

1 **Minutes of the**
2 **Public Safety Committee Budget Review Meeting**

3 Bountiful City Public Safety Building

4 April 3, 2018 (4:00 p.m.)
5

6 Present:

7 Committee Members: Kendalyn Harris (Chair), Beth Holbrook and Chris Simonsen

8 City Manager: Gary Hill

9 Assistant City Manager: Galen Rasmussen

10 Department Personnel: Chief Tom Ross, Dave Edwards, Troy Killian, Kathy Lovoi,

11 Lane Oberg, Brenna Dearden

12 South Davis Metro Fire: Chief Jeff Bassett
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15 Official Notice of this meeting had been given by posting a written notice of same at City Hall and
16 providing copies to the following newspapers of general circulation: Davis County Clipper, Standard
17 Examiner, and on the Utah Public Notice Website.
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19 Committee Chair Kendalyn Harris called the meeting to order at 4:07 p.m., and welcomed those in
20 attendance.

21 **PRESENTATION OF BUDGETS**

22 Chief Jeff Bassett was asked to present the detailed budget request for assessments from the South
23 Davis Metro Fire Service Area and responded to questions from the committee. The Chief outlined
24 the budget process followed by South Davis Metro Fire which includes financial oversight by City
25 Managers of the cities served by the entity along with governance by the board which is comprised of
26 local elected officials. South Davis Metro Fire is funded from three major revenue sources. First
27 source of revenue is through assessed contributions from cities; second, from property tax revenues
28 and third, through ambulance fees.

29 Major capital initiatives will be funded by a bond issue which Bountiful City does not participate in.
30 The City receives a payment annually (approximately \$89,000 for the current fiscal year) to repay the
31 City for upfront capital contributions to Metro Fire. Capital projects of the Fire Service Area include
32 planned renovation of three fire stations and purchase of a 120 foot ladder truck designed for
33 challenging rescue situations. Purchase of this ladder truck, which is manufactured in Germany, will
34 give the Fire Service Area two operating ladder trucks. The other ladder truck currently in service has
35 a 75 foot ladder. This 75 foot ladder truck will be housed at the main fire station in Bountiful while
36 the new ladder truck will be housed at the Foxboro station.

1 The Chief noted that the Fire Service Area has been seeing an annual 3 - 5% increase in call volume
2 which has driven budget development. Highlights of the pending budget for the Fire Service Area
3 include:

- 4 1. Purchase of additional capital equipment to address the needs of critical care patients.
- 5 2. Extra expense for longer distance transports of critical care patients to either Intermountain
6 Medical Center in Murray or McKay-Dee Hospital in Ogden.
- 7 3. A total of 13 new fire staff hired.

8 The budget for the Fire Service Area has not yet been finalized for FY2018-2019. Given this, the City is
9 budgeting for an estimated 2.5% increase from the current budget (\$64,482 increase) for a total
10 budget in FY2018-2019 of \$2,049,347. This will be adjusted if needed in the final City budget after
11 assessments are received.

12 Chief Tom Ross was asked to present the detailed budget for the Bountiful City Police Department and
13 he and other staff responded to questions from the Committee beginning with a review of key
14 Department goals as follows:

- 15 1. Continued focus on good customer relations.
- 16 2. Dispatching for Centerville City is scheduled to begin on July 1st. Two additional dispatchers
17 will be hired to help accommodate the increased workload. Costs of servicing the dispatch
18 needs of Centerville will be funded by Bountiful City receiving Centerville City's E911
19 allocation.
- 20 3. eForce software will be implemented in place of the existing FATPOT software solution to
21 service the majority of Department needs. The software will be implemented at no cost to the
22 City in exchange for Bountiful City serving as a demonstration site for potential eForce
23 customers. The software should be operational in June 2018.
- 24 4. The Emergency Preparedness Program sponsored by the City, in conjunction with other
25 partners, has maintained and built upon effective coalitions with other community
26 stakeholders and citizens. The next scheduled exercise will be the Great Utah Shakeout on
27 April 19th.
- 28 5. The Department is preparing for certification with the Chiefs of Police Association
29 Accreditation Program.
- 30 6. Finally, Department management continues its tradition of seeking to end each year within the
31 budgeted allotment.

32 Key crime and activity statistics of the Department were distributed and reviewed with the
33 committee. It was noted that the Department struggles, as do other agencies, with enforcing drug
34 offenses due to changes made through legislation over the last few years at the State level.
35 Legislative changes now make it more difficult for officers to investigate and enforce drug and

1 weapons related crimes. Between calendar year 2016 and calendar year 2017, the Department saw
2 major offenses rise 3.9%; Crimes against persons rose 9.4% and crimes against property were up
3 similarly at 9.1%. Other crime totals (including domestic violence, sex crimes, fraud, weapons
4 violations, DUI arrests, and alcohol and drug cases) were down 7% between years. Accidents were
5 down by 34.2%, traffic citations were down 16.2% and dispatch phone volume was also down by 4%.

6 The budget request for Fiscal Year (FY) 2018-2019 includes two new dispatchers to service the needs
7 of taking on dispatch work for Centerville City (to be offset by E911 funds from that City's allotment).
8 The budget also includes a 3% cost of living allowance, 10% projected increase in medical insurance
9 premiums, and funding of merit pay increases for those employees that are eligible and qualified.
10 Shortage of sworn officers is an issue for many agencies throughout the State including Bountiful. A
11 study by management showed that over the last six years, the department was only fully staffed with
12 sworn officers 22% of the time. This showcases the shortages that are dealt with by the Department.
13 In other areas, the budget shows an \$11,038 increase to fund Animal Control assessments from Davis
14 County Animal Control and modest increases to fund needed capital improvements. The total budget
15 request in the tentative budget is \$8,061,372.

16 A question on the functions and role of the "POP" Unit of the Police Department was asked by
17 Committee Member Simonsen. The Chief responded to the inquiry with an outline of the unit's
18 purpose, composition and role within the Department.

19 All Council Committee Members expressed their appreciation for the services provided by the South
20 Davis Metro Fire Service Area and the Bountiful City Police Department. Both Departments often
21 receive compliments from the public for the valued services they provide.

22 Committee Member Beth Holbrook made a motion to accept, and forward for consideration by the
23 City Council, the tentative budgets of the South Davis Metro Fire Service Area assessment to Bountiful
24 City and the Bountiful City Police Department, as presented, Committee Member Chris Simonsen
25 seconded the motion. Voting was unanimous with Committee Members Harris, Holbrook and
26 Simonsen voting "aye".

27 The meeting adjourned at 5:45 p.m. on a motion made by Committee Member Simonsen and
28 seconded by Committee Member Holbrook. Voting was unanimous with Committee Members Harris,
29 Holbrook and Simonsen voting "aye".

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Randy Jew

Mayor

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Shawna Andrews

City Recorder

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

3 Bountiful City Hall – Planning Conference Room
4 April 9, 2018 (4:00 p.m.)
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6 Present:

7 Committee Members: Beth Holbrook (Chair), and Kendalyn Harris
8 City Manager: Gary Hill
9 Assistant City Manager: Galen Rasmussen
10 Department Personnel: Brock Hill, Paul Rowland, Lloyd Cheney, Bruce Sweeten, Paul
11 (Geno) Flanary, Kent McComb, Scott Olsen, Thomas Rhoades
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14 Official Notice of this meeting had been given by posting a written notice of same and providing
15 copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner,
16 and on the Utah Public Notice Website.
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18 Committee chair Beth Holbrook called the meeting to order at 4:10 p.m., and welcomed those in
19 attendance.

20 **PRESENTATION OF RAP TAX GRANT APPLICATIONS**

21 Committee chair Beth Holbrook invited Gary Hill to do a brief introduction on the RAP Tax and
22 applications received and then asked for presentations by not-for-profit groups that had applied for
23 RAP Tax Grant funding.

24 The first group invited to present was the Bountiful Historical Preservation Foundation. Those present
25 from the organization were Lloyd Carr (Treasurer), Sandy Inman, John Simmons, Emily Swensen and
26 Tom Tolman. John Simmons provided a brief outline of the education project applied for that will
27 showcase history of the Stoker School. Questions were asked about the cost elements of the project
28 and how costs were kept low. Mr. Simmons responded on the questions and Committee chair
29 Holbrook and Committee member Harris thanked the group for their application and presentation.

30 The second group invited to present was the Joy Foundation. Those present from the organization
31 were Jane Joy (Founder) and Jeremy Holt. An introduction to the programs offered by the Joy
32 Foundation was given including the Chalk Art Festival and Open Mic music events. A brief video of the
33 Chalk Art Festival was shown to those present and comments were made on the impact of the Festival
34 to the City and those that participate. Committee chair Holbrook and Committee member Harris
35 thanked the group for their application and presentation.
36

1 The third group invited to present was the CenterPoint Legacy Theatre. Those present from the
2 organization were Jansen Davis (Executive Director) and Shelley Davies (Director of Development).
3 Comments were made on the regional impact of the Theatre and the representation of patrons from
4 Bountiful (21% of all patrons). Reference was made to the past support of Bountiful City's donations
5 of RAP Tax funds which built the Theatre and the need for ongoing support. The RAP Tax Grant
6 application submitted this year is for capital improvements to the stage area to better support it and
7 make improvements in lighting and sound to enable the stage to be better utilized in productions.

8 RAP Tax funding provided for the Theatre sound system last year by Bountiful City has been 98%
9 utilized to-date. The group was thanked for their application and for the programs produced by the
10 Theatre which benefit the community at large.

11 The fourth group invited to present was Bountiful Davis Arts Center (BDAC). Those present from the
12 organization were Alysa Revell (Executive Director) and Joe Johnson (Board Member). Alysa Revell
13 noted that BDAC has had a presence in Bountiful since 1974 and is the officially recognized Arts Group
14 for the City. Following this introduction, Ms. Revell noted major programs offered by BDAC including
15 music, art, dance and other events during the year. The current home of BDAC can accommodate up
16 to 200 patrons for events. Most recitals have attendance of 50 to 100 and concerts have had 100 in
17 attendance typically. BDAC has expanded their program offerings with a focus on the Main Street
18 area and merchants. Great needs exist for basic operational resources such as new computers
19 (currently using seven year old technology) along with other resources needed for operations such as
20 supplies, etc.

21 Committee chair Holbrook and Committee member Harris both recognized the efforts of the BDAC
22 and their value to the community.

23 The final group invited to present was the Bountiful Main Street Merchants Association. Those
24 present from the organization were Mike Murphy (Chair), Alysa Revell and Jeremy Holt. Michael
25 Murphy led the review of the organization's needs with comments by Alysa Revell and Jeremy Holt.
26 The new name of the organization will be the "Downtown Business Alliance." The organization's
27 mission is to assist Main Street and businesses in the downtown area with development and to
28 support local events which include the Chalk Art Festival, Music and Arts Festival, Caroling Festival and
29 Farmers Market. Revenue from the Farmers Market is the sole source of funding for the organization
30 but costs for holding events come out of revenues such as a dedicated phone line, a website and
31 similar costs. The organization plans to prepare a membership packet for distribution and to continue
32 developing their website to serve as a business information resource.

33 Requested RAP Tax funding would be used for acquisition of a trailer to be outfitted as a portable
34 stage. The cost of the trailer is expected to be \$2,500 plus costs to retrofit it with leveling jacks and
35 other necessary equipment. RAP Tax funds would also be used in updating the organization website.

1 Committee member Harris asked that the organization make their membership aware of the
2 upcoming Business Symposium on May 2nd at BDAC. Mike Murphy and his associates were thanked
3 for the job they do and for the application for funding.

4 Committee chair Holbrook asked Gary Hill for comment. Gary mentioned that proposal had been
5 made earlier for creating a subcommittee to review applications. Two of the committee will need to
6 serve on this subcommittee with staff members to review applications and recommend funding
7 amounts for action by the full City Council. Gary asked the Committee to simply approve the RAP Tax
8 budget today and designate the subcommittee members which were identified as John Marc Knight
9 and Beth Holbrook to assist staff in reviews of applications for recommendations to the City Council.

10 **GOVERNMENT BUILDINGS DEPARTMENT BUDGET**

11 Brock Hill and Bruce Sweeten presented the detailed budget for the Government Buildings
12 department and responded to questions from the committee. For the Fiscal Year 2018-2019 budget
13 there are no increases in operations and maintenance categories and personnel services increases are
14 limited to a 3% Cost of Living Allowance (COLA), merit increases for eligible employees and a
15 projected 10% increase in medical insurance premiums.

16 Bruce Sweeten reviewed major projects of the department for the current budget year which
17 included replacement of the drain system at the Golf Course Clubhouse and upgrading of flushing
18 systems at Parks locations. Projects scheduled for Fiscal Year 2018-2019 include stone work and
19 upgrading of exterior lighting in Parks areas along with installation of a soft water system at the Public
20 Safety Building to improve the longevity of the boiler and similar systems.

21 The committee members thanked Brock and Bruce for their efforts in maintaining the City's buildings.

22 **PARKS DEPARTMENT BUDGET**

23 Brock Hill presented the detailed budget for the Parks department and responded to questions from
24 the committee. Increases in Personnel expenses for Fiscal Year 2018-2019 are from merit increases
25 for those eligible along with a 3% COLA and 10% increase in medical insurance premiums. In the
26 Operations and Maintenance category there is a proposed \$5,000 increase for buildings and grounds
27 for fertilizer and other supplies and a \$9,000 increase in utility costs for lighting and similar expenses.
28 In Capital, there is a budget request for a new crew truck and a mini track hoe. Creekside Park is
29 nearly complete (with the exception of a few contractor work issues that will be resolved before final
30 payment is made). Tables for the park were delivered recently and the Grand Opening is scheduled
31 for April 21st. The committee members thanked Brock for the update and the work of him and his
32 staff in the parks.

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1 **GOLF FUND BUDGET**

2 Brock Hill, Kent McComb, Scott Olsen and Thomas Rhoades presented the detailed budget for the Golf
3 fund and responded to questions from the committee. For Fiscal Year 2018-2019 the budget for the
4 Golf Fund shows \$1,423,500 in Operating Revenues and \$1,404,984 in Operating Expenses. There was
5 a previously adopted \$1.00 per 9-hole round fee increase which took effect on January 1, 2018. This
6 change was made to keep pace with operational and capital expense needs and the resulting fees of
7 the Golf Course are consistent and comparable to other local municipal courses in the area.

8 The budget includes work to improve the pump system and control panels and a replacement of 69
9 carts under a lease arrangement with Yamaha. The lease will be for five years with purchase of the
10 carts in the sixth year. If the carts are retained for two years outside the lease period it is anticipated
11 that the Golf Fund will receive a positive financial return on investment. As a result of a maintenance
12 cost analysis performed by Golf Course staff, it was decided to move toward a fleet of gas powered
13 carts. Additional comments will be made in City Council Meeting on April 10th regarding planned
14 marketing efforts.

15 Committee members complimented the staff on the course condition and the way in which the
16 course is operated.

17 **CEMETERY FUND BUDGET**

18 Brock Hill and Geno Flanary presented the detailed budget for the Cemetery fund and responded to
19 questions from the committee. The budget for Fiscal Year 2018-2019 includes a \$2,000 increase for
20 grounds and maintenance costs. The Capital budget request includes a utility cart or a mower
21 (depending on costs of repairing an existing riding mower) and purchase of the Cemetery's existing
22 front-end loader which will be coming off lease.

23 From existing funds, the Cemetery staff recently completed a partial remodel of the Office which
24 included new paint and other finishes. Additional work is planned in the new budget year to include
25 remodeling the bathroom, replacing the main water line to the Office and opening up a bedroom area
26 to be a future sitting room for patrons. There is also money in the budget to fund additional vinyl
27 fencing and planting of trees.

28 Gary Hill noted that on May 17th the Cemetery will be host to an employee volunteer day to help with
29 outstanding project needs. This same event took place at the pond area near the Landfill with great
30 success.

31 Committee member Harris made a motion to accept the tentative budgets of the RAP Tax Fund and
32 Grant applications, Government Buildings and the Parks departments along with the Golf and

1 Cemetery Funds, as presented, and Committee member Holbrook seconded the motion. Voting was
2 unanimous with Committee members Holbrook and Harris voting "aye".

3 The meeting adjourned at 5:51 p.m. on a motion made by Committee member Harris and seconded
4 by Committee member Holbrook. Voting was unanimous with Committee members Holbrook and
5 Harris voting "aye".

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Mayor

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City Recorder

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1 **Minutes of the**
2 **Finance & Administration Committee Budget Review Meeting**

3 Bountiful City Hall – Planning Conference Room
4 April 10, 2018 (3:00 p.m.)
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6 Present:

7 Committee Members: Randy Lewis (Chair), Richard Higginson (arrived at 3:27 p.m.) and
8 Beth Holbrook (excused at 4:15 p.m.)
9 City Manager: Gary Hill
10 Assistant City Manager: Galen Rasmussen
11 Department Personnel: Shannon Cottam, Alan West, Greg Martin, Tyson Beck,
12 David Burgoyne, Ted Elder, Paul Rowland, Lloyd Cheney,
13 Todd Christensen, Chad Wilkinson, Clint Drake
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15 Official Notice of this meeting had been given by posting a written notice of same and providing
16 copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner,
17 and on the Utah Public Notice Website.
18

19 Committee chair Randy Lewis called the meeting to order at 3:05 p.m., and welcomed those in
20 attendance.

21 **PRESENTATION OF BUDGETS**

22 Committee chair Lewis asked each department in order of the agenda to come to the table to present
23 their budgets for consideration by the Committee members.

24 Gary Hill presented the detailed budget for the Legislative department and responded to questions
25 from the committee. The Personnel Services section of the budget contains a 3% Cost of Living
26 Allowance (COLA) along with an estimated increase of 10% for medical insurance. In the Operations
27 and Maintenance section the budget, utilities at the Stoker School has been eliminated as a budget
28 due to the building demolition and Election Expense is reduced since there is no general municipal
29 election scheduled during the fiscal year upcoming. The Capital request in the Legislative budget
30 contains a contingency amount, \$6.5 million for renovation work at City Hall, \$350,000 for design
31 work on the Downtown Plaza project and \$35,000 for City gateway improvements near 500 South and
32 I-15.

33 A question and brief discussion ensued on the amount of contingency funds shown in the budget and
34 what they are used for. Gary Hill noted that the Legislative budget contains both a capital
35 contingency and an operating contingency. The capital contingency is used for unforeseen capital
36 needs or overruns and the operating contingency is used primarily to cover the cost of possibly
37 overrunning the road salt budget in the Streets Department.

1 Gary Hill presented the detailed budget for the Executive department and responded to questions
2 from the committee. A restatement of the components of Personnel Services was made similar to
3 that noted in the Legislative budget above. In the Operations and Maintenance section, there are
4 funds added to cover the cost of reimbursing the City Recorder for use of her personal phone for City
5 business calls, texts, and emails.

6 Shannon Cottam presented the detailed budget for the Human Resources department and responded
7 to questions from the committee. Shannon noted the 3% COLA, insurance changes and similar items
8 as noted in the two budgets previously reviewed. Committee chair Lewis asked about the internally
9 charged budget items for computer maintenance and similar categories. Shannon noted that these
10 amounts are developed and billed by the Information Technology Department and they are not
11 discretionary costs.

12 Alan West presented the detailed budget for the Information Technology department and responded
13 to questions from the committee. Alan reviewed the entire department budget with the Committee
14 members noting dollar changes between budget years and answered questions. The capital request
15 for the department is pushed ahead to future years due in part to the plans to renovate City Hall.

16 Alan West presented the detailed budget for the Computer Replacement fund and responded to
17 questions from the committee. A discussion was held on the status of the computer stock of the City.
18 There are a few Intel i3 processors in computers which do not need massive computing capacity. The
19 balance of the computers in the City stock are either i5 or i7. Computers are replaced as needed and
20 built oftentimes in-house.

21 Tyson Beck presented the detailed budget for the Finance department and responded to questions
22 from the committee. In commenting on the budget, Tyson noted that the Finance budget covers the
23 Personnel Services and other expenditures of the Finance staff members in addition to the salary,
24 benefits and miscellaneous costs of the Assistant City Manager position. Operations and Maintenance
25 budgeted expenditures include costs of an Other Post-Employment Benefits (OPEB) study every other
26 year. These was also mention that the Finance department records the full cost of the General and
27 Capital Fund's costs for credit card fees, bank and investment fees and auditor fees.

28 Tyson Beck presented the detailed budget for the Debt Service fund and responded to questions from
29 the committee. It was noted that the City has no General Obligation debt on the books and the only
30 debt the City does have is revenue debt related to the Power Fund which debt is shown in the Power
31 Fund budget and that Fund's section of the City's financial statements. The remaining fund balance in
32 the Debt Service fund is there for handling any future debt service needs, should any arise.

33 Tyson Beck presented the detailed budget for the Municipal Building Authority fund and responded to
34 questions from the committee. This budget is maintained to receive the remaining capital
35 repayments from the State Courts for the Public Safety Building. The ongoing share of operations and

1 maintenance for the share of the Public Safety Building used by the State Courts is billed to them and
2 the revenue is recorded in the General fund.

3 Tyson Beck presented the detailed budget for the Cemetery Perpetual Care fund and responded to
4 questions from the committee. This fund is to account for the ongoing responsibility that the City has
5 for taking care of the Cemetery following its closure when all lots are sold. The revenues of this fund
6 come from a portion of each cemetery lot sale and interest income. By State law, the City is not
7 required to have any certain amount set aside for perpetual care but they do have an ongoing
8 obligation to take care of the cemetery in perpetuity.

9 Tyson Beck presented the detailed budget for the Landfill Closure fund and responded to questions
10 from the committee. The City's landfill was formerly the Bay Area Refuse Disposal (BARD) landfill and
11 each South Davis County city participated in this former landfill. In the 1980's, operation and
12 responsibility for the BARD was assumed by Bountiful City and the other participating cities in south
13 Davis County made payments to Bountiful City to cover their share of the projected closure and post-
14 closure care. The Landfill Closure fund is maintained to account for these funds only to ensure they
15 are maintained for use in closing the landfill and monitoring it ongoing according to applicable
16 regulations. In addition to the approximately \$837,000 in this fund there is also an additional \$2.1
17 million maintained in escrow within the Landfill fund of the City to augment the amount set aside for
18 closure and post closure care as mandated by current applicable regulations.

19 Ted Elder presented the detailed budget for the Treasury department and responded to questions
20 from the committee. Changes in the Personnel Services section of the budget were outlined including
21 the 3% COLA, merit pay increases for three employees, and increases in medical insurance premiums.
22 The City Treasurer was elected to the Utah Association of Public Treasurer's (UAPT) board and now
23 serves as Treasurer of the organization. With this assignment, the board anticipates that board
24 members will, where possible, attend the UAPT and national Treasurer's Association conferences so
25 there are funds budgeted for this purpose. Office supplies expense has been lowered between
26 budget years to true up this account to actual. The utility billing supplies account has been reduced
27 substantially between budget years. This reduction is primarily due to a campaign to encourage
28 citizens to have utility payments processed under Electronic Funds Transfer (EFT) and to go with
29 paperless billing. These two campaigns have resulted in corresponding reductions in printing and
30 mailing costs. In concluding the budget review, Committee member Higginson noted the need to
31 improve web access for utility payments to make the experience more user friendly for citizens.

32 Paul Rowland presented the detailed budget for the Engineering department and responded to
33 questions from the committee. It was noted that the Engineering department's function is to assist
34 other public works departments with designing and managing their projects. The department has the
35 same types of budget increases as noted in other departments such as 3% COLA, etc. In the Capital

1 section of the budget, the Engineering department is listing the need for replacing an existing Jeep
2 Cherokee vehicle that was acquired in the mid-1990s.

3 Chad Wilkinson presented the detailed budget for the Planning department and responded to
4 questions from the committee. Again, Personnel Services contains the same increases as outlined in
5 other departments. One item of note, the Assistant Planner will be serving on active duty in the
6 military for a year period of time. Given this, the City Planner will be replacing the position with a
7 temporary service employee. In the Operations and Maintenance section there is a reduction in the
8 telephone expense line to bring the budget in line with actual.

9 Chad Wilkinson presented the detailed budget for both the Redevelopment Agency (RDA) Revolving
10 Loan and Operating funds and responded to questions from the committee. In relation to the RDA
11 Revolving Loan fund, Chad noted that the loan volume of the fund is down from previous years but
12 that there are some potential borrowers from the downtown area which may file loan applications
13 during the budget year. In reference to the RDA Operating fund, Chad noted that a consultant is
14 being sought to do a thorough review of the property tax increment process to ensure that the
15 County is calculating and remitting increment accurately. Committee members asked if there was a
16 particular concern being addressed? Chad mentioned that the trends in tax increment show a decline
17 when just the opposite situation has been anticipated to occur. The other area of the budget with
18 comment included the infrastructure plans for the downtown. There will be expenditures directly
19 targeted on the Plaza area but also expenditures for associated adjacent properties that will
20 contribute to the economic impact of the area.

21 Clint Drake presented the detailed budget for the Legal department and responded to questions from
22 the committee. Notable items in the Personnel Services section include the addition of \$19,000 for
23 funding of a Victim Advocate position. There will be other costs of the position in terms of operations
24 and maintenance but total costs are expected to be reimbursed at 100% from grant funding. All other
25 areas were stable between budget years.

26 Clint Drake presented the detailed budget for both the Liability Insurance fund and the Workers
27 Compensation fund and responded to questions from the committee. Clint noted that both funds
28 experienced a good year in terms of the volume of claims which were very low. This outcome can be
29 attributed to a culture of safety and training along with exception managerial leadership. Employee
30 retention within Bountiful City was also noted as a potentially contributing factor as experienced
31 employees would logically tend to understand their jobs better and reduce liability for errors and
32 accidents. A committee member question was raised as to whether OSHA has ever visited the City.
33 Paul Rowland and others commented on the usual experience with OSHA which is characterized as
34 periodic, random visits along with response on reported incidents.

1 Following the presentation of budgets, Gary Hill outlined the overall macro level view of General Fund
2 and Capital Fund revenues and expenditures. In the Fiscal Year 2018-2019 budget there is \$641,447 in
3 increased budgeted revenue in the General Fund. Of this, \$170,000 is related to the revenue from
4 Centerville City to be received for becoming their E911 dispatch center starting July 1st. The balance
5 of the increase is due to sales tax and building permits. To balance the budget this year it was
6 necessary to reduce the allocation of sales tax that goes to fund capital projects and increase the
7 share in the General Fund. Revenues and Expenditures in the General and Capital funds are balanced
8 for the upcoming fiscal year.

9 Committee member Higginson made a motion to accept the tentative budget of the Legislative, Legal,
10 Executive, Human Resources, Information Technology, Finance, Treasury, Engineering, and Planning
11 departments and the RDA Revolving Loan, RDA Operating, Liability Insurance, Workers Compensation,
12 Debt Service, Municipal Building Authority, Cemetery Perpetual Care and Landfill Closure funds as
13 presented, and Committee member Lewis seconded the motion. Voting was unanimous with
14 Committee members Lewis, and Higginson voting "aye".

15 The meeting adjourned at 4:25 pm. on a motion made by Committee member Higginson and
16 seconded by Committee member Lewis. Voting was unanimous with Committee members Lewis, and
17 Higginson voting "aye".

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21 *Mayor*

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26 *City Recorder*

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**Minutes of the
Joint Power Commission and
Power Fund Committee Budget Review Meeting**

Bountiful City Power Department, 198 South 200 West, Bountiful, Utah
April 10, 2018 (8:00 a.m.)

7 Present:

8 Committee Members: John Marc Knight (Chair) and Richard Higginson
9 City Manager: Gary Hill
10 Assistant City Manager: Galen Rasmussen
11 Department Personnel: Allen Johnson, Alan Farnes, Jess Pearce, Luke Veigel,
12 Jay Christensen, Nancy Lawrence
13 Power Commissioners: John Cushing (Chair), Paul Summers, Jed Pitcher, Dan Bell,
14 David Irvine, Susan Becker
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16 Official Notice of this meeting had been given by posting a written notice of same and providing
17 copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner,
18 and on the Utah Public Notice Website.
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20 Power Commission Chair John Cushing called the meeting to order at 8:05 a.m., and welcomed those
21 in attendance.

22 **PRESENTATION OF POWER FUND BUDGET**

23 Jay Christensen, Accountant, led the presentation of the detailed budget for the Power fund and
24 responded to questions from the committee along with Allen Johnson, Director. Committee member
25 Richard Higginson asked a question regarding meters that stop working. Is this a prevalent problem?
26 Allen Johnson noted that there are 4 or 5 meters replaced each month from the nearly 20,000 meters
27 in the system for metering errors or other malfunctions.

28 Jay Christensen presented a summary of the budget via PowerPoint slides. In the Fiscal Year 2018-
29 2019 budget, revenues and expenses are balanced at a total of \$34,638,387 which is up from the
30 current Fiscal Year 2017-2018 budget by \$138,181. Operating Revenues are budgeted at \$28,233,300
31 which is up by \$716,346 from the current budget year. As to expenses, Personnel Services are
32 budgeted at \$4,484,878 which is up by \$159,878. This total includes 34 full-time and 5 part-time
33 employees and accounts for a 3% Cost of Living Allowance (COLA), merit pay increases for 11 of the
34 employees, and a projected 10% increase in medical insurance premiums (although the increase could
35 be in the range of 12% to 15% which will be negotiated down with the help of the City's insurance
36 broker).

1 Operations and Maintenance costs are budgeted at \$19,605,513 which is down by \$443,225. A key
2 maintenance issue for the Power Fund is power poles. Time was turned over to Jess Pearce,
3 Superintendent of Operations, to review the condition of power poles on the distribution system and
4 approaches being taken to remedy critical issues. A series of photo slides were shown detailing
5 copper wire that can become brittle and fail (which must be spliced); insulators and cutouts which
6 are causing pole top fires; and deteriorating pole tops and cross arms. Department plans for
7 replacement of deteriorated or otherwise compromised poles is to replace them in sections of several
8 poles at a time.

9 Common repairs and replacements for poles with a lower section that is compromised include using a
10 metal stabilizing brace option that can serve as a permanent or a temporary solution. Other repairs
11 for components on the pole include replacement with fiberglass cross arms and fuse arms.

12 Following the presentation by Jess Pearce, Luke Veigel, Engineer, reviewed the status of poles on the
13 transmission system. There are 314 total poles and 190 of these poles have been rebuilt to-date.
14 There are 124 poles left to rebuild and 43 of those poles are in poor condition. There are 10 of these
15 poles that are slated for reinforcement this current budget year with the metal stabilizing option
16 referred to earlier.

17 Jess Pearce completed the review of pole conditions and repair plans citywide. There are 4,000 poles
18 in the distribution system and 1,364 of these have been replaced since the year 2000. The
19 department has purchased and utilizes specialized equipment for setting 45 to 50 foot poles in tight
20 spaces. As to underground power resources, there is 1.4 million feet of underground cable in the
21 system and 65% of that cable is unjacketed. Of that number, 25% of the cable has been replaced thus
22 far. New, jacketed cable has a useful life of 40 years which will exceed the life of existing cable in the
23 ground.

24 Following discussion of the condition of poles and attachments to poles, Jay Christensen and Allen
25 Johnson introduced a new "Street Light System Income" budgeted revenue account for the new
26 budget year at \$405,600 in annual revenue (which would be billed at \$2.00 per meter per month). For
27 reference, there are 2,140 street light fixtures in the system currently and most of these were
28 installed in the early 1970s. The current cost to install a street light with LED utilizing wire in conduit
29 technology is \$10,000 per street light.

30 Committee member Higginson asked if consideration had been given to installing solar powered
31 street lights. It was noted by staff that solar lights are cost prohibitive and the length of operating
32 time is too short the last time we reviewed this process. Commissioner Dan Bell asked why the Power
33 Fund is considering a \$2.00/meter fee now and replacing fixtures versus other similarly needful
34 projects for like dollar amounts. Gary Hill indicated that street lights are an ongoing need versus
35 other projects planned which are one-time in nature.

1 Jay Christensen resumed the budget summary review and noted that the Capital request for Fiscal
2 Year 2018-2019 will total \$6,640,500, and operating transfers in will total a net \$3,260,442. In terms
3 of cash requirements for future capital needs, it was noted that the current cash available totals
4 approximately \$26 million with deductions from this amount of \$16 million to maintain the bond
5 reserve and \$6 million for the work at the 138 kv substation which leaves \$4 million in remaining cash
6 available at the end of the budget period. Any future large projects or new power resources such as
7 the Carbon Free (NuScale) project would require issuance of bonds to finance.

8 The budget discussion was closed with a brief mention of the mix of power resources; no changes in
9 existing rates, fees and deposits; consolidation of security light rates; and the addition of a \$2.00 /
10 meter monthly Street Light System fee (resulting in a 1.6% increase to the revenues of the Power
11 Fund).

12 Committee chair John Marc Knight asked staff if the budget request would be enough to meet current
13 and future capital needs? Allen Johnson mentioned that annual operating cash margins will be
14 sufficient, when added to current cash reserves, to allow for near term projects to proceed.

15 Committee member Higginson suggested that future research should be done on the implementation
16 of LED and solar power for street lights. Allen Johnson noted that this can be done. Additionally,
17 Committee member Higginson asked if the Power Fund is gaining ground financially to avoid future
18 funding shortfalls. Allen Johnson indicated that he believed that the Power Fund is gaining ground
19 financially.

20 Commissioner Pitcher noted the need to analyze operating and capital budgets on a 3 to 5 year basis
21 in addition to annually. Allen Johnson acknowledged this need and noted that the Power Fund
22 management has mentioned in past times that annual 2% to 5% power rate increases may be
23 necessary to continue to make future financial progress.

24 Additional observations made during the meeting included the expressed desire of analyzing the
25 continuing financial viability of the City owned utility and development of an at-a-glance budget
26 document to be widely distributed to highlight the Power Fund operating and capital results.

27 It was noted by Gary Hill that those who have advocated for discontinuation of the transfer from the
28 Power Fund to the General Fund would find that the rate of property tax in the City would need to be
29 raised more than 100% to compensate for the revenue loss and to maintain existing services.

30 Committee member Higginson made a motion to accept the tentative budget of the Power fund, as
31 presented, and Committee chair Knight seconded the motion. Voting was unanimous with Committee
32 members Knight and Higginson voting "aye".

33 The meeting adjourned at 10:37 a.m. on a motion of the Power Commissioners.

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Randy Jew

Mayor

Shauna Andrews

City Recorder

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**Minutes of the
Streets & Sanitation Committee Budget Review Meeting**

Bountiful City Streets Department, 950 South 200 West, Bountiful, Utah
April 12, 2018 (4:00 p.m.)

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Present:

Committee Members: Chris Simonsen (Chair), and Kendalyn Harris
City Manager: Gary Hill
Department Personnel: Gary Blowers, Charles Benson, Paul Hartvigsen,
Scott Redding, Sherry Steed, Paul Rowland,
Lloyd Cheney, Todd Christensen

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

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Committee chair Chris Simonsen called the meeting to order at 4:10 p.m. and welcomed those in attendance. Committee member John Marc Knight was excused.

PRESENTATION OF BUDGET

Gary Blowers presented the detailed budget for the Streets department and responded to questions from the committee. Charles Benson explained that equipment is scheduled through 2034 for replacement. Gary Blowers noted that fees for signs and asphalt have been updated to reflect current pricing. Gary Hill noted that the 2020 budget year has \$1,500,000 programmed to replace the existing car wash / storage building.

Gary Blowers presented the detailed budget for the Recycling fund and responded to questions from the committee. Committee member Kendalyn Harris asked if the results of educating our residents about clean versus contaminated recyclables would be able to be tracked by Ace Recycling? Gary Blowers responded, yes. Committee member Harris suggested that the City use its social media resources to educate residents on this important issue.

Gary Blowers discussed the current contact with Ace Recycling and mentioned that the existing contract will be renewed for another two years. There will be no increase in fees for the Fiscal Year 2018-2019 budget year but an increase in the following year will be considered.

1 Gary Blowers presented the detailed budget for the Storm Water fund. There were no questions from
2 the committee.

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4 Gary Blowers presented the detailed budget for the Landfill fund and responded to questions from
5 the committee. The discussed the groundwater and testing requirements of the Landfill. Todd
6 Christensen estimates the remaining useful life of the Landfill is 50 to 60 years.

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8 Gary Blowers presented the detailed budget for the Sanitation fund and responded to questions from
9 the committee. There is no fee increase requested for Fiscal Year 2018-2019, but a rate increase may
10 be considered for the following year.

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12 Committee member Harris made a motion to accept the tentative budgets of the Streets department,
13 Recycling, Storm Water, Landfill and Sanitation fund, as presented, and Committee chair Chris
14 Simonsen seconded the motion. Voting was unanimous with Committee members Simonsen and
15 Harris voting "aye".

16 The meeting adjourned at 5:45 p.m. on a motion made by Committee member Simonsen and
17 seconded by Committee member Harris. Voting was unanimous with Committee members Simonsen,
18 and Harris voting "aye".

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Mayor

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City Recorder

1 **Minutes of the**
2 **Water Fund Committee Budget Review Meeting**

3 Bountiful City Water Department. 260 West 1050 South, Bountiful, Utah
4 April 12, 2018 (8:00 a.m.)
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6 Present:

7 Committee Members: Richard Higginson (Chair), Randy Lewis, Chris Simonsen
8 City Manager: Gary Hill
9 Assistant City Manager: Galen Rasmussen
10 Department Personnel: Mark Slagowski, Brett Eggett, Tracy Hatch, Paul Rowland,
11 Lloyd Cheney
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14 Official Notice of this meeting had been given by posting a written notice of same and providing
15 copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner,
16 and on the Utah Public Notice Website.
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18 Committee chair Richard Higginson called the meeting to order at 8:05 a.m. and welcomed those in
19 attendance.
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21 **PRESENTATION OF MAJOR PROJECTS AND FISCAL YEAR 2018-2019 BUDGET**

22 Mark Slagowski presented a summary of major projects and the detailed budget for the Water fund
23 and responded to questions from the committee.

24 **Major Projects (Fiscal Year 2017-2018):**

- 25 1. Mueller Park Water Treatment Plant reconstruction is in the final stages of completion.
26 2. Preparations are underway for a new water tank on 400 North to service the new
27 development near the "B".
28 3. The Eckman Reservoir (350 North 800 East) is being decommissioned and removed to leave a
29 building lot which will be sold or traded for other land.
30 4. A new pump station at Hannah Holbrook Reservoir is underway.
31 5. Pipe replacement activities continue according to the plan presented previously for approval.

32 **Review of Fiscal Year 2018-2019 Budget Request:**

33 The budget request includes two new full-time employees with benefits to continue with the pipe and
34 infrastructure replacement program throughout the City. An extensive cost/benefit analysis was
35 made by Public Works and Water Department staff members to arrive at the breakeven point for
36 hiring outside contractors versus hiring full-time staff to complete the work. It was concluded that

1 department staff members could perform the work more inexpensively with the same or better
2 quality of outcome. The goal of the pipe replacement program is to lay 2 ½ miles of pipe per year
3 (6,500 feet per year is the breakeven point).

4 Committee member Randy Lewis asked the question of how technology advances have affected how
5 pipe is installed now? Mark Slagowski, noted that changed standards now require an 8-inch pipe
6 made of C900 PVC which increases the lifecycle versus previous installations which typically were
7 made with Ductile Iron pipe. An example of a failed Ductile Iron pipe section was shown to the
8 committee.

9 The Water Main account budget is down by \$221,250 between budget years due to a change of using
10 in-house staff and resources for installations. The annual personnel costs for the two new employees
11 in Fiscal Year 2018-2019 is \$136,000. Other process improvements from using in-house staff include
12 better customer service practices with advance letters to customers detailing upcoming projects and
13 impacts and job sites are kept cleaner and more organized by staff.

14 Other budget category highlights:

- 15 1. Increases in the Tuition Reimbursement category stem from three employees now in school.
- 16 2. Weber Basin Water assessment rose 7% between years (now at \$160 per acre foot).
- 17 3. Planned dump truck purchase (used under the new in-house pipe replacement methodology).

18 Additional items of discussion:

- 19 1. Water Rights. The City has a 40 Year Plan filed with the State Division of Water Rights. The
20 City has water rights that give it 2 ½ the amount of water needed.
- 21 2. Benefits of the new Water Department Building. Among other benefits, the department can
22 now park all vehicles in the bays of the building to minimize weather impacts. Materials can
23 be stored inside and loading and unloading of vehicles for job sites has improved.
- 24 3. Other Water Providers. Both Weber Basin Water and Bountiful Water Sub Conservancy
25 District have projects underway in the City. Weber Basin is working on a project from Pages
26 Lane to North Canyon.
- 27 4. Items needing highlight at the Public Hearing. Gary Hill asked the Council to identify for staff
28 the key items that will need to be highlighted at the upcoming budget public hearings.
29 Committee member Chris Simonsen suggested a presentation on the costs and benefits of
30 using in-house staff for major projects.

31 Committee member Lewis suggested that more site visits be held to showcase major projects and
32 to improve communication with elected officials. Committee chair Higginson noted that the
33 elected officials place a great deal of reliance on the professional staff members of the City in
34 advising on projects.

1 Committee member Lewis made a motion to accept the tentative budget of the Water fund, as
2 presented, and Committee member Simonsen seconded the motion. Voting was unanimous with
3 Committee members Higginson, Lewis, and Simonsen voting "aye".

4 The meeting adjourned at 9:15 a.m. on a motion made by Committee member Simonsen and
5 seconded by Committee member Lewis. Voting was unanimous with Committee members Higginson,
6 Lewis and Simonsen voting "aye".

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Mayor

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City Recorder

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