

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

3 Bountiful City Hall Planning Conference Room  
4 April 10, 2019 (4:00 p.m.)  
5

6 Present:

7 Committee Members: Randy Lewis (Chair), Richard Higginson & Kate Bradshaw  
8 City Manager: Gary Hill  
9 Assistant City Manager: Galen Rasmussen  
10 Department Personnel: Shannon Cottam, Greg Martin, Lloyd Cheney,  
11 Todd Christensen, Chad Wilkinson, Clint Drake,  
12 Tyson Beck, David Burgoyne  
13

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

18 Committee chair Randy Lewis called the meeting to order at 4:00 p.m., and welcomed those in  
19 attendance.

20 **PRESENTATION OF BUDGET**

21 Planning Department Budget

22 Chad Wilkinson, Planning Director, reviewed the budget proposal for the Planning Department.  
23 Changes in the Personnel Services category were noted as a 2% cost of living allowance and health  
24 insurance premium increases. The Committee members thanked Chad and the Planning Department  
25 for their service.

26 Redevelopment Agency (RDA) Budgets

27 Chad Wilkinson, RDA Director, reviewed the budget proposals for the Redevelopment Agency of  
28 Bountiful. Plans for the Revolving Loan Fund were outlined including a detail of loans outstanding.  
29 The Operating Fund of the RDA was reviewed next with highlights mentioned on changes between the  
30 current budget and the proposed Fiscal Year 2020 budget. Chad noted that the trend in Property Tax  
31 Increment has been downward over the last few years with no obvious reason. Chad indicated that  
32 he and Galen Rasmussen had been reviewing a consultant proposal for studying the Property Tax  
33 Increment trends and having the consultant develop an analytical model to monitor the Tax  
34 Increment ongoing. As represented to the Taxing Entities Committee, a focus has been made to  
35 continually reduce the operations and maintenance category in percentage terms over time.  
36

1 Human Resources Department Budget

2 Shannon Cottam, Human Resources Manager, presented the budget proposal for the Human  
3 Resources Department. Shannon noted that the department is small with two Full-Time Equivalent  
4 (FTEs) and the Personnel Services category has the largest change with a citywide 2% cost of living  
5 allowance and a citywide 10% medical insurance premium increase (this preliminary increase will be  
6 adjusted to a 4% increase in the final budget citywide due to updated numbers now available from  
7 the insurance broker). Human Resources has responsibility for citywide and South Davis Recreation  
8 District payroll, employee benefits and training programs. It was noted that Open Enrollment will be  
9 held at the Police Department on May 16<sup>th</sup>. The process will be conducted via computer. There is  
10 also an upcoming employee Day of Service on May 23<sup>rd</sup> for planting of flowers in City locations.

11 Engineering Department Budget

12 Lloyd Cheney, City Engineer & Public Works Director, and Todd Christensen, Assistant City Engineer,  
13 reviewed the budget proposal for the Engineering Department. It was noted that the overall budget  
14 dollar value for Fiscal Year 2020 is lower than the current budget year primarily to changes in  
15 Personnel Services and retirement of the former City Engineer & Public Works Director. There are  
16 plans to hire two interns (one for the summer) to assist with various projects. Adjustments have been  
17 made in certain operations and maintenance line-items including office supplies, software and travel  
18 and training to accommodate needs of employees in better delivering services.

19 The department will retain their 1996 Jeep Cherokee with approximately 80,000 miles and plans to  
20 sell their 2001 Ford F150. The Jeep Cherokee will be used by the interns for traffic counting and  
21 similar summer work. There is one change in the Engineering fees that deals with recovering county  
22 imposed fees for recording subdivision changes. Committee member Kate Bradshaw noted that there  
23 may be effects on City operations in this regard through recent legislation (House Bill 247 “County  
24 Recorder Fees Amendments”).

25 Information Technology Department & Computer Replacement Fund Budgets

26 Gary Hill and Greg Martin, Systems Analyst, presented the budget for the Information Technology  
27 Department and the Computer Replacement Fund. It was noted that the City recently added  
28 redundant connectivity through use of a UTOPIA and a CenturyLink fiber connection. When fully  
29 implemented, the UTOPIA and the CenturyLink connections will be backups to one another in the  
30 event of a network failure. The Information Technology budget contains similar changes in Personnel  
31 Services as other departments mentioned.

32 The Computer Replacement Fund has a budget request in Fiscal Year 2020 to replace 40 computers of  
33 a total 200 computers citywide. Each department of the City contributes to provide funding for  
34 computer replacement operations.

1 Finance Department Budget

2 Tyson Beck, Finance Director, and David Burgoyne, Assistant Finance Director and Deputy City  
3 Recorder, presented the budget request for Fiscal Year 2020 from the Finance Department. The  
4 budget includes merit increases in the salaries for two employees and other changes noted in other  
5 budgets for a cost of living allowance and health insurance premiums. There was a note made of how  
6 certain citywide costs are budgeted. In the case of Finance, this department accounts for all Banking  
7 and Investment Fees for the Capital funds of the City. This is done for simplicity.

8 Debt Service; Municipal Building Authority; Cemetery Perpetual Care; and Landfill Closure Budgets

9 By invitation, Tyson Beck outlined the budget requests for several smaller special revenue type  
10 budgets. The Debt Service budget contains only figures for interest earnings and carries a cash  
11 balance. The City has no general debt which would require use of a debt service fund. The fund is  
12 maintained in case of future need. In similar manner, the Municipal Building Authority Fund is  
13 maintained now for future need only since all financial activities have concluded.

14 The Cemetery Perpetual Care Fund is maintained to receive funding from cemetery lot sales for  
15 building a fund of money which will allow for care of the Cemetery property in perpetuity after its  
16 closure. There was a discussion among Committee members and Gary Hill regarding the continued  
17 pace of cemetery lot purchases. Bountiful City is still the cemetery of choice for many in the County  
18 and sales reflect this. The Landfill Closure Fund, in similar manner to the Cemetery Perpetual Care  
19 Fund, is designed to accumulate funds for perpetual care of the Landfill once it is closed.

20 Treasury Department Budget

21 Galen Rasmussen presented the Treasury Department budget request. Highlights of line-items  
22 related to Personnel Services were noted in similar manner to other previously presented budgets.  
23 There is also a small increase in the amount allocated for processing and mailing of utility bills. The  
24 department is staffed by the City Treasurer with four full-time and two part-time customer service  
25 staff members. The department manages a nearly \$100 million dollar investment portfolio and  
26 handles billing and customer services functions for the utilities of the City.

27 Legislative Department Budget

28 Gary Hill presented the budget request of the Legislative Department and reviewed key line-items  
29 with the Committee including a discussion on the contingency fund in the operating section which is  
30 used to cover budget shortfalls due to road salt usage. There was also a mention that the budget  
31 includes an allocation for election expense assuming both a primary and general election. As has  
32 been the case historically, there are four organizations or city committees that receive funding from  
33 the Legislative Department. Those organizations and entities are Bountiful Davis Arts Center,

1 Bountiful Historical Preservation Foundation, Bountiful City Youth Council and the Bountiful  
2 Community Services Council.

3 A review of the long-term capital plan for the Legislative Department was also made. Key projects  
4 include the remodel of City Hall; improvements at the 500 South entry point to the City; construction  
5 of the Ice Ribbon in the downtown plaza project; allocation of 1% of capital projects for addition of art  
6 in the City; and a small contingency.

#### 7 Executive Department Budget

8 Gary Hill presented the budget request of the Executive Department and outlined the organization of  
9 the department. Budget line-item changes are in line with other similar departments in the General  
10 Fund.

#### 11 Legal Department, Liability Fund and Workers Compensation Fund Budgets

12 Clint Drake presented the budget request of the Legal Department including a discussion of changes in  
13 the Personnel Services area. A new prosecutor has just been hired so the final adopted budget will  
14 reflect changes to account for this along with the Victim Advocate position which is funded by a grant  
15 program. This position is programmed for 24 hours per week and matching funds come from in-kind  
16 donations of the City. There is also an increase in the budget for the public defender contract which  
17 was recently changed.

18 Clint noted that the drivers for both the Liability Insurance Fund and the Workers Compensation Fund  
19 are the claims paid. Both funds have been managed to reduce claims and funding comes from  
20 department contributions and from interest income.

21 With no further comments or questions on any of the budgets, Committee member Kate Bradshaw  
22 made a motion to accept the tentative budget of the Planning, Human Resources, Engineering,  
23 Information Technology, Finance, Treasury, Legislative, Executive and Legal departments and the RDA,  
24 Computer Replacement, Debt Service, Municipal Building Authority, Cemetery Perpetual Care, Landfill  
25 Closure, Liability Insurance and Workers Compensation funds, as presented, and Committee member  
26 Richard Higginson seconded the motion. Voting was unanimous with Committee members Lewis,  
27 Bradshaw and Higginson voting "aye".

28 The meeting adjourned at 5:40 p.m. on a motion made by Committee member Higginson and  
29 seconded by Committee member Bradshaw. Voting was unanimous with Committee members Lewis,  
30 Bradshaw and Higginson voting "aye".