

BOUNTIFUL CITY COUNCIL MEETING

TUESDAY, June 22, 2021

6:30 p.m. – Work Session

7:00 p.m. - Regular Session

NOTICE IS HEREBY GIVEN that the City Council of Bountiful, Utah will hold its regular Council meeting at **City Hall, 795 South Main Street, Bountiful, Utah**, at the time and on the date given above. The public is invited to all meetings. Deliberations will occur in the meetings. Persons who are disabled as defined by the Americans With Disabilities Act may request an accommodation by contacting the Bountiful City Manager at 801.298.6140. Notification at least 24 hours prior to the meeting would be appreciated.

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

Bountiful City Council meetings, including this meeting, are open to the public. In consideration of the COVID-19 pandemic, the meeting is also available to view online. The link will be available on the Bountiful City website homepage (www.bountifulutah.gov) approximately one hour prior to the start of the meeting.

AMENDED AGENDA

6:30 p.m. – Work Session

1. Fiber RFI update – Mr. Gary Hill

p. 3

7:00 p.m. – Regular Session

1. Welcome, Pledge of Allegiance and Thought/Prayer
 2. Public Comment – If you wish to make a comment to the Council, please use the podium and clearly state your name and address, keeping your comments to a maximum of two minutes. Public comment is limited to no more than ten minutes per meeting. Please do not repeat positions already stated. Public comment is a time for the Council to receive new information and perspectives.
 3. Council Reports
 4. BCYC Report
 5. Consider approval of expenditures greater than \$1,000 paid May 31 and June 7, 2021
6. *Consider approval of Ordinance 2021-07 prohibiting the use of fireworks east of Orchard Drive/400 East – Mr. Clinton Drake* p. 5
7. Consideration for adoption - FY 2021 Amended Budget and FY 2022 Tentative Budget with related items - Mr. Galen Rasmussen p. 9
 - a. Public Hearing on the FY2022 transfer of funds from Light and Power Fund to General Fund
 - b. Public Hearing on the FY2022 transfer of funds from the Landfill Fund to the Recycling Fund
 - c. Public Hearing on the FY2021 Amended Budget and the FY2022 Tentative Budget
 - d. Consideration of Ordinance 2021-06 adopting amended and tentative budgets, approving rates and fees, related policies, and adopting compensation schedules
 - e. Setting of a Public Hearing for Truth-in-Taxation in relation to general property taxes on August 11, 2021 at 6:00 p.m.
 8. Consider adoption of Resolution 2021-13 which approves a water regulation and conservation program for Bountiful City, imposing penalties for violations, and authorizes the Mayor to sign a proclamation declaring water scarcity – Mr. Lloyd Cheney p. 15
 9. Consider approval of awarding the contract for architectural design services for Washington Park to MGB+A in the amount of \$106,650 and to begin the process of selecting a construction manager/general contractor for the project – Mr. Lloyd Cheney p. 29
 10. Consider approval of the reappointments of Mr. Jim Clark to the Planning Commission, Mr. Dave Badham and Mr. Scott Schlegel to the Administrative Committee – Mr. Francisco Astorga p. 31
 11. Consider adoption of Resolution 2021-12 which approves an interlocal cooperation agreement between Bountiful City and the South Davis Recreation District for Bountiful City services– Mr. Tyson Beck p. 33
 12. Review of Bountiful City’s FY2021 operations – Mr. Tyson Beck p. 45
 13. Adjourn


City Recorder

City Council Staff Report



Subject: Bountiful Fiber to the Home Update

Author: Gary Hill and Alan West

Department: Administration and IT

Date: June 22, 2021

Background

In April, the City issued a Request for Information from potential providers of fiber optic services to the home. The RFI specifically requested that providers evaluate their ability and willingness to consider three different options:

1. Provider owned and operated system,
2. City owned and operated system, or
3. Public/private partnership.

The City received proposals from eight providers. These were reviewed by an evaluation committee that included City Manager Gary Hill, IT Director Alan West, City Attorney Clint Drake, Public Works Director Lloyd Cheney, Power Director Allen Johnson, Assistant City Manager Galen Rasmussen, and City Councilman Richard Higginson.

Analysis

After a review of the responsiveness of the proposals the committee was able to reduce the number of providers to four, with some better suited to provider owned and others potentially equipped to support a city-owned utility. As always, there is a “take no action” option which would let the market dictate the deployment of fiber in Bountiful.

Eventually the City Council will need to decide which of the three paths to take. In the meantime, the committee has plans to interview the four remaining candidates and seek information from other municipalities that have already (or will soon) work with them. Included below are some of the criteria that the City will consider to help differentiate between providers. These are listed in no particular order:

- Relative financial risk to the City of Bountiful (bonds, financing, exposure, etc).
- Timing to buildout.
- Cost to residents and availability for choice and options.
- Flexibility for other benefits to city infrastructure such as power and SCADA systems
- Potential revenues to the City.
- Support by the provider for start-up of city operations.
- Other ideas or benefits to the city that could be provided through ownership.

Interviews are intended to take place the second week of July. After that point the committee will return to the City Council with a recommendation on next steps.

Significant Impacts

None at this time.

Recommendation

This is for information only. No action is required at this time.

Attachments

None

City Council Staff Report



Subject: Expenditures for Invoices > \$1,000 paid
May 31 and June 7, 2021

Author: Tyson Beck, Finance Director

Department: Finance

Date: June 22, 2021

Background

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

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

Analysis

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

Department Review

This report was prepared and reviewed by the Finance Department.

Significant Impacts

None

Recommendation

Council should review the attached expenditures.

Attachments

Weekly report of expenses/expenditures for invoices equaling or exceeding \$1,000 paid, May 31 and June 7, 2021.

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00
Paid May 31, 2021**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
7666	AMERICAN CHILLER MEC	Golf Course	555500 473100	Improv Other Than Bldgs	2,554.18	221828	25544	Removed old exhaust fan and install 2 new
5499	BIG T RECREATION	Parks	104510 426000	Bldg & Grnd Suppl & Maint	2,900.00	221833	4711	150 CY Engineered Wood Fiber
1720	CODALE ELECTRIC SUPP	Parks	104510 426000	Bldg & Grnd Suppl & Maint	3,831.89	221843	S7361194.003	Town Square Bollard Lights
1720	CODALE ELECTRIC SUPP	Light & Power	535300 448614	Power Plant Equipment Repairs	5,104.00	221843	S7403048.001	Annual Communication Support
2008	DURA-CRETE INC	Water	515100 448400	Dist Systm Repair & Maint	1,000.00	221848	153500	Meter Box - Customer # BOU3385
2164	FERGUSON ENTERPRISES	Water	515100 448400	Dist Systm Repair & Maint	18,400.00	221850	1152703	Hydrants - Customer # 48108
11008	GOODFELLOW CORP	Streets	104410 473200	Road Materials - Overlay	2,145.00	221855	INV107574	Kennametal Teeth
2664	J AND J PRODUCE	Parks	104510 426000	Bldg & Grnd Suppl & Maint	2,025.60	221863	2050721	Plants and Mulch for Town Sqaure- Cust # C1447
2664	J AND J PRODUCE	Parks	104510 426000	Bldg & Grnd Suppl & Maint	2,558.70	221863	2051824	Plants and Supplies for Town Sqaure- Cust # C1447
8137	LAKEVIEW ASPHALT PRO	Streets	104410 441200	Road Matl Patch/ Class C	1,848.99	221870	6824	Patching - Customer # BOUN02610
8137	LAKEVIEW ASPHALT PRO	Streets	104410 473200	Road Materials - Overlay	25,037.22	221870	6876	Paving or Overlay - Customer # BOUN02610
3195	MOUNTAINLAND SUPPLY	Parks	104510 426000	Bldg & Grnd Suppl & Maint	5,054.68	221881	S104079033.001	Misc. Parts and Supplies - Customer # 18499
5429	PERFORMANCE FORD LIN	Light & Power	535300 448635	Vehicles	5,324.53	221886	925957	Parts and Service - Customer # 255315-W
3519	POND'S PLUMBING/HEAT	Government Buildings	104160 426000	Bldg & Grnd Suppl & Maint	1,635.00	221888	JHP21040501	Replaced Urnials and Toilets install-Labor
3519	POND'S PLUMBING/HEAT	Parks	104510 426000	Bldg & Grnd Suppl & Maint	1,635.00	221888	JHP21040501	Replaced Urnials and Toilets install-Labor
12139	POWER WEST ENGINEER	Light & Power	535300 448650	Meters	2,000.00	221889	1160	Security Manager Software
3731	RMT EQUIPMENT	Cemetery	595900 425000	Equip Supplies & Maint	4,739.00	221892	E03877	Parts-Utah State Contract # MA2180- Acct# BOUNT002
3791	RUSH TRUCK CENTER-SA	Streets	104410 425000	Equip Supplies & Maint	2,731.00	221893	3023367005	Auto Parts - Customer # 187612
4031	STANDARD PLUMBING SU	Parks	104510 426000	Bldg & Grnd Suppl & Maint	1,080.14	221899	MQGK00	Misc. Parts and Supplies
4217	TITLEIST	Golf Course	555500 448240	Items Purchased - Resale	1,842.73	221907	910360798	Golf Gloves - Acct # US00021802
4229	TOM RANDALL DIST. CO	Golf Course	555500 425000	Equip Supplies & Maint	2,631.38	221909	0324435	Fuel - Acct # 000276
4229	TOM RANDALL DIST. CO	Cemetery	595900 425000	Equip Supplies & Maint	1,051.05	221909	0324593	Fuel - Acct # 000277
7732	WINGFOOT CORP	Police	104210 426000	Bldg & Grnd Suppl & Maint	2,095.00	221917	106312	Janitorial Cleaning Services for Feb.2021
7732	WINGFOOT CORP	Police	104210 426000	Bldg & Grnd Suppl & Maint	2,095.00	221917	106485	Janitorial Cleaning Services for March 2021
7732	WINGFOOT CORP	Police	104210 426000	Bldg & Grnd Suppl & Maint	2,095.00	221917	106635	Janitorial Cleaning Services for April 2021
7732	WINGFOOT CORP	Police	104210 426000	Bldg & Grnd Suppl & Maint	2,095.00	221917	106787	Janitorial Cleaning for May 2021
TOTAL:					<u>105,510.09</u>			

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00
Paid June 7, 2021**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1212	ASPLUNDH TREE EXPERT	Light & Power	535300 448632	Distribution	4,484.80	221926	63U24921	Tree Trimming - Customer # 025450
1212	ASPLUNDH TREE EXPERT	Light & Power	535300 448632	Distribution	5,392.96	221926	63U25021	Tree Trimming - Customer # 025450
12855	BROWN FOX MATERIALS	Police	104210 445100	Public Safety Supplies	1,025.00	221933	05272021	Patch Work at Bountiful PD
1615	CENTURYLINK	PSAP - E911	104219 428000	Telephone Expense	3,522.28	221936	5222021	Acct # 801-578-0401 452B
7212	ENTESELLUS INC	RAP Tax	838300 426100	Special Projects	3,050.00	221951	52306	Project # 1190016 for April 2021
2164	FERGUSON ENTERPRISES	Water	515100 448400	Dist Systm Repair & Maint	6,895.00	221953	1153387	Tee's - Cusotmer # 48108
2562	HYDRO SPECIALTIES CO	Water	515100 448650	Meters	1,732.00	221964	24402	Meter 3100 South
6959	JANI-KING OF SALT LA	Light & Power	535300 424002	Office & Warehouse	1,775.00	221971	SLC06210059	CUSTODIAL
8137	LAKEVIEW ASPHALT PRO	Streets	104410 441200	Road Matl Patch/ Class C	1,480.83	221974	6897	PATCHING
8137	LAKEVIEW ASPHALT PRO	Streets	104410 441200	Road Matl Patch/ Class C	2,120.43	221974	6905	PATCHING
2886	LAKEVIEW ROCK PRODUC	Water	515100 461300	Street Opening Expense	4,071.96	221975	393423	Road Base Stockpile
2896	LARRY H. MILLER	Government Buildings	104160 425000	Equip Supplies & Maint	8,487.31	221976	383184	2015 WHITE DODGE RAM
8635	LARSEN LARSEN NASH &	Legal	104120 431100	Legal And Auditing Fees	4,050.00	221977	05312021	Legal Fees for May 2021
12280	MOUNTAIN STAINLESS	Golf Course	555500 473100	Improv Other Than Bldgs	8,602.70	221985	12129	FABRICATED DISH LINE
3195	MOUNTAINLAND SUPPLY	Water	515100 448400	Dist Systm Repair & Maint	1,193.69	221986	S104122210.002	MISC PARTS FOR INVENTORY
3195	MOUNTAINLAND SUPPLY	Water	515100 448400	Dist Systm Repair & Maint	11,403.79	221986	S104122210.001	MISC PAST FOR INVENTORY

5553 PURCELL TIRE AND SER	Sanitation	585800	425000	Equip Supplies & Maint	2,268.70	221999	2816509	Tires for Sanitation Trucks - Acct # 2801867
3649 RASMUSSEN EQUIPMENT	Water	515100	448400	Dist Systm Repair & Maint	1,100.00	222001	10128489	TOOLS FOR CREW TRUCKS
11959 RITZ SAFETY, LLC	Light & Power	535300	445202	Uniforms	4,944.57	222005	43641	FR Shirts and Jeans - Acct # 169861
3805 S.D.P. MANUFACTURING	Light & Power	535300	474600	Vehicles	195,320.25	222009	42341160	EZ Hauler and Accessories
4307 UNITED SERVICE & SAL	Parks	104510	425000	Equip Supplies & Maint	6,906.01	222028	62376	WHEEL MOTOR RETRO-FIT/PUMPS, PULLEYS, CABLES, BATT
4450 VERIZON WIRELESS	Police	104210	428000	Telephone Expense	2,389.77	222033	9880380243	Acct # 771440923-00001
12358 WADMAN CORPORATION	Streets	454410	472100	Buildings	247,765.01	222034	07	Street Dept Car Wash - Project # WC-20-103
4511 WASATCH TRAILER SALE	Parks	104510	425000	Equip Supplies & Maint	2,867.00	222036	6/2/21	PJ TRAILERS 10X77 SINGLE CHAN BLACK
4522 WATERFORD SYSTEMS	Water	515100	448400	Dist Systm Repair & Maint	2,167.02	222038	190915	DOSING PUMP AT TREATMENT PLANT
					TOTAL:			
								<u>535,016.08</u>

City Council Staff Report



Subject: Recommendations for budget amendment, adoption, and a property tax rate
Author: Galen D. Rasmussen, Assistant City Manager
Department: Executive
Date: June 22, 2021

Background

On May 11th of this year the Mayor and City Council adopted a tentative budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022. This document also contained the original budget and estimated revenues and expenditures for the current fiscal year. This tentative budget document has been available for public inspection since the date of its adoption. Budgets of governmental entities are essentially a plan which outlines the goals and priorities of the entity and accounts for the sources and uses of funds to carry out the goals and priorities. These budgets are developed by management and staff; are subject to review and approval by the elected body; and are open for review and comment by the public. Since budgets are plans, it is contemplated that later amendment of the plan may be necessary to account for changes in goals, priorities, or to recognize actual revenues and/or expenditures that exceed the original budget. Specific requirements to be followed by cities in budget development and administration are found in Utah Code Sections 10-6-101 through 10-6-136.

Analysis

The adopted tentative budget contained budgets from all departments and funds of the City following meetings between department representatives, the City Manager, and the Mayor and Council. The budgets were balanced between revenues and expenditures and the format of the document conformed to the standards prescribed by Utah Code Section 10-6. The attached ordinance is designed to formalize five actions related to the tentative budget following a Power Point presentation and three separate public hearings in preparation for the tentative budget to ultimately become the City's final adopted budget:

1. Amendment of the current year (Fiscal Year 2020-2021) budget for selected departments to address expenditures or expenses that are projected to exceed the original budget by the end of the fiscal year. The specific amendments and explanations for each amendment are detailed in the ordinance.
2. To consider, as a part of the new Fiscal Year 2021-2022 budget, the transfer of:
 - a. \$2,562,235 from the Light & Power Fund to the General Fund of the City. This is a regular annual transfer.
 - b. \$95,000 from the Landfill Fund to the Recycling Fund of the City. This is a regular annual transfer.
3. Adjustments to the budget for the new fiscal year beginning July 1, 2021 and ending June 30, 2022 (Fiscal Year 2022). These adjustments are necessary to implement various technical corrections, and to prepare the budget document for a future submission to the

national Government Finance Officers Association for the purpose of again receiving their Distinguished Budget Presentation Award.

4. Adopting the recommendation of the Parks, Recreation and Arts Budget Committee for funding of RAP Tax Grants to the following organizations from the Fiscal Year 2021-2022 budget:

FUNDING REQUEST AND PROGRAM ELIGIBILITY SUMMARY

Applicant	Requested Funding	Recommended Funding
Bountiful Davis Arts Center (BDAC)	<u>\$48,700.00</u>	<u>\$37,500.00</u>
Bountiful Historical Preservation Foundation	<u>\$5,061.36</u>	<u>\$5,061.36</u>
Centerpoint Legacy Theatre	<u>\$18,343.31</u>	<u>\$18,343.31</u>
Joy Foundation	<u>\$7,000.00</u>	<u>\$7,000.00</u>
Wasatch & District Pipe Band	<u>\$5,250.00</u>	<u>\$5,250.00</u>
Total Grant Requests	<u>\$84,354.67</u>	<u>\$73,154.67</u>

5. Adopting the Fiscal Year 2022 budget includes the amendments, transfers and adjustments described above along with related rates, fees, taxes, employee compensation schedules, and a confirmation of the City’s participation in the Public Employees Contributory and Public Safety Retirement Systems. If the City Council decides to raise the property tax rate above the Certified Tax Rate for 2021 calendar year taxes, then this Fiscal Year 2022 budget would be adopted as a tentative budget prior to the date of a future Truth-in-Taxation hearing in August.

In addition to the ordinance, and pursuant to City Council intent to proceed with raising the property tax rate above the Certified Tax Rate level, it will be necessary to formally set a public hearing date for a Truth-in-Taxation hearing. Following consultation with the Davis County Clerk/Auditor’s Office the date and time available for this hearing is August 11, 2021 starting at 6:00 p.m. at Bountiful City Hall.

Department Review

Every department of the City has submitted, reviewed, and approved their portion of the budget. The budget, and ordinance have also been reviewed and approved by the City Manager, and the City Attorney.

Recommendation

The following actions are recommended by staff to the Mayor and City Council:

1. Hold a Public Hearing on the Transfer of funds from Light and Power Fund to General Fund
2. Hold a Public Hearing on the Transfer of funds from the Landfill Fund to the Recycling Fund.
3. Hold a Public Hearing on amendments to the current Fiscal Year 2020-2021 budget and adoption of the Fiscal Year 2021-2022 budget in tentative form prior to a Truth-in-Taxation Hearing on the property tax rate for calendar year 2021 taxes.
4. Adopt Ordinance 2021-06 to:
 - a. Amend the current Fiscal Year 2020-2021 budget and

- b. Adopt Fiscal Year 2021-2022 budget as a Tentative Budget, which incorporates various technical corrections, a schedule of fees, taxes, and employee compensation schedules along with providing a confirmation of the City's participation in the Public Employee Contributory and Public Safety Retirement Systems.
5. Set the date and time for a Truth-in-Taxation Public Hearing as Wednesday, August 11, 2021 at the City Council Meeting beginning at 6:00 p.m.

Significant Impacts

Adoption of a budget and setting of a property tax rate is required by Utah Code Section 10-6.

Attachments

Ordinance 2021-06



BOUNTIFUL

MAYOR
Randy C. Lewis
CITY COUNCIL

Millie Segura Bahr
Kate Bradshaw
Kendalyn Harris
Richard Higginson
Chris R. Simonsen

CITY MANAGER
Gary R. Hill

BOUNTIFUL CITY ORDINANCE No. 2021-06

An ordinance (1) amending the budgets of the City of Bountiful for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021; (2) adopting a tentative budget for the City of Bountiful for the Fiscal Year beginning July 1, 2021, and ending June 30, 2022; and (3) authorizing and directing the participation of the City in the Public Employees Contributory Retirement System and the Public Safety Contributory Retirement System of the Utah Retirement Systems for fiscal year 2021-2022.

It is the Finding of the Bountiful City Council that:

1. The Bountiful City Council, through its elected officials and appointed officers, has caused to be prepared a Final Budget for Fiscal Year 2021-2022;
2. This Budget has been duly considered and formulated according to the Uniform Fiscal Procedures Act for Utah Cities (Utah Code §10-6-101 et seq);
3. This budget includes estimates of anticipated revenues, appropriations for expenditures and expenses, adjusted compensation schedules for City officers and employees that reflect the rates required for participation in the Utah Retirement Systems, and user fees for City facilities and services.
4. A Tentative Budget was adopted on May 11, 2021, and made available as required by law;
5. A public hearing to consider this Tentative Budget has been noticed and held on June 22, 2021, according to the requirements of the Uniform Fiscal Procedures Act for Utah Cities.

Now, therefore, it is hereby ordained by the City Council of Bountiful, Utah:

Section 1.1. The City of Bountiful, Utah, through its elected officials and appointed officers, has reviewed the revenues and expenditures in all of its budgets for fiscal year 2020-2021.

Section 1.2. The City, desiring not to overspend budget appropriations in any of its funds or departments, desires to adjust revenues and/or expenditures in its budgets for fiscal year 2020-2021.

Section 1.3. The budget changes set forth in Exhibit A for fiscal year 2020-2021 are hereby adopted.

Section 2.1. The City of Bountiful, through its elected officials and appointed officers, has caused to be prepared a budget for the fiscal year beginning July 1, 2021, and ending June 30, 2022. This budget has been duly considered and formulated according to the Uniform Fiscal Procedures Act for Utah Cities and other applicable State and Federal law. It is now desirable and necessary to formally adopt this budget.

Section 2.2. This budget includes estimates of anticipated revenues, appropriations for expenditures/expenses, adjusted compensation schedules for City officers and employees, and user fees for City facilities and services.

Section 2.3. The Bountiful City budget for the fiscal year beginning July 1, 2021, and ending June 30, 2022, with the adjusted compensation schedules and the City user fees incorporated in its preparation is hereby adopted.

Section 2.4. Bountiful City hereby confirms its participation in the Public Employees Contributory Retirement System and the Public Safety Contributory Retirement System of the Utah Retirement Systems for fiscal year 2021-2022. The budget and compensation schedules reflect the Annual Certification of Retirement Contribution Rates required for participation in the current year. The City Manager and staff are authorized and directed to take such steps as are necessary to implement the City's participation in these programs.

Section 3. This ordinance shall take effect immediately upon first publication.

Adopted by the City Council of Bountiful, Utah, this 22nd day of June, 2021.

Randy C. Lewis, Mayor

ATTEST:

Shawna Andrus, City Recorder

Budget Amendment Requests
Fiscal Year 2020-2021
As of: 6/16/2021

ORD. 2021-06
EXHIBIT A

GENERAL FUND (Revenues)

Fund Name	Account Number	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment
General	101020 - 313000	Sales & Use Tax - General	\$ 4,999,272	\$ 726,300	\$ 5,725,572	Additional sales tax allocation to cover amendments
Total Revenue amendments (General Fund)			\$ 4,999,272	\$ 726,300	\$ 5,725,572	

GENERAL FUND (Expenditures)

Department	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment	
Legislative	104110 - 492300 CARES Act sub-grantee payments	\$ -	\$ 564,000	\$ 564,000	CARES Act funding provided to other governmental agencies for eligible programs	
Legal	104120 - 431100 Legal and Auditing Fees	\$ 13,500	\$ 10,000	\$ 23,500	Additional court ordered public defender costs	
Human Resources	104134 - 411000 Salaries - Permanent Employees	\$ 137,022	\$ 5,000	\$ 142,022	Retiring employee costs	
Information Technology	104136 - 425000 Equipment Supplies & Maintenance	\$ 14,790	\$ 8,000	\$ 22,790	Network equipment for City Hall	
Streets	104410 - 451100 Insurance and Surety Bonds	\$ 26,139	\$ 9,800	\$ 35,939	Adjustment for insurance allocation to actual expense	
Streets	104410 - 473400 Concrete Repairs	\$ 310,000	\$ 9,000	\$ 319,000	Additional anticipated concrete repairs	
Engineering	104450 - 431000 Professional & Technical Services	\$ 1,500	\$ 38,500	\$ 40,000	Retiring employee expenses; vacation cashout and retroactive COLA; and contracted building inspection services to cover workload of an employee recovering from COVID-19	
Parks	104510 - 426000 Building & Grounds Supplies & Maintenance	\$ 120,000	\$ 41,600	\$ 161,600	Irrigation system work at Foss Lewis Park; Playground work at Creekside Park; Greenhouse ventilation system repairs and purchase of additional flowers for flower beds.	
Planning	104610 - 411000 Salaries - Permanent Employees	\$ 145,697	\$ 8,000	\$ 153,697	Retroactive 2% COLA that was not anticipated in original budget	
Buildings	104160 - 411000 Salaries - Permanent Employees	\$ 65,602	\$ 3,300	\$ 68,902	Retroactive 2% COLA that was not anticipated in original budget	
Buildings	104160 - 425000 Equipment Supplies & Maintenance	\$ 5,700	\$ 10,000	\$ 15,700	Extensive unanticipated repairs to work truck.	
Executive	104130 - 411000 Salaries - Permanent Employees	\$ 215,870	\$ 7,600	\$ 223,470	Retroactive 2% COLA & one-time COVID-19 vacation sale that were not anticipated in original budget	
Executive	104130 - 412000 Salaries - Temporary & Part-Time Employees	\$ -	\$ 6,500	\$ 6,500	Unanticipated part-time help from Executive Intern	
Executive	104130 - 461000 Miscellaneous Expense	\$ 1,000	\$ 5,000	\$ 6,000	Unanticipated exercise equipment purchase for City Hall	
Total Expenditure amendments (General Fund)			\$ 1,056,820	\$ 726,300	\$ 1,783,120	

CAPITAL FUND (Revenues)

Fund Name	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment	
Capital	451020 - 313000 Sales & Use Tax - General	\$ 2,025,728	\$ 1,155,000	\$ 3,180,728	Additional sales tax allocation to cover amendments	
	Use of Fund Balance	\$ 4,883,115	\$ 3,677,566	\$ 8,560,681	Transfer from fund balance to cover amendment needs	
Total Revenue amendments (Capital Fund)			\$ 6,908,843	\$ 4,832,566	\$ 11,741,409	

CAPITAL FUND (Expenditures)

Department	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment	
Legislative	454110 - 471100 Land	\$ -	\$ 3,991,000	\$ 3,991,000	Washington Park property purchase	
Legislative	454110 - 472100 Buildings	\$ 3,324,000	\$ 305,000	\$ 3,629,000	City Hall remodel costs	
Legislative	454110 - 473100 Improvements Other Than Buildings	\$ 35,000	\$ 23,000	\$ 58,000	Town Square project costs	
Government Buildings	454160 - 474500 Machinery & Equipment	\$ -	\$ 50,000	\$ 50,000	Purchase of lift equipment to replace aging equipment	
Police	454210 - 474500 Machinery & Equipment	\$ 432,000	\$ 368,000	\$ 800,000	Advance purchase of dispatch software and hardware for operational and cost savings	
Parks	454510 - 474500 Machinery & Equipment	\$ 75,000	\$ 45,566	\$ 120,566	Purchase of three 4-wheelers; low behind trailer mounted pressure washer and chemical/disinfecting sprayer. All items for COVID-19 response.	
Information Technology	454136 - 474500 Machinery & Equipment	\$ -	\$ 50,000	\$ 50,000	City Hall I.T. network equipment.	
Total Expenditure amendments (Capital Fund)			\$ 3,866,000	\$ 4,832,566	\$ 8,698,566	

ENTERPRISE FUNDS (Revenues)

Fund Name	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment	
Landfill	Use of Net Position	\$ -	\$ 2,639,371	\$ 2,639,371	Recognition of interfund loan forgiveness between Landfill and Water (Ord. #2020-03)	
Sanitation	Use of Net Position	\$ -	\$ 1,591	\$ 1,591	For coverage of new wash bay cost allocation	
Sanitation	Slate Grants - Miscellaneous	\$ -	\$ 71,709	\$ 71,709	Additional revenue allocated to help cover share of new wash bay cost	
Golf	Pro Shop Sales	\$ 220,000	\$ 26,000	\$ 246,000		
Golf	Use of Net Position	\$ -	\$ 69,000	\$ 69,000		
Total Revenue amendments (Enterprise Funds)			\$ 220,000	\$ 2,807,671	\$ 3,027,671	

ENTERPRISE FUNDS (Expenses)

Department	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment	
Landfill	Transfer to Other Funds	\$ 238,056	\$ 2,468,371	\$ 2,706,427	Recognition of interfund loan forgiveness between Landfill and Water (Ord. #2020-03)	
Landfill	Environmental Monitoring	\$ 44,200	\$ 4,000	\$ 48,200	Required additional testing	
Landfill	Contract Equipment	\$ 150,000	\$ 146,000	\$ 296,000	Windstorm green waste grinding costs.	
Landfill	Improvements Other Than Buildings	\$ -	\$ 21,000	\$ 21,000	Install drain line for moving dirt stockpile to a new area.	
Sanitation	Buildings	\$ -	\$ 73,300	\$ 73,300	Reallocation of new wash bay costs of construction	
Golf	Items Purchased - Resale	\$ 139,000	\$ 22,000	\$ 161,000	Pro Shop merchandise sales were above average causing replacement costs to exceed originally budgeted amount	
Golf	Credit Card Merchant Fees	\$ 34,000	\$ 16,000	\$ 50,000	Admission, rental, and Pro Shop sales were above average. Since most of those sales are receipted by credit card the course's credit card fees exceeded the originally budgeted amount	
Golf	Depreciation Expense	\$ -	\$ 57,000	\$ 57,000	Budgeting practices do not consider depreciation expense except when depreciation expense exceeds the fiscal year's capital purchases. This is the amount needed to cover the budget shortfall.	
Total Expense amendments (Enterprise Funds)			\$ 605,256	\$ 2,807,671	\$ 3,412,927	

SPECIAL REVENUE FUND (Revenues)

Fund Name	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment	
Municipal Building Authority	Use of Fund Balance	\$ -	\$ 370,372	\$ 370,372	Closeout of Municipal Building Authority Fund	
RDA Revolving Loan	Use of Fund Balance	\$ -	\$ 850,000	\$ 850,000	To cover expense of additional loans made during the year	
Cemetery Perpetual Care	Sale of Cemetery Lots	\$ 62,000	\$ 200	\$ 62,200	To cover additional banking fees	
Total Revenue amendments (Special Revenue Fund)			\$ 62,000	\$ 1,220,572	\$ 1,282,572	

SPECIAL REVENUE FUND (Expenditures)

Department	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment	
Municipal Building Authority	Transfer to General Fund	\$ -	\$ 370,372	\$ 370,372	Closeout of Municipal Building Authority Fund	
RDA Revolving Loan	Loaned Monies	\$ 500,000	\$ 850,000	\$ 1,350,000	Additional loans made during the year	
Cemetery Perpetual Care	Bank & Investment Account Fees	\$ 1,350	\$ 200	\$ 1,550	Additional banking fees	
Total Expense amendments (Special Revenue Fund)			\$ 501,350	\$ 1,220,572	\$ 1,721,922	

INTERNAL SERVICE FUND (Revenues)

Fund Name	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment	
Workers Compensation	Use of Fund Balance	\$ -	\$ 377,000	\$ 377,000	To cover additional insurance claims paid and anticipated before the end of the fiscal year	
Total Revenue amendments (Internal Service Fund)			\$ -	\$ 377,000	\$ 377,000	

INTERNAL SERVICE FUND (Expenditures)

Department	Account Description	Original Adopted Budget	Amendment Request	Budget After Amendment	Reasons for Amendment	
Workers Compensation	Liability Claims / Deductible	\$ 152,000	\$ 377,000	\$ 529,000	Additional insurance claims paid and anticipated before the end of the fiscal year	
Total Expense amendments (Internal Service Fund)			\$ 152,000	\$ 377,000	\$ 529,000	

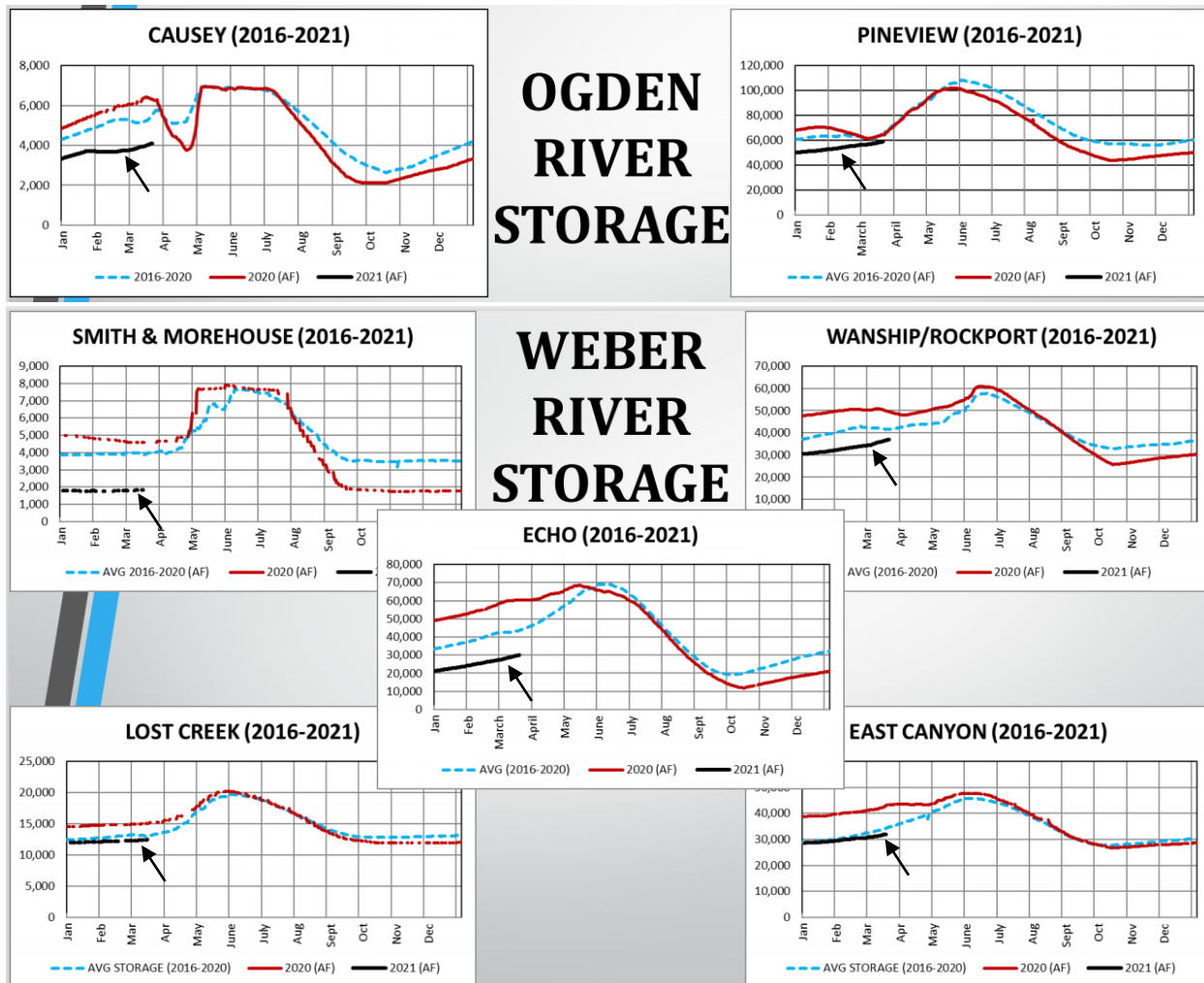
City Council Staff Report

Subject: Water Supply, Watering Restrictions
Summer, 2021
Author: Lloyd Cheney, City Engineer
Department: Engineering, Water Dept.
Date: 22 June 2021



Background

Drought conditions have been a continuing topic of discussion since early this year. The seriousness of the situation was further expressed in late March, as we participated in the annual update meeting provided by Weber Basin Water Conservancy District. This annual event presents the anticipated runoff and storage of water in Weber Basin’s system of reservoirs and establishes the District’s expectations for service for upcoming irrigation season. At that time, reservoir storage in the system was estimated at a dismal 64% of total capacity, and was 120,000 acre-feet (AF) lower than the prior year. The following graphics were presented to provide some perspective on the historical significance of the situation:



We are all familiar with many of these storage facilities. Generally speaking, the smaller facilities are higher in the drainage systems (Causey, Lost Creek, Smith & Morehouse) and are very sensitive to fluctuations in runoff.

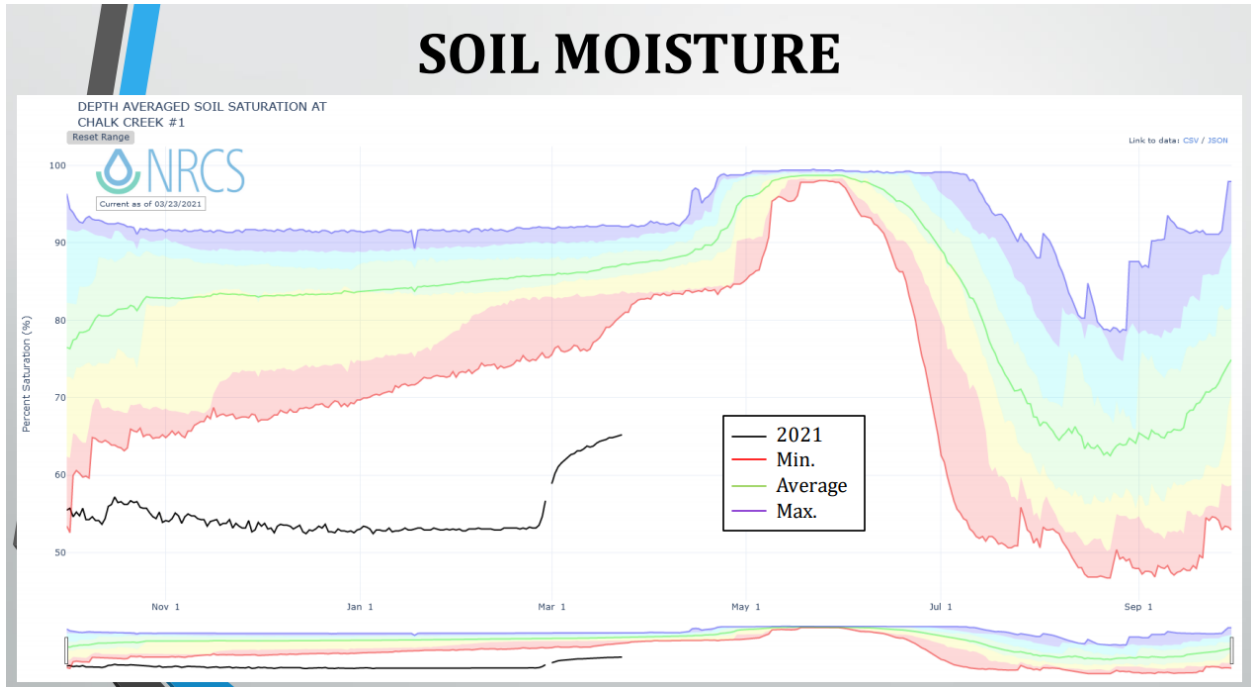


Figure 2 NRCS Soil Moisture Graph - Chalk Creek

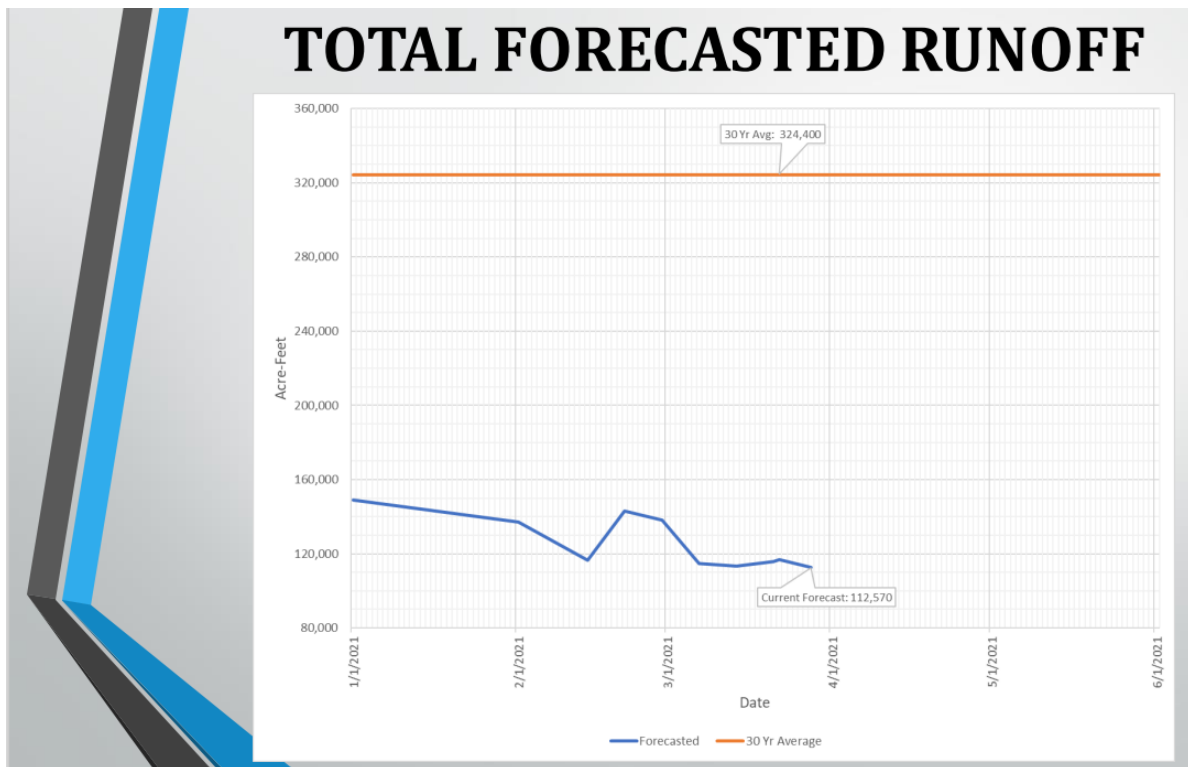


Figure 3 WBWCD Runoff Data 2021

Analysis

While not specific to Bountiful, the graphics previously presented generally illustrate the same conditions that affect Bountiful residents and the City’s ability to provide water. Currently, Bountiful residents are served by multiple providers for both culinary and irrigation water:

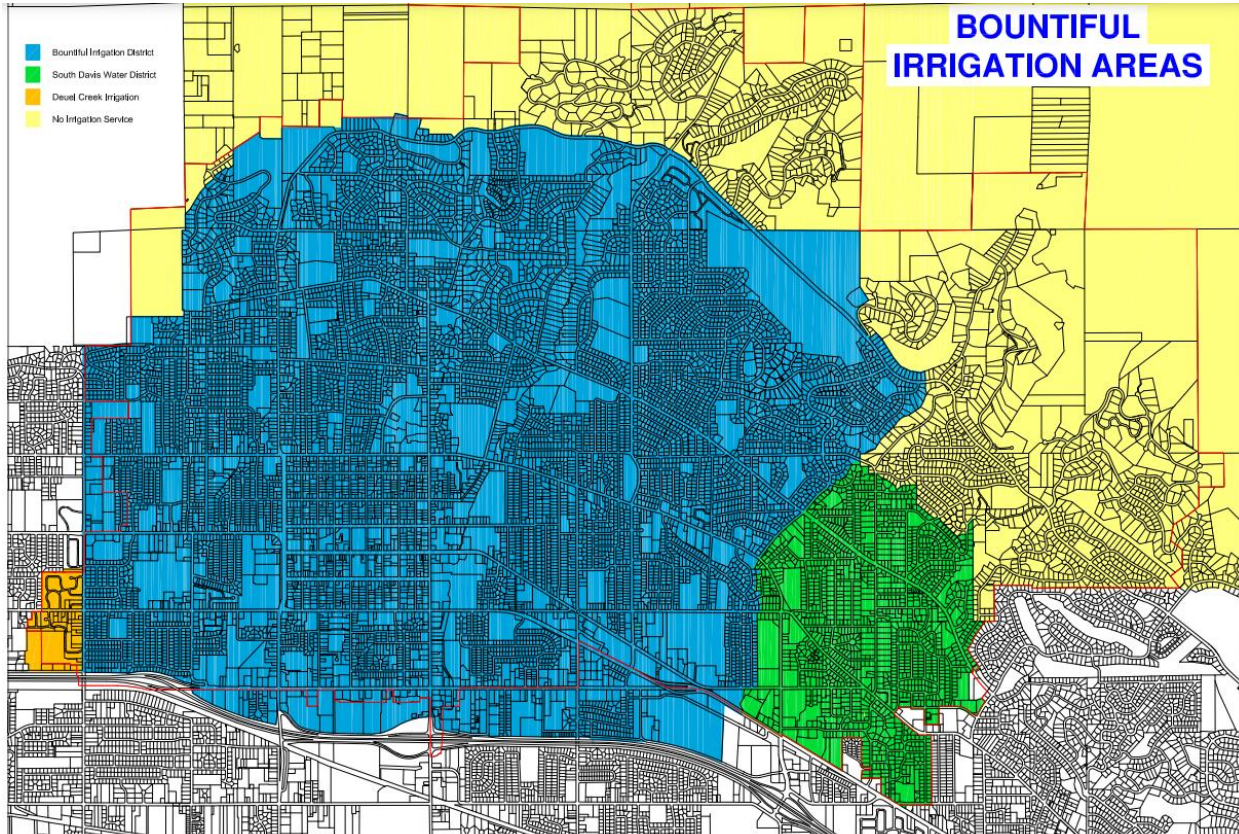


Figure 4 Irrigation Provider Service Areas

Area	Culinary (primary)	Culinary (other)	Irrigation
Yellow	Bountiful City	Weber Basin	Bountiful City
Blue	Bountiful City	Weber Basin	Bountiful Irrigation
Green	South Davis Water	Weber Basin	South Davis Water
Orange	Bountiful City	Weber Basin	Deuel Creek Irrigation

Recent conversations with Bountiful Irrigation and South Davis Water indicate these providers are confident in their ability to continue to provide water in their service areas. In areas of the City which are served irrigation water by these providers, the implementation of water restrictions is left to the individual providers. For Bountiful City, the need to manage the use of water (for irrigation) is primarily limited to the yellow shaded area on the map (above). In these areas, water for culinary and irrigation uses

originate from the Water Treatment Plant on Mill Creek, Calder Well, the 100 East and Shop wells, and potentially from Weber Basin.

Each summer for nearly the last 20 years, the City's culinary water system has struggled to keep up with the growing demand in the east and southeast areas of the City. In "good years" when the flows in Mill Creek provide a steady flow, much of the water produced by the Water Treatment Plant can be split between the northern areas and the high-demand south areas. In "leaner" runoff years, when the Water Treatment Plant has lower output, the Water Department adjusts our water system to direct more water from sources which are lower in our system (wells, Weber Basin sources) to the high demand areas. We also purchase water from South Davis Water when necessary. It can be a daily game of cat-and-mouse to maintain appropriate reserves in our water tanks, and the situation is closely monitored until the irrigation demand subsides.

The ideal operational methodology for culinary water reservoirs in the City's system is to maintain the daily culinary use in the upper half of the storage provided in each reservoir. This provides a buffer for times of increased demand and preserves the necessary reserves in case of an emergency. For the larger 1.5 MG reservoirs, where the functional tank depth is approximately 20 ft, the minimum fire reserve depth is approximately 3 ft. While this may sound like there is an adequate supply available in these reservoirs, several tanks also function with an adjacent booster station, and are much smaller in size. These associated booster stations also have minimum service conditions which must be met in order to function properly as they boost water to reservoirs that are at higher elevations in the system. These operational conditions reduce the amount of buffer storage to meet fluctuating demand.

As was alluded to earlier, Bountiful relies heavily on the Water Treatment Plant (WTP) and sources located in close proximity to provide water for the City. It is not unusual for the WTP to be the primary source for culinary water for most of the City in the winter months, when the demand is only domestic consumption. In the summer, flows from the WTP are supplemented by a larger well located near the diversion structure, and a smaller well located in the parking lot of the WTP. These wells rely on perched aquifers, and have limits to the duration of use.

This year is likely to be one of the most challenging with regard to water supply and distribution in the upper elevations of the City. Our experience following the May 14 fires provided a (what I believe to be) a preview to the summer – a week long struggle to meet high demands while trying to re-establish and maintain minimum reserves in our reservoirs. At that time, the Calder Well was out of service, and the water system was straining to keep up by moving water from the Shop and 100 East wells to the Mill Creek Reservoir and Ashdown Reservoirs. Since that time, flows in Mill Creek have continued trending lower and temperatures have been warmer than normal, with little or no

precipitation. Even though it is back in service, we know that the Calder Well is in near desperate need of rehabilitation work, and it is not uncommon to have a facility off-line for a short amount of time while we make repairs.

The simple summary to the situation is that now is the appropriate time to implement some adjustments to the use of water, so our resources will not be so depleted (or even exhausted) so as to require more drastic measures in the future.

Water Use and Restrictions

The City Code includes the following sections related to water:

6-5-109 Scarcity of Water

In time of scarcity of water, whenever it shall in the judgement of the Mayor and City Council be necessary, the Mayor shall by proclamation limit the use of water for other than domestic purposes to such extent as may be necessary for the public good. It is unlawful for any person to violate any proclamation made by the Mayor in pursuance of this Section.

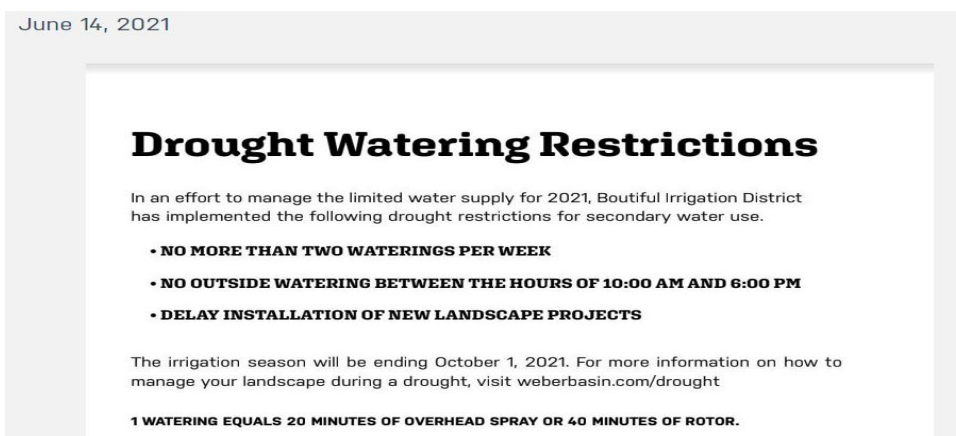
6-5-124 Outside Watering Restrictions

- (a) *Watering outside the home with Bountiful City Culinary Water is prohibited between the hours of 10 a.m. and 6 p.m. from April 15th through October 15th of each year.*
- (b) *The City Engineer, in his reasonable discretion, is authorized to permit water use in contravention of these provisions. A written application stating the reasons for the requested Exception shall be submitted. A record shall be kept of any such exceptions granted, and a written permission issued.*

Currently, the following restrictions have been implemented for irrigation in select cities along the Wasatch Front:

City / Entity	Restriction
Bountiful Irr.*	Limit Irrigating to 2 days per week
Ogden	5% Residential Reduction, 15% Commercial Reduction
Syracuse	Limit Irrigating to 2 days per week, no watering on Sunday (city-wide)
Layton	Max 2x/wk until 6/15, Max 3x/wk until 9/6, 2x/wk until 10/1
Benchland Irr.	No watering on weekends. Goal: 20% reduction

*Near the time this memo was completed, Weber Basin Water issued the following notice:



Enforcement

The City Code includes the following enforcement provisions:

6-5-124 Outside Watering Restrictions

- (c) *Anyone using water in violation of these provisions shall, upon a first violation, be warned against further illegal use, and upon a second or further violation, be assessed a water user fee of \$100 per violation. Such fee shall become part of the water bill of that person or the property whereon such use occurred. There shall be a right of appeal of any such assessment to the Bountiful City Administrative Law Judge, which appeal must be made in writing within thirty days of the assessment.*
- (d) *Anyone using water in violation of these provisions shall be guilty of a class C misdemeanor.*

The following enforcement policies are currently in place for select cities:

Entity	First Offense	Second Offense	Third Offense	Fourth Offense
Salt Lake City	\$100	\$250	\$500	\$1000
So. Davis Water	Warning	\$30	\$60	\$90
Bountiful Irr.	Warning	No Penalty	No Penalty	No Penalty
Deuel Creek (Centerville)	Warning	\$50 + Plan	Termination	
Ogden	Warning	Ticket +meeting		
Syracuse	Warning	\$100	\$250	Termination

It is worth noting that Deuel Creek and Ogden City both promote modification of irrigation practices by reviewing irrigation principles with homeowners as part of the enforcement process, and may also require an evaluation of the irrigation system through services provided by Weber Basin or the Utah State University Extension Service.

Department Review

This report has been reviewed by the Water Department Director, City Attorney and City Manager.

Significant Impacts

1. Preservation of Resources: The goal of taking action to reduce consumption is to preserve the resource for future use.
2. Revenue: The effect on revenue to the Water Department could be 2-fold:
 - a. Reduced revenue from the sale of water.
 - b. Potential increases in costs to purchase water from Weber Basin and/or South Davis Water.
3. Enforcement: Enforcement will require diversion of manpower from the Water Dept to deal with complaints and violations. Code enforcement staff from the Planning Dept. could also assist.

4. Effects on City Properties:
- a. Staff recommends adjusting irrigation watering times to comply with guidelines from providers (Bountiful Irrigation/Weber Basin) and the State as much as possible without permanently damaging properties. High profile sites such as the Golf Course, Cemetery, Town Square and City Hall Campus area will be maintained at the highest levels possible. Other sites with less public use may be maintained at a lower state, or may respond poorly to reductions in irrigation practices (Lewis Park, Cheese Park, North Canyon Park, as examples)
 - b. There are some city properties that are watered exclusively with culinary water. Modification of the traditional watering schedules on these properties may result in distressed turf. The Parks Dept. will monitor these facilities to maintain landscaping without extensive turf losses.

Recommendation

The City Engineer and Water Department Director propose the City Council adopt the following modifications by resolution:

- For residential areas within the Bountiful City Limits which are watered with culinary water:
- Homes with even numbered addresses are permitted to water on days with even numbers. Homes with odd numbered addresses are permitted to water on odd numbered days. No watering is permitted on Wednesdays to allow recovery in the culinary water system. Maximum number of watering cycles is limited to 3 per week, per property, to provide a mitigating measure for homes in areas with higher fire risk. Individual zone (valve) run times are limited to 20 minutes for spray heads and 40 minutes for rotor heads.
- If additional conservation measures are needed, the Council would authorize a revision to the watering schedule to allow 2 days of watering, per residence, per week, with a maximum of 2 watering cycles per week, per property. Homes with even numbers would be permitted to water on Wednesdays and Sundays. Homes with odd numbers would be permitted to water on Tuesdays and Saturdays. No watering would be permitted on Mondays, Thursdays and Fridays.
- The following enforcement actions would be implemented:
 - First Offense – Violators would be issued a written warning.
 - Second Offense - \$100 fine added to the utility bill. This fine may be waived by the City Engineer or the Water Department Director upon the offending party submitting an evaluation of the sprinkling system operation by a qualified 3rd party, and proposed modifications to watering practices based on the irrigation system performance, and sign an agreement for future

compliance with watering restrictions.

Third Offense- \$250 fine added to the utility bill and a mandatory sprinkler system evaluation by a qualified 3rd party. Sign an agreement for future compliance with watering restrictions.

Fourth Offense- \$500 fine added to the utility bill and mandatory disconnection of irrigation system for the remainder of the irrigating season.

Fifth Offense – Termination of all water service to the property for the remainder of the irrigating season.

Attachments

Resolution 2021-13

Proclamation 2021-01



BOUNTIFUL

BOUNTIFUL CITY, UTAH RESOLUTION NO. 2021-13

MAYOR
Randy C. Lewis

CITY COUNCIL
Millie Segura Bahr
Kate Bradshaw
Kendalyn Harris
Richard Higginson
Chris R. Simonson

CITY MANAGER
Gary R. Hill

A RESOLUTION APPROVING A WATER REGULATION AND CONSERVATION PROGRAM FOR BOUNTIFUL CITY, IMPOSING PENALTIES FOR VIOLATIONS, AND AUTHORIZES THE MAYOR TO SIGN BOUNTIFUL CITY MAYOR PROCLAMATION 2021-01 DECLARING WATER SCARCITY

WHEREAS, Governor Cox has issued an executive order declaring a state of emergency due to current drought conditions throughout the State; and

WHEREAS, the City has been notified by the Weber Basin Water Conservancy District that drought conditions will affect the District's system and ability to provide water, and

WHEREAS, it is critical that the City work with Weber Basin to help manage the impact of the drought conditions and take conservation efforts, including educating City residents, limiting outdoor use of culinary water, and limiting irrigation uses, with the goal of reducing overall water usage; and

WHEREAS, the City Council is authorized under Utah State Law and City Ordinance to regulate and restrict the use of water when necessary to protect the health, welfare, and safety of its residents and to provide for the enforcement of such regulations; and

WHEREAS, the City Council finds that it is necessary to implement conservation efforts to reduce or mitigate the effect of the drought conditions and to ensure that the City and its residents continue to have a reliable and sustainable water supply.

NOW THEREFORE BE IT RESOLVED by the Bountiful City Council as follows:

1. The Mayor and City Council declare that the current statewide drought conditions constitute a water scarcity event, authorize the Mayor to issue Bountiful City Proclamation 2021-01 Declaring Water Scarcity which is attached hereto and incorporated by this reference, and authorize the following conservation regulations for residential areas within the Bountiful City limits which are watered with culinary water to be implemented by the Public Works Director, subject to the approval of the City Manager.
 - a. Homes with even numbered addresses are permitted to water on days with even numbers.
 - b. Homes with odd numbered addresses are permitted to water on odd numbered days.

- c. No watering is permitted on Wednesdays to allow recovery in the culinary water system.
 - d. Maximum number of watering cycles is limited to three per week, per property, to provide a mitigating measure for homes in areas with higher fire risk.
 - e. Individual zone (valve) run times are limited to 20 minutes for spray heads and 40 minutes for rotor heads.
2. If additional conservation measures are needed, the Council authorizes a revision to the watering schedule for the 2021 irrigation season as follows:
- a. Two days of watering, per residence, per week, with a maximum of two watering cycles per week, per property.
 - b. Homes with even numbers would be permitted to water on Wednesdays and Sundays.
 - c. Homes with odd numbers would be permitted to water on Tuesdays and Saturdays.
 - d. No watering would be permitted on Mondays, Thursdays and Fridays.
3. In addition to and in conjunction with all regulations contained in the Bountiful Municipal Code, City Staff is authorized to enforce the above noted regulations as follows:
- a. First Offense – Written warning.
 - b. Second Offense - \$100 fine added to the utility bill.
 - i. This fine may be waived by the City Engineer or the Water Department Director upon the offending party submitting to the City an evaluation of the sprinkling system operation by a qualified 3rd party, and proposed modifications to watering practices based on the irrigation system performance and sign an agreement for future compliance with watering restrictions.
 - c. Third Offense- An additional \$250 fine added to the utility bill and a mandatory sprinkler system evaluation by a qualified 3rd party the results of which shall be submitted to the City Engineer. Sign an agreement for future compliance with watering restrictions.

- i. Failure to comply pay fines and obtain sprinkler system evaluation shall result in disconnection of the irrigation system until such provisions are completed. Account holder shall be responsible for any disconnection and reconnection fees.
- d. Fourth Offense- An additional \$500 fine added to the utility bill and mandatory disconnection of irrigation system for the remainder of the irrigating season.
- e. Fifth Offense- Termination of all water service to the property for the remainder of the irrigating season.

PASSED and ADOPTED this 22nd day of June 2021.

Randy C. Lewis, Mayor

ATTEST:

Shawna Andrus, City Recorder



BOUNTIFUL

BOUNTIFUL CITY, UTAH PROCLAMATION NO. 2021-01

MAYOR
Randy C. Lewis

CITY COUNCIL
Millie Segura Bahr
Kate Bradshaw
Kendalyn Harris
Richard Higginson
Chris R. Simonson

CITY MANAGER
Gary R. Hill

Proclamation Declaring Scarcity of Water

WHEREAS, on March 17, 2021, Governor Cox issued an executive order declaring a state of emergency due to current drought conditions throughout the State; and

WHEREAS, the City has been notified by the Weber Basin Water Conservancy District that drought conditions will affect the District's system and ability to provide water, and

WHEREAS, it is critical that the City work with Weber Basin to help manage the impact of the drought conditions and take conservation efforts, including educating City residents, limiting outdoor use of culinary water, and limiting irrigation uses, with the goal of reducing overall water usage; and

WHEREAS, the City Council is authorized under Utah State Law and City Ordinance to regulate and restrict the use of water when necessary to protect the health, welfare, and safety of its residents and to provide for the enforcement of such regulations; and

WHEREAS, the City Council passed Bountiful City Resolution 2021-13 Approving A Water Regulation and Conservation Program for Bountiful City, which recognizes current drought conditions and water scarcity throughout the State and provides for a program of regulation, restriction, and enforcement of the regulations; and

WHEREAS, Utah Code § 10-7-12 authorizes the mayor of a municipality to limit the use of water for any purpose other than domestic purposes to such extent as may be required for the public good in judgement of the City Council; and

WHEREAS, immediate attention is necessary to alleviate the threat to the health, safety, and welfare of the citizens of Bountiful and the surrounding areas.

NOW THEREFORE, IT IS HEREBY PROCLAIMED BY THE MAYOR OF BOUNTIFUL CITY, UTAH, AS FOLLOWS:

Section 1. Declaration of Water Scarcity. The Mayor of Bountiful City hereby declares and orders that the City is experiencing water scarcity due to the current statewide drought which requires a regulation and conservation program for the City. Accordingly, it is hereby ordered that the use of water within the limits of Bountiful City is hereby regulated as detailed in Bountiful City Resolution 2021-13 Approving A Water Regulation and Conservation Program for Bountiful City approved by the Bountiful City Council on June 22, 2021, which is attached hereto and incorporated by this reference.

Section 2. Duration. This declaration of local emergency shall remain in effect for irrigation season unless continued or renewed for an additional period by the City Council.

Section 3. Authority. Pursuant to State law, this declaration of a water scarcity constitutes an official recognition that a water scarcity event exists within the City and provides a legal basis for implementing a program to regulate, restrict and otherwise limit the use of water within the City and authorizes the expenditure of emergency funds from all available resources if necessary.

Section 4. Effective Date. This Proclamation shall become effective immediately upon the Mayor's signature executing the same.

**DECLARED AND ORDERED BY THE MAYOR OF BOUNTIFUL CITY, UTAH,
THIS 22nd DAY OF June 2021.**

Randy C. Lewis, Mayor

ATTEST:

Shawna Andrus, City Recorder

City Council Staff Report

Subject: Architectural Design Services for
Park Design at Washington Park
Author: Lloyd Cheney, City Engineer
Department: Engineering, Parks
Date: 22 June 2021



Background

The Engineering Department has solicited proposals for design services for new park fields and facilities at Washington Park. This contract will include management of the public involvement process, space planning and programming, preparation of construction drawings, and services associated with the construction of the facility. Five proposals were submitted by interested firms. The selection committee (City Manager, City Engineer, Parks Director, Planning Director, Assistant City Engineer) selected two firms to interview.

Analysis

All proposals were reviewed to evaluate the experience, expertise and ability to meet the requirements of the RFP. These requirements include conducting a public involvement process (a minimum of 3 public meetings to receive input and present information), initiate and refine the development concepts, coordinating activities with City staff, presentation of a final design to the City Council, and the ability to meet the proposed schedule. Fees were evaluated after the initial evaluations and prior to the selection of the firms to interview.

The two firms selected for interviews were:

<u>Firm</u>	<u>Fees</u>
Design West (based in Logan, Utah)	\$109,000
MGB+A (based in Salt Lake City)	\$106,650

MGB+A provided the public involvement and design services for Creekside Park. They have a firm grasp on the magnitude of the effort which is necessary to involve the community, including organized sport enthusiast groups and have articulated the importance of early and continued focus on the residents adjacent to the facility. Included in the sub-consultant set of their proposal is the firm of JRCA, who will provide architectural design for the buildings, storage areas, etc. Both of these firms have demonstrated firm support as we have dealt with contractual complications on Creekside Park and the remodel of City Hall.

Department Review

Proposals were reviewed by the Selection Committee. This Staff report has been reviewed by the Parks Director and the City Manager.

Significant Impacts

This is the first step in the development of the Washington Elementary site as a recreational facility.

Recommendation

- The Selection Committee recommends the City Council award the contract for the architectural design services at Washington Park to MGB+A in the amount of \$106,650.
- Staff requests the Council's approval to begin the process to select a Construction Manager / General Contractor for the project.

Attachments

None

Copies of proposals are available for review

City Council Staff Report



Subject: Re-Appointment of Jim Clark to the Planning Commission; and
Re-Appointment of Scott Schlegel and Dave Badham to the Administrative
Committee
Author: Francisco J. Astorga, AICP, Planning Director
Department: Planning
Date: June 22, 2021

Background

The Planning Commission is made up of seven (7) individuals, one (1) of whom may be a City Council member. The appointees, other than the City Council member, serve for a period of four (4) years, at the end of which they need to be reappointed or replaced. The Administrative Committee consists of three (3) members and one (1) alternate. A member and the alternate are citizen representatives. The appointees serve for a period of two (2) years. The Land Use Code specifies that Planning Commission and Administrative Committee terms expire on July 1st.

One (1) Planning Commissioner term will expire this month and will need to be reappointed or replaced. Jim Clark was appointed to the Planning Commission in December 2017. His current term is scheduled to expire on July 1, 2021. Mr. Clark has indicated that he would like to continue to serve on the Planning Commission for another term.

Both citizen representative terms will expire this month and will need to be reappointed or replaced. Dave Badham was appointed to the Administrative Committee from November 2005 – June 2007, and then again from June 2009 – June 2021. Scott Schlegel was appointed to the Administrative Committee as the alternate citizen representative in January 2020 – June 2021. Administrative Committee terms expire every odd year. Mr. Badham and Mr. Schlegel have indicated that they would like to continue to serve on the Administrative Committee for another term.

Analysis

Jim Clark has served well as a Planning Commission member. Dave Badham and Scott Schlegel have served well as Administrative Committee members.

Department Review

These recommended appointments were reviewed by the City Manager and Mayor Lewis.

Significant Impacts

None.

Recommendation

Staff recommends approval for the re-appointment of Jim Clark as a member of the Planning Commission serving for a four-year term, ending on July 1, 2025; and the re-appointment of Scott Schlegel as a citizen representative member, and Dave Badham as the alternate citizen representative member of the Administrative Committee serving for a two-year term, ending on July 1, 2023

Attachments

None.

City Council Staff Report



Subject: Interlocal Cooperation Agreement for
Administrative Services Provided for the
South Davis Recreation District

Author: Tyson Beck, Finance Director

Department: Finance

Date: June 22, 2021

Background

Since October 2007 Bountiful City (the City) employees have been contracted to provide administrative services on behalf of the South Davis Recreation District (the District) in exchange for stipulated monthly fees. These services encompass numerous activities but can be categorized as follows: accounting, finance, accounts payable, treasury, human resources, payroll and benefits, information technology, lawn care and irrigation, parking lot plowing and sweeping, and field maintenance and lighting.

These City-provided services were contracted through a 12-month interlocal agreement signed by both government entities in June of 2020. That agreement's term ends June 30, 2021. It is now necessary to extend this interlocal agreement.

Analysis

It is proposed that the interlocal agreement between the City and the District again be extended.

The interlocal agreement proposed would authorize the continuation of City-provided services through June 2022, extending the agreement one additional fiscal year. Upon nearing the completion of the proposed extension, it is anticipated that another interlocal would again be negotiated and brought before the City Council and District Board for approval.

The proposed agreement would entail an estimated 310 City-employee service hours per month for administrative services and additional hours for grounds maintenance. The proposed agreement would compensate the City \$16,022 monthly through the end of the agreement in June of 2022. The proposed fees were updated to match the City's fiscal year 2022 budgeted payroll costs and then discounted 10% as an interdependent courtesy.

This proposed agreement will also be reviewed and approved by the District Board.

Department Review

This report was prepared by the Finance Director and reviewed by the City Manager.

Significant Impacts

The City and the District would enter into an interlocal cooperation agreement that would continue through June of 2022 with anticipated agreement renewals in the future that would continue these services. This interlocal agreement would provide the City's General Fund with needed revenues to help cover the long-standing personnel costs being incurred to provide these services for the District.

Recommendation

It is recommended that the City Council approve Resolution 2021-12 regarding an Interlocal Cooperation Agreement for City employee services to be provided to the District.

Attachments

Resolution 2021-12 Interlocal Cooperation Agreement – Bountiful City Services

Bountiful City Services Interlocal Agreement with the SDRD – July 2021 to June 2022



BOUNTIFUL

Bountiful City Resolution No. 2021-12

MAYOR
Randy C. Lewis

CITY COUNCIL
Millie Segura Bahr
Kate Bradshaw
Kendalyn Harris
Richard Higginson
Chris R. Simonsen

CITY MANAGER
Gary R. Hill

A RESOLUTION APPROVING AN INTERLOCAL COOPERATION AGREEMENT FOR BOUNTIFUL CITY SERVICES PROVIDED TO THE SOUTH DAVIS RECREATION DISTRICT.

WHEREAS, the Parties, pursuant to Utah’s Interlocal Cooperation Act, codified at Title 11, Chapter 13, Utah Code Ann. (the “Act”), are authorized to enter in an agreement; and

WHEREAS, the Parties desire to enter into an Agreement of Interlocal Cooperation for their mutual benefit and for the further purpose of Bountiful City (the City) employees providing services to the South Davis Recreation District (the District) as specified herein; and

WHEREAS, the City has provided these services to the District since October of 2007 and both parties desire to continue said services through June of 2022; and

Now, therefore, be it resolved by the City Council of Bountiful, Utah as follows:

Section 1. Agreement Approved. The Bountiful City Council hereby approves the attached Interlocal Cooperation Agreement for City services to be provided to the District.

Section 2. Mayor Authorized to Execute. The Mayor of Bountiful City is authorized to sign and execute the attached Interlocal Cooperation Agreement and any other documents necessary to implement the Agreement.

Section 4. Severability Clause. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 5. Effective Date. This Resolution shall become effective immediately upon its passage. The Agreement shall take effect as described therein.

Adopted by the City Council of Bountiful, Utah, this 22th day of June, 2021.

Randy Lewis, Mayor

Shawna Andrus, City Recorder

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN
SOUTH DAVIS RECREATION DISTRICT AND BOUNTIFUL CITY**

THIS AGREEMENT ("Agreement") is made and entered into as of the 22 day of June, 2021, by and between SOUTH DAVIS RECREATION DISTRICT, a special service district of the State of Utah, hereinafter referred to as the "District," and BOUNTIFUL CITY, a Utah municipal corporation, hereinafter referred to as the "City."

WITNESSETH:

WHEREAS, Title 11 Chapter 13 of the *Utah Code Annotated*, 1953, as amended, authorizes contracts between public agencies to enter into Agreements for cooperative action and to provide and/or exchange services between such agencies; and

WHEREAS, the parties to this Agreement are both governmental entities located in Davis County, State of Utah and are empowered to provide and operate recreational facilities and programs for the benefit of their citizens; and

WHEREAS, the City and District have coordinated together on various projects and in acquiring facilities and desire to cooperate in obtaining and providing fiscal and related services and to cooperate with each other in doing so; and

WHEREAS, the parties desire to reduce their respective understandings and agreements to writing;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the adequacy of which is hereby acknowledged, the parties hereby agree as follows:

1. The City hereby agrees to provide financial, personnel, computer, and related services to the District as more particularly set forth in the proposed scope of services attached hereto as Exhibit A and by this reference made a part hereof. In performing services for the District, the City will comply with all applicable laws, rules and regulations of any governmental entity having jurisdiction over the District.
2. In order to coordinate with the City in providing services to the District, the District will perform those functions set forth under the District's role as specified in Exhibit A attached hereto.
3. It is the intent and desire of the parties hereto to cooperate in carrying out the terms of this Agreement in order to obtain coordinated, economical financial information and related services described in Exhibit A attached hereto and to minimize unnecessary expenses for the District and the City.
4. The District will pay administrative service fees to the City in accordance with the schedule attached hereto as Exhibit B and by this reference made a part hereof. The City will provide monthly written billings to the District for services performed. The District will pay the City's invoice within 30 days of receipt of the same. The service fees in Exhibit B are based on the 2020 operations of the District. If the District board of governance or management expand operations to a second facility or property, increase personnel, or elect for other operational changes affecting Bountiful City service levels beyond those in

effect in 2020, the service fees in this agreement will be renegotiated and amended at the City's initiative. If renewed terms cannot be reached within 30 days of initial presentation to the District, City services will be terminated.

5. This Agreement shall be effective beginning July 1, 2021 through June 30, 2022, unless the same is terminated as provided herein. Either party hereto may terminate this Agreement upon giving the other party 180 days written notice prior to the date of termination. In the event of termination, the City shall be paid for all services rendered up to the effective date of such termination.
6. No separate legal entity is created by the terms of this Agreement. To the extent that this agreement requires administration other than as set forth herein, it shall be administered by the Executive Director of the District and the City Manager of the City, acting as a joint board. There shall be no real or personal property acquired jointly by the parties as a result of this Agreement.
7. This Agreement is not assignable.
8. Each party hereto shall be solely responsible for providing workers compensation, wages and benefits for its own personnel who provide any assistance under this Agreement.
9. Each party hereto shall be responsible and shall defend the actions of its own employees, negligent or otherwise, performed pursuant to the provisions of this Agreement.
10. This Agreement contains the entire agreement and understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, written or oral, between the parties with respect to the subject matter hereof.
11. This Agreement shall be submitted to the authorized attorney for each party for approval as to form in accordance with Section 11-13-202.5 of the *Utah Code Annotated*, 1953, as amended.
12. If any portion of this Agreement is held to be unenforceable or invalid for any reason by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
13. This Agreement is not intended to benefit any person or entity not named as a party hereto.
14. If either party fails to perform its obligations hereunder or to comply with the terms hereof, the non-defaulting party shall have all rights and remedies available at law and in equity.
15. This Agreement may be amended only in writing signed by the parties hereof.
16. Each of the parties hereto shall cause the governing body of that party to pass a resolution authorizing said party to enter into this Agreement and a copy of said resolution shall be attached hereto and be a part hereof by this reference.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their respective duly authorized representatives as of the day and year first hereinabove written.

SOUTH DAVIS RECREATION DISTRICT

Len Arave, District Board Chair

Dated: _____

ATTEST:

Tyson Beck, District Clerk

Approved as to form and compliance with applicable law:

Attorney for South Davis Recreation District

BOUNTIFUL CITY

Randy Lewis, Bountiful City Mayor
Dated: _____

ATTEST:

Shawna Andrus, City Recorder

Approved as to form and compliance with applicable law:

Bountiful City Attorney

EXHIBIT A

Scope of Services and Division of Duties:

Bountiful City's Role	District's Role
<p><u>Human Resources / Payroll:</u> Bi-weekly payroll processing using City computer and software to include:</p> <ol style="list-style-type: none"> 1. Employee set-up/maintenance. 2. Bi-weekly time sheet printing. 3. Payroll tax calculations, remittance, and reporting. 4. Time entry. 5. Employee benefits processing & remittances including State Retirement and 401(k) programs. 6. Payroll check and direct deposit issuance. <p>Preparation and maintenance of new employee information packets and change forms.</p> <p>Creation and maintenance of permanent employee files.</p> <p>Assist with benefits open enrollment annually.</p> <p>Preparation of W -2 annually.</p> <p>Provision of technical assistance related to management and employee payroll and benefit questions.</p> <p>Aid in State retirement systems maintenance, reporting, and occasional audits.</p> <p>Aid in tracking Affordable Care Act hours. Preparation of annual 1095 forms.</p> <p>Aid with salary surveys and State census reporting.</p> <p>Aid in the annual budget process by creating payroll and benefit cost projections.</p>	<p><u>Human Resources / Payroll:</u> Time sheet preparation, reviews, submission for payment to the City.</p> <p>Hiring, employee evaluations, job actions (promotions, reclassifications, demotions), terminations.</p> <p>Workers Compensation administration (including training, injury claims and reporting).</p> <p>Maintenance and administration of personnel policies, job descriptions, etc.</p> <p>Supply needed forms and envelopes.</p>

EXHIBIT A (Continued)

Bountiful City's Role	District's Role
<p><u>Accounting / Accounts Payable:</u> Provide full general ledger accounting services using City-provided financial reporting software to include:</p> <ol style="list-style-type: none"> 1. District transaction data entry into financial software. 2. Preparation of monthly journal entries. 3. Monthly reconciliations and closing of books. 4. Capital asset tracking and reporting. 5. Yearly closing of books in accordance with governmental accounting standards. 6. Preparation of yearend reconciliations, schedules, and documents necessary for independent audit. 7. Coordinate and orchestrate annual independent financial statement audit. <p>Provide financial reporting to include:</p> <ol style="list-style-type: none"> 1. Monthly detailed cash disbursement listing for management use and Board approval. 2. Monthly budget-to-actual reports for management use and Board approval. 3. Monthly revenue and expense reports from the City's financial software with graphs illustrating the prior three-years of comparison data. 4. Quarterly cash/investment balances report. 5. Annual financial report analysis for management and the Board. <p>Provide a competent individual to act as District Clerk who attends the monthly Board meetings.</p> <p>Weekly accounts payable (AP) services using City computers and software that include:</p> <ol style="list-style-type: none"> 1. Input and processing of AP invoices, and issuance of checks using City computers and printers. 2. Secondary/independent internal control review over AP batches and vendor adjustments. 	<p><u>Accounting / Accounts Payable:</u> Vendor negotiation and management.</p> <p>Invoice review, approval and coding.</p> <p>Accounts Receivable establishment, collection, and write-offs (provide documentation as needed).</p> <p>Supply daily transaction and deposit reporting from the District's point-of-service software for input into the financial reporting software by the City.</p> <p>Supply requested operational and financial information in a timely manner to properly account for the District operations.</p> <p>District management review of monthly financial reporting.</p> <p>Supply checks, forms and envelopes.</p> <p>District Clerk duties other than financial (minutes, resolutions, contracts, agreements, etc.).</p> <p>Overall responsibility for compliance with all State and Federal laws.</p> <p>Overall responsibility for selection and establishment of financial internal controls.</p>

EXHIBIT A (Continued)

Bountiful City's Role	District's Role
<p><u>Accounting / Accounts Payable (Continued):</u></p> <ul style="list-style-type: none"> 3. Set up and maintenance of District vendors. 4. Preparation and issuance of annual 1099's to vendors. <p>Preparation of sales tax reports, monthly filing, and remittance of taxes due.</p> <p>Quarterly and annual transparency reporting preparation and submission to the State.</p> <p>Submit the annual audited financial reports to the State Auditor's Office and other regulatory agencies.</p>	

EXHIBIT A (Continued)

Bountiful City's Role	District's Role
<p><u>Treasury / Budget:</u> Provide investment and cash management services that include:</p> <ol style="list-style-type: none"> 1. Recording of daily and monthly revenues and investment transactions. 2. Monitoring of cash and investment balances. 3. Monthly bank account and investment reconciliations. 4. Investing of funds in accordance with approved policies and laws. <p>Semi-annual reporting of deposits and investments with the State Treasurer.</p> <p>Annual reporting of Unclaimed Property to State Treasurer's Office.</p> <p>Prepare and file property tax certification forms with County staff.</p> <p>Provide budgeting assistance that includes:</p> <ol style="list-style-type: none"> 1. Annually assemble a budget document with historical data for District Management to begin creation of a tentative budget to present to the District Board. 2. Prepare and submit required budget reports to Utah State Auditor. <p>Provide a competent individual to act as District Treasurer who attends the monthly Board meetings.</p>	<p><u>Treasury / Budget:</u> Daily cash receipting and closing.</p> <p>Daily deposits.</p> <p>Submission of daily cash/credit card reports to City staff for recording.</p> <p>Collection of returned checks.</p> <p>Correction of deposit errors from bank and reporting of corrections to City staff for recording in financial records.</p> <p>Prepare budget calendar in connection with City staff.</p> <p>Develop annual operating and capital budget data for budget document preparation by City staff.</p> <p>Present budget to board for tentative and final approval.</p> <p>Prepare budget and property tax resolutions for adoption by District board.</p>

EXHIBIT A (Continued)

Bountiful City's Role	District's Role
<p><u>Information Systems:</u> Provide telephone and internet services that include:</p> <ol style="list-style-type: none"> 1. Work with service providers and ensure continuity of services. 2. Trouble shoot and answer questions regarding these services. 3. Provide assistance with new equipment setup and maintenance. <p>Provide server/network services that includes:</p> <ol style="list-style-type: none"> 1. House all District data and software and ensure data accessibility, integrity, and recovery. 2. Provide assistance with network equipment (i.e. switches, access points, etc.). 3. Provide network security such as firewalls and antivirus software. <p>Provide computer/computerized systems support that includes:</p> <ol style="list-style-type: none"> 1. Trouble shoot and answer questions regarding District computers. 2. Aid with new computer setup and maintenance. Installation of necessary software and hardware. <p>Provide email services that include:</p> <ol style="list-style-type: none"> 1. Work with service providers and ensure continuity of services. 2. Trouble shoot and answer questions regarding these services. <p>Purchase all equipment and software licensing related to the above services.</p> <p>Provide inquiry/reporting access to the City's financial reporting software to specific District employees. Also provide financial software support.</p>	<p><u>Information Systems:</u> District reimbursement to the City for the District's portion of the service providers' monthly billings as well as any direct purchases of equipment/software on behalf of the District.</p> <p>Notification of need for telecommunication and data processing moves, additions, and changes.</p> <p>Daily operation of hardware and software.</p> <p>District will ensure its use of all information technology will comply with the City's minimum standards for the security of the City's network.</p>
<p><u>Other Operational and/or Administrative:</u> Technical assistance with other areas as needed (extra fee may be required depending on the request). These would be items requested of City staff that are outside of the scope of the services described here in Exhibit A.</p>	<p><u>Other Operational and/or Administrative:</u> All other operational or managerial services required to run the District that are not specifically identified as part of the City's scope of responsibility as described here in Exhibit A.</p>

EXHIBIT B

Schedule of Services and Charges:

<u>Service Category</u>	<u>Est. 2021 Monthly Hr</u>	<u>2021 Monthly Service Fee</u>	<u>Est. 2022 Monthly Hr</u>	<u>2022 Monthly Service Fee</u>
Human Resources/Payroll	121	\$ 4,589	121	\$ 5,795
Accounting	78	2,958	80	3,832
Accounts Payable	58	2,200	58	2,778
Treasury/Cash Management	25	949	25	1,197
Information Systems	26	986	26	1,245
Monthly Totals	<u>308</u>	<u>\$ 11,682</u>	<u>310</u>	<u>\$ 14,847</u>
	<u>Estimated 2021 Hourly Rate</u>		<u>Estimated 2022 Hourly Rate</u>	
		\$ 37.93		\$ 47.89

Bountiful City Additional Monthly Services:

	<u>2021 Monthly Fee</u>	<u>2022 Monthly Fee</u>
Field maintenance and lighting	\$ 250	\$ 265
Lawn care and irrigation	\$ 375	\$ 398
Parking lot snowplowing and sweeping	\$ 483	\$ 512
Total Combined Monthly Service Fee	<u>\$ 12,790</u>	<u>\$ 16,022</u>

City Council Staff Report



Subject: Internal Risk Assessment for FY2021
Author: Tyson Beck, Finance Director
Department: Finance
Date: June 22, 2021

Background

The Office of the State Auditor (the OSA) requires all local governments to annually perform an internal assessment of fraud risks and present that assessment to the governing officials in a public meeting. This requirement is based on the OSA desire to help elected officials and management understand fraud risks and how those risks can be mitigated.

Analysis

The OSA has developed a Fraud Risk Assessment checklist and implementation guide to be reviewed and completed by City management. The OSA Fraud Risk Assessment checklist is a list of various internal controls and policies with a corresponding point matrix. The final point total is intended to communicate a fraud risk score and has a five-level scale as follows:

1. Very low
2. Low
3. Moderate
4. High
5. Very High

Fraud by definition is wrongful or criminal deception performed with the intent of personal gain. Fraud is commonly seen as an attempt to conceal or cover up criminal acts such as theft or financial statement misrepresentation. Fraud can have serious ramifications for both the City and the individuals involved.

Assessing fraud risk by evaluating/researching where City operations are susceptible to fraud has long been an established management process at Bountiful City. Assessing risks of fraud in operations is a necessary first step in preventing and mitigating fraud. Once fraud risks are identified internal controls and policies can be implemented in City operations to create a control environment that is the true source of mitigating and preventing fraud.

It is important to understand that because each local government and business is different, their respective control environment will also have differences. Internal controls and policies that work well for one entity might be ineffective and burdensome to another entity.

City management understands and acts on its role to implement internal controls and best practices to prevent and mitigate fraud.

City management is appreciative of the OSA effort to teach and train on the importance of fraud risk assessment and internal controls, and has incorporated this new requirement into its existing process of risk assessment.

City management has completed the OSA required Fraud Risk Assessment checklist evaluating City operations for FY2021 and is presenting the results of the OSA risk assessment to the City Council.

Department Review

This staff report was prepared by the Finance Director and reviewed by the City Manager

Significant Impacts

There are no significant impacts or action items in regard to this internal risk assessment report.

Attachments

FY2021 Fraud Risk Assessment

If more information is desired by the City Council, the OSA Fraud Risk Assessment document and other training materials surrounding their efforts to address fraud are available on their website: <https://resources.auditor.utah.gov/s/resources>

Recommendation

These reports are for your review of the City's FY2021 operations. There is no formal action needed from the Mayor and City Council.

Fraud Risk Assessment

Continued

*Total Points Earned: 335/395 *Risk Level: Very Low Low Moderate High Very High
 > 355 316-355 276-315 200-275 < 200

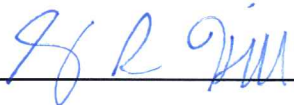

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	0	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	0	20
9. Does the entity have a formal audit committee?	0	20

Total of 335

*Entity Name: Bountiful City

*Completed for Fiscal Year Ending: June 30, 2021 *Completion Date: 6/16/2021

*CAO Name: Gary Hill *CFO Name: Tyson Beck

*CAO Signature:  *CFO Signature: 

*Required