

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

3 Bountiful City Hall Council Work Room

4 April 21, 2025 (8:00 a.m.)
5

6 Present:

7 Committee Members: Kendalyn Harris (Chair), Matt Murri
8 Other City Council Members: Beth Child, Kate Bradshaw
9 City Manager: Gary Hill
10 Assistant City Manager: Galen Rasmussen
11 Department Personnel: Tyson Beck, Hunter Stone, Francisco Astorga,
12 Greg Martin, Dan Urban, Jessica Sims, Lloyd Cheney, Todd
13 Christensen, Brad Jeppsen, Charles Benson
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15 Official Notice of this meeting had been given by posting a written notice of same and an agenda at
16 the City Hall and providing copies to the following newspapers of general circulation: Davis Journal,
17 Standard Examiner, and the Utah Public Notice Website.
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19 Committee chair Kendalyn Harris opened the meeting with a call to order at 8:00 a.m., and those in
20 attendance were welcomed. Committee chair Harris asked Galen Rasmussen to provide direction on
21 the order of budget presentations. It was also noted that voting by committee members for approval
22 of all budgets would be made at the end of the presentations.

23 **PRESENTATION OF BUDGETS**

24 **Finance Department**

25 Tyson Beck was asked to review the budget request from the Finance Department including a review
26 of the department functions and fiscal year priorities. A mention was made of the department's role
27 in providing administrative services for the South Davis Recreation District. A question was asked
28 about how the customer service for Bountiful Fiber was proceeding. Tyson Beck and Galen
29 Rasmussen replied that the interface between Bountiful and UTOPIA is working well.

30 Performance measures for the department were briefly outlined. As for personnel services, there will
31 be a change from what is shown in the Tentative Budget due to a clerical error in one employee's
32 budgeted salary as originally provided by HR and adjustments not captured for increases in grade
33 levels for customer service representatives. As such, there will be an overall increase of \$47,881,
34 rather than a decrease of \$24,743 in personnel services between fiscal year budgets.

35 As for other budget categories, adjustments in operations and maintenance were made for computer
36 software and hardware costs from reclassifications in how the Information Technology Department is
37 allocating overall costs citywide. A brief outline for the Administrative Services Reimbursement line

1 item was provided for information of the committee. This charge accounts for the costs of General
2 Fund departments providing services to Enterprise Fund departments. The capital request in fiscal
3 year 2026 for the department includes the cost of a replacement copier purchased originally in 2016.

4 **Debt Service Fund Budget**

5 Tyson Beck outlined the budget request of the debt service fund for fiscal year 2026. This fund
6 accounts for debt service on the general obligation debt of the city. The tax rate used to pay for this
7 debt service is adjusted annually to match the actual debt service due. A question was asked about
8 the bond ratings on the General Obligation bond issue and the Fiber Fund bond issue. Gary Hill, Tyson
9 Beck, and Galen Rasmussen noted that both bond issues essentially have the same rating but those
10 ratings were issued by two separate rating agencies.

11 **Cemetery Perpetual Care Fund**

12 Tyson Beck reviewed the budget request of the Cemetery Perpetual Care fund. This fund accounts for
13 future funding of maintenance for the cemetery after all operations have ceased. The income for this
14 fund is derived from lot sales and from interest income. Interest income was adjusted for fiscal year
15 2026 to better reflect the most currently available projections. Hunter Stone, Accountant/Treasurer,
16 was recognized for his involvement in investing activities for all funds of the city.

17 **Landfill Closure Fund**

18 Tyson Beck noted that this fund accounts for the amount needed to maintain the City landfill after its
19 eventual closure. The fund accumulates interest income on deposited amounts for that future closure
20 based on estimated life of the landfill. Funds for this landfill closure originated from a June 1990
21 settlement agreement between Bountiful City and several surrounding municipalities regarding the
22 former joint use Bay Area Refuse Disposal (BARD) landfill.

23 **Fiber Fund**

24 Tyson Beck, Galen Rasmussen, Gary Hill, and Lloyd Cheney reviewed the budget request of the Fiber
25 fund. The construction phase for the project is still underway but nearly complete and approximately
26 one year ahead of schedule. An original estimate of a 4% take rate at this point was anticipated from
27 the original projections made by staff. The Fiber Fund has been utilizing Capital Projects Fund
28 reserves for debt service payments during the construction phase through an interfund loan and this
29 arrangement is approved to continue through the initial operational phase of the project, as needed.
30 Two project footprints are remaining for completion, but substantial completion is expected before
31 the end of June 2025 with only a few HOAs and a small number of other areas remaining.

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1 **Human Resources Department**

2 Jessica Sims reviewed the Human Resources budget request. The city has a total of 199 full-time
3 employees with 83 part-time employees. In addition to city operations, the Human Resources
4 department also supports human resource needs for the South Davis Recreation District. Department
5 functions were outlined along with key changes between the current budget year and the fiscal year
6 2026 budget. Performance measures were outlined including changes in process to arrive at more
7 meaningful measures ongoing.

8 **Information Technology Department**

9 Greg Martin outlined the budget request from the Information Technology department, including
10 department responsibilities, and fiscal priorities. A large role throughout the year has been support
11 for connecting city facilities to the Bountiful Fiber network. Other projects included implementation
12 for multi-factor authentication to bolster network access security. Performance measures were
13 reviewed along with dollar changes in the operations and maintenance categories include
14 reclassifications made in how citywide information technology expenses will be allocated through the
15 Computer Replacement Fund from fiscal year 2026 forward.

16 **Computer Replacement Fund**

17 Greg Martin reviewed the budget request of the Computer Replacement fund. This fund is used to
18 track and account for the eventual replacement of computers and related hardware using a
19 replacement schedule by category of software and equipment. The ten-year capital plan of the fund
20 was also reviewed with committee members.

21 **Engineering Department**

22 Lloyd Cheney reviewed the budget submission of the department, including the department's
23 involvement with all public works and planning and development activities of the City. Fiscal year
24 priorities include large projects such as the reconstruction of 200 East; Mueller Park Road retaining
25 wall construction; waterline replacement construction management; and the fiber network
26 construction project.

27 Key changes in the department budget between the current budget year and fiscal year 2026 were
28 highlighted including changes in personnel services and operations and maintenance categories.
29 Performance measures were also reviewed, and these were compared with work budgeted for in the
30 department. No capital request is being made in the department for fiscal year 2026. A change in
31 Engineering fees related to South Davis Metro Fire fees was mentioned as a pass through to the Fire
32 Agency.

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1 **Planning Department**

2 Franciso Astorga outlined the budget request of the department, department responsibilities, and a
3 review of the related fiscal year priorities. The Planning department interfaces regularly with the
4 Engineering, Legal, and Finance departments to accomplish key responsibilities. Budget line items and
5 changes between budget years in personnel services and the operations and maintenance categories
6 were presented for fiscal year 2026. There was a brief discussion on the potential for hiring a
7 dedicated economic development staff member. A broader discussion of this subject will be deferred
8 to a future meeting. A mention was made of a new fee proposed for kitchen deed restrictions.

9 **Redevelopment Agency (RDA) Fund**

10 Francisco Astorga and Gary Hill noted that the RDA area taxing authority was extended in 2015 to run
11 through 2035 to accomplish needed projects in the RDA taxing areas. Changes between budget years
12 in line items of the RDA Operating Fund were discussed along with major projects including
13 development of a restaurant location on Main Street and work at the Renaissance Town Center.

14 The Revolving Loan Fund, within the RDA, includes funds set aside for business development loans
15 provided at 3%. Loans currently outstanding were identified and a budgeted amount is set aside each
16 year to fund future requests.

17 **Legal Department**

18 Brad Jeppsen outlined the department structure and recent staff changes in the budget. The division
19 of responsibilities in the department were reviewed for the committee along with the overall
20 responsibilities of the department for civil and criminal cases. Budget line-item changes were outlined
21 in personnel services and operations and maintenance areas. A question was asked related to volume
22 of work and current size of staff. Brad expressed satisfaction with the size of staff for prosecution and
23 he noted that public defender costs appear to be in line when compared with similarly sized cities
24 using a contracted arrangement for services.

25 **Liability Fund**

26 Brad Jeppsen outlined the budget request of the fund. The city is self-insured to \$500,000 with an
27 excess insurance policy in place to cover claims over this amount. Four open cases are being worked
28 currently. There is expected to be a \$250,000 increase in the dollar amount of claims to be paid in
29 fiscal year 2025 along with associated legal assistance costs which will likely require a fiscal year 2025
30 budget amendment. Gary Hill noted that this fund may need to be replenished in the future through
31 contributions from other departments.

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1 **Workers' Compensation Fund**

2 Brad Jeppsen outlined the budget request and changes underway to move from Tristar Risk
3 Management under a partially self-insured risk model to a fully insured risk model with the Workers'
4 Compensation Fund of Utah. Jessica Sims provided additional oversights on how workers
5 compensation premiums are charged by job function within departments.

6 **Executive Department**

7 Gary Hill outlined the structure of the department and noted that budget line-item changes for fiscal
8 year 2026 will be affected by a 5% cost of living allowance and a 12% health insurance increase.

9 **Legislative Department**

10 Gary Hill mentioned the purpose of the department and that it includes activities of the elected body
11 of the city. Changes in personnel services were due to retirement and rehiring of the City Recorder
12 position along with changes in health insurance rates. Changes in operations and maintenance
13 categories include development of a new city website and anticipated charges for election expenses
14 to have Davis County conduct a primary and general election in the Fall of 2025. State law requires an
15 amendment of the mayor's salary from its current level to \$1,500 per month and it is proposed to
16 increase Council member salaries to \$750 per month. This change in mayoral salary is applicable to
17 mayors who are part of the Tier 1 retirement program with Utah Retirement Systems.

18 **Committee Action and Adjourn**

19 Committee chair Harris asked for a motion to approve the budgets presented. Committee member
20 Murri made a motion for approval of all budgets presented, with proposed budget revisions
21 previously noted. This motion was seconded by Committee member Child. Voting was unanimous
22 with Committee member Harris, Murri, Bradshaw and Child voting aye.

23 The meeting adjourned at 10:00 a.m. with the unanimous consent of the committee members.

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