

BOUNTIFUL CITY COUNCIL MEETING

TUESDAY, September 13, 2016

Work Session – 6:00 p.m.

Regular Session - 7:00 p.m.

NOTICE IS HEREBY GIVEN that the City Council of Bountiful, Utah will hold its regular Council meeting at City Hall, 790 South 100 East, Bountiful, Utah, at the time and on the date given above. The public is invited to both the Work Session and Regular Meeting. Deliberations will occur in both meetings. Persons who are disabled as defined by the Americans With Disabilities Act may request an accommodation by contacting the Bountiful City Manager at 801.298.6140. Notification at least 24 hours prior to the meeting would be appreciated.

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

AGENDA

Work Session – 6:00 p.m.

1. Ball field reservation policy – Mr. Brock Hill p. 3

Regular Session – 7:00 p.m.

1. Welcome, Pledge of Allegiance and Thought/Prayer
2. Council Reports
3. BCYC Report
4. Consider approval of:
 - a. Weekly expenditures > \$1,000 paid August 8, 9, 15, 16, 22, 23, 29 & 30, 2016 p. 17
 - b. July 2016 Financial Report p. 27
5. BCYC report
6. Consider approval of the purchase of two dump trucks, dump beds, plows, spreaders and hydraulics from Mountain West Truck Center and Semi Service Inc. in the amount of \$363,493.46 – Mr. Gary Blowers p. 35
7. Consider approval of a bids to replace the roof, HVAC and electrical on the Street Department building from Utah Tile and Roofing, HVAC Construction Inc. and JP Electrical, LC respectively for an estimated total cost of \$90,503 – Mr. Gary Blowers p. 37
8. Downtown project public comment – Mr. Gary Hill p. 39
9. Adjourn



City Recorder

City Council Staff Report

Subject: Ball Field Scheduling
Author: Brock Hill and Gary Hill
Department: Parks
Date: 13 September 2016



Background

Little league baseball in Bountiful has a long, rich history, dating back to at least the 1960's. According to history and local residents, it was formally organized, as a City program, in the early 1970's. At that time, Bountiful City staff was responsible for the care, maintenance, and scheduling of the fields. In 1978 the Little League World Series was hosted at Mueller Park ball fields by Muller Park Baseball. The hosting of this major event and the excitement and interest it generated was the turning point for baseball in Bountiful. Mueller Park Baseball Association became the recognized partner with Bountiful City to organize, manage, and operate the recreation baseball program for the City.

It wasn't until November 1991 that the relationship between Muller Park Baseball Association (MPBA) and Bountiful City was formalized. Minutes from the City Council held November 13, 1991, outline that agreement (See Attached). Since that time, baseball in Bountiful has been operating in accordance with that decision, with some slight modifications over time, such as having MPBA schedule the fields year-round.

To help address conflicts, field use requests, and facilitate the growing number of teams, organizations, and sports of all kinds, the City developed a Field Reservation Policy in 2012. (See Attached). Prior to this, field use was handled verbally, first come-first served, or by Mueller Park baseball Association. The current field reservation policy applies to all sports and has been used as the guide to prioritize use, schedule, and govern play at City fields and facilities. In 2015, after the concerns over tennis in Bountiful were addressed, the City started the process of revising this policy to better address the growing and changing needs of its citizens, youth sports organizations, and sports in general.

Analysis

Bountiful is committed to its youth and citizens in providing them with fair access to fields and courts of all sports. To address the growing needs of organized sports and have these facilities remain available and accessible to the greatest number of its citizens, the City has designated specific fields and courts which can be used in the formal scheduling rotation.

These facilities include:

4 baseball fields; Muller Park (3) and Rocket Park (1)

1 adult softball field; Rocket Park

1 youth softball field; Zesiger Park

13 tennis courts; 5 Points Park (5), Mueller Park (4), North Canyon Park (2), Viewmont (2)

8 soccer fields; Lewis Park (2), Celebration Park (4), Rocket Park outfield (1), Cheese Park (1)

Bountiful has other facilities, fields and open space available but maintains these be left available for our citizens to be used for unscheduled play.

The process for scheduling a field is simple. In January an email, requesting practice, game and tournaments schedules, is sent to those teams and organizations who have used our facilities in prior years or who have called to add their name to the email list. At the end of January all requested dates are entered into a Google Calendar. This is done to see overlaps and conflicts. As conflicts are discovered, the impacted teams are contacted to work out a schedule that works for the greatest number of people. Once scheduled are worked out, a confirmation email is sent to notify teams and organizations of approvals or denials. This has worked well in past years due to the cooperation of the organizations involved. Currently, requested schedules are approved for an entire calendar year (2 seasons). We accept field use requests during a season in progress but it is difficult and often frustrating to those teams impacted when their schedules are interrupted.

The biggest difficulty with this method is that it is difficult to make adjustments to or dismiss a team from their approved schedule when a team or organization seeks field time during a season in progress. We have been able to accommodate a few, others have been denied use.

Other difficulties include overscheduled use, requesting more time than the team will actually use, too long of a scheduling period (summer gap), the disbanding of teams, teams relocating to other facilities, and to many requests for limited resources.

As outlined in the Field Reservation Policy there is a list of recognized user groups and how those groups are considered during the scheduling process (see attached policy).

It has been the long standing agreement with Mueller Park Baseball Association that they handle all the yearly scheduling for the three fields at Mueller Park. The remainder of the fields and facilities are scheduled and managed through the Parks Department.

The amount of requested field use has more than doubled in the past two years. There has been a significant growth in soccer, lacrosse, and rugby. Recently, little league football teams are looking for and requesting places to play. All of these organizations are increasing their demands and looking to local municipalities for solutions. With very limited resources and facilities it is difficult to accommodate all who come seeking field time. Often youth teams and organizations are denied use because of booked field schedules.

With constant play during the regular scheduled season combined with unscheduled use during the summer and organized play in the fall, the fields rarely have an opportunity to rest. This makes it difficult to maintain healthy turf quality and conditions. For example the upper soccer at Foss Lewis Park had to be closed to all play to undergo major turf renovation project in April and May of 2016. Currently, the field is still closed to use while the new turf grows in and is healthy enough for play. It is scheduled to open in the spring of 2017. This is only one example of the cause overuse and scheduling can cause.

Baseball Scheduling

Staff recently met with representatives from MPBA and two competitive youth teams to work out scheduling conflicts for the upcoming fall season and identify areas for improvement in the future. Areas for improvement included (but were not limited to):

- Better communication between teams and the City during the reservation process
- Better communication between field users to accommodate schedules
- Considering scheduling fields twice a year (between seasons) to better accommodate mid-year changes
- Working with MPBA to better understand their League needs in the fall, so that as many users as possible can be accommodated.
- Maintenance of Mueller Park infields by non-league teams to keep the surface playable

The group will meet again in the early spring to discuss the upcoming season(s) and work out details before they become potential conflicts.

School District Field Use

Much of the increased demand for city fields is due to the practices of the Davis School District. A copy of the District's reservation policy is attached to this report. Staff is still gathering information about their reservation practices and will present these to the Council during the discussion.

Department Review

This review was completed by the Parks Department

Significant Impacts

None

Recommendation

Staff would like to discuss the current status of fields in Bountiful and have Council provide feedback on practices and policies. This could include:

- Revise the Field Scheduling practices of the City. A viable, enforceable field scheduling policy would unite and give direction to City staff when similar actions need to be addressed in the future.
- Evaluate, update, and reaffirm the City's agreement with Mueller Park Baseball Association for recreational baseball in Bountiful City.
- Change the scheduling procedure to a semi-annual system to better meet changing needs and provide further direction or changes

Attachments

- Current Bountiful City "Field Reservation Policy"
- Current Mueller Park Baseball Association agreement, City Council minutes, Nov. 1991
- Davis School District Policy and Procedures for Facility Rental

Bountiful City

Field Reservation Policy

Recreation Facility, Park & Sport Field Use & Fee Policy

It is the policy of the Bountiful City Council to make available the use of City recreation facilities, parks and sport fields, to protect these resources, and to allow usage to individuals, groups and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances and the guidelines established herein, and promote wellness, recreation, and positive participation and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy.

Purpose

This policy is intended to enhance the recreational opportunities and events available to the citizens of Bountiful City; to facilitate City and non-City use by scheduling of recreational venues; and to offer safe, wholesome recreation programming for participants and spectators.

User Groups

The City recognizes the following categories of users:

- City Recreation Programs
- South Davis Recreation Center Programs
- Davis County School District Programs
- Community-based (organizations organized in and operated from Bountiful City), volunteer-operated recreation organizations
- Organizations providing competitive, accelerated or super league programming
- Adult recreation leagues or programs
- Corporate, commercial, business, church or family or other groups

Prioritization of Users

Bountiful City reserves the right to schedule activities and events on City facilities, parks and sports fields. When venues are available, the following priority applies to all scheduling for use of facilities:

1. Bountiful City Recreation programs
2. South Davis Recreation programs
3. Davis School District sport teams
4. Community-based recreation organizations
5. Non-profit competitive, accelerated or super league youth programs
6. Non-profit adult recreation leagues or programs
7. All others

Guidelines

1. The Bountiful City Parks Department reserves the right to schedule activities and events at City facilities and parks on the basis of priority and availability. Game scheduling must be done a minimum of 10 days in advance. Bountiful City reserves the right in its sole discretion to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe or in conflict with City Ordinances and policies.
2. Users conducting their activities for commercial or individual financial gain are not endorsed by the City. Conducting business or sale of merchandise for profit is prohibited, without prior

approval by the City. (See Bountiful City Business License ordinance).

3. Cancellation of an event due to weather, facility or field conditions, or city-declared emergency will be rescheduled, if possible. Playability of fields will be determined by the City Parks Superintendent or his designee.
4. Events may be canceled by the City due to the user failing to comply with this policy or the City Code or policies, or due to acts or activities deemed to be offensive or harmful. The City reserves the right to suspend a current game or event and to prohibit the user from future use of or scheduling of the facilities.
5. No alcoholic beverages, fireworks, or other dangerous devices are permitted in park or facility areas. Amplified sound equipment must be approved through the City's special policy.
6. Users shall make every reasonable and prudent effort to keep the area in which user's activities are held, clean and free from trash or other debris. User will clean up any trash and debris generated by user's activities and place it in trash containers provided by the City. The User is responsible for any maintenance or cleanup cost incurred through the negligence of the User of any area or facility.
7. Scheduling must be requested annually. No automatic or protected right to use because of previous use shall be granted. The City reserves the right to deny use of City facilities to any user that, in the City's opinion, has had public relations problems, has abused City facilities or property, or has administered its programs in such a way to cause discredit to the City.
8. The City assumes no financial responsibility for the user's group, programs or any of their attendees.
9. All games and programs must end by 11:00 p.m., unless approved by the City. All lights must be turned off by 11:15 p.m.
10. Field sizes are set and are not negotiable. No painting or altering of fields is allowed. Moving of goals, bases, pitching rubbers, bleachers, tables or other equipment owned, maintained or managed by the City is not allowed.
10. Community-based volunteer-operated recreation organizations are permitted to operate concessions during their program in the spectator area of their programs. Concessions must be operated in compliance with all applicable health codes. All funds generated from concessions must be used to facilitate the organizations' recreation program.

APPROVAL GIVEN TO CENTENNIAL COMMITTEE FOR BANNERS TO BE HUNG ON CITY POLES

Colleen Sessions, representing the Centennial Committee, was in attendance to request permission for banners to be hung on the mast arms of the City poles during the Centennial year celebration. Mr. Hardy reviewed that, in harmony with past policy, use of the mast arms is discretionary with the Council. Mrs. Sessions said that they would like the flags to hang for the whole year, coming down only when required by the display of other banners. Following a brief discussion, Councilman Gramoll made a motion that approval be given for the use of the poles as requested. Councilwoman Coon seconded the motion and voting was unanimous. Mr. Hardy directed Mrs. Sessions to work with Brent Thomas, BCL&P, to identify the poles which can be used and other details of the project.

APPROVAL GIVEN FOR CITY TO MAINTAIN BASEBALL FIELDS FOLLOWING SODDING PROJECT BY MUELLER PARK BASEBALL ASSOCIATION

Councilwoman Holt reported that the Parks and Recreation Committee considered a request by the Mueller Park Baseball Association for the City to assume maintenance of the baseball fields at the 1800 South park if the Association would provide sod. The Association has been maintaining the park the past 5 or 6 years instead of paying for use of the field. The Committee recommends that the City make the following commitment to the Mueller Park Baseball Association:

1. Between now and February 1, the City staff will work with the Mueller Park Baseball Association to develop a master plan for the three ball fields located at 1800 South Park. This master plan will include an over-all field layout, dugouts, concession stand areas, seating, and other amenities which would be part of a master plan for those three fields. Additionally, the City and the Association will determine the type of infield desired for the three fields, and will prepare a multi-year capital improvements program which will detail improvements to be made by the City and by the Association.
2. The City will maintain all three fields, and will retain control over scheduling. It is recognized and understood that the Mueller Park Baseball Association will have primary scheduling priority for their season, but such scheduling will not imply or constitute "ownership" of the facilities in any way. Maintenance costs above and beyond normal ball field maintenance expenses will be paid to the City by the Association.
3. The capital improvements program for next year will include a cost estimate for sprinkling systems, dugouts, and possible fence repair, and those items will be considered by the Parks and Recreation Committee for inclusion in the 1992-93 budget, which begins July 1, 1992.

Councilwoman Holt clarified that there is no commitment on the part of the City to provide the sprinkling system, but that improvement will be considered as a part of the Parks and Recreation budget. Following discussion, Councilwoman Holt made a motion that the above

-5- (C.C. minutes November 13, 1991)

recommendation be accepted. Councilman Foy seconded the motion and voting was unanimous.

Davis School District Policy and Procedures

Subject: 6F-102 Building Rental

Index: Finance

Revised: May 17, 2011

Building Rental Agreement Form

1. PURPOSE

To provide opportunities for citizens to participate in educational and recreational activities through the establishment of a building and facilities rental fee schedule and procedures.

2. POLICY

2.1 All District buildings and grounds are by law civic centers and may be used by District residents for supervised recreational activities and meetings.

2.2 The District Facility Use Coordinator (hereinafter referred to as the "Coordinator") will charge reasonable fees as outlined in this policy so the District incurs no expense for that use.

2.3 The Coordinator shall allow the use of a civic center, for other than school purposes, unless it is determined that the use interferes with a school function or purpose.

2.4 All non-school activities will be scheduled through the Coordinator. The Coordinator is responsible for coordination of all school rentals and after-hour facility use. Schools shall submit their activity calendar to the Coordinator by July 1 of each year.

3. TYPE OF USE

3.1 DISTRICT SPONSORED PROGRAMS AND PTA/PTO

PTA/PTOs and other District schools or departments shall be granted use of facilities for school related activities so long as the activity does not disrupt the functions of the hosting school and the visiting entity or school reimburses any costs incurred by the hosting school. School clubs, teams or programs which sponsor or host commercial entities in utilizing school facilities are subject to the commercial use fees outlined in this policy. Merely allowing a school club, team or program to access an activity or provide concessions at an activity does not qualify the activity as a school or district sponsored program.

3.2 COMMUNITY SCHOOL

Classes conducted in the schools for the benefit of patrons and students, such as private music lessons and tutoring, shall be operated through the community school program. All classes not operated through the community school program shall be charged under the appropriate rental fee schedule according to the sponsoring organization or party's qualifications.

3.3 INTERLOCAL AGREEMENT USE

Interlocal Agreements negotiated by the superintendent or his/her designee supersede this policy. Any use by a city or county for programs or activities beyond those outlined in the applicable Interlocal Agreements are subject to the Non-Profit Rates.

3.4 CHARITABLE AND NON-PROFIT USE

Charitable and Non-profit rates apply to community organizations such as service clubs, Boy Scouts, Girl Scouts, United Way, cities and counties, public colleges and universities. Those wishing to rent facilities under this category must provide evidence of their non-profit status.

3.5 REGISTERED POLITICAL PARTIES

The District shall make all meeting facilities in buildings under its control available to registered political parties, without discrimination to be used for political party activities, subject to the terms and conditions outlined in Utah Code Ann. § 20A-8-404.

3.6 COMMERCIAL USE

Commercial rates apply to an organization or individual whose motive is to make a profit. These include, but are not limited to:

- 3.6.1 Teachers providing private instruction for a fee such as music, physical education and art teacher which are not run through the community school program.
- 3.6.2 Event for which admission is charged, items sold, or paid instruction for student such as music, art, dance, aerobics, basketball, weight training, and other athletics.

4. PROCEDURES

4.1 The Coordinator shall charge for the use of facilities as outlined in the Rental Fee Schedules.

4.2 The Coordinator shall complete a copy of the Building Rental Agreement and obtain the signature of the lessee prior to the date of the rental.

4.3 Collection for rental is the responsibility of the Coordinator and shall be made in advance.

4.4 All rental time shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the lessee and closing time shall be the time when all persons associated with the rental have left the building. The fee will be adjusted for additional time.

4.5 Equipment, keys, and property shall not be loaned or removed from the building.

4.6 Laboratory facilities such as computer labs, home economics labs, shops, media center, science labs, and art labs shall not be rented. Use of these types of facilities shall be managed under the community school umbrella.

- 4.7 The assigned supervisor is responsible for oversight of the building and facilities during the rental period.
 - 4.7.1 Buildings may not be left without such supervision while occupied.
 - 4.7.2 In addition to the building supervision provided by the school, all rental groups must provide supervision to maintain order and prevent damage or loss of school property.

- 4.8 The Coordinator shall require non-District individuals or entities renting a District facility to provide a Certificate of Insurance for liability and property damage before the event.
 - 4.8.1 The Certificate shall be for one million dollars (\$1,000,000) per occurrence.
 - 4.8.2 Nonprofit entities may request an exception from the Certificate with the District Office of Risk Management.
 - 4.8.3 A Certificate will not be required if addressed under an interlocal agreement.

- 4.9 The lessee is subject to adherence to the standards of behavior of the school and Utah State Law.
 - 4.9.1 Violation of any of these standards is grounds for termination of the rental agreement and the immediate removal of those individuals associated with the rental.
 - 4.9.2 Violation may result in the forfeiting of all deposits and additional charges may be assessed.

- 4.10 Additional charges apply for school equipment (spot lights, VCR/DVD and televisions, microphones, projectors, etc.) and supplies used by the lessee.

- 4.11 Gymnasiums shall be rented only where adequate protection of the gym floor is assured by the lessee. Renters shall pay for any damage caused to the gym, equipment or floor.

5. FEE SCHEDULES

The Rental Fee Schedules shall be established by the Board of Education and are subject to periodic review. Users will be charged according to the Rental Fee Schedules applicable to the lessee's rental status.

- 5.1 SECURITY DEPOSIT
 - At the discretion of the Coordinator, the lessee may be charged a refundable security deposit of up to \$500.
 - 5.1.1 The Coordinator shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved. Only one deposit per playing season is required for field and ground rental by youth recreation groups.
 - 5.1.2 Security deposits shall be paid by the lessee in a separate check and deposited by the Coordinator, as directed by the District Accounting Department .
 - 5.1.3 Following the rental period, the principal or building supervisor shall report facility condition to the Coordinator with respect to damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining security deposit shall be refunded to the lessee in the form of a check to the lessee. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded to the lessee in the form of a check.

5.2 PERSONNEL

The Coordinator is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy.

- 5.2.1 At least one custodian is required if one is not on duty. Custodial services required for rentals cannot require the on duty custodian to be removed from regularly assigned responsibilities. If custodial services are required beyond those as scheduled to be performed by the custodial staff at that facility, costs must be charged to the lessee.
- 5.2.2 General supervision/security, beyond the custodian on duty, is required if the Coordinator determines the rental activity requires such. General supervision of the facility may be assigned to a custodian, teacher, administrator or other qualified staff member.
- 5.2.3 At least one stage technician is required for rental of the auditorium when using the sound system and/or special lighting.
- 5.2.4 At least one member of the school lunch staff is required for rental of the kitchen.
- 5.2.5 For activities which School Resource Officers (SROs) or other police officers are employed for which cities will eventually bill the District, the renter will be charged the actual wages as invoiced by the city.
- 5.2.6 Payment of wages for personnel providing supervision or other services in support of building rental shall be paid through the District payroll procedures in compliance with the applicable negotiated agreement.

6. COMMERCIAL AND CHARITABLE AND NON-PROFIT BUILDING RENTAL FEE SCHEDULE

The Rental Fee Schedule shall be established by the Board of Education. The rental fee schedule is subject to periodic review.

Building Rental Fee Schedule			
FACILITY	Interlocal	Commercial	Charitable/ Non-Profit
Auditorium	By Agreement	\$225 / hr	\$ 75 / hr
Gymnasium High School Large	By Agreement	\$225 / hr	\$ 75 / hr
Gymnasium High School Small/Junior High Gymnasium	By Agreement	\$200 / hr	\$ 50 / hr
Field, baseball/softball	By Agreement	\$30/hr	\$15/hr
Field, football-High School (grass field) (additional fee for lighting to be determined)	By Agreement	not available	not available
Field, football-High School (artificial turf field) additional fee for lighting to be determined)	By Agreement	\$225/hr or \$1000/day	\$75/hr
Field, general play area soccer, lacrosse, football	By Agreement	\$30/hr	\$15/hr
Tennis courts (No charge for casual play)	By Agreement	\$20/hr per court	\$10/hr per court
Track (additional fee for lighting to be determined)	By Agreement	\$130/hr	\$65/hr
Parking lots	By Agreement	\$200/day \$20/hr	\$100/day \$10/hr
Little Theater/Choral Room/Band Room	By Agreement	\$125 / hr	\$ 50 / hr
Cafeteria/Commons	By Agreement	\$125 / hr	\$ 50 / hr
Multi-purpose room	By Agreement	\$125 / hr	\$ 50 / hr
Kitchen	By Agreement	\$150 / hr	\$ 50 / hr
Classroom	By Agreement	\$ 50 / hr	\$ 25/hr first classroom \$15/hr for each additional classroom
PERSONNEL (additional to hourly facility fee)	Interlocal	Commercial	Charitable/ Non-Profit
Building Supervisor	By Agreement	\$ 35/ hr per supervisor	\$ 35 / hr per supervisor
Additional Staff (may include, custodial crew, stage crew, other support staff as needed).	By Agreement	\$ 35/ hr per supervisor	\$ 35 / hr per supervisor
Kitchen Staff (When renting the kitchen facility, it is mandatory to have at least one kitchen staff member present).	By Agreement	\$ 35/ hr per supervisor	\$ 35 / hr per supervisor

ENERGY COSTS (additional to hourly facility fee)	Interlocal	Commercial	Charitable/ Non-Profit
Outdoor Lighting for Fields	By Agreement	\$25 / hr plus any on demand costs as negotiated	\$25 / hr plus any on demand costs as negotiated
Heating and Air Conditioning	By Agreement	included in rental fee	included in rental fee
Lab fee for each student when class conducted by public supported institution requires use of equipment such as computer, shops, etc	N/A	N/A	\$ 15.00 per student
Additional charges apply for school equipment (spot lights, VCR/DVD and televisions, microphones, etc.) and supplies used by the lessee.			
<u>Security Deposit</u> At the discretion of the Coordinator the lessee may be charged a refundable security deposit of up to \$500.			

DEFINITIONS

“**Civic Center**” means a public school building or ground that is established and maintained as a limited public forum to district residents for supervised recreational activities and meetings.

REFERENCE

[Utah Code Ann. §20A-8-404](#) - Utah of public meeting buildings by political parties.

[Utah Code Ann. §53A-3-413 and 414](#) - Use of public school buildings and grounds as civic centers.

FORMS

[Building Rental Agreement](#)

Document History:

Adopted: April 16, 1996

Revised: April 16, 2002 - Rental Fee Schedule moved from 6F-101 School Fee Policy into this policy

Revised: October 21, 2003 - Minor revision to make it consistent with requirements of the District's insurance provider by adding requirement of Certificate of Insurance for liability and property damage.

Revised: February 21, 2006 - Updated Rental Fee Schedule to help recoup personnel and energy cost. Reformatted. Revised Building Rental Agreement Form.

Revised: May 1, 2008 - Technical changes in accordance with state law

Revised: November 3, 2008 - Technical changes. Created Building Rental Instruction Form to be completed and sent to Risk Management before the building rental can take place.

Revised: November 3, 2009 - Modified the building rental policy for public colleges and universities, allowing principals or building managers to grant use at a non-profit rate rather than an institutional rate negotiated by contract.

Revised: January 19, 2010 - Technical changes. Updated Building Rental Instruction Form to reflect changes in accounting procedures.

Revised: June 22, 2010 - Centralized building rental giving responsibility to Facilities Use Coordinator.

Revised: May 3, 2011 - Revised building rental fee scheduled. Removed \$5 per player fee. Changes other hourly rates.

Revised: May 17, 2011 (by consent) - Policy amended to reflect changes as a result of HB421. Provides language on use of public buildings for political caucus meetings.

City Council Staff Report

Subject: Expenditures for Invoices > \$1,000.00 paid
August 8 & 9, 15 & 16, 22 & 23, 29 & 30, 2016

Author: Tyson Beck, Finance Director

Department: Finance

Date: September 13, 2016



Background

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

Analysis

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

Department Review

This report was prepared and reviewed by the Finance Department.

Significant Impacts

None

Recommendation

Council should review and approve the attached expenditures.

Attachments

Weekly report of expenses/expenditures for invoices equaling or exceeding \$1,000.00 paid August 8 & 9, 15 & 16, 22 & 23, 29 & 30, 2016.

Expenditure Report for Invoices >\$1,000.00
Paid August 8, 2016 - AUGUST INVOICES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
7989	CONTROLLIX CORP	Light & Power	53.5300.474780.	CIP 08 Dist Sub SW Sub	67,441.50	191511	35018	Capacitor Banks
7574	CORRIO CONSTRUCTION	Water	51.5100.472130.	Wells	22,825.06	191512	07012016	July 2016 Zesiger Well House
8028	CRACAR CONSTRUCTION	Parks	45.4510.473100.	Improv Other Than Bldgs	168,980.97	191514	08032016	Job# 1806 (1) Payment
1845	D & L SUPPLY	Water	51.5100.448400.	Dist System Repair & Maint	3,100.00	191518	0000053878	Meter risers
2059	ELECTRO POWER UTAH	Water	51.5100.472130.	Wells	16,603.00	191527	4913	Control Panel
2349	GREEN LIGHT BOOKING	Legislative	10.4110.492080.	Contr-Bntfl Comm Serv Council	2,000.00	191537	08032016	Final payment for Cresent Super Band/Concerts
2562	HYDRO SPECIALTIES CO	Water	51.5100.448650.	Meters	8,748.72	191547	18654	Meters
2613	INTERMOUNTAIN FUSE	Light & Power	53.5300.448639.	Substation	1,404.00	191553	281287	Hi Volt Fuses
7644	METRON-FARNIER, LLC	Water	51.5100.448650.	Meters	5,523.49	191572	22814	Meters & Metering
3195	MOUNTAINLAND SUPPLY	Water	51.5100.448400.	Dist System Repair & Maint	1,467.79	191575	S101902040.001	Meter Install
3195	MOUNTAINLAND SUPPLY	Water	51.5100.448400.	Dist System Repair & Maint	13,404.26	191575	S101884284.001	Pipe Inventory
3621	R & S FABRICATION	Light & Power	53.5300.472100.	Buildings	4,850.00	191589	131	Iron Gate
7941	SHAMROCK PLUMBING LLC	Police	10.4210.426000.	Bldg & Grnd Suppl & Maint	1,270.00	191598	103647	Installed Drinking Fountain
4051	STATE OF UTAH	Storm Water	49.4900.422000.	Public Notices	1,320.00	191609	177000000000034	Fiscal Yr 2017- Annual Stormwater Municipal Permit
4217	TITLEIST	Golf Course	55.5500.448240.	Items Purchased - Resale	3,786.60	191612	902914901	Golf Balls
5000	U.S. BANK CORPORATE	Police	10.4210.445100.	Public Safety Supplies	3,876.04	191617	07112016DE	Office Computer Equipment
5000	U.S. BANK CORPORATE	Police	10.4210.445100.	Public Safety Supplies	4,702.94	191617	07112016EB	Travel/Training/ Computer Equipt.
TOTAL:					<u>\$ 331,304.37</u>			

Expenditure Report for Invoices >\$1,000.00
Paid August 9, 2016 - JUNE INVOICES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1890	DAVIS COUNTY HEALTH	Water	51.5100.431000.	Profess & Tech Services	3,024.00	191463	IN0001435	Water Samples
3448	PERFORMANCE AUDIO	Police	10.4210.426000.	Bldg & Grnd Suppl & Maint	1,323.17	191469	K001011	Parts
4450	VERIZON WIRELESS	Police	10.4210.425200.	Communication Equip Maint	1,480.67	191475	9769160451	June 2016 Service Acct# 771440923-00001
5531	VORTEX COLORADO, INC	Police	10.4210.426000.	Bldg & Grnd Suppl & Maint	2,572.00	191476	33-185998-1	Maintenance
7228	WESTERN INTERIOR SERV	Planning	10.4610.424000.	Office Supplies	1,125.00	191477	6264	New Furniture
TOTAL:					<u>\$ 9,524.84</u>			

Expenditure Report for Invoices >\$1,000.00
Paid August 15, 2016 - AUG INVOICES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
5368	ACE DISPOSAL INC	Recycling	48.4800.431550.	Recycling Collectn Service	31,615.53	191642	08012016	Service for July 2016
1051	AFFORDABLE PORTABLES	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	1,365.00	191644	32037	Porta Potty for Parade
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	5,140.40	191647	71Y06916	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	5,140.40	191647	71Y07016	Tree Trimming
1447	BP ENERGY COMPANY	Light & Power	53.5300.448611.	Natural Gas	188,962.70	191651	1407945	Natural Gas
8032	CARON COMPACTOR CO	Landfill	57.5700.425000.	Equip Supplies & Maint	39,826.00	191654	25231	Compactor Wheels & Cleats
1889	DAVIS COUNTY GOVERNMENT	Police	10.4210.431600.	Animal Control Services	6,671.77	191663	77431	Jul 2016 Animal control Services
2987	M.C. GREEN & SONS INC	Water	51.5100.473110.	Water Mains	55,740.75	191684	3323	#10 Payment
6330	MGB+A INC	Parks	45.4510.473100.	Improv Other Than Bldgs	6,333.51	191687	2016-143	Project Organization/Construction/Traffic/Architec
3271	NETWIZE	Information Technology	10.4136.431000.	Profess & Tech Services	1,125.00	191693	NW9510	EMC Upgrade, Errors, Capacity
3310	NORBERG-IES OF TULSA	Light & Power	53.5300.448639.	Substation	1,196.15	191694	159275	VE Current Limiting Fuses
3459	PETERS, DAVID J	Legal	10.4120.431100.	Legal And Auditing Fees	7,360.00	191699	08162016DP	Substitute Prosecutor Fees
5453	PLAYSPACE DESIGNS INC	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	2,466.00	191700	11765	Southwest Soils
5281	QUESTAR GAS COMPANY	Light & Power	53.5300.448611.	Natural Gas	21,432.36	191703	08042016	Act# 6056810000 for July 2016
3649	RASMUSSEN EQUIPMENT	Streets	10.4410.425000.	Equip Supplies & Maint	1,099.11	191705	10055161	Rubber Buffers for Roller
3830	SALT LAKE COMMUNITY	Light & Power	53.5300.423001.	Education Benefit	1,464.00	191708	SCE17-15	Lineworker Apprenticeship
8036	SIGNARAMA-SLC	Light & Power	53.5300.448635.	Vehicles	1,152.00	191710	14904	Digital Print on Vinyl
8036	SIGNARAMA-SLC	Streets	10.4410.448000.	Operating Supplies	1,440.00	191710	14901	New Logo's for Streets
4026	STAKER & PARSONS	Streets	10.4410.441200.	Road Matl Patch/ Class C	1,095.81	191715	4114717	Patching
4026	STAKER & PARSONS	Streets	10.4410.441200.	Road Matl Patch/ Class C	2,183.45	191715	4109580	Patching
4026	STAKER & PARSONS	Streets	10.4410.441200.	Road Matl Patch/ Class C	2,734.27	191715	4104896	Patching
4026	STAKER & PARSONS	Streets	10.4410.441200.	Road Matl Patch/ Class C	4,395.70	191715	4114707	Patching
4026	STAKER & PARSONS	Streets	10.4410.441200.	Road Matl Patch/ Class C	5,263.19	191715	4110650	Patching
4026	STAKER & PARSONS	Streets	10.4410.441200.	Road Matl Patch/ Class C	6,547.27	191715	4112342	Patching
4026	STAKER & PARSONS	Streets	10.4410.441200.	Road Matl Patch/ Class C	7,097.32	191715	4116074	Patching
4026	STAKER & PARSONS	Streets	10.4410.441200.	Road Matl Patch/ Class C	7,489.84	191715	4117889	Patching
4229	TOM RANDALL DIST. CO	Golf Course	55.5500.425000.	Equip Supplies & Maint	2,441.00	191725	0246105	Fuel Purchased
4229	TOM RANDALL DIST. CO	Streets	10.4410.425000.	Equip Supplies & Maint	12,840.73	191725	0245542	Fuel Purchased
4229	TOM RANDALL DIST. CO	Streets	10.4410.425000.	Equip Supplies & Maint	15,512.97	191725	0246527	Fuel Purchased
4273	TURF EQUIPMENT CO	Cemetery	59.5900.426000.	Bldg & Grnd Suppl & Maint	1,807.30	191727	403391-00	Equipment
4273	TURF EQUIPMENT CO	Golf Course	55.5500.426000.	Bldg & Grnd Suppl & Maint	3,788.40	191727	402907-00	Equipment
4450	VERIZON WIRELESS	Light & Power	53.5300.448641.	Communication Equipment	2,075.58	191732	9769545285	Cell Service// Acct# 371517689-00001
8034	WASATCH SOUND	Legislative	10.4110.466000.	Contingency	1,000.00	191733	7895	Tour Of Utah Sound
8033	WHITE, ROYD	Liability Insurance	63.6300.451150.	Liability Claims/Deductible	2,914.64	191736	08102016RW	Pmt for claim involving damage to vehicle
TOTAL:					<u>\$ 458,718.15</u>			

Expenditure Report for Invoices >\$1,000.00
Paid August 16, 2016 - JUNE INVOICES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>FULL DESC</u>
5358	STOTZ EQUIPMENT	Landfill	57.5700.425000.	Equip Supplies & Maint	\$ 1,273.84	191640	W09851	Computer Repairs
				TOTAL:	<u>\$ 1,273.84</u>			

Expenditure Report for Invoices >\$1,000.00

Paid August 22, 2016 - AUG INVOICES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
5067	E-ONE, INC.	Streets	10.4410.425000.	Equip Supplies & Maint	1,479.60	191775	SLS/10390513	Misc. Parts
8045	ELITE LANDSCAPE SERV	Cemetery	59.5900.473100.	Improv Other Than Bldgs	10,500.00	191776	16102	Finish Grading
8045	ELITE LANDSCAPE SERV	Cemetery	59.5900.473100.	Improv Other Than Bldgs	13,200.00	191776	16101	Irrigation System & Materials
2164	FERGUSON ENTERPRISES	Water	51.5100.448400.	Dist Systm Repair & Maint	1,757.34	191782	0993788	Hydrant Parts
5026	GLOBAL SURVEILLANCE	Light & Power	53.5300.448613.	Plant	1,452.00	191786	GS-12486	Replace Security Camera
2523	HONNEN EQUIPMENT COM	Landfill	57.5700.425000.	Equip Supplies & Maint	1,418.46	191793	784077	Oil & Fuel Filters
2886	LAKEVIEW ROCK PRODUCTS	Water	51.5100.461300.	Street Opening Expense	1,171.76	191807	340155	Gravel
2886	LAKEVIEW ROCK PRODUCTS	Water	51.5100.461300.	Street Opening Expense	1,360.54	191807	339955	Gravel
2886	LAKEVIEW ROCK PRODUCTS	Water	51.5100.461300.	Street Opening Expense	2,593.07	191807	340193	Gravel
3195	MOUNTAINLAND SUPPLY	Cemetery	59.5900.426000.	Bldg & Grnd Suppl & Maint	1,484.80	191815	S101918972.001	Sprinkler Parts for Expansion
3271	NETWIZE	Information Technology	10.4136.431000.	Profess & Tech Services	2,306.25	191818	NW9543	SAN Data Migration:Recover 6.1 TB
3271	NETWIZE	Information Technology	45.4136.474500.	Machinery & Equipment	16,047.63	191818	29008	Dell VM Host Upgrade
8040	OTTO ENVIRONMENTAL	Sanitation	58.5800.448010.	Garbage Containers	10,075.00	191823	ELOY 20316	200 New Garbage Cans
3411	PAINT SPOT BODY SHOP	Water	51.5100.425000.	Equip Supplies & Maint	3,570.80	191824	32879	Repair
4026	STAKER & PARSONS	Cemetery	59.5900.473100.	Improv Other Than Bldgs	21,406.27	191847	4106532	First Lift Cemetery Expansion
4273	TURF EQUIPMENT CO	Golf Course	55.5500.426000.	Bldg & Grnd Suppl & Maint	2,600.40	191860	402907-01	Conv. 1.5" PC Trjectory
8034	TURF EQUIPMENT CO	Legislative	10.4110.492080.	Contr-Bntfl Comm Serv Council	3,139.00	191871	08232016	Sound & Stage for Concerts in the Park
TOTAL:					<u>\$ 95,562.92</u>			

Expenditure Report for Invoices >\$1,000.00
Paid August 23, 2016 - JUNE INVOICES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
3549	PREMIER VEHICLE INST	Water	51.5100.425000.	Equip Supplies & Maint	<u>\$3,871.76</u>	191884	21379	Light Conversion
				TOTAL:	<u><u>\$3,871.76</u></u>			

Expenditure Report for Invoices >\$1,000.00
Paid August 29, 2016 - AUG INVOICES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1164	ANIXTER, INC.	Light & Power	53.5300.448632.	Distribution	\$ 1,093.75	191891	3300600-00	Mini Wedges
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	4,060.06	191892	72S81216	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	4,112.32	191892	72S81116	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	4,722.32	191892	74K23116	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	5,140.40	191892	73M51916	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	5,140.40	191892	73M52016	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	5,140.40	191892	74K23016	Tree Trimmin
1393	BTS LANDSCAPING PRODUCTS	Landfill	57.5700.462400.	Contract Equipment	18,636.25	191901	21522	Landfill Green Warde Grinding
8071	CARTE DESIGN, LLC	Planning	10.4610.431000.	Profess & Tech Services	1,620.00	191905	1005	Quick Books
2126	FAIRBANKS SCALES	Landfill	57.5700.425000.	Equip Supplies & Maint	1,235.00	191923	1292867	Landfill Scale Inspection
8068	HEIMAN FIRE EQUIPMENT	Streets	10.4410.425000.	Equip Supplies & Maint	2,606.31	191929	0849223-IN	Fire Pump for SMFD
2523	HONNEN EQUIPMENT COM	Streets	10.4410.425000.	Equip Supplies & Maint	2,244.71	191933	784531	Extended Warranty on Front End Loads
2562	HYDRO SPECIALTIES CO	Water	51.5100.472130.	Wells	5,515.20	191935	18714	Digital Scales/ Booster Pump
5428	JENCO DIVERSIFIED	Landfill	57.5700.426000.	Bldg & Grnd Suppl & Maint	1,398.40	191946	2858-2	Wiring to watch storage tank
2886	LAKEVIEW ROCK PRODUCTS	Water	51.5100.461300.	Street Opening Expense	1,626.69	191951	1005	Pavement
2886	LAKEVIEW ROCK PRODUCTS	Water	51.5100.461300.	Street Opening Expense	8,149.44	191951	1004	Pavement
2931	LES OLSON COMPANY	Planning	10.4610.425000.	Equip Supplies & Maint	1,645.68	191956	EA661875	1 year gms Salt Lake/ GMS Overages
2931	LES OLSON COMPANY	Engineering	10.4450.425000.	Equip Supplies & Maint	1,645.69	191956	EA661875	1 year gms Salt Lake/ GMS Overages
3195	MOUNTAINLAND SUPPLY	Water	51.5100.448400.	Dist Systm Repair & Maint	2,450.61	191961	S101923816.001	System Materials
3195	MOUNTAINLAND SUPPLY	Water	51.5100.448400.	Dist Systm Repair & Maint	5,401.22	191961	S101918339.001	System Materials
3293	NICKERSON CO INC	Water	51.5100.472130.	Wells	7,681.00	191964	J17801	Zesiger Well Project
6010	NOBLE INDUSTRIAL SUPPLY	Storm Water	49.4900.425000.	Equip Supplies & Maint	4,512.83	191967	SI-114646	Weed Killer along curb & gutter & Storm Drain
4051	STATE OF UTAH	Landfill	57.5700.431300.	Environmental Monitoring	2,114.34	191979	4058	Landfill Emission & Title Fees
4216	TIRE WORLD	Water	51.5100.425000.	Equip Supplies & Maint	2,290.34	191983	34370	Tires
4229	TOM RANDALL DIST. CO	Streets	10.4410.425000.	Equip Supplies & Maint	13,107.01	191984	0247203	Fuel Purchased
4285	TYLER TECHNOLOGIES	Light & Power	53.5300.429300.	Computer	1,072.08	191986	045-166466	Admin Support
4285	TYLER TECHNOLOGIES	Engineering	10.4450.429300.	Computer Hardware	1,133.46	191986	045-166466	Admin Support
4285	TYLER TECHNOLOGIES	Planning	10.4610.425000.	Equip Supplies & Maint	1,133.46	191986	045-166466	Admin Support
4285	TYLER TECHNOLOGIES	Human Resources	10.4134.429200.	Computer Software	1,422.14	191986	045-166466	Admin Support
4285	TYLER TECHNOLOGIES	Streets	10.4410.424000.	Office Supplies	1,849.34	191986	045-166323	Maintenance/ Support/Updates
4285	TYLER TECHNOLOGIES	Finance	10.4140.429200.	Computer Software	3,862.38	191986	045-166466	Admin Support
4285	TYLER TECHNOLOGIES	Treasury	10.4143.429200.	Computer Software	4,496.91	191986	045-166466	Admin Support
4285	TYLER TECHNOLOGIES	Light & Power	53.5300.429300.	Computer	4,502.72	191986	045-166323	Maintenance/ Support/Updates
4285	TYLER TECHNOLOGIES	Engineering	10.4450.429300.	Computer Hardware	4,760.54	191986	045-166323	Maintenance/ Support/Updates
4285	TYLER TECHNOLOGIES	Planning	10.4610.425000.	Equip Supplies & Maint	4,760.54	191986	045-166323	Maintenance/ Support/Updates
4285	TYLER TECHNOLOGIES	Human Resources	10.4134.429200.	Computer Software	5,973.00	191986	045-166323	Maintenance/ Support/Updates
4285	TYLER TECHNOLOGIES	Finance	10.4140.429200.	Computer Software	16,221.99	191986	045-166323	Maintenance/ Support/Updates
4285	TYLER TECHNOLOGIES	Treasury	10.4143.429200.	Computer Software	18,887.05	191986	045-166323	Maintenance/ Support/Updates
5000	U.S. BANK CORPORATE	Landfill	57.5700.423000.	Travel & Training	1,551.82	191987	08102016GB	Travel & Training Expenses// Shop Supplies
5000	U.S. BANK CORPORATE	Water	51.5100.429300.	Computer Hardware	3,875.46	191987	08102016MS	Electronic Equip.// Drinking Water for Customers
4341	UTAH ASSOCIATED MUNI	Light & Power	53.5300.448621.	Power Purch IPP	1,291.48	191989	08252016	Aug 2016 Pmt for Power Resources
4341	UTAH ASSOCIATED MUNI	Light & Power	53.5300.448628.	Pineview Hydro	7,028.85	191989	08252016	Aug 2016 Pmt for Power Resources
4341	UTAH ASSOCIATED MUNI	Light & Power	53.5300.448622.	Power Purch San Juan	133,565.93	191989	08252016	Aug 2016 Pmt for Power Resources
4341	UTAH ASSOCIATED MUNI	Light & Power	53.5300.448620.	Power Purch CRSP	240,758.67	191989	08252016	Aug 2016 Pmt for Power Resources
4341	UTAH ASSOCIATED MUNI	Light & Power	53.5300.448626.	Power Purch UAMPS (Pool, etc)	931,078.09	191989	08252016	Aug 2016 Pmt for Power Resources
8034	WASATCH SOUND	Legislative	10.4110.492080.	Contr-Bntfl Comm Serv Council	1,000.00	191994	08262016	Concerts on the Park
TOTAL:					<u>\$ 1,503,516.28</u>			

Expenditure Report for Invoices >\$1,000.00
Paid August 30, 2016 - JUNE INVOICES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
4555	WEST, ALAN M	Information Technology	10.4136.425000.	Equip Supplies & Maint	\$ 1,712.18	192003	08302016AW	Office Supplies/ Equip Supplies & Maint/Phone
4555	WEST, ALAN M	Information Technology	10.4136.428000.	Telephone Expense	2,056.50	192003	08302016AW	Office Supplies/ Equip Supplies & Maint/Phone
4555	WEST, ALAN M	Information Technology	10.4136.423000.	Travel & Training	2,246.27	192003	05062016AW	Travel & Training Expense
4567	WESTERN REFUSE & REC	Streets	10.4410.425000.	Equip Supplies & Maint	3,780.13	192004	142799	Lift Arm/Grabber/Grip Arm Crank & Gear
TOTAL:					<u>\$ 9,795.08</u>			

City Council Staff Report

Subject: July 2016 Financial Reports
Author: Tyson Beck, Finance Director
Department: Finance
Date: September 13, 2016



Background

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

Analysis

Data within the reports and graphs presented provide detail of revenue, expense, and budget results for the associated period.

Department Review

These reports were prepared and reviewed by the Finance Department.

Significant Impacts

The FY2017 budget portion of these reports is the originally adopted FY2017 budget, approved by the City Council in June of 2016.

Recommendation

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

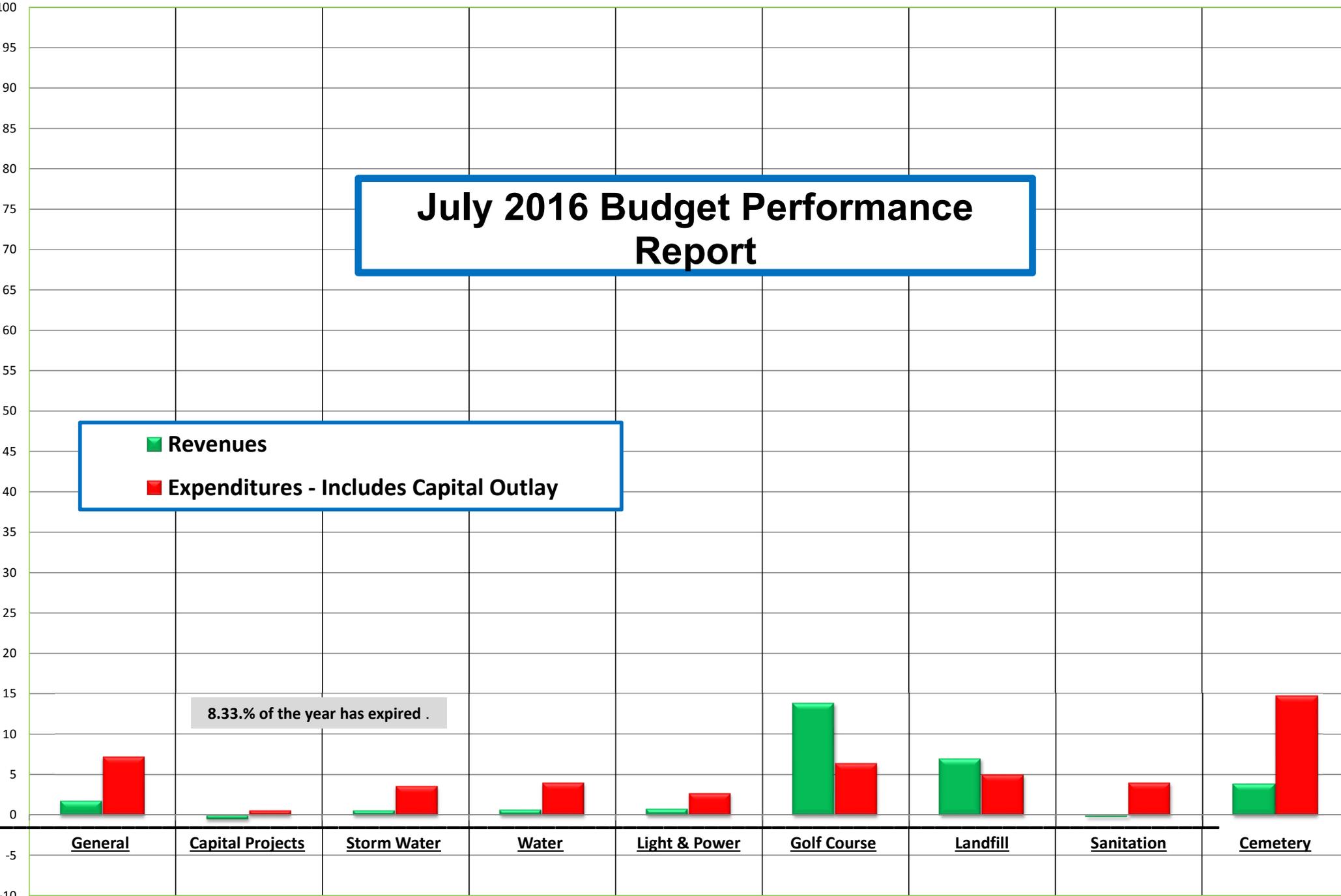
Attachments

- July 2016 Fiscal YTD Revenue & Expense Report – FY2017

July 2016 Budget Performance Report

■ Revenues
■ Expenditures - Includes Capital Outlay

8.33% of the year has expired .



09/08/2016 17:07
TBECK

City of Bountiful, UT
JULY 2016 YTD REVENUE REPORT-FY2017

P 1
glytdbud

FOR 2017 01

JOURNAL DETAIL 2016 1 TO 2016 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10 GENERAL FUND	-16,629,878	-16,629,878	-295,939.40	-295,939.40	.00	-16,333,938.60	1.8%
30 DEBT SERVICE	-248,900	-248,900	304.13	304.13	.00	-249,204.13	-.1%
44 MUNICIPAL BUILDING AUTHORITY	-208,777	-208,777	445.51	445.51	.00	-209,222.51	-.2%
45 CAPITAL IMPROVEMENT	-6,373,560	-6,373,560	29,889.69	29,889.69	.00	-6,403,449.69	-.5%
48 RECYCLING	-418,250	-418,250	-3,521.17	-3,521.17	.00	-414,728.83	.8%
49 STORM WATER	-1,375,404	-1,375,404	-8,465.36	-8,465.36	.00	-1,366,938.64	.6%
51 WATER	-5,314,960	-5,314,960	-38,720.86	-38,720.86	.00	-5,276,239.14	.7%
53 LIGHT & POWER	-29,670,903	-29,670,903	-236,740.38	-236,740.38	.00	-29,434,162.62	.8%
55 GOLF COURSE	-1,614,578	-1,614,578	-222,551.79	-222,551.79	.00	-1,392,026.21	13.8%
57 LANDFILL	-1,224,964	-1,224,964	-85,377.87	-85,377.87	.00	-1,139,586.13	7.0%
58 SANITATION	-1,016,572	-1,016,572	1,687.07	1,687.07	.00	-1,018,259.07	-.2%
59 CEMETERY	-499,252	-499,252	-19,593.27	-19,593.27	.00	-479,658.73	3.9%
61 COMPUTER MAINTENANCE	-38,619	-38,619	-38,359.10	-38,359.10	.00	-259.90	99.3%
63 LIABILITY INSURANCE	-528,054	-528,054	-349,032.44	-349,032.44	.00	-179,021.56	66.1%
64 WORKERS' COMP INSURANCE	-278,836	-278,836	-9,819.51	-9,819.51	.00	-269,016.49	3.5%
72 RDA REVOLVING LOAN FUND	-294,945	-294,945	-294,115.02	-294,115.02	.00	-829.98	99.7%
73 REDEVELOPMENT AGENCY	-3,117,953	-3,117,953	5,382.54	5,382.54	.00	-3,123,335.54	-.2%
74 CEMETERY PERPETUAL CARE	0	0	-2,537.18	-2,537.18	.00	2,537.18	100.0%
78 LANDFILL TRUST	0	0	-654.50	-654.50	.00	654.50	100.0%
83 RAP TAX	-451,000	-451,000	181.58	181.58	.00	-451,181.58	.0%
92 OPEB TRUST	0	0	-483.01	-483.01	.00	483.01	100.0%
99 INVESTMENT	0	0	29,451.35	29,451.35	.00	-29,451.35	100.0%
GRAND TOTAL	-69,305,405	-69,305,405	-1,538,568.99	-1,538,568.99	.00	-67,766,836.01	2.2%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10 GENERAL FUND</u>							
4110 Legislative	646,469	646,469	70,845.73	70,845.73	.00	575,623.27	11.0%
4120 Legal	457,235	457,235	11,747.29	11,747.29	.00	445,487.71	2.6%
4130 Executive	168,967	168,967	4,079.22	4,079.22	.00	164,887.78	2.4%
4134 Human Resources	133,664	133,664	4,151.22	4,151.22	.00	129,512.78	3.1%
4136 Information Technology	400,586	400,586	17,021.78	17,021.78	.00	383,564.22	4.2%
4140 Finance	403,479	403,479	17,578.72	17,578.72	.00	385,900.28	4.4%
4143 Treasury	295,694	295,694	1,104.29	1,104.29	.00	294,589.71	.4%
4160 Government Buildings	131,695	131,695	6,914.59	6,914.59	.00	124,780.41	5.3%
4210 Police	5,961,923	5,961,923	262,449.15	262,449.15	.00	5,699,473.85	4.4%
4215 Reserve Officers	43,562	43,562	105.89	105.89	.00	43,456.11	.2%
4216 Crossing Guards	143,649	143,649	.00	.00	.00	143,649.00	.0%
4217 PROS	314,723	314,723	9,573.28	9,573.28	.00	305,149.72	3.0%
4218 Liquor Control	51,700	51,700	980.85	980.85	.00	50,719.15	1.9%
4219 Enhanced 911	595,000	595,000	44,602.97	44,602.97	.00	550,397.03	7.5%
4220 Fire	2,098,000	2,098,000	517,676.78	517,676.78	.00	1,580,323.22	24.7%
4410 Streets	3,135,085	3,135,085	127,596.52	127,596.52	.00	3,007,488.48	4.1%
4450 Engineering	653,211	653,211	26,948.19	26,948.19	.00	626,262.81	4.1%
4510 Parks	914,287	914,287	67,833.11	67,833.11	.00	846,453.89	7.4%
4610 Planning	222,251	222,251	9,959.67	9,959.67	.00	212,291.33	4.5%
TOTAL GENERAL FUND	16,771,180	16,771,180	1,201,169.25	1,201,169.25	.00	15,570,010.75	7.2%
<u>30 DEBT SERVICE</u>							
4710 Debt Sevice	248,900	248,900	15.16	15.16	.00	248,884.84	.0%
TOTAL DEBT SERVICE	248,900	248,900	15.16	15.16	.00	248,884.84	.0%
<u>44 MUNICIPAL BUILDING AUTHORITY</u>							
4110 Legislative	208,777	208,777	45.76	45.76	.00	208,731.24	.0%
TOTAL MUNICIPAL BUILDING AUTHORITY	208,777	208,777	45.76	45.76	.00	208,731.24	.0%
<u>45 CAPITAL IMPROVEMENT</u>							

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45	CAPITAL IMPROVEMENT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4100	Non-Departmental	0	0	1,515.59	1,515.59	.00	-1,515.59	100.0%
4110	Legislative	950,000	950,000	.00	.00	.00	950,000.00	.0%
4136	Information Technology	55,000	55,000	.00	.00	.00	55,000.00	.0%
4160	Government Buildings	25,000	25,000	.00	.00	.00	25,000.00	.0%
4210	Police	532,000	532,000	.00	.00	.00	532,000.00	.0%
4410	Streets	1,461,560	1,461,560	.00	.00	.00	1,461,560.00	.0%
4510	Parks	3,250,000	3,250,000	34,100.87	34,100.87	.00	3,215,899.13	1.0%
	TOTAL CAPITAL IMPROVEMENT	6,273,560	6,273,560	35,616.46	35,616.46	.00	6,237,943.54	.6%
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48	RECYCLING							
4800	Recycling	418,250	418,250	1,425.11	1,425.11	.00	416,824.89	.3%
	TOTAL RECYCLING	418,250	418,250	1,425.11	1,425.11	.00	416,824.89	.3%
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49	STORM WATER							
4900	Storm Water	1,375,403	1,375,403	50,080.72	50,080.72	.00	1,325,322.28	3.6%
	TOTAL STORM WATER	1,375,403	1,375,403	50,080.72	50,080.72	.00	1,325,322.28	3.6%
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51	WATER							
5100	Water	5,314,961	5,314,961	215,207.18	215,207.18	.00	5,099,753.82	4.0%
	TOTAL WATER	5,314,961	5,314,961	215,207.18	215,207.18	.00	5,099,753.82	4.0%
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53	LIGHT & POWER							
5300	Light & Power	29,670,903	29,670,903	811,071.39	811,071.39	.00	28,859,831.61	2.7%
	TOTAL LIGHT & POWER	29,670,903	29,670,903	811,071.39	811,071.39	.00	28,859,831.61	2.7%
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55	GOLF COURSE							

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55	GOLF COURSE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5500	Golf Course	1,614,577	1,614,577	103,274.41	103,274.41	.00	1,511,302.59	6.4%
	TOTAL GOLF COURSE	1,614,577	1,614,577	103,274.41	103,274.41	.00	1,511,302.59	6.4%
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57	LANDFILL							
5700	Landfill	1,224,964	1,224,964	61,305.76	61,305.76	.00	1,163,658.24	5.0%
	TOTAL LANDFILL	1,224,964	1,224,964	61,305.76	61,305.76	.00	1,163,658.24	5.0%
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58	SANITATION							
5800	Sanitation	1,016,572	1,016,572	40,596.71	40,596.71	.00	975,975.29	4.0%
	TOTAL SANITATION	1,016,572	1,016,572	40,596.71	40,596.71	.00	975,975.29	4.0%
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59	CEMETERY							
5900	Cemetery	499,253	499,253	73,239.48	73,239.48	.00	426,013.52	14.7%
	TOTAL CEMETERY	499,253	499,253	73,239.48	73,239.48	.00	426,013.52	14.7%
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61	COMPUTER MAINTENANCE							
6100	Computer Maintenance	38,619	38,619	1,493.12	1,493.12	.00	37,125.88	3.9%
	TOTAL COMPUTER MAINTENANCE	38,619	38,619	1,493.12	1,493.12	.00	37,125.88	3.9%
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63	LIABILITY INSURANCE							
6300	Liability Insurance	528,052	528,052	354,434.40	354,434.40	.00	173,617.60	67.1%
	TOTAL LIABILITY INSURANCE	528,052	528,052	354,434.40	354,434.40	.00	173,617.60	67.1%
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64	WORKERS' COMP INSURANCE							

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64	WORKERS' COMP INSURANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6400	Workers' Comp Insurance	278,838	278,838	66,261.09	66,261.09	.00	212,576.91	23.8%
	TOTAL WORKERS' COMP INSURANCE	278,838	278,838	66,261.09	66,261.09	.00	212,576.91	23.8%
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72	RDA REVOLVING LOAN FUND							
7200	RDA Revolving Loans	294,945	294,945	196.19	196.19	.00	294,748.81	.1%
	TOTAL RDA REVOLVING LOAN FUND	294,945	294,945	196.19	196.19	.00	294,748.81	.1%
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73	REDEVELOPMENT AGENCY							
7300	Redevelopment Agency	3,117,953	3,117,953	6,075.42	6,075.42	.00	3,111,877.58	.2%
	TOTAL REDEVELOPMENT AGENCY	3,117,953	3,117,953	6,075.42	6,075.42	.00	3,111,877.58	.2%
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74	CEMETERY PERPETUAL CARE							
7400	Cemetery Perpetual Care	0	0	102.35	102.35	.00	-102.35	100.0%
	TOTAL CEMETERY PERPETUAL CARE	0	0	102.35	102.35	.00	-102.35	100.0%
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83	RAP TAX							
8300	RAP Tax	451,000	451,000	13.72	13.72	.00	450,986.28	.0%
	TOTAL RAP TAX	451,000	451,000	13.72	13.72	.00	450,986.28	.0%
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92	OPEB TRUST							
9200	OPEB Trust	0	0	6,128.22	6,128.22	.00	-6,128.22	100.0%
	TOTAL OPEB TRUST	0	0	6,128.22	6,128.22	.00	-6,128.22	100.0%
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	GRAND TOTAL	69,346,707	69,346,707	3,027,751.90	3,027,751.90	.00	66,318,955.10	4.4%

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City Council Staff Report



Subject: Purchase of (2)10- Wheel Dump Trucks, Dump Beds, Plows, Spreaders and Hydraulics

Author: Gary Blowers

Department: Streets

Date: September 13, 2016

Background

The Street Department would like to replace two 10 wheel- dump trucks. These trucks are used year round for snow removal, paving and road construction. These 10- wheel dump trucks are more productive and efficient with our size of city.

Analysis

The State of Utah has already put the equipment that we need out to bid. We recommend using the State of Utah Contract with Mountain West Truck Center for the purchase of (2) 2017 Mack 10- wheel dump truck chassis at a cost of \$102,635 each. We also recommend using the State of Utah Contract with Semi Service Inc. for the Henderson 17' Dump Bed, 15' Stainless Steel Spreader, 12' Plow and Hydraulics at a cost of \$79,111.73 each.

Department Review

This report was reviewed by the Street Department and the City Manager.

Recommendation

Staff recommends the Council approve the purchase of (2) Mack 10- wheel dump trucks on the State Contract from Mountain West Truck Center for \$205,270 and (2) Plows, Dump Beds, Spreaders and Hydraulics from Semi Service Inc. for \$158,223.46.

Significant Impacts

The Street Department FY 2017 budget for the trucks is \$415,000. The actual cost is

Two - 2017 Mack Trucks	\$ <u>205,270</u>
Two - Dump Beds, spreaders, plows and hydraulics	\$ <u>158,223.46</u>
Total	\$ <u>363,493.46</u>

Attachments

None (contract is available for review if desired)

City Council Staff Report



Subject: Street Department Roof

Author: Gary Blowers

Department: Streets

Date: September 13, 2016

Background

The Street Department needs a 24 year old roof membrane replaced. The last few years the roof has developed leaks in several areas of the building. While replacing the roof, we are adding 12 skylights to save lighting costs and help light the shop area. We are replacing the non-working swamp cooler with used HVAC units that we saved from the demolished BDAC building. Electrical, gas line and duct work are needed for the roof project.

Analysis

Staff requested bids for the roof replacement:

Utah Tile and Roofing \$80,029

Conwest Inc. \$95,311

VIP Roofing \$128,750

HVAC Unit Installation:

HVAC Construction \$7,800

Ponds Plumbing, Heating, AC \$8,950

American Chiller No bid

Electrical for the HVAC Units:

JP Electrical, LC \$2,674

Department Review

This report was reviewed by the Streets Director and the City Manager.

Recommendation

Staff recommends the Council approve the roof replacement bid by Utah Tile and Roofing for \$80,029. Staff recommends the HVAC units installation estimate by HVAC Construction Inc. for \$7,800. Staff recommends using JP Electrical, LC for \$2,674 as the electrical contractor. They have done previous work for the City and recommended by our City Maintenance Department.

Significant Impacts

The Streets FY2017 budget for the Roof replacement is \$100,000.
Total Estimated Costs \$90,503.

Attachments

None (Quotes are available for review if desired).

City Council Staff Report

Subject: Downtown Plan Public Discussion

Author: Gary Hill

Department: Administration

Date: September 13, 2016



Background

In March 2016 the Bountiful City Council announced plans to undertake a series of projects to improve downtown Bountiful. The Downtown Plan included the relocation of City Hall to 200 South and approximately 50 East (site of the University of Utah extension), creation of a multi-function plaza around the building, and construction of a mixed-use development where the current city hall campus is located.

A group of residents concerned with the impacts of the Downtown Plan asked for 10-12 minutes to address the City Council. They also requested an opportunity for the general public to share their thoughts with the Council on the subject.

Analysis

The individuals who will present to the City Council include the following residents:

Jana Monson

John Harmer

Steve Facer

Lee Caldwell

Ethel Black

Ken Knighton

Teresa Nielsen

Wayne Christensen

Bret Hutchings

Following the presentation, City Staff will provide information for the public, after which it is recommended that Council open the meeting for general public input.

Because there are likely to be many individuals who will address the City Council, individuals following the two presentations should be encouraged to not repeat others and limit their comments to 3 minutes.

Department Review

This report was prepared by the City Manager

Significant Impacts

None

Recommendation

This report is for information only – no Council action is required at this time.

Attachments

none