

# BOUNTIFUL CITY COUNCIL

Tuesday, May 13<sup>th</sup>, 2025

6:00 p.m. – Site Visit

7:00 p.m. - Regular Session

NOTICE IS HEREBY GIVEN on the Utah Public Notice Website, the Bountiful City Website and at Bountiful City Hall not less than 24 hours prior to the meeting 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 open 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


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

## AGENDA

**6:00 p.m. – Site visit at Mueller Park Water Treatment Plant** – Meeting Location: Upper parking lot gate, Mueller Park

### **7:00 p.m. – Regular Meeting**

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 city of residency, 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.
3. Consider approval of the minutes of the previous meetings held on April 21, 22, 23, and 24, 2025. pg. 3
4. Council reports
5. BCYC reports
6. Consider approval of:
  - a. Expenditures greater than \$1,000 paid on April 16, 23, and 30, 2025 pg. 35
  - b. March 2025 Expense Report pg. 39
7. Consider approval of Resolution No. 2025-03 allowing Bountiful City to renew an interlocal cooperation agreement for City employee services to be provided to the South Davis Recreation District – Mr. Tyson Beck pg. 55
8. Consider approval of the Fiscal Year 2025-2026 Tentative Budget and related items – Mr. Galen Rasmussen pg. 67
9. Consider approval of the proposal from Taylor Electric for the 2025 Mueller Park Road Retaining Wall Contract at the unit prices noted in the Bid Tabulation – Mr. Lloyd Cheney pg. 69
10. Consider approval of Resolution No. 2025-04, an interlocal agreement with Davis County for 2025 Elections – Mr. Gary Hill pg. 73
11. Adjourn to a meeting of the RDA Board with a separate agenda

  
City Recorder



# Minutes of the Finance and Administration Committee Budget Meeting

Bountiful City Hall Council Work Room

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

## Present:

Committee Members:	Kendalyn Harris (Chair), Matt Murri
Other City Council Members:	Beth Child, Kate Bradshaw
City Manager:	Gary Hill
Assistant City Manager:	Galen Rasmussen
Department Personnel:	Tyson Beck, Hunter Stone, Francisco Astorga, Greg Martin, Dan Urban, Jessica Sims, Lloyd Cheney, Todd Christensen, Brad Jeppsen, Charles Benson

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

Committee chair Kendalyn Harris opened the meeting with a call to order at 8:00 a.m., and those in attendance were welcomed. Committee chair Harris asked Galen Rasmussen to provide direction on the order of budget presentations. It was also noted that voting by committee members for approval of all budgets would be made at the end of the presentations.

## **PRESENTATION OF BUDGETS**

### **Finance Department**

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

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

As for other budget categories, adjustments in operations and maintenance were made for computer software and hardware costs from reclassifications in how the Information Technology Department is 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.

32



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.

33

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.

32

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.

24

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

3 Bountiful City Hall, Council Work Room

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

6 **Present:**

7 Committee Members: Kate Bradshaw (chair), Kendalyn Harris, Beth Child  
8 City Manager: Gary Hill (left at 4:50 p.m., back at 5:44 p.m.)  
9 Assistant City Manager: Galen Rasmussen  
10 Department Personnel: Brock Hill, Lloyd Cheney, Todd Christensen, Kent  
11 McComb, Paul (Geno) Flanary, Jessica Sims  
12

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

17 Committee chair Kate Bradshaw called the meeting to order at 4:03 p.m. and welcomed those in  
18 attendance. Committee chair Bradshaw provided an overview of the budget process of the city along  
19 with planned meetings. This meeting is held for the purpose of recommending actions to the full City  
20 Council. It was noted that voting on all budget submissions would take place at the conclusion of  
21 presentations.

22 **PRESENTATION OF BUDGETS**

23 **Recreation, Arts and Parks (RAP) Tax Fund**

24 Gary Hill reviewed the fund priorities and major projects for Fiscal Year 2026. Line items of the  
25 budget were reviewed with reference to RAP tax funding and how it is used per council guidelines.  
26 The current RAP Tax authorization expiring in March 2026 allowed for 75% of funds to be allocated to  
27 fund Creekside Park and the Ice Ribbon, 14% to City projects such as parks and trails, and 11% for  
28 grants to non-profit cultural arts, recreation and similar entities. The line-item budget for fiscal year  
29 2026 was reviewed with no extraordinary items to comment on other than a planned transfer to the  
30 Capital Fund.

31 **Government Buildings Department**

32 Brock Hill was asked to review the budget request and overall aspects of the department along with  
33 fiscal year priorities. No significant changes from the prior year are proposed in the budget other than  
34 a planned 5% cost of living allowance, and a 12% increase in health insurance. This department  
35 provides maintenance services to most departments of the city.  
36

1     **Golf Fund**

2     Brock Hill noted that the personnel services category in the Tentative Budget document for the Golf  
3     Fund did not contain a proposed increase for a staff change to add an assistant grounds maintenance  
4     position. As such, the necessary changes will be made to add this position for the final adopted  
5     budget for presentation of adoption by the City Council in June. This new position is designed to  
6     balance staffing needs brought about by pending retirement of staff, and to address the loss of  
7     employees to other available positions in the city. Revenues and expenses have been adjusted to  
8     balance the costs of the proposed staffing changes. Fee changes for tournaments did not get included  
9     in time prior to publication of the Tentative Budget document but a copy of the adjusted fee schedule  
10    was provided for review in the meeting. The final budget will be updated to include the revised fee  
11    schedule for adoption with the remainder of the budget.

12   Kent McComb and Brock Hill identified fiscal year priorities which include website changes pending to  
13   enable better user experiences and the refurbishing of the gate and entry way at the Bountiful Blvd  
14   for the Golf Course. It was also noted that the Golf Course will be celebrating its 50<sup>th</sup> anniversary this  
15   year. Questions were asked about tournaments and how many tournaments are sponsored annually  
16   and staff provided commentary to answer the questions. No significant changes in operations and  
17   maintenance categories are proposed, but only the earlier referenced changes in personnel services.  
18   The capital requests of the fund were also reviewed with the committee by staff.

19   **Cemetery Fund**

20   Lloyd Cheney, Brock Hill, and Geno Flanary reviewed fiscal priorities for the upcoming budget year.  
21   An aerial photo was distributed in the meeting to show plans for the west side of the cemetery  
22   property for reclaiming approximately 1200 burial spaces through adjusting existing road alignments.  
23   It was noted also that a division of policy and fees for residents and non-residents was established  
24   approximately two years ago with the intent of preserving spaces for residents.

25   Budget line-item changes for fiscal year 2026 were reviewed along with a capital request for a  
26   replacement utility vehicle to help with hauling of soil and similar material in the Cemetery. Fee  
27   changes are also proposed for the boulder niche garden in both residential and non-residential  
28   categories to cover costs.

29   **Parks Department**

30   Brock Hill reviewed the fiscal year 2026 budget request of the Parks Department. It was noted that  
31   the department has experienced a number of changes in staff recently and is working diligently to  
32   provide the training needed for new staff members. Staff training focuses on maintaining clean, safe  
33   and healthy parks. Water conservation is an ongoing effort of the department, and smart irrigation  
34   controllers are being installed throughout the city park areas to help in water conservation efforts.

1 This controller installation project will result in 12 of 17 parks being online with smart controllers this  
2 fiscal year.

3 A question was asked about flower areas and procedures. Brock Hill provided an overview of how  
4 areas are managed and the practice of growing many of the plants needed in-house with a desire to  
5 use more water-wise plants. Budget line-items were reviewed along with the capital requests of the  
6 department which include a replacement crew truck and resurfacing of sports courts.

## 7 **Trails Department**

8 Brock Hill reviewed fiscal year priorities of the department including work with the Forest Service to  
9 obtain the necessary National Environmental Policy Act (NEPA) approvals for projects. It was  
10 mentioned that the department could experience delays on some projects due to reductions in Forest  
11 Service staffing at the federal level. Line-items in the budget were reviewed with the committee  
12 including a discussion of increases in cost to provide the necessary hand equipment and supplies to  
13 maintain trails and bridges. A question was asked about capital plans. Trails work is fundable by a  
14 combination of general obligation funds and RAP Tax funds and further trail development will proceed  
15 according to master plans in place.

## 16 **RAP Tax Grant Applications**

17 Committee Chair Bradshaw asked Galen Rasmussen to provide an overview of RAP Tax grant  
18 guidelines, fiscal year 2026 funding requests, and available funding for grants. It was noted that the  
19 city received a total of \$167,034.58 in requests for grant funding. The city staff has identified a total  
20 of \$76,125 in available funding in fiscal year 2026 to balance against these requests leaving a deficit of  
21 nearly \$91,000 between requests and funding availability. Key points from the RAP Tax Grant  
22 Guidelines document were summarized for those in the meeting. These guidelines outline the grant  
23 program with reference to overriding state and city policy governing use of funds.

24 Committee members provided disclosure regarding potential conflicts of interest including their city  
25 authorized participation on boards and committees of the Bountiful Davis Arts Center, Centerpoint  
26 Legacy Theatre, and South Davis Recreation District.

27 Applicant presentations were invited for a duration of 3 to 5 minutes each and committee members  
28 asked questions of each applicant representative. The presentations and questions were as follows:

- 29 • **Bountiful Davis Arts Center (BDAC) - Sarina Ehrgott** – It was noted that BDAC is seeking to open  
30 additional public spaces in the existing facility for presentations and other public uses. Staff  
31 increases authorized for BDAC also bring the need to make requests for needed equipment  
32 and spaces to accomplish Center initiatives such as more public education events. Sarina  
33 noted that she is aware that some needs expressed in the grant application will likely be

considered for RDA or other funding sources outside of RAP Tax. At the conclusion of Sarina's remarks, committee chair Bradshaw asked a question to seek answers on how BDAC defines success measures. Sarina noted that success measures will be centered around the number of patrons using the services and facilities of BDAC. Additionally, Summerfest participation, and further development of partnerships with the Main Street Merchants Association are deemed as success measures. Committee member Harris asked for any clarifications needed on how BDAC intends to meet its previously stated Council Policy Priority through the request made for RAP Tax funding. Committee member Child asked for comment on how BDAC plans to use funding to enhance resident and visitor experiences through investment in parks, art, cultural and recreational offerings. Sarina responded with reference to statements previously made in the grant application document.

- Bountiful Historical Preservation Foundation - Sandy Inman and Lloyd Carr – Sandy Inman noted that funding is being requested for three kiosks to provide a means to digitally view aspects of Bountiful history. Each kiosk has a theme, and docents will be available to assist patrons. Touchscreens will be designed to increase visits by younger generations of patrons that are more comfortable with technology. Lloyd Carr noted that the kiosk project is part of a longer-term project in support of Bountiful history. Committee member questions regarding the Historical Foundation's success measures, their alignment with Council Policy Priorities, and how they plan to enhance resident and visitor experiences were asked in similar fashion as was done with the first presenter. Responses were provided by Sandy and Lloyd to address the questions.
- Centerpoint Legacy Theatre - Danny Inkley – The Theatre's grant request was made with two options. Centerpoint Legacy Theatre seeks to connect the surrounding community which includes 10,500 season ticket holders. This connection is made through such efforts as the Theatre's outreach through school visits, and the Bravo program which offers discounted tickets to students. Centerpoint management estimates that they provide an \$8 to \$10 million economic impact from their \$5 million annual budget. Option 1 in the application is the preferred option that would encompass funding of improvements in the second stage. Committee member questions regarding the Theatre's success measures, their alignment with Council Policy Priorities, and how they plan to enhance resident and visitor experiences were asked in similar fashion as was done with the first presenter. Responses were provided by Danny while referencing their application materials.
- Joy Foundation – There were no representatives present at the meeting.
- South Davis Recreation District – While no representative was present at the meeting, Chair Bradshaw outlined the request as a board member stating that the request was for ongoing community events.
- Bountiful Philharmonia - John Margetts – John Margetts noted that the Philharmonia seeks to educate, entertain, and inspire through their music. Concerts provide an opportunity for

1 participants to touch musical instruments after concerts and this and other related activities  
2 are leveraged to encourage participants to pursue music. It was noted that the costs for  
3 performances at School District locations have increased recently and the Philharmonia is  
4 working on this fiscal challenge. Plans are underway to participate in more community events,  
5 where possible. Committee member questions regarding the Philharmonia's success  
6 measures, their alignment with Council Policy Priorities, and how they plan to enhance  
7 resident and visitor experiences were asked in similar fashion as was done with the first  
8 presenter. Responses were provided by John while referencing their application materials.

- 9 • WikiCharities (Angie Holzer) – Angie Holzer noted that their application seeks funding to  
10 address the needs of women and young women through a trauma healing program using  
11 recreation, art and other supporting disciplines. The WikiCharities program addresses mental  
12 health through four elements:
  - 13 ○ Nature hike therapy experiences
  - 14 ○ Art therapy
  - 15 ○ Yoga therapy and
  - 16 ○ Training for community volunteers to assist trauma victims.

17 Requests for funding would include program expenses for therapists, and assessments.  
18 WikiCharities plan to work in collaboration with organizations like the BDAC for collaboration  
19 with their art programs. Committee member questions regarding WikiCharities' success  
20 measures, their alignment with Council Policy Priorities, and how they plan to enhance  
21 resident and visitor experiences were asked in similar fashion as was done with the first  
22 presenter. Responses were provided by Angie while referencing their application materials.

23 Committee chair Bradshaw noted for those present that a decision on final funding of grants would  
24 not be made today but that a follow-up meeting would be held later to decide on funding levels for  
25 recommendation of adoption in June by the full City Council.

### 26 **Committee Action and Adjourn**

27 Committee member Harris made a motion to approve the budget submissions of the Golf Fund,  
28 Government Buildings Department, Cemetery Fund, Parks Department, Trails Department and RAP  
29 Tax Fund for Fiscal Year 2025-2026 as stated. The motion was seconded by Committee member Child.

30 The meeting adjourned at 6:03 p.m. by motion of Committee member Child and seconded by  
31 Committee member Harris.



Bountiful City Power Department  
April 22, 2025 (8:00 a.m.)

Committee Members:	Kendalyn Harris (Chair), Beth Child, Kate Bradshaw
Power Commissioners	Susan Becker (Chair), Dan Bell, Jed Pitcher, Matthew Myers, David Irvine, John Marc Knight
City Manager:	Gary Hill
Assistant City Manager:	Galen Rasmussen
Department Personnel:	Allen Johnson, Alan Farnes, Jess Pearce, Tyrone Hansen, Luke Veigel, Nancy Lawrence, Jessica Sims, Charles Benson, Scott Redding

Power Commission chair Susan Becker called the meeting to order at 8:00 a.m. and she welcomed those in attendance.

The meeting was turned over to Tyrone Hansen, Light & Power Department Accountant, to review key points of the power system and budget request via PowerPoint presentation.

- Overall budget for adoption of \$43,910,181
- 3% increase in power rates
- 10% increase in customer fees
- Solar Net Metering buy back rate reduced to \$0.07
- The annual Pole attachment fee increased from \$14 to \$15

- Ensure the safety of everyone that interacts with the electrical system.
- Buy and generate electricity at economical prices.
- Deliver electricity to residential, commercial, and industrial customers.
- Provide reliable electrical service.

1 Department Description:

- 2 • Services are provided to 17,300 total customers (15,652 residential; 1,647 commercial; 1
- 3 industrial)
- 4 • 24-hour operation
- 5 • Staffing:
  - 6 ○ Substation Technicians (6 substations)
    - 7 ▪ Hydro Inspection and Maintenance (2 hydros – Echo and Pineview)
    - 8 ▪ Traffic Controller Maintenance (15 city-owned controllers)
    - 9 ▪ SCADA maintenance
  - 10 ○ Line Crews
    - 11 ▪ Outage and system damage
    - 12 ▪ Capital Improvement Projects
    - 13 ▪ System maintenance
    - 14 ▪ Support of city events
  - 15 ○ Tree Crews
    - 16 ▪ Manage the 3-year vegetation management cycle
  - 17 ○ Engineer and Power System Planners
    - 18 ▪ Design projects
    - 19 ▪ Blue Staking
    - 20 ▪ Update of GIS and system records
    - 21 ▪ Monitor pole attachments
    - 22 ▪ Work with customers and contractors
  - 23 ○ Metering Technicians
    - 24 ▪ Gather meter readings monthly
    - 25 ▪ Respond to customer inquiries and billing concerns
    - 26 ▪ Approving new solar and battery installations
    - 27 ▪ Audit meter operations
    - 28 ▪ Complete customer connects and disconnects
    - 29 ▪ Maintain school crossing flashers
  - 30 ○ Office Staff
    - 31 ▪ Handle overall customer relations
    - 32 ▪ Coordinate building maintenance
    - 33 ▪ Maintain records and accounting
    - 34 ▪ Prepare financial reports
    - 35 ▪ Inventory management and purchasing
  - 36 ○ Safety Director
    - 37 ▪ Organizes monthly safety and training meetings

- Places orders for personal protective equipment
- Processes system damage claims
- On Call staff with a 20-minute response time

The electrical system includes:

- 6 substations
- 42 miles of 46KV transmission lines
- 90 miles of 15KV overhead distribution lines
- 135 miles of 15KV underground distribution lines
- 75 miles of street light circuits

Resource List:

- Colorado River Storage Project
- Intermountain Power Project
- Natural Gas Fired Power Plant
- Hydroelectric projects at Echo and Pineview reservoirs
- Red Mesa and Steel Solar projects
- Contracts from industry suppliers

Fiscal Year Priorities:

- Upgrade of feeders #273, # 571, #573, and #576
- Begin replacements of Hydro control systems
- Rebuilding of the Northwest Substation
- Acquiring power resources to stabilize the cost of power and increase green and carbon-free resources

Jesse Pearce was asked to provide information on field operations for the department:

- Over 7 years with no lost time accidents
- 70,000 hours worked per year
- National awards from Intermountain Power Superintendents and American Public Power Association national award
- Outage restoration statistics were presented graphically from fiscal years 2017 through 2024 with a five-year average system reliability rate of .9999992%
- Distribution pole replacements data was presented including mention of 2,370 poles being replaced out of a total of 4,938 in the system since the year 2000. An average of 126 poles are replaced per year which equates to a 50-year replacement cycle.

- The department's underground system includes 1,261,100 feet of cable (18,000 feet of cable is replaced or added per year on average). All the new jacketed cable comes with a 40 year warranty but can be expected to have up to an 80-year life.
- Tree trimming – 4,476 trees worked per year (1 in-house and 2 contracted crews)
- Supply chain delivery delays and price increases were cited with up to 60% price increases in some items being experienced by the department since the year 2021.

Luke Veigel was asked to review the capital requests for Fiscal Year 2025-2026:

- Total capital request is \$8,510,000, which is up by \$3,060,000 from the current fiscal year.
- The request includes the following:
  - \$420,000 for vehicles
  - \$700,000 for upgrade of Feeder #573
  - \$160,000 for an intertie of Feeder #273
  - \$100,000 for an upgrade of Feeder #576
  - \$130,000 for an upgrade of Feeder #571
  - \$500,000 for distribution at Renaissance Town Center
  - \$200,000 Bountiful High, 400 South Main, Bolton Property, Renaissance Lot 11, miscellaneous

Alan Farnes provided an overview of capital improvements scheduled for the Hydro locations as follows:

- \$400,000 for update of controls at the Echo Hydro
- \$750,000 for update of controls at Pineview Hydro
- A discussion among commissioners ensued regarding the 35-year-old technology employed by the department to run the hydro units. This technology is in machine language which is no longer industry supported and in need of replacement.

Other capital improvements included in the request are:

- \$5,150,000 for the Northwest Substation to address low Bus safety hazard mitigation work needs. Replacement of infrastructure from the 1970's is planned in the project.

Tyrone reviewed the request for a one dollar increase in the annual fees for pole attachments. The fee will rise from \$14 to \$15 to assist the department in funding additional maintenance and pole replacement. A 10% increase in all customer fees and funding for personnel costs increased by cost of living and wage adjustments is in the budget request.

1 Power Resources:

- 2 • New Day Ahead Market requirements – UAMPS must comply by May 2026 (including energy
- 3 scheduling one day in advance and energy sufficiency testing with a 115% of anticipated load).
- 4 • A Load vs Resources graph was displayed – 80 MW Summer peak and a 40 MW Winter peak.
- 5 • Energy Requirements – 0.5% increases in demand are expected through 2043.
- 6 • Average system cost will be \$0.0698 for Fiscal Year 2025-2026
- 7 • Power purchase commitments have been secured through the year 2029
- 8 • Solar power costs are running just below \$0.05
- 9 • IPP Plant is scheduled to be back online by July 2025
- 10 • Future Power options listed included UAMPS Natural gas plant; Solar and batteries; Geothermal
- 11 Plant and Wind sources such as Horse Butte II.
- 12 • Future annual power rate increases are anticipated to average of 2% depending on available
- 13 cash
- 14 • With a 3% increase in rates, Bountiful City Light & Power rates will be 1.6% higher than Rocky
- 15 Mountain Power at their current rates. However, Rocky Mountain has signaled a potential 18%
- 16 rate increase that would make their rates higher than Bountiful if passed by the Utah Public
- 17 Services Commission.

18 The meeting concluded with a summary of the budget request which included:

- 19 • 3% metered electric rate increase
- 20 • 3% Feed-in-tariff rate increase
- 21 • Net Metering buy back rate reduction to \$0.07
- 22 • 10% customer fee increases
- 23 • Operating revenue of \$36,048,043
- 24 • Personnel Services costs at \$6,511,136
- 25 • Operations and Maintenance costs at \$25,528,092
- 26 • A net operating transfer of \$3,940,169
- 27 • A total of \$45,410,000 in planned capital expenses (at 2025-dollar values) in the next 10 years
- 28 • \$43,910,181 total proposed budget for Fiscal Year 2025-2026

29 A discussion was held on adding fuel adjustment factor in the future. It was noted that this  
30 component has been avoided in the past due to the short-term availability to address financial needs  
31 with cash reserves. Also, the introduction of a fuel charge may bring negative customer reactions.

32 Following the discussions, Power Commission chair Susan Becker called for a motion to approve the  
33 Fiscal Year 2025-2026 budget request with all items as outlined. Commissioner Irvine motioned to  
34 approve the budget and Commissioner Pitcher seconded the motion. All commissioners voted aye.

1 City Council Budget Committee chair Kendalyn Harris called for a motion on the Power Fund budget  
2 with all items as presented. The budget was passed with a motion from Committee member Child  
3 with a second from Committee member Bradshaw. Voting was unanimous with all Committee  
4 members voting aye. The budget review portion of the meeting adjourned at 9:40 a.m. by consent of  
5 the Power Commissioners and City Council Budget Committee members.

DRAFT

# Minutes of the Water Committee Budget Review Meeting

Bountiful City Water Department  
April 23, 2025 (8:00 a.m.)

## Present:

Committee Members:	Matt Murri (Chair), Kate Bradshaw, Beth Child, Kendalyn Harris
City Manager:	Gary Hill
Assistant City Manager:	Galen Rasmussen
Other City Department Staff:	Kraig Christensen, Gerald Wilson, Tracy Hatch, Lloyd Cheney, Charles Benson, Jessica Sims, Scott Redding, Allen Johnson, Jess Pearce, Luke Veigel, Tyrone Hansen

Official Notice of this meeting was given by posting a written notice of same and an agenda at the City Hall and providing copies to the following newspapers of general circulation: Davis Journal, Standard Examiner, and on the Utah Public Notice Website.

Committee chair Matt Murri called the meeting to order at 8:02 a.m. and welcomed those in attendance.

## **PRESENTATION OF BUDGET**

Kraig Christensen, Water Department Director, presented an overview of the Water Department operations along with the Major Roles and Critical Functions of the department. A slide presentation showed some projects that the staff has worked on for illustration of work products. The major roles and critical functions of the Water Department include:

- Construction and maintenance (Meter sets, Main line pipe, 230 Pressure Reducing Valves (PRV), Fire Hydrants)
- Regulations (EPA, state of Utah, Davis County), Water Quality sampling and flushing, Meters (monthly readings and repairs as needed) and SCADA monitoring
- Facilities (1 Treatment Plant, 9 wells, 14 Booster Stations, 15 Reservoirs, 1 Office and Shop)
- Repair of leaks (Main lines, Service lines, Meters, PRVs, Valves and Fire Hydrants)

A question was asked about the number and function of PRVs. Bountiful has more PRVs than most cities due to the elevation of the city. Most homes have their own PRV installed to regulate water pressure, and the city has PRVs throughout the city to regulate pressure in the system overall.

1 Major Roles and Functions:

- 2 • Deliver the best quality water that meets industry standards
- 3 • Quick response to calls
- 4 • Maintain the city water system infrastructure
- 5 • Maintain all facilities
- 6 • Open communication with residents

7 Fiscal Year Priorities for Fiscal Year 2025-2026 include:

- 8 • Viewmont Well rehabilitation project
- 9 • LCRI (Lead and Copper rule improvements) – inventories to be available for the EPA by 2027
- 10 • Fire hydrant and valve maintenance
- 11 • Main line pipe replacement (3.5 miles replaced per year on average)
- 12 • Improve Cross Connection program – verifications are made every two years to ensure no
- 13 cross connections between culinary and secondary sources develop in the system
- 14 • HB81 Stop fluoridation in public drinking water systems (May 7<sup>th</sup> deadline to disconnect from
- 15 fluoride distribution)

16 Operational budget highlights were reviewed with the Committee. Metered water sales are expected  
17 to increase in fiscal year 2026 due to a proposed 20% increase in water rates and some natural growth  
18 in usage. Changes in personnel services are due to the 5% cost of living allowance and a 12% change  
19 in health insurance premiums along with merit increases for employees that qualify. Operations and  
20 maintenance category changes were reviewed. These changes include increases in utility costs,  
21 computer and software costs, and other varied expense lines in the budget.

22 Lloyd Cheney and Kraig Christensen reviewed graphs reflecting water revenue trends in both the base  
23 rate and overage categories. It was noted that the overage category is the most difficult to forecast  
24 due to water conservation efforts, weather patterns, and customer perception and demand.

25 A transition was then made to display a separate forecasting model developed by the City Engineer.  
26 This model was designed by the former City Engineer to reflect the impact of revenues and expenses  
27 on the fund balance of the Water Fund utilizing both historical financial data as well as reasonable  
28 projections. Projections are based on conservative estimates for such items as construction costs,  
29 inflation, and related factors. The graphical output of the model has the appearance of a roller  
30 coaster when trends are viewed over a selection of years. These trends help in forecasting future  
31 infrastructure needs, and necessary rate increases to support the expense needs of the Water Fund.  
32 The forecast for fiscal year 2026 calls for a 20% increase in water rates with an ongoing 2% annual  
33 increase to address inflation.



1 In commenting on the model and recommendations, some on the committee expressed concerns that  
2 the increase would not be sufficient ongoing to address infrastructure and operating expense needs.  
3 Additionally, a discussion ensued related to the need for communication with residents about the  
4 planned increase in rates. Options for this communication included separate mailings, or a website  
5 for reference by residents. The committee felt most comfortable with a website resource for resident  
6 use with a mailing by June with a reference link to the website.

7 The committee asked follow-up questions about planned reservoir site additions including the Barton  
8 Creek Well site. Staff noted that there is still much work underway with this site to develop its future  
9 uses.

10 With no further comments or questions raised, Committee member Bradshaw made a motion to  
11 accept the tentative budget of the Water fund, as presented, and send a budget recommendation to  
12 the full city council for approval. Committee member Child seconded the motion. Voting was  
13 unanimous with Committee members Murri, Child, Bradshaw and Harris voting “aye”.

14 The meeting adjourned at 9:39 a.m. on a motion made by Committee member Bradshaw and  
15 seconded by Committee member Child. Voting was unanimous with Committee members Murri,  
16 Child, Harris, and Bradshaw voting “aye”.

Minutes of the  
BOUNTIFUL CITY COUNCIL  
April 22, 2025 – 7:00 p.m.

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: The City Journal and Standard Examiner.

**Regular Meeting – 7:00 p.m.**  
**City Council Chambers**

Present:	Mayor	Kendalyn Harris
	Councilmembers	Kate Bradshaw, Beth Child, Matt Murri
	City Manager	Gary Hill
	Asst City Manager	Galen Rasmussen
	City Attorney	Brad Jeppsen
	City Engineer	Lloyd Cheney
	Planning Director	Francisco Astorga
	Streets Director	Charles Benson
	Power Director	Allen Johnson
	IT Director	Greg Martin
	City Recorder	Sophia Ward
Excused:	Councilmembers	Richard Higginson, Cecilee Price-Huish

**WELCOME, PLEDGE OF ALLEGIANCE AND THOUGHT/PRAYER**

Mayor Harris called the meeting to order at 7:02 pm and welcomed those in attendance. Mr. Greg Martin led the Pledge of Allegiance and Mayor Harris offered a prayer.

**PUBLIC COMMENT**

The time for public comment began at 7:04 pm.

Mr. Gary Davis (2814 South 500 West) said it has been interesting to attend the budget meetings this week. He thanked the City departments for all the work they are doing.

The time for public comment ended at 7:04 pm.

**CONSIDER APPROVAL OF MINUTES OF THE PREVIOUS MEETINGS HELD ON  
APRIL 8TH, 2025**

Councilmember Bradshaw made a motion to approve the minutes from April 8<sup>th</sup>, 2025, and Councilmember Child seconded the motion. The motion passed with Councilmembers Bradshaw, Child, and Murri voting “aye.”

**COUNCIL REPORTS**

Councilmember Murri did not have a report.

Mayor Harris excused Councilmembers Higginson and Price-Huish. She also said that the fire district board met last night and approved the tentative budget, which did not contain a property tax

1 increase, but there is a proposed 3% increase in the City's assessment fee. Also, at the Council of  
2 Governments meeting, they forwarded a recommendation to the Governor for Ms. Beth Holbrook and  
3 Mr. Len Arave to be reappointed as UTA trustees.

4 Councilmember Child did not have a report.

5 Councilmember Bradshaw did not have a report.

6  
7 **CONSIDER APPROVAL OF EXPENDITURES GREATER THAN \$1,000 PAID MARCH**  
8 **19<sup>TH</sup>, 26<sup>TH</sup>, APRIL 2<sup>ND</sup> AND 9<sup>TH</sup>, 2025**

9 Councilmember Bradshaw made a motion to approve the expenditures from March 19<sup>th</sup>, 26<sup>th</sup>,  
10 April 2<sup>nd</sup> & 9<sup>th</sup>, 2025 and Councilmember Murri seconded the motion. The motion passed with  
11 Councilmembers Bradshaw, Child, and Murri voting "aye."

12  
13 **CONSIDER APPROVAL OF THE NORTHERN UTAH MUTUAL AID AGREEMENT – MR.**  
14 **GREG MARTIN**

15 Mr. Greg Martin explained that as cyber security attacks have increased recently, several  
16 northern Utah cities decided to come together and join in to a mutual aid agreement, which would  
17 allow cities to help each other recover more quickly if a future attack happens.

18 Councilmember Bradshaw asked if other cities will be able to join the agreement if they  
19 choose. Mr. Martin said, yes, it is open for any other cities who wish to join. If that happens, staff  
20 will bring the updated agreement back to the Council for approval.

21 Councilmember Bradshaw made a motion to approve the mutual aid agreement and  
22 Councilmember Murri seconded the motion. The motion passed with Councilmembers Bradshaw,  
23 Child, and Murri voting "aye."

24  
25 **CONSIDER APPROVAL OF THE PURCHASE OF A TRANSFORMER FROM**  
26 **GE/PROLEC, SUPPLIED BY ANIXTER, IN THE TOTAL AMOUNT OF \$27,522 – MR.**  
27 **ALLEN JOHNSON**

28 Mr. Allen Johnson explained that this will be used in service of the Renaissance Center  
29 parking garage. Staff recommends taking the low bid from Anixter.

30 Councilmember Murri made a motion to approve the purchase of the transformer and  
31 Councilmember Child seconded the motion. The motion passed with Councilmembers Bradshaw,  
32 Child, and Murri voting "aye."

33  
34 **CONSIDER APPROVAL OF THE PROPOSAL FROM BLACK FOREST PAVING AND**  
35 **AWARD THE CONTRACT AT THE UNIT PRICES NOTED IN THE BID TABULATION –**  
36 **MR. LLOYD CHENEY**

37 Mr. Lloyd Cheney explained that the Streets department has a couple street overlay projects  
38 that need to be contracted for over the summer. Ten companies submitted bids, which was wonderful,  
39 and Black Forest Paving gave the low bid. They have done really good work in the past for the City,  
40 so staff recommends accepting their proposal.

41 Councilmember Child asked how long an overlay extends the life of a road. Mr. Cheney said  
42 it is not uncommon to get 10 to 15 years out of an overlay, if it is maintained well.

43 Councilmember Bradshaw made a motion to approve the proposal from Black Forest Paving  
44 and Councilmember Child seconded the motion. The motion passed with Councilmembers Bradshaw,  
45 Child, and Murri voting "aye."

**CONSIDER APPROVAL OF THE RELEASE OF THE PUBLIC UTILITY EASEMENT ON LOT 4 OF THE CREEKSIDE VIEWS SUBDIVISION – MR. LLOYD CHENEY**

Mr. Cheney explained that as the developers are getting ready to build a home on lot 4 of this subdivision, they have asked for a release of an easement there, and staff believes releasing it will pose no problems for future development based on its location. The impacted utility companies have been notified and have signed the necessary paperwork to authorize the release as well.

Councilmember Murri made a motion to approve the release of the easement and Councilmember Child seconded the motion. The motion passed with Councilmembers Bradshaw, Child, and Murri voting “aye.”

**CONSIDER APPROVAL OF THE PROPOSAL FROM M.C. GREEN & SONS, INC. AND EXTEND THE CONTRACT FOR THE WATER LINE REPLACEMENT AT THE UNIT PRICES SUBMITTED – MR. LLOYD CHENEY**

Mr. Cheney explained that this is an extension of the water line contract currently held by M.C. Green & Sons. This extension will be the third and final extension if approved by Council. The contract includes a modest increase in price for schedule one and a hold on the prices in schedules two and three, which staff feels is acceptable.

Councilmember Child made a motion to approve the proposal from M.C. Green & Sons and Councilmember Bradshaw seconded the motion. The motion passed with Councilmembers Bradshaw, Child, and Murri voting “aye.”

**CONSIDER APPROVAL OF PROPOSALS FOR THE FIRE FUEL MITIGATION WORK UNDER THE EXISTING HMGP FUELS MITIGATION – MR. GALEN RASMUSSEN**

Mr. Galen Rasmussen explained that in July 2021 the City received a grant for \$430,893 from FEMA through their hazard mitigation grant program. Staff has decided doing some fire mitigation in some of the city parks would be a good use of the remaining funds before the reimbursement period expires in January 2026. Five locations have been identified for this project (Creekside Park, North Canyon Park, Rocket Park, Eggett Park, and Mueller Park Jr. High), and the City will contract with Diamond Tree Experts to do the work. The FEMA grant reimburses 75% of the amount spent.

Councilmember Murri asked what the work will entail. Mr. Rasmussen said it is mostly clearing trees that are already down, but also removing trees and shrubs in strategic areas to create fire breaks.

Councilmember Bradshaw made a motion to approve the fire mitigation project and Councilmember Murri seconded the motion. The motion passed with Councilmembers Bradshaw, Child, and Murri voting “aye.”

**APPROVE POLLING LOCATIONS AND VOTE CENTERS FOR 2025 ELECTIONS – MR. GARY HILL**

Mr. Gary Hill explained that each election year the Council must approve a list of polling locations. Davis County provides voting services county-wide, which means Bountiful residents can vote at any of the voting locations on the list.

Councilmember Bradshaw made a motion to approve the polling locations and vote centers, and Councilmember Child seconded the motion. The motion passed with Councilmembers Bradshaw, Child, and Murri voting “aye.”

1  
2 **ADJOURN TO A MEETING OF THE RDA BOARD WITH A SEPARATE AGENDA**

3 Councilmember Bradshaw made a motion to adjourn to an RDA meeting and Councilmember  
4 Child seconded the motion. The motion passed with Councilmembers Bradshaw, Child, and Murri  
5 voting “aye.”  
6

7 The meeting was adjourned at 7:29 pm.

\_\_\_\_\_  
*Mayor Kendalyn Harris*

\_\_\_\_\_  
*City Recorder*

1 **Minutes of the**  
2 **Public Safety Committee Budget Review Meeting**

3 Bountiful City Public Safety Building

4 April 23, 2025 (4:00 p.m.)  
5

6 **Present:**

7 Committee Members: Beth Child (Chair), Kate Bradshaw, Kendalyn  
8 Harris, Matt Murri (arrived 4:12 p.m.)  
9 City Manager: Gary Hill  
10 Assistant City Manager: Galen Rasmussen  
11 Police Department Staff: Ed Biehler, David Gill, Andrew Smith, Mike  
12 Sheldon, Priscilla Ipina, Amy Waldron, Ryan  
13 Sanborn, Katie Williams, Kyle Armatage  
14 Other City Staff: Jessica Sims, Charles Benson  
15 South Davis Metro Fire Agency: Greg Stewart, Jessica Hardy  
16

17 Official Notice of this meeting was given by posting a written notice of same and an agenda at the City  
18 Hall and providing copies to the following newspapers of general circulation: Davis Journal, Standard  
19 Examiner, and on the Utah Public Notice Website.  
20

21 Committee chair Beth Child called the meeting to order at 4:03 p.m., welcomed those in attendance.

22 **PRESENTATION OF SOUTH DAVIS METRO FIRE AGENCY BUDGET**

23 Gary Hill opened by providing an overview for the origin of the South Davis Metro Fire Agency formed  
24 by a combination of the former South Davis Fire agency and Bountiful City Fire. Additional  
25 information was provided on how the Agency is funded and staffed.

26 Jessica Hardy, Director of Finance & Human Resources, gave an overview of the Agency budget which  
27 is primarily comprised of personnel services each year. The increase requested in fiscal year 2026 will  
28 be set at 3% over the current year assessment. In the budget, there were some staff adjustments  
29 made which resulted in a net increase of 0.5 full-time equivalent positions as authorized by the  
30 Agency board. The Agency has five buildings that serve the south Davis County area. Capital projects  
31 requests include facility needs and equipment.

32 A question was asked about plans for benchmarking of positions. It was noted that the Agency does  
33 benchmarking approximately every three years to remain competitive in the marketplace. A follow-  
34 up question was asked about the funding formula for emergency medical services. Chief Steward  
35 replied that ambulance billings in the future would not include cost of supplies but there would be  
36 other adjustments allowed by state law to help compensate for loss of the ability to get reimbursed  
37 for supplies.

1 Following discussion, committee member Bradshaw made a motion to accept the tentative budget  
2 submission of the South Davis Metro Fire Agency and forward this recommendation to the full Council  
3 for adoption as presented. Committee member Harris seconded the motion. Voting was unanimous  
4 with Committee members Child, Murri, Bradshaw, and Harris voting “aye”.

5 **PRESENTATION OF POLICE DEPARTMENT BUDGET**

6 Chief Biehler asked staff members from the Police Department to introduce themselves and then he  
7 reviewed a slide presentation to introduce the department operations and fiscal year 2026 budget  
8 request. It was noted that personnel services changes resulted from a combination of a cost of living  
9 allowance, health insurance changes, and salary adjustments from merits and market surveys.

10 Operations and maintenance categories increased in various line items including service and parts,  
11 computer hardware and software, public safety supplies, travel and training, and a variety of other  
12 line items. The capital request of the department is largely based on planned vehicle replacements  
13 and building component needs such as HVAC and security updates related to exterior lighting.

14 A question was asked about the status of staffing levels. Chief Biehler noted that the department is  
15 nearing full staffing levels with some positions in transition of hiring. A follow-up question was asked  
16 about on-call pay policies. It was noted that the department maintains a list for calling out needed  
17 staff, but current staffing levels allow for coverage if employees are not available to respond. The list  
18 is rotated weekly by the division of the department. No on-call pay is offered but the required  
19 availability standard used in other city departments is not strictly enforced. A further discussion  
20 ensued regarding the Police Department’s practices compared with on-call policies with other city  
21 departments. Chief Biehler noted that Police work is unique regarding on-call policies due to the need  
22 to have an on-call policy for each functional assignment. In the past, the overriding desires of staff to  
23 not be required to be available for on-call to the exclusion of plans of the employees in their personal  
24 lives outweighs the need for a formal, paid, on-call policy. There have been some low-level  
25 discussions with current staff about on-call pay possibilities.

26 Several police statistics were reviewed for the committee with a slide presentation. Major offense  
27 totals in calendar year 2022 were at 773, while the year 2023 had a total of 643 and in 2024 there  
28 were 757 offenses. In the Arrests category, the department reported 890 arrests in 2022, 446 arrests  
29 in 2023 and 829 arrests in 2024. The Other Crimes category in 2023 showed 838 crimes, in 2024 there  
30 were 941 crimes reported. In the Accidents category, the year 2023 had 437 accidents reported and  
31 there were 551 accidents reported in 2024. The Use of Force statistics were outlined in detail and  
32 explained for the committee.

33 Further statistics included a review of calls for service. Non-emergency calls in 2023 were 76,642 and  
34 in 2024 there were 44,146 calls. Emergency calls in 2023 were 25,845 and in 2024 the number of calls  
35 were 22,282. Changes were deemed applicable to an increase in use of the regular phone system by

1 those calling in and have the police department phone tree route calls before they make it to  
2 dispatch.

3 Questions were asked by the committee for clarification on various subsets of the statistics including  
4 locations of crimes, and similar. Chief Biehler and staff replied on the questions.

5 An overview of Department staffing was provided by Lieutenant David Gill. Lieutenant Gill noted that  
6 there were 19 new hires in 2024 (8 sworn officers, 10 dispatch employees, 1 records employee, and 8  
7 crossing guards). Vacancies in the department were caused by a combination of factors including  
8 added dispatch services, not passing training, other job opportunities taken, and a variety of other  
9 reasons.

10 A report on the use of Benchmarking software was provided by Lieutenant Mike Sheldon. The  
11 Benchmark software is used by department management to track case reporting, training, and  
12 analytics. The software aids management in identifying deficiencies to address and setting priorities  
13 for each fiscal year. Further, the software helps in performing performance evaluations for staff. The  
14 Benchmark software is populated with information from each case to be able to track the use of force  
15 activity overall and by officer. Data is used for early intervention needs for officers.

16 Lieutenant Andrew Smith was asked to review the department's involvement with South Davis  
17 Metropolitan SWAT. Lieutenant Smith mentioned that he leads the team which is comprised of  
18 officers from all agencies in the south end of the County. Bountiful pays \$8,000 annually for  
19 equipment and training. In a SWAT call out, Lieutenant Smith is the lead official with assistance  
20 provided by the police chief in the jurisdiction that the incident is located in. It was noted that there  
21 were 21 operations in 2024. Warrant service requests are scored to aid in deploying the correct  
22 resources of the SWAT organization. The SWAT team is service oriented and provides local service  
23 annually. Each team member is required to have 192 hours of specialized training in addition to the  
24 40 hours required by the local jurisdiction of the team member. A recent reference case was  
25 highlighted involving Lieutenant Sheldon including the reading of a complimentary letter about him  
26 from a family affected by a hostage rescue incident.

27 Amy Waldron was asked to give a brief report on dispatch operations following the addition of  
28 Farmington and Kaysville for dispatch services. It was noted that the dispatch function is nearly at full  
29 staff and rapidly approaching a potentially busy season of the year. Areas of increased dispatch  
30 volume are to be expected from the addition of both Lagoon and Station Park. Some impacts on  
31 volume have already come from receiving false accident notifications through Apple phones in use on  
32 rides at Lagoon. Interaction with the new jurisdictions leadership has been favorable.

33 Following discussion, committee member Bradshaw made a motion to accept the tentative budget  
34 submission of the Bountiful City Police Department and forward this recommendation to the full



- 1 Council for adoption as presented. Committee member Murri seconded the motion. Voting was  
2 unanimous with Committee members Child, Murri, Bradshaw, and Harris voting “aye”.
- 3 The meeting adjourned at 5:42 p.m. on a motion made by committee member Child and seconded by  
4 committee member Murri. Voting was unanimous with Committee members Child, Murri, Harris and  
5 Bradshaw voting “aye”.

DRAFT

# Minutes of the Streets and Sanitation Committee Budget Review Meeting

Bountiful City Streets Department

April 24, 2025 (8:00 a.m.)

## Present:

Committee Members:	Kendalyn Harris (Chair), Kate Bradshaw
City Manager:	Gary Hill
Assistant City Manager:	Galen Rasmussen
Department Personnel:	Charles Benson, Scott Redding, Damian Izatt, Anjela Blazer, Lloyd Cheney, Kraig Christensen, Greg Martin, Jessica Sims, Allen Johnson, Jess Pearce, Luke Veigel

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

Committee chair Harris called the meeting to order at 8:07 a.m. and welcomed those in attendance. Charles Benson was asked to review budget requests with the committee. It was noted that one vote will be taken at the end of the meeting to approve all budgets discussed.

## **PRESENTATION OF BUDGETS**

### **Overview of Department Operations**

A slide presentation was shown for those present to overview the various department functions within Streets, Storm Water, and the Sanitation (Refuse Collection, Recycling, and Landfill departments).

#### Road safety and Snow Removal operations:

- Drivers utilize updated equipment and plows to remove snow, ice, and apply road salt on scheduled routes throughout the city
- Pre-Brine applications are used as:
  - pre-treatment before storms (if within the right weather and pavement conditions) and
  - pre-wet treatment during plowing operations with salt to improve effectiveness of salt application and more rapid clearing of pavement areas.
  - Brine is inexpensive at about \$0.04 per gallon.
  - The preferred brine mixture is 23.3% salt and 76.7% water.
- From November 2024 through April 2025, the department responded to 46 storms with a total cost of \$598,041.51 in labor, fuel and materials.

1 Road Signs and Marking:

- 2 • \$442,009 invested in signs (15 year average life)
- 3 • \$160,048 budgeted annually for road marking
- 4 • Flashing signs – pending application for funding through Davis County.

5 Vehicle Fueling and Maintenance:

- 6 • Unleaded, DEF and Diesel for City departments; South Davis Metro Fire; South Davis  
7 Recreation District. In calendar year 2024, the department received 31 deliveries of fuel  
8 totaling 267,684 gallons in unleaded and diesel for a total dollar amount of \$694,985.34
- 9 • Mobile and in-shop service is provided for City departments and South Davis Metro Fire (500  
10 total vehicles and heavy equipment)
- 11 • Used oil is used by the Landfill for heating
- 12 • 1 working supervisor and 5 master mechanics
- 13 • Wholesale cost billing to users

14 Special Clean-up:

- 15 • Curbside collection (Spring and Fall) 2,354 stops the most recent collection period.
- 16 • One large collection site was referenced (6 tons of material collected including 240, 50 pound  
17 boxes which required 4 workers and 1.5 hours to fill one rear loading garbage truck)
- 18 • Residential dumping is allowed in addition to streets crews doing curbside collection.
- 19 • Total cost of Spring Cleanup 2025 was \$57,955.70

20 Road Work:

- 21 • Reconstruction
- 22 • Resurfacing
- 23 • Road Preservation – Slurry, sealants
- 24 • Repairs
- 25 • Paving of parking lots
- 26 • Total tons of patching materials in 2024 were 5,359.06

27 Assistance to other departments (including graffiti removal; hauling of equipment)

28 **Street Department**

29 Charles Benson reviewed the fiscal year priorities and line-item budget for Fiscal Year 2026 in the  
30 Street Department.

31

1 Fiscal Priorities were outlined:

- 2 • Road reconstruction on 200 East and sidewalk repair on 1800 South
- 3 • Road overlays (4.9 miles)
- 4 • Pavement preservation (14 miles of slurry seal)
- 5 • Road repairs due to water lines and utilities replacement
- 6 • Purchase of two replacement plow trucks and two 1-ton service trucks

7 Review of personnel services changes – mostly due to cost of living, and health insurance changes.  
8 The operations and maintenance category included changes in computer hardware and software,  
9 operating supplies, concrete price increases and other line items. The capital request is down for  
10 improvements due to completion of the brine plant in the prior year but increased due to road  
11 reconstruction and equipment planned for fiscal year 2026.

12 Performance measures were reviewed with the committee. A question was asked about the means of  
13 funding future road and transportation expenses. Consideration will be given to implementation of a  
14 Transportation Utility Fee along with a property tax increase, as needed to fund road and  
15 transportation expenses.

16 **Storm Water Fund**

17 An overview of the Storm Water Fund was provided by Charles Benson including a slide presentation  
18 illustrating work completed in various areas of the city along with typical issues experienced.

19 A question was asked about the division of responsibilities for storm water between Davis County and  
20 Bountiful City. It was noted that the county maintains creek channels while the city has charge over  
21 the storm water system which includes 73 miles of storm drains. Repairs have, to the extent possible,  
22 been completed through use of sleeves inserted in the existing pipes to save costs and disruption of  
23 digging up infrastructure for repair. Some areas of the system have been in service since the 1950's.

24 Fiscal Year Priorities were reviewed:

- 25 • Storm water rate increase of \$0.50 per ERU (\$167,000 additional revenue anticipated)
- 26 • Storm drains redirection from backyards on San Simeon Way
- 27 • Replacement of waterways at various locations

28 Changes in the budget were reviewed including personnel services and operations and maintenance  
29 categories for system maintenance needs. The capital request of the Fund includes a request for a  
30 replacement flusher truck.

31 Performance measures were reviewed along with fees and questions were answered by staff.

1    **Sanitation Fund (Refuse Collection Department)**

2    Charles Benson provided an overview of the Refuse Collection department, now a part of the overall  
3    Sanitation Fund.

4    The Fund provides an annual Hazardous Waste cleanup event as well as a Spring and Fall Special  
5    cleanup event. The most recent Hazardous Waste event served 671 residents with a cost of \$119,000  
6    for the event. Charles Benson provided a brief review of changes in personnel services and selected  
7    operations and maintenance categories to explain variances and answer questions.

8    **Sanitation Fund (Recycling Department)**

9    Charles Benson reviewed the operations of the Recycling Department and addressed questions from  
10   the committee members. Costs of recycling is affected by the quality of recyclables delivered to  
11   recycling companies along with the overriding market condition for recycled materials. These factors  
12   both affect the processing cost paid by the city. It was noted that recyclables are not to be bagged  
13   before they are placed in the collection carts as these bagged materials will not be accepted by the  
14   recycling company but are landfilled by them instead. Charles noted that the city is currently diverting  
15   up to 11% of collected material from the Landfill with the recycling program, thus extending the useful  
16   life of the Landfill. Glass recycling is handled by a separate company not associated with the city that  
17   offers this service on subscription to interested residents.

18   A brief review of changes in the personnel services and operations and maintenance categories was  
19   provided to the committee.

20   **Sanitation Fund (Landfill Department)**

21   Charles Benson presented a series of slides to show operations and key indicators for department  
22   activities. Mattresses, refrigerators, are recycled and freon is removed from the refrigerators. An  
23   increase in the commercial fee is requested to remain competitive. Year-to-date (as of March 2025)  
24   the Landfill received 75,612.92 tons of incoming material to manage.

25   Fiscal Year Priorities were discussed along with changes in budget categories between the current  
26   year and fiscal year 2026. Capital request includes a request for a loader purchase and work on storm  
27   water basin expansion. There is a need to amend the budget line-items for the following two  
28   accounts in the final budget:

29   Landfill Commercial Collection (currently shown as \$1,200,000 but to be amended to \$1,275,000)

30   Landfill Gate Receipts (currently shown as \$725,000 but to be amended to \$600,000)

31

1    **Committee Action and Adjourn**

2    Committee member Bradshaw made a motion to accept the tentative budget of the Streets, Storm  
3    Water, Sanitation Fund (Refuse Collection, Recycling and Landfill departments), as presented and with  
4    recommended amendment to budget line-items in Landfill, and to send these budgets to the full City  
5    Council for approval. Committee member Harris seconded the motion. Voting was unanimous with  
6    Committee members, Bradshaw and Harris and voting “aye”.

7    The meeting adjourned at 9:40 a.m. on a motion of Committee member Bradshaw and a second from  
8    Committee member Harris. Voting was unanimous with Committee members Bradshaw and Harris  
9    voting “aye”.

# City Council Staff Report

**Subject:** Expenditures for Invoices > \$1,000 paid  
April 16, 23 & 30, 2025

**Author:** Tyson Beck, Finance Director

**Department:** Finance

**Date:** May 13, 2025

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## **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 April 16, 23 & 30, 2025.

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00**  
**Paid April 16, 2025**

<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>
1164	ANIXTER, INC.	Light & Power	535300 448632	Distribution	1,484.88	244819	6324064-00	Meter Jumpers - Cust # 6000052
1164	ANIXTER, INC.	Light & Power	535300 448636	Special Equipment	1,788.50	244819	6318286-02	Misc. Parts/Supplies - Cust # 6000052
1935	DESIGN WEST	Redevelopment Agency	737300 472100	Buildings	88,849.53	244829	2025-9732	Project # 824294 Bountiful City Restaurant Study
9982	DIAMOND TREE EXPERTS	Light & Power	535300 448632	Distribution	11,864.80	244830	76565	Tree Trimming
9982	DIAMOND TREE EXPERTS	Light & Power	535300 448632	Distribution	12,060.00	244830	76564	Tree Trimming
9982	DIAMOND TREE EXPERTS	Light & Power	535300 448632	Distribution	12,060.00	244830	76566	Tree Trimming
5281	ENBRIDGE GAS UTAH	Police	104210 427000	Utilities	2,396.01	244836	04012025I	Account # 3401140000
5281	ENBRIDGE GAS UTAH	Streets	104410 427000	Utilities	1,072.44	244836	04012025G	Account # 3893910000
2141	FARWEST LINE SPECIAL	Light & Power	535300 445201	Safety Equipment	1,185.65	244837	7441181	Misc. Parts/Supplies - Cust ID 362880
2229	FRODSHAM BETTER LAWN	Parks	104510 426000	Bldg & Grnd Suppl & Maint	1,462.50	244839	121566	Fertilizer - Cust # 38651
2329	GORDON'S COPYPRINT	Legislative	104110 461000	Miscellaneous Expense	2,115.14	244841	55925	FY 2025 Tentative Budget Copies
5458	HANSEN, ALLEN & LUCE	Landfill Operations	585820 431300	Environmental Monitoring	3,758.50	244844	54474	Project # 374.04 Bountiful - Groundwater Sampling
8096	HARRISON EUROSPOITS	Police	104210 425430	Service & Parts	1,115.92	244846	6057837/1	Misc. Parts and service
8756	IRBY ELECTRICAL DIST	Light & Power	535300 445202	Uniforms	1,215.00	244849	5014213253.001	Misc. Parts/Supplies - Cust # 221694
8137	LAKEVIEW ASPHALT PRO	Streets	104410 441200	Road Matl Patch/ Class C	6,149.52	244851	13375	Patching - Cust # BOUN02610
8635	LARSEN LARSEN NASH &	Legal	104120 431100	Legal And Auditing Fees	3,400.00	244854	03312025	Legal Fees
13969	LAUNCH CONSTRUCTION	Landfill Operations	585820 426000	Bldg & Grnd Suppl & Maint	2,060.00	244855	2504-1	New Scale House
3195	MOUNTAINLAND SUPPLY	Water	515100 448400	Dist Systm Repair & Maint	1,902.82	244865	5106837119.001	Misc. Parts/Supplies - Cust # 18498
15142	OLYMPUS REFUSE	Refuse Collection Operations	585800 425000	Equip Supplies & Maint	6,392.46	244870	625389	Misc. Parts/Supplies
12326	PARSONS BEHLE & LAT	Liability Insurance	636300 431100	Legal And Auditing Fees	5,941.50	244872	1695050	Brian L & Jayne Farr - Client # 29728
5550	PARTRIDGE GROUP	Police	104210 432000	Examination & Evaluation	2,100.00	244873	6325	Direct Care Therapy
6148	PLANT, CHRISTENSEN &	Liability Insurance	636300 431100	Legal And Auditing Fees	2,592.15	244875	92539	Boulter v. Bountiful City
3549	PREMIER VEHICLE INST	Police	104210 425430	Service & Parts	5,443.78	244876	46754	Police Vehicle Equipment install/labor
3549	PREMIER VEHICLE INST	Police	104210 425430	Service & Parts	12,863.64	244876	47113	Police Vehicle equipment install
13120	RECYCLE IT	Landfill Operations	585820 448000	Operating Supplies	5,670.00	244878	10622	Mattress Recycling
4118	SURVALENT TECHNOLOGY	Light & Power	535300 448640	SCADA	17,239.00	244896	U21106	Annual SCADA Support - Cust PO # 20586
15960	SWANNIES GOLF	Golf Course	555500 448240	Items Purchased - Resale	2,688.10	244897	472855	Men's Wear
4171	THATCHER COMPANY	Water	515100 448000	Operating Supplies	3,215.43	244899	2025100104540	T-Chlor - Acct # C1303
4229	TOM RANDALL DIST. CO	Streets	104410 425000	Equip Supplies & Maint	22,506.42	244901	0396809	Fuel - Acct # 000275
5334	WEST COAST CODE CONS	Engineering	104450 431000	Profess & Tech Services	1,210.00	244912	UT25-545N-002	Inspection Services
13259	WILKINSON SUPPLY	Cemetery	595900 474500	Machinery & Equipment	5,133.86	244913	479560	Misc. Parts/Supplies - Cust # 27860
9022	XYBIX SYSTEMS, INC	Police	454210 472100	Buildings	2,314.84	244915	56803	Misc. Parts/Supplies
TOTAL:					<u>251,252.39</u>			



**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00**  
**Paid April 23, 2025**

<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>
1164	ANIXTER, INC.	Light & Power	535300 448636	Special Equipment	1,299.64	244919	6318286-03	Misc. Parts/Supplies - Cust # 6000052
1415	BOUNTIFUL DAVIS ART	Legislative	104110 492010	Contr-Btfl/Davis Art Ctr	30,000.00	244927	04212025	2nd Installment Contribution to BDAC FY25 Budget
1447	BP ENERGY COMPANY	Light & Power	53 213100	Accounts Payable	2,791.13	244929	21404026	Natural Gas - Contract # 23191
1889	DAVIS COUNTY GOVERN	Engineering	104450 425000	Equip Supplies & Maint	1,320.00	244937	131498	GIS Data-LiDAR data 88 tiles for Bountiful City
1889	DAVIS COUNTY GOVERN	Redevelopment Agency	737300 431000	Profess & Tech Services	1,320.00	244937	131498	GIS Data-LiDAR data 88 tiles for Bountiful City
9982	DIAMOND TREE EXPERTS	Light & Power	535300 448632	Distribution	12,060.00	244939	76568	Tree Trimming
9982	DIAMOND TREE EXPERTS	Light & Power	535300 448632	Distribution	12,060.00	244939	76569	Tree Trimming
2055	ELECTRICAL CONSULTAN	Light & Power	535300 474790	CIP 09 Dist Sub NW Substation	34,459.00	244942	130905	Northwest Substation - Prjt # BCP-023
5281	ENBRIDGE GAS UTAH	Redevelopment Agency	737300 472100	Buildings	11,245.70	244945	04222025	New Gas Service 135 S Main St, Bountiful 84010
2164	FERGUSON ENTERPRISES	Water	515100 448400	Dist Systm Repair & Maint	5,084.98	244947	0283079	Hydrants - Cust # 33031
2329	GORDON'S COPYPRINT	Parks	104510 426000	Bldg & Grnd Suppl & Maint	1,482.00	244953	50205	Copies
12227	GRAHAM FIRE APPARAT	Streets	104410 425000	Equip Supplies & Maint	1,952.82	244954	1089	Misc. Parts/Supplies
5263	JOHNSON ELECTRIC MOT	Landfill Operations	585820 426000	Bldg & Grnd Suppl & Maint	4,499.95	244962	12844	Scalehouse Equipment - Acct # BOU400
2886	LAKEVIEW ROCK PRODUC	Water	515100 461300	Street Opening Expense	5,007.68	244967	432976	Road base - Cust # BCTY07399
3195	MOUNTAINLAND SUPPLY	Parks	104510 425000	Equip Supplies & Maint	5,188.84	244978	100545	Swivel Wheel - Cust # 100545
9721	OVERHEAD DOOR CO OF	Light & Power	535300 424002	Office & Warehouse	1,556.84	244983	7310107659	Basement Springs Replaced
9721	OVERHEAD DOOR CO OF	Light & Power	535300 448613	Power Plant Operating Costs	2,360.03	244983	7310107671	Overhead door repair
4844	OWEN EQUIPMENT	Storm Water	494900 425000	Equip Supplies & Maint	1,508.52	244984	00120049	Misc. Parts/Supplies - Acct # S1234
3588	PUKKA INC.	Golf Course	555500 448240	Items Purchased - Resale	1,957.44	244992	HQ03942-IN	Hats
13267	SLATE ROCK FR LLC	Light & Power	535300 445202	Uniforms	1,226.79	245000	87889	FR Shirts & Jeans
13267	SLATE ROCK FR LLC	Light & Power	535300 445202	Uniforms	5,162.58	245000	88638	FR Shirts & Jeans
4171	THATCHER COMPANY	Water	515100 448000	Operating Supplies	7,070.40	245010	2025100104982	T-Floc Treatment Plants
4229	TOM RANDALL DIST. CO	Streets	104410 425000	Equip Supplies & Maint	1,647.80	245012	0397251	Bulk Oil - Acct # 000275
5442	TRAVIS MATHEW, LLC	Golf Course	555500 448240	Items Purchased - Resale	4,954.30	245015	92655867	Men's Wear - Acct # 1006176
4273	TURF EQUIPMENT CO	Cemetery	595900 425000	Equip Supplies & Maint	1,542.20	245016	3031609-00	Misc. Turf Supplies - Cust # 2144
5000	U.S. BANK CORPORATE	Legislative	104110 423000	Travel & Training	2,190.85	245018	04102025SW	Trvl&Train Expense - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Legislative	104110 461750	Employee Wellness & Recognit'n	1,392.17	245018	04102025HR	Membership Dues/Ad's -Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Executive	104130 423000	Travel & Training	2,171.28	245018	04102025GH	Trvl&Train Expense - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Police	104210 423000	Travel & Training	1,047.06	245018	04102025AS	Trvl&Train Expense - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Police	104210 423000	Travel & Training	1,261.35	245018	04102025EB	Chiefs Conference - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	PSAP - E911	104219 423000	Travel & Training	1,832.06	245018	04102025DG	Training & Misc. - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Parks	104510 426000	Bldg & Grnd Suppl & Maint	1,340.65	245018	04102025BH	Misc. Parts/Supplies - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Parks	104510 448000	Operating Supplies	1,469.93	245018	04102025BH	Misc. Parts/Supplies - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Planning	104610 423000	Travel & Training	3,196.45	245018	04102025FA	Trvl&Train Expense - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Light & Power	535300 423000	Travel & Training	3,016.77	245018	04102025AJ	Trvl&Train Expense - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Light & Power	535300 448632	Distribution	1,098.22	245018	04102025AJ	Trvl&Train Expense - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Landfill Operations	585820 425000	Equip Supplies & Maint	2,096.45	245018	04102025JE	Misc. Parts/Supplies - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Cemetery	595900 426000	Bldg & Grnd Suppl & Maint	2,000.00	245018	04102025BH	Misc. Parts/Supplies - Acct #4246-0445-5571-8851
4450	VERIZON WIRELESS	Light & Power	535300 448641	Communication Equipment	2,991.99	245021	6109873802	Account # 371517689-00001
8034	WASATCH SOUND	Legislative	104110 492080	Community Events-BntflComServC	1,075.00	245022	10210	Sound Equipment Rental 4/11/25 Carpenters Tribute
TOTAL:					<u>186,938.87</u>			

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00**  
**Paid April 30, 2025**

<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>
7164	BOUNTIFUL COLLISION	Police	104210 425430	Service & Parts	4,072.44	245028	19415	Repairs and Service for Bountiful City PD
1707	CLEVELAND GOLF/SRIXO	Golf Course	555500 448240	Items Purchased - Resale	1,553.60	245033	8283034 SO	Clubs - Bill # 80447
11484	EAST PENN MANUFAC	Streets	104410 425000	Equip Supplies & Maint	1,064.76	245040	250384773	Misc. Parts & Supplies - Cust # 570600167
5281	ENBRIDGE GAS UTAH	Miscellaneous	516000 369000	Sundry Revenues	3,221.04	245042	24304219JORDA58	Repair to damage line - Acct # 440050615
2725	GENEVA HYDRAULICS	Streets	104410 425000	Equip Supplies & Maint	2,043.42	245044	71397	Misc. Parts & Supplies - Cust ID BOUNTIFUL CITY
2350	GREEN SOURCE, L.L.C.	Golf Course	555500 426000	Bldg & Grnd Suppl & Maint	11,263.50	245049	25452	Treatment
2483	HIGHLAND GOLF	Golf Course	555500 425100	Special Equip Maintenance	1,033.67	245054	57515	Misc. Parts/Supplies
2649	IPSA-INTERMOUNTAIN P	Light & Power	535300 423000	Travel & Training	4,125.00	245060	3741	ARC Flash Training
2727	JOHNSON, ALLEN R	Light & Power	535300 423000	Travel & Training	4,503.26	245064	04232025A	Trvl&Train Expense APPA E&O Conf.
2886	LAKEVIEW ROCK PRODUC	Water	515100 461300	Street Opening Expense	1,296.26	245066	433066	Road Base - Cust # BCTY07399
13969	LAUNCH CONSTRUCTION	Parks	104510 426000	Bldg & Grnd Suppl & Maint	19,663.55	245067	2502-1	Concrete Materials
2987	M.C. GREEN & SONS IN	Water	515100 473110	Water Mains	154,603.35	245073	5323	Bountiful Water 200 East Project App #1
3102	METRIC MOTORS	Golf Course	555500 425000	Equip Supplies & Maint	1,038.18	245075	73059	Misc. Parts/Supplies
4844	OWEN EQUIPMENT	Storm Water	494900 425000	Equip Supplies & Maint	1,879.19	245083	00119757	Misc. Parts/Supplies - Acct # S1234
10820	PEAK ASPHALT, LLC	Streets	104410 473200	Road Materials - Overlay	2,912.70	245084	90000933	Bountiful Tack Block - Cust # 1003321
3458	PETERBILT OF UTAH, I	Streets	104410 425000	Equip Supplies & Maint	1,215.03	245086	1070223PU	Misc. Parts/Supplies - Acct # 457
5553	PURCELL TIRE AND SER	Refuse Collection Operations	585800 425000	Equip Supplies & Maint	4,979.59	245090	280106184	Tire Service - Cust # 2801867
3835	SALT LAKE WHOLESALE	Police	104210 425430	Service & Parts	1,743.09	245097	18605	Misc. Parts/Supplies
4026	STAKER & PARSONS	Golf Course	555500 426000	Bldg & Grnd Suppl & Maint	2,955.68	245101	6582422	Top Sand - Cust # 18108
4217	TITLEIST	Golf Course	555500 448240	Items Purchased - Resale	2,825.37	245109	919726311	Gloves - Acct # US00021802
4217	TITLEIST	Golf Course	555500 448240	Items Purchased - Resale	4,058.88	245109	919783434	Shoes - Acct # US00021802
4229	TOM RANDALL DIST. CO	Streets	104410 425000	Equip Supplies & Maint	22,294.79	245110	0397447	Fuel - Acct # 000275
4229	TOM RANDALL DIST. CO	Streets	104410 426000	Bldg & Grnd Suppl & Maint	1,189.10	245110	0397632	Oil - Acct # 000275
4229	TOM RANDALL DIST. CO	Golf Course	555500 425100	Special Equip Maintenance	5,385.81	245110	0396997	Fuel - Acct # 000276
4273	TURF EQUIPMENT CO	Golf Course	555500 426100	Special Projects	4,475.54	245112	3031497-00	Misc. Turf Supplies - Cust # 2144
4341	UTAH ASSOCIATED MUNI	Light & Power	53 213130	UAMPS Accrual	1,093,383.63	245115	04252025	March 2025 payment for Power Resource
7732	WINGFOOT CORP	Police	104210 426000	Bldg & Grnd Suppl & Maint	2,475.00	245122	203845-2	Janitorial Services
12621	YOUNG POWERSPORTS	Parks	104510 425000	Equip Supplies & Maint	1,235.23	245123	121897	Parts and Service for Bountiful City
TOTAL:					<u>1,362,490.66</u>			

# City Council Staff Report

**Subject:** March 2025 Financial Reports  
**Author:** Tyson Beck, Finance Director  
**Department:** Finance  
**Date:** May 13, 2025



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## **Background**

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

## **Analysis**

Data within the reports and graphs presented provide detail of revenue, expense, and budget results for the associated period. Additional revenue and expense graphs are provided that give comparative data for FY2025 through March as compared to the past three fiscal year periods through that same timeframe.

The FY2025 budget portion of these reports is the originally adopted FY2025 budget approved by the City Council in June of 2024.

## **Department Review**

These reports were prepared and reviewed by the Finance Department.

## **Significant Impacts**

Financial information to aid in legislative and operational decision making.

## **Recommendation**

Council is encouraged to review the attached revenue, expense, and budget reports.

## **Attachments**

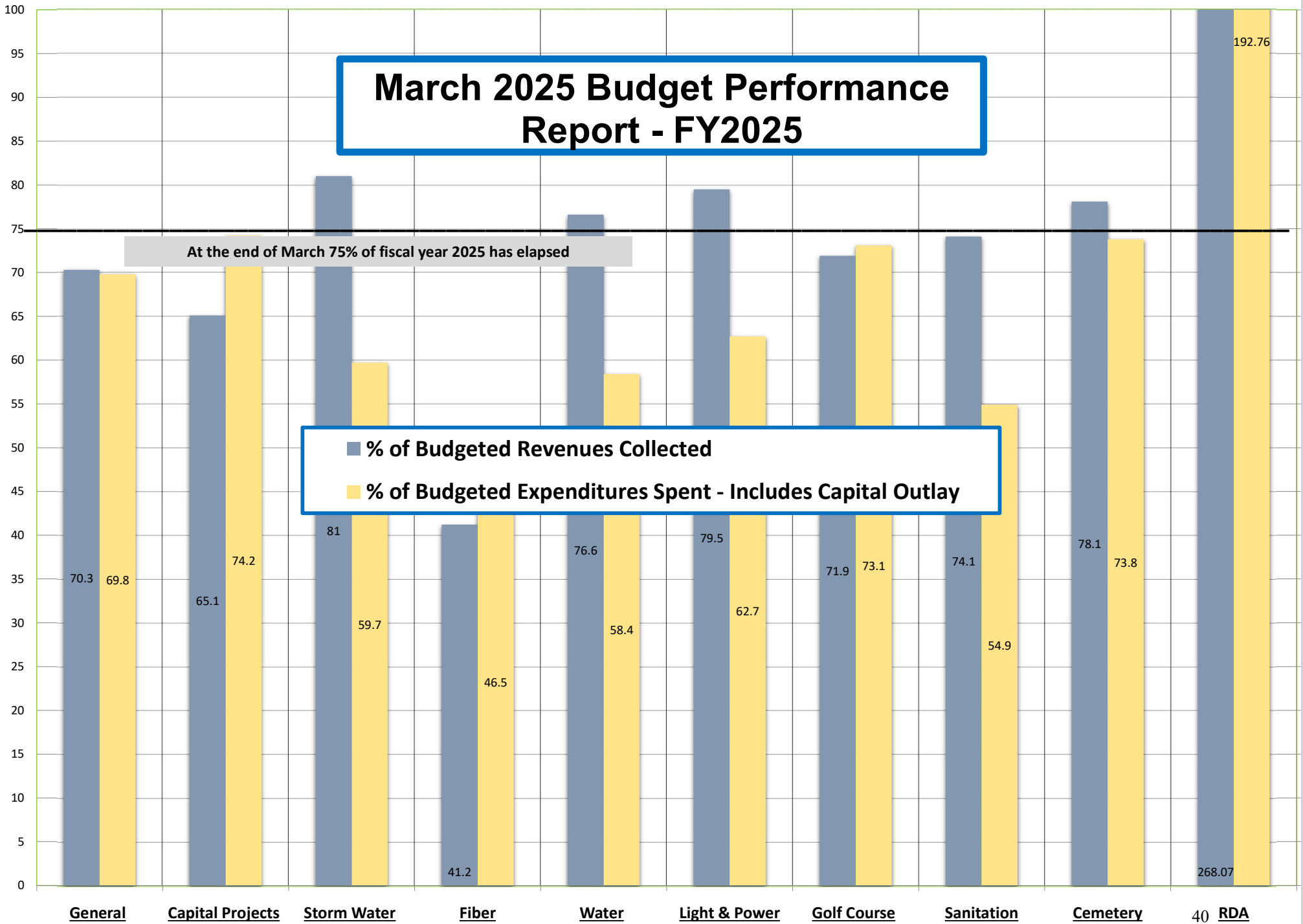
- March 2025 Revenue & Expense Reports – Fiscal 2025 YTD

# March 2025 Budget Performance Report - FY2025

At the end of March 75% of fiscal year 2025 has elapsed

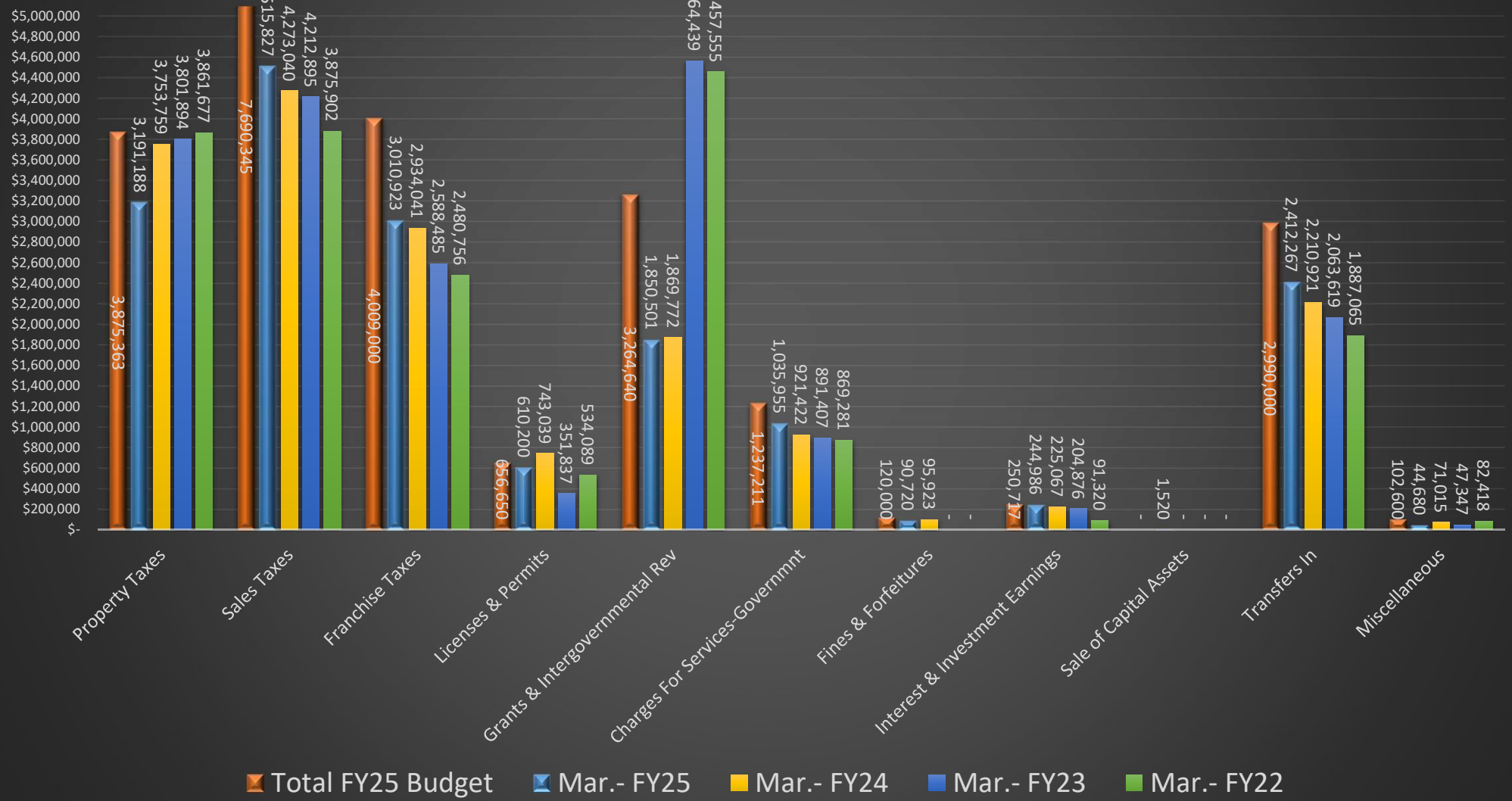
■ % of Budgeted Revenues Collected

■ % of Budgeted Expenditures Spent - Includes Capital Outlay

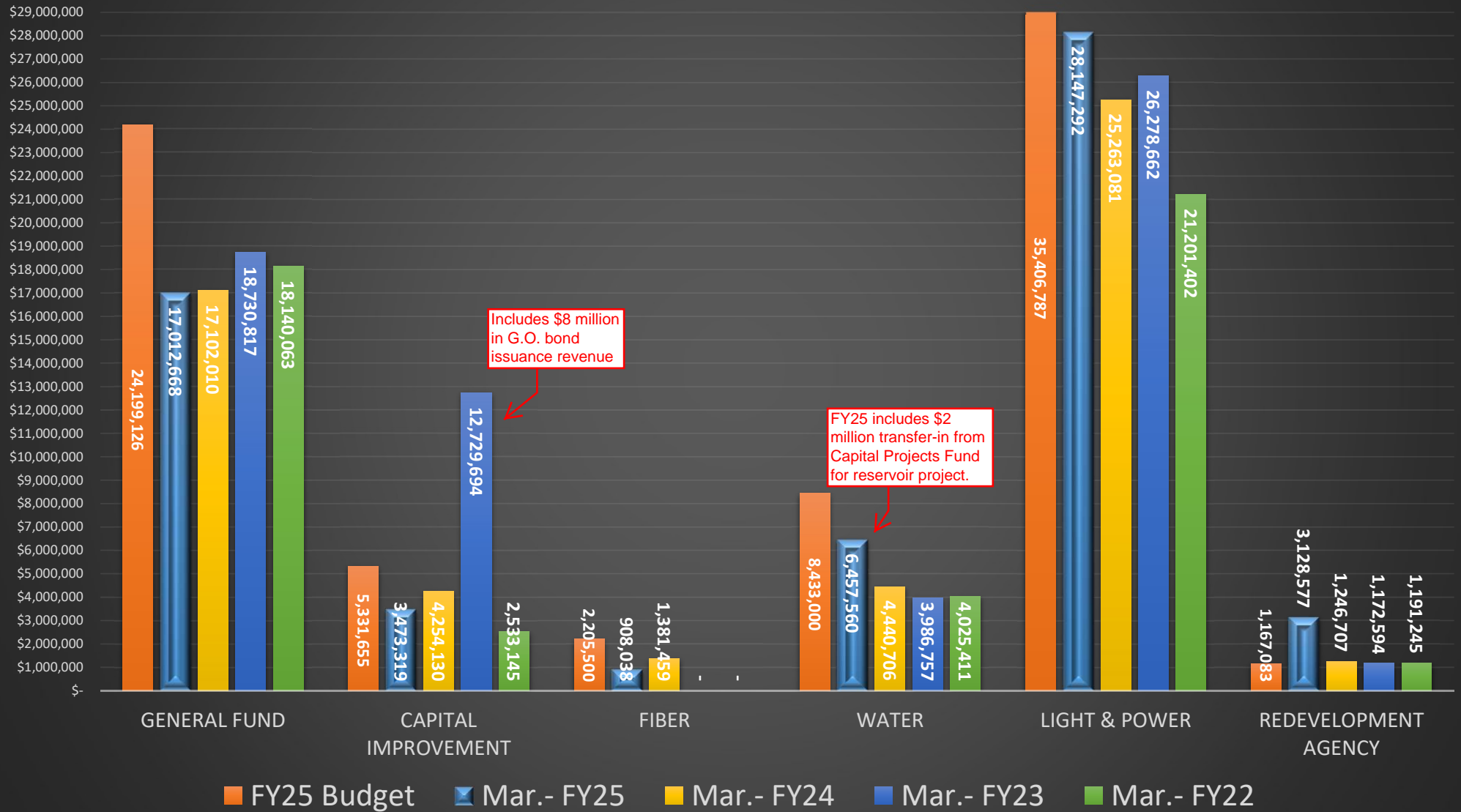


## General Fund Detailed Revenues - March 2025

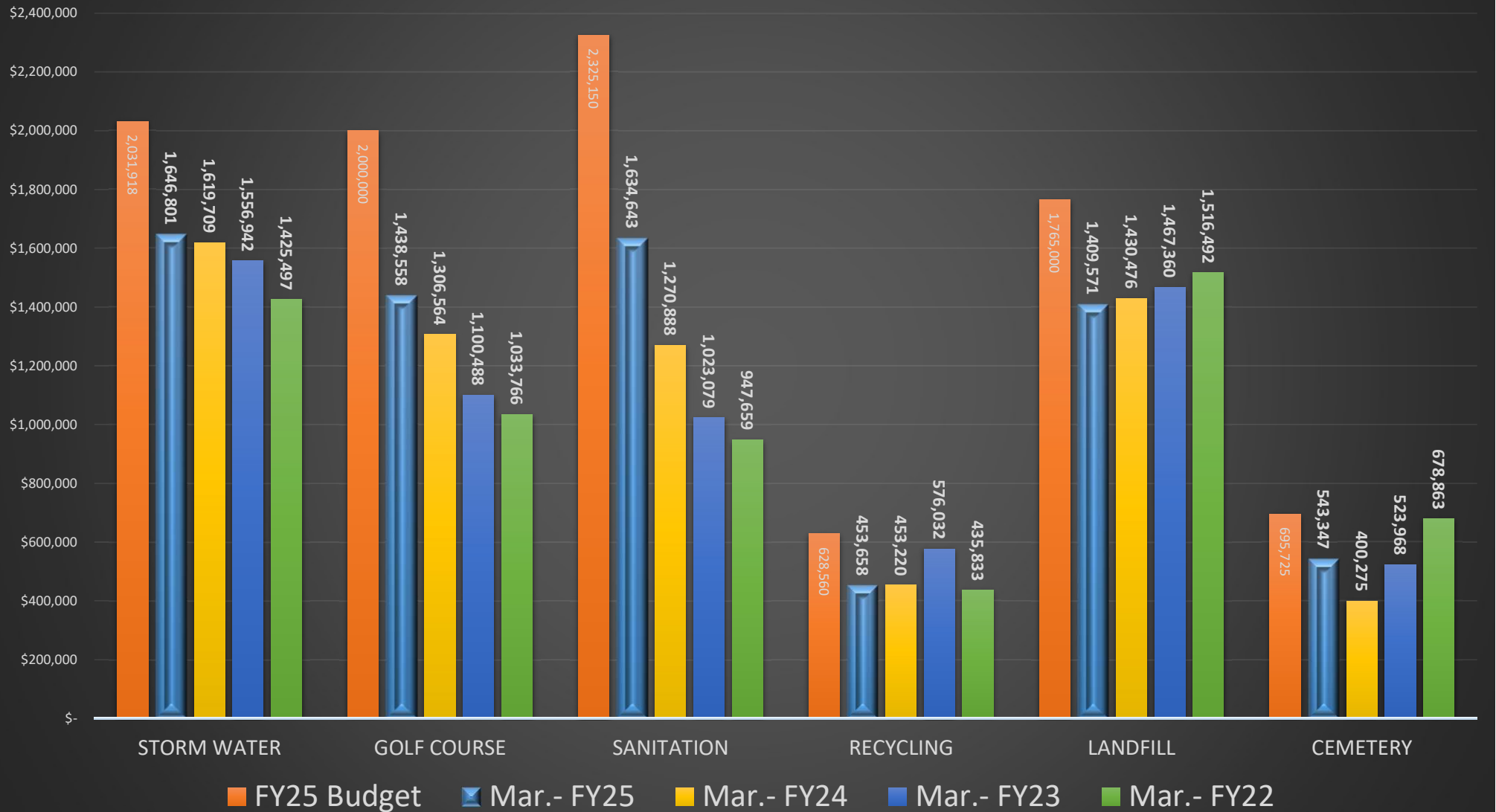
### YTD Revenues (Fiscal Year 2025) Compared to Budget and also the Revenues of the Same Timeframe of the Past Three Fiscal Years



## March 2025 YTD Revenues (Fiscal 2025) Compared to Budget and also the Revenues of Same Timeframe of the Past Three Fiscal Years

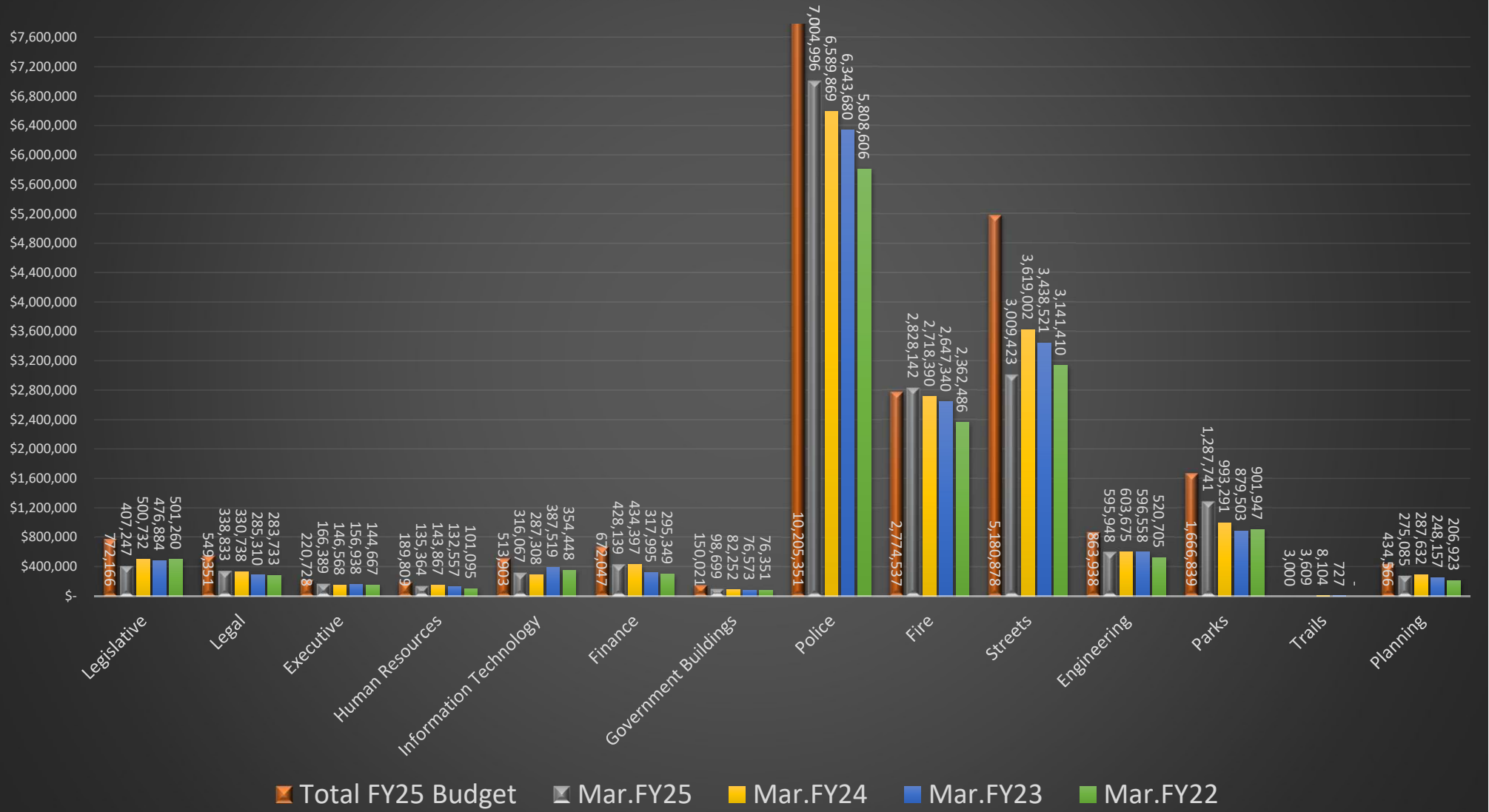


## March 2025 (Fiscal 2025) YTD Revenues Compared to Budget and also the Revenues of Same Timeframe of the Past Three Fiscal Years



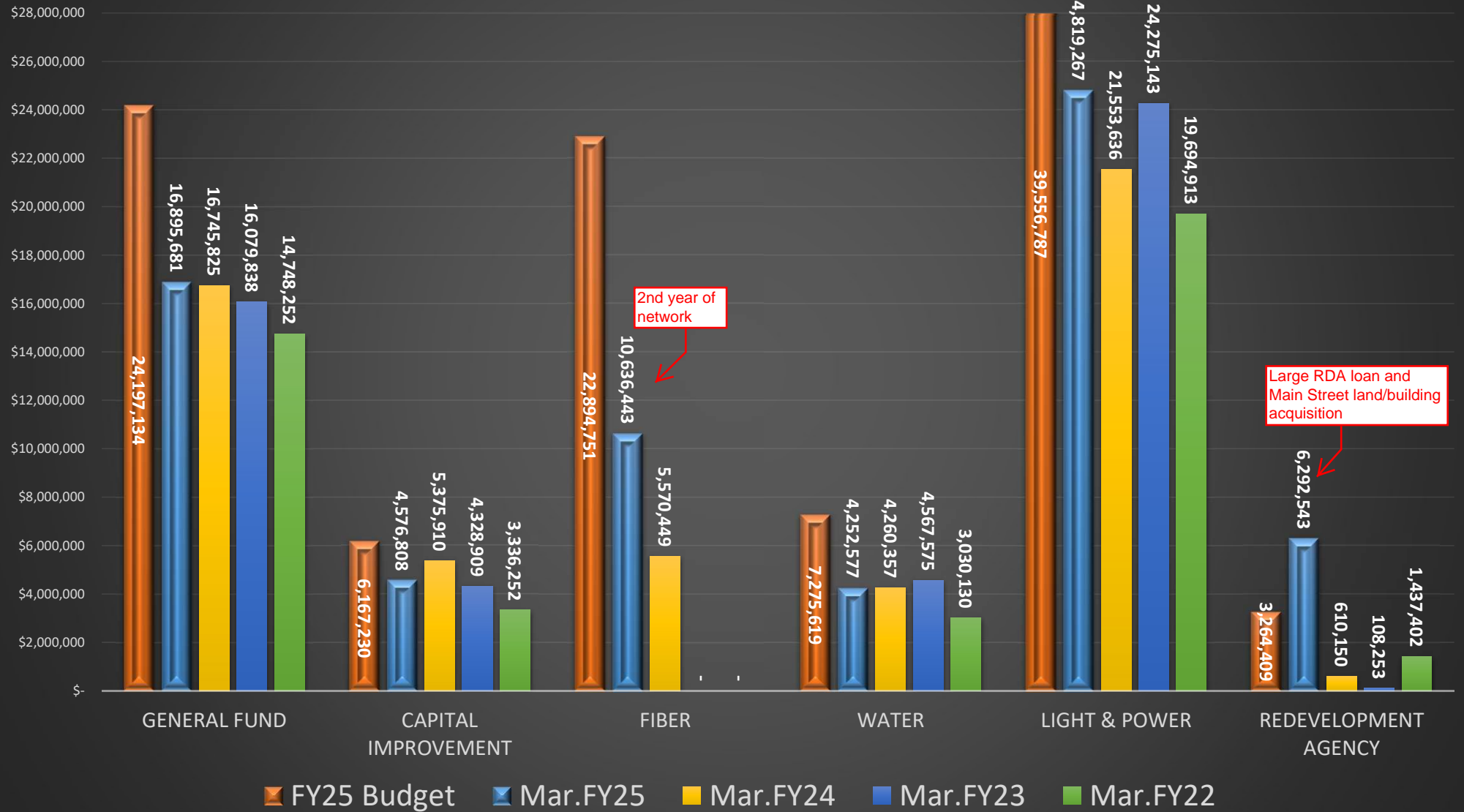
## General Fund Detailed Expenditures - March 2025

### Fiscal 2025 YTD Expenditures Compared to Budget and also the Expenditures of the Same Timeframe of the Past Three Fiscal Years

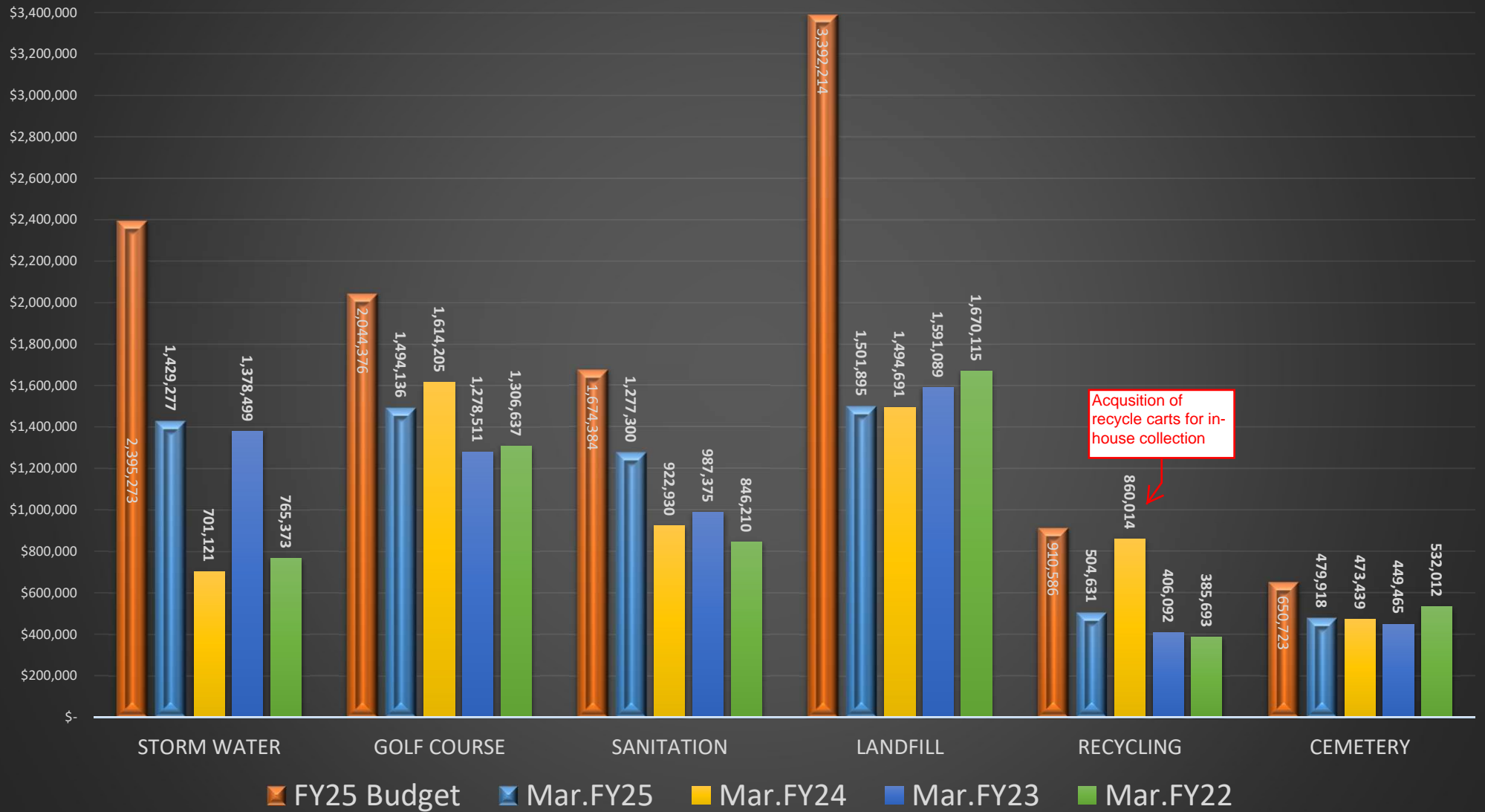




## March 2025 YTD (Fiscal 2025) Expenditures Compared to Budget and also the Expenditures of the Same Timeframe of the Past Three Fiscal Years



## March 2025 YTD (Fiscal 2025) Expenses Compared Budget and also the Expenses of the Same Timeframe of the Past Three Fiscal Years



## MARCH 2025 - FY25 REVENUE &amp; EXPENSE

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>10 GENERAL FUND</b>							
1010 Property Tax Revenues	-3,875,363	-3,875,363	-3,191,188.40	-16,871.99	.00	-684,174.60	82.3%
1020 Sales Tax Revenues	-7,690,345	-7,690,345	-4,515,826.61	-599,518.49	.00	-3,174,518.39	58.7%
1030 Franchise Tax Revenues	-4,009,000	-4,009,000	-3,010,922.65	-612,206.83	.00	-998,077.35	75.1%
1040 Property Tax Increment Re	-2,600	-2,600	-3,901.73	-3,901.73	.00	1,301.73	150.1%
2000 License & Permit Revenues	-656,650	-656,650	-610,199.77	-11,089.36	.00	-46,450.23	92.9%
3000 Grants & Intergovernmental Re	-3,264,640	-3,264,640	-1,850,501.41	-113,337.49	.00	-1,414,138.59	56.7%
3100 Fine & Forfeiture Revenue	-120,000	-120,000	-90,720.44	-15,617.26	.00	-29,279.56	75.6%
4000 Charges For ServicesRev-Gover	-1,237,211	-1,237,211	-1,035,954.85	-40,033.13	.00	-201,256.15	83.7%
4110 Legislative Expenditures	772,166	772,166	407,246.54	29,806.81	.00	364,919.46	52.7%
4120 Legal Expenditures	549,351	549,351	338,832.71	40,876.48	.00	210,518.29	61.7%
4130 Executive Expenditures	220,728	220,728	166,389.01	13,890.90	.00	54,338.99	75.4%
4134 Human Resources Expenditures	189,809	189,809	135,364.08	15,611.54	.00	54,444.92	71.3%
4136 Information Technology Expend	513,903	513,903	316,067.13	35,042.13	.00	197,835.87	61.5%
4140 Finance Expenditures	672,047	672,047	428,139.30	23,626.23	.00	243,907.70	63.7%
4160 Government Buildings Expendit	150,021	150,021	98,698.76	17,649.62	.00	51,322.24	65.8%
4210 Police Expenditures	7,661,433	7,661,433	5,294,514.19	589,401.75	.00	2,366,918.81	69.1%
4215 Reserve Officers Expenditures	10,000	10,000	.00	.00	.00	10,000.00	.0%
4216 Crossing Guards Expenditures	163,386	163,386	131,214.73	18,622.26	.00	32,171.27	80.3%
4217 School Resource Officer Expen	508,324	508,324	260,989.10	28,992.59	.00	247,334.90	51.3%
4218 Liquor Control Expenditures	44,001	44,001	24,882.39	1,402.14	.00	19,118.61	56.5%
4219 PSAP - E911 Expenditures	1,818,207	1,818,207	1,293,395.65	157,887.11	.00	524,811.35	71.1%
4220 Fire/EMS Expenditures	2,774,537	2,774,537	2,828,142.00	707,035.50	.00	-53,605.00	101.9%
4410 Streets Expenditures	5,180,878	5,180,878	3,009,422.65	348,379.05	.00	2,171,455.35	58.1%
4450 Engineering Expenditures	863,938	863,938	595,948.02	58,022.11	.00	267,989.98	69.0%
4510 Parks Expenditures	1,666,839	1,666,839	1,287,740.58	96,296.67	.00	379,098.42	77.3%
4550 Trails Expenditures	3,000	3,000	3,608.53	115.00	.00	-608.53	120.3%
4610 Planning Expenditures	434,566	434,566	275,085.35	30,359.22	.00	159,480.65	63.3%
6000 Miscellaneous	-102,600	-102,600	-44,679.65	-1,302.63	.00	-57,920.35	43.5%
6010 Interest & Investment Earning	-250,717	-250,717	-244,985.99	-31,180.34	.00	-5,731.01	97.7%
6020 Sale of Capital Assets	0	0	-1,520.00	-1,520.00	.00	1,520.00	100.0%
8010 Transfers In	-2,990,000	-2,990,000	-2,412,266.95	-225,215.05	.00	-577,733.05	80.7%
<b>TOTAL GENERAL FUND</b>	<b>-1,992</b>	<b>-1,992</b>	<b>-116,987.73</b>	<b>541,222.81</b>	<b>.00</b>	<b>114,995.73</b>	<b>5872.9%</b>
<b>TOTAL REVENUES</b>	<b>-24,199,126</b>	<b>-24,199,126</b>	<b>-17,012,668.45</b>	<b>-1,671,794.30</b>	<b>.00</b>	<b>-7,186,457.55</b>	
<b>TOTAL EXPENSES</b>	<b>24,197,134</b>	<b>24,197,134</b>	<b>16,895,680.72</b>	<b>2,213,017.11</b>	<b>.00</b>	<b>7,301,453.28</b>	

**30 DEBT SERVICE**

## MARCH 2025 - FY25 REVENUE &amp; EXPENSE

FOR 2025 09

30	DEBT SERVICE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1010	Property Tax Revenues	-541,950	-541,950	-431,761.37	-2,309.30	.00	-110,188.63	79.7%
4710	Debt Service	559,596	559,596	565,866.21	1.98	.00	-6,270.21	101.1%
6010	Interest & Investment Earning	-600	-600	-2,652.99	-237.20	.00	2,052.99	442.2%
	<b>TOTAL DEBT SERVICE</b>	<b>17,046</b>	<b>17,046</b>	<b>131,451.85</b>	<b>-2,544.52</b>	<b>.00</b>	<b>-114,405.85</b>	<b>771.2%</b>
	<b>TOTAL REVENUES</b>	<b>-542,550</b>	<b>-542,550</b>	<b>-434,414.36</b>	<b>-2,546.50</b>	<b>.00</b>	<b>-108,135.64</b>	
	<b>TOTAL EXPENSES</b>	<b>559,596</b>	<b>559,596</b>	<b>565,866.21</b>	<b>1.98</b>	<b>.00</b>	<b>-6,270.21</b>	
<b>45 CAPITAL IMPROVEMENT</b>								
1020	Sales Tax Revenues	-3,629,655	-3,629,655	-2,106,200.88	-277,897.62	.00	-1,523,454.12	58.0%
3000	Grants & Intergovernmental Re	-125,000	-125,000	-10,000.00	-10,000.00	.00	-115,000.00	8.0%
4110	Legislative Expenditures	2,290,000	2,290,000	2,001,200.00	.00	.00	288,800.00	87.4%
4136	Information Technology Expend	0	220,000	186,373.69	.00	.00	33,626.31	84.7%
4140	Finance Expenditures	0	4,000	10,137.67	1,434.63	.00	-6,137.67	253.4%
4160	Government Buildings Expendit	0	70,000	.00	.00	.00	70,000.00	.0%
4210	Police Expenditures	792,230	792,230	697,503.24	9,059.53	.00	94,726.76	88.0%
4410	Streets Expenditures	2,176,000	2,176,000	1,223,986.74	168,516.10	.00	952,013.26	56.2%
4510	Parks Expenditures	70,000	70,000	67,849.00	.00	.00	2,151.00	96.9%
4550	Trails Expenditures	545,000	545,000	389,757.62	57,570.00	.00	155,242.38	71.5%
6000	Miscellaneous	0	0	-29,929.30	-3,779.41	.00	29,929.30	100.0%
6010	Interest & Investment Earning	-922,000	-922,000	-1,257,375.64	-183,109.75	.00	335,375.64	136.4%
6020	Sale of Capital Assets	-50,000	-50,000	-51,998.00	-26,253.00	.00	1,998.00	104.0%
8000	Contribution Revenue	-5,000	-5,000	-17,815.55	-90.00	.00	12,815.55	356.3%
8010	Transfers In	-600,000	-600,000	.00	.00	.00	-600,000.00	.0%
	<b>TOTAL CAPITAL IMPROVEMENT</b>	<b>541,575</b>	<b>835,575</b>	<b>1,103,488.59</b>	<b>-264,549.52</b>	<b>.00</b>	<b>-267,913.59</b>	<b>132.1%</b>
	<b>TOTAL REVENUES</b>	<b>-5,331,655</b>	<b>-5,331,655</b>	<b>-3,473,319.37</b>	<b>-501,129.78</b>	<b>.00</b>	<b>-1,858,335.63</b>	
	<b>TOTAL EXPENSES</b>	<b>5,873,230</b>	<b>6,167,230</b>	<b>4,576,807.96</b>	<b>236,580.26</b>	<b>.00</b>	<b>1,590,422.04</b>	
<b>49 STORM WATER</b>								
4900	Storm Water Expenses	2,395,273	2,395,273	1,429,276.65	109,433.04	.00	965,996.35	59.7%
6000	Miscellaneous	-5,800	-5,800	-4,193.00	.00	.00	-1,607.00	72.3%
6010	Interest & Investment Earning	-15,000	-15,000	-138,793.19	-17,597.39	.00	123,793.19	925.3%
7000	Charge For Services Rev.-Prop	-2,011,118	-2,011,118	-1,500,514.94	-172,924.15	.00	-510,603.06	74.6%
8020	Impact Fee Revenue	0	0	-3,300.00	.00	.00	3,300.00	100.0%
	<b>TOTAL STORM WATER</b>	<b>363,355</b>	<b>363,355</b>	<b>-217,524.48</b>	<b>-81,088.50</b>	<b>.00</b>	<b>580,879.48</b>	<b>-59.9%</b>
	<b>TOTAL REVENUES</b>	<b>-2,031,918</b>	<b>-2,031,918</b>	<b>-1,646,801.13</b>	<b>-190,521.54</b>	<b>.00</b>	<b>-385,116.87</b>	
	<b>TOTAL EXPENSES</b>	<b>2,395,273</b>	<b>2,395,273</b>	<b>1,429,276.65</b>	<b>109,433.04</b>	<b>.00</b>	<b>965,996.35</b>	

## MARCH 2025 - FY25 REVENUE & EXPENSE

FOR 2025 09

50	FIBER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>50 FIBER</b>								
5000	Fiber Expenses	22,894,751	22,894,751	10,636,442.93	722,843.92	.00	12,258,308.07	46.5%
6010	Interest & Investment Earning	-1,800,000	-1,800,000	-769,944.00	-67,203.69	.00	-1,030,056.00	42.8%
7000	Charge For Services Rev.-Prop	-405,500	-405,500	-138,093.97	-20,240.29	.00	-267,406.03	34.1%
	<b>TOTAL FIBER</b>	<b>20,689,251</b>	<b>20,689,251</b>	<b>9,728,404.96</b>	<b>635,399.94</b>	<b>.00</b>	<b>10,960,846.04</b>	<b>47.0%</b>
	<b>TOTAL REVENUES</b>	<b>-2,205,500</b>	<b>-2,205,500</b>	<b>-908,037.97</b>	<b>-87,443.98</b>	<b>.00</b>	<b>-1,297,462.03</b>	
	<b>TOTAL EXPENSES</b>	<b>22,894,751</b>	<b>22,894,751</b>	<b>10,636,442.93</b>	<b>722,843.92</b>	<b>.00</b>	<b>12,258,308.07</b>	
<b>51 WATER</b>								
5100	Water Expenses	7,275,619	7,275,619	4,252,576.94	586,012.26	.00	3,023,042.06	58.4%
6000	Miscellaneous	-2,000	-2,000	-5,381.43	.00	.00	3,381.43	269.1%
6010	Interest & Investment Earning	-60,000	-60,000	-172,813.40	-21,140.28	.00	112,813.40	288.0%
6020	Sale of Capital Assets	-20,000	-20,000	-29,165.00	.00	.00	9,165.00	145.8%
7000	Charge For Services Rev.-Prop	-6,201,000	-6,201,000	-4,115,931.33	-431,313.59	.00	-2,085,068.67	66.4%
7010	Connection & Servicing Revenue	-40,000	-40,000	-14,479.66	-740.30	.00	-25,520.34	36.2%
8010	Transfers In	-2,000,000	-2,000,000	-2,000,000.00	.00	.00	.00	100.0%
8020	Impact Fee Revenue	-60,000	-60,000	-48,980.00	-6,450.00	.00	-11,020.00	81.6%
8030	Capital Contributions/Donatio	-50,000	-50,000	-70,808.98	.00	.00	20,808.98	141.6%
	<b>TOTAL WATER</b>	<b>-1,157,381</b>	<b>-1,157,381</b>	<b>-2,204,982.86</b>	<b>126,368.09</b>	<b>.00</b>	<b>1,047,601.86</b>	<b>190.5%</b>
	<b>TOTAL REVENUES</b>	<b>-8,433,000</b>	<b>-8,433,000</b>	<b>-6,457,559.80</b>	<b>-459,644.17</b>	<b>.00</b>	<b>-1,975,440.20</b>	
	<b>TOTAL EXPENSES</b>	<b>7,275,619</b>	<b>7,275,619</b>	<b>4,252,576.94</b>	<b>586,012.26</b>	<b>.00</b>	<b>3,023,042.06</b>	
<b>53 LIGHT &amp; POWER</b>								
5300	Light & Power Expenses	39,556,787	39,556,787	24,819,267.16	2,262,361.24	.00	14,737,519.84	62.7%
6000	Miscellaneous	-122,000	-122,000	-300,792.72	-8,467.99	.00	178,792.72	246.6%
6010	Interest & Investment Earning	-559,005	-559,005	-760,381.33	-94,839.68	.00	201,376.33	136.0%
6020	Sale of Capital Assets	-15,000	-15,000	.00	.00	.00	-15,000.00	.0%
7000	Charge For Services Rev.-Prop	-33,977,804	-33,977,804	-26,621,886.65	-2,513,858.79	.00	-7,355,917.35	78.4%
7010	Connection & Servicing Revenue	-100,000	-100,000	-68,708.26	-7,824.70	.00	-31,291.74	68.7%
7030	Equipment & Facility Rent Rev	-82,978	-82,978	-21,968.00	.00	.00	-61,010.00	26.5%
8030	Capital Contributions/Donatio	-550,000	-550,000	-373,554.55	.00	.00	-176,445.45	67.9%
	<b>TOTAL LIGHT &amp; POWER</b>	<b>4,150,000</b>	<b>4,150,000</b>	<b>-3,328,024.35</b>	<b>-362,629.92</b>	<b>.00</b>	<b>7,478,024.35</b>	<b>-80.2%</b>
	<b>TOTAL REVENUES</b>	<b>-35,406,787</b>	<b>-35,406,787</b>	<b>-28,147,291.51</b>	<b>-2,624,991.16</b>	<b>.00</b>	<b>-7,259,495.49</b>	
	<b>TOTAL EXPENSES</b>	<b>39,556,787</b>	<b>39,556,787</b>	<b>24,819,267.16</b>	<b>2,262,361.24</b>	<b>.00</b>	<b>14,737,519.84</b>	

## MARCH 2025 - FY25 REVENUE & EXPENSE

FOR 2025 09

55	GOLF COURSE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>55 GOLF COURSE</b>								
5500	Golf Course Expenses	2,044,376	2,044,376	1,494,136.33	160,913.69	.00	550,239.67	73.1%
6000	Miscellaneous	-3,000	-3,000	-4,056.99	-4.95	.00	1,056.99	135.2%
6010	Interest & Investment Earning	-8,000	-8,000	-35,156.57	-3,114.63	.00	27,156.57	439.5%
6020	Sale of Capital Assets	0	0	-6,000.00	.00	.00	6,000.00	100.0%
7020	Admission & Lesson Fee Revenue	-1,136,000	-1,136,000	-768,650.37	-26,437.07	.00	-367,349.63	67.7%
7030	Equipment & Facility Rent Rev	-555,000	-555,000	-379,794.38	-11,623.88	.00	-175,205.62	68.4%
7040	Concession & Merchandise Sale	-298,000	-298,000	-244,900.17	-4,062.66	.00	-53,099.83	82.2%
	TOTAL GOLF COURSE	44,376	44,376	55,577.85	115,670.50	.00	-11,201.85	125.2%
	TOTAL REVENUES	-2,000,000	-2,000,000	-1,438,558.48	-45,243.19	.00	-561,441.52	
	TOTAL EXPENSES	2,044,376	2,044,376	1,494,136.33	160,913.69	.00	550,239.67	
<b>57 LANDFILL</b>								
6010	Interest & Investment Earning	-288,758	0	.00	.00	.00	.00	.0%
	TOTAL LANDFILL	-288,758	0	.00	.00	.00	.00	.0%
	TOTAL REVENUES	-288,758	0	.00	.00	.00	.00	
<b>58 SANITATION</b>								
5800	Refuse Collection OperationsE	1,674,384	1,674,384	1,277,300.29	80,885.70	.00	397,083.71	76.3%
5810	Recycle CollectionOperationsE	910,586	910,586	504,631.28	28,637.28	.00	405,954.72	55.4%
5820	Landfill Operations Expenses	3,392,214	3,392,214	1,501,895.26	156,211.49	.00	1,890,318.74	44.3%
6002	Miscellaneous - Landfill	-30,000	-30,000	-19,913.84	-2,539.41	.00	-10,086.16	66.4%
6010	Interest & Investment Earning	-8,000	-296,758	-226,559.06	-28,315.57	.00	-70,198.94	76.3%
6012	Interest Earnings - Landfill	0	0	-137,824.86	-14,420.61	.00	137,824.86	100.0%
7000	Charge For Services Rev.-Prop	-2,028,392	-2,028,392	-1,408,084.00	-162,630.82	.00	-620,308.00	69.4%
7001	Charge For ServicesRev-Recycl	-628,560	-628,560	-453,658.27	-52,401.46	.00	-174,901.73	72.2%
7002	Charge For ServicesRev-Landfi	-1,735,000	-1,735,000	-1,251,832.09	-130,969.76	.00	-483,167.91	72.2%
	TOTAL SANITATION	1,547,232	1,258,474	-214,045.29	-125,543.16	.00	1,472,519.29	-17.0%
	TOTAL REVENUES	-4,429,952	-4,718,710	-3,497,872.12	-391,277.63	.00	-1,220,837.88	
	TOTAL EXPENSES	5,977,184	5,977,184	3,283,826.83	265,734.47	.00	2,693,357.17	
<b>59 CEMETERY</b>								

## MARCH 2025 - FY25 REVENUE & EXPENSE

FOR 2025 09

59	CEMETERY	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
5900	Cemetery Expenses	650,723	650,723	479,917.81	42,462.58	.00	170,805.19	73.8%
6010	Interest & Investment Earning	-11,000	-11,000	-29,862.10	-3,708.09	.00	18,862.10	271.5%
7000	Charge For Services Rev.-Prop	-576,100	-576,100	-432,810.00	-51,800.00	.00	-143,290.00	75.1%
7050	Cemetery Burial Plot Sale Rev	-108,625	-108,625	-80,675.00	-14,900.00	.00	-27,950.00	74.3%
	TOTAL CEMETERY	-45,002	-45,002	-63,429.29	-27,945.51	.00	18,427.29	140.9%
	TOTAL REVENUES	-695,725	-695,725	-543,347.10	-70,408.09	.00	-152,377.90	
	TOTAL EXPENSES	650,723	650,723	479,917.81	42,462.58	.00	170,805.19	
61 COMPUTER MAINTENANCE								
4000	Charges For ServicesRev-Gover	-205,000	-205,000	-131,000.00	.00	.00	-74,000.00	63.9%
6000	Miscellaneous	0	0	-990.00	.00	.00	990.00	100.0%
6010	Interest & Investment Earning	-1,500	-1,500	358.12	-32.35	.00	-1,858.12	-23.9%
6020	Sale of Capital Assets	0	0	-360.00	-360.00	.00	360.00	100.0%
6100	Computer Maintenance Expendit	203,350	203,350	125,161.40	20,518.86	.00	78,188.60	61.5%
	TOTAL COMPUTER MAINTENANCE	-3,150	-3,150	-6,830.48	20,126.51	.00	3,680.48	216.8%
	TOTAL REVENUES	-206,500	-206,500	-131,991.88	-392.35	.00	-74,508.12	
	TOTAL EXPENSES	203,350	203,350	125,161.40	20,518.86	.00	78,188.60	
63 LIABILITY INSURANCE								
6010	Interest & Investment Earning	-32,550	-32,550	-23,664.70	-1,897.79	.00	-8,885.30	72.7%
6300	Liability Insurance	1,054,165	1,054,165	452,438.88	16,206.71	.00	601,726.12	42.9%
7000	Charge For Services Rev.-Prop	-656,561	-656,561	.00	.00	.00	-656,561.00	.0%
	TOTAL LIABILITY INSURANCE	365,054	365,054	428,774.18	14,308.92	.00	-63,720.18	117.5%
	TOTAL REVENUES	-689,111	-689,111	-23,664.70	-1,897.79	.00	-665,446.30	
	TOTAL EXPENSES	1,054,165	1,054,165	452,438.88	16,206.71	.00	601,726.12	
64 WORKERS' COMP INSURANCE								
6010	Interest & Investment Earning	-22,500	-22,500	-29,690.17	-3,879.70	.00	7,190.17	132.0%
6400	Workers' Comp Insurance	514,814	514,814	229,677.48	8,740.80	.00	285,136.52	44.6%
7000	Charge For Services Rev.-Prop	-368,522	-368,522	-262,234.99	-28,155.31	.00	-106,287.01	71.2%
	TOTAL WORKERS' COMP INSURANCE	123,792	123,792	-62,247.68	-23,294.21	.00	186,039.68	-50.3%
	TOTAL REVENUES	-391,022	-391,022	-291,925.16	-32,035.01	.00	-99,096.84	
	TOTAL EXPENSES	514,814	514,814	229,677.48	8,740.80	.00	285,136.52	

## MARCH 2025 - FY25 REVENUE &amp; EXPENSE

FOR 2025 09

72	RDA REVOLVING LOAN FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>72 RDA REVOLVING LOAN FUND</b>								
6000	Miscellaneous	-149,713	-149,713	-158,676.14	-21,855.10	.00	8,963.14	106.0%
6010	Interest & Investment Earning	-149,423	-149,423	-70,441.00	-9,902.81	.00	-78,982.00	47.1%
7200	RDA Revolving Loans Expenditu	1,500,480	1,500,480	3,740,139.87	18.39	.00	-2,239,659.87	249.3%
	<b>TOTAL RDA REVOLVING LOAN FUND</b>	<b>1,201,344</b>	<b>1,201,344</b>	<b>3,511,022.73</b>	<b>-31,739.52</b>	<b>.00</b>	<b>-2,309,678.73</b>	<b>292.3%</b>
	<b>TOTAL REVENUES</b>	<b>-299,136</b>	<b>-299,136</b>	<b>-229,117.14</b>	<b>-31,757.91</b>	<b>.00</b>	<b>-70,018.86</b>	
	<b>TOTAL EXPENSES</b>	<b>1,500,480</b>	<b>1,500,480</b>	<b>3,740,139.87</b>	<b>18.39</b>	<b>.00</b>	<b>-2,239,659.87</b>	
<b>73 REDEVELOPMENT AGENCY</b>								
1010	Property Tax Revenues	-79,000	-79,000	-71,500.00	-71,500.00	.00	-7,500.00	90.5%
1040	Property Tax Increment Revenue	-764,947	-764,947	-328,500.00	71,500.00	.00	-436,447.00	42.9%
4000	Charges For ServicesRev-Gover	0	0	-48,000.00	-6,000.00	.00	48,000.00	100.0%
6010	Interest & Investment Earning	-24,000	-24,000	-51,460.10	-7,138.04	.00	27,460.10	214.4%
7300	Redevelopment Agency Expendit	1,763,929	1,763,929	2,552,402.68	8,294.63	.00	-788,473.68	144.7%
8010	Transfers In	0	0	-2,400,000.00	.00	.00	2,400,000.00	100.0%
	<b>TOTAL REDEVELOPMENT AGENCY</b>	<b>895,982</b>	<b>895,982</b>	<b>-347,057.42</b>	<b>-4,843.41</b>	<b>.00</b>	<b>1,243,039.42</b>	<b>-38.7%</b>
	<b>TOTAL REVENUES</b>	<b>-867,947</b>	<b>-867,947</b>	<b>-2,899,460.10</b>	<b>-13,138.04</b>	<b>.00</b>	<b>2,031,513.10</b>	
	<b>TOTAL EXPENSES</b>	<b>1,763,929</b>	<b>1,763,929</b>	<b>2,552,402.68</b>	<b>8,294.63</b>	<b>.00</b>	<b>-788,473.68</b>	
<b>74 CEMETERY PERPETUAL CARE</b>								
6010	Interest & Investment Earning	-72,000	-72,000	-79,463.13	-9,923.78	.00	7,463.13	110.4%
7050	Cemetery Burial Plot Sale Rev	-43,000	-43,000	-53,775.00	-10,950.00	.00	10,775.00	125.1%
7400	Cemetery Perpetual Care Expen	451	451	634.81	82.83	.00	-183.81	140.8%
	<b>TOTAL CEMETERY PERPETUAL CARE</b>	<b>-114,549</b>	<b>-114,549</b>	<b>-132,603.32</b>	<b>-20,790.95</b>	<b>.00</b>	<b>18,054.32</b>	<b>115.8%</b>
	<b>TOTAL REVENUES</b>	<b>-115,000</b>	<b>-115,000</b>	<b>-133,238.13</b>	<b>-20,873.78</b>	<b>.00</b>	<b>18,238.13</b>	
	<b>TOTAL EXPENSES</b>	<b>451</b>	<b>451</b>	<b>634.81</b>	<b>82.83</b>	<b>.00</b>	<b>-183.81</b>	
<b>78 LANDFILL CLOSURE</b>								
6010	Interest & Investment Earning	-45,600	-45,600	-36,840.54	-3,854.62	.00	-8,759.46	80.8%



## MARCH 2025 - FY25 REVENUE & EXPENSE

FOR 2025 09

78	LANDFILL CLOSURE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
	TOTAL LANDFILL CLOSURE	-45,600	-45,600	-36,840.54	-3,854.62	.00	-8,759.46	80.8%
	TOTAL REVENUES	-45,600	-45,600	-36,840.54	-3,854.62	.00	-8,759.46	
<b>83 RAP TAX</b>								
1050	RAP Tax Revenues	-750,000	-750,000	-476,897.93	-63,232.14	.00	-273,102.07	63.6%
6010	Interest & Investment Earning	-8,000	-8,000	-11,994.72	-2,399.78	.00	3,994.72	149.9%
8300	RAP Tax Expenditures	928,800	928,800	83,305.68	20.03	.00	845,494.32	9.0%
	TOTAL RAP TAX	170,800	170,800	-405,586.97	-65,611.89	.00	576,386.97	-237.5%
	TOTAL REVENUES	-758,000	-758,000	-488,892.65	-65,631.92	.00	-269,107.35	
	TOTAL EXPENSES	928,800	928,800	83,305.68	20.03	.00	845,494.32	
<b>91 GFAAG</b>								
4210	Police Expenditures	0	0	12,198.50	12,198.50	.00	-12,198.50	100.0%
	TOTAL GFAAG	0	0	12,198.50	12,198.50	.00	-12,198.50	100.0%
	TOTAL EXPENSES	0	0	12,198.50	12,198.50	.00	-12,198.50	
<b>99 INVESTMENT</b>								
6010	Interest & Investment Earning	0	0	-877,530.86	-30,343.29	.00	877,530.86	100.0%
	TOTAL INVESTMENT	0	0	-877,530.86	-30,343.29	.00	877,530.86	100.0%
	TOTAL REVENUES	0	0	-877,530.86	-30,343.29	.00	877,530.86	
	GRAND TOTAL	28,453,375	28,747,375	6,957,227.39	420,516.25	.00	21,790,147.61	24.2%

\*\* END OF REPORT - Generated by Tyson Beck \*\*



# City Council Staff Report

**Subject:** Interlocal Cooperation Agreement for  
Administrative Services Provided for the  
South Davis Recreation District

**Author:** Tyson Beck, Finance Director

**Department:** Finance

**Date:** May 13, 2025

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## **Background**

Since October 2007 Bountiful City (the City) employees have been contracted to provide administrative services on behalf of the South Davis Recreation District (the District) in exchange for stipulated monthly fees. These services encompass numerous activities but can be categorized as follows: accounting, finance, accounts payable, treasury, human resources, payroll and benefits, information technology, lawn care and irrigation, parking lot snow plowing and sweeping, and field maintenance and lighting.

These City-provided services were contracted through a 12-month interlocal agreement signed by both government entities in June of 2024. That agreement's term ends June 30, 2025. It is now necessary to renew this interlocal agreement.

## **Analysis**

It is proposed that the interlocal agreement between the City and the District again be extended. The interlocal agreement proposed would authorize the continuation of City-provided services through June of 2026. Upon nearing the completion of the proposed agreement, it is anticipated that another interlocal would again be negotiated and brought before the City Council and District Board for approval.

The proposed agreement would entail an estimated 341 City-employee service hours per month for administrative services and additional hours for grounds maintenance. The proposed agreement would compensate the City \$20,839 monthly through the end of the agreement in June of 2026. The proposed fees were updated to match the City's fiscal year 2026 budgeted payroll costs and then discounted 10% as a courtesy to a governmental entity providing recreational services to Bountiful City residents. The proposed increase in fees averages to a 5.52% increase from what is being charged currently in fiscal year 2025.

This proposed agreement will also be reviewed and it is anticipated to be approved by the District Board during their May 2025 Board meeting.

## **Department Review**

This report was prepared by the Finance Director and reviewed by the City Manager.

**Significant Impacts**

The City and the District would enter into an interlocal cooperation agreement that would continue through June of 2026 with anticipated agreement renewals in the future that would continue these services. This interlocal agreement would provide the City's General Fund with needed revenues to help cover the long-standing personnel costs being incurred to provide these services for the District.

**Recommendation**

It is recommended that the City Council approve Resolution 2025-03 allowing the City to enter into this Interlocal Cooperation Agreement for City employee services to be provided to the District.

**Attachments**

Resolution 2025-03 Interlocal Cooperation Agreement – Bountiful City Services

Bountiful City Services Interlocal Agreement with the SDRD – July 2025 to June 2026



# BOUNTIFUL

## Bountiful City Resolution No. 2025-03

MAYOR  
Kendalyn Harris

CITY COUNCIL  
Kate Bradshaw  
Beth Child  
Richard Higginson  
Matt Murri  
Cecilee Price-Huish

CITY MANAGER  
Gary R. Hill

### A RESOLUTION APPROVING AN INTERLOCAL COOPERATION AGREEMENT FOR BOUNTIFUL CITY SERVICES PROVIDED TO THE SOUTH DAVIS RECREATION DISTRICT.

WHEREAS, the Parties, pursuant to Utah's Interlocal Cooperation Act, codified at Title 11, Chapter 13, Utah Code Ann. (the "Act"), are authorized to enter in an agreement; and

WHEREAS, the Parties desire to enter into an Agreement of Interlocal Cooperation for their mutual benefit and for the further purpose of Bountiful City (the City) employees providing services to the South Davis Recreation District (the District) as specified herein; and

WHEREAS, the City has provided these services to the District since October of 2007 and both parties desire to continue said services through June of 2026; and

**Now, therefore, be it resolved by the City Council of Bountiful, Utah as follows:**

**Section 1. Agreement Approved.** The Bountiful City Council hereby approves the attached Interlocal Cooperation Agreement for City services to be provided to the District.

**Section 2. Mayor Authorized to Execute.** The Mayor of Bountiful City is authorized to sign and execute the attached Interlocal Cooperation Agreement and any other documents necessary to implement the Agreement.

**Section 3. Severability Clause.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its passage. The Agreement shall take effect as described therein.

**Adopted by the City Council of Bountiful, Utah, this 13<sup>th</sup> day of May 2025.**

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Kendalyn Harris, Mayor

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Sophia Ward, City Recorder

**INTERLOCAL COOPERATION AGREEMENT  
BETWEEN  
SOUTH DAVIS RECREATION DISTRICT AND BOUNTIFUL CITY**

**THIS AGREEMENT** ("Agreement") is made and entered into as of the \_\_\_\_ day of May 2025, by and between SOUTH DAVIS RECREATION DISTRICT, a special service district of the State of Utah, hereinafter referred to as the "District," and BOUNTIFUL CITY, a Utah municipal corporation, hereinafter referred to as the "City."

**WITNESSETH:**

**WHEREAS**, Title 11 Chapter 13 of the *Utah Code Annotated*, 1953, as amended, authorizes contracts between public agencies to enter into Agreements for cooperative action and to provide and/or exchange services between such agencies; and

**WHEREAS**, the parties to this Agreement are both governmental entities located in Davis County, State of Utah and are empowered to provide and operate recreational facilities and programs for the benefit of their citizens; and

**WHEREAS**, the City and District have coordinated together on various projects and in acquiring facilities and desire to cooperate in obtaining and providing fiscal and related services and to cooperate with each other in doing so; and

**WHEREAS**, the parties desire to reduce their respective understandings and agreements to writing;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and other good and valuable consideration, the adequacy of which is hereby acknowledged, the parties hereby agree as follows:

1. The City hereby agrees to provide financial, personnel, computer, and related services to the District as more particularly set forth in the proposed scope of services attached hereto as Exhibit A and by this reference made a part hereof. In performing services for the District, the City will comply with all applicable laws, rules and regulations of any governmental entity having jurisdiction over the District.
2. In order to coordinate with the City in providing services to the District, the District will perform those functions set forth under the District's role as specified in Exhibit A attached hereto.
3. It is the intent and desire of the parties hereto to cooperate in carrying out the terms of this Agreement in order to obtain coordinated, economical financial information and related services described in Exhibit A attached hereto and to minimize unnecessary expenses for the District and the City.
4. The District will pay administrative service fees to the City in accordance with the schedule attached hereto as Exhibit B and by this reference made a part hereof. The City will provide monthly written billings to the District for services performed. The District will pay the City's invoice within 30 days of receipt of the same. The service fees in Exhibit B are based on the 2024 operations and accounting/reporting systems of the District. If the District board of governance or management expand operations to additional facilities or property, increase personnel, or elect for other operational or accounting/reporting systems

changes affecting Bountiful City service levels beyond those in effect in 2024, the service fees in this agreement will be renegotiated and amended at the City's initiative. If renewed terms cannot be reached within 30 days of initial presentation to the District, City services will be terminated.

5. This Agreement shall be effective beginning July 1, 2025, through June 30, 2026, unless the same is terminated as provided herein. Either party hereto may terminate this Agreement upon giving the other party 180 days written notice prior to the date of termination. In the event of termination, the City shall be paid for all services rendered up to the effective date of such termination.
6. No separate legal entity is created by the terms of this Agreement. To the extent that this agreement requires administration other than as set forth herein, it shall be administered by the Executive Director of the District and the City Manager of the City, acting as a joint board. There shall be no real or personal property acquired jointly by the parties as a result of this Agreement.
7. This Agreement is not assignable.
8. Each party hereto shall be solely responsible for providing workers compensation, wages and benefits for its own personnel who provide any assistance under this Agreement.
9. Each party hereto shall be responsible and shall defend the actions of its own employees, negligent or otherwise, performed pursuant to the provisions of this Agreement.
10. This Agreement contains the entire agreement and understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, written or oral, between the parties with respect to the subject matter hereof.
11. This Agreement shall be submitted to the authorized attorney for each party for approval as to form in accordance with Section 11-13-202.5 of the *Utah Code Annotated*, 1953, as amended.
12. If any portion of this Agreement is held to be unenforceable or invalid for any reason by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
13. This Agreement is not intended to benefit any person or entity not named as a party hereto.
14. If either party fails to perform its obligations hereunder or to comply with the terms hereof, the non-defaulting party shall have all rights and remedies available at law and in equity.
15. This Agreement may be amended only in writing signed by the parties hereof.
16. Each of the parties hereto shall cause the governing body of that party to pass a resolution authorizing said party to enter into this Agreement and a copy of said resolution shall be attached hereto and be a part hereof by this reference.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement by and through their respective duly authorized representatives as of the day and year first hereinabove written.

**SOUTH DAVIS RECREATION DISTRICT**

\_\_\_\_\_  
Spencer Summerhays, District Board Chair

Dated: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Tyson Beck, District Clerk

**Approved as to form and compliance with applicable law:**

\_\_\_\_\_  
Attorney for South Davis Recreation District

**BOUNTIFUL CITY**

\_\_\_\_\_  
Kendalyn Harris, Bountiful City Mayor  
Dated: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Sophia Ward, City Recorder

**Approved as to form and compliance with applicable law:**

\_\_\_\_\_  
Bountiful City Attorney



## EXHIBIT A

Exhibit A note: any requested assistance with items outside of the Bountiful City roles described in Exhibit A, may be billed separately by Bountiful City at an agreed upon rate and depending upon the circumstances of the request.

### Scope of Services and Division of Duties:

Bountiful City's Role	District's Role
<p><u>Human Resources / Payroll:</u> Bi-weekly payroll processing using City computer and software to include:</p> <ol style="list-style-type: none"> <li>1. Employee set-up/maintenance.</li> <li>2. Payroll tax calculations, remittance, and reporting.</li> <li>3. Munis software time entry.</li> <li>4. Employee benefits processing &amp; remittances including State Retirement and 401(k) programs.</li> <li>5. Payroll check and direct deposit issuance.</li> </ol> <p>Preparation and maintenance of new employee information packets and change forms.</p> <p>Creation and maintenance of permanent employee files.</p> <p>Assist with benefits open enrollment annually.</p> <p>Preparation of W -2 annually.</p> <p>Provision of technical assistance related to management and employee payroll and benefit questions.</p> <p>Aid in State retirement systems maintenance, reporting, and occasional audits.</p> <p>Aid in tracking Affordable Care Act hours. Preparation of annual 1095 forms.</p> <p>Aid with State census reporting.</p> <p>Aid in the annual budget process by creating payroll and benefit cost projections.</p>	<p><u>Human Resources / Payroll:</u> Time sheet preparation, reviews, submission for payment to the City.</p> <p>Hiring, employee evaluations, job actions (promotions, reclassifications, demotions), terminations.</p> <p>Workers Compensation administration (including training, injury claims and reporting).</p> <p>Maintenance and administration of personnel policies, job descriptions, etc.</p> <p>Supply needed forms and envelopes.</p>

## EXHIBIT A (Continued)

Bountiful City's Role	District's Role
<p><u>Accounting / Accounts Payable:</u> Provide full general ledger accounting services using City-provided financial reporting software to include:</p> <ol style="list-style-type: none"> <li>1. District transaction data entry into financial software (Munis).</li> <li>2. Preparation of monthly journal entries.</li> <li>3. Monthly reconciliations and closing of books.</li> <li>4. Capital asset tracking and reporting.</li> <li>5. Yearly closing of books in accordance with governmental accounting standards.</li> <li>6. Preparation of yearend reconciliations, schedules, and documents necessary for independent audit.</li> <li>7. Coordinate and orchestrate annual independent financial statement audit.</li> <li>8. Monthly calculation and submission to State Tax Commission of sales taxes.</li> </ol> <p>Provide financial reporting to include:</p> <ol style="list-style-type: none"> <li>1. Monthly detailed cash disbursement listing for management use and Board approval.</li> <li>2. Monthly budget-to-actual reports for management use and Board approval.</li> <li>3. Monthly revenue and expense reports from the City's financial software with graphs illustrating the prior three years of comparison data.</li> <li>4. Quarterly cash/investment balances report.</li> <li>5. Annual financial report analysis for management and the Board.</li> <li>6. Submission of annual audited financial statements to the various State, bonding, and operational entities.</li> <li>7. Quarterly and annual transparency report preparation and submission as required by the State.</li> </ol> <p>Provide a competent individual to act as District Clerk who attends the monthly Board meetings.</p>	<p><u>Accounting / Accounts Payable:</u> Vendor negotiation and management.</p> <p>Invoice review, approval, and coding.</p> <p>Accounts Receivable establishment, collection, and write-offs (provide documentation as needed).</p> <p>Supply daily transaction and deposit reporting from the District's point-of-service software for input into the financial reporting software by the City.</p> <p>Supply requested operational and financial information in a timely manner to properly account for the District operations.</p> <p>District management review of monthly financial reporting.</p> <p>Supply checks, forms, and envelopes.</p> <p>District Clerk duties other than financial (minutes, resolutions, contracts, agreements, etc.).</p> <p>Overall responsibility for compliance with all State and Federal laws.</p> <p>Overall responsibility for selection and establishment of financial internal controls.</p>

## EXHIBIT A (Continued)

Bountiful City's Role	District's Role
<u>Accounting / Accounts Payable (Continued):</u> Weekly accounts payable (AP) services using City computers and software that include: <ol style="list-style-type: none"><li>1. Input and processing of AP invoices, and issuance of checks using City computers and printers.</li><li>2. Secondary/independent internal control review over AP batches and vendor adjustments.</li><li>3. Set up and maintenance of District vendors.</li><li>4. Preparation and issuance of annual 1099's to vendors.</li></ol>	

## EXHIBIT A (Continued)

Bountiful City's Role	District's Role
<p><u>Treasury / Budget:</u> Provide investment and cash management services that include:</p> <ol style="list-style-type: none"> <li>1. Recording of daily and monthly revenues and investment transactions.</li> <li>2. Monitoring of cash and investment balances.</li> <li>3. Monthly bank account and investment reconciliations.</li> <li>4. Investing of funds in accordance with approved policies and laws.</li> </ol> <p>Semi-annual reporting of deposits and investments with the State Treasurer.</p> <p>Annual reporting of Unclaimed Property to State Treasurer's Office.</p> <p>Prepare and file property tax certification forms with County staff.</p> <p>Provide budgeting assistance that includes:</p> <ol style="list-style-type: none"> <li>1. Annually assemble a budget document with historical data for District Management to begin creation of a tentative budget to present to the District Board.</li> <li>2. Prepare and submit required budget reports to Utah State Auditor.</li> </ol> <p>Provide a competent individual to act as District Treasurer and who is available to attend the monthly Board meetings, as requested.</p>	<p><u>Treasury / Budget:</u> Daily cash receipting and closing.</p> <p>Daily deposits.</p> <p>Submission of daily cash/credit card reports to City staff for recording.</p> <p>Collection of returned checks.</p> <p>Correction of deposit errors from bank and reporting of corrections to City staff for recording in financial records.</p> <p>Annual follow-up and preparation of data for submission to the Unclaimed Property Report to the State Treasurer's Office.</p> <p>Prepare budget calendar in connection with City staff.</p> <p>Develop annual operating and capital budget.</p> <p>Present budget to board for tentative and final approval.</p> <p>Prepare budget and property tax resolutions for adoption by District board.</p>

## EXHIBIT A (Continued)

Bountiful City's Role	District's Role
<p><u>Information Technology:</u> Provide telephones and computers, necessary wiring installation and termination, network switching/routing, network firewall and unfiltered Internet services.</p> <p>Provide virtual or hardware-based servers as needed including backup and disaster recovery.</p> <p>Provide network directory services, user account maintenance, local file storage and permission management, and network printer access.</p> <p>Manage user accounts and periodically disable any left inactive after three or more weeks.</p> <p>Provide, install, and maintain end-point protection (anti-virus, anti-malware, etc.) for District workstations.</p> <p>Maintain operating system updates and patches.</p> <p>Purchase all equipment and software licensing related to the above services.</p> <p>Provide inquiry/reporting access to the City's financial reporting software to specific District employees. Also provide financial software support.</p> <p>Due to the District's extensive operating hours as compared to the City's operating hours, the City will provide best-effort support and services during off-hours to ensure critical system operability related to the above services.</p>	<p><u>Information Technology:</u> Provide reimbursement to the City for the District's portion of the service providers' monthly billings as well as any direct purchases of equipment/software on behalf of the District.</p> <p>Notification of need for telecommunication and data processing moves, additions, and, deletions, and changes.</p> <p>Ensure its use of all information technology will comply with the City's current ratified IT policy.</p> <p>Responsible for all license compliance other than that software and hardware which is provided by the City.</p> <p>For all hardware and software not provided by the City for which the District requires City support, the District is to maintain a current support contract and valid license.</p> <p>Wholly responsible for its print and copy services.</p> <p>Notify the City of network user terminations/separations withing two business days.</p> <p>No installation of additional software except direct business-oriented software packages.</p> <p>No changes to operating system version.</p> <p>Establish, maintain, and provide support for the District's productivity software and licensing (currently Microsoft Office 365).</p> <p>Implement, maintain, and support employee security training program (e.g. KnowB4) as indicated in current City IT policy.</p>

## EXHIBIT B

### Schedule of Services and Charges:

			FY 2025 Presented for Comparison	
Admin. Services Category:	Est. FY 2026	FY 2026 Monthly	Est. FY 2025	FY 2025 Monthly
	Monthly Hrs	Service Fee	Monthly Hrs	Service Fee
Human Resources/Payroll	121	\$ 6,927	121	\$ 6,574
Accounting	114	6,526	109	5,923
Accounts Payable	67	3,835	67	3,641
Treasury/Cash Management	14	801	14	761
Information Systems	25	1,431	28	1,521
Monthly Totals	341	\$ 19,520	339	\$ 18,420
Estimated FY 2026 Hourly Rate			Estimated FY 2025 Hourly Rate	
\$ 57.24			\$ 54.34	
Bountiful City Additional Monthly Services:				
	FY 2026 Monthly Fee		FY 2025 Monthly Fee	
Field maintenance and lighting	\$	223	\$	265
Lawn care and irrigation	\$	479	\$	465
Parking lot snowplowing and sweeping	\$	617	\$	599
Fiscal Year 2026			Fiscal Year 2025	
Total Combined Monthly Service Fee	\$	20,839	\$	19,749
Total Combined Annualized Service Fee	\$	250,068	\$	236,988

# City Council Staff Report

**Subject:** Fiscal Year 2025-2026 Tentative Budget  
**Author:** Galen D. Rasmussen, Assistant City Manager  
**Department:** Executive  
**Date:** May 13, 2025



## **Background**

As required by State law (Utah Code Sections 10-6-109 to 10-6-113), a budget has been prepared by management and staff for consideration as Bountiful City's Tentative Budget for Fiscal Year 2025-2026. State law requires adoption of a tentative budget at the first regular meeting in May of each year along with the setting of a time and place for a public hearing on that Tentative Budget before adopting a final budget for the ensuing fiscal year.

## **Analysis**

The document, "**City of Bountiful, Operating and Capital Budget, Fiscal Year 2025-2026 (July 1, 2025 to June 30, 2026) Tentative Budget**" was distributed previously to each of you for use in conducting Council Budget Committee Meetings with every department and fund of the City and the Bountiful Redevelopment Agency (RDA).

Development of the budget begins in July as departments start the new fiscal year. Needs begin to emerge from conversations with the City Council, the public, and as a result of department operations. These needs are considered as departments develop their budgets in late December and early February. Departments meet with the City Manager beginning in March to match identified needs with resources. The City Manager, Assistant City Manager, Human Resources Director, and others prepare projections and various analyses to arrive at the budget document you received.

This budget document is presented tonight for adoption by the Mayor and City Council as the "Tentative Budget" of the City for Fiscal Year 2025-2026 which begins on July 1, 2025, and ends on June 30, 2026. The budget document contains a summary of the budget process, Council priorities, a variety of narrative descriptions, and quantitative measures. This collection of data provides documentation for results of past operations, projected results for the current fiscal year, and the request for Fiscal Year 2025-2026. There are also sections for fees and charges and a long-term capital plan. Submitted also for adoption, by reference, along with the budget document are:

1. Compensation schedules which were used to develop the personnel services sections of the budget document.
2. A certification of participation in the Public Employees Contributory Retirement System and the Public Safety Contributory Retirement System of the Utah Retirement Systems (URS) for fiscal year 2025-2026.

I will also conduct a brief presentation during the Council Meeting to highlight overall budget amounts and key points of the budget for each fund of the City for consideration of the Council. The budget document itself is prepared in accordance with the State Uniform Fiscal Procedures Act and is balanced regarding revenues and expenditures/expenses.

### **Department Reviews**

The referenced budget document for Fiscal Year 2025-2026 has been reviewed by every department manager in the City; Council Budget Committees; and the City Manager for concurrence. During the Council Budget Committee Meetings there were some discussions and recommendations that will be included in the final budget including the following items:

- 20% increase in water rates as recommended by the Water Fund Council Budget Committee.
- 3% increase in power rates as recommended by the Power Fund Council Budget Committee.
- Various other rate adjustments in the General Fund, Golf Fund, Storm Water Fund and Landfill Fund
- Reduction of the preliminary health insurance increase from 12% currently in the Tentative Budget to the actual increase of 7%
- An employee COLA of 5% with market adjustments in selected positions and merit increases for those employees who are eligible.

The Tentative Budget presented tonight will be revised to incorporate the recommendations above along with any additional corrections necessary to arrive at a final budget to be presented for adoption by the Mayor and City Council on June 10, 2025, after applicable public hearing processes. The companion analysis presentation to be provided tonight during the meeting is derived from the Tentative Budget document and has also been reviewed for concurrence by the City Manager.

### **Significant Impacts**

None.

### **Recommendation**

Based on the analysis provided, and the Operating & Capital Budget document referenced, it is recommended that the Mayor and City Council:

1. Adopt the “**City of Bountiful, Operating and Capital Budget, Fiscal Year 2025-2026 (July 1, 2025 to June 30, 2026) Tentative Budget**” as the City’s Tentative Budget for Bountiful City and all component units including the Redevelopment Agency.
2. Set the time and place for public hearings on the Tentative Budget and related matters at the City Council Meeting scheduled to begin at 7:00 p.m. on Tuesday, June 10, 2025 in the Council Chambers of Bountiful City Hall.

### **Attachments**

- None



# City Council Staff Report

**Subject:** 2025 Mueller Park Road  
Retaining Wall Contract  
**Author:** Lloyd Cheney, City Engineer  
**Department:** Engineering, Streets  
**Date:** May 13, 2025

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## **Background**

A short section of Mueller Park Road west of the intersection with Bountiful Blvd has experienced a gradual shallow slope failure which has resulted in the settlement and separation of the curb, gutter and sidewalk from the roadway. Currently the area has been barricaded with concrete barriers, and the sidewalk has been closed to pedestrians. In October of 2024, a geotechnical engineering firm confirmed the likely source of the failure being related to the placement of fill materials on the steep slope on the North side of the road. The geotechnical analysis also recommended two options for retaining systems to restore the area and support the roadway improvements.



*Figure 1 Project Location on Mueller Park Road*

## **Analysis**

After reviewing the suggested retaining wall systems, the Engineering Department prepared construction plans based on the gabion wall system option. A gabion wall consists of heavy-duty wire “baskets” that are filled with rock. Gabion walls have many advantages such as simple construction, require no specialized materials and do not require complicated drainage systems. Gabions also have a more natural aesthetic when compared to cast-in-place concrete or modular block wall retaining systems.



*Figure 2 Example Photo of Gabion Wall Construction*

A Bid Opening was held on May 6, 2025 and proposals were received from **11** companies. The prices received from all Bidders are included on the attached Bid Tabulation. The 3 lowest cost proposals are as follows:

<u>Engineer's Estimate</u>	<u>\$251,182.00</u>
Taylor Electric	\$218,207.65
Marathon Maintenance	\$231,103.00
Two Rivers	\$231,815.00

Taylor Electric has demonstrated that they have staff who are experienced with heavy civil construction, and have provided references for work with Syracuse City and North Salt Lake. The Engineering Department is comfortable with their ability and will closely supervise the construction to ensure that requirements and expectations are met.

### **Department Review**

This memo has been reviewed by the City Engineer and the Street Dept. Director.

### **Significant Impacts**

Funding for this work has been included in the Street Department's Capital Project budget for FY2026. Construction is anticipated to begin in early July, 2025.

### **Recommendation**

- It is recommended that the City Council accept the proposal of Taylor Electric and award the contract at the unit prices noted in the Bid Tabulation.

### **Attachments**

Bid Tabulation

Bountiful City Corporation  
2025 Retaining Walls

Bid Tabulation

Schedule 1: Mueller Park Rd				Engineer's Estimate		Taylor Electric		Marathon Maintenance		Two Rivers		Phillips & Co.		Trapp	
Item No.	Description	Unit	Qty	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization	LS	1	30,000.00	30,000.00	25,226.00	25,226.00	20,411.00	20,411.00	10,316.00	10,316.00	18,053.00	18,053.00	19,507.50	19,507.50
2	Remove Curb and Gutter	LFt	130	12.00	1,560.00	10.36	1,346.80	4.00	520.00	6.50	845.00	29.98	3,897.40	18.00	2,340.00
3	Construct New 24" Curb and Gutter	LFt	130	57.00	7,410.00	87.18	11,333.40	65.00	8,450.00	82.00	10,660.00	92.16	11,980.80	42.00	5,460.00
4	Remove Concrete Sidewalk	SqFt	464	3.76	1,744.00	3.94	1,828.16	2.00	928.00	2.00	928.00	10.15	4,709.60	3.75	1,740.00
5	Construct New 4" Sidewalk	SqFt	464	18.00	8,352.00	19.98	9,270.72	13.50	6,264.00	17.50	8,120.00	25.39	11,780.96	9.50	4,408.00
6	Remove Existing Asphalt Pavement	SqFt	484	25.00	12,100.00	4.68	2,265.12	2.50	1,210.00	3.50	1,694.00	22.55	10,914.20	3.75	1,815.00
7	Unclassified Excavation	Cyd	730	30.00	21,900.00	65.11	47,530.30	15.00	10,950.00	25.50	18,615.00	51.95	37,923.50	40.00	29,200.00
8	Gabion Retaining Wall Installed	Cyd	530	300.00	159,000.00	203.34	107,770.20	324.00	171,720.00	304.00	161,120.00	216.47	114,729.10	325.00	172,250.00
9	Granular Backfill	Ton	178	35.00	6,230.00	27.43	4,882.54	35.00	6,230.00	57.50	10,235.00	106.95	19,037.10	35.00	6,230.00
10	Road Base	Ton	26	35.00	910.00	37.77	982.02	35.00	910.00	81.00	2,106.00	148.65	3,864.90	48.00	1,248.00
11	4" Asphalt Pavement	Ton	13	152.00	1,976.00	444.03	5,772.39	270.00	3,510.00	552.00	7,176.00	615.38	7,999.94	143.00	1,859.00
Total				251,182.00		218,207.65		231,103.00		231,815.00		244,890.50		246,057.50	

				Pride Constructors		Beck		MC Green		Acme		Strong Solutions		Stapp	
Item No.	Description	Unit	Qty	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization	LS	1	40,300.00	40,300.00	35,000.00	35,000.00	14,000.00	14,000.00	75,000.00	75,000.00	24,149.00	24,149.00	53,586.20	53,586.20
2	Remove Curb and Gutter	LFt	130	14.00	1,820.00	5.00	650.00	23.43	3,045.90	20.00	2,600.00	20.00	2,600.00	22.50	2,925.00
3	Construct New 24" Curb and Gutter	LFt	130	55.00	7,150.00	46.00	5,980.00	76.39	9,930.70	70.00	9,100.00	50.00	6,500.00	41.00	5,330.00
4	Remove Concrete Sidewalk	SqFt	464	4.00	1,856.00	3.00	1,392.00	6.36	2,951.04	8.00	3,712.00	5.00	2,320.00	5.70	2,644.80
5	Construct New 4" Sidewalk	SqFt	464	12.00	5,568.00	12.00	5,568.00	14.98	6,950.72	15.00	6,960.00	17.00	7,888.00	10.50	4,872.00
6	Remove Existing Asphalt Pavement	SqFt	484	11.00	5,324.00	4.00	1,936.00	7.18	3,475.12	8.00	3,872.00	4.25	2,057.00	10.50	5,082.00
7	Unclassified Excavation	Cyd	730	85.00	62,050.00	69.00	50,370.00	71.44	52,151.20	115.00	83,950.00	57.00	41,610.00	72.00	52,560.00
8	Gabion Retaining Wall Installed	Cyd	530	271.00	143,630.00	349.00	184,970.00	272.67	144,515.10	215.00	113,950.00	457.00	242,210.00	475.00	251,750.00
9	Granular Backfill	Ton	178	65.00	11,570.00	40.00	7,120.00	56.89	10,126.42	55.00	9,790.00	102.00	18,156.00	56.50	10,057.00
10	Road Base	Ton	26	100.00	2,600.00	47.00	1,222.00	80.73	2,098.98	65.00	1,690.00	125.00	3,250.00	124.00	3,224.00
11	4" Asphalt Pavement	Ton	13	450.00	5,850.00	350.00	4,550.00	4,870.48	63,316.24	365.00	4,745.00	340.00	4,420.00	613.00	7,969.00
Total				287,718.00		298,758.00		312,561.42		315,369.00		355,160.00		400,000.00	



# City Council Staff Report

**Subject:** Election Services and Contract with Davis County  
**Author:** Sophia Ward, City Recorder  
**Department:** Executive/Legislative  
**Date:** May 8, 2025

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## **Background**

In the most recent municipal election that included both a primary and a general election, Bountiful City contracted with the Davis County Clerk/Auditor's Office to administer the process. The City budgeted approximately \$85,000 for the full election cycle, with actual costs totaling around \$75,000.

This staff report outlines proposed election services for 2025 and recommends continuing the partnership with Davis County. A resolution for this purpose, a tentative contract with Davis County, and a cost estimates are attached for your consideration and potential approval.

## **Analysis**

For the past 11 years, Davis County has successfully implemented vote-by-mail elections, with voter turnout increasing each year. Bountiful City has not administered its own election since 2007, and the City staff involved in that election are no longer employed by the City. As such, the City has relied on the County's expertise for election administration.

The estimated costs for the 2025 elections are as follows:

- \$35,000 to \$40,000 for a general election only
- \$70,000 to \$80,000 if both a primary and general election are required

These estimates are based on current voter registration numbers and past election cycles. Costs can fluctuate due to variables such as how many of the 15 Davis County cities hold primaries, whether districts have elections, and other local factors. Additionally, some election-related expenses are shared among the County's 15 cities, which helps manage costs for each jurisdiction.

Please note that the City will incur additional election-related expenses not covered by the County contract. These include costs for printing services and supplies, which are expected to total approximately \$3,000. These expenses will be accounted for in the City's annual election budget but will not be part of the contract with the County.

## **Significant Impacts**

This contract is anticipated to have a budget impact of up to \$75,000 on the 2025-26 Legislative Department budget. Legal impact would be a contractual commitment to pay the County for services performed.

**Recommendation**

We recommend the City Council approve Resolution 2025-03 establishing a contract between Bountiful City and the Davis County Clerk/Auditor's office for 2025 election functions.

**Department Review**

This proposal has been reviewed and approved by the City Recorder, City Attorney and City Manager.

**Attachments**

- 1-Contract with Davis County Clerk/Auditors Office & Cost estimate for Davis County Clerk/Auditor by mail election services
- 2-Resolution 2025-04

## INTERLOCAL COOPERATION AGREEMENT FOR MUNICIPAL ELECTION SERVICES

This Interlocal Cooperation Agreement for Municipal Election Services is made and entered into by and between DAVIS COUNTY, a body corporate and politic of the state of Utah, hereinafter referred to as “County,” and \_\_\_\_\_ City, a municipal corporation of the state of Utah, hereinafter referred to as “City.” County and City may be referred to collectively as the “Parties” herein or individually as a “Party” herein.

WITNESSETH:

WHEREAS, pursuant to Sections 20A-1-201.5 and 20A-1-202, *Utah Code Ann.* (1953) as amended, City is authorized and required to hold municipal elections in each odd-numbered year;

WHEREAS, County has equipment and resources needed to carry out an election and is willing to make available the resources and equipment to assist City in holding its municipal primary and general elections in 2025 upon the following terms and conditions; and

WHEREAS, the Parties are authorized by the *Utah Interlocal Cooperation Act* as set forth in Title 11, Chapter 13 (the “Act”), and Section 20A-5-400.1 of the *Utah Code Ann.* (1953) as amended, to enter into this Agreement.

NOW, based upon the foregoing and in consideration of the mutual terms and conditions set forth hereafter, the Parties hereto agree as follows:

1. County’s Obligations. County agrees to provide to City, if needed for the primary election in August 2025, and if needed for the general election in November 2025, the following:
  - 1.1. Test, program, assemble and make available to City voting machines and poll supplies;
  - 1.2. Provide for delivery and retrieval of voting equipment;
  - 1.3. Polling location management, which includes, but is not necessarily limited to making arrangements for use, ADA compliance survey and contact information;
  - 1.4. Absentee and By-Mail ballot processing, which includes mailing, receiving, signature verification and tabulation;
  - 1.5. Provide electronic ballot files for Optical Scan Ballots printing;
  - 1.6. Provide Information System assistance, which includes, but is not necessarily limited to, election programming, tabulation, programmers and technicians;
  - 1.7. Canvass reports;
  - 1.8. Electronic tabulation results transmitted to the Office of the Lieutenant Governor;
  - 1.9. Provide personnel and technical assistance throughout the election process and equipment and/or supplies required specifically for voting;
  - 1.10. Recruit poll workers; provide training, scheduling, supplies and compensation;
  - 1.11. Publish legal notices, which include, polling locations, sample ballots public demonstration and election results;
  - 1.12. Provide preparation and personnel for the public demonstration of the tabulation equipment;
  - 1.13. If required, in cooperation with the City, conduct an election audit; and
  - 1.14. Store all election returns for the required twenty-two (22) months.

2. City's Obligations. City agrees to do the following:
  - 2.1. Provide the Recorder or other designated officer to act as the election officer and assume all duties and responsibilities outlined by applicable law;
  - 2.2. Enter into a polling location Hold Harmless Agreement, if needed;
  - 2.3. Perform Declaration of Candidacy filing;
  - 2.4. Provide County with ballot information, which includes, but is not necessarily limited to, races, candidates and ballot issues;
  - 2.5. Approve the election plan, which includes, but is not necessarily limited to, accuracy of polling location and precinct assignments, voter turnout percentages, paper ballot quantities, voting machine quantities and poll worker assignments;
  - 2.6. Review and approve the accuracy of the printed and audio of ballot formats;
  - 2.7. Arrange and conduct election canvass;
  - 2.8. Prepare candidate certificates;
  - 2.9. Perform all other election related duties and responsibilities not outlined in this Agreement but required by applicable law; and
  - 2.10. Pay County repair or replacement costs for damaged voting equipment, which occurs at the polling locations, beyond the normal wear and tear.
3. Compliance with Utah Law. The Parties each agree to conduct the election according to the statutes, rules, Executive Orders, and Policies of the Lieutenant Governor as the Chief Elections Officer of the State of Utah.
4. Compensation. City agrees to pay County the costs for providing the election equipment, services and supplies in accordance with the election costs schedule, attached hereto, incorporated herein, and made a part hereof as Exhibit "A". The payment by City to County under this Agreement shall be made within thirty (30) days of City receiving an invoice prepared by County relating to this Agreement. If this Agreement is terminated early by either Party, pursuant to the provisions of Section 7 below, City shall pay County for all services rendered by County under this Agreement prior to the date that this Agreement is terminated.
5. Effective Date. The Effective Date of this Agreement shall be on the earliest date after this Agreement satisfies the requirements of the Act (the "Effective Date").
6. Term of Agreement. This Agreement shall continue in effect until 30 days after the 2025 elections or upon invoicing, whichever occurs later, unless extended or terminated earlier by the Parties.
7. Termination. This Agreement may be terminated by any of the following actions:
  - 7.1. The mutual written agreement of the Parties;
  - 7.2. By either Party after any material breach of this Agreement;
  - 7.3. By either Party, with or without cause, 30 days after the terminating Party mails a written notice to terminate this Agreement to the other Party; or
  - 7.4. As otherwise set forth in this Agreement or as permitted by law, ordinance, rule, regulation, or otherwise.



8. Indemnification. The Parties agree to indemnify the other Party, its officers, agents, representatives, officials, employees, and volunteers for and from any liability, costs, or expenses arising from any action, causes of action, claims for relief, demands, damages, expenses, costs, fees, or compensation, whether or not said actions, causes of action, claims for relief, demands, damages, costs, fees, expenses, and/or compensations that arise out of this Agreement, or relate to this Agreement and/or the acts or omissions of a Party and/or Parties representatives, agents, contractors, officers, officials, members, employees, volunteers, and/or any person or persons under the supervision, direction, or control of a Party (collectively, the “Party Representatives”). No term or condition of this Agreement shall limit or waive any liability that the Parties may have arising from, in connection with, or relating to this Agreement and/or the Parties Representatives’ acts or omissions. It is expressly understood and agreed that the terms, provisions, and promises of this Section shall survive the termination of this Agreement.
9. Governmental Immunity Act. The County and City are governmental entities under Title 63G, Chapter 7, et seq., the Governmental Immunity Act of Utah (the “Governmental Immunity Act”). Consistent with the terms of the Governmental Immunity Act, each Party shall be responsible for its own wrongful or negligent acts which are committed by its agents, officials, representatives, or employees. Neither Party waives any defense otherwise available under the Governmental Immunity Act nor does either Party waive any limit of liability currently provided by the governmental Immunity Act. Each Party agrees to notify the other of the receipt of any notice of claim under the Governmental Immunity Act for which one Party may have an obligation to defend, indemnify, and hold harmless the other Party within thirty (30) days of receiving the notice of claim. The Parties also agree to notify each other of any summons and/or complaint served upon the said Party, if the other Party may have an obligation to defend, indemnify, and hold harmless the first Party, at least fourteen (14) days before an answer or other response to the summons and/or complaint may be due.
10. No Separate Legal Entity. No separate legal entity is created by this Agreement.
11. Attorney Review. This Agreement shall be submitted to the authorized attorney for each Party for review and approval as to form in accordance with applicable provisions of Section 11-13-202.5, *Utah Code Ann.* (1953) as amended. A duly executed original and/or counterpart of this Agreement shall be filed with the keeper of records of each Party in accordance with Section 11-13-209, *Utah Code Ann.* (1953) as amended.
12. Independent Parties. The Parties acknowledge, understand, and agree that the respective representatives, agents, contractors, officers, officials, members, employees, volunteers, and/or any person or persons under the supervision, direction, or control of a Party are not in any manner or degree employees of the other Party and shall have no right to and shall not be provided with any benefits from the other Party. County employees, while providing or performing services under or in connection with this Agreement, shall be deemed employees of County for all purposes, including, but not limited to, workers compensation, withholding, salary, insurance, and benefits. City employees, while providing or performing services under or in connection with this Agreement, shall be deemed employees of City for all purposes, including, but not limited to, workers compensation, withholding, salary, insurance, and benefits.

13. Waiver. No waiver of satisfaction of a condition or nonperformance of an obligation under this Agreement will be effective unless it is in writing and signed by the Party granting the waiver.
14. Entire Agreement. This Agreement, including all attachments referenced in this Agreement, contains the entire agreement between the Parties with respect to the subject matter in this Agreement. Unless otherwise set forth in this Agreement, this Agreement supersedes all other agreements, whether written or oral, between the Parties with respect to the subject matter in this agreement. No amendment to this Agreement will be effective unless it is in writing and signed by both Parties.
15. Force Majeure. In the event that either Party shall be delayed or hindered in or prevented from the performance of any act required under this Agreement by reason of acts of God, acts of the United States Government, the State of Utah Government, fires, floods, strikes, lock-outs, labor troubles, inability to procure materials, failure of power, inclement weather, restrictive governmental laws, ordinances, rules, regulations or otherwise, delays in or refusals to issue necessary governmental permits or licenses, riots, insurrection, wars, or other reasons of a like nature not the fault of the Party delayed in performing work or doing acts required under the terms of this Agreement, then performance of such act(s) shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay, without any liability to the delayed Party.
16. Assignment Restricted. This Agreement may not be assigned without prior written consent of both of the Parties.
17. Utah Law. This Agreement shall be interpreted and enforced according to the laws of the State of Utah.
18. Severability. The Parties acknowledge that if a dispute between the parties arises out of this Agreement or the subject matter of this Agreement, the parties desire the court to interpret the contract as follows:
  - 18.1.1. With respect to any provision that it holds to be unenforceable, by modifying the provision to the minimum extent necessary to make it enforceable or, if that event any provision of this Agreement is held to be invalid or unenforceable, that modification is not permitted by law, by disregarding that provision; and
  - 18.1.2. If an unenforceable provision is modified or disregarded in accordance with this section, by holding that the rest of the contract will remain in effect as written.
19. Rights and Remedies Cumulative. The rights and remedies of the Parties under this Agreement shall be construed cumulatively, and none of the rights and/or remedies under this Agreement shall be exclusive of, or in lieu or limitation of, any other right, remedy or priority allowed by law, unless specifically set forth herein.
20. No Third-Party Beneficiaries. This Agreement is entered into by the Parties for the exclusive benefit of the Parties. Except and only to the extent authorized by a Party in

writing or provided by applicable statute, no creditor or third party shall have any rights under this Agreement.

21. Authorization. The persons executing this Agreement on behalf of a Party hereby represent and warrant that they are duly authorized and empowered to execute the same, that they have carefully read this Agreement, and that this Agreement represents a binding and enforceable obligation of such Party.
22. Time of Essence. Time is of the essence of all provisions of this Agreement.
23. Conflict of Terms. In the event of any conflict between the terms of this Agreement and any documents referenced in this Agreement or incorporated into this Agreement by reference, including exhibits or attachments to this Agreement, this Agreement shall control.
24. Counterparts; Electronically Transmitted Signatures. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered, shall be deemed an original, and all such counterparts taken together shall constitute one and the same Agreement. Signatures transmitted by facsimile and/or e-mail shall have the same force and effect as original signatures.

WHEREFORE, the Parties have signed this Agreement on the dates set forth below.

DAVIS COUNTY

\_\_\_\_\_  
Lorene Miner Kamalu, Chair,  
Board of Davis County Commissioners  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Brian McKenzie  
Davis County Clerk

The undersigned and authorized attorney of Davis County has reviewed and approved this Agreement as to proper form and compliance with applicable law.

\_\_\_\_\_  
Neal Geddes  
Davis County Deputy Attorney

CITY of \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

The undersigned and authorized attorney of \_\_\_\_\_ City has reviewed and approved this Agreement as to proper form and compliance with applicable law.

\_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

# **EXHIBIT A**

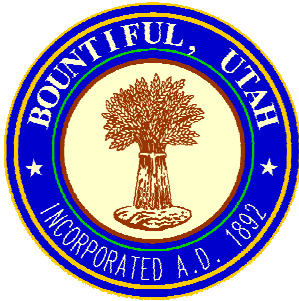
## **(Election Costs Schedule)**

**Exhibit A - Election Cost Schedule  
2025 General**

<b><u>Poll Worker Compensation</u></b>	<b>COST</b>	<b>Notes</b>
Poll Manager (PM)	\$180.00	
Training Course(s)	\$50.00	
Assistant Poll Manager	\$180.00	
Training Course(s)	\$50.00	
Receiving Clerk	\$155.00	
Training Course(s)	\$35.00	
Ballot Clerk	\$155.00	
Training Course(s)	\$35.00	
Host	\$145.00	
Training Course(s)	\$25.00	
Alternate Poll Workers	\$735.00	Shared equally with all cities/districts
Mileage Reimbursement for Poll Manager	.70 per mile	Increased to match IRS Rate
<b><u>Poll Worker Recruitment and Training</u></b>		
Poll Worker Recruitment and Processing	\$10.00	
Training Creation and Preparation (includes equipment and preparation)	\$1,000.00	Shared with all cities/districts
Poll Worker Handbook and Supplies (each poll worker)	\$5.00	This includes the cost of printing and mailing
Poll Worker Training (per person)	\$20.00	
Personal Protective Equipment and Supplies	\$0.00	Shared with all cities/districts
<b><u>Equipment</u></b>		
Express Vote	\$75.00	
Testing Pre and Post election		
Security Seals		
Express Vote Ballot Stock		
Memory Media Programming	\$15.00	
DS200	\$75.00	
Testing Pre and Post election		
Security Seals		
Report Paper Roll		
Memory Media Programming	\$15.00	
Voting Booth Rental (each)	\$5.00	
Vote Here Signs (4 per location)	\$5.00	
WiFi Connection	\$80.00	
Receiving Clerk Electronic Poll Book	\$75.00	
Ballot Printing Station	\$75.00	
<b><u>Consumable Supplies</u></b>		
Ballot Stock (BOD) per sheet	\$0.20	Ballot Stock, Toner, other consumables
Polling Location Supplies (per location)	\$40.00	(Forms, envelopes, instructions, signs, stickers, pens, etc.)
Rover Kits (each, usually need 5-7)	\$25.00	Shared equally by all cities/districts
<b><u>Administrative Services</u></b>		
Election Programming Per City/District	\$200.00	City/District Setup, Ballot Layout/Programming and Audio
Public L&A Demonstration (testing, programming & demonstration)	\$300.00	Shared equally by all cities/districts
Early Voting Administration	\$500.00	Shared equally by all cities/districts
County Rovers Compensation (training & election day - usually need 5-7)	\$500.00	Shared equally by all cities/districts
Election Night Clerk Staff Support	\$2,000.00	Shared equally by all cities/districts
Election Night Security	\$200.00	Shared equally by all cities/districts
Rovers Training Class	\$200.00	Shared equally by all cities/districts
Election Day Help Desk Staff	\$450.00	Shared equally by all cities/districts
Pre-Canvas Ballot Issues Audit, if needed	\$250.00	
Canvas Preparation	\$75.00	
Equipment Delivery (per location)	\$75.00	
Equipment Pickup (per location)	\$75.00	
Web Support	\$200.00	Shared equally by all cities/districts
Provisional Verification (per provisional ballot)	\$0.80	
Election Administration Support	\$500.00	
Clerk Staff (per-hour for any additional services)	\$30.00	

**By-Mail Supplies and Services**

<b>Supplies</b>		
By-Mail Outer Envelopes	\$0.10	
By-Mail Inner Return Envelopes	\$0.10	
By-Mail Ballots	\$0.25	
Test Deck Paper Ballots	\$2,162.98	Shared by all cities based upon number of precincts
Printed Inserts for ID requirements	\$50.00	Shared equally by all cities/districts
Printed Instruction Inserts	\$0.0633	
<b>Services</b>		
Election Art/Set-up Production By contract printer	\$500.00	Shared equally by all cities/districts
Database Setup By contract printer	\$500.00	Shared equally by all cities/districts
Ballot Preparation Assembly into Envelopes (each sent out) contract printer	\$0.20	
Signature Verification and Tabulation (each returned) By County	\$0.45	
<b>Postage</b>		
Postage Outbound	\$0.12	Actual Postage
Postage In-Bound	\$0.76	Actual Postage
Returned Undeliverable	\$0.75	Actual Postage+Processing
Delivery of Ballots to the Post Office	\$4,000.00	Actual Cost



# BOUNTIFUL

## Bountiful City Resolution No. 2025-04

MAYOR  
Kendalyn Harris

CITY COUNCIL  
Beth Child  
Kate Bradshaw  
Richard Higginson  
Matt Murri  
Cecilee Price-Huish

CITY MANAGER  
Gary R. Hill

### A RESOLUTION APPROVING AN INTERLOCAL COOPERATION AGREEMENT BETWEEN DAVIS COUNTY AND BOUNTIFUL CITY TO JOINTLY CONDUCT THE 2025 BOUNTIFUL MUNICIPAL ELECTION.

It is the finding of the Bountiful City Council that

1. Utah Code § 11-13-101 *et seq.* authorizes public agencies and political subdivisions of the State of Utah to enter into mutually advantageous agreements for cooperative projects; and
2. Davis County and various cities of Davis County, including Bountiful, desire to enter into individual cooperative agreements wherein the County will provide certain election services for the City in the 2025 Municipal Election; and
3. It is in the best interest of the City to enter into this Interlocal Agreement in order to discharge its duty to conduct an election and to provide for the efficient use of funds and resources; and
4. This Agreement has an effective date when signed by the parties; it does not create an interlocal entity; and this Agreement has been reviewed and approved by the Bountiful City Attorney as required by State law.

Now, therefore, it is hereby resolved by the City Council of Bountiful, Utah, as follows:

Section 1. Agreement Approved. The Bountiful City Council hereby accepts and approves the attached Interlocal Cooperation Agreement between Bountiful City and Davis County to jointly conduct the 2025 Bountiful municipal election.

Section 2. Mayor Authorized to Execute. The Mayor of Bountiful City is authorized to sign and execute the attached Interlocal Cooperation Agreement for and in behalf of the City.

Section 3. Implementation. The City Manager, City Recorder and other City officials are authorized to perform all acts they deem necessary and appropriate to implement the Agreement.



**Section 4. Severability Clause.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its passage.

Adopted this 13<sup>th</sup> day of May, 2025

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Mayor Kendalyn Harris

**ATTEST:**

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City Recorder Sophia Ward