

BOUNTIFUL CITY COUNCIL MEETING

TUESDAY, June 28, 2022

5:30 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. The meeting is also available to view online, and the link will be available on the Bountiful City website homepage (www.bountifulutah.gov) approximately one hour prior to the start of the meeting.

AGENDA

5:30 p.m. – Work Session

1. Fiber discussion – Mr. Alan West

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. p. 9
3. Consider approval of minutes of previous meeting held on May 24, 2022
4. Council Reports
5. Consider approval of expenditures greater than \$1,000 paid June 13, 2022 p. 13
6. Consider approval of the reappointments of Mr. Cacey Bowen, Mr. Gary Davis, Mr. Gary Johnson, Mr. Bryan Potts and Mr. Richard Watson to the Bountiful Community Service Council for a term of four years ending on June 30, 2026 – Mayor Kendalyn Harris p. 15
7. Consider approval of the reappointments of Mr. Sean Monson and Mr. Lynn Jacobs to the Planning Commission for four-year terms expiring July 1, 2026 – Mr. Francisco Astorga p. 17
8. Consider approval of the purchase of a transformer from IRBY in the amount of \$26,500 – Mr. Allen Johnson p. 19
9. Consider approval of the purchase of 64 wooden poles from Stella-Jones Corporation in the amount of \$57,528 – Mr. Allen Johnson p. 21
10. Consider approval of the purchase of the two Guide Vain Actuators from Solar in the amount of \$76,260.01 plus shipping – Mr. Allen Johnson p. 23
11. Consider approval of awarding schedule one of the Washington Park project contract to Launch Construction at the prices indicated in the bid tabulation, include the skate park as part of phase one construction and providing the additional \$19,000 – Mr. Lloyd Cheney p. 25
12. Consider approval of a contract with Renner Sports Surfaces, Bountiful City Streets Department and an additional \$15,000 for reconstruction of the pickle ball courts at Twin Hollows Park in the total amount of \$246,940 – Mr. Brock Hill p. 31
13. Consider approval of Resolution 2022-09 authorizing Bountiful City to “pick up” the 2.59% employee retirement plan for Bountiful City tier II public safety employees – Mr. Clinton Drake p. 33
14. Consider approval of Ordinance 2022-07 revising the policy for saving public space for the Handcart Days parade – Chief Ed Biehler p. 37
15. Consider approval of Resolution 2022-10 adopting the proposed Bountiful City Emergency Operations Plan – Assistant Chief Dave Edwards p. 43
16. Adjourn to an RDA meeting with a separate agenda


City Recorder

City Council Staff Report



Subject: Bountiful Fiber Project
Author: Alan West
Department: Information Technology
Date: 6/28/2022

Background

During the Council Work Session of May 24, John Honker of Magellan Advisors presented data resulting from Magellan's feasibility study. Staff also shared information showing updated projections from Magellan Advisors, STRATA Networks and UIA.

Over the past year, Bountiful City's Fiber Project Team has been researching, gathering data and meeting with potential providers and consultants to objectively analyze the potential risks and benefits that could be realized by Bountiful City owning a Fiber-to-the-Premises network.

Analysis

Since the last Work Session, the Fiber Project Team met with STRATA Networks to discuss the latest developments in the technology of micro-trenching. The consensus was that the latest techniques used for micro-trenching make this option viable. All Bountiful Public Works department directors were satisfied with the new process.

In the meantime, our team has received questions from the Mayor and Council, and we have been compiling a list to be distributed to all potential providers. Some of the most important questions relate to costs and timing of the project. We want to know, under the different scenarios, how quickly can construction begin? At the time this document was submitted, we have not received responses to those questions. We expect that we can present this information during this upcoming work session.

We have also been working to update our data presented at the last work session. We want to provide as much clear information to allow the Mayor and Council to make an informed decision on one of the largest projects in the City's history.

Here are some updated charts: (All data based on a Subscription-based Model)

Estimated Retail Rates Comparison			
Residential Internet	Magellan	Utopia	Strata
100 Mbps (Megabits per second)	\$57	-	-
250 MBPS	-	\$60	\$65
500 MBPS	\$67	-	-
1 Gbps (Gigabit per second)	\$77	\$70	\$75
10 Gbps	-	\$200	\$200
Business internet			
100 Mbps	\$80	\$155	-
250 Mbps	\$150	-	\$80
500 Mbps	\$500	-	-
1 Gigabit Per Second	\$1,050	\$340	\$125
10 Gigabits Per Second	\$3,000	-	\$300

This chart shows the estimated cost of internet services. The costs provided by Magellan and STRATA are based on a City-Owned / Provider-Operated model. UIA's projected costs are based on a Provider-Owned and Provider-Operated network.

The rates shown are projected total monthly costs to the customer, including estimated ISP costs.

- Not all speeds are projected by all providers

Estimated Construction Comparison – Majority of Boring Construction (except where noted)			
	Magellan - 80% bore, 20% trench	Utopia - 100% bore -UIA Owned	Strata - 98% bore, 2% trench
Estimate date (inflation consideration)	May 2022	May 2022	May 2022
Total capital and funding costs	\$56,776,190	\$45,000,000	\$57,378,952 \$43,048,282*
Estimated interest rate	5%	Bonding by UIA (4.3%)	5%
Debt Length	30	25	30
Construction Length	36 months	36 months	36 months
Estimated take rates necessary to cover bond costs Take rate percentage assumptions:	43% 10% 100 MBPS, 60% 500 MBPS, 30% 1 Gig	51% *PENDING*	61% 75% 250 MBPS 25% 500 MBPS
Take rates required based on micro-trenching	-	-	45% 75% - 250 Mbps 25% - 500 Mbps

* This is Strata’s estimated cost based on 95% micro-trenching.

This data compares the projected total costs for the project. The mix of construction methodologies will be a significant factor in total construction costs. Underground boring is the most expensive construction method. Mico trenching is much less expensive. Installation overhead or aerial would be the least expensive if the City’s power poles had the necessary height and strength. As was mentioned in the previous meeting, the Power Department estimates a significant number of poles would need to be replaced before they could be used to string fiber. In addition, only 40% of the City’s power lines are overhead, so much of the new fiber would need to be underground anyway.

STRATA Networks provided a separate estimate based on the assumption of using primarily micro-trenching to bury the fiber. They estimate a \$14 million reduction in cost using micro-trenching.

Perhaps the most important questions to be answered are:

- Are the benefits of owning the network worth the risk to the City of taking on the financial liability of bonding for the project?

Benefits	Risks
Ownership and control of fiber	Long-Term Revenue Bond
More control over customer pricing (Price may be reduced after bond is paid)	(To be paid by subscribers)
Potential future revenue from the subleasing of dark fiber	
Current and future Smart City initiatives	
Unforeseen benefits to be realized as technology advances	

We feel that the benefits of having Bountiful City own the network are worth the risk of bonding. It's hard to project what unforeseen benefits may be realized. But the development of new technologies is going more quickly now than ever.

- How fast can construction start?

We are in the process of requesting updated estimates from potential providers. The most recent estimates we have indicate 36 months of construction.

If a Request for Proposal is released to potential providers, the RFP process could take a few months. Following the RFP review, contract negotiations would follow. Considering the construction moratorium, we could likely not begin fiber installation until March of 2023.

- Is finding a partner to design, construct, and operate a city-owned network a viable option?

A public-private or public-public partnership is not only possible but is also considered a best practice by many in the industry. Utopia/UIA participates in this kind of arrangement with Woodland Hills, Utah and Bozeman, Montana. The City of Fort Collins, Colorado owns and operates its own system, but provides services to three neighboring communities that also own their own networks. In a recent national fiber infrastructure conference held in Nashville, TN (Fiber Connects), Google Fiber discussed their willingness to partner in this way, and an entire session of the conference was dedicated to Public/Private Partnerships.

It is staff's opinion that the best way to realize the greatest benefits (current and future) for residents of Bountiful while mitigating the risks of starting a fiber service is to partner with a private or public sector expert like Utopia, Strata, or Google.

Department Review

The Fiber Project Team has met several times and has reviewed all RFI responses, Survey Results and Vendor responses.

Significant Impacts

The most significant impact of this comprehensive fiber project is the positive impact on the citizens of Bountiful. Providing a very long-term, high-quality fiber network can also create an important asset for the City. Citizens and businesses in Bountiful City can be offered an affordable option for a fiber-to-the-home and fiber-to-the-business network service. The City will also benefit by creating a complete fiber network to all City facilities.

Recommendation

Based on our research and analysis, the fiber project team feels that there are significant and long-term advantages to Bountiful City owning the fiber network.

We therefore recommend that the City release an RFP/RFQ requesting proposals for a provider to partner with Bountiful City in a City-Owned / Provider-Built and Operated fiber network.

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Minutes of the
BOUNTIFUL CITY COUNCIL

May 24, 2022 – 11:00 a.m.

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Present:	Mayor	Kendalyn Harris
	Councilmembers	Millie Segura Bahr, Jesse Bell, Kate Bradshaw, Richard Higginson, Cecilee Price-Huish
	City Manager	Gary Hill
	City Engineer	Lloyd Cheney
	Recording Secretary	Maranda Hilton

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Official notice of the City Council Meeting was given by posting an Agenda at City Hall and on the Bountiful City Website and the Utah Public Notice Website and by providing copies to the following newspapers of general circulation: Davis County Journal and Standard Examiner.

Workshop – 11:00 a.m.
Multi-Purpose Room at City Hall

WELCOME

Mayor Harris called the meeting to order at 11:03 a.m. and welcomed those in attendance.

DISCUSSION OF COUNCIL PRIORITIES

Mayor Harris explained that each Councilmember would have ten minutes to discuss their top three priorities.

Councilmember Higginson said his top three priorities are Eagle Ridge Drive, Washington Park and fiber.

Councilmember Bahr said that her top three priorities are Washington Park, fiber and the Eagle Ridge Drive connection.

Councilmember Bell said his top three are the Master Plan, Washington Park, and fiber. He said the City is already making good progress and accomplishing many things with the Master Plan, Washington Park, Eagle Ridge Drive, automating our irrigation system, fiber, the landscaping ordinance, pickleball courts at Twin Hollows Park, the trail network, transportation options and the downtown art installation. He said once those items have been taken care of, he would like the City to provide a way for people to pay for City services and make reservations online. He would also like to see the creation of a tree policy that encourages more tree planting in Bountiful.

Councilmember Price-Huish said her top three priorities are the creation of neighborhood councils, the Master Plan, and the development of Washington Park and the trails network. She said she believes neighborhood councils are a good idea to help encourage community engagement and foster communication about major City projects and initiatives. Her idea is to divide the city into 6 neighborhoods and have each councilmember and the mayor assigned to a neighborhood. She believes that neighborhood councils help keep city government small and save taxpayers money by helping to augment the City's efforts without additional burden to staff. Concerning the Master Plan, she said she hopes we can include elements such as hospitals, historic preservation, sustainability, cultural overlay, economic development, active transportation, trees, livability, walkability, air quality and the restoration and planning of 500 South. Concerning parks and trails, she said there is

1 some “low-hanging fruit” she hopes we can take care of right away to improve our trails, like the
2 bridges and grading of trails in Holbrook Canyon. She also said she is in favor of moving forward
3 with putting grass in Washington Park this summer, even though it is not ideal, she feels it is better
4 than waiting from a cost-benefit ratio perspective.

5 Councilmember Price-Huish added that she hopes the Council can make a decision about
6 fiber at the June meeting so they can move forward. She also said that planning for potential power
7 disruptions needs to remain a top priority.

8 Councilmember Bradshaw said her top three priorities are the implementation of the trails
9 plan and the successful completion of Washington Park, the Master Plan, and making a decision and
10 creating a timeline for Fiber-to-the-Home installation. She specifically said she wants to be sure we
11 do not lose any of the grants or bond money for the trails or park. She also hopes the City will be able
12 to have a lot of community involvement in the creation of the Master Plan, from residents and not just
13 from developers. And she would like the Council to be wise and thoughtful in their deliberations
14 about the fiber project.

15 Mayor Harris said her top three priorities are the completion of the Master Plan, Fiber
16 and helping Main Street become a destination. She mentioned an idea the Main Street Merchants
17 Association came up with for shutting down Main Street to cars and having a Christmas Street
18 Festival to allow for more space for pedestrians. The tree lighting ceremony includes school choirs
19 and their families. Downtown merchants envisioned carolers, lights, hot chocolate, and shops selling
20 merchandise outside. Mayor Harris liked this idea and wants to also consider having Friday Night
21 Festivals once a month in the summer. She said she thought it could help bring vitality to Main
22 Street. She asked the Council what they thought about the idea, saying that the merchants would do
23 most of the work but would need the support of the Council to make it happen.

24 The Councilmembers discussed the idea. Councilmembers Bell and Bradshaw said they liked
25 the idea, but would want to see the merchants start taking advantage of events that are already taking
26 place on Main Street, like the Car Show or Farmers Markets, before committing to the creation of
27 new events. Councilmember Bell said he loved that the merchants are thinking about how to be
28 successful and he would love to help with it.

29 Councilmember Price-Huish said she thinks it is a great idea and that perhaps they should try
30 it out on a quieter night, since the Car Show tends to be too loud and crazy for small children. She
31 also suggested they encourage people to come on their bicycles.

32 Councilmember Bell also suggested they try it out over the Christmas season since the
33 summer is already full of events almost every week.

34 Councilmember Bradshaw brought up the topic of neighborhood councils again for more
35 discussion. She explained that after being involved in neighborhood councils in Salt Lake City, she
36 believes they can be a great system for communication, but feels that they must be formed
37 organically, rather than the City drawing lines. She also said that it begs the question whether
38 Bountiful would change to be districted or not. She said she stands behind wanting the community to
39 be more engaged, but is not sure that neighborhood councils are the answer.

40 Councilmember Higginson said he thinks government should be thin and lean, and that the
41 Council should be responsible to the entire City, not to certain districts. He said that he believes those
42 types of neighborhood councils sometimes have the power to fragment a city beyond repair as they
43 become a political action arm for certain residents and Council members.

44 Councilmember Price-Huish asserted that in no way was she suggesting the City become
45 districted. She believes neighborhood councils would be a way to provide an opportunity to people to
46 discover that they have something to offer and that they like being more involved in their community.

1 Councilmember Bradshaw said perhaps the Council could piggyback on the community
2 engagement barbeques that the Police do every summer, or set up a quarterly “ask me anything”
3 event to help achieve better communication and engagement. Councilmember Price-Huish said that
4 would be a great first step, but that neighborhood councils would be a better way for the residents to
5 discuss what their needs are and bring their ideas to the City Council for help.

6 Councilmember Bahr said she likes the idea of neighborhoods working together, but that it
7 should come from the residents and not from the City. She feels people will find ways to make their
8 projects happen, and in many cases, neighborhoods are already doing things like this.

9 Mayor Harris explained that they were out of time, and the next discussion was set for June
10 28th during the Council work session. Each person was asked to summarize their top three priorities
11 again:

- 12 • Councilmember Higginson
 - 13 ○ Eagle Ridge Drive
 - 14 ○ Washington Park
 - 15 ○ Fiber
- 16 • Councilmember Segura-Bahr
 - 17 ○ Washington Park
 - 18 ○ Fiber
 - 19 ○ Eagle Ridge Drive
- 20 • Councilmember Bell
 - 21 ○ General Plan Update
 - 22 ○ Washington Park
 - 23 ○ Fiber
- 24 • Councilmember Price-Huish
 - 25 ○ General Plan
 - 26 ○ Washington Park and Trails
 - 27 ○ Fiber
- 28 • Councilmember Bradshaw
 - 29 ○ Trails & Washington Park
 - 30 ○ General Plan
 - 31 ○ Fiber
- 32 • Mayor Harris
 - 33 ○ General Plan Update
 - 34 ○ Fiber
 - 35 ○ Help Main Street become a destination.

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37 The workshop ended at 12:05 p.m.
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Mayor Kendalyn Harris

City Recorder

PENDING

City Council Staff Report

Subject: Expenditures for Invoices > \$1,000 paid
June 13, 2022

Author: Tyson Beck, Finance Director

Department: Finance

Date: June 28, 2022



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
June 13, 2022

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00
Paid June 13, 2022**

<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>
11488	CENTRAL SQUARE	Police	104210 428000	Telephone Expense	15,170.25	228272	355868	PortalOne Annual Maintenance - Cust # 16803
13180	DAWSON INFRASTRUCTUR	Storm Water	494900 425000	Equip Supplies & Maint	3,158.67	228282	INV211493	Dirt Shoe Assembly of Global Sweeper
8611	DITCH WITCH OF THE R	Water	515100 448000	Operating Supplies	4,952.00	228287	E01638	Locator for Blue Staking - Acct # BOUNT001
5281	DOMINION ENERGY UTAH	Police	104210 427000	Utilities	1,269.56	228289	06012022M	Account # 3401140000
2164	FERGUSON ENTERPRISES	Water	515100 448400	Dist Systm Repair & Maint	1,650.00	228293	1185854	Flange Spool - Customer # 48108
2164	FERGUSON ENTERPRISES	Water	515100 448400	Dist Systm Repair & Maint	5,985.00	228293	1185373	Gate Valves - Customer # 48108
2607	INTERMOUNTAIN BOBCAT	Streets	104410 425000	Equip Supplies & Maint	1,539.95	228315	P06728	Joystick for Bobcat - Acct # BOUNT006
2627	INTERMOUNTAIN CONTRO	Water	515100 448400	Dist Systm Repair & Maint	3,447.16	228316	220/60025814	Auto Valves for Barton Creek - Cust # 160001188
2725	JOHNSON HYDRAULICS,	Streets	104410 425000	Equip Supplies & Maint	1,837.97	228321	41731	Cylinder Backhoe - Cust ID BOUNTIFUL
2886	LAKEVIEW ROCK PRODUC	Water	515100 461300	Street Opening Expense	4,870.08	228326	404072	Road Base - Cust # BCTY07399
13653	LEVELWEAR	Golf Course	555500 448240	Items Purchased - Resale	1,217.52	228330	378393-S1	Men's Wear - Customer # 20802
3195	MOUNTAINLAND SUPPLY	Water	515100 448400	Dist Systm Repair & Maint	6,737.53	228345	S104725542.001	Grip Rings - Customer # 18498
3271	NETWIZE	Information Technology	454136 474500	Machinery & Equipment	21,582.23	228348	22218	HP NimbleStorage-Additional 42TB Shelf-Approved CC
3279	NEWMAN CONSTRUCTION,	Water	515100 473110	Water Mains	101,189.72	228350	22030D 1	2022 Water Line Projects - Application #1
12519	PARAGON CONSTRUCTION	Storm Water	494900 473106	Storm Drain Construction	25,996.21	228351	1042	Bountiful City Storm Drain Projects
3458	PETERBILT OF UTAH, I	Streets	104410 448000	Operating Supplies	1,400.00	228357	940664	Paccar/Peterbilt Diag Software - Acct # 457
3491	PING INC	Golf Course	555500 448240	Items Purchased - Resale	1,874.99	228359	16320293	Clubs - Customer # 19919
3812	SAFETY SUPPLY & SIGN	Storm Water	494900 448000	Operating Supplies	2,964.48	228367	181056	Misc. Supplies - Cust # UT1005
3862	SCHWEITZER ENGINEERI	Light & Power	535300 448639	Substation	3,110.00	228370	INV-000601022	SE Substation Relays - Customer # CN-100533
4105	SUN MOUNTAIN	Golf Course	555500 448240	Items Purchased - Resale	1,225.54	228379	1036990	Accessories and Ladies Wear - 8401002
4229	TOM RANDALL DIST. CO	Streets	104410 425000	Equip Supplies & Maint	44,261.50	228387	0344562	Fuel and Diesel - Acct # 000275
4229	TOM RANDALL DIST. CO	Golf Course	555500 425000	Equip Supplies & Maint	2,992.51	228387	0343969	Fuel - Account # 000276
4273	TURF EQUIPMENT CO	Golf Course	555500 426000	Bldg & Grnd Suppl & Maint	1,330.70	228391	3005010-01	Turf Supplies for Bountiful Ridge Golf
5322	UCS WIRELESS	Water	515100 428000	Telephone Expense	13,645.00	228392	79833	Install Radios for Trucks
5322	UCS WIRELESS	Light & Power	535300 448641	Communication Equipment	1,345.00	228392	79831	Yearly Radio Maintenance
4358	UTAH COMMUNICATIONS,	Golf Course	555500 448220	Pro Shop Misc Supplies	3,284.42	228395	132316	Golf Course Radio's - Customer ID BOU100
4450	VERIZON WIRELESS	Police	104210 428000	Telephone Expense	2,007.01	228398	9907146368	Account # 771440923-00001
5334	WEST COAST CODE CONS	Engineering	104450 431000	Profess & Tech Services	8,026.55	228404	UT22-545-005	Inspection Services for the Month of May 2022
TOTAL:					<u>288,071.55</u>			

City Council Staff Report



Subject: Bountiful Community Service Council
Appointments
Author: Gary Hill, City Manager
Date: 28 June 2022

Background

Bountiful City Code §3-4-101 establishes The Bountiful Community Service Council and indicates the Council “shall be composed of no less than five (5) and no more than thirteen (13) members, all of whom shall be appointed by the Mayor with the approval of the City Council. The members of the Bountiful Community Service Council shall be residents of the City who shall be selected without regard to political and/or religious considerations.” The Community Service Council has proven to be a very active group of Bountiful residents who bring to the community summer concerts in the park, a bi-annual emergency preparedness fair, a Christmas concert in December, CERT training, interfaith relations, food pantry volunteers and other community educational and welfare opportunities.

Analysis

Several members of the Bountiful Community Service Council’s terms end on June 30, 2022. The following members have expressed an interest in continuing to serve on the Council: Mr. Cacey Bowen, Mr. Gary Davis, Mr. Gary Johnson, Mr. Bryan Potts and Mr. Richard Watson.

Department Review

The review was completed by the City Manager.

Significant Impacts

None

Recommendation

Mayor Harris recommends the Council approve the re-appointment of Mr. Cacey Bowen, Mr. Gary Davis, Mr. Gary Johnson, Mr. Bryan Potts and Mr. Richard Watson to serve on the Bountiful Community Service Council for four-year terms which will expire on June 30, 2026.

Attachments

None

City Council Staff Report



Subject: Re-Appointment of Sean Monson and Lynn Jacobs to the Planning Commission
Author: Francisco Astorga, AICP, Planning Director
Date: June 28, 2022

Background

The Planning Commission is made up of seven (7) Bountiful City residents, one (1) of which is an assigned City Council member. The appointees, other than the City Council member, serve staggered four (4) years terms at the end of which they need to be reappointed or replaced. The Land Use Code specifies that Planning Commission terms expire on July 1st, until a successor is appointed.

Sean Monson was originally appointed to the Planning Commission on January 25, 2011, and his current term is scheduled to expire on July 1, 2022. Mr. Monson has indicated that he would like to continue to serve on the Commission for another term.

Lynn Jacobs was originally appointed to the Planning Commission on January 14, 2020, and his current term is scheduled to expire on July 1, 2022. Mr. Jacobs has also indicated that he would like to continue to serve on the Commission for another term.

Analysis

Mr. Monson and Mr. Jacobs have served well as Planning Commission members. Mr. Monson was selected as Commission chairperson in the past and is a practicing attorney. Mr. Jacobs is currently the Commission's chairperson and is a transportation engineer. Staff finds that both Mr. Monson and Mr. Jacobs bring a wealth of knowledge and expertise based on their professional backgrounds and experience on the Commission.

Department Review

These recommended appointments were reviewed by the Planning Director, City Manager, and Mayor Harris.

Significant Impacts

If they are not re-appointed, Mr. Monson and Mr. Jacobs would continue to serve on the Commission until their successors are appointed.

Recommendation

Staff recommends approval for the re-appointment of Sean Monson and Lynn Jacobs as members of the Planning Commission serving four (4) year terms, ending on July 1, 2026.

Attachments

None.

City Council Staff Report



Subject: Transformer purchase approval
Author: Allen Ray Johnson, Director
Department: Light & Power
Date: June 28, 2022

Background

Transformers continue to be hard to purchase and their lead times are a factor in keeping an adequate inventory. This transformer is to be used for an addition to the system this spring.

Analysis

Specifications and an invitation to submit a bid for the transformers were sent out to two (2) major suppliers.

1 (ea.) 750 Kva three phase pad mounted

We received and opened sealed bids and held a bid opening on June 8, 2022. The results are as follows:

Distributors/Manufacture	Total Cost	Delivery
IRBY -ABB West Valley City	\$26,500	12-14 weeks
Anixter Power Solutions – GE Salt Lake City	\$48,338	24-30 weeks

Department Review

This has been reviewed by the Power Department Staff and the City Manager.

Significant Impacts

This transformer will be purchased and placed into inventory until it is needed.

Recommendation

The Staff recommends approval of the low bid from IRBY for the sum of \$26,500.

This item will be discussed at the Power Commission meeting Tuesday morning, June 28, 2022, and we will bring their recommendation to the City Council meeting that night.

Attachments.

None

City Council Staff Report



Subject: Wood Pole purchase approval
Author: Allen Ray Johnson, Director
Department: Light & Power
Date: June 28, 2022

Background

We have had troubles getting poles to replace the poles that our crews are installing on a daily basis. We purchase butt treated poles because most of our poles are located in the back yards and we have to climb them when we install them and in order to do maintenance.

Analysis

Stella, the sole source for butt treated poles has indicated that they are again able to start supplying poles. We would like to order 24-35 foot and 44-45 foot wood pole for a total of 64 poles to bring our inventory back up before winter and the starting of our east wind season. The sum to purchase these poles would be \$57,528 and would have an October delivery date.

Department Review

This has been reviewed by the Power Department Staff and the City Manager.

Significant Impacts

These poles will be purchased and placed into inventory until they are needed.

Recommendation

The Staff recommends approval of quote from Stella for the 64 wood poles for the sum of \$57528.

This item will be discussed at the Power Commission meeting Tuesday morning, June 28, 2022, and we will bring their recommendation to the City Council meeting that night.

Attachments. None

City Council Staff Report



Subject: Solar Repair Parts approval
Author: Allen Ray Johnson, Director
Department: Light & Power
Date: June 28 2022

Background

We have developed a problem with both of our two Titan generation units at the power plant. The guide vane actuators and the main gas valve for both Titan generation units have stopped working. These are shutting down the units after they are running for an hour or two. Both of our units have similar hours and it is not uncommon to see equipment failures close together. We need both of these units for the 24 MW's of capacity to meet our anticipated summer load.

Analysis

Solar had the parts in stock and was able to ship them out overnight. The total cost for the two Guide Vane Actuators and the two main gas valves is \$76,260.01 plus shipping. We have replaced the two units and the two Titans. These units are a factory only item and can only be purchased from the manufacturer. The replacement of these units will allow us to bring =The two Titan generation units are back in operating condition.

Department Review

This has been reviewed by the Power Department Staff and the City Manager.

Significant Impacts

This will be purchased from the Power Plant maintenance account.

Recommendation

The Staff recommends the purchase of the two Guide Vane Actuators from Solar for the sum of \$76,260.01 plus shipping.

This item will be discussed at the Power Commission meeting Tuesday morning, June 28, 2022, and we will bring their recommendation to the City Council meeting that night.

Attachments

None

City Council Staff Report

Subject: Award of Contract for Construction
of Washington Park
Author: City Engineer
Departments: Engineering, Parks
Date: June 28, 2022



Background

On Monday, June 13, 2022 the Engineering Dept. received bid proposals from 3 contractors for construction of the much-anticipated Washington Park project. Plans and specifications developed and prepared from the Master Planning process included a “Base Bid” scenario which included the minimum park facilities and elements to be constructed in this initial phase. Amenities and features of the Base Bid include: 6 Pickleball Courts, a new restroom and storage building, a large new pavilion, playground equipment and surfacing, construction of a new 105 stall parking lot along 740 South, two large open grass sports fields, 1 small open sports field, asphalt walking path, site lighting and modifications to the existing parking lot on the east side of the property.

The bid package also included several alternate Bid Items which could be added to the contract if desired and/or allowed in the budget. These items include small pavilions, additional site lighting, 6 additional pickleball courts, installation of sod for the entire site, and additional concrete walkways.

Analysis

The proposals received at the Bid Opening are listed below:

Architect’s Estimate (Base Bid Items Only)	\$3,903,913
Launch Construction	\$3,247,486.48
Stacy & Whitbeck	\$3,863,586.50
BH	\$4,012,039.74

Launch Construction is a new contracting company, however, the people associated with the company are familiar to the City. Launch Construction is a sister company to Redd Engineering who recently completed the Golf Course Café Remodel and the construction of the new shop facility at the cemetery. Rob Vandegrift of Elite Landscaping has completed several recent projects for the City: City Hall landscaping, Healing Garden improvements at the Cemetery, and many other projects over the years.

Staff has identified the following funding sources available for the project:

Bond Proceeds	\$2,500,000.00
RAP Tax	\$ 900,000.00
Davis School District*	\$ 194,000.00
<u>Storm Drain Fund</u>	<u>\$ 65,500.00</u>
Total Funds	\$3,659,500.00

***(the School District Contribution assumes sod is installed on the 230,000 sq.ft. of disturbed area they are responsible for. If they opt for hydroseed instead, their contribution would be reduced to \$58,000. At the time this report was written, the District had not yet decided on sod vs. seed).**

Consideration of the award for construction of the park must also include the anticipated expense associated with the skate park, which is currently budgeted at \$660,000. If the Council desires to award the Schedule 1 (base bid items) and provide an allowance for construction of the skate park, the park project would need to be revised to identify approximately \$248,000 in savings to match the available funding.

Based on preliminary conversations with Launch Construction, staff considers it possible to realize the following savings for Schedule 1:

Item Description	Savings
1. Amend the existing soil in lieu of importing topsoil, minimal import	\$200,000.00
2. Irrigation system modifications	\$ 15,000.00
3. Street Dept. pave the parking lot	\$ 10,000.00
4. <u>4" sewer lateral (use existing connection)</u>	<u>\$ 4,000.00</u>
Total	\$229,000.00

As part of the bidding process Project Alternates were quoted as an add to the base bid construction cost. These Alternates can be added to the base bid individually or as groups. However, each Add Alternate would require addition funds above the base bid. The Bid Alternates are as follows in no particle order of priority:

- Add Alt 1 (2 Small Pavilions) \$100,682.74
- Add Alt 2 (Addt'l Lighting) \$141,774.98
- Add Alt 3 (6 Pickleball Courts) \$432,485.84
- Add Alt 4 (all Sod, no Hydroseed) \$102,159.68
- Add Alt 5 (Addt'l. Concrete Walkway) \$ 29,106.36

In summary, the low bid by Launch Construction is \$3,247,486.48. The Skate Park is budgeted at \$660,00.00 bringing the construction cost to \$3,907,486.48. The available

budget, including the estimated savings through value engineering, is \$3,888,500.00. There remains a deficit of project funds of approximately \$19,000.00

Department Review

This memo has been reviewed by the City Engineer, Parks Dept. Director, and the City Manager

Significant Impacts

There are sufficient funds available, from the sources listed, to build Washington Park to the base bid items only which are, as previously listed; 6 Pickleball Courts, a new restroom and storage building, a large new pavilion, playground equipment and surfacing, construction of a new 105 stall parking lot along 740 South, two large open grass sports fields, 1 small open sports field, asphalt walking path, site lighting and modifications to the existing parking lot on the east side of the property. In order to build the skate park, along with the base bid items, funds from value engineering and an additional \$19,000.00 would need to be realized. In addition, any Add Alternate items chosen, would require the additional funding as tabulated.

Recommendation

It is recommended that the City Council accept the proposal of Launch Construction, award Schedule 1 of Washington Park Project at the unit prices noted in the Bid Tabulation, include the skate park as part of phase one construction, and provide the additional \$19,000.00 as noted.

Attachments

Bid Tabulation

Park Master Plan map



Washington Park Funding and Construction Analysis
 14-Jun-22
 LNC

Funding Summary (per Gary Hill, see Washington Park Budget Master Plan vs Budget Spreadsheet)

Source	Amount
1 Bond Proceeds	\$ 2,500,000.00
2 RAP Tax	\$ 900,000.00
3 School District (Sod Funding)	\$ 194,000.00
4 Storm Drain Fund Contribution	\$ 65,500.00
	\$ 3,659,500.00
Skate Park Allowance	\$ 660,000.00

Launch Construction	Amount	No Skate Park		Base + Skate Park + Alt	surplus/deficit
		Base + Alt	surplus/deficit		
Base Bid	3,247,486.48		\$ 412,013.52	3,907,486.48	\$ (247,986.48)
Add Alt 1 (2 Small Pavilions)	100,682.74	3,348,169.22	\$ 311,330.78	4,008,169.22	\$ (348,669.22)
Add Alt 2 (Additonal Lighting)	141,774.98	3,389,261.46	\$ 270,238.54	4,049,261.46	\$ (389,761.46)
Add Alt 3 (6 Pickleball Courts)	432,485.84	3,679,972.32	\$ (20,472.32)	4,339,972.32	\$ (680,472.32)
Add Alt 4 (all Sod, no Hydroseed)	102,159.68	3,349,646.16	\$ 309,853.84	4,009,646.16	\$ (350,146.16)
Add Alt 5 (Addt'l Concrete Walkway)	29,106.36	3,276,592.84	\$ 382,907.16	3,936,592.84	\$ (277,092.84)

savings	
soil	200,000.00
irrigation	15,000.00
Street Dept to pave parking lot	10,000.00
sewer lateral (4" use existing)	4,000.00
	229,000.00

City Council Staff Report

Subject: Twin Hollows Pickleball Court Reconstruct
Author: Brock Hill
Department: Parks
Date: 24 May 2022



Background

In June 2014 City Council approved the conversion of two tennis courts into six pickleball courts. The existing tennis courts at Twin Hollows Park (Cheese Park) were chosen as the location primarily due to low use and scheduled repair/replacement to the play surface and nets. The contract was bid on by two companies and ultimately awarded to Parkin Construction in the amount of \$12,689.00. The courts were resurfaced and striped for six pickleball courts as designed along with new gates, net poles, and nets. The divider fencing between courts was paid for through a donation by Lions Club International for \$7,100.00. In 2016, parks staff worked with a concrete company to saw cut cracks and joints that were becoming a safety concern and interfered with play and filled them with foam backer rod and expandable caulking. In 2018, as part of regular court maintenance, staff cleaned out the cracks and joints and reapplied the backer rod and caulking. In addition, all six nets and 4 net posts were replaced. In 2021 minor caulking work was completed on the construction joints and cracks and repair work was completed on the perimeter fencing. The reconstruction of the pickleball courts, at Twin Hollows Parks, have been on the Capital Projects list as part of the 2016 RAP Tax authorization and is currently a planned project for the FY2023 budget year.

Analysis

For the past 18 months parks staff have been directed to contract with a concrete repair specialist to re-duce/repair the cracks and joints in the surface of the courts to extend them for use until the 2023 budget funds became available. NO interest in the project was expressed from the concrete companies contacted or contractors were unavailable due to schedules that were already full. As a result, staff has researched other funding options and alternatives. Staff presented to City Council, in a recent work session, an option to reallocate RAP tax funds from trails projects back to pickleball court repair and or reconstruction. This project is made possible due to Bountiful City receiving a \$500,000.00 grant from the Governor's office of Outdoor Recreation to be used specifically for trail projects. In response to now available and sufficient RAP Tax funds, staff was directed to bid the pickleball court reconstruction project for completion as soon as possible.

In response, staff has contacted four sport courts and concrete specialist companies requesting reconstruction bids. Responses from those four companies are as follows:

<u>Company</u>	<u>Quote</u>
Courts Unlimited	not interested – schedule is full until mid-2023
Parkin	no response
Sutch Concrete	no response
Renner Sports Surfaces	\$214,440.00 (includes base bid items only)

After evaluating Renner Sports Surfaces' estimate, it was determined that the City could get a better price for demolition services by working with in-house Streets staff. Their estimate for demolition services is \$17,500.00. An additional \$15,000.00 will be needed to repair/replace damaged irrigation, replace adjacent concrete walks, and replace removed or damaged plants and/or trees in the demolition process. The total pickleball court reconstruction project costs are estimated to be \$246,940.00

Department Review

The review was completed by the Parks and Administrative Departments

Significant Impacts

If not replaced, the pickleball courts will continue to degrade requiring additional funds to make the courts safe and playable for the near future. There are sufficient funds in the RAP Tax capital project fund to cover the costs of this reconstruction project.

Recommendation

Staff recommends Council authorize parks staff to enter into a pickleball reconstruction contract with Renner Sports Surfaces in the amount of \$214,440.00 and Bountiful Streets Department \$17,500.00 for demolition services. In addition, authorize parks staff to spend an estimated \$15,000.00 for projected landscape and concrete restoration needs.

Attachments

None - Renner Sports Surfaces estimate as requested

City Council Staff Report



Subject: Employer Election to Pick-Up
URS Member Contributions
Author: Clint Drake, City Attorney &
Shannon Cottam, HR Director
Department: Legal & Human Resources
Date: June 28, 2022

Background

Bountiful City Resolution 2020-08 authorized the City to “pick-up” the required 2.27% employee contribution for Tier 2 Public Safety and Firefighter retirement benefits and to treat these as employer contributions under IRS Code Section 414(h)(2). This employee contribution requirement only applies to employees who have elected the Tier 2 Public Safety Hybrid Option. On July 1, 2022 the rate for these “pick-up” contributions for Tier II Public Safety employees will increase to 2.59%.

Analysis

The proposed 2022-23 budget includes funding to accommodate this increase. Currently the City is augmenting the 401k contributions of Tier II employees above what is required by Utah Retirement Systems in an effort to compensate them since the Tier II Retirement benefits are not as robust as the Tier I benefits. With the increase in the “pick-up” cost, the additional contribution by the City to Tier II Public Safety employees 401k’s will be reduced by the .32% increase so there will be no additional financial impact to the City’s budget. Staff recommends adopting a new resolution to “pick-up” the required 2.59% employee contribution for Tier 2 Public Safety employees who have chosen the Hybrid Option. We also recommend contributing an additional 2.59% to 401(k) for Tier 2 Public Safety employees who have chosen the 401(k) Option.

Department Review

The Resolution was prepared by the City Attorney. The Staff Report was prepared by the Human Resource Director.

Significant Impacts

Approval of these updates will provide additional benefit to Tier II Public Safety Employees.

Attachments

Resolution 2022-09

Recommendation

It is recommended that the City Council approve this Resolution.



BOUNTIFUL

BOUNTIFUL CITY, UTAH RESOLUTION NO. 2022-09

MAYOR
Kendalyn Harris
CITY COUNCIL
Millie Segura Bahr
Jesse Bell
Kate Bradshaw
Richard Higginson
Cecilee Price-Huish
CITY MANAGER
Gary R. Hill

A RESOLUTION APPROVING AND AUTHORIZING THE CITY OF BOUNTIFUL TO “PICK-UP” THE 2.59% EMPLOYEE RETIREMENT PLAN CONTRIBUTION FOR BOUNTIFUL CITY TIER 2 PUBLIC SAFETY EMPLOYEES

WHEREAS, legislative enhancements applicable to all new and current Utah Tier 2 Public Safety and Firefighter retirement employees benefits became effective on July 1, 2020; and

WHEREAS, beginning July 1, 2022, Tier 2 Public Safety and Firefighter employers are required to contribute 14% and the employee 2.59% for a total of 16.59% to individual Tier 2 Public Safety and Firefighter retirement plans; and

WHEREAS, State law and the Internal Revenue Service Code allows employers to “pick-up” the employee’s portion of the retirement contribution and treat it as an employer contribution; and

WHEREAS, the employee contribution requirement only applies to employees who have elected the Tier 2 Public Safety Hybrid Option; and

WHEREAS, Bountiful City desires to contribute an additional 2.59% to 401(k) for Tier 2 Public Safety employees who have chosen the 401(k) Option; and

WHEREAS, formal action in the form of a resolution is required if an employer wishes to “pick-up” the employee’s portion of the contribution.

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

Section 1. Authorization. The Bountiful City Council does hereby authorize Bountiful City to “pick-up” the 2.59% employee retirement plan contribution for Tier 2 Public Safety employees who have chosen the Hybrid Option and employees who have chosen the 401(k) Option.

Section 2. Effective date. This Resolution shall take effect immediately upon passage and shall be effective beginning July 1, 2022.

APPROVED, PASSED AND ADOPTED BY THE BOUNTIFUL CITY COUNCIL THIS 28TH DAY OF JUNE, 2022.

Kendalyn Harris, Mayor

ATTEST:

Shawna Andrus, City Recorder



Utah Retirement Systems
 PO Box 1590
 Salt Lake City, UT 84110-1590
 801-366-7318 | 800-753-7318
 www.urs.org

Employer Election to Pick-Up Member Contributions Tier 2 Public Safety and Firefighter

Instructions:

1. This form is designed to notify Utah Retirement Systems (URS) of an Employer's formal election to "pick-up" retirement contributions.
2. This form and accompanying documentation must be returned to URS for processing.
3. A pick-up election is subject to federal law, resulting in tax and legal consequences, including limitations about the ability to modify or revoke the election. For information regarding employer pick-up contributions, please refer to federal law and guidance, including Internal Revenue Code Section 414 and IRS Revenue Ruling 2006-43.
4. An Employer should consult its legal, financial, and tax advisors if it has any questions concerning the consequences of Member contribution "pick-ups" and submitting this form.

SECTION A » EMPLOYER INFORMATION

Employer Name <i>Bountiful City</i>	Employer Number <i>316</i>	Date <i>6-15-2022</i>
Desired Effective Date: <i>7-1-2022</i> (The effective date must be after the date that the pick-up election was formally adopted as provided in the attached documentation.)		

SECTION B » PICK-UP AMOUNT(S)

The above-named Employer certifies that it has taken formal action to provide that the contributions on behalf of its covered employees in the following URS System, although designated as employee contributions, will be paid by the employer in lieu of employee contributions. (Please check the box and fill in the portion of employee contributions picked-up for each class of employees below. For example, mark "ALL" for a pick-up of all employee contributions for that system or a percentage of salary for a pick-up of a portion of employee contributions.)

Please also attach written documentation to this form that provides evidence that the Employer formally elected to prospectively pick-up specified employee contributions. (For example, ordinance, resolution, governing body meeting minutes, etc.)
 Note: If you are picking-up contributions for both public safety and firefighter employees, check both boxes

- Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a **Public Safety Officer**:
 - ALL _____ (this includes any potential future increases to employee contributions); **OR**
 - 2.59* % of salary.
- Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a **Firefighter**:
 - ALL _____ (this includes any potential future increases to employee contributions); **OR**
 - _____ % of salary.

SECTION C » CERTIFICATION AND SIGNATURE

I acknowledge and certify the following:

- I represent and have the authority to sign and submit this form on behalf of the participating employer;
- That Employer has taken all appropriate and necessary actions to make a formal Employer pick-up regarding employee contributions on behalf of its employees;
- The election to pay for the Employee contributions shall constitute an Employer pick-up of designated contributions pursuant to Internal Revenue Code Section 414;
- From and after the date of the pick-up election, an Employee may not: 1) have a cash or deferred election right with respect to designated Employee contributions; 2) be permitted to opt out of the pick-up; or 3) have the option of choosing to receive or receiving the contributed amounts directly instead of having them paid by the Employer to the specified system/plan;
- In order for contributions to be considered paid by the employer, and therefore not subject to Social Security and Medicare tax (FICA), the Employer contributions: 1) Must be mandatory for all Employees covered by the retirement system; and 2) Must be a salary supplement and not a salary reduction—In other words, the Employer must not reduce employee salary to offset the amount designated as employee contributions;
- Future modifications to this Employer election may be disallowed or limited;
- The election authorized to be taken by the foregoing is not contrary to any governing provisions of the Employer;
- I understand that URS is not providing the Employer legal, financial, or tax advice relating to making a "pick-up" election or submitting this form; and
- The information provided on this form and attached documentation is correct and can be relied upon by URS.

Printed Name of Employer Representative (Binding Official) <i>Gary Hill</i>	Signature of Binding Official <i>Gary Hill</i>	Title <i>City Manager</i>
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City Council Staff Report

Subject: Handcart Days Ordinance 2022-07
Author: Chief Biehler
Department: Police Department
Date: June 28, 2022



Background

Many years ago, the Handcart Days Parade was established as a Friday evening parade on the week before the Pioneer Day Parade in Salt Lake City. A Bountiful City ordinance was written to establish regulations regarding public property adjacent to the parade route. Specifically, the ordinance makes it unlawful to “claim, reserve, occupy or otherwise control public space prior to 7 AM on the day of the parade”.

This year the Handcart Day Committee has changed the day and time of the parade to 9 AM on a Saturday. There will need to be a change to the city ordinance to reflect that change.

Analysis

A change to the ordinance is necessary. We feel that the proposed ordinance should not include a day of the week or a specific time of the day to be able to “reserve” space along the parade route. This allows for the Handcart Day’s Committee to make changes to days and times of the parade in future years without it affecting the ordinance.

We also propose removing the unlawfulness of reserving a public space along the parade route if you are physically occupying the space up until 12 hours before the start of the parade, in which case it can be left unattended. It would only be unlawful for someone to reserve a public space if they were not physically present up until 12 hours before the start of the parade. Every year this is a point of contention, and it is not uncommon for fights over parade spaces. A common scenario includes two people in the same area waiting for 7 AM to arrive. One person doesn’t wait until exactly 7 AM to get a head start. By the time the police are called the fight has already occurred, all over a parade space. By allowing people to reserve space as early as they want, if they continually occupy the space there is no doubt about who was there first. Any property that is left unoccupied to reserve a parade space on public property would be confiscated as is the current practice.

The previous ordinance didn’t allow “reserving” of parade space roughly 12 hours before the start of the parade. Twelve hours before the parade is scheduled to start, people would be able to leave their space unoccupied as in years past.

The previous ordinance made a violation of punishable as a class “B” misdemeanor, which is a little harsh for this type of violation. We recommend amending the penalty to an infraction.

Department Review

This report, along with the attached proposed City ordinance 2022-07, has been reviewed and comes with the concurrence of the Police Chief, City Attorney and City Manager.

Significant Impacts

None

Recommendation

Staff recommends City Council approval of the revised City Ordinance 2022-07

Attachments

Current_City Ordinance 13-2-114

Proposed City Ordinance 2022-07

13-2-114. Regulations for Public Property Adjacent to Parade Routes.

The following apply to public property adjoining parade routes and staging areas for parades and it is unlawful and a Class B misdemeanor for any person to violate these provisions:

- (a) Prior to 7:00 a.m. on the day of a parade starting on or after 4:00 p.m., and prior to 6:00 a.m. on the day of a parade starting prior to 4:00 p.m., no person shall actually claim or attempt to claim, reserve, occupy or otherwise control public property either in person or by the placement of any object, such as, but not limited to, ropes, chairs, blankets, banners or vehicles, or barriers of any kind.
- (b) No person shall place, erect, use or employ any tent or other enclosed shelters, including vehicles and trailers, on public property along a parade route or staging areas at any time.
- (c) No person shall obstruct public sidewalks, paved portions of streets, or occupy any unsafe position or occupy a position which may cause damage to public or private property.
- (d) From three hours before the start of a parade and continuing until the conclusion of the parade, no person shall park a motor vehicle, trailer or tent trailer on the streets designated as the parade route. Only motor vehicles and trailers which are participating in the parade are allowed to be in the areas designated as staging areas or along the parade route. Any vehicle, motor vehicle, trailer or tent trailer parked in violation of this section is a public nuisance and may be towed from the prohibited area at the owners's expense.
- (e) As part of the permit process, the Chief of Police may authorize the permit holder to reserve places for the observation of the parade and to erect and control seating on such reserved public property.
- (f) From and after twenty-four (24) hours prior to the parade and continuing until the conclusion of the parade, all dogs, except seeing-eye dogs, police dogs and dogs which are actually part of the parade, shall be prohibited on public property along the parade route and staging areas whether or not such dogs are leashed. This subsection shall not prohibit owners of dogs who live adjacent to the parade route from taking their leashed dogs on walks to and from their leashed dogs on walks to and from their property using the most direct route away from the parade route.



BOUNTIFUL

Bountiful City Ordinance No. 2022-07

MAYOR
Kendalyn Harris
CITY COUNCIL
Millie Segura Bahr
Jesse Bell
Kate Bradshaw
Richard Higginson
Cecilee Price-Huish
CITY MANAGER
Gary R. Hill

AN ORDINANCE ADOPTING AND AMENDING REGULATIONS AND RESTRICTIONS FOR PUBLIC PROPERTY ADJACENT TO PARADE ROUTES WITHIN THE CITY OF BOUNTIFUL, UTAH

WHEREAS, the Utah Code authorizes local governments to regulate the use of public property, pedestrian and vehicular traffic, and the public right of way; and

WHEREAS, City Staff, including the Bountiful City Police Department, periodically review the City's ordinances to ensure clarity and that current ordinances meet the needs of the City; and

WHEREAS, in order to adjust to changes in the annual Handcart Days Parade schedule, the Bountiful City Police Chief has determined that amendments to the ordinance are necessary; and

WHEREAS, the City Council finds it is in the best interest of the City and the general health, safety and welfare of the public that this Ordinance should be passed.

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOUNTIFUL CITY COUNCIL AS FOLLOWS:

Section 1. Ordinance Amendment. Section 13-2-114 of the Bountiful City Code is hereby amended as follows:

13-2-114. Regulations for Public Property Adjacent to Parade Routes.

The following regulations apply to public property adjoining parade routes and staging areas for parades. ~~and it is unlawful and a Class B misdemeanor for any person to violate these provisions: A violation of the following regulations is punishable as an infraction.~~

(a) ~~Prior to 7:00 a.m. on the day of a parade starting on or after 4:00 p.m., and prior to 6:00 a.m. on the day of a parade starting prior to 4:00 p.m., no person shall actually claim or attempt to claim, reserve, occupy or otherwise control public property either in person or by the placement of any object, such as, but not limited to, ropes, chairs, blankets, banners or vehicles, or barriers of any kind.~~ No person shall claim or attempt to claim, reserve, occupy or otherwise control public property along parade route by the placement of any object, such as ropes, chairs, blankets, banners, vehicles, or barriers of any kind more than twelve (12) hours before the start of a parade. It is permissible to place an object or objects to claim or reserve public property along a parade route less than twelve (12) hours before the start of a parade. Any objects or personal property left unoccupied more than 12 hours before the start of a parade will be considered abandoned property and confiscated by the City.

(b) No person shall place, erect, use or employ any tent or other enclosed shelters, including vehicles and trailers, on public property along a parade route or staging areas at any time.

(c) No person shall obstruct public sidewalks, paved portions of streets, or occupy any unsafe position or occupy a position which may cause damage to public or private property.

(d) From three hours before the start of a parade and continuing until the conclusion of the parade, no person shall park a motor vehicle, trailer or tent trailer on the streets designated as the parade route. Only motor vehicles and trailers which are participating in the parade are allowed to be in the areas designated as staging areas or along the parade route. Any vehicle, motor vehicle, trailer or tent trailer parked in violation of this section is a public nuisance and may be towed from the prohibited area at the owner's expense.

(e) ~~As part of the permit process,~~ The Chief of Police may authorize the permit holder to reserve places for the observation of the parade and to erect and control seating on such reserved public property.

(f) From and after twenty-four (24) hours prior to the parade and continuing until the conclusion of the parade, all dogs, except seeing-eye service dogs, police dogs and dogs which are actually part of the parade, shall be prohibited on public property along the parade route and staging areas whether or not such dogs are leashed. This subsection shall not prohibit owners of dogs who live adjacent to the parade route from taking their leashed dogs on walks to and from ~~their leashed dogs on walks to and from~~ their property using the most direct route away from the parade route.

Section 2. Effective Date. This Ordinance shall become effective immediately upon passage.

Adopted by the City Council of Bountiful, Utah, this 28st day of June, 2022.

Kendalyn Harris, Mayor

Attest:

Shawna Andrus, City Recorder

City Council Staff Report

Subject: Bountiful Emergency Operation Plan - Promulgation

Author: Asst. Chief Dave Edwards

Department: Police

Date: 6-28-22



Background

Bountiful City, in accordance with the Emergency Management Act (Utah Code 53-2a-101) desires to mitigate, prepare for, respond to, and recover from all types of emergency incidents, including both natural and man-made hazards. The primary objectives are to protect lives and protect public health and property.

Analysis

Promulgation of an Emergency Operations Plan is required for certain FEMA grant and disaster reimbursement funding. The purpose of this plan is to develop organizational responsibilities within a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency, preserve life and minimize damage, respond to emergencies, provide the necessary assistance, and establish a recovery system to return the community to its normal daily condition.

Department Review

Police

Executive

Significant Impacts

None

Recommendation

It is recommended Bountiful City adopt and promulgate the proposed EOP.

Attachments

Bountiful City Emergency Operations Plan (appendices and Emergency Support Functions provided under separate cover)

Resolution 2022-10

Bountiful Emergency Operations Plan

Introduction

Bountiful City, in accordance with the Emergency Management Act of 1981 (Utah Code 53-2) desires to mitigate, prepare for, respond to, and recover from all types of emergency incidents, including both natural and man-made hazards. The primary objectives are to protect lives and protect public health and property.

Complex and emerging threats demand a unified and coordinated approach to incident management. The National Strategy for Homeland Security; Homeland Security Act of 2002; and Homeland Security Presidential Directive-5 (HSPD-5) direct the United States Department of Homeland Security (USDHS) to lead a coordinated national effort with other federal departments and agencies and state, local and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).

Bountiful City recognizes these policies and utilizes NIMS as a basis for the Incident Command System (ICS) structure. NIMS created a standard incident management system that is scalable and modular and can be used in incidents or events of any size or complexity. These functional areas include command, operations, planning, logistics and finance/administration. The NIMS incorporates the principle of Unified Command, ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government.

Homeland Security Presidential Directive (HSPD-8) is a companion policy to HSPD-5, and provides guidance and standards, through the NIMS Integration Center (NIC), for preparedness activities. These include training, exercising, employee certification, credentialing, and national resource typing protocols.

The Bountiful City Emergency Operations Plan, using NIMS concepts and principles, addresses the consequences of an incident. It is applicable to natural disasters, human-caused incidents and planned events.

Purpose

The purpose of this plan is to develop organizational responsibilities within a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency, preserve life and minimize damage, respond to emergencies, provide the necessary assistance, and establish a recovery system to return the community to its normal daily condition.

This plan serves as a guide for community leaders and is intended to provide the general information needed to quickly and effectively respond should an emergency situation or contingency arise. It identifies legal and management responsibilities and describes actions and procedures for officials and citizens in responding to most emergency

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situations. Once in effect, the City Manager, or his/her designees, possesses the legal authority to marshal the resources of the community and provide appropriate leadership and direction. This plan promotes speed and efficiency through one channel of authority, so that individual citizens, neighborhoods, public employees and public officials can fully cooperate during emergency situations. This plan is a commonsense approach to preparedness that encourages action, not reaction. This plan does not take the place of personal, family or neighborhood preparedness.

Each participating organization or department should depend upon its own expertise to develop functional annexes and emergency support function procedures describing how to carry out its assignments in support of this plan.

In accordance with the National Incident Management System (NIMS), the decision level authority rests at the lowest practical level for the event or incident. It is the intent of this plan to identify responsibilities and delegate them to the appropriate organization. The plan also includes specific assignments and responsibilities needing special attention during events that are outside normal City operations.

Scope

- Applicable to all City departments.
- Establishes policies, strategies, and assumptions.
- Establishes a concept of operations.
- Defines coordination mechanisms to facilitate delivery of assistance.
- Assigns specific functional responsibilities to departments and organizations.
- Identifies actions to be taken to coordinate with the county, state, and federal counterparts as appropriate.
- Provides a source of planning information to local community organizations, businesses, and residents within Bountiful City.

Policies

It is the policy of Bountiful City to prepare for, respond to, and properly manage any emergent event or disaster that occurs in our community. Bountiful City prioritizes the protection of life and property, and the continuation of essential services during such incidents or events.

The City Manager, in conjunction with the Department Directors, shall exercise initiative, sound judgment, and cooperation when responding and handling events or incidents that require extraordinary measures to resolve. The Bountiful City Administration will exercise their assigned responsibilities to support the efforts of the Incident/Unified Command.

A formal Declaration of Local Emergency, issued by the Mayor, provides the legal authority to take actions deemed reasonable and necessary to resolve an incident. The declaration of emergency gives orders, rules and regulates the full effect of the law. Under such conditions,

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a curfew or other necessary measures can be imposed. Standard procedures may be expedited, especially in the area of purchasing. The declaration activates all provisions in the plan. The declaration is also a request for assistance. The request for assistance follows a pre-designated sequence: Local Cities and Districts, Davis County, the State of Utah (including the National Guard), and then Federal (including the Military).

During times of emergency, the City will strive to continue the regular delivery of services, as much as possible. During extraordinary incidents, some disruption of regular services can be expected. The City will continue regular operations as soon as possible, with prioritized response where critical needs arise. Employees and departments not directly engaged in the resolution of the emergency will extend every effort to restore and maintain City services and functions to pre-emergency levels.

Each Department Director shall provide a chain of command that will allow the continuation of routine services at the highest level possible during emergency operations. It is anticipated that upper management levels of departments may be largely engaged in the resolution of the emergency, hence the importance of prior designation of the responsibility for continued services and routine tasks within each department. The City expects individual employees to continue assigned functions and pick up additional duties likely to result from the reassignment of resources, in order to maintain the pre-emergency level of services.

All Bountiful City employees are expected to do whatever possible to contribute to the proper, safe and effective resolution of incidents. This may require efforts that go above and beyond the call of regular duties and responsibilities.

The State of Utah has adopted statutes requiring all persons exercising police authority to be "Certified" by the State of Utah. Only Certified Officers will be able to exercise police power, even in times of disaster or emergency.

City employees have a responsibility to be available to work following an incident to provide essential municipal services to the public. To this end, employees are expected to establish a family emergency plan, get an emergency supply kit, and be informed about local hazards. Department Heads, Directors and supervisors should be aware of family concerns and allow employees time to respond and take care of immediate family needs as soon as possible. Once off duty employees have secured their families, they are expected to fill-in for on-duty employees allowing them an opportunity to assist their own families.

Situation and Assumptions

Situation – Hazard Analysis Summary

Bountiful City may be exposed to many emergencies, all of which have the potential to disrupt the community, cause property damage, and create casualties. Possible natural and technological hazards include the following:

- **Climate:** Bountiful City is prone to the effects of severe weather. These are usually thunderstorms and snowstorms. The City is also prone to severe windstorms referred to as “East Winds”. Historically, Bountiful City has experienced gusts of over 100 mph and sustained winds of 80+ mph. Severe storms result in secondary problems dealing with power, heating and travel.
- **Floods:** The potential for flooding due to spring runoff and especially from summer thunderstorms is high in Bountiful. Weber Basin Water District maintains a large irrigation pipeline running through Bountiful City. Any incident causing a break in the line would likely result in massive flooding.
- **Earthquake:** Bountiful City is located along the Wasatch Fault in foothills of the Wasatch Mountain Range in the southern part of Davis County. A major earthquake in the area would result in loss of life and in millions of dollars in damage to residential structures, businesses, industries, and critical infrastructure. Portions of Bountiful City lie within a liquefaction zone and may suffer the effects of liquefaction during an earthquake.
- **Mudslides:** Bountiful City has a significant mudslide potential, and danger of slides exists all along the east bench. Thousands of homes have been constructed along the mouths of five major drainages and on the alluvial plains of the city. A major earthquake in the area, or extreme rainfall or spring runoff could result in loss of life and in millions of dollars in damage to residential structures, businesses, industries and critical infrastructure due to mudslides or water saturated soil movement.
- **Hazardous Materials:** Bountiful City has several transportation routes passing through or adjacent to it. Many types of materials are transported by truck daily. Petroleum refineries in neighboring communities house large volumes of chemicals. Some of this material is hazardous in nature and if released into the environment, could cause personal injury and/or property damage.
- **Terrorism/Criminal Acts:** Terrorists use any and all forms of destructive activity to promote their cause. The probability of being able to warn citizens and responders of an impending terrorist attack is greatly dependent on investigation and surveillance of Federal, State and local law enforcement agencies and their intelligence capabilities. Protection of critical infrastructure within the City will

lessen the probability of, and/or mitigate the effect of a terrorist attack.

- **Pandemic:** Pandemic disease can substantially disrupt the community. Potential consequences include severe stress on the ability of hospitals and health care providers to care for the sick and disruption of essential community services. Measures to slow the spread of the pandemic virus which themselves interrupt community activities (e.g., school closures, home isolation/quarantine, event cancellations, facility closures) can have adverse economic and social effects.
- **Utility Disruption/Infrastructure Failure:** Loss of electrical power presents a critical threat to life safety which increases with the length of time service is disrupted. Disruption of culinary water and sewer services also present a threat to life and safety. Earthquake, fire and wind events frequently result in utility service interruptions.
- **Fire:** Bountiful City's eastern slopes border National Forest lands and are heavily wooded. The wildland urban interface areas along the bench consist of steep canyon areas with limited access and heavy vegetation. These areas create a high potential for urban wildfire which, when combined with downslope winds have the potential to cause loss of life and millions of dollars in damage to residential structures.

Planning Assumptions

1. Bountiful City will continue to be exposed to the hazards noted above as well as to others that may develop in the future.
2. Bountiful City officials recognize their responsibilities regarding public safety and well-being and assume their responsibilities in the implementation of this plan.
3. After a major disaster, people are going to be on their own for a period of time.
4. Once the City can respond, it will not be able to meet all needs.
5. The City will set priorities to determine which capabilities to focus on.
6. The City will meet the greatest number of needs with resources available.
7. If properly implemented, this plan will reduce or prevent disaster related losses.
8. Agencies and organizations that support this plan will assist in the planning process and will participate in training classes and exercises which are designed to increase the overall preparedness posture of the City;
9. Bountiful City Manager or his designee, will coordinate the duties and responsibilities of the participating jurisdictions, agencies, and organizations both during the planning, training, and exercise process and in each phase of actual emergency or disaster.
10. The National Incident Management System (NIMS) will be used to allow proper coordination between local, state and federal organizations.
11. The Incident Command System (ICS) as a part of NIMS will enable the effective and efficient incident management by integrating a combination facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the ICS.

Operational Concept

General

1. Bountiful City is responsible to undertake comprehensive emergency management to protect life and property from the effects of hazardous events. Local government has the primary responsibility of emergency management activities.
2. When the emergency exceeds the City's capability to respond, assistance should be requested from Davis County, then the State of Utah. The Federal government should be asked to provide assistance to the State when appropriate.
3. This plan is based on the concept that the emergency functions for various departments will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources should be employed in both cases.
4. Day-to-day functions not contributing directly to an emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions should be redirected to accomplish emergency tasks.
5. This plan applies to all types of hazards. It is more than an operations plan in that it accounts for activities before, during, and after emergency situations.
6. Emergency responses may be implemented in stages, as needed using the National Incident Management System (NIMS). The NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles and terminology covering the Incident Command System (ICS), Unified Command (UC), management of resources, and reporting. The full-scale implementation of City emergency management resources involves the activation of the Emergency Operations Center (EOC), which serves as an Incident Command post at the highest level within the City.
7. The Bountiful City Manager will be the director for all activity in connection with Emergency Management.

Direction and Control

1. Except when incidents are handled at an Incident Command Post (ICP), central control from the Emergency Operations Center (EOC) should provide the requisite direction and control.
2. Direction and control of the Emergency Operations Center (EOC), when activated, is vested in the City Manager, who should serve as chair of the policy group.
3. The City Manager is responsible for the execution of the plan and for minimizing the effects of a disaster.
4. The City Manager maintains appointment authority of the Incident Commander and may direct or re-direct management of the emergency at his discretion. The pre-planned incident commander for all emergency responses is the Chief of Police or his designee.
5. The City Manager may designate others to assume temporary control of the EOC as required.
6. The EOC is designed to function as needed up to 24 hours a day until the emergency is resolved, or the City Manager decides it is no longer necessary.
7. The primary EOC is located in the Police Department training room. The alternate

EOC is located in the City Hall training room.

Continuity of Government

If an officer of the city is unavailable once a natural phenomenon or disaster has occurred, the designated emergency interim successor should exercise the powers and duties of the office only until the vacancy is filled in accordance with applicable statutes, or until the officer or an emergency interim successor earlier in the order of succession becomes available to exercise the powers and duties of the office.

The City offices function as the seat of government in the event of a natural phenomenon or disaster. The City Manager, upon determination that the City offices are not capable of functioning as the seat of government for the City, may designate another location, outside the City if necessary, to serve as a seat of government during the emergency.

It is important to ensure the continuity of essential governmental functions to the greatest extent possible under circumstances that may disrupt normal operations. Readiness requires that the City be able to continue meeting the needs of its people despite the fear, chaos, and suffering that disasters breed. Discontinuity in the City's ability to conduct the public's business is reflected in lost information, revenue, programs, credibility, and confidence, with increased vulnerability, chaos, and human suffering. Continuity of Government is best ensured through effective Continuity of Operations Planning.

Continuity of Operations (COOP) Planning

All City departments shall prepare and maintain department specific Continuity of Operations Plans to provide continued essential city services in addition to their assigned emergency/disaster response and recovery responsibilities in the event of a full or partial failure of mission critical systems. Key elements of a viable COOP capability include:

- Identification of essential functions.
- Delegation of authority.
- Orders of succession.
- Evacuation, accountability, notification.
- Alternate facilities.
- Interoperable communications; and
- Vital records and databases protection.

Support of the Continuity of Operations needs of all departments will be prioritized in the response and recovery operations directed and coordinated at the EOC so that essential City services can be performed.

The City Manager will direct city responses to emergent events. If unavailable, his designee will act in the City Manager's behalf. The chain of succession will be as follows: City Manager, Asst. City Manager, City Attorney, City Engineer, Police Chief and Finance Director.

Coordination with Cities, County and State

1. Mutual Aid. Should Bountiful City resources prove inadequate during emergency operation, requests should be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency negotiated mutual aid agreements or understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.
2. Bountiful's Emergency Operations Plan is a part of an overall approach to emergency management in Davis County and the State of Utah and works in coordination with other agency's plans. The Bountiful Plan is specifically designed to handle emergency situations within its municipal boundaries. However, many emergencies reach far beyond the boundaries of the City. These emergencies will be managed either by the county, state or federal government with the City performing its part in conjunction with those governmental jurisdictions using the NIMS concept of unified command.
3. In an emergency, there is a multi-step process that must be followed to ensure the proper receipt and coordination of county, state and federal assistance. The process will be outlined here in brief:
 - a. Disaster occurs
 - b. City Manager activates the Emergency Operation Plan
 - c. Mayor issues a local declaration of emergency

Local "State of Emergency" Defined

A local "State of Emergency" exists whenever the City or an area therein is suffering, or in imminent danger of suffering, an event that may cause injury or death to persons, or damage to or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety and welfare. Such an event shall include but not be limited to the following: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, terrorist attack and war.

Local Declaration of Emergency

The Mayor may issue a proclamation that a local state of disaster or severe emergency exists in the City. The executive order or proclamation shall indicate the nature of the disaster, the area(s) threatened or affected and the conditions creating the disaster or emergency. This declaration must be issued before county, state or federal assistance can be requested. (Utah Code 53-2a-208).

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Any order or proclamation declaring, continuing, or terminating a local emergency shall be filed promptly with the Bountiful City Recorder. (Utah Code 53-2a-208). The declaration should then be forwarded to the Davis County Emergency Management Director in an expedient manner, followed by hard copy.

A local emergency shall not be continued or renewed for a period in excess of 30 days except by or with the consent of the governing body. (Utah Code 53-2a-208).

When Bountiful City has proclaimed an emergency, the City Manager has the authority to impose all necessary regulations to preserve the peace and order of the City, including but not limited to:

1. Imposing curfews in all or portions of the City;
2. Ordering the closure of any business;
3. Closing to public access any public building, street or other public area;
4. Calling upon regular and/or auxiliary law enforcement agencies and organizations;
5. Providing/requesting mutual aid to/from other political subdivisions; and
6. Obtaining commitments of local resources in accordance with emergency plans

Rationale for Declaration of a Local State of Emergency

The rationale for declaring an official local “State of Emergency” is threefold:

1. To acknowledge that the City has experienced a disaster and has responded to the best of its ability. The local declaration is the first step toward a state and federal declaration, which would then activate eligible state and federal disaster relief programs to provide financial relief to both the City and the public.
2. To alert the Davis County Emergency Services Director and State of Utah Division of Emergency Management that local resources are being fully utilized and that county and state assistance may be requested; and
3. To empower the local officials to take extraordinary measures necessary for protecting life, property and the environment while affording some safeguards against legal liability.

Response Procedures

The police, fire, or public works departments generally initiate implementation of the Incident Command System. The affected department notifies the City Manager when:

- Needs exceed authority
- Actions required are contrary to instructions
- Incidents involving multiple deaths
- Incidents involving severe environmental damage
- Resource needs are greater than those available
- Actions have produced unanticipated results
- Whenever circumstances are such that the Incident Commander believes the City Manager should be notified.

Once notified, the City Manager and Incident Commander together should make an assessment to determine what resources the City Manager can provide to the Incident Commander. These services may include information, procurement of resources, collection and provision of incident data, and interface with government authorities.

The City Manager should keep the Mayor and City Council informed and determines partial or full activation of the Emergency Operations Center (EOC) as necessary.

The EOC may be activated by the City Manager, under the following conditions:

- If the incident is such that the Incident Command System needs to be expanded.
- If the City Manager deems it necessary.
- To support overall management of the incident; and
- To assist the Incident Commander in handling the response to the immediate incident scene.

The Incident Command System (ICS) functions of operations, planning, logistics and finance are supported at the EOC. At this time, the Command Post becomes an extension of the Operations Section within the EOC.

Activation of the Emergency Operations Center

See Appendix 1

Public Information Procedures

Public Information will be coordinated through the Public Information Officer (PIO) who coordinates with the media for the distribution of emergency public information, press releases, and interviews with City officials. The PIO in coordination with the City Manager may establish a Joint Information Center (JIC) to expand this function and monitor all forms of media. (See ESF – 14 for more detailed information.)

Volunteers and Private Organizations

Within Bountiful City, there are several faith-based and voluntary organizations that provide assistance in responding to emergencies, disasters or major catastrophes. Bountiful City has chosen to partner with the LDS Church, using existing church geographic boundaries and leadership structures to organize citizen responses to emergencies or disasters. Each LDS Church Stake is designated as a Bountiful City Emergency Preparedness District, encompassing all citizens, businesses, schools and structures within those boundaries. District (Stake) Leaders assist the City to organize and guide citizens/volunteers in preparing for, mitigating and responding to emergent or disastrous events, large and small, in our community. Each LDS Ward is designated as an Emergency Preparedness Area.

Bountiful Neighborhood Emergency Preparedness Council (BNEPC)

Bountiful City has organized and maintains the Bountiful Neighborhood Emergency Preparedness Council, to establish a structure for coordinating the emergency preparedness

and response efforts of citizen volunteers with the efforts and resources of Bountiful City. The BNEPC is chaired by and functions under the direction of the Emergency Manager. The BNEPC is made up of citizens selected for their abilities, skills and commitment to emergency preparedness and the community. The mission of the BNEPC is to:

1. Serve as a direct communication link between the City and Preparedness Districts.
2. Assist the City with educating citizens on preparedness topics designed to increase individual, family and neighborhood resilience to disaster or emergencies.
3. Coordinate pre-disaster mitigation projects designed to lessen the impact of a disaster.
4. Facilitate amateur radio emergency communications (ham radio) between the City EOC and the Emergency Preparedness Districts during an emergency or disaster. Designated frequencies for Bountiful EOC are 439.700 mhz and 439.725 mhz.
5. Facilitate CERT Training in conjunction with South Davis Metro Fire Department to provide trained volunteers in the neighborhoods to assist Preparedness District Leaders during an emergency or disaster. Lists of CERT trained citizens will be provided to District Leaders.

Bountiful Jeep Posse

The Bountiful Jeep Posse is a service organization with a history of serving the community during emergencies. Their specific missions are:

1. To assist police with traffic control and or restrict traffic or pedestrian access to any area involved in an emergency, at the direction of the Police Department or City.
2. Assist with searches in the community i.e. missing children or elderly.
3. Provide first responders with meals and rehabilitation/rest provision and shower facilities during prolonged response operations.
4. The Jeep Posse is activated and directed by the Police Department. Jeep Posse members are not certified police officers and will not be used to enforce laws. Contact and callout information for the Jeep Posse is maintained by the Bountiful 911 dispatch center.
5. Assist Bountiful City in any relevant capacity during emergencies.

Davis County Amateur Radio Emergency Services (ARES)

The Davis County ARES group is a radio service organization designated by Davis County Emergency Management as the amateur radio component for emergency communications in Davis County. ARES will supplement the ham radio component of the BNEPC as needed. ARES contact information is maintained by Davis County 911 Communications. Callout for ARES is accomplished by calling Davis Dispatch and requesting assistance, or by using ham radio to request ARES assistance on frequencies 147.420 and 147.040.

Structure and Assigned Responsibilities

City officials and staff share the responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to mitigate risks, prepare City personnel and encourage citizens to prepare to respond effectively and facilitate recovery following a disaster.

Planning activities should provide for ongoing programs that prevent loss of life and property damage and establish response and recovery capabilities to restore normalcy in the

disaster area within the shortest possible time. Operational plans should achieve specific objectives related to the goals of emergency planning. The designation of responsibilities is based on the unique capabilities of each City department.

The following is the assignment of emergency functions to positions and departments of Bountiful City, in addition to their normal duties. The function applies to all parts of the Plan when a specific part is not designated. Each department is responsible for developing and maintaining its own departmental emergency plan with its Standard Operating Guidelines (SOGs), which should address the following responsibilities. (This plan also includes Emergency Support Function (ESF) annexes which further define the delegation of responsibilities and outline non-city agencies with a role in emergency response activities.)

City Government

In general, Bountiful City should be prepared to:

1. Direct and control local response to a wide variety of disasters.
2. Provide immediate response through local resources and personnel. Establish readiness procedures that ensure proper training, notification of personnel and the availability of personnel, material and equipment in an emergency.
3. Establish and activate mutual aid agreements when specific aid is needed.
4. Request assistance from state and federal government when (1) local resources are fully committed and found to be inadequate and/or (2) a particular capability is required but is not available locally.
5. Participate in state and federal efforts to accomplish hazard mitigation plans and studies.

The City Manager is responsible for the overall administration of the City's emergency operations. The duties of the City Manager include, but are not limited to:

1. Sets policy for emergency response organization.
2. Assumes responsibility for the overall response and recovery operations.
3. Designates an Emergency Manager in accordance with UT Code 53-2a-807.
4. Activates the Bountiful Emergency Operations Plan when needed.
5. Coordinates with the Mayor and City Council.
6. Uses all available resources of the City as necessary to cope with the disaster.
7. Transfers the direction, personnel, or functions of the City Departments or Divisions for the purpose of performing or facilitating emergency operations.
8. Authorizes the strategy for recovery.

The Emergency Manager is responsible for the planning and coordination of emergency management and preparation activity in Bountiful City. Duties include but are not limited to:

1. Develop and update the City's EOP as necessary based on lessons learned during exercises and actual emergencies.
2. Serve as Chairman of the Bountiful Neighborhood Preparedness Council.
3. Develop, update and carry out an effective comprehensive exercise plan.

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4. Arrange appropriate orientation, training and exercise opportunities for City employees involved in the EOP.
5. Receive, review and approve departmental emergency operations plans (SOPs) and updates.
6. Oversee the EOC Facility Manager's efforts in preparing, establishing and coordinating the operation of the EOC.
7. Serve as the City's liaison with District Leaders/Coordinators and CERT efforts within the City.
8. Oversee the preparation of a process, ahead of time, to effectively utilize spontaneous volunteers.
9. Review and present emergency preparedness grant funding opportunities to the City Manager for consideration.

Mayor and City Council

The Mayor and City Council's actions, during and following an emergency, influence community members as well as employees, and directly impact the City's ability to protect lives and property. The Mayor and City Council work closely with the City Manager in a similar capacity as they work with the City Manager during normal operations.

When a disaster strikes, the Mayor and City Council often will serve as a primary conduit between the government and the public both during and after the event. It may hold public meetings to conduct the business relevant to response and recovery from the disaster (for example, the adoption of ordinances) and to hear from and communicate with the public. Additionally, the Council may review potential or threatened litigation and provide general direction to the City Manager in such matters. Specific responsibilities of the City Council include:

1. Receive regular updates and briefings from the City Manager.
2. Review and approve the declaration of a local "State of Emergency" if it needs to be continued or renewed for a period in excess of 30 days.
3. Conduct public meetings to determine public needs and identify current or future City actions related to the disaster.
4. Review requirements for special legislation and development of policy.
5. Establish policies and pass important resolutions for the management of the emergency.
6. Consider and advise both short- and long-term recovery strategies.
7. Support a multi-agency disaster response.
8. Survey problem sites in Bountiful and assist residents and the City in finding solutions to problems resulting from the disaster.
9. Visit impacted areas, shelters, and other temporary facilities to spot problems and special issues.
10. Host and accompany VIPs and government officials on tours of the emergency/disaster.
11. Participate in training as required by State & Federal law.

Public Information Officer (PIO)

1. Functions in accordance with ESF 14 – Public Information Systems.
2. Provides the public accurate, timely, and useful information and instructions throughout the emergency period.
3. Manages all information released both internally and externally.
4. Advises the City Manager, Department Directors and Public Officials on matters of emergency public information.
5. Establishes and maintains a working relationship with local media.
6. Prepares a call-down list for disseminating emergency public information to groups that do not have access to normal media (e.g. employees)
7. Prepares emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and ensures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.

EOC Facility Manager (Information Systems Director)

1. Maintains the EOC (and alternate EOC) facilities in a condition where they can be set up with needed supplies and equipment to function as exercised with minimal delay.
2. Ensures that a plan is in place to activate EOC communication systems (telephones, computers, radios) when the EOC is activated.
3. Sets up communication systems, projectors and monitors, tables, chairs, easels, signs, office supplies, and other items specified by the Planning Section Chief, such as maps, charts, checklists and plans, when the EOC is activated.

Department Directors

Directors of City departments are responsible for emergency operations within their departments as follows:

General

1. Continue to perform routine day-to-day department tasks as able.
2. Provide EOC representation as required in this plan or as requested by the City Manager.
3. Become familiar with departmental responsibilities outlined in this plan, including the appendixes and ESF annexes.
4. Develop, maintain, and exercise department plans, standard operating procedures and checklists necessary for accomplishing assigned tasks.
5. Maintain a current emergency resource database of department equipment, personnel available to perform assigned functions.
6. Primary agencies/departments that have a lead role in an ESF should develop and maintain an appropriate response capability and ensure that all personnel assigned specific functional responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities.
7. Supporting agencies/departments with a supporting role in an ESF should assist primary agencies/departments in preparing and maintaining SOPs and should provide support for ESF operations. Each supporting agency/department should participate in

- the process of exercising, reviewing and maintaining and implementing this plan.
8. Train department employees at least annually in their emergency roles and responsibilities.
 9. Provide departmental technical/operational response to disasters or their effects.
 10. Maintain administrative control of department employees when tasked to support other agencies or jurisdictions.
 11. Coordinate plans, procedures and preparations with appropriate governmental, private and volunteer agencies.
 12. Assist in assessing/reporting damages to any City facility or property to the EOC.
 13. Record and report all costs incurred in carrying out emergency operations. Best practices must be followed on all financial/logistical record keeping.

Specific

South Davis Fire Department

1. The Fire Chief or his designee may function in the Policy Group or Operations Section of the EOC, when activated. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESFs 04 – Fire and Rescue Operations, 08 – Health and Medical, 09 – Urban Search and Rescue, 10 – Hazardous Materials Response, and Annex A - Evacuation. Provides support services for ESFs 06 – Mass Care.

Police Department

1. The Police Chief may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1). Continue normal public safety operations as resources allow, prioritized by severity of need.
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESFs 2 – Communications and Warning, 13 – Public Safety and Security and Annex A - Evacuation. Provides support services for ESFs 01 - Transportation, 06 – Mass Care, 08 – Health and Medical, 09- Search and Rescue Operations, 10 – Hazardous Materials

Public Works

1. The Public Works Director/City Engineer may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESF 01 – Transportation and ESF - 03 – Public Works. Provides support services for ESF 09 – Search and Rescue Operations, ESF 10 – Hazardous Materials, and Annex A – Evacuation.

Power Department

1. The Power Department Director may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1). The power department's priority will be ensuring electrical service to the community continues or is restored as quickly as possible.
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESF 01 – Transportation and ESF - 03 – Public Works.

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Provides support services for ESF 09 – Search and Rescue Operations, ESF 10 – Hazardous Materials, and Annex A – Evacuation.

Streets Department

1. The Streets and Sanitation Department Director may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESF 01 – Transportation and ESF - 03 – Public Works. Provides support services for ESF 09 – Search and Rescue Operations, ESF 10 – Hazardous Materials, and Annex A – Evacuation.

Water Department

1. The Water Department Director may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESF 01 – Transportation and ESF - 03 – Public Works. Provides support services for ESF 09 – Search and Rescue Operations, ESF 10 – Hazardous Materials, and Annex A – Evacuation.

Information Systems Director

1. The Public Works Director/City Engineer may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1. Provides support services for ESF 02 – Communications

Finance Director

1. The Finance Director may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.

Planning and Economic Development

1. See detailed responsibilities for the Planning Section in Basic Plan Appendix 1.
2. Provides primary services for ESFs 05 – Information Analysis and Planning, 07 – Resource Management. Provides secondary services for Annex A – Evacuation.

Parks and Recreation Director

1. The Public Works Director/City Engineer may function in the Policy Group or Operations Section of the EOC as needed. (See Appendix 1).
2. See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
3. Provides primary services for ESF 01 – Transportation and ESF - 03 – Public Works. Provides support services for ESF 09 – Search and Rescue Operations, ESF 10 – Hazardous Materials, and Annex A – Evacuation.

Legal

1. The City Attorney functions in the Policy Group of the EOC, when activated. (See Appendix 1).

BOUNTIFUL CITY EMERGENCY OPERATIONS PLAN

2. The City Attorney functions as or provides guidance to the Public Information Officer (PIO) and provides primary services for ESF 14 – Public Information Systems.
3. Provides legal counsel.
4. Provides guidance for the development of ordinances and resolutions in support of emergency operations.
5. Reviews actions taken to ensure compliance with local, state, and Federal laws and regulations.
6. Provides secondary services for Annex A – Evacuation.

Finance

1. See detailed responsibilities in Basic Plan Appendix 1, under Finance Section.
2. Provides support services through cost and procurement units for ESF 07 – Resource Management.
3. Provides accounting and financial services for receipt and disbursement of emergency funds.

Management Services

1. The City Manager functions in the Policy Group of the EOC, when activated (See Appendix 1).
2. The Human Resources Department functions with the Logistics Section of the EOC to track employees and facilitate communications between the employees and their families.
3. The Information Systems Director functions as the EOC Facility Manager.
4. The Information Systems Department functions with the Logistics Section to provide technical support of computers, networks, communication equipment, data management, telephones, etc. (See ESF 02 – Communications).
5. The Information Systems Department protects the City's computer systems, networks and files in the event of a disaster.
6. The Information Systems Department functions with the Logistics Section to provide technical support of computers, networks, communication equipment, data management, etc. (See ESF 02 – Communications).

After-Action Reports

Following a City response to an emergency, disaster, or major catastrophe, the City Manager will coordinate the preparation of an after-action report documenting the City's response efforts. Within 15 workdays following the termination of a disaster, each department involved in the response effort will provide the City Manager with an after-action report outlining that department's involvement in the disaster. The City Manager or his designee will compile a summary After-Action Report and submit a copy of the completed report to each of the involved agencies, outlining best practices and lessons learned.

Training and Exercises

Training

Department Directors should provide employees at least annual training on the departmental and City Emergency Operations Plans. Requests for training courses or assistance in training personnel will be coordinated through the City Manager.

Exercises

Bountiful City will hold annual exercises, which may consist of seminars, workshops, tabletops, drills, functional and/or full scale. The greatest benefit can be achieved through a building-block approach that either exposes program participants to gradually increasing levels of complexity and/or builds upon lessons learned from previous exercises.

Annually, the Emergency Manager schedules an Integrated Preparedness Planning Workshop (IPPW). This is a periodic meeting that establishes the strategy and structure for the exercise program, in addition to broader preparedness efforts. The Integrated Preparedness Plan (IPP) is a plan for combining efforts across the elements of the Integrated Preparedness Cycle to make sure jurisdictions/organizations have the capabilities to handle threats and hazards. Training and Exercise Planning Workshop (TEPW) with the Department Directors, and other employees they may request to participate. This is intended to be a meeting to review City capabilities and to update the City's Multiyear Training and Exercise Plan. The TEPW is an opportunity for the City to translate its emergency management goals and priorities into specific training and exercise events designed to establish or strengthen needed capabilities.

Plan Development and Maintenance

The Emergency Manager proposes written updates to this plan annually from deficiencies discovered and recommendations made in the After-Action Report/Improvement Plans (AAR/IP) from the preceding year and from lessons learned during actual emergencies. Contact information for personnel and resources is also updated. Executive Staff reviews the proposed plan updates, makes needed changes, and directs the Emergency Manager to distribute the updated plan to employees and organizations having a copy of the plan. Changes should be noted on the Revision Log and a revision date (month/year) should be added to the footer of each page.



BOUNTIFUL

BOUNTIFUL CITY, UTAH RESOLUTION NO. 2022-10

MAYOR
Kendalyn Harris
CITY COUNCIL
Millie Segura Bahr
Jesse Bell
Kate Bradshaw
Richard Higginson
Cecilee Price-Huish
CITY MANAGER
Gary R. Hill

A RESOLUTION APPROVING AND ADOPTING THE BOUNTIFUL CITY EMERGENCY OPERATIONS PLAN

WHEREAS, Bountiful City recognizes the wide range of potential natural and human-made hazards and the need for an ongoing emergency operations planning to respond to such hazards; and

WHEREAS, Bountiful City, in accordance with the Utah Emergency Management act of 1981 (Utah Code Annotated §53-2), desires to mitigate, prepare for, respond to, and recover from all types of emergency incidents, including both natural and human-made hazards; and

WHEREAS, an Emergency Operations Plan (EOP) provides a framework for the City to plan and implement emergency functions and is necessary to coordinate and support a more efficient response; and

WHEREAS, the Bountiful City Council finds that it is in the best interest of the City and its citizenry to formally adopt the EOP.

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

Section 1. Adoption. The Bountiful City Emergency Operations Plan attached hereto and incorporated by this reference, is hereby adopted and replaces all previous or existing emergency operations plans.

Section 2. Effective date. This Resolution shall take effect immediately upon passage.

APPROVED, PASSED AND ADOPTED BY THE BOUNTIFUL CITY COUNCIL THIS 28TH DAY OF JULY 2022.

Kendalyn Harris, Mayor

ATTEST:

Shawna Andrus, City Recorder