

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

3 Bountiful City Public Safety Building (and via Zoom meeting)

4 April 14, 2020 (4:00 p.m.)  
5

6 Present:

7 Committee Members: Kate Bradshaw (chair), Richard Higginson,  
8 Chris R. Simonsen, Kendalyn Harris  
9 City Manager: Gary Hill  
10 Assistant City Manager: Galen Rasmussen  
11 Department Personnel: Lloyd Cheney, Todd Christensen, Brock Hill,  
12 Kent McComb, Thomas Rhodes, Bruce Sweeten,  
13 Paul (Geno) Flanary  
14

15 Official Notice of this meeting had been given by posting a written notice of same and an agenda at  
16 the City Hall and providing copies to the following newspapers of general circulation: Davis County  
17 Clipper, Standard Examiner, and on the Utah Public Notice Website.  
18

19 Committee chair Kate Bradshaw called the meeting to order at 4:00 p.m., and welcomed those in  
20 attendance.

21 **PRESENTATION OF BUDGET**

22 Committee chair Bradshaw asked Brock Hill, Parks Director, to present budgets along with staff  
23 members.

24 **Government Buildings Department Budget**

25 Bruce Sweeten, Maintenance Supervisor, was asked to present the budget of the Government  
26 Buildings Department. Bruce noted that the budget did not have any significant changes from the  
27 prior year to comment on. Committee chair Bradshaw asked Mr. Sweeten for an assessment of the  
28 Bountiful Davis Arts Center (BDAC) facility needs. The current agreement between the  
29 Redevelopment Agency (RDA) and the BDAC contemplate that any betterments to the building are to  
30 be paid for by the BDAC after receiving City approval. Various building needs requested by the BDAC  
31 in their Fiscal Year 2021 RAP Tax Grant request were reviewed with Bruce Sweeten to obtain his  
32 assessment of needs. Bruce expressed his feelings on each item presented and mentioned that he  
33 would make himself available for an on-site review of facility needs with BDAC to reconfirm work  
34 needed.

35 With no further questions being raised, Committee member Higginson made a motion to approve the  
36 Government Buildings budget request for Fiscal Year 2021 as presented. Committee member

1 Simonsen seconded the motion. Voting was unanimous with Committee members Bradshaw,  
2 Higginson, and Simonsen voting “aye”.

3 Cemetery Fund Budget

4 Geno Flanary, Cemetery Superintendent, reviewed the budget needs of the Cemetery. Recent trends  
5 of strong cemetery lot sales are continuing. There are currently 1,100 lots remaining in the existing  
6 inventory and, at the current pace of sales, this would only leave nine months of availability in current  
7 lot inventory. There are 5,000 spaces planned for the new section of the Cemetery, but burials will  
8 not be possible until the lots are completely developed in calendar year 2022. Much of this work is  
9 contemplated in the capital plan for 2021. Large volume cemetery lot purchases are viewed as  
10 problematic by staff based on the historical need to follow up on unused lots in the future. There is  
11 also a tendency of residents to buy lots at the resident rate and sell a portion of the purchased lots to  
12 family members that are not residents. This results in a loss of revenue to the Cemetery since lot  
13 prices are higher for non-residents.

14 A question was asked by Committee chair Bradshaw about how to limit the volume of lot purchases  
15 made by one person or group. Options were discussed. Committee member Simonsen asked for staff  
16 to survey other cities practices on lot sales and report back. The operating policies of several Davis  
17 County cemeteries were then outlined by Brock Hill, and Geno Flanary. Committee member  
18 Higginson asked for a report back on the usage of the cemetery lots and how the rate structure is  
19 affecting this.

20 Mr. Hill noted an increase in the grounds and maintenance expense area. There is also a reduction in  
21 rental revenue due to demolition of the rental house on property. Cemetery Fees were also reviewed  
22 with staff to assess the structure of fees for residents versus non-residents. Fee structuring options  
23 will be presented prior to final budget adoption for consideration.

24 Committee member Simonsen made a motion to approve the Cemetery Fund budget request for  
25 Fiscal Year 2021 as presented. Committee member Higginson seconded the motion. Voting was  
26 unanimous with Committee members Bradshaw, Higginson, and Simonsen voting “aye”.

27 Golf Fund Budget

28 Kent McComb, Golf Professional, and Thomas Rhoades, Golf Course Maintenance Supervisor,  
29 highlighted budget line items with notable changes. The restaurant lease revenue line item has been  
30 changed due to a change of vendor and the effects of the COVID-19 Pandemic. This area may need to  
31 be revised before final budget adoption.

32 The personnel services area changed due to a cost of living adjustment (COLA) and changes in  
33 insurance premiums. The maintenance and capital areas of the budget for Fiscal Year 2021 show a

1 dollar change primarily stemming from a switch to leasing maintenance equipment versus the  
2 historical practice of purchasing equipment. An overall savings is anticipated over a five year period  
3 from the change to a lease arrangement business model but this will be reevaluated after the five  
4 year period. Tom Rhoades referenced a similar successful change that he implemented in his previous  
5 employment at Jeremy Ranch.

6 Committee chair Bradshaw asked for clarification on the increase in costs from the Administrative  
7 Services Reimbursement account. Gary Hill and Galen Rasmussen noted that the General Fund  
8 departments provide services to Enterprise Funds and the Administrative Services Reimbursement is  
9 the means for charging the Enterprise Funds for these services. This charge is reevaluated every year  
10 and trued up for actual costs. In the case of the Golf Fund, the Administrative Services charge was  
11 discounted for many years until the City's external auditor required that all funds be charged their  
12 equitable rate.

13 A question was asked regarding plans for remodel of the Clubhouse. Kent McComb noted that there  
14 is a multi-year plan for remodeling the clubhouse to enhance patron experience at the course with  
15 particular emphasis on accommodating corporate groups. Bathrooms on the course are being  
16 updated as well to also enhance patron experience.

17 Council member Harris noted that the firm of Lewis Young did an operational assessment of the Golf  
18 Course a few years ago. Gary Hill elaborated on the outcome of the assessment and steps that have  
19 been taken to improve the course. Feedback from golf patrons has been very favorable along the  
20 way. Committee chair Bradshaw asked about Pro Shop sales. Kent McComb noted that the Pro Shop  
21 is currently closed due to COVID-19 restrictions but that revenue projections have been adjusted  
22 accordingly to take these restrictions into account.

23 Committee member Higginson made a motion to approve the Golf Fund budget request for Fiscal  
24 Year 2021 as presented. Committee member Simonsen seconded the motion. Voting was  
25 unanimous with Committee members Bradshaw, Higginson, and Simonsen voting "aye".

#### 26 Parks Department Budget

27 Brock Hill reviewed the budget request of the Parks Department. Increases in the budget are  
28 reflected to accommodate the maintenance needs of all City park properties including maintenance of  
29 the former Washington Elementary property and the new Bountiful Town Square. Personnel services  
30 have increased due to factors noted in other budgets. The capital budget of the Parks Department  
31 includes purchasing a large area mower to replace a mower originally purchased in 1993. This new  
32 large area mower will allow more efficient mowing of larger properties. In a response to a question  
33 regarding fencing planned for the Dog Park, Brock Hill noted that funds for a six foot fence at the Dog  
34 Park are budgeted for the final months of Fiscal Year 2020.

1 A question was asked in regards to a breakdown of additional maintenance costs between the  
2 Bountiful Town Square and the former Washington Elementary property. Brock Hill estimates that  
3 the division of costs would be about 70% for the Bountiful Town Square property and 30% for the  
4 Washington Elementary property. The cost allocation stems from additional water costs and  
5 chemicals plus other regular maintenance costs. A better estimate can be given for future years after  
6 a full year of operations is complete. Gary Hill noted that Brock had originally requested an additional  
7 employee to address the maintenance demands for increased acreage to be managed citywide.  
8 However, the additional employee request had to be denied due to a lack of available funding in the  
9 budget for Fiscal Year 2021. The interim staffing plan to meet increased maintenance needs will be  
10 accommodated through use of seasonal employees (as many as 24 employees in Fiscal Year 2021).  
11 Council member Harris asked for a report from Brock Hill regarding the employee that is assigned to  
12 Greenhouse work. Brock reported that the employee is now a certified master gardener and is doing  
13 well in all assigned areas. Committee chair Bradshaw expressed support for an additional position in  
14 Parks if revenue projections can support this action. Committee member Higginson asked for further  
15 details on how seasonal staff will be scheduled to handle extra work demand.

16 Gary Hill asked for committee member feedback following revised park maintenance scheduling and  
17 practices. Favorable reviews were provided by each committee member. It was noted that the  
18 planting areas on 400 North, Main Street, and similarly prominent areas have struggled due to  
19 irrigation and soil conditions but Park staff have been regularly monitoring these areas to ensure their  
20 viability and beauty. This same attention to detail will be applied to the new Bountiful Town Square  
21 property and the former Washington Elementary property.

22 Committee member Simonsen made a motion to approve the Parks Department budget request for  
23 Fiscal Year 2021 as presented. Committee member Higginson seconded the motion. Voting was  
24 unanimous with Committee members Bradshaw, Higginson, and Simonsen voting "aye".

#### 25 Recreation Arts & Parks (RAP) Tax Grant Applications

26 Committee chair Bradshaw asked a question about reciprocal agreements in surrounding cities (and in  
27 Bountiful City) for approval of RAP Tax proposals from groups not residing in the City limits. Gary Hill  
28 noted that a conversation would be held with neighboring communities for this purpose to seek  
29 amendment of agreements accordingly.

30 In response to an earlier emailed question from the Committee chair, the City Attorney provided legal  
31 research and an opinion that the Bountiful Rotary Club RAP Tax application cannot be approved. This  
32 opinion is based on the Rotary Club's lack of eligibility as an organization type as authorized under  
33 state law in Utah Code Section 59-12-1402. An alternative recommendation was made by staff to  
34 have the City purchase the bleachers requested by the Bountiful Rotary at a cost of \$8,275.38 and  
35 retain those bleachers as City assets to be used for purposes stated in the Rotary's application along

1 with other City events. Committee members expressed approval for this option with funds coming  
2 from the 11% grant allocation amount in the City budget for Fiscal Year 2021.

3 An additional question was emailed earlier regarding plans for funding organization events that may  
4 need to be cancelled due to the current COVID-19 Pandemic. Gary Hill and Galen Rasmussen noted  
5 for the committee members that it was within their policymaking authority to recommend  
6 accommodations. It was suggested that funding be approved in anticipation that events will be held  
7 as planned. If an organization's event is cancelled then they will be encouraged to use the Fiscal Year  
8 2021 funding received to hold their event in the following year. The committee expressed a favorable  
9 view on this recommended course of action.

10 The RAP Tax grant request from the BDAC was next reviewed. Galen Rasmussen and Gary Hill  
11 reviewed a spreadsheet allocation of the requested amount of \$56,808 split between ineligible costs  
12 that would need to be paid by the BDAC, costs eligible to be paid from RDA funds and RAP Tax eligible  
13 funds. It was recommended by staff that of the total \$56,808 requested, that \$5,569 be considered  
14 for payment from RDA funds, \$26,972 to be paid from RAP Tax funds and the remainder of \$24,267 to  
15 be paid directly by the BDAC as their regular operating expenses. A request was made by the  
16 committee members for a thorough review to be made by Bruce Sweeten of the Government  
17 Buildings Department for assessing true facility needs versus requested items. Gary Hill also noted  
18 that Brock Hill and Galen Rasmussen will make an appointment with the management of the BDAC to  
19 review the split of eligible and ineligible costs with the intent of assisting the BDAC in understanding  
20 how requests for funding can be best made in the future.

21 A review was then made of the RAP Tax grant request from the Bountiful Historical Preservation  
22 Foundation. Galen Rasmussen noted that the \$6,829 request was to install concrete steps and a  
23 concrete pathway to the historic cabin onsite. The committee noted that the project appeared to  
24 provide good value and approved of it.

25 The committee then requested a review of the Centerpoint Legacy Theatre's RAP Tax grant proposal.  
26 Galen Rasmussen noted that the City has provided funding in the past for capital items in the Theatre  
27 including stage improvements. The Fiscal Year 2021 request for funding would provide funding for  
28 lighting improvements in the rehearsal area of the theatre at a cost of \$20,000. Concerns were  
29 expressed by each of the committee members with providing money to groups not residing in the City  
30 limits but approved of the proposed project on its merits.

31 Referencing the BDAC again, there were concerns expressed with the City continued annual funding  
32 of the BDAC at \$60,000 from the General Fund in addition to RAP Tax funds. This concern is of  
33 particular note this coming year due to the BDAC's recent outline of plans for cutting back on  
34 traditional Summerfest activities. The committee requested staff to have the BDAC provide their  
35 2019 costs for Summerfest versus expected 2020 costs in the new Summerfest model.

1 The \$10,000 RAP Tax grant request from the Joy Foundation was next reviewed by the Committee. It  
2 was noted that the Joy Foundation offers a valued event annually in providing the Chalk Art Festival  
3 and its other programs. No issues were mentioned and the committee expressed approval for the  
4 requested funds.

5 Gary Hill noted that he had made a request of Jeremy Holt, Joy Foundation representative, to have  
6 the Joy Foundation move the Chalk Art Festival to either August or September to avoid weather and  
7 other scheduling issues. Gary is waiting to hear back from the Joy Foundation on this rescheduling  
8 proposal. It was noted that weather patterns support a move of the event to later in the summer.

9 With no further comments on RAP Tax grant proposals, Committee member Higginson made a motion  
10 to approve the RAP Tax grant budget requests and other discussion items as presented for Fiscal Year  
11 2021. Committee member Simonsen seconded the motion. Voting was unanimous with Committee  
12 members Bradshaw, Higginson, and Simonsen voting "aye".

13 The meeting adjourned at 6:10 p.m. on a motion made by Committee member Simonsen and  
14 seconded by Committee member Higginson. Voting was unanimous with Committee members  
15 Bradshaw, Higginson and Simonson voting "aye".