systems (URS) for fiscal year 2016-2017.

This combined budget document with fees, charges, long-term capital plan, referenced compensation schedules, and URS certifications are presented for consideration of adoption as the Tentative Budget of the City.

As a companion to the budget document, I will also conduct a brief presentation during the Council Meeting to highlight overall financial trends and key points of the budget for each fund of the City for consideration of the Council. The budget document itself is prepared in accordance with the State Uniform Fiscal Procedures Act and is balanced with regard to revenues and expenditures/expenses.

### **Department Reviews**

The referenced budget document for Fiscal Year 2016-2017 has been reviewed by every department manager in the City; Council Budget Committees; and the City Manager for concurrence. During the Council Budget Committee Meetings there were some changes recommended to the tentative budget. The Tentative Budget presented tonight will therefore be revised to incorporate those recommended changes to arrive at a final budget that will be presented for adoption by the Mayor and City Council on June 14, 2016 after a public hearing process. The companion analysis presentation to be provided tonight during the meeting is derived from the Tentative Budget document and has also been reviewed for concurrence by the City Manager.

### **Significant Impacts**

None.

### **Recommendation**

Based on the analysis provided, and the Operating & Capital Budget document referenced, it is recommended that the Mayor and City Council:

1. Adopt the "**City of Bountiful, Utah Operating & Capital Budgets, Fiscal Year 2016-2017**" document as the City's Tentative Budget.
2. Set the time and place for a public hearing on the Tentative Budget. This would be the City Council Meeting to be held at 7:00 p.m. on Tuesday, June 14, 2016 at Bountiful City Hall.

### **Attachments**

None



# City Council Staff Report



**Subject:** Beer License – Apple Corner 22  
**Address:** 2065 South Orchard Dr.  
**Author:** Chad Wilkinson  
**Department:** Planning  
**Date:** May 10, 2016

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## Background

Apple Corner 22 Inc, PushPinder Singh Walia and Jyoti Chauhan, applicants, request a beer license for the property located at 2065 South Orchard Dr. As background, the applicants are new owners for this existing convenience store business.

## Analysis

The Police Department and City Attorney have reviewed the proposed application and have not found any criminal record or other obstacle that would prevent approval of the application. As the applicants appear to be in good standing, and as the sale of beer is allowed in this location, Staff recommends approval of the requested Beer License.

## Department Review

City Planner, City Attorney, Police Department

## Recommended Action

Approve the Beer License for Apple Corner 22 Inc, 2065 South Orchard Drive, PushPinder Singh Walia and Jyoti Chauhan, applicants.

## Significant Impacts

There are no significant impacts.

## Attachments

1. Application with Police Department approval

**CITY OF BOUNTIFUL**  
**790 S. 100 E.**  
**Bountiful, Utah 84010**  
**801-298-6190**

**BEER LICENSE APPLICATION FOR BOUNTIFUL, UTAH**  
**\$50.00 Filing Fee**

1. I (we) hereby submit this application for a Class A license to sell beer strictly within the terms of the Ordinance of Bountiful and the Liquor Control Act of Utah.
2. Qualifications of Applicant: Each licensee must be over 21 years of age and a citizen of the United States or a resident alien or is otherwise lawfully residing within the United States.

I am (we are) of good moral character and have not been convicted of a felony or any violation of any law or ordinance relating to intoxicating liquors, or of drunken driving, or of keeping a gambling or disorderly house, or have not pleaded guilty to or have forfeited bail on a charge of having committed a felony or having violated any such law or ordinance. I am (we are) not a member of a partnership or corporation, applicant herein, of which any partner, director, or officer lacks any such qualifications.

I (we) have complied with the requirements, and possess the qualifications specified in the ordinances of Bountiful and the Liquor Control Act of Utah, and agree that if a license is issued that it shall be subject if revocation as provided by City Ordinances, and provisions of the Liquor Control Act of Utah.

3. Name of Business APPLE CORNER 22 INC  
 Address of Business 2193 ORCHARD DR. BOUNTIFUL - UT-84010  
 Type of Business CONVENIENCE STORE

Owner's name, address, and birth date. If a corporation list all the officers and directors. Use additional sheet if necessary.

Name	Address	Birth date
<u>PUSHINDER SINGH WALIA</u>	<u>2015 S. 800 W LIX-UT-84037</u>	<u>09/02/1973</u>
<u>SYOTI CHAUDHARI</u>	<u>1501 S. 300 W LIX-UT-84017</u>	<u>04/20/1971</u>

Respectfully Submitted:

\_\_\_\_\_  
 Title \_\_\_\_\_  
 \_\_\_\_\_  
 Title \_\_\_\_\_  
 \_\_\_\_\_  
 Title \_\_\_\_\_  
 \_\_\_\_\_  
 Title \_\_\_\_\_

APPROVED  
  
 Chief Tom Ross

# City Council Staff Report

**Subject: Public Hearing on Transferring Ownership of  
Fire Stations to the South Davis Fire Service Area**

**Authors: Russell Mahan**

**Department: City Attorney**

**Date: 10 May 2016**



## Background

There have many steps taken in the past two years to establish an independent service district known as the South Davis Metro Fire Service Area. All cities in the south end of the county, and Davis County, have formed the district and agreed to an Interlocal Agreement for its management. Section 12 of that Agreement requires that “any asset titled in the name of an individual member and used for the operations of SDMFSA on June 30, 2016, shall be transferred...to SDMFSA no later than September 1, 2016.” This includes the two fire stations and certain other equipment, which are highlighted on the attachment. Centerville will be doing the same for its fire station.

State law and the City Code require that whenever the City disposes of a “significant parcel” of real property that a public hearing be held. These two fire stations each have a significant value triggering this requirement. The valuation of the fire stations and the other property involved is given in an email from Finance Director Tyson Beck, which is attached.

## Analysis

This is an opportunity for the public to give whatever input it may have on the subject of transferring the fire stations to the Fire Service Area. The use as fire stations will remain the same. Under the terms of the Interlocal Agreement the actual transfer by deed will not occur until after June 30<sup>th</sup>. However, this meeting will fulfill the public hearing requirement. **It is recommended that the public hearing be opened, any comments taken, and then the hearing continued until the City Council meeting on July 12, 2016.**

Some details of the transfer have yet to be worked out but will be completed by July 10<sup>th</sup>. For example, the 100 West fire station parcel will have to be divided to keep the park, tennis court and parking lot under City ownership while conveying the station to the Fire Service Area. A cross-access parking agreement will need to be worked out for fire station parking. The Power Department needs to determine what easements are necessary for its lines in the area.

**Department Review**

This memorandum has been prepared by City Attorney Russell Mahan and reviewed by City Manager.

**Recommendation**

The public is invited to speak tonight. It is recommended that the public hearing be continued until July 12, 2016, when the actual transfer can be authorized.

**Significant Impacts**

The transfer of the fire stations will have an impact on City real estate assets, but will not change the level of fire protection and service for the citizens of Bontiful.

**Attachments**

List of assets to be transferred to the Fire Service Area.

Email from Finance Director Tyson Beck setting values for the assets to be transferred.

SDFD Assets

ASSET #	DESCRIPTION
1011	LAND 2.17 ACRES 2600 SO 1800
1014	LAND STATION 82-1.087 ACRES
1015	LAND PARKING STRIP ST 82
1016	ROADWAY 1100 NO OUR SHARE
1045	ST 82 ROADWAY EAST OF STAT
1024	STATION85
2001	Station Number Three
3019	NEW ROOF ON STATION #83
3023	Station 83 Sleeping room & Tra
1010	EXPAND SLEEPING AREA ST 83
1025	FURNISHING STATION 85
5285	SHARP COPIER MODEL AR 787
5264	2INTERCOMSAND10 HEADSET
7004	CONFINED SPACE RESCUE KIT
7043	32 BREATHING APPERATUSES
7054	FIREHOUSE REPORTING SOFTV
7055	SEARCHCAM-SUPER PROBE CL
7056	SAFETY TRAINING TRAILER
7060	SMOKE ALARM HOUSE TRAINERF
7070	EXHAUST SYSTEM ST 83
7071	HEAVY DUTY WASHING MACHIN
6014	1997 FORD F350TRUCK GRASS
6020	2002 HORTON AMBULANCE WIT
6025	2001 Ford F250 Pickup with top
6027	2001 Pierce Pumper Fire Truck
6028	2002 FORD F350 AUX GRASS UN
7041	2003 FORD F350 PICKUP-BRUSH
7057	2004 FORD F-350 PICKUP-AUX U
7058	2005 HORTON AMBULANCE MDL

BNT Assets

ASSET #	DESCRIPTION
303	FIRE STATION #2
304	METAL ROOF REPLACEMENT / STATION #2
305	REMODELING AT STATION #92
317	FIRE STATION #92 REMODELING
319	NEW FIRE STATION #1
419	SEMAPHORE CONTROLLER SYSTEM
453	3-XYBIX DISPATCH CONSOLES (SDMFA #507)
455	HURSTMAVRICK HYDRAULIC PMP/MINI-MATE MTR
475	1988 FEDERAL EMERGENCY ONE / ENGINE #1
476	1992 PIERCE ARROW AERIAL ENGINE
479	1996 PIERCE LANCE PUMPER TRUCK
510	2002 FORD F-350 PICKUP TRUCK
606	FIRE STATION 92 FURNISHINGS
613	OFFICE FURNITURE & EQUIPMNT / STATION #1

CENT Assets

ASSET #	DESCRIPTION
101	125 SOUTH MAIN PROPERTY AND BUILDING

## Russell Mahan

---

**From:** Tyson Beck  
**Sent:** Tuesday, May 03, 2016 11:56 AM  
**To:** Gary Hill; Russell Mahan; Clinton Drake  
**Cc:** Galen Rasmussen  
**Subject:** South Davis Metro Fire Agency - Capital Assets  
**Attachments:** Bountiful City Capital Assets to Be Transferred to SDMFA.XLSX

Gary, Rusty, & Clint,

I have attached the listing of Bountiful City capital assets as I show them. The spreadsheet has two tabs, one is the value of the assets at 6/30/2015 and the other adds an additional year of depreciation to the assets and shows their value at 6/30/2016. This list does not include any land that might be deeded over as part of the agreement, so if you want that information let me know what parcels will be deeded and I can get you those costs as well.

If we do transfer the assets as of 7/1/2016 we will be transferring assets with a book value of \$2,336,193 (historical cost of \$5,108,291.06 with \$2,772,098.06 in accumulated depreciation). The accounting for that transaction in FY 2017 will report a \$2,336,193 expense, on the government-wide financial statements, for the loss on the deletion of those assets transferred.

Additionally, the Bountiful asset list that Rusty passed out in management meeting today was corrected except for asset #455 (HURSTMAVRICK HYDRAULIC PMP/MINI-MATE MTR). That asset was sold by SDMFA some time before 6/30/2015 and was deleted off of our books during fiscal year 2015.

Please let me know if you need any additional information or reports on these assets.

*Tyson Beck, CPA*  
Finance Director  
Bountiful City

**Office:** [801-298-6115](tel:801-298-6115)  
**Fax:** [801-298-3171](tel:801-298-3171)  
**Email:** [tbeck@bountifulutah.gov](mailto:tbeck@bountifulutah.gov)

ASSET	DESCRIPTION	DATE ACQ	ACQ COST	EST USEFUL LIFE	CURR BOOK VAL	LTD ACCUM DEPR
303	FIRE STATION #2	01/01/78	126,952.31	20	0.00	126,952.31
304	METAL ROOF REPLACEMENT / STATION #2	01/13/00	20,596.00	20	3,604.30	16,991.70
305	REMODELING AT STATION #92	04/11/01	22,373.67	20	5,034.09	17,339.58
317	FIRE STATION #92 REMODELING	07/01/02	481,006.13	30	264,553.36	216,452.77
319	NEW FIRE STATION #1	06/15/05	3,345,407.42	30	2,063,001.25	1,282,406.17
419	SEMAPHORE CONTROLLER SYSTEM	01/16/97	30,044.00	10	0.00	30,044.00
453	3-XYBIX DISPATCH CONSOLES (SDMFA #507)	01/08/03	23,129.00	5	0.00	23,129.00
475	1988 FEDERAL EMERGENCY ONE / ENGINE #1	01/01/89	210,896.63	4	0.00	210,896.63
476	1992 PIERCE ARROW AERIAL ENGINE	01/01/91	472,127.25	4	0.00	472,127.25
479	1996 PIERCE LANCE PUMPER TRUCK	12/12/95	263,419.84	4	0.00	263,419.84
510	2002 FORD F-350 PICKUP TRUCK	05/15/02	24,470.40	4	0.00	24,470.40
606	FIRE STATION 92 FURNISHINGS	04/23/02	20,366.12	10	0.00	20,366.12
613	OFFICE FURNITURE & EQUIPMNT / STATION #1	01/01/05	67,502.29	10	0.00	67,502.29
			<b>5,108,291.06</b>		<b>2,336,193.00</b>	<b>2,772,098.06</b>





# City Council Staff Report

**Subject:** Certified Investment Advisor Services  
**Author:** Galen D. Rasmussen, Assistant City Manager  
 S. Ted Elder, City Treasurer  
**Departments:** Finance & Treasury  
**Date:** May 10, 2016



## **Background**

On June 28, 2011, the Mayor and City Council approved investment management services with the firm of Contango Capital Advisors (D.B.A. Zions Capital Advisors). Since that date, approximately \$38 million of the City's investment portfolio has been managed by Zions Capital Advisors located in Salt Lake City.

## **Analysis**

On January 26<sup>th</sup> staff sent out Requests for Proposals (RFPs) to seven investment advisory firms that are listed as Certified Investment Advisors approved by the State of Utah Money Management Council. The submission deadline for proposals was set for April 7<sup>th</sup> at 5:00 p.m. Formal written proposals were to be submitted with the intent of maintaining services for a five year period, subject to annual renewal at the option of the City. Each investment advisory firm was rated according to the following criteria stated in the RFP:

Responsiveness ( <u>5 points</u> )	Fees & Account Minimums ( <u>40 points</u> )
Financial Strength & Capacity ( <u>10 points</u> )	Optional Services ( <u>10 points</u> )
Availability & Quality of Services ( <u>35 points</u> )	Total Possible ( <u>100 points</u> )

## **Certified Investment Advisory Services (RFP Review Summary)**

Investment Advisory Firm	Status of RFP	Total Rating Points	Projected Five Year Fee
Alliance Bernstein, L.P.	Proposal submitted	80.2	\$395,905.80
Cutwater Asset Management	Did not attend the pre-proposal meeting	0	N/A
Moreton Asset Management	Proposal submitted	92.2	\$205,035.70
Morgan Stanley	Did not attend the pre-proposal meeting	0	N/A
PFM Asset Management	Did not attend the pre-proposal meeting	0	N/A
Soltis Investment Advisors, LLC	No proposal submitted	0	N/A
Zions Capital Advisors	Proposal submitted	96.2	\$186,390.00

The reviews of each proposal were performed by the Assistant City Manager and City Treasurer including applicable follow-up inquiry that was deemed necessary to clarify matters and to obtain answers on staff questions.

Each firm that submitted a proposal had great strengths, resources, and a variety of services to offer. Our task as a staff was to evaluate each proposal and decide upon the investment advisory firm that demonstrated the greatest strengths, resources and net benefits (both monetary and nonmonetary in nature) to meet our City's specific investment needs. We were favorably impressed with all of the proposals and the professional nature of our contacts with each of the firms.

### **Department Review**

This staff report has been reviewed and approved by the City Manager.

### **Significant Impacts**

None.

### **Recommendation**

The firm we are recommending has the best mix of services, strength in national resources (with a local presence), strong financial ratings and demonstrated commitment to ongoing customer relations. **We recommend acceptance of the proposal from Zions Capital Advisors (the incumbent provider) for Certified Investment Advisory Services. We ask for approval for staff to negotiate a contract with the firm to implement services consistent with the proposal received for up to a five year service period subject to annual review.**

### **Attachments**

- Certified Investment Advisory Services RFP
- Certified Investment Advisory Services RFP - Staff Ratings Summary

# **Bountiful City**

## **REQUEST FOR PROPOSAL (RFP) CERTIFIED INVESTMENT ADVISORY SERVICES**

**ISSUED: January 26, 2016  
DUE: April 7, 2016, 5:00 p.m.**

**Bountiful City  
790 South 100 East  
Bountiful, Utah 84010**

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**Galen D. Rasmussen  
Assistant City Manager**

**S. Ted Elder  
City Treasurer**

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- II. City Investment Policy (as of June 28, 2011)

# INTRODUCTION

## I. GENERAL RFP INFORMATION

### A. Intent of Request for Proposal

The purpose of this RFP is to solicit competitive sealed proposals from full-service “Certified Investment Advisory” firms (as defined by the Utah Money Management Act found in Utah Code Section 51-7). The City will then assess each proposal (and the underlying firm) for eligibility, qualifications, services and costs for managing deposits and investments and providing certain other related financial services for the benefit of Bountiful City and its related business entities, namely, Bountiful City Redevelopment Agency and the Municipal Building Authority of Bountiful City (collectively referred to as “City” for purposes of this RFP).

### B. Background of the City

Bountiful City covers approximately 14 square miles in south Davis County, Utah. The City provides a full range of municipal services including administration, police, parks, street maintenance and snow removal, utility services (electricity, water, storm water, recycling, landfill and sanitation) and a championship golf course. The City’s fiscal year begins on July 1 and ends on June 30. The adopted 2015-2016 budget is \$54 million which includes 171 full-time equivalent employees to provide services to a resident population of approximately 43,000. The City Treasurer oversees management of all deposits and investments. Approximately \$37 million of the \$92 million in City deposits and investments are managed within two separate portfolios by a Certified Investment Advisor. One of these portfolios is for general cash and investment needs of the City and the other portfolio is used to manage the City’s Other Post-Employment Benefits (OPEB) program (currently under a bank trust account arrangement). The overall City portfolio composition (with the detailed composition of each certified investment advisory portfolio) as of December 31, 2015 is attached as Exhibit A to this RFP.

The City Council has adopted an Investment Policy which closely aligns with the Utah State Money Management Act. This investment policy is attached as Exhibit B to the RFP. This policy is due for update to improve the overall content and its consistency with the Utah Money Management Act. The planned updates are not deemed material to this RFP solicitation.

### C. Firm Eligibility and General Requirements

A qualified firm meeting the requirements of the Utah State Money Management Act (Utah Code Annotated 51-7 Sections 51-7-3(3), 51-7-18(2)(b)(vi) and (vii) and 51-7-11.5 along with the Rules of the State Money Management Council.

The proposing firm must be capable of managing two separate portfolios (regular investment portfolio and OPEB portfolio) and, in the case of the OPEB portfolio, either directly provide a trust account for the assets or be capable of working with an outside trust account provider to invest the OPEB assets.

### D. Written Agreement

The selected firm must enter into a written agreement with Bountiful City, in an acceptable form, to provide all services as required under the scope of this RFP. The written agreement must be executed within 30 days of the City’s approval of services or the City may give notice of intent to select the next most qualified proposing firm or call for new proposals.

### E. Contract Period

The term of the contract shall be a five (5) year period commencing on July 1, 2016 depending on the City’s time frame in accommodating technology or administrative adjustments. The contract may then be renegotiated, at the option of the City, on an annual basis at end of the five year contract.

### F. Termination Rights

The banking contract shall provide that either entity has the right to cancel with or without cause at any time upon ninety (90) days written notice of its intent to terminate the contract.

## G. Other Requirements

### 1. Conform to RFP Guidelines

All proposal information must be submitted as required in this Request for Proposal.

### 2. Proposals submitted on a Timely Basis

All proposals with three (3) complete copies must be submitted to Mr. Galen D. Rasmussen, Assistant City Manager, by the deadline of Thursday, April 7, 2016, at 5:00 p.m. Mountain Time at the following address:

Attn: Galen D. Rasmussen  
Bountiful City  
790 South 100 East  
Bountiful, UT 84010

#### Contact Information for Questions:

Galen Rasmussen, Assistant City Manager

Phone: 801-298-6117

Email: [GalenR@BountifulUtah.gov](mailto:GalenR@BountifulUtah.gov)

#### Alternate Contact Information for Questions:

Ted Elder, City Treasurer

Phone: 801-298-6093

Email: [Telder@BountifulUtah.gov](mailto:Telder@BountifulUtah.gov)

Any proposal received after the stated deadline above will be deemed unresponsive and will not be considered for evaluation. **Faxed and e-mailed proposal copies from firms will not be accepted in lieu of the physical copies.**

## H. Proposal Calendar

It is anticipated that the following schedule will be followed:

<b><i>Publication of Notice of Request for Proposals (website)</i></b>	<b><i>January 26, 2016</i></b>
<b><i>Distribution of RFPs (via email and/or postal mail)</i></b>	<b><i>January 26, 2016</i></b>
<b><i>Mandatory Pre-proposal Conference (9:30 a.m.)</i></b>	<b><i>February 17, 2016</i></b>
<b><i>Sealed proposals due by 5:00 p.m.</i></b>	<b><i>April 7, 2016</i></b>
<b><i>Reviews &amp; Negotiations</i></b>	<b><i>April 11 – April 18, 2016</i></b>
<b><i>Scheduled Approval by City Council</i></b>	<b><i>April 26, 2016</i></b>
<b><i>Implementation period</i></b>	<b><i>April 2016 to June 2016</i></b>
<b><i>Contract start date</i></b>	<b><i>July 1, 2016</i></b>

Circumstances may require that this schedule be altered based upon the number and quality of proposals.

## FIRM INFORMATION

### I. Organizational Information

Please provide the following information:

- A. Firm name.
- B. Firm headquarters mailing address.
- C. Firm headquarters telephone number.

- D. Name of individual(s) completing questionnaire.
- E. Individual(s) telephone number(s), and address(es).
- F. Individual(s) fax number(s).
- G. Individual(s) e-mail address(es).
  
- H. Date questionnaire completed (Day/Month/Year).
- I. Firm classification (Bank, Insurance Company, Registered Investment Advisor, etc.)
- J. Brief history of firm:
  - \_ Ownership (Length of time in business under present name and ownership)
  - \_ Listing of material developments in the past three years
  - \_ Prior business names
- K. Organizational chart of firm.
- L. Copy of the firm's most recently issued annual financial report.
- M. Name of parent firm (if any) and the name of affiliations or subsidiaries (if any).
- N. Date of firm inception.
- O. Name of regulatory body overseeing the firm.
- P. Firm's fidelity bond and fiduciary liability insurance policies, including coverage amounts.

**II. Firm Personnel**

Name	Title	Education	Role at the Firm	Total Investment Experience	Tenure with Firm
<i>Notes:</i>					

**III. Client Service**

- A. Provide contact information and professional qualifications for the individuals who would have primary responsibility for the City's accounts.
- B. List the scope of services that will be provided. Include a description of how client servicing/communication responsibilities are divided between portfolio managers and client service/marketing personnel and how often meetings are held with clients to review the portfolio.
- C. Describe the client-reporting process. How frequently are reports made available? What output formats are available? Include sample reports for examination.

**IV. Compliance**

- A. Describe the compliance assessment process for your firm, including the time period covered, testing methods, and frequency.
- B. When was the last compliance assessment? Please attach a summary of the report, if possible.
- C. To whom does the chief compliance officer report?
- D. Please provide a copy of the registration forms you have provided to your local regulator.
- E. When was your firm’s last regulatory inspection? Please provide a copy of the inspection report.
  
- F. Has any regulatory body or market authority issued any orders or other sanctions against your firm in the last five years? If yes, please describe.
- G. Is your firm or any affiliate the focus of any pending or ongoing litigation, formal investigation, or administrative proceedings related to money management activities? If yes, please describe.
- H. Has your firm, or the principals of your firm, been under investigation related to money management activities in the last five years? If yes, please explain.

**V. Governance**

- A. Provide a summary of your firm’s internal control structure.
- B. Describe any potential conflicts of interest your firm may have in the management of this account.
- C. How would conflicts of interest be addressed by your firm?

**VI. Trading**

- A. Describe any restrictions you may have on client-directed transactions.
- B. Outline your firm’s policies and procedures concerning trading and execution, including those relating to (i) how your firm seeks to achieve best execution; (ii) how your firm ensures equitable trading for all clients (i.e., the account of one client is not favored above the account of another) and exceptions to this policy, if any; and (iii) allocation of trades (e.g., by portfolio manager or automated);

**VII. Assets under Management**

<b>Account Type</b>	<b>Asset Amounts</b>	<b>Number of Accounts</b>
Corporate		
Public fund		
Union/multi-employer		
Foundation and endowment		
Insurance		
High-net-worth Individuals		
Wrap accounts		
Sub-advised assets		
Other, please explain		
Total		



### VIII. Accounts Lost/Gained

	Accounts Lost			Accounts Gained		
	Number	Dollars (US\$ millions)	% of Firm	Number	Dollars (US\$ millions)	% of Firm
2015						
2014						
2013						
2012						
2011						
2010						
2009						
2008						
2007						
2006						
2005						

- A. Discuss the reasons for lost accounts indicated in the table above (not including plan terminations).
- B. Provide a representative client list for this product and at least three client references. For each reference, please include the client's name and the length of the relationship as well as the client's e-mail address and phone number.

### IX. Investment Philosophy and Process

- A. Briefly describe your firm's investment philosophy.
- B. Discuss your firm's investment strategy, screening processes, and portfolio construction methodology.
- C. How do you decide to buy or sell a security?
- D. Are portfolios managed by individual managers or teams?
- E. Do managers follow a "model" portfolio, and if so, to what extent is management permitted to deviate from such a model portfolio?
- F. How frequently are investment policy or strategy meetings held?

### X. Risk Management

- A. Describe how your firm controls portfolio investment risk.
- B. How does your firm currently measure/track risk?
- C. Do you stress test your portfolios? If so, how is this accomplished?

### XI. Research

- A. Provide an overview of your research, including the use of fundamental, technical, and quantitative analyses. Please provide any additional comments that are unique to your firm.

## **XII. Fees and Account Minimums**

- A. List your fee schedule covering all services to be provided. Please include performance-based fees, the basis for those fees, and any other fees that may be applicable to the running of this account.
- B. What is the minimum account your firm will accept?
- C. Does your firm charge a minimum annual fee? If so, what is this fee? Will it stay the same or change in the future based on some set formula?
- D. Under what circumstances are fees negotiable?
- E. What is your billing frequency?

## **XIII. Other Services**

- A. List any alternative or additional services that your firm is capable of providing that may be of benefit to the City.
- B. Outline your experience in delivering these service alternatives.

## **EVALUATION AND SELECTION PROCESS**

The Assistant City Manager and City Treasurer will evaluate RFP responses and select the top two responsible and responsive proposals which will then be subject to further negotiations and evaluations. The following categories and point values will be used for evaluation of RFPs:

- I. (5 Points) Responsiveness** – Completeness and conformity of the proposal response to the RFP requirements.
- II. (10 Points) Financial Strength and Capacity** – This includes review of the firm’s financial report and external regulatory agency reports.
- III. (35 Points) Availability and Quality of Services** – The demonstrated ability of the proposing firm to meet the investment services needs of the City including, but not limited to, the quality of provided investment expertise, related technology resources, strength of professional references, and the training and experience of key personnel.
- IV. (40 Points) Fees and Account Minimums**– Combination of projected monthly costs and related financial benefits which are offered to yield the best combined benefit to the City, in the judgement of City staff.
- V. (10 Points) Optional Services** – Consideration of other services, products, or offers that may be beneficial to the City.

## **EXHIBITS**

- I.** City Investment Portfolio (as of December 31, 2015)
- II.** City Investment Policy (as of June 28, 2011)

**Bountiful City**  
**Investment Advisory RFP Staff Evaluation Summary**

Evaluation Date: Wednesday, April 27, 2016

**Staff Average Ratings**

RFP OutlineNumber	Evaluation Criteria	Description	Alliance Bernstein	Moreton Asset Management	Zions Capital Advisors	Soltis Advisors
	<b>Responsiveness</b>	<b>Score between 1 and 5. With 1 as a low rating and 5 as a high rating</b>				
Introduction (I C)		Qualified Firm per Title 51-7-3(3), 51-7-18(2)(b)(vi) & (vii) and 51-7-11.5 of Utah State Law	5.0	5.0	5.0	No proposal
Introduction (I C)		Demonstrates ability to manage separate and distinct portfolios	5.0	5.0	5.0	
Introduction (I C)		Evidence of capability to provide a trust account or work with an outside trustee for OPEB assets	2.5	1.5	5.0	
Introduction (I D - F)		Demonstrates ability to enter into an acceptable form contract for services with the City	5.0	5.0	5.0	
Introduction (I G 1)		Firm's response adequately addresses all items in City RFP	4.5	4.0	4.0	
Introduction (I G 2)		3 Copies of Proposal Submitted by April 7, 2016 @ 5:00 p.m.	5.0	5.0	5.0	
Introduction (I H)		Firm attended Mandatory Pre-Proposal Conference on February 17, 2016	5.0	5.0	5.0	
	<b>Financial Strength</b>	<b>Score between 1 and 10. With 1 as a low rating and 10 as a high rating</b>				
Firm Information (I L)		Availability of annual financial report which demonstrates a sound financial condition for the proposing firm	6.0	8.0	8.5	No proposal
Firm Information (IV A,B)		Description of compliance assessment process and satisfactory compliance assessment report	10.0	9.0	10.0	
Firm Information (IV E)		Satisfactory regulatory inspection report	7.0	7.5	10.0	
Firm Information (IV F)		Orders or sanctions on the firm within the last 5 years with potential adverse effects to City as client	8.0	10.0	7.5	
Firm Information (IV G - H)		Pending litigation, investigations or proceedings with potential adverse effects to City as client	8.5	10.0	7.5	
	<b>Services</b>	<b>Score between 1 and 35. With 1 as a low rating and 35 as a high rating</b>				
Firm Information (I P)		Evidence of, and acceptable levels for, fidelity bond and/or applicable insurance coverage	35.0	35.0	35.0	No proposal
Firm Information (II & III A)		Education, experience and tenure of firm management and staff assigned to City's accounts	32.5	32.5	35.0	
Firm Information (III B)		Clear scope of services including division of duties and frequency of contact for servicing City needs	25.0	32.5	32.5	
Firm Information (III C)		Complete description of client reporting including frequency and format of reports with samples	32.5	32.5	32.5	
Firm Information (V)		Available summary of internal control structure - Satisfactory process for handling any conflicts of interest	35.0	30.0	32.5	
Firm Information (VI A)		Acceptable description/reasoning for restrictions on client-directed transactions	32.5	30.0	32.5	
Firm Information (VI B)		Procedures for trading /execution appear to provide equitable treatment for City and other clients	27.5	32.5	32.5	
Firm Information (VII)		Evidence of acceptable levels of diversification in assets under management	35.0	30.0	32.5	
Firm Information (VIII A)		Acceptable reasons provided for changes in accounts lost and gained	32.5	35.0	35.0	
Firm Information (VIII B)		Favorable client references based on contacts by City staff	35.0	35.0	35.0	
Firm Information (IX)		Firm's investment philosophy, strategies, processes and methodologies align with City policies and needs	32.5	35.0	35.0	
Firm Information (X)		Adequacy of firm controls governing investment risk and portfolio stress	35.0	35.0	35.0	
Firm Information (XI)		Reasonable research and analysis methodologies and resources are employed by the firm	35.0	35.0	35.0	
	<b>Fees &amp; Acct. Min.</b>	<b>Score between 1 and 40. With 1 as a low rating and 40 as a high rating</b>				
Firm Information (XII)		Detailed fee listing provided. Resulting monthly fee calculation verified with proposing firm	22.5	32.5	37.5	No proposal
Firm Information (XII)		Minimum account size requirements provided	40.0	40.0	40.0	
Firm Information (XII)		Minimum annual fees and basis for future fee changes provided	22.5	35.0	37.5	
Firm Information (XII)		Clear descriptions for negotiable fees and billing frequency	35.0	40.0	40.0	
		<b>Total Projected Five Year Fee</b>	<b>\$395,905.80</b>	<b>\$205,035.70</b>	<b>\$186,390.00</b>	
	<b>Optional Services</b>	<b>Score between 1 and 10. With 1 as a low rating and 10 as a high rating</b>				
Firm Information (XIII)		Availability and quality of alternative, optional services offered	5.0	9.0	10.0	No proposal

**RFP Response Scoring**

RFP OutlineNumber	RFP Category	Description	Average Assigned Score	Average Assigned Score	Average Assigned Score	Average Assigned Score
Evaluation (I)	Responsiveness	Completeness and conformity of the proposal response to the RFP requirements.	4.6	4.4	4.9	
Evaluation (II)	Financial Strength	Strength of financial report; results of compliance assessments and regulatory inspections	7.9	8.9	8.7	
Evaluation (III)	Services	The ability to meet the investment needs of the City (references, experience, resources).	32.7	33.1	33.8	
Evaluation (IV)	Fees & Acct. Min.	Projected monthly costs and related financial benefits yielding the highest net City benefit.	30.0	36.9	38.8	
Evaluation (V)	Optional Services	Consideration of other services, products, or offers and net benefit to the City.	5.0	9.0	10.0	
		<b>Total Score</b>	<b>80.2</b>	<b>92.2</b>	<b>96.2</b>	<b>No Proposal</b>



# City Council Staff Report

**Subject: Cemetery Fee Increases**

**Author:** Brock Hill & Gary Hill

**Department:** Cemetery

**Date:** 10 May 2016



## **Background**

Bountiful Cemetery carries a reputation as being well maintained with kind, courteous, and helpful staff. The expectation of timely and respectful services along with maintaining the Cemetery at high levels, where family and friends come to mourn the passing of loved ones, has always been a high priority for City Officials, the cemetery superintendent, and maintenance staff. Understanding that a fee increase was implemented in January of 2015, we feel it necessary to address additional fee increases for 2016.

On April 14, the Cemetery Department presented its annual budget to the Parks, Recreation, and Fine Arts Committee. The fee increases to be discussed in the Analysis section were approved by the committee and recommended for adoption at a meeting in May.

## **Analysis**

Over the past few months staff has been researching burial options available to residents of south Davis County. Currently, Bountiful City Cemetery is the only cemetery allowing non-residents to pre-purchase burial plots and some don't allow non-residents to purchase burial plots at all. We feel a responsibility to Bountiful citizens, in that, this is their cemetery, bought and paid for with their tax dollars and fees. It should be preserved, as best we are able, primarily for their use. In addition, we feel that non-residents are taking advantage of our lower fees and purchasing burial plots under false pretenses.

Centerville City is closed to non-residents and will be out of space altogether within 5 years. Farmington City is closed to non-residents and will have to expand into valuable park space to extend their operations up to 8-10 years. Kaysville City allows non-residents to purchase burial plots on an as-need basis only and only allowing 2 per household.

This is resulting in higher burial numbers every year for Bountiful City as few options are available to citizens in south Davis County and surrounding areas. In 2013 we performed 317 burials. In 2014 we performed 351 burials. In 2015 we performed 396 burials.

Another issue that needs consideration is non-residents having a relative who is a resident of Bountiful purchase their burial plots for them, resulting in lost revenue for the City and Cemetery operations. With the fee increase for "Grave Openings and Closings" we anticipate a recovery of some of those lost funds.

Other items for discussion and consideration are; disinterment fees, Infant Grave Openings, and overtime charges.

**Department Review**

The review was completed by the Parks and Cemetery Departments.

**Significant Impacts**

Not increasing Cemetery fees as proposed will result in continued increase of annual burial numbers, impact to Bountiful citizens, and loss of operating funds.

**Recommendation**

Staff recommends the Council approve the Cemetery fees and charges as discussed and outlined in the "Cemetery Fee and Charges" schedule.

**Attachments**

Cemetery Fee and Charges schedule

Resolution 2016-03

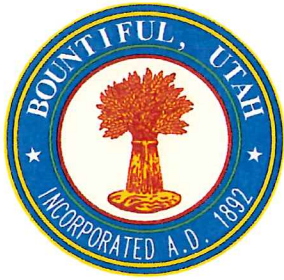
Description of Fee or Charge	Unit	Fee/Charge	Comments
<b>Burial Spaces:</b>			
Residents -			
One to Eight Spaces	Each	\$600.00	Minimum of 4 spaces together for each raised headstone.
Double Depth First and Second Burials	Each	\$625.00	
	Baby burial space	\$250.00	
	Urn burial space	\$250.00	
Raised Marker Fee	Each	\$100.00	
Flat Marker Fee	Each	\$20.00	
Non-Residents -			
One to Eight Spaces	Each	\$900.00	Minimum of 4 spaces together for each raised headstone.
Double Depth First and Second Burials	Each	\$925.00	
	Baby burial space	\$300.00	
	Urn burial space	\$300.00	
Raised Marker Fee	Each	\$100.00	
Flat Marker Fee	Each	\$20.00	

<b>Grave Opening Fees:</b>			
Residents -			
Adult (opening and closing)	Each	\$525.00	
Double Depth First and Second Burials	Each	\$650.00	
Disinterment (second burial - top casket)	Each	\$900.00	
Disinterment (double deep first burial - bottom casket)	Each	\$1,200.00	
(Note: If disinterment of the first burial (bottom casket) is requested, both disinterment fees must be paid.			
Baby Grave Opening	Each	\$150.00	
Urn Grave Opening	Each	\$150.00	
Infant Disinterment	Each	\$400.00	
Title Transfer Fee	Each	\$50.00	
Non-Residents -			
Adult (opening and closing)	Each	\$1,200.00	
Double Depth First and Second Burials	Each	\$1,250.00	
Disinterment (second burial - top casket)	Each	\$900.00	
Disinterment (double deep first burial - bottom casket)	Each	\$1,200.00	
(Note: If disinterment of the first burial (bottom casket) is requested, both disinterment fees must be paid.			
Baby Grave Opening	Each	\$300.00	
Urn Grave Opening	Each	\$200.00	
Infant Disinterment	Each	\$400.00	
Title Transfer Fee	Each	\$100.00	

**Overtime Charges:**  
*Apply to Saturdays, Legal Holidays & after 4 p.m.*

Residents -		
Overtime Charge	Per Hour	\$200.00
Each hour after 4:00 (Note: First hour starts at 4:01, Second hour starts at 5:01, etc)		
Non-Residents -		
Overtime Charge	Per Hour	\$200.00
Each hour after 4:00 (Note: First hour starts at 4:01, Second hour starts at 5:01, etc)		

*Provide 24 hours advance notice to Cemetery for burials.*



# BOUNTIFUL

City of Beautiful Homes and Gardens

**MAYOR**  
Randy C. Lewis  
**CITY COUNCIL**  
Kendalyn Harris  
Richard Higginson  
Beth Holbrook  
John Marc Knight  
John S. Pitt

**CITY MANAGER**  
Gary R. Hill

## Bountiful City Resolution No. 2016-03

**A Resolution setting new fees for the Bountiful City Cemetery.**

**It is the finding of the Bountiful City Council** that fees at the Bountiful City Cemetery must be increased in order to preserve the solvency of the Cemetery Fund, and to better reflect the actual costs of services rendered.

**Be it resolved by the City Council of Bountiful, Utah:**

**SECTION 1.** The costs to be charged by Bountiful City for cemetery spaces and for interment and other fees are set forth in the attached fee schedule, which is incorporated herein.

**SECTION 2.** This resolution shall take effect immediately.

**Adopted by the City Council of Bountiful, Utah, this 10<sup>th</sup> day of May, 2016.**

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Randy C. Lewis, Mayor

ATTEST:

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Shawna Andrus, City Recorder