

# BOUNTIFUL CITY COUNCIL MEETING

## TUESDAY, May 8, 2018

### Work Session – 6:00 p.m.

### Regular Session - 7:00 p.m.

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

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

### AGENDA

#### 6:00 p.m. – Work Session

1. Nuclear Project Primer – Mr. Allen Johnson
2. South Davis Library Branch discussion – Mr. Gary Hill p. 3

#### 7:00 p.m. – Regular Session

1. Welcome, Pledge of Allegiance and Thought/Prayer
2. Public Comment - **If you wish to make a comment to the Council, please use the podium and clearly state your name and address, keeping your comments to a maximum of 2 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. Approve minutes of previous meetings: p. 7
  - a. City Council - March 27, 2018
  - b. Public Safety budget committee - April 3, 2018
  - c. Parks, Recreation and Arts budget committee - April 9, 2018
  - d. Finance and Administration budget committee - April 10, 2018
  - e. Power Fund budget committee - April 10, 2018
  - f. Streets & Sanitation budget committee - April 12, 2018
  - g. Water Fund budget committee - April 12, 2018
4. BCYC report
5. Council Reports
6. Consider approval of:
  - a. Weekly expenditures > \$1,000 paid April 2, 4, 9, 16, 23, 2018 p. 35
  - b. March 2018 Financial Report p. 41
7. Outstanding Bountiful & Viewmont high school student recognition – Mayor Randy Lewis
8. Consider adoption of the “City of Bountiful, Utah Operating & Capital Budgets (with Long-Term Capital Plan, Rates and Fees) Fiscal Year 2018-2019” as the City’s tentative budget – Mr. Galen Rasmussen p. 55
9. Consider preliminary and final subdivision approval for Culver’s commercial subdivision located at 620 North 500 West, Mark Young representing CG&S LLC, applicant – Mr. Paul Rowland p. 57
10. Consider final plat approval for Stone Creek Estates subdivision phase I & II located at 259 East 500 South, Brock Johnston, applicant – Mr. Paul Rowland p. 61
11. Consider approval of the proposal from Spade Excavating and award the contract for the 2018 Water Line projects at the unit prices submitted in the proposal – Mr. Paul Rowland p. 67
12. Consider approval of the purchase of a Stencil 911 recorder in the amount of \$30,070 – Chief Tom Ross p. 83
13. Adjourn

  
City Recorder



# City Council Staff Report



**Subject:** South Davis Library Branch  
**Author:** Gary Hill  
**Department:** Administration  
**Date:** May 8, 2018

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## **Background**

Staff and Council have discussed a new library in Bountiful with representatives of Davis County for three years or more. In 2016 Davis County approved a property tax increase for libraries countywide. 68% of the increase was for capital projects. According to information provided at public open houses (attached), the County Library Board listed the three following priority capital needs:

- Rebuild South Branch (Bountiful) Library
- Expand Syracuse Library
- Remodel North Branch (Clearfield)

The tax increase was justified in part on building a new branch in South Davis, as opposed to remodeling the building.

Late last fall members of City staff and Mayor Lewis attended a County work session regarding the library system. It was explained that of the three projects listed, the South Branch rebuild was the least urgent. County leaders also had yet to determine the exact scope or location of a new building.

## **Analysis**

There is a wonderful opportunity to improve the quality of the library in South Davis and Bountiful and to provide a meaningful economic impact for the community. Bountiful City officials have suggested to Davis County that the new library be built on the soccer field adjacent to the soon-to-be developed Downtown Plaza. Bountiful City is willing to donate the property for the building at that location, greatly reducing costs for the County and enabling savings to be passed along to other projects (such as the senior center). The location is ideal for a range of reasons:

- Moving the library to donated land downtown will allow the County to sell the current property, helping to fund the new library or other county services, saving taxpayers money.
- Selling the property on the current campus will allow the land to be redeveloped and added to the tax rolls, which is consistent with the RDA plan recently approved by the County Commissioners. This will provide new property tax income for all taxing entities and, including the City and the County, further benefiting tax payers.

- Building adjacent to the new Downtown Plaza will have a synergistic impact for the library, and will make available ample space for outdoor programs for families, seniors, and library patrons.
- The proximity to the new History Museum and the Bountiful Davis Arts Center provides a wonderful cultural opportunity within walking distance for library patrons.
- While a new library in the same location will provide no added economic value to the community, a library 600 yards to the north in the heart of Historic Main Street definitely will.

### **Department Review**

This staff report was prepared by the City Manager

### **Significant Impacts**

Economic and community benefits would be realized by building a new library in the heart of downtown.

### **Recommendation**

This item is for discussion only; no formal action is required, but staff would like any direction provided by the City Council

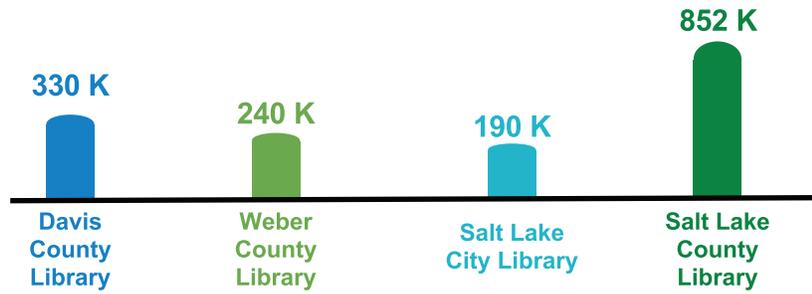
### **Attachments**

County Library Tax Increase Brochure

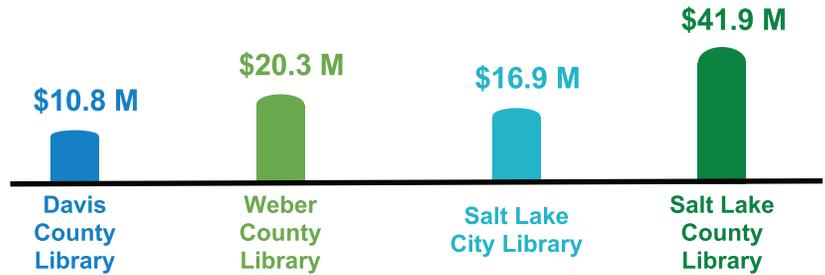
# How Does Davis County Compare to Other Libraries?

Libraries serve unique communities and are not easily ranked; information below is provided for purposes of comparison only.

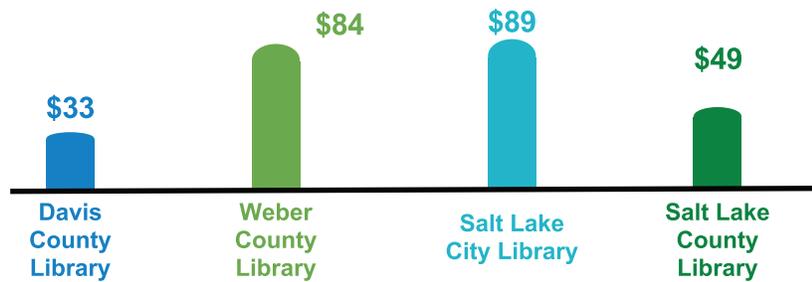
## Population Served (2015 estimate)\*



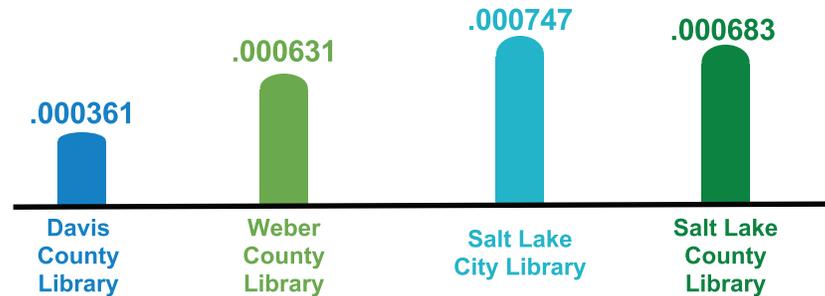
## Total Operating and Capital Fund Revenues for 2015\*



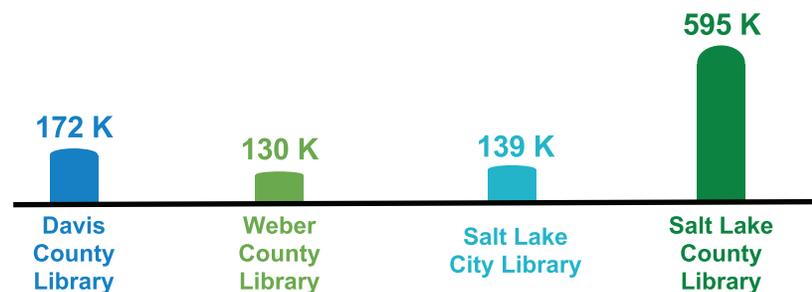
## Total 2015 Operating and Capital Fund Revenues per Capita\*



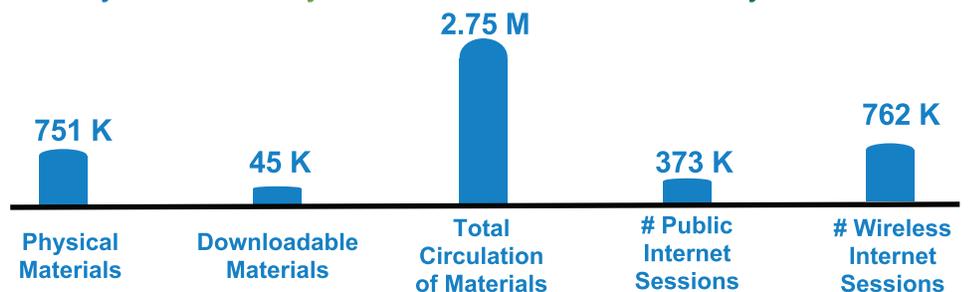
## 2015 Tax Rate\*



## Library Card Holders (at end of 2015)\*



## 2015 Davis County Library Snapshot\*



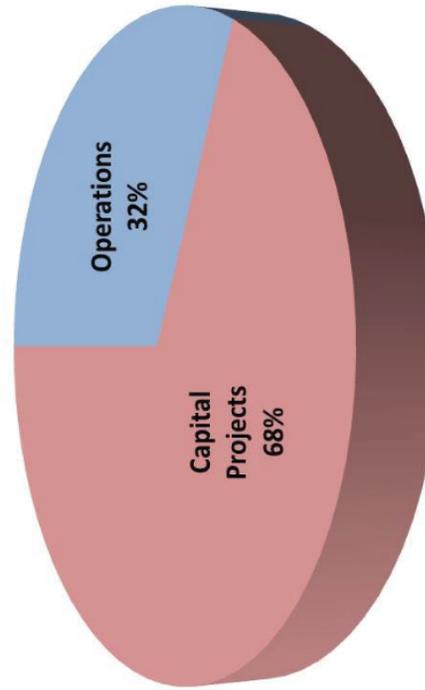
\*2015 statistics displayed are taken from the Utah State Library website (<https://heritage.utah.gov/library/utah-public-library-statistics>).



## Why is a library tax increase needed?

- Last tax increase was in 2000.
- Tax base revenue has lost approx. \$1.9 million to inflation since the 2000 tax increase.
- Significant investments in aging infrastructure are needed in order to meet the needs of Davis County citizens.
- Current funding levels will not meet operational or capital improvements needs in upcoming years, requiring reduction in services.

## How will the library use a tax increase?



Capital Projects	\$	850,000
On-going Operations	\$	400,000

### Capital Projects

- Rebuild South Branch Library
  - Expand Syracuse Library
  - Remodel North Branch
- ### Operations
- Meet operational needs
  - Expand Library Services
  - Sustain current buildings and grounds

## DAVIS COUNTY LIBRARY At A Glance\*



### OPERATIONS

#### Expenditures

Salaries and Benefits .....	\$4,393,920
Library Materials .....	\$956,506
Buildings & Grounds.....	\$72,695
Other Operations Expenses.....	\$941,770
Equipment (computers, furnishings, etc.) .....	\$133,331
Construction Costs (2015).....	\$3,319,693
Total Expenditures .....	\$9,817,915
Kaysville Construction Costs (est.).....	\$4,700,500

#### Library Materials Held

Headquarters .....	86,763
South Branch .....	160,768
North Branch.....	102,097
Central Branch .....	160,060
Syracuse/Northwest Branch .....	86,030
Centerville Branch.....	80,839
Kaysville Branch .....	75,197
Total.....	751,754
Total Estimated Value.....	\$18,793,850

### BOARD OF DIRECTORS

Carol Page, Chair.....	Kaysville
Ann Summerhays.....	Farmington
M. Dean Tucker.....	Bountiful
Roger Woodward.....	Syracuse
Susan Smith.....	Layton
Mary Lynne Morgan .....	Kaysville
Jim Smith.....	Commissioner
Chris Sanford.....	Director of Libraries

### PATRONS

#### Registered Library Users

Residents .....	169,745
Non-Residents .....	4,038
Total.....	173,783

### LIBRARY USE

#### Items Loaned

Headquarters .....	246,656
South Branch .....	474,551
North Branch.....	233,680
Central Branch .....	389,556
Syracuse/Northwest Branch.....	365,142
Centerville Branch.....	277,316
Kaysville Branch.....	310,084
Online Renewals .....	279,316
Downloaded Materials .....	174,230
Total.....	2,750,531

#### Reference Questions Answered

302,559(est.)

Meeting Room Users.....	71,132
Wireless Sessions.....	762,707
Visits to Libraries.....	1,376,697(est.)

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Minutes of the  
BOUNTIFUL CITY COUNCIL

April 10, 2018 – 5:30 p.m.

Present: Mayor Randy Lewis  
Councilmembers Kendalyn Harris, Richard Higginson, Chris Simonsen  
City Manager Gary Hill  
City Attorney Clinton Drake  
City Planner Chad Wilkinson  
City Engineer Paul Rowland

Department Directors/Staff:

Finance Director Tyson Beck  
Parks Director Brock Hill  
Streets Director Gary Blower  
Golf Course Pro Ken McComb  
Asst. City Engineer Lloyd Cheney  
Asst. Police Chief Ed Biehler  
Recording Secretary Nikki Dandurand

Excused: Councilmembers John Marc Knight, Beth Holbrook

23 Official notice of the City Council Meeting was given by posting an Agenda at City Hall and on  
24 the Bountiful City Website and the Utah Public Notice Website and by providing copies to the  
25 following newspapers of general circulation: Davis County Clipper and Standard Examiner.  
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**Work Session – 5:30 p.m.**  
**Planning Conference Room**

30 Mayor Lewis welcomed those in attendance and called the session to order at 5:35 p.m.  
31

32 **PROPOSED DOWNTOWN PLAZA PLAN – MR. LLOYD CHENEY**

33 Mr. Cheney started the discussion reviewing what the Council and Staff have discussed since  
34 last October. Two concepts were presented during the Council Retreat in February. The main  
35 features that were decided on were a water feature, bathrooms, climbing wall, ice rink (seasonal) and  
36 other possibilities. Councilman Simonsen asked if the ice rink would be useable as a skating area  
37 during the off-season times. Mr. Gary Hill said they have talked with the Recreation Center and they  
38 agree this would be a great option. The next step is to consider operating costs. Mr. Gary Hill  
39 informed staff that with the approval of this master plan and once the design is complete there will be  
40 a better idea of the costs involved. Councilman Simonsen asked where the flag poles will be. Mr.  
41 Cheney stated they all received a tentative schedule of the project. Tonight will be the major  
42 approval from the Council to proceed. There is a 21 week design schedule, possibly longer. If  
43 certain items are negotiable, the plaza could be ready for the public in time for next year’s car show.  
44 Mr. Hill reminded the Council that all of this has been funded by RDA funds. Mayor Lewis asked  
45 what Staff is looking for tonight for direction to proceed. Mr. Cheney stated that this is all  
46 information to review. Mr. Hill stated that by the end of tonight, a nod of approval is needed to  
47 proceed.

1  
2 **BOUNTIFUL “B” AREA WORK PLAN DISCUSSION – CHIEF TOM ROSS**

3 Mr. Gary Hill spoke to the Council as well as those in attendance that the purpose of tonight’s  
4 meeting is to build a common ground between the residents and the Staff/City. Tonight is only  
5 information, but will be followed up with many discussions. We are asking for patience and to just  
6 relay the information to their neighbors and friends.

7 Mr. Wilkinson proceeded to show the existing conditions of the area, zoning, etc. Mr.  
8 Rowland gave a history of the area, what has been done and what will be done. There are 50 single  
9 family lots that will be developed, with an estimated construction start date of late spring. There will  
10 be two access points, with new pavement as a condition as well.

11 Chief Ross reviewed the crime in the area, but complimented the area for being in a “good”  
12 crime area with low numbers all around. Tonight was really to identify what is known and to help  
13 residents feel good about where they live. Mr. Gary hill concluded that a lot of information was  
14 shared tonight, but there will be more coming within the next two weeks.  
15

16  
17 **Regular Meeting – 7:07 p.m.**  
18 **City Council Chambers**  
19

20 Mayor Lewis called the meeting to order at 7:07 p.m. and welcomed those in attendance.  
21 Christopher Porter, local Scout, led the Pledge of Allegiance; Brother Paul Pasco, Bountiful Utah  
22 Stake, gave a prayer.  
23

24 **PUBLIC COMMENT**

- 25 • Don Milligan – resident by the “B”, appreciates all the work/attention for the residents  
26 of the area  
27

28 **APPROVE MINUTES OF PREVIOUS MEETING – MARCH 27, 2018**

29 Mayor Lewis presented the minutes from the previous meeting. Councilman Simonsen  
30 moved to approve the minutes and Councilman Higginson seconded the motion. Voting was  
31 unanimous with Councilpersons Harris, Higginson and Simonsen voting “aye”.  
32

33 **BCYC REPORT**

34 Lily Clark and Brandon Titensor reported on the leadership conference at USU. They  
35 enjoyed the interaction with other youth councils, service opportunities and great speakers.  
36

37 **COUNCIL REPORTS**

38 Councilman Simonsen attended the most recent meeting of the Community Service Council.  
39 He was very impressed with the CERT members. He also mentioned that Concerts in the Park will  
40 be starting soon and invited all to attend.  
41

42 **CONSIDER APPROVAL OF:**

- 43 a. **WEEKLY EXPENDITURES > \$1,000 PAID MARCH 19 & 26, 2018**
- 44 b. **FEBRUARY 2018 FINANCIAL REPORT**  
45

1 Mayor Lewis presented the expenditures/financial report and asked for a motion to approve.  
2 Councilman Higginson moved to approve the weekly expenditures/reports and Councilman  
3 Simonsen seconded the motion. Voting was unanimous with Councilpersons Harris, Higginson and  
4 Simonsen voting “aye”.

5  
6 **CONSIDER APPROVAL OF A FIVE-YEAR LEASE AND BUYOUT OPTION**  
7 **AGREEMENT WITH HIGHLAND GOLF COMPANY FOR 69 YAMAHA GASOLINE**  
8 **FUEL INJECTED GOLF CARTS FOR AN ANNUAL LEASE PAYMENT OF \$41,937.73 –**  
9 **MR. KENT MCCOMB**

10 Mr. McComb stated he’s usually before the Council in July, but this time it’s a little different.  
11 Bountiful Ridge Golf Course has owned and operated a golf cart fleet of 81 carts. It has been their  
12 practice to trade 10-12 of the older carts and purchase 10-12 new carts each year. As models of carts  
13 change periodically, this has resulted in the fleet consisting of a few different models and types of  
14 cart. To help enhance the experience of the patrons as well as maintain consistency, the goal is to  
15 maintain and operate a cart fleet of all the same year and model. To do this, the plan is to  
16 lease/buyout 69 gasoline carts and then continue to keep in operation the 12 carts purchased in 2017.  
17 Upon completing the year six payment, the Golf Course will then have complete ownership of the  
18 cart fleet. At this point, it is anticipated that this fleet will be owned and operated for another 1-2  
19 years with savings of approximately \$42,000 per year (based on current pricing).

20 Councilwoman Harris confirmed that the money used is all from user fees, not the City  
21 budget. Per Mr. McComb, tax money is not used for these purposes. Councilman Higginson re-  
22 stated this is a buyout price for all the same models, which are all gas run. Councilman Simonsen  
23 inquired about the carts that will be replaced. Mr. Mc Comb stated that Yamaha is giving trade in  
24 value and that will be applied to the lease price. Councilman Higginson moved to approve the golf  
25 cart lease and Councilwoman Harris seconded the motion. Voting was unanimous with  
26 Councilpersons Harris, Higginson and Simonsen voting “aye”.

27  
28 Mr. McComb concluded that in the most recent budget meeting at the Golf Course, a new  
29 marketing plan was being developed.

30  
31 **CONSIDER APPROVAL OF THE PURCHASE OF PROQA 911 MEDICAL SOFTWARE**  
32 **FOR POLICE DISPATCH IN THE AMOUNT OF \$51,015 – ASSISTANT POLICE CHIEF**  
33 **ED BIEHLER**

34 Asst. Police Chief Biehler stated this new software will be all computerized, which will  
35 eliminate the use of cards for emergency calls. This service will reduce errors and enhance services  
36 for Bountiful’s residents. A quote totaling \$51,015, was received from Priority Dispatch who is the  
37 Utah State sole contract provider for ProQA. This bid covers all installation and training costs.  
38 Councilwoman Harris asked when the program will be implemented. Chief Biehler stated hopefully  
39 tomorrow if approved tonight. Training will follow in the next couple of months. Chief Biehler also  
40 stated ProQA is a great program, with follow up questions provided to dispatch personnel.  
41 Councilman Simonsen also stated that this will hopefully reduce response time. Councilwoman  
42 Harris moved to approve the purchase and Councilman Higginson seconded the motion. Voting was  
43 unanimous with Councilpersons Harris, Higginson and Simonsen voting “aye”.

1 **CONSIDER APPROVAL OF THE PROPOSAL FROM EPG FOR DESIGN OF THE**  
2 **DOWNTOWN PLAZA IN THE AMOUNT OF \$329,846 – MR. LLOYD CHENEY**

3 Mr. Cheney asked the Council if there were any additional comments from the work session.  
4 The Council all agreed the project looks good. Mr. Cheney explained that this contract will continue  
5 with the designing of the plaza. If there is additional help that is needed, it will be with outside  
6 consultants. This project is being funded by \$3.5 million from the RDA fund. Councilman  
7 Simonsen asked if the staff foresees anymore additional costs. Mr. Cheney replied that based on the  
8 scope of work at this time, the RDA money should be adequate. Some of the features may be  
9 postponed or extended based on this as well. Councilman Simonsen made a motion to approve the  
10 contract and Councilman Higginson seconded the motion. Voting was unanimous with  
11 Councilpersons Harris, Higginson and Simonsen voting “aye”.  
12

13 **CONSIDER APPROVAL FOR A SIX-MONTH EXTENSION TO THE SITE PLAN**  
14 **APPROVAL FOR REANISSANCE TOWN CENTER PAD A – MR. CHAD WILKINSON**

15 Mr. Wilkinson stated at the last RDA meeting, an RDA loan was modified for this project.  
16 The developer has submitted a new permit, but the original site plan will expire tomorrow.  
17 Councilwoman Harris asked if there will be any further delays. Mr. Wilkinson replied it’s mostly  
18 been a funding problem, but it should be resolved at this point. Councilman Simonsen clarified that  
19 only one extension is allowed, so if this project lapses, they would have to completely start over with  
20 the application process. Councilwoman Harris made a motion to approve the extension and  
21 Councilman Simonsen seconded the motion. Voting was unanimous with Councilpersons Harris,  
22 Higginson and Simonsen voting “aye”.  
23

24 Mayor Lewis asked for a motion to adjourn the regular session of City Council. Councilman  
25 Higginson made a motion to adjourn the meeting and Councilman Simonsen seconded the motion.  
26 Voting was unanimous with Councilpersons Harris, Higginson and Simonsen voting “aye”.  
27 The regular session of the City Council was adjourned at 7:46 p.m.  
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*Mayor Randy Lewis*

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*City Recorder*

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

3 Bountiful City Public Safety Building  
4 April 3, 2018 (4:00 p.m.)  
5

6 Present:

7 Committee Members: Kendalyn Harris (Chair), Beth Holbrook and Chris Simonsen  
8 City Manager: Gary Hill  
9 Assistant City Manager: Galen Rasmussen  
10 Department Personnel: Chief Tom Ross, Dave Edwards, Troy Killian, Kathy Lovoi,  
11 Lane Oberg, Brenna Dearden  
12 South Davis Metro Fire: Chief Jeff Bassett  
13

14  
15 Official Notice of this meeting had been given by posting a written notice of same at City Hall and  
16 providing copies to the following newspapers of general circulation: Davis County Clipper, Standard  
17 Examiner, and on the Utah Public Notice Website.  
18

19 Committee Chair Kendalyn Harris called the meeting to order at 4:07 p.m., and welcomed those in  
20 attendance.

21 **PRESENTATION OF BUDGETS**

22 Chief Jeff Bassett was asked to present the detailed budget request for assessments from the South  
23 Davis Metro Fire Service Area and responded to questions from the committee. The Chief outlined  
24 the budget process followed by South Davis Metro Fire which includes financial oversight by City  
25 Managers of the cities served by the entity along with governance by the board which is comprised of  
26 local elected officials. South Davis Metro Fire is funded from three major revenue sources. First  
27 source of revenue is through assessed contributions from cities; second, from property tax revenues  
28 and third, through ambulance fees.

29 Major capital initiatives will be funded by a bond issue which Bountiful City does not participate in.  
30 The City receives a payment annually (approximately \$89,000 for the current fiscal year) to repay the  
31 City for upfront capital contributions to Metro Fire. Capital projects of the Fire Service Area include  
32 planned renovation of three fire stations and purchase of a 120 foot ladder truck designed for  
33 challenging rescue situations. Purchase of this ladder truck, which is manufactured in Germany, will  
34 give the Fire Service Area two operating ladder trucks. The other ladder truck currently in service has  
35 a 75 foot ladder. This 75 foot ladder truck will be housed at the main fire station in Bountiful while  
36 the new ladder truck will be housed at the Foxboro station.

1 The Chief noted that the Fire Service Area has been seeing an annual 3 - 5% increase in call volume  
2 which has driven budget development. Highlights of the pending budget for the Fire Service Area  
3 include:

- 4 1. Purchase of additional capital equipment to address the needs of critical care patients.
- 5 2. Extra expense for longer distance transports of critical care patients to either Intermountain  
6 Medical Center in Murray or McKay-Dee Hospital in Ogden.
- 7 3. A total of 13 new fire staff hired.

8 The budget for the Fire Service Area has not yet been finalized for FY2018-2019. Given this, the City is  
9 budgeting for an estimated 2.5% increase from the current budget (\$64,482 increase) for a total  
10 budget in FY2018-2019 of \$2,049,347. This will be adjusted if needed in the final City budget after  
11 assessments are received.

12 Chief Tom Ross was asked to present the detailed budget for the Bountiful City Police Department and  
13 he and other staff responded to questions from the Committee beginning with a review of key  
14 Department goals as follows:

- 15 1. Continued focus on good customer relations.
- 16 2. Dispatching for Centerville City is scheduled to begin on July 1<sup>st</sup>. Two additional dispatchers  
17 will be hired to help accommodate the increased workload. Costs of servicing the dispatch  
18 needs of Centerville will be funded by Bountiful City receiving Centerville City's E911  
19 allocation.
- 20 3. eForce software will be implemented in place of the existing FATPOT software solution to  
21 service the majority of Department needs. The software will be implemented at no cost to the  
22 City in exchange for Bountiful City serving as a demonstration site for potential eForce  
23 customers. The software should be operational in June 2018.
- 24 4. The Emergency Preparedness Program sponsored by the City, in conjunction with other  
25 partners, has maintained and built upon effective coalitions with other community  
26 stakeholders and citizens. The next scheduled exercise will be the Great Utah Shakeout on  
27 April 19<sup>th</sup>.
- 28 5. The Department is preparing for certification with the Chiefs of Police Association  
29 Accreditation Program.
- 30 6. Finally, Department management continues its tradition of seeking to end each year within the  
31 budgeted allotment.

32 Key crime and activity statistics of the Department were distributed and reviewed with the  
33 committee. It was noted that the Department struggles, as do other agencies, with enforcing drug  
34 offenses due to changes made through legislation over the last few years at the State level.  
35 Legislative changes now make it more difficult for officers to investigate and enforce drug and

1 weapons related crimes. Between calendar year 2016 and calendar year 2017, the Department saw  
2 major offenses rise 3.9%; Crimes against persons rose 9.4% and crimes against property were up  
3 similarly at 9.1%. Other crime totals (including domestic violence, sex crimes, fraud, weapons  
4 violations, DUI arrests, and alcohol and drug cases) were down 7% between years. Accidents were  
5 down by 34.2%, traffic citations were down 16.2% and dispatch phone volume was also down by 4%.

6 The budget request for Fiscal Year (FY) 2018-2019 includes two new dispatchers to service the needs  
7 of taking on dispatch work for Centerville City (to be offset by E911 funds from that City's allotment).  
8 The budget also includes a 3% cost of living allowance, 10% projected increase in medical insurance  
9 premiums, and funding of merit pay increases for those employees that are eligible and qualified.  
10 Shortage of sworn officers is an issue for many agencies throughout the State including Bountiful. A  
11 study by management showed that over the last six years, the department was only fully staffed with  
12 sworn officers 22% of the time. This showcases the shortages that are dealt with by the Department.  
13 In other areas, the budget shows an \$11,038 increase to fund Animal Control assessments from Davis  
14 County Animal Control and modest increases to fund needed capital improvements. The total budget  
15 request in the tentative budget is \$8,061,372.

16 A question on the functions and role of the "POP" Unit of the Police Department was asked by  
17 Committee Member Simonsen. The Chief responded to the inquiry with an outline of the unit's  
18 purpose, composition and role within the Department.

19 All Council Committee Members expressed their appreciation for the services provided by the South  
20 Davis Metro Fire Service Area and the Bountiful City Police Department. Both Departments often  
21 receive compliments from the public for the valued services they provide.

22 Committee Member Beth Holbrook made a motion to accept, and forward for consideration by the  
23 City Council, the tentative budgets of the South Davis Metro Fire Service Area assessment to Bountiful  
24 City and the Bountiful City Police Department, as presented, Committee Member Chris Simonsen  
25 seconded the motion. Voting was unanimous with Committee Members Harris, Holbrook and  
26 Simonsen voting "aye".

27 The meeting adjourned at 5:45 p.m. on a motion made by Committee Member Simonsen and  
28 seconded by Committee Member Holbrook. Voting was unanimous with Committee Members Harris,  
29 Holbrook and Simonsen voting "aye".

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Mayor Randy Lewis

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City Recorder

PENDING

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

3 Bountiful City Hall – Planning Conference Room  
4 April 9, 2018 (4:00 p.m.)  
5

6 Present:

7 Committee Members: Beth Holbrook (Chair), and Kendalyn Harris  
8 City Manager: Gary Hill  
9 Assistant City Manager: Galen Rasmussen  
10 Department Personnel: Brock Hill, Paul Rowland, Lloyd Cheney, Bruce Sweeten, Paul  
11 (Geno) Flanary, Kent McComb, Scott Olsen, Thomas Rhoades  
12

13  
14 Official Notice of this meeting had been given by posting a written notice of same and providing  
15 copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner,  
16 and on the Utah Public Notice Website.  
17

18 Committee chair Beth Holbrook called the meeting to order at 4:10 p.m., and welcomed those in  
19 attendance.

20 **PRESENTATION OF RAP TAX GRANT APPLICATIONS**

21 Committee chair Beth Holbrook invited Gary Hill to do a brief introduction on the RAP Tax and  
22 applications received and then asked for presentations by not-for-profit groups that had applied for  
23 RAP Tax Grant funding.

24 The first group invited to present was the Bountiful Historical Preservation Foundation. Those present  
25 from the organization were Lloyd Carr (Treasurer), Sandy Inman, John Simmons, Emily Swensen and  
26 Tom Tolman. John Simmons provided a brief outline of the education project applied for that will  
27 showcase history of the Stoker School. Questions were asked about the cost elements of the project  
28 and how costs were kept low. Mr. Simmons responded on the questions and Committee chair  
29 Holbrook and Committee member Harris thanked the group for their application and presentation.

30 The second group invited to present was the Joy Foundation. Those present from the organization  
31 were Jane Joy (Founder) and Jeremy Holt. An introduction to the programs offered by the Joy  
32 Foundation was given including the Chalk Art Festival and Open Mic music events. A brief video of the  
33 Chalk Art Festival was shown to those present and comments were made on the impact of the Festival  
34 to the City and those that participate. Committee chair Holbrook and Committee member Harris  
35 thanked the group for their application and presentation.  
36

1 The third group invited to present was the CenterPoint Legacy Theatre. Those present from the  
2 organization were Jansen Davis (Executive Director) and Shelley Davies (Director of Development).  
3 Comments were made on the regional impact of the Theatre and the representation of patrons from  
4 Bountiful (21% of all patrons). Reference was made to the past support of Bountiful City's donations  
5 of RAP Tax funds which built the Theatre and the need for ongoing support. The RAP Tax Grant  
6 application submitted this year is for capital improvements to the stage area to better support it and  
7 make improvements in lighting and sound to enable the stage to be better utilized in productions.

8 RAP Tax funding provided for the Theatre sound system last year by Bountiful City has been 98%  
9 utilized to-date. The group was thanked for their application and for the programs produced by the  
10 Theatre which benefit the community at large.

11 The fourth group invited to present was Bountiful Davis Arts Center (BDAC). Those present from the  
12 organization were Alysa Revell (Executive Director) and Joe Johnson (Board Member). Alysa Revell  
13 noted that BDAC has had a presence in Bountiful since 1974 and is the officially recognized Arts Group  
14 for the City. Following this introduction, Ms. Revell noted major programs offered by BDAC including  
15 music, art, dance and other events during the year. The current home of BDAC can accommodate up  
16 to 200 patrons for events. Most recitals have attendance of 50 to 100 and concerts have had 100 in  
17 attendance typically. BDAC has expanded their program offerings with a focus on the Main Street  
18 area and merchants. Great needs exist for basic operational resources such as new computers  
19 (currently using seven year old technology) along with other resources needed for operations such as  
20 supplies, etc.

21 Committee chair Holbrook and Committee member Harris both recognized the efforts of the BDAC  
22 and their value to the community.

23 The final group invited to present was the Bountiful Main Street Merchants Association. Those  
24 present from the organization were Mike Murphy (Chair), Alysa Revell and Jeremy Holt. Michael  
25 Murphy led the review of the organization's needs with comments by Alysa Revell and Jeremy Holt.  
26 The new name of the organization will be the "Downtown Business Alliance." The organization's  
27 mission is to assist Main Street and businesses in the downtown area with development and to  
28 support local events which include the Chalk Art Festival, Music and Arts Festival, Caroling Festival and  
29 Farmers Market. Revenue from the Farmers Market is the sole source of funding for the organization  
30 but costs for holding events come out of revenues such as a dedicated phone line, a website and  
31 similar costs. The organization plans to prepare a membership packet for distribution and to continue  
32 developing their website to serve as a business information resource.

33 Requested RAP Tax funding would be used for acquisition of a trailer to be outfitted as a portable  
34 stage. The cost of the trailer is expected to be \$2,500 plus costs to retrofit it with leveling jacks and  
35 other necessary equipment. RAP Tax funds would also be used in updating the organization website.

1 Committee member Harris asked that the organization make their membership aware of the  
2 upcoming Business Symposium on May 2<sup>nd</sup> at BDAC. Mike Murphy and his associates were thanked  
3 for the job they do and for the application for funding.

4 Committee chair Holbrook asked Gary Hill for comment. Gary mentioned that proposal had been  
5 made earlier for creating a subcommittee to review applications. Two of the committee will need to  
6 serve on this subcommittee with staff members to review applications and recommend funding  
7 amounts for action by the full City Council. Gary asked the Committee to simply approve the RAP Tax  
8 budget today and designate the subcommittee members which were identified as John Marc Knight  
9 and Beth Holbrook to assist staff in reviews of applications for recommendations to the City Council.

#### 10 **GOVERNMENT BUILDINGS DEPARTMENT BUDGET**

11 Brock Hill and Bruce Sweeten presented the detailed budget for the Government Buildings  
12 department and responded to questions from the committee. For the Fiscal Year 2018-2019 budget  
13 there are no increases in operations and maintenance categories and personnel services increases are  
14 limited to a 3% Cost of Living Allowance (COLA), merit increases for eligible employees and a  
15 projected 10% increase in medical insurance premiums.

16 Bruce Sweeten reviewed major projects of the department for the current budget year which  
17 included replacement of the drain system at the Golf Course Clubhouse and upgrading of flushing  
18 systems at Parks locations. Projects scheduled for Fiscal Year 2018-2019 include stone work and  
19 upgrading of exterior lighting in Parks areas along with installation of a soft water system at the Public  
20 Safety Building to improve the longevity of the boiler and similar systems.

21 The committee members thanked Brock and Bruce for their efforts in maintaining the City's buildings.

#### 22 **PARKS DEPARTMENT BUDGET**

23 Brock Hill presented the detailed budget for the Parks department and responded to questions from  
24 the committee. Increases in Personnel expenses for Fiscal Year 2018-2019 are from merit increases  
25 for those eligible along with a 3% COLA and 10% increase in medical insurance premiums. In the  
26 Operations and Maintenance category there is a proposed \$5,000 increase for buildings and grounds  
27 for fertilizer and other supplies and a \$9,000 increase in utility costs for lighting and similar expenses.  
28 In Capital, there is a budget request for a new crew truck and a mini track hoe. Creekside Park is  
29 nearly complete (with the exception of a few contractor work issues that will be resolved before final  
30 payment is made). Tables for the park were delivered recently and the Grand Opening is scheduled  
31 for April 21<sup>st</sup>. The committee members thanked Brock for the update and the work of him and his  
32 staff in the parks.

33

1 **GOLF FUND BUDGET**

2 Brock Hill, Kent McComb, Scott Olsen and Thomas Rhoades presented the detailed budget for the Golf  
3 fund and responded to questions from the committee. For Fiscal Year 2018-2019 the budget for the  
4 Golf Fund shows \$1,423,500 in Operating Revenues and \$1,404,984 in Operating Expenses. There was  
5 a previously adopted \$1.00 per 9-hole round fee increase which took effect on January 1, 2018. This  
6 change was made to keep pace with operational and capital expense needs and the resulting fees of  
7 the Golf Course are consistent and comparable to other local municipal courses in the area.

8 The budget includes work to improve the pump system and control panels and a replacement of 69  
9 carts under a lease arrangement with Yamaha. The lease will be for five years with purchase of the  
10 carts in the sixth year. If the carts are retained for two years outside the lease period it is anticipated  
11 that the Golf Fund will receive a positive financial return on investment. As a result of a maintenance  
12 cost analysis performed by Golf Course staff, it was decided to move toward a fleet of gas powered  
13 carts. Additional comments will be made in City Council Meeting on April 10<sup>th</sup> regarding planned  
14 marketing efforts.

15 Committee members complimented the staff on the course condition and the way in which the  
16 course is operated.

17 **CEMETERY FUND BUDGET**

18 Brock Hill and Geno Flanary presented the detailed budget for the Cemetery fund and responded to  
19 questions from the committee. The budget for Fiscal Year 2018-2019 includes a \$2,000 increase for  
20 grounds and maintenance costs. The Capital budget request includes a utility cart or a mower  
21 (depending on costs of repairing an existing riding mower) and purchase of the Cemetery's existing  
22 front-end loader which will be coming off lease.

23 From existing funds, the Cemetery staff recently completed a partial remodel of the Office which  
24 included new paint and other finishes. Additional work is planned in the new budget year to include  
25 remodeling the bathroom, replacing the main water line to the Office and opening up a bedroom area  
26 to be a future sitting room for patrons. There is also money in the budget to fund additional vinyl  
27 fencing and planting of trees.

28 Gary Hill noted that on May 17<sup>th</sup> the Cemetery will be host to an employee volunteer day to help with  
29 outstanding project needs. This same event took place at the pond area near the Landfill with great  
30 success.

31 Committee member Harris made a motion to accept the tentative budgets of the RAP Tax Fund and  
32 Grant applications, Government Buildings and the Parks departments along with the Golf and

1 Cemetery Funds, as presented, and Committee member Holbrook seconded the motion. Voting was  
2 unanimous with Committee members Holbrook and Harris voting “aye”.

3 The meeting adjourned at 5:51 p.m. on a motion made by Committee member Harris and seconded  
4 by Committee member Holbrook. Voting was unanimous with Committee members Holbrook and  
5 Harris voting “aye”.

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Mayor Randy Lewis

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City Recorder

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PENDING

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

3 Bountiful City Hall – Planning Conference Room  
4 April 10, 2018 (3:00 p.m.)  
5

6 Present:

7 Committee Members: Randy Lewis (Chair), Richard Higginson (arrived at 3:27 p.m.) and  
8 Beth Holbrook (excused at 4:15 p.m.)  
9 City Manager: Gary Hill  
10 Assistant City Manager: Galen Rasmussen  
11 Department Personnel: Shannon Cottam, Alan West, Greg Martin, Tyson Beck,  
12 David Burgoyne, Ted Elder, Paul Rowland, Lloyd Cheney,  
13 Todd Christensen, Chad Wilkinson, Clint Drake  
14

15 Official Notice of this meeting had been given by posting a written notice of same and providing  
16 copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner,  
17 and on the Utah Public Notice Website.  
18

19 Committee chair Randy Lewis called the meeting to order at 3:05 p.m., and welcomed those in  
20 attendance.

21 **PRESENTATION OF BUDGETS**

22 Committee chair Lewis asked each department in order of the agenda to come to the table to present  
23 their budgets for consideration by the Committee members.

24 Gary Hill presented the detailed budget for the Legislative department and responded to questions  
25 from the committee. The Personnel Services section of the budget contains a 3% Cost of Living  
26 Allowance (COLA) along with an estimated increase of 10% for medical insurance. In the Operations  
27 and Maintenance section the budget, utilities at the Stoker School has been eliminated as a budget  
28 due to the building demolition and Election Expense is reduced since there is no general municipal  
29 election scheduled during the fiscal year upcoming. The Capital request in the Legislative budget  
30 contains a contingency amount, \$6.5 million for renovation work at City Hall, \$350,000 for design  
31 work on the Downtown Plaza project and \$35,000 for City gateway improvements near 500 South and  
32 I-15.

33 A question and brief discussion ensued on the amount of contingency funds shown in the budget and  
34 what they are used for. Gary Hill noted that the Legislative budget contains both a capital  
35 contingency and an operating contingency. The capital contingency is used for unforeseen capital  
36 needs or overruns and the operating contingency is used primarily to cover the cost of possibly  
37 overrunning the road salt budget in the Streets Department.

1 Gary Hill presented the detailed budget for the Executive department and responded to questions  
2 from the committee. A restatement of the components of Personnel Services was made similar to  
3 that noted in the Legislative budget above. In the Operations and Maintenance section, there are  
4 funds added to cover the cost of reimbursing the City Recorder for use of her personal phone for City  
5 business calls, texts, and emails.

6 Shannon Cottam presented the detailed budget for the Human Resources department and responded  
7 to questions from the committee. Shannon noted the 3% COLA, insurance changes and similar items  
8 as noted in the two budgets previously reviewed. Committee chair Lewis asked about the internally  
9 charged budget items for computer maintenance and similar categories. Shannon noted that these  
10 amounts are developed and billed by the Information Technology Department and they are not  
11 discretionary costs.

12 Alan West presented the detailed budget for the Information Technology department and responded  
13 to questions from the committee. Alan reviewed the entire department budget with the Committee  
14 members noting dollar changes between budget years and answered questions. The capital request  
15 for the department is pushed ahead to future years due in part to the plans to renovate City Hall.

16 Alan West presented the detailed budget for the Computer Replacement fund and responded to  
17 questions from the committee. A discussion was held on the status of the computer stock of the City.  
18 There are a few Intel i3 processors in computers which do not need massive computing capacity. The  
19 balance of the computers in the City stock are either i5 or i7. Computers are replaced as needed and  
20 built oftentimes in-house.

21 Tyson Beck presented the detailed budget for the Finance department and responded to questions  
22 from the committee. In commenting on the budget, Tyson noted that the Finance budget covers the  
23 Personnel Services and other expenditures of the Finance staff members in addition to the salary,  
24 benefits and miscellaneous costs of the Assistant City Manager position. Operations and Maintenance  
25 budgeted expenditures include costs of an Other Post-Employment Benefits (OPEB) study every other  
26 year. These was also mention that the Finance department records the full cost of the General and  
27 Capital Fund's costs for credit card fees, bank and investment fees and auditor fees.

28 Tyson Beck presented the detailed budget for the Debt Service fund and responded to questions from  
29 the committee. It was noted that the City has no General Obligation debt on the books and the only  
30 debt the City does have is revenue debt related to the Power Fund which debt is shown in the Power  
31 Fund budget and that Fund's section of the City's financial statements. The remaining fund balance in  
32 the Debt Service fund is there for handling any future debt service needs, should any arise.

33 Tyson Beck presented the detailed budget for the Municipal Building Authority fund and responded to  
34 questions from the committee. This budget is maintained to receive the remaining capital  
35 repayments from the State Courts for the Public Safety Building. The ongoing share of operations and

1 maintenance for the share of the Public Safety Building used by the State Courts is billed to them and  
2 the revenue is recorded in the General fund.

3 Tyson Beck presented the detailed budget for the Cemetery Perpetual Care fund and responded to  
4 questions from the committee. This fund is to account for the ongoing responsibility that the City has  
5 for taking care of the Cemetery following its closure when all lots are sold. The revenues of this fund  
6 come from a portion of each cemetery lot sale and interest income. By State law, the City is not  
7 required to have any certain amount set aside for perpetual care but they do have an ongoing  
8 obligation to take care of the cemetery in perpetuity.

9 Tyson Beck presented the detailed budget for the Landfill Closure fund and responded to questions  
10 from the committee. The City's landfill was formerly the Bay Area Refuse Disposal (BARD) landfill and  
11 each South Davis County city participated in this former landfill. In the 1980's, operation and  
12 responsibility for the BARD was assumed by Bountiful City and the other participating cities in south  
13 Davis County made payments to Bountiful City to cover their share of the projected closure and post-  
14 closure care. The Landfill Closure fund is maintained to account for these funds only to ensure they  
15 are maintained for use in closing the landfill and monitoring it ongoing according to applicable  
16 regulations. In addition to the approximately \$837,000 in this fund there is also an additional \$2.1  
17 million maintained in escrow within the Landfill fund of the City to augment the amount set aside for  
18 closure and post closure care as mandated by current applicable regulations.

19 Ted Elder presented the detailed budget for the Treasury department and responded to questions  
20 from the committee. Changes in the Personnel Services section of the budget were outlined including  
21 the 3% COLA, merit pay increases for three employees, and increases in medical insurance premiums.  
22 The City Treasurer was elected to the Utah Association of Public Treasurer's (UAPT) board and now  
23 serves as Treasurer of the organization. With this assignment, the board anticipates that board  
24 members will, where possible, attend the UAPT and national Treasurer's Association conferences so  
25 there are funds budgeted for this purpose. Office supplies expense has been lowered between  
26 budget years to true up this account to actual. The utility billing supplies account has been reduced  
27 substantially between budget years. This reduction is primarily due to a campaign to encourage  
28 citizens to have utility payments processed under Electronic Funds Transfer (EFT) and to go with  
29 paperless billing. These two campaigns have resulted in corresponding reductions in printing and  
30 mailing costs. In concluding the budget review, Committee member Higginson noted the need to  
31 improve web access for utility payments to make the experience more user friendly for citizens.

32 Paul Rowland presented the detailed budget for the Engineering department and responded to  
33 questions from the committee. It was noted that the Engineering department's function is to assist  
34 other public works departments with designing and managing their projects. The department has the  
35 same types of budget increases as noted in other departments such as 3% COLA, etc. In the Capital

1 section of the budget, the Engineering department is listing the need for replacing an existing Jeep  
2 Cherokee vehicle that was acquired in the mid-1990s.

3 Chad Wilkinson presented the detailed budget for the Planning department and responded to  
4 questions from the committee. Again, Personnel Services contains the same increases as outlined in  
5 other departments. One item of note, the Assistant Planner will be serving on active duty in the  
6 military for a year period of time. Given this, the City Planner will be replacing the position with a  
7 temporary service employee. In the Operations and Maintenance section there is a reduction in the  
8 telephone expense line to bring the budget in line with actual.

9 Chad Wilkinson presented the detailed budget for both the Redevelopment Agency (RDA) Revolving  
10 Loan and Operating funds and responded to questions from the committee. In relation to the RDA  
11 Revolving Loan fund, Chad noted that the loan volume of the fund is down from previous years but  
12 that there are some potential borrowers from the downtown area which may file loan applications  
13 during the budget year. In reference to the RDA Operating fund, Chad noted that a consultant is  
14 being sought to do a thorough review of the property tax increment process to ensure that the  
15 County is calculating and remitting increment accurately. Committee members asked if there was a  
16 particular concern being addressed? Chad mentioned that the trends in tax increment show a decline  
17 when just the opposite situation has been anticipated to occur. The other area of the budget with  
18 comment included the infrastructure plans for the downtown. There will be expenditures directly  
19 targeted on the Plaza area but also expenditures for associated adjacent properties that will  
20 contribute to the economic impact of the area.

21 Clint Drake presented the detailed budget for the Legal department and responded to questions from  
22 the committee. Notable items in the Personnel Services section include the addition of \$19,000 for  
23 funding of a Victim Advocate position. There will be other costs of the position in terms of operations  
24 and maintenance but total costs are expected to be reimbursed at 100% from grant funding. All other  
25 areas were stable between budget years.

26 Clint Drake presented the detailed budget for both the Liability Insurance fund and the Workers  
27 Compensation fund and responded to questions from the committee. Clint noted that both funds  
28 experienced a good year in terms of the volume of claims which were very low. This outcome can be  
29 attributed to a culture of safety and training along with exception managerial leadership. Employee  
30 retention within Bountiful City was also noted as a potentially contributing factor as experienced  
31 employees would logically tend to understand their jobs better and reduce liability for errors and  
32 accidents. A committee member question was raised as to whether OSHA has ever visited the City.  
33 Paul Rowland and others commented on the usual experience with OSHA which is characterized as  
34 periodic, random visits along with response on reported incidents.

1 Following the presentation of budgets, Gary Hill outlined the overall macro level view of General Fund  
2 and Capital Fund revenues and expenditures. In the Fiscal Year 2018-2019 budget there is \$641,447 in  
3 increased budgeted revenue in the General Fund. Of this, \$170,000 is related to the revenue from  
4 Centerville City to be received for becoming their E911 dispatch center starting July 1<sup>st</sup>. The balance  
5 of the increase is due to sales tax and building permits. To balance the budget this year it was  
6 necessary to reduce the allocation of sales tax that goes to fund capital projects and increase the  
7 share in the General Fund. Revenues and Expenditures in the General and Capital funds are balanced  
8 for the upcoming fiscal year.

9 Committee member Higginson made a motion to accept the tentative budget of the Legislative, Legal,  
10 Executive, Human Resources, Information Technology, Finance, Treasury, Engineering, and Planning  
11 departments and the RDA Revolving Loan, RDA Operating, Liability Insurance, Workers Compensation,  
12 Debt Service, Municipal Building Authority, Cemetery Perpetual Care and Landfill Closure funds as  
13 presented, and Committee member Lewis seconded the motion. Voting was unanimous with  
14 Committee members Lewis, and Higginson voting “aye”.

15 The meeting adjourned at 4:25 pm. on a motion made by Committee member Higginson and  
16 seconded by Committee member Lewis. Voting was unanimous with Committee members Lewis, and  
17 Higginson voting “aye”.

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Mayor Randy Lewis

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26 City Recorder  
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**Minutes of the  
Joint Power Commission and  
Power Fund Committee Budget Review Meeting**

Bountiful City Power Department, 198 South 200 West, Bountiful, Utah  
April 10, 2018 (8:00 a.m.)

7 Present:

8 Committee Members: John Marc Knight (Chair) and Richard Higginson  
9 City Manager: Gary Hill  
10 Assistant City Manager: Galen Rasmussen  
11 Department Personnel: Allen Johnson, Alan Farnes, Jess Pearce, Luke Veigel,  
12 Jay Christensen, Nancy Lawrence  
13 Power Commissioners: John Cushing (Chair), Paul Summers, Jed Pitcher, Dan Bell,  
14 David Irvine, Susan Becker  
15

16 Official Notice of this meeting had been given by posting a written notice of same and providing  
17 copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner,  
18 and on the Utah Public Notice Website.  
19

20 Power Commission Chair John Cushing called the meeting to order at 8:05 a.m., and welcomed those  
21 in attendance.

22 **PRESENTATION OF POWER FUND BUDGET**

23 Jay Christensen, Accountant, led the presentation of the detailed budget for the Power fund and  
24 responded to questions from the committee along with Allen Johnson, Director. Committee member  
25 Richard Higginson asked a question regarding meters that stop working. Is this a prevalent problem?  
26 Allen Johnson noted that there are 4 or 5 meters replaced each month from the nearly 20,000 meters  
27 in the system for metering errors or other malfunctions.

28 Jay Christensen presented a summary of the budget via PowerPoint slides. In the Fiscal Year 2018-  
29 2019 budget, revenues and expenses are balanced at a total of \$34,638,387 which is up from the  
30 current Fiscal Year 2017-2018 budget by \$138,181. Operating Revenues are budgeted at \$28,233,300  
31 which is up by \$716,346 from the current budget year. As to expenses, Personnel Services are  
32 budgeted at \$4,484,878 which is up by \$159,878. This total includes 34 full-time and 5 part-time  
33 employees and accounts for a 3% Cost of Living Allowance (COLA), merit pay increases for 11 of the  
34 employees, and a projected 10% increase in medical insurance premiums (although the increase could  
35 be in the range of 12% to 15% which will be negotiated down with the help of the City's insurance  
36 broker).

1 Operations and Maintenance costs are budgeted at \$19,605,513 which is down by \$443,225. A key  
2 maintenance issue for the Power Fund is power poles. Time was turned over to Jess Pearce,  
3 Superintendent of Operations, to review the condition of power poles on the distribution system and  
4 approaches being taken to remedy critical issues. A series of photo slides were shown detailing  
5 copper wire that can become brittle and fail (which must be spliced); insulators and cutouts which  
6 are causing pole top fires; and deteriorating pole tops and cross arms. Department plans for  
7 replacement of deteriorated or otherwise compromised poles is to replace them in sections of several  
8 poles at a time.

9 Common repairs and replacements for poles with a lower section that is compromised include using a  
10 metal stabilizing brace option that can serve as a permanent or a temporary solution. Other repairs  
11 for components on the pole include replacement with fiberglass cross arms and fuse arms.

12 Following the presentation by Jess Pearce, Luke Veigel, Engineer, reviewed the status of poles on the  
13 transmission system. There are 314 total poles and 190 of these poles have been rebuilt to-date.  
14 There are 124 poles left to rebuild and 43 of those poles are in poor condition. There are 10 of these  
15 poles that are slated for reinforcement this current budget year with the metal stabilizing option  
16 referred to earlier.

17 Jess Pearce completed the review of pole conditions and repair plans citywide. There are 4,000 poles  
18 in the distribution system and 1,364 of these have been replaced since the year 2000. The  
19 department has purchased and utilizes specialized equipment for setting 45 to 50 foot poles in tight  
20 spaces. As to underground power resources, there is 1.4 million feet of underground cable in the  
21 system and 65% of that cable is unjacketed. Of that number, 25% of the cable has been replaced thus  
22 far. New, jacketed cable has a useful life of 40 years which will exceed the life of existing cable in the  
23 ground.

24 Following discussion of the condition of poles and attachments to poles, Jay Christensen and Allen  
25 Johnson introduced a new "Street Light System Income" budgeted revenue account for the new  
26 budget year at \$405,600 in annual revenue (which would be billed at \$2.00 per meter per month). For  
27 reference, there are 2,140 street light fixtures in the system currently and most of these were  
28 installed in the early 1970s. The current cost to install a street light with LED utilizing wire in conduit  
29 technology is \$10,000 per street light.

30 Committee member Higginson asked if consideration had been given to installing solar powered  
31 street lights. It was noted by staff that solar lights are cost prohibitive and the length of operating  
32 time is too short the last time we reviewed this process. Commissioner Dan Bell asked why the Power  
33 Fund is considering a \$2.00/meter fee now and replacing fixtures versus other similarly needful  
34 projects for like dollar amounts. Gary Hill indicated that street lights are an ongoing need versus  
35 other projects planned which are one-time in nature.

1 Jay Christensen resumed the budget summary review and noted that the Capital request for Fiscal  
2 Year 2018-2019 will total \$6,640,500, and operating transfers in will total a net \$3,260,442. In terms  
3 of cash requirements for future capital needs, it was noted that the current cash available totals  
4 approximately \$26 million with deductions from this amount of \$16 million to maintain the bond  
5 reserve and \$6 million for the work at the 138 kv substation which leaves \$4 million in remaining cash  
6 available at the end of the budget period. Any future large projects or new power resources such as  
7 the Carbon Free (NuScale) project would require issuance of bonds to finance.

8 The budget discussion was closed with a brief mention of the mix of power resources; no changes in  
9 existing rates, fees and deposits; consolidation of security light rates; and the addition of a \$2.00 /  
10 meter monthly Street Light System fee (resulting in a 1.6% increase to the revenues of the Power  
11 Fund).

12 Committee chair John Marc Knight asked staff if the budget request would be enough to meet current  
13 and future capital needs? Allen Johnson mentioned that annual operating cash margins will be  
14 sufficient, when added to current cash reserves, to allow for near term projects to proceed.

15 Committee member Higginson suggested that future research should be done on the implementation  
16 of LED and solar power for street lights. Allen Johnson noted that this can be done. Additionally,  
17 Committee member Higginson asked if the Power Fund is gaining ground financially to avoid future  
18 funding shortfalls. Allen Johnson indicated that he believed that the Power Fund is gaining ground  
19 financially.

20 Commissioner Pitcher noted the need to analyze operating and capital budgets on a 3 to 5 year basis  
21 in addition to annually. Allen Johnson acknowledged this need and noted that the Power Fund  
22 management has mentioned in past times that annual 2% to 5% power rate increases may be  
23 necessary to continue to make future financial progress.

24 Additional observations made during the meeting included the expressed desire of analyzing the  
25 continuing financial viability of the City owned utility and development of an at-a-glance budget  
26 document to be widely distributed to highlight the Power Fund operating and capital results.

27 It was noted by Gary Hill that those who have advocated for discontinuation of the transfer from the  
28 Power Fund to the General Fund would find that the rate of property tax in the City would need to be  
29 raised more than 100% to compensate for the revenue loss and to maintain existing services.

30 Committee member Higginson made a motion to accept the tentative budget of the Power fund, as  
31 presented, and Committee chair Knight seconded the motion. Voting was unanimous with Committee  
32 members Knight and Higginson voting "aye".

33 The meeting adjourned at 10:37 a.m. on a motion of the Power Commissioners.

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Mayor Randy Lewis

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City Recorder

PENDING

1 **Minutes of the**  
2 **Streets & Sanitation Committee Budget Review Meeting**

3 Bountiful City Streets Department, 950 South 200 West, Bountiful, Utah  
4 April 12, 2018 (4:00 p.m.)  
5

6 Present:

7 Committee Members: Chris Simonsen (Chair), and Kendalyn Harris  
8 City Manager: Gary Hill  
9 Department Personnel: Gary Blowers, Charles Benson, Paul Hartvigsen,  
10 Scott Redding, Sherry Steed, Paul Rowland,  
11 Lloyd Cheney, Todd Christensen  
12

13  
14 Official Notice of this meeting had been given by posting a written notice of same and providing  
15 copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner,  
16 and on the Utah Public Notice Website.  
17

18 Committee chair Chris Simonsen called the meeting to order at 4:10 p.m. and welcomed those in  
19 attendance. Committee member John Marc Knight was excused.  
20

21 **PRESENTATION OF BUDGET**

22 Gary Blowers presented the detailed budget for the Streets department and responded to questions  
23 from the committee. Charles Benson explained that equipment is scheduled through 2034 for  
24 replacement. Gary Blowers noted that fees for signs and asphalt have been updated to reflect current  
25 pricing. Gary Hill noted that the 2020 budget year has \$1,500,000 programmed to replace the existing  
26 car wash / storage building.  
27

28 Gary Blowers presented the detailed budget for the Recycling fund and responded to questions from  
29 the committee. Committee member Kendalyn Harris asked if the results of educating our residents  
30 about clean versus contaminated recyclables would be able to be tracked by Ace Recycling? Gary  
31 Blowers responded, yes. Committee member Harris suggested that the City use its social media  
32 resources to educate residents on this important issue.

33 Gary Blowers discussed the current contact with Ace Recycling and mentioned that the existing  
34 contract will be renewed for another two years. There will be no increase in fees for the Fiscal Year  
35 2018-2019 budget year but an increase in the following year will be considered.  
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1 Gary Blowers presented the detailed budget for the Storm Water fund. There were no questions from  
2 the committee.

3  
4 Gary Blowers presented the detailed budget for the Landfill fund and responded to questions from  
5 the committee. The discussed the groundwater and testing requirements of the Landfill. Todd  
6 Christensen estimates the remaining useful life of the Landfill is 50 to 60 years.

7  
8 Gary Blowers presented the detailed budget for the Sanitation fund and responded to questions from  
9 the committee. There is no fee increase requested for Fiscal Year 2018-2019, but a rate increase may  
10 be considered for the following year.

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12 Committee member Harris made a motion to accept the tentative budgets of the Streets department,  
13 Recycling, Storm Water, Landfill and Sanitation fund, as presented, and Committee chair Chris  
14 Simonsen seconded the motion. Voting was unanimous with Committee members Simonsen and  
15 Harris voting "aye."

16 The meeting adjourned at 5:45 p.m. on a motion made by Committee member Simonsen and  
17 seconded by Committee member Harris. Voting was unanimous with Committee members Simonsen,  
18 and Harris voting "aye".

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21 Mayor Randy Lewis

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26 City Recorder

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# Minutes of the Water Fund Committee Budget Review Meeting

Bountiful City Water Department. 260 West 1050 South, Bountiful, Utah  
April 12, 2018 (8:00 a.m.)

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Present:

Committee Members: Richard Higginson (Chair), Randy Lewis, Chris Simonsen  
City Manager: Gary Hill  
Assistant City Manager: Galen Rasmussen  
Department Personnel: Mark Slagowski, Brett Eggett, Tracy Hatch, Paul Rowland,  
Lloyd Cheney

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

Committee chair Richard Higginson called the meeting to order at 8:05 a.m. and welcomed those in attendance.

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## PRESENTATION OF MAJOR PROJECTS AND FISCAL YEAR 2018-2019 BUDGET

Mark Slagowski presented a summary of major projects and the detailed budget for the Water fund and responded to questions from the committee.

Major Projects (Fiscal Year 2017-2018):

1. Mueller Park Water Treatment Plant reconstruction is in the final stages of completion.
2. Preparations are underway for a new water tank on 400 North to service the new development near the "B".
3. The Eckman Reservoir (350 North 800 East) is being decommissioned and removed to leave a building lot which will be sold or traded for other land.
4. A new pump station at Hannah Holbrook Reservoir is underway.
5. Pipe replacement activities continue according to the plan presented previously for approval.

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## Review of Fiscal Year 2018-2019 Budget Request:

The budget request includes two new full-time employees with benefits to continue with the pipe and infrastructure replacement program throughout the City. An extensive cost/benefit analysis was made by Public Works and Water Department staff members to arrive at the breakeven point for hiring outside contractors versus hiring full-time staff to complete the work. It was concluded that

1 department staff members could perform the work more inexpensively with the same or better  
2 quality of outcome. The goal of the pipe replacement program is to lay 2 ½ miles of pipe per year  
3 (6,500 feet per year is the breakeven point).

4 Committee member Randy Lewis asked the question of how technology advances have affected how  
5 pipe is installed now? Mark Slagowski, noted that changed standards now require an 8-inch pipe  
6 made of C900 PVC which increases the lifecycle versus previous installations which typically were  
7 made with Ductile Iron pipe. An example of a failed Ductile Iron pipe section was shown to the  
8 committee.

9 The Water Main account budget is down by \$221,250 between budget years due to a change of using  
10 in-house staff and resources for installations. The annual personnel costs for the two new employees  
11 in Fiscal Year 2018-2019 is \$136,000. Other process improvements from using in-house staff include  
12 better customer service practices with advance letters to customers detailing upcoming projects and  
13 impacts and job sites are kept cleaner and more organized by staff.

14 Other budget category highlights:

- 15 1. Increases in the Tuition Reimbursement category stem from three employees now in school.
- 16 2. Weber Basin Water assessment rose 7% between years (now at \$160 per acre foot).
- 17 3. Planned dump truck purchase (used under the new in-house pipe replacement methodology).

18 Additional items of discussion:

- 19 1. Water Rights. The City has a 40 Year Plan filed with the State Division of Water Rights. The  
20 City has water rights that give it 2 ½ the amount of water needed.
- 21 2. Benefits of the new Water Department Building. Among other benefits, the department can  
22 now park all vehicles in the bays of the building to minimize weather impacts. Materials can  
23 be stored inside and loading and unloading of vehicles for job sites has improved.
- 24 3. Other Water Providers. Both Weber Basin Water and Bountiful Water Sub Conservancy  
25 District have projects underway in the City. Weber Basin is working on a project from Pages  
26 Lane to North Canyon.
- 27 4. Items needing highlight at the Public Hearing. Gary Hill asked the Council to identify for staff  
28 the key items that will need to be highlighted at the upcoming budget public hearings.  
29 Committee member Chris Simonsen suggested a presentation on the costs and benefits of  
30 using in-house staff for major projects.

31 Committee member Lewis suggested that more site visits be held to showcase major projects and  
32 to improve communication with elected officials. Committee chair Higginson noted that the  
33 elected officials place a great deal of reliance on the professional staff members of the City in  
34 advising on projects.

1 Committee member Lewis made a motion to accept the tentative budget of the Water fund, as  
2 presented, and Committee member Simonsen seconded the motion. Voting was unanimous with  
3 Committee members Higginson, Lewis, and Simonsen voting “aye”.

4 The meeting adjourned at 9:15 a.m. on a motion made by Committee member Simonsen and  
5 seconded by Committee member Lewis. Voting was unanimous with Committee members Higginson,  
6 Lewis and Simonsen voting “aye”.

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Mayor Randy Lewis

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City Recorder

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# City Council Staff Report

**Subject:** Expenditures for Invoices > \$1,000.00 paid  
April 2, 9, 16 & 23 2018

**Author:** Tyson Beck, Finance Director

**Department:** Finance

**Date:** May 3, 2018



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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 \$1,000.00.

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 \$1,000.00 paid April 2, 9, 16 & 23, 2018.

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00  
Paid April 2, 2018**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1002	A & K RAILROAD MATER	Light & Power	53.5300.474710. CIP 01 138KV Trans Substation	\$ 1,000.00	201964	SI-00107471	8.5' Railroad Ties
9700	ALLMAN'S FLOORING LLC	Water	51.5100.426000. Bldg & Grnd Suppl & Maint	13,787.50	201966	AF034065	Flooring in Building
1164	ANIXTER, INC.	Light & Power	53.5300.445201. Safety Equipment	1,480.50	201968	3804829-00	Bucket Rescue Kits
1164	ANIXTER, INC.	Light & Power	53.5300.445201. Safety Equipment	3,281.00	201968	3812783-00	Ox Block Handliners
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632. Distribution	4,095.20	201969	60G87418	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632. Distribution	4,513.28	201969	60V05918	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632. Distribution	4,883.84	201969	60G87518	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632. Distribution	5,017.32	201969	60V06018	Tree Trimming
1423	BOUNTIFUL HEARING	Light & Power	53.5300.445201. Safety Equipment	1,080.00	201975	27001	Ear Protection Earmolds
1615	CENTURYLINK	Enhanced 911	10.4219.428000. Telephone Expense	3,522.28	201980	03222018	Acct # 801-578-0401 452B
1720	CODALE ELECTRIC SUPPLY	Light & Power	53.5300.448636. Special Equipment	2,062.50	201982	S6316231.001	Milwaukee 6 Ton Crimper
1744	COMMERCIAL LIGHTING	Police	10.4210.426000. Bldg & Grnd Suppl & Maint	1,771.52	201986	967158-00	Lighting for the Court Room
9710	CUSHING, ROGER A	Legislative	10.4110.461000. Miscellaneous Expense	1,000.00	201988	03192018	Oil Paintings on "Stoker School"
2144	FATPOT TECHNOLOGIES	Police	10.4210.425500. Terminal Maint & Queries	2,500.00	201995	FPINV17657	Data Migration form existing Windows Server to New
2523	HONNEN EQUIPMENT COMP	Landfill	57.5700.425000. Equip Supplies & Maint	8,025.86	202006	939159	Articulation Pins for Landfill Loader
2607	INTERMOUNTAIN BOBCAT	Golf Course	55.5500.425000. Equip Supplies & Maint	3,704.79	202014	s63136	Parts
6959	JANI-KING OF SALT LAKE	Light & Power	53.5300.424002. Office & Warehouse	1,775.00	202018	SLC04180083	Services for April 2018
2727	JOHNSON, ALLEN R	Light & Power	53.5300.423000. Travel & Training	1,590.57	202020	03302018	Trvl&Train Solor Mtg in St.George & APPA in D.C.
3195	MOUNTAINLAND SUPPLY	Water	51.5100.448400. Dist System Repair & Maint	19,202.27	202036	S102561081.001	Pipe
3271	NETWIZE	Information Technology	10.4136.425000. Equip Supplies & Maint	8,415.00	202040	NWP35536	Veeam Maintenance
5553	PURCELL TIRE AND SERVICE	Streets	10.4410.425000. Equip Supplies & Maint	1,630.30	202050	2864597	Tires & Service
4775	ROCKY MOUNTAIN VALVE	Water	51.5100.448400. Dist System Repair & Maint	1,485.00	202053	2074-6475	Check Valve
4149	TEC-TECHNOLOGY	Light & Power	53.5300.448650. Meters	1,930.00	202066	25440	Extended Warranty 2 Years
7732	WINGFOOT CORP	Police	10.4210.426000. Bldg & Grnd Suppl & Maint	1,895.00	202083	100952	Cleaning Services for March 2018
<b>TOTAL:</b>				<u>\$ 99,648.73</u>			

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00  
Paid April 9, 2018**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
5368	ACE DISPOSAL INC	Recycling	48.4800.431550.	Recycling Collectn Service	33,721.86	202085	04012018	March Recycling Fees
1142	AMERICOM TECHNOLOGY	Light & Power	53.5300.474820.	CIP 12 Dist Sys Feeder #575	63,624.50	202088	52548	Bore 150+ 300 W 2400 S of Conduit
1393	BTS LANDSCAPING PROD	Landfill	57.5700.462400.	Contract Equipment	17,097.75	202093	112254	Green Waste Grinding at Landfill
1733	COLONIAL SQUARE OWNERS	RDA Revolving Loans	72.7200.461050.	Loaned Monies	750,000.00	202105	04102018	Colonial Square RDA Approved Loan
5281	DOMINION ENERGY UTAH	Streets	10.4410.427000.	Utilities	1,157.55	202113	04032018E	Acct # 3893910000
5281	DOMINION ENERGY UTAH	Water	51.5100.427000.	Utilities	1,219.75	202113	04032018B	Acct # 9591363682
5281	DOMINION ENERGY UTAH	Streets	10.4410.427000.	Utilities	1,551.66	202113	04032018D	Acct # 2493910000
5281	DOMINION ENERGY UTAH	Police	10.4210.427000.	Utilities	2,146.82	202113	04032018A	Acct # 3401140000
2008	DURA-CRETE INC	Light & Power	53.5300.474820.	CIP 12 Dist Sys Feeder #575	6,085.00	202114	131555	4xPower Vaults for feeder
9275	ENVIRONMENTAL PLANNING	Legislative	45.4110.466000.	Contingency	3,500.00	202115	8495	Downtown Plaza Phase 2
5026	GLOBAL SURVEILLANCE	Landfill	57.5700.426000.	Bldg & Grnd Suppl & Maint	1,230.00	202116	GS-14933	Scale House Surveillance
2478	HIGGINSON, RICHARD	Legislative	10.4110.423000.	Travel & Training	1,461.16	202119	04102018	Travel & Training Expense
2501	HOGAN & ASSOCIATES	Water	51.5100.472100.	Buildings	250,326.00	202120	08	Mueller Park Water Treatment Plant Upgrade
2562	HYDRO SPECIALTIES CO	Water	51.5100.448400.	Dist System Repair & Maint	2,918.50	202124	20400	Meters
2564	I-D ELECTRIC INC	Water	51.5100.431000.	Profess & Tech Services	4,149.05	202125	102522	Repair from Power Acct
8137	LAKEVIEW ASPHALT PRODUCTS	Streets	10.4410.441200.	Road Matl Patch/ Class C	1,222.38	202132	2242	Patching
9087	POWELL, MARK	Light & Power	53.5300.472100.	Buildings	17,800.00	202143	01	Bountiful Light & Power Building Demo
3588	PUKKA INC.	Golf Course	55.5500.448240.	Items Purchased - Resale	2,193.60	202146	HQ01154-IN	Golf Accessories
5553	PURCELL TIRE AND SERVICE	Streets	10.4410.425000.	Equip Supplies & Maint	1,017.45	202147	2864854	Tires and Service
5553	PURCELL TIRE AND SERVICE	Sanitation	58.5800.425000.	Equip Supplies & Maint	1,939.50	202147	2864740	Tires & Service
3835	SALT LAKE WHOLESALE	Police	10.4210.445100.	Public Safety Supplies	4,028.00	202152	43598	Simulators
4229	TOM RANDALL DIST. CO	Streets	10.4410.425000.	Equip Supplies & Maint	14,880.24	202165	0272229	Fuel
5442	TRAVISMATHEW, LLC	Golf Course	55.5500.448240.	Items Purchased - Resale	2,331.38	202166	3407088	Men's Golf Wear
4450	VERIZON WIRELESS	Police	10.4210.425200.	Communication Equip Maint	1,480.67	202172	9804037619	Acct # 771440923-00001
<b>TOTAL:</b>					<u>\$ 1,187,082.82</u>			

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00  
Paid April 16, 2018**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632. Distribution	\$ 3,809.96	202181	61N94418	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632. Distribution	4,847.22	202181	61N94518	Tree Trimming
1596	CATE RENTAL & SALES	Light & Power	53.5300.474600. Vehicles	24,140.00	202192	Q54116	Replaced old Air Compressor
1845	D & L SUPPLY	Streets	10.4410.441200. Road Matl Patch/ Class C	1,070.00	202202	0000074518	Road Patching Manholes
5281	DOMINION ENERGY UTAH	Light & Power	53.5300.424002. Office & Warehouse	1,593.04	202209	04032018I	Acct # 1067495449
5281	DOMINION ENERGY UTAH	Light & Power	53.5300.448611. Natural Gas	9,405.62	202209	04042018D	Acct # 6056810000
2164	FERGUSON ENTERPRISES	Water	51.5100.448400. Dist Systm Repair & Maint	1,813.02	202215	1051409	Grip Rings & Couplers
7803	J-U-B ENGINEERS, INC	Water	51.5100.472100. Buildings	2,747.08	202232	0116002	Project#83-16-044 //Bountiful Water TreatmentPlant
7803	J-U-B ENGINEERS, INC	Water	51.5100.472100. Buildings	5,569.08	202232	0115770	Project#83-16-044 ProfessionalService1/28-3/3,2018
2799	KELLERSTRASS ENTERPRISE	Streets	10.4410.425000. Equip Supplies & Maint	24,643.35	202239	949587	Bulk Oil
8137	LAKEVIEW ASPHALT PRODUCT	Streets	10.4410.441200. Road Matl Patch/ Class C	2,683.07	202244	2277	Patching
4844	LEGACY EQUIPMENT	Sanitation	58.5800.425000. Equip Supplies & Maint	1,355.88	202247	84800	Sanitation Truck Valve
3195	MOUNTAINLAND SUPPLY	Water	51.5100.448400. Dist Systm Repair & Maint	1,595.27	202257	S102579112.002	Brass Saddles
3195	MOUNTAINLAND SUPPLY	Water	51.5100.448400. Dist Systm Repair & Maint	2,073.15	202257	S102575935.001	Parts
3826	SALT CITY SALES	Water	51.5100.448000. Operating Supplies	1,050.96	202278	129406	Gloves
4229	TOM RANDALL DIST. CO	Streets	10.4410.425000. Equip Supplies & Maint	1,985.50	202290	0272812	Fuel
4413	UTAH STATE TAX COMMISSION	Workers' Comp Insurance	64.6400.461200. State Tax On Premium	4,000.00	202299	04162018	1st Qtr 2018// Acct #11590939-005-ISE
4450	VERIZON WIRELESS	Light & Power	53.5300.448641. Communication Equipment	2,379.58	202302	9804478562	Acct # 371517689-00001
<b>TOTAL:</b>				<b>\$ 96,761.78</b>			

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

**Paid April 23, 2018**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>		<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
6561	ALSTOM GRID, LLC	Light & Power	53.5300.474710.	CIP 01 138KV Trans Substation	\$ 44,328.00	202316	7000658633	6x outdoor oil-filled capacitive voltage
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	4,513.28	202319	62S39518	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	4,674.80	202319	62G42618	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	5,140.40	202319	62S39418	Tree Trimming
1212	ASPLUNDH TREE EXPERT	Light & Power	53.5300.448632.	Distribution	5,493.76	202319	62G42518	Tree Trimming
8071	CARTE DESIGN, LLC	Planning	10.4610.431000.	Profess & Tech Services	2,190.00	202333	1033	MapGeo Online Map Setup Fee
1716	CMT ENGINEERING LAB	Light & Power	53.5300.474710.	CIP 01 138KV Trans Substation	1,069.00	202341	70806	Concrete Testing
1716	CMT ENGINEERING LAB	Light & Power	53.5300.474710.	CIP 01 138KV Trans Substation	1,531.00	202341	71348	Concrete Testing
1836	CUSTOM FENCE CO.	Parks	45.4510.473100.	Improv Other Than Bldgs	4,138.00	202347	K5381	Fencing for Creekside Park
5355	DANIELS, RAYMOND	Light & Power	53.5300.445201.	Safety Equipment	1,050.00	202349	100	Heart Saver CPR/First Aid for Power Dept.
5281	DOMINION ENERGY UTAH	Police	10.4210.427000.	Utilities	2,297.84	202353	04102018	Acct # 3401140000
2008	DURA-CRETE INC	Water	51.5100.448400.	Dist System Repair & Maint	1,530.00	202354	131630	Meter Box
2035	ECONOLITE CONTROL	Streets	10.4410.441300.	Street Signs	3,332.00	202355	142008	Traffic Control Materials
2144	FATPOT TECHNOLOGIES	Police	10.4210.425500.	Terminal Maint & Queries	11,670.00	202357	FPINV17674	Annual Maintenance & License to Use
2144	FATPOT TECHNOLOGIES	Police	10.4210.425500.	Terminal Maint & Queries	20,666.67	202357	FPINV17679	Annual Maintenance & License to Use
2164	FERGUSON ENTERPRISES	Water	51.5100.448400.	Dist System Repair & Maint	1,314.52	202359	1052288	Misc. Parts
2164	FERGUSON ENTERPRISES	Water	51.5100.448400.	Dist System Repair & Maint	2,175.61	202359	1052488	Hydrant Meters
2223	FREEDOM TRUCK & TRAILER PARTS	Streets	10.4410.425000.	Equip Supplies & Maint	1,310.48	202361	167782	Reconditioned P/S Core Charge
2350	GREEN SOURCE, L.L.C.	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	2,412.00	202363	13664	Turf Treatment
2350	GREEN SOURCE, L.L.C.	Golf Course	55.5500.426000.	Bldg & Grnd Suppl & Maint	7,572.30	202363	13054	Turf Treatment
2386	HABITAT PRESERVES	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	2,940.00	202364	2764	Tree Removal at Creekside Park
8137	LAKEVIEW ASPHALT PRODUCTS	Streets	10.4410.441200.	Road Matl Patch/ Class C	1,263.96	202370	2288	Patching
2886	LAKEVIEW ROCK PRODUCTS	Water	51.5100.461300.	Street Opening Expense	1,088.37	202371	357143	Road Base
2886	LAKEVIEW ROCK PRODUCTS	Water	51.5100.461300.	Street Opening Expense	1,734.86	202371	356984	Road Base
3274	NEW IMAGE BODY & PAINT	Liability Insurance	63.6300.451150.	Liability Claims/Deductible	2,686.35	202382	04252018	Police Accident- Clain
3779	ROTO AIRE FILTER SALES	Light & Power	53.5300.448614.	Plant Equipment Repairs	6,875.00	202393	260891	Replace Evaporative Media
3812	SAFETY SUPPLY & SIGN	Streets	10.4410.441300.	Street Signs	5,192.66	202394	163798	Replacement Street Signs
3832	SALT LAKE MAILING	Treasury	10.4143.429050.	Util Billing Supplies	35,000.00	202396	04182018	Printing & Mailing Utility Bills
4045	STATE FIRE	Government Buildings	10.4160.425000.	Equip Supplies & Maint	1,022.07	202402	U142293E	Fire Extinguishers Parts & Serviced
4229	TOM RANDALL DIST. CO	Golf Course	55.5500.425100.	Special Equip Maintenance	1,570.18	202408	0272233	Fuel
4273	TURF EQUIPMENT CO	Golf Course	55.5500.426000.	Bldg & Grnd Suppl & Maint	3,375.61	202413	424389-00	Tine-Solid, Nylon Flags & Flag Sticks
5000	U.S. BANK CORPORATE	Light & Power	53.5300.429300.	Computer	1,268.09	202414	04102018AJ	Train & OfficeSupplies//Acct# -8851
5000	U.S. BANK CORPORATE	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	1,401.56	202414	04102018BH	Parks Supplies//Acct#-8851
5000	U.S. BANK CORPORATE	Police	10.4210.423000.	Travel & Training	1,455.72	202414	04102018TK	APCO Train// Acct#
5000	U.S. BANK CORPORATE	Legislative	10.4110.461000.	Miscellaneous Expense	1,528.50	202414	04102018GR	UACP Dues, Trvl&Train//Acct# -8851
5000	U.S. BANK CORPORATE	Legislative	10.4110.423000.	Travel & Training	8,710.04	202414	04102018GH	Wash. D.C. Train// Acct# -8851
4815	WESTERN STATES CIRCUIT BREAKER	Light & Power	53.5300.448639.	Substation	3,950.00	202424	1339-18RA	Cutler Hammer
7732	WINGFOOT CORP	Police	10.4210.426000.	Bldg & Grnd Suppl & Maint	1,895.00	202425	101106	Janitorial Cleaning Services for April 2018
<b>TOTAL:</b>					<u>\$ 211,367.63</u>			



# City Council Staff Report

**Subject:** March 2018 Financial Reports  
**Author:** Tyson Beck, Finance Director  
**Department:** Finance  
**Date:** May 8, 2018



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## **Background**

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

## **Analysis**

Data within the reports and graphs presented provide detail of revenue, expense, and budget results for the associated period. Additional revenue and expenditure reports are provided that give comparative revenue and expenditure data for March 2018 compared to the past three fiscal YTD periods through each respective March.

## **Department Review**

These reports were prepared and reviewed by the Finance Department.

## **Significant Impacts**

The FY2018 budget portion of these reports is the originally adopted FY2018 budget approved by the City Council in June of 2017.

## **Recommendation**

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

## **Attachments**

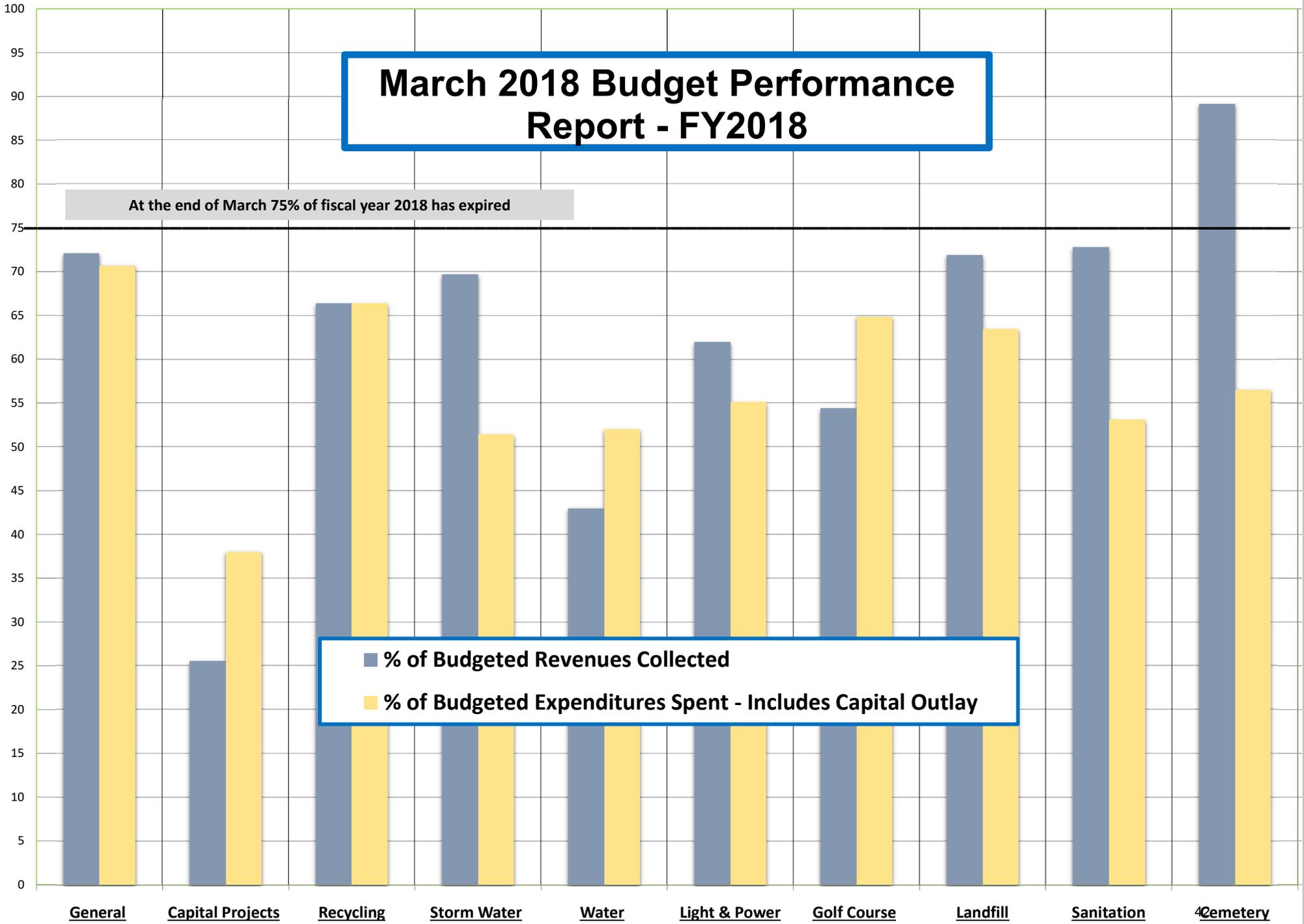
- March 2018 Fiscal YTD Revenue & Expense Report – FY2018

# March 2018 Budget Performance Report - FY2018

At the end of March 75% of fiscal year 2018 has expired

■ % of Budgeted Revenues Collected

■ % of Budgeted Expenditures Spent - Includes Capital Outlay



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City of Bountiful, UT  
MARCH YTD REVENUES - FY 2018

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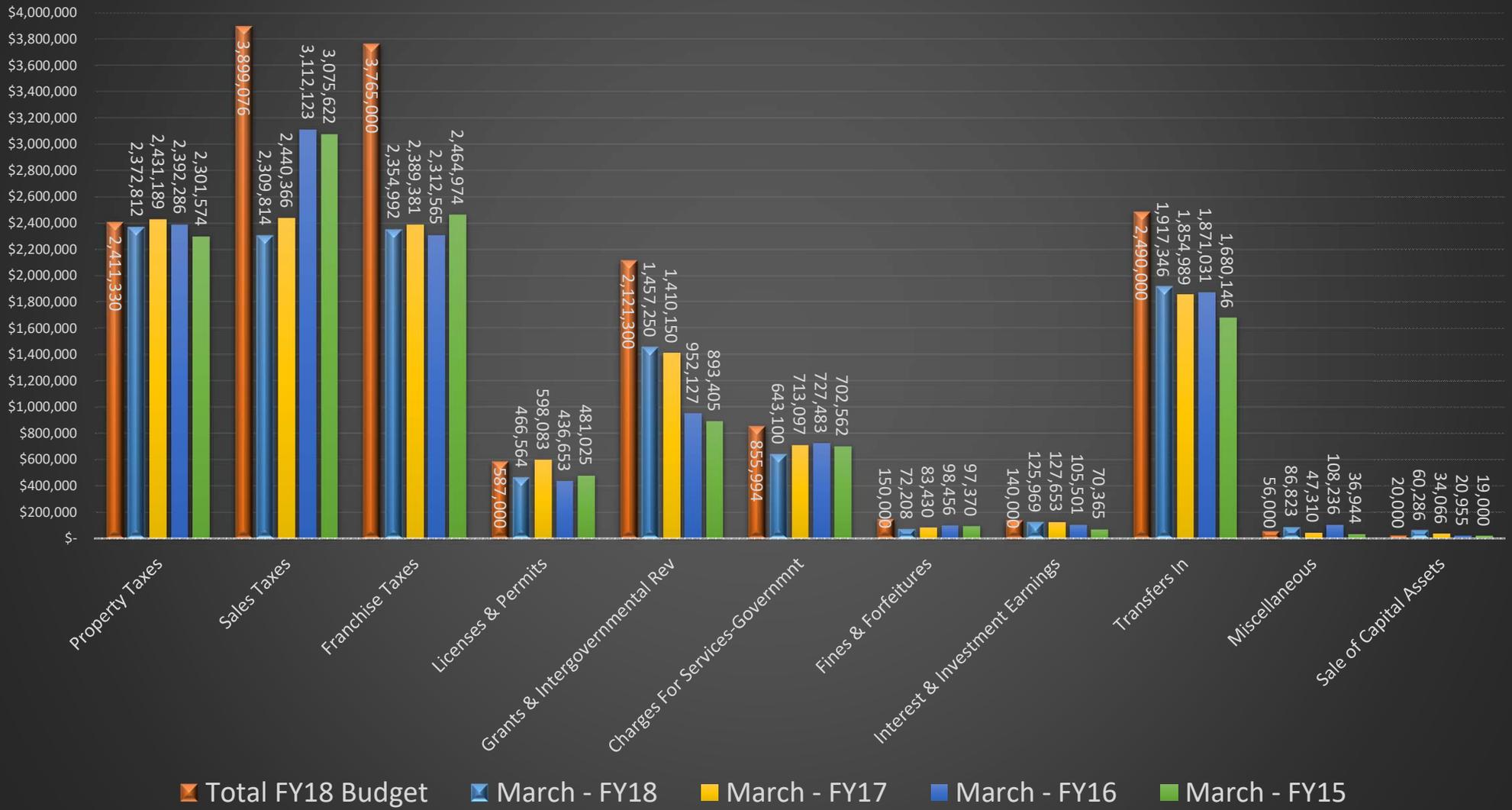
FOR 2018 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10 GENERAL FUND	-16,585,700	-16,585,700	-11,950,638.62	-1,524,778.33	.00	-4,635,061.38	72.1%
30 DEBT SERVICE	-115	-115	-238.39	-40.36	.00	123.39	207.3%
44 MUNICIPAL BUILDING AUTHORITY	-170,315	-170,315	-173,533.43	-703.51	.00	3,218.43	101.9%
45 CAPITAL IMPROVEMENT	-9,675,200	-9,675,200	-2,464,078.64	-331,431.65	.00	-7,211,121.36	25.5%
48 RECYCLING	-421,254	-421,254	-279,870.31	-35,346.75	.00	-141,383.69	66.4%
49 STORM WATER	-1,601,304	-1,601,304	-1,115,649.97	-140,643.35	.00	-485,654.03	69.7%
51 WATER	-9,305,863	-9,305,863	-4,004,674.21	-405,441.24	.00	-5,301,188.79	43.0%
53 LIGHT & POWER	-34,500,206	-34,500,206	-21,391,272.18	-2,151,434.99	.00	-13,108,933.82	62.0%
55 GOLF COURSE	-1,549,000	-1,549,000	-842,092.87	-24,982.02	.00	-706,907.13	54.4%
57 LANDFILL	-1,854,341	-1,854,341	-1,334,045.93	-142,901.16	.00	-520,295.07	71.9%
58 SANITATION	-1,151,124	-1,151,124	-837,939.91	-113,539.56	.00	-313,184.09	72.8%
59 CEMETERY	-624,650	-624,650	-556,513.07	-58,703.72	.00	-68,136.93	89.1%
61 COMPUTER MAINTENANCE	-41,328	-41,328	-41,635.27	-81.79	.00	307.27	100.7%
63 LIABILITY INSURANCE	-544,655	-544,655	-381,542.04	-4,094.42	.00	-163,112.96	70.1%
64 WORKERS' COMP INSURANCE	-283,670	-283,670	-205,521.45	-31,762.20	.00	-78,148.55	72.5%
72 RDA REVOLVING LOAN FUND	-208,248	-208,248	-226,988.90	-24,230.50	.00	18,740.90	109.0%
73 REDEVELOPMENT AGENCY	-1,143,113	-1,143,113	-1,151,995.11	-702,496.27	.00	8,882.11	100.8%
74 CEMETERY PERPETUAL CARE	0	0	-1,541,272.72	-10,879.54	.00	1,541,272.72	100.0%
78 LANDFILL CLOSURE	0	0	-10,279.09	-1,440.83	.00	10,279.09	100.0%
83 RAP TAX	-534,000	-534,000	-316,467.42	-40,581.80	.00	-217,532.58	59.3%
92 OPEB TRUST	0	0	-5,428.60	-1,389.53	.00	5,428.60	100.0%
99 INVESTMENT	0	0	700,728.04	-45,718.62	.00	-700,728.04	100.0%
GRAND TOTAL	-80,194,086	-80,194,086	-48,130,950.09	-5,792,622.14	.00	-32,063,135.91	60.0%

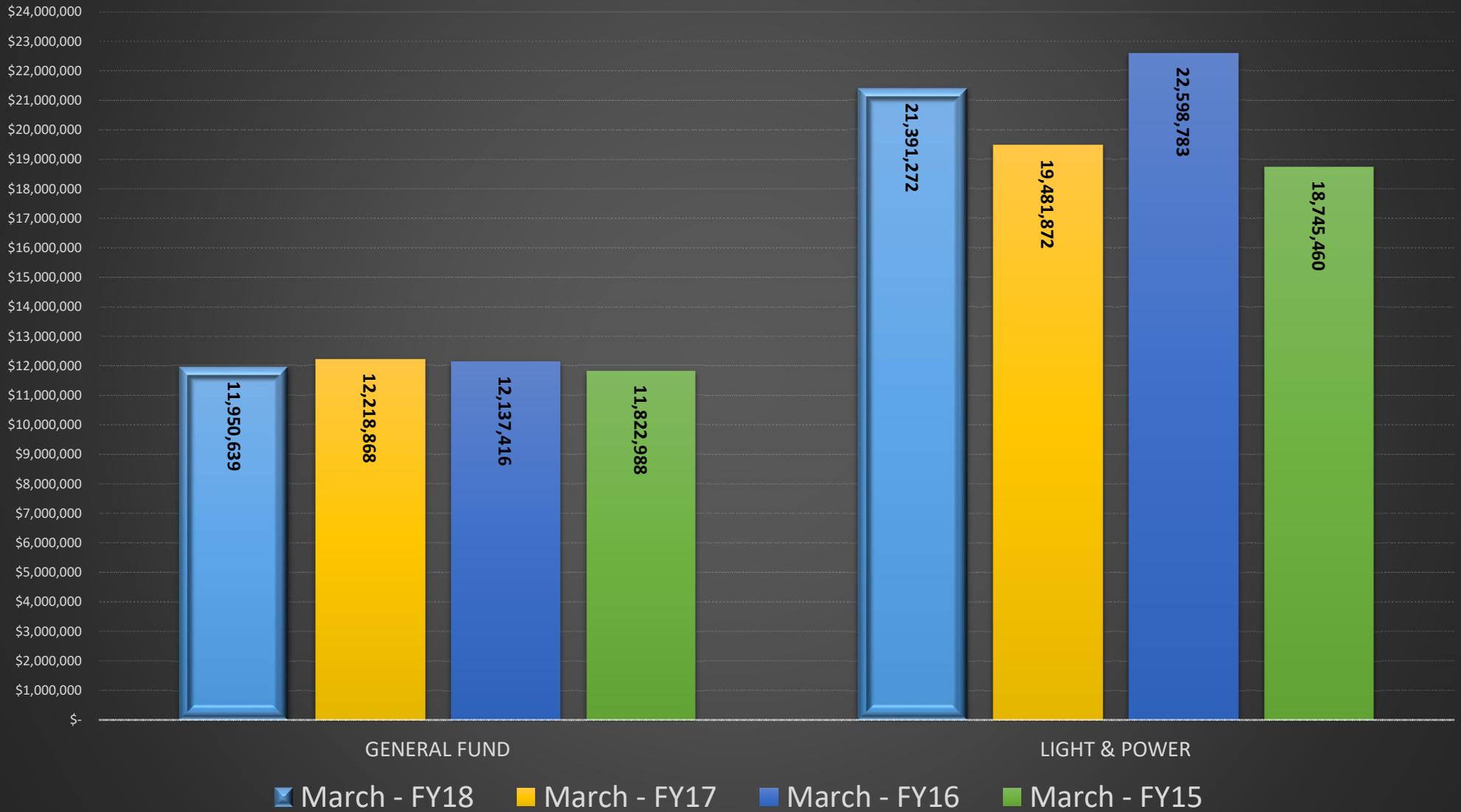
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## General Fund Detailed Revenues

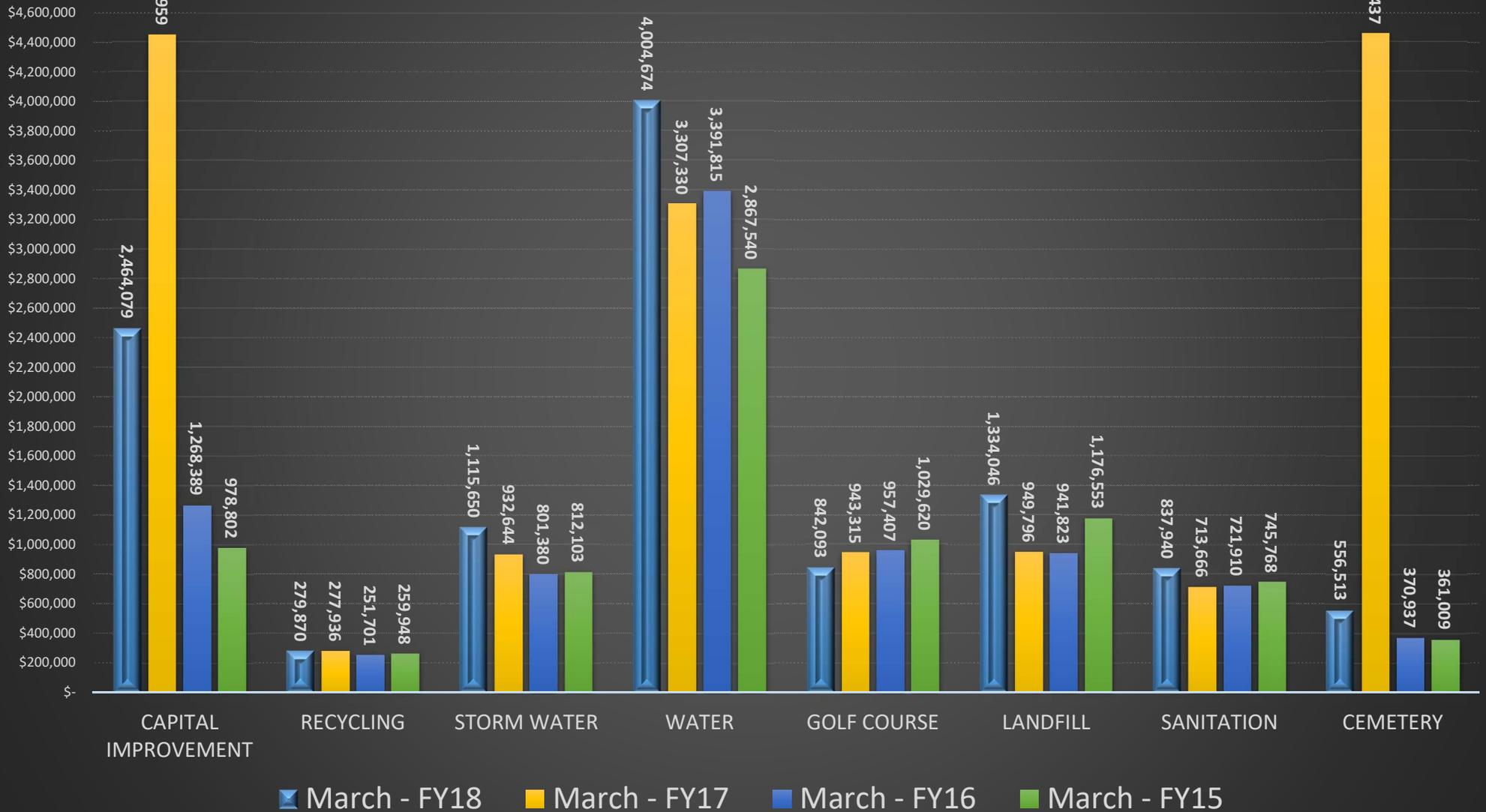
### March 2018 YTD Revenues (Fiscal Year 2018) Compared to The 2018 Total Budget and The Revenues of the Same Timeframe of the Past Three Fiscal Years



## March 2018 YTD Revenues (Fiscal 2018) Compared to The Revenues of Same Timeframe of the Past Three Fiscal Years



## March 2018 YTD Revenues (Fiscal 2018) Compared to The Revenues of Same Timeframe of the Past Three Fiscal Years



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City of Bountiful, UT  
MARCH YTD EXPENSES - FY 2018

P 1  
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FOR 2018 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10 GENERAL FUND</u>							
4110 Legislative	806,490	806,490	503,011.78	128,292.28	.00	303,478.22	62.4%
4120 Legal	294,824	294,824	206,235.32	31,179.45	.00	88,588.68	70.0%
4130 Executive	172,142	172,142	114,698.54	21,030.56	.00	57,443.46	66.6%
4134 Human Resources	136,428	136,428	105,222.13	15,385.23	.00	31,205.87	77.1%
4136 Information Technology	398,358	398,358	285,509.35	43,675.09	.00	112,848.65	71.7%
4140 Finance	396,647	396,647	286,734.01	42,581.34	.00	109,912.99	72.3%
4143 Treasury	141,849	141,849	65,875.98	13,059.60	.00	75,973.02	46.4%
4160 Government Buildings	116,349	116,349	69,582.85	13,495.70	.00	46,766.15	59.8%
4210 Police	5,952,313	5,952,313	4,020,374.45	619,736.66	.00	1,931,938.55	67.5%
4215 Reserve Officers	10,000	10,000	4,811.59	277.47	.00	5,188.41	48.1%
4216 Crossing Guards	147,350	147,350	105,827.89	21,556.31	.00	41,522.11	71.8%
4217 PROS	349,483	349,483	241,168.92	14,239.14	.00	108,314.08	69.0%
4218 Liquor Control	39,025	39,025	20,220.55	3,686.94	.00	18,804.45	51.8%
4219 Enhanced 911	595,000	595,000	399,972.85	48,099.24	.00	195,027.15	67.2%
4220 Fire	1,984,865	1,984,865	1,999,362.82	505,779.00	.00	-14,497.82	100.7%
4410 Streets	3,181,095	3,181,095	2,040,061.57	356,226.82	.00	1,141,033.43	64.1%
4450 Engineering	682,766	682,766	465,926.75	67,656.28	.00	216,839.25	68.2%
4510 Parks	875,401	875,401	630,826.50	64,998.19	.00	244,574.50	72.1%
4610 Planning	305,315	305,315	167,641.95	25,542.31	.00	137,673.05	54.9%
TOTAL GENERAL FUND	16,585,700	16,585,700	11,733,065.80	2,036,497.61	.00	4,852,634.20	70.7%
<u>30 DEBT SERVICE</u>							
4710 Debt Sevice	115	115	125.24	1.13	.00	-10.24	108.9%
TOTAL DEBT SERVICE	115	115	125.24	1.13	.00	-10.24	108.9%
<u>44 MUNICIPAL BUILDING AUTHORITY</u>							
4110 Legislative	170,315	170,315	276.16	19.63	.00	170,038.84	.2%
TOTAL MUNICIPAL BUILDING AUTHORITY	170,315	170,315	276.16	19.63	.00	170,038.84	.2%
<u>45 CAPITAL IMPROVEMENT</u>							

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City of Bountiful, UT  
MARCH YTD EXPENSES - FY 2018

P 2  
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FOR 2018 09

45	CAPITAL IMPROVEMENT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4110	Legislative	6,675,000	6,675,000	1,521,596.15	1,225.00	.00	5,153,403.85	22.8%
4136	Information Technology	40,000	40,000	9,827.31	10,300.93	.00	30,172.69	24.6%
4140	Finance	17,640	17,640	13,269.15	1,471.37	.00	4,370.85	75.2%
4210	Police	443,000	443,000	174,435.00	.00	.00	268,565.00	39.4%
4410	Streets	1,499,560	1,499,560	1,139,337.97	21,311.40	.00	360,222.03	76.0%
4510	Parks	1,000,000	1,000,000	819,502.54	630.00	.00	180,497.46	82.0%
	TOTAL CAPITAL IMPROVEMENT	9,675,200	9,675,200	3,677,968.12	34,938.70	.00	5,997,231.88	38.0%
48 RECYCLING								
4800	Recycling	421,254	421,254	279,790.27	35,503.88	.00	141,463.73	66.4%
	TOTAL RECYCLING	421,254	421,254	279,790.27	35,503.88	.00	141,463.73	66.4%
49 STORM WATER								
4900	Storm Water	1,601,305	1,601,305	823,732.72	70,493.89	.00	777,572.28	51.4%
	TOTAL STORM WATER	1,601,305	1,601,305	823,732.72	70,493.89	.00	777,572.28	51.4%
51 WATER								
5100	Water	9,305,863	9,305,863	4,835,734.79	689,604.85	.00	4,470,128.21	52.0%
	TOTAL WATER	9,305,863	9,305,863	4,835,734.79	689,604.85	.00	4,470,128.21	52.0%
53 LIGHT & POWER								
5300	Light & Power	34,500,206	34,500,206	19,021,934.91	1,886,860.84	.00	15,478,271.09	55.1%
	TOTAL LIGHT & POWER	34,500,206	34,500,206	19,021,934.91	1,886,860.84	.00	15,478,271.09	55.1%
55 GOLF COURSE								

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City of Bountiful, UT  
MARCH YTD EXPENSES - FY 2018

P 3  
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FOR 2018 09

55	GOLF COURSE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5500	Golf Course	1,549,001	1,549,001	1,005,197.36	106,652.25	.00	543,803.64	64.9%
	TOTAL GOLF COURSE	1,549,001	1,549,001	1,005,197.36	106,652.25	.00	543,803.64	64.9%
<hr/>								
57	LANDFILL							
5700	Landfill	1,854,342	1,854,342	1,177,189.66	126,569.45	.00	677,152.34	63.5%
	TOTAL LANDFILL	1,854,342	1,854,342	1,177,189.66	126,569.45	.00	677,152.34	63.5%
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58	SANITATION							
5800	Sanitation	1,151,125	1,151,125	611,795.39	-68,347.42	.00	539,329.61	53.1%
	TOTAL SANITATION	1,151,125	1,151,125	611,795.39	-68,347.42	.00	539,329.61	53.1%
<hr/>								
59	CEMETERY							
5900	Cemetery	624,650	624,650	352,992.70	40,547.07	.00	271,657.30	56.5%
	TOTAL CEMETERY	624,650	624,650	352,992.70	40,547.07	.00	271,657.30	56.5%
<hr/>								
61	COMPUTER MAINTENANCE							
6100	Computer Maintenance	41,327	41,327	19,165.41	3,117.14	.00	22,161.59	46.4%
	TOTAL COMPUTER MAINTENANCE	41,327	41,327	19,165.41	3,117.14	.00	22,161.59	46.4%
<hr/>								
63	LIABILITY INSURANCE							
6300	Liability Insurance	544,656	544,656	423,929.54	9,240.27	.00	120,726.46	77.8%
	TOTAL LIABILITY INSURANCE	544,656	544,656	423,929.54	9,240.27	.00	120,726.46	77.8%
<hr/>								
64	WORKERS' COMP INSURANCE							

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City of Bountiful, UT  
MARCH YTD EXPENSES - FY 2018

P 4  
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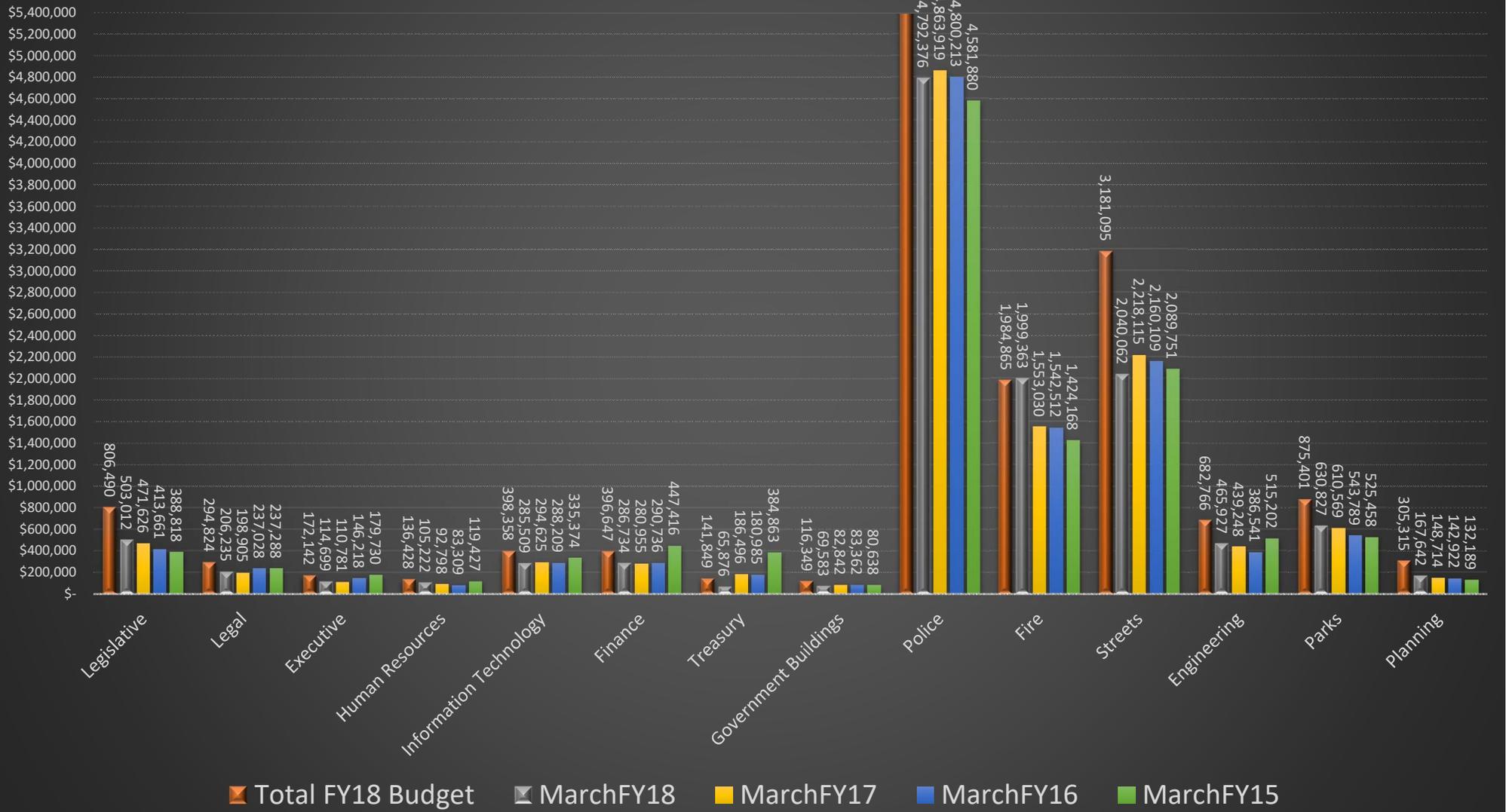
FOR 2018 09

64	WORKERS' COMP INSURANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6400	Workers' Comp Insurance	283,670	283,670	148,254.52	9,489.43	.00	135,415.48	52.3%
	TOTAL WORKERS' COMP INSURANCE	283,670	283,670	148,254.52	9,489.43	.00	135,415.48	52.3%
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72	RDA REVOLVING LOAN FUND							
7200	RDA Revolving Loans	2,400	2,400	44,830.75	217.15	.00	-42,430.75	1867.9%
	TOTAL RDA REVOLVING LOAN FUND	2,400	2,400	44,830.75	217.15	.00	-42,430.75	1867.9%
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73	REDEVELOPMENT AGENCY							
7300	Redevelopment Agency	3,621,184	3,621,184	270,658.98	10,764.24	.00	3,350,525.02	7.5%
	TOTAL REDEVELOPMENT AGENCY	3,621,184	3,621,184	270,658.98	10,764.24	.00	3,350,525.02	7.5%
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74	CEMETERY PERPETUAL CARE							
7400	Cemetery Perpetual Care	0	0	857.96	104.92	.00	-857.96	100.0%
	TOTAL CEMETERY PERPETUAL CARE	0	0	857.96	104.92	.00	-857.96	100.0%
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83	RAP TAX							
8300	RAP Tax	534,000	534,000	82,707.78	30.81	.00	451,292.22	15.5%
	TOTAL RAP TAX	534,000	534,000	82,707.78	30.81	.00	451,292.22	15.5%
<hr/>								
92	OPEB TRUST							
9200	OPEB Trust	0	0	34,656.05	3,945.45	.00	-34,656.05	100.0%
	TOTAL OPEB TRUST	0	0	34,656.05	3,945.45	.00	-34,656.05	100.0%
	GRAND TOTAL	82,466,313	82,466,313	44,544,864.11	4,996,251.29	.00	37,921,448.89	54.0%

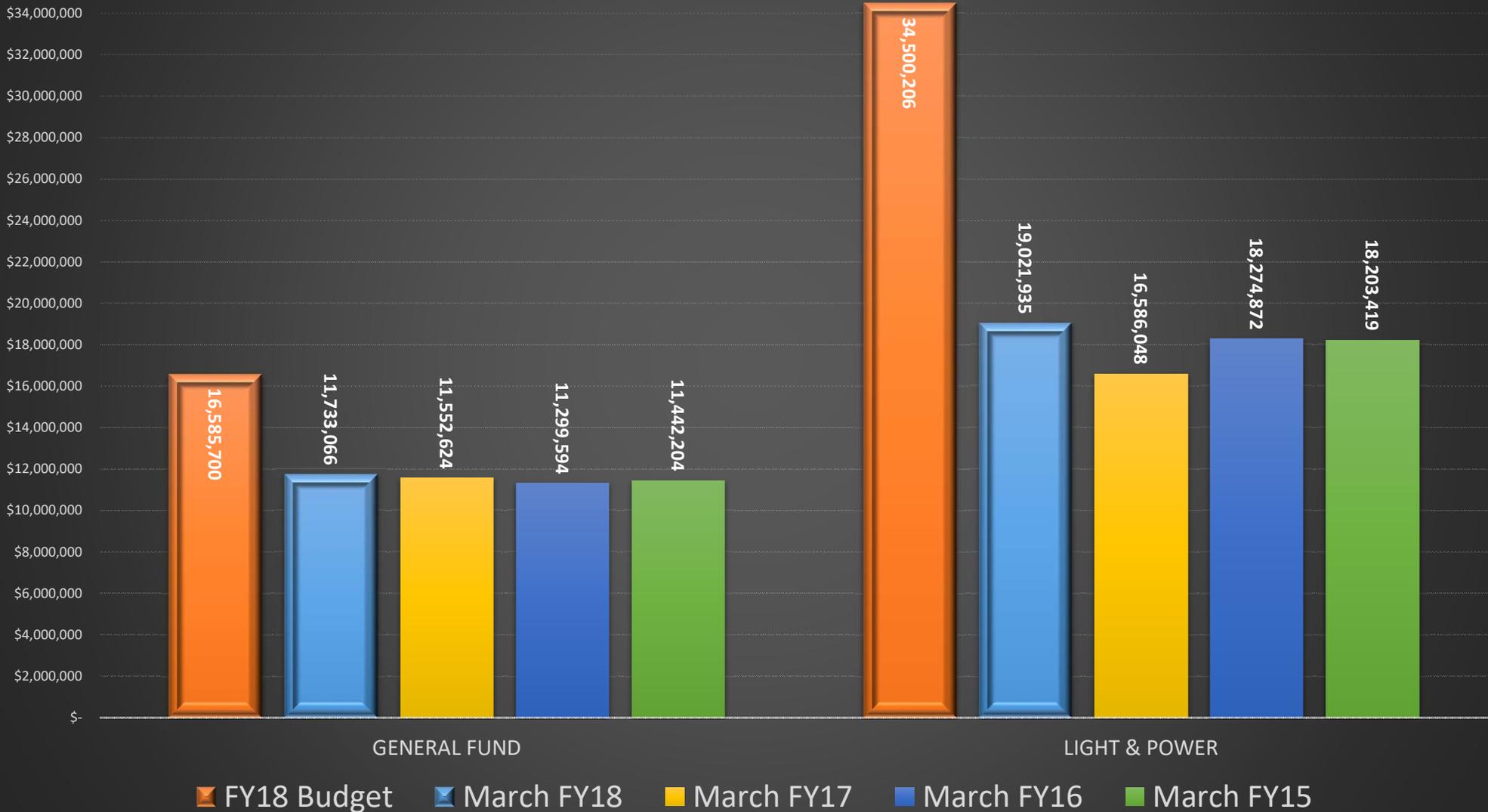
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## General Fund Detailed Expenditures

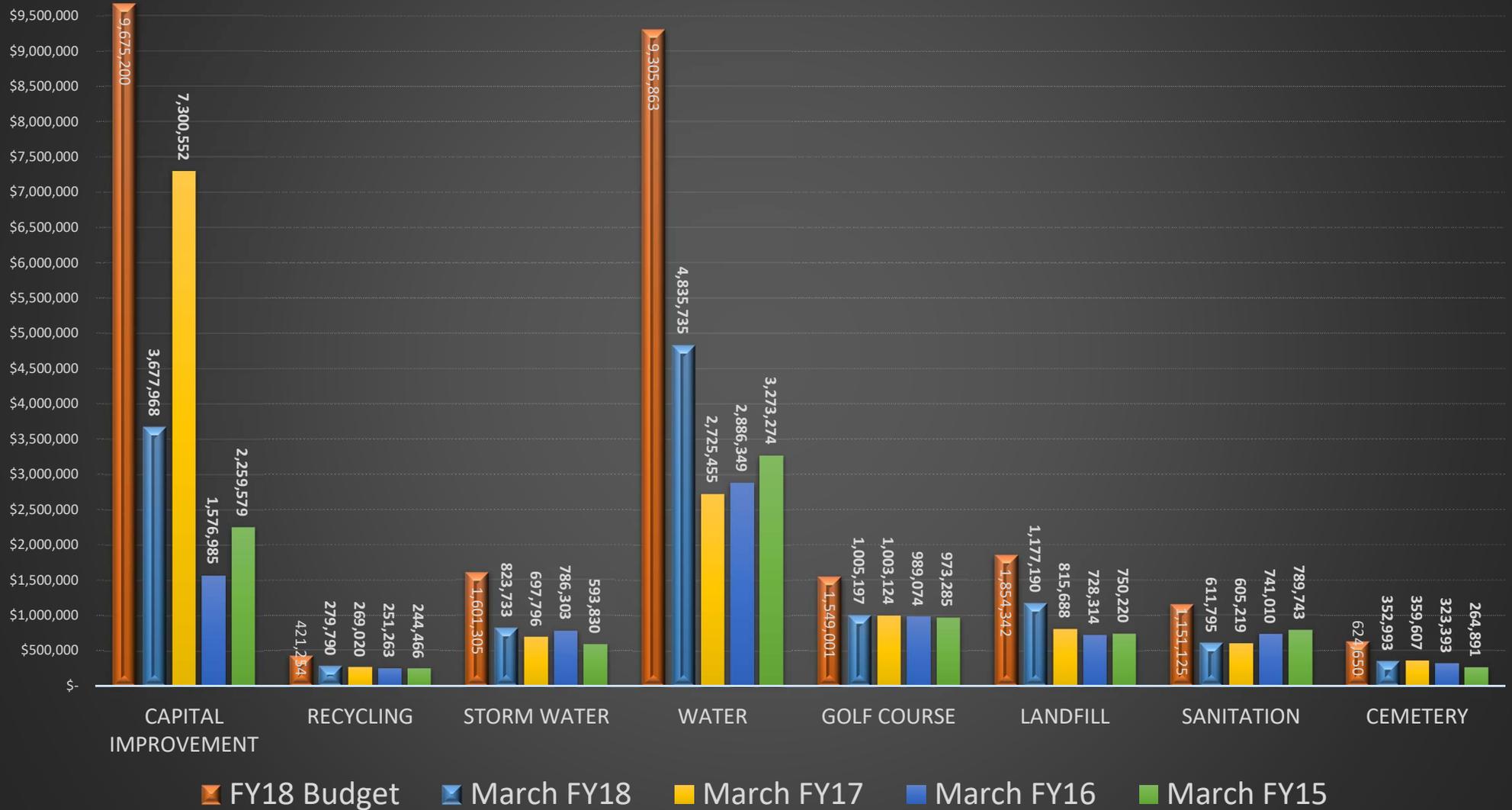
### March 2018 Fiscal YTD Expenditures Compared to the Fiscal 2018 Total Budget and the Expenditures of the Same Timeframe of the Past Three Fiscal Years



### March 2018 YTD (Fiscal 2018) Expenditures Compared to the Expenditures of the Same Timeframe of the Past Three Fiscal Years



## March 2018 YTD (Fiscal 2018) Expenditures Compared to the Expenditures of the Same Timeframe of the Past Three Fiscal Years





# City Council Staff Report

**Subject:** Budget Overview and Tentative Budget Adoption  
**Author:** Galen D. Rasmussen, Assistant City Manager  
**Department:** Executive  
**Date:** May 8, 2018



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## **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 2018-2019. 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.

## **Analysis**

The document, "**City of Bountiful, Utah Operating & Capital Budgets (with Long-Term Capital Plan, Rates and Fees) Fiscal Year 2018-2019**" 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 began in early January within each department of the City. The City Manager, Assistant City Manager, HR Manager and others prepared 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 2018-2019 which begins on July 1, 2018 and ends on June 30, 2019. 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 2018-2019. 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 2018-2019.

This combined budget document with fees, charges, long-term capital plan, referenced compensation schedules, and URS certifications are presented for consideration of adoption as the Tentative Budget of the City. The budget document itself is prepared in accordance with the State Uniform Fiscal Procedures Act and is balanced with regard to revenues and expenditures/expenses.

### **Department Reviews**

The referenced budget document for Fiscal Year 2018-2019 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 minor changes recommended to the tentative budget document for clerical errors. The Tentative Budget presented tonight will therefore be revised to incorporate those recommended changes to arrive at a final budget that will be presented for adoption by the Mayor and City Council on June 12, 2018 after a public hearing process.

### **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 adopt the "**City of Bountiful, Utah Operating & Capital Budgets (with Long-Term Capital Plan, Rates and Fees) Fiscal Year 2018-2019**" document as the City's Tentative Budget.

### **Attachments**

Document is available at City Hall and will be posted at [www.BountifulUtah.gov](http://www.BountifulUtah.gov) following approval.

# Council Staff Report

**Subject:** Preliminary and Final Subdivision Approval of Culvers Commercial Subdivision  
**Address:** 622 N 500 West  
**Author:** City Engineer, City Planner  
**Department:** Engineering, Planning  
**Date:** May 8, 2018

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## Background

Mr. Mark Young is requesting preliminary and final approval of the Culvers Commercial Subdivision, located where the J&L Garden Center was recently removed. The commercial development was granted site plan approval (which can act as the preliminary subdivision review) on February 13 of this year. The developer is now anxious to subdivide the property into two commercial lots.

## Analysis

The property, which includes 3.09 acres, is located at 622 N. 500 West, where the J&L Garden Center was previously located since the early 1970's. The proposal is to divide the parcel into two commercial lots, lot 1 containing 0.96 acres and lot 2 containing 1.99 acres, which leaves 0.14 acres to be dedicated to the UDOT for access off of 500 West (Highway 89). The property is located in the CH zone, which allows for this type of commercial subdivision.

Both lots meet the zone required lot size and frontage, with frontage along 500 West Street. The actual access driveway will be on a shared access easement located on the property just north of this parcel. The UDOT imposed requirements for access and a cross access easement were reviewed and approved as part of the site approvals in February. Both of those easements, along with the necessary public utility easements are shown on this final plat.

All necessary utilities and improvements were reviewed and approved as part of the site plan review in February. There will not be the need for a development bond, because the commercial development is not part of a condominium project, and the reconstruction of the 500 West sidewalk, curb and gutter and paving are covered by the UDOT permit which was required by the DOT to work in their right of way.

## Department Review

The proposed final plat has been reviewed by the Engineering Department and Planning Department and the Planning Commission.

## Recommendation

The Bountiful City Planning Commission recommends preliminary and final approval of Culvers Commercial Subdivision plat with the following conditions:

1. Pay all fees.
2. Make the few necessary red-line corrections to the subdivision plat including the bearing corrections for 500 West St.
3. Provide a current title report.
4. Sign the Development Agreement.

### **Significant Impacts**

This development will have some impact on the traffic on 500 West Street. It will also have an impact on the utilities in the area, however, since the development of the two lots will only be replacing an already existing development, the impacts will not be significant or unacceptable. Both the roads and utilities have the needed capacity to absorb the expected impacts.

### **Attachments**

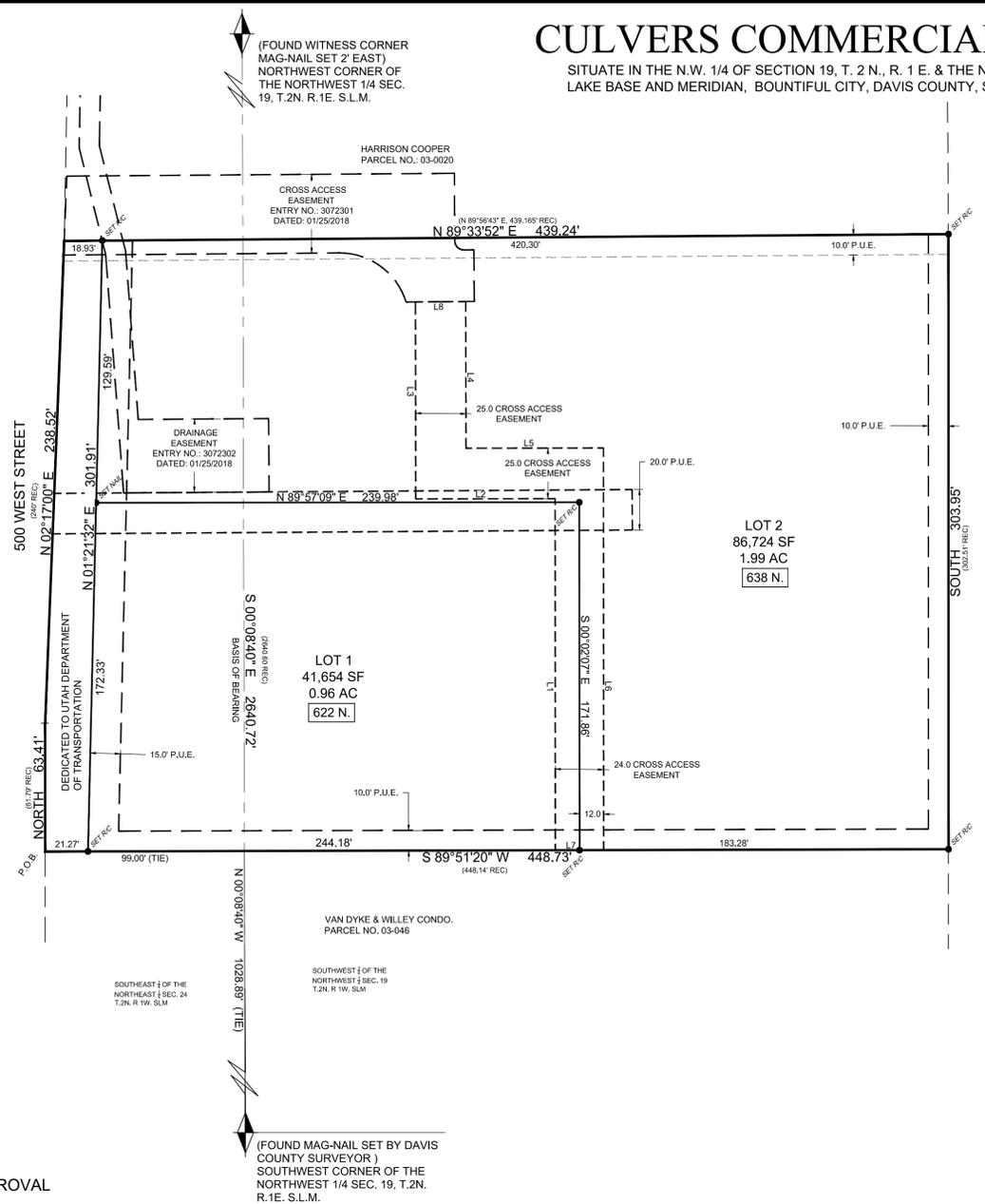
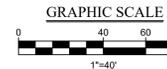
1. Aerial photo showing the area to be subdivided;
2. A copy of the final plat.

# Aerial Photo of the Proposed Culvers Commercial Subdivision



# CULVERS COMMERCIAL SUBDIVISION

SITUATE IN THE N.W. 1/4 OF SECTION 19, T. 2 N., R. 1 E. & THE N.E. 1/4 OF SECTION 24, T.2 N. R. 1 W. SALT LAKE BASE AND MERIDIAN, BOUNTIFUL CITY, DAVIS COUNTY, STATE OF UTAH.



Line #	Length	Direction
L7	24.00	S89° 45' 49"E
L8	25.00	N89° 33' 52"E
L1	173.70	N00° 02' 07"W
L2	69.24	S89° 54' 13"W
L3	97.36	N00° 05' 31"W
L4	72.51	S00° 05' 31"E
L5	68.26	N89° 54' 13"E
L6	198.68	S00° 02' 07"E

**GENERAL NOTES**  
 1. GEOTECHNICAL REPORT:  
 2. LOT CORNERS SET WITH NO. 5, 24" LONG REBAR, WITH A YELLOW CAP STAMPED "FLINT".  
 3. NAIL SET IN ASPHALT AT FRONT LOT CORNERS.  
 4. RECORD OF SURVEY PERFORMED BY FLINT LAND SURVEYING & DEVELOPMENT.  
 RECORD NUMBER: \_\_\_\_\_  
 DATED: \_\_\_\_\_



## SURVEYOR CERTIFICATE

I, **MARK S. NICKEL**, DO HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH AND I HOLD LICENSE NO. **7028650**, IN ACCORDANCE WITH TITLE 58, CHAPTER 22, OF THE PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACT. I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS I HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED ON THIS SUBDIVISION PLAT IN ACCORDANCE WITH SECTION 17-23-17 AND HAVE VERIFIED ALL MEASUREMENTS; THAT THE REFERENCE MONUMENTS SHOWN ON THIS PLAT ARE LOCATED AS INDICATED AND ARE SUFFICIENT TO RETRACE OR REESTABLISH THIS PLAT; AND THAT THE INFORMATION SHOWN HEREIN IS SUFFICIENT TO ACCURATELY ESTABLISH THE LATERAL BOUNDARIES OF THE HEREIN DESCRIBED TRACT OF REAL PROPERTY AND THAT THIS PLAT OF

## CULVERS COMMERCIAL SUBDIVISION

IN BOUNTIFUL CITY, DAVIS COUNTY, UTAH HAS BEEN DRAWN CORRECTLY TO THE DESIGNATED SCALE AND IS A TRUE AND CORRECT REPRESENTATION OF THE HEREIN DESCRIBED LANDS INCLUDED IN SAID SUBDIVISION, BASED UPON DATA COMPILED FROM RECORDS OF THE DAVIS COUNTY RECORDERS OFFICE. I FURTHER CERTIFY THAT THE REQUIREMENTS OF ALL APPLICABLE STATUTES AND ORDINANCES OF DAVIS COUNTY AND BOUNTIFUL CITY CONCERNING ZONING REQUIREMENTS REGARDING LOT MEASUREMENTS HAVE BEEN COMPLIED WITH.



SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 20 \_\_\_\_

## BOUNDARY DESCRIPTION

BEGINNING AT A POINT ON THE EAST LINE OF A HIGHWAY NORTH 0°09'40" EAST 1028.89 FEET AND SOUTH 89°51'20" WEST 99.00 FEET FROM THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 2 NORTH, RANGE 1 EAST, SALT LAKE MERIDIAN; THENCE NORTH 63.41 FEET, THENCE NORTH 2°17'00" EAST, 236.52 FEET, THENCE NORTH 89°33'52" EAST 439.24 FEET, THENCE SOUTH 303.95 FEET, THENCE SOUTH 89°51'20" WEST 448.73 FEET TO THE POINT OF BEGINNING. CONTAINS 134,747 SQUARE FEET OR 3.09 ACRES MORE OR LESS.

## OWNERS DEDICATION

I, THE UNDERSIGNED OWNER OF THE HEREIN DESCRIBED TRACT OF LAND, DO HEREBY SET APART AND SUBDIVIDE THE SAME INTO LOTS AND STREETS AS SHOWN HEREON AND NAME SAID TRACT:

## CULVERS COMMERCIAL SUBDIVISION

AND DO HEREBY DEDICATE, GRANT AND CONVEY TO PUBLIC USE ALL THOSE PARTS OR PORTIONS OF SAID TRACT OF LAND DESIGNATED AS STREETS THE SAME TO BE USED AS PUBLIC THOROUGHFARES FOREVER, AND HEREBY GRANT AND DEDICATE A PERPETUAL RIGHT AND EASEMENT OVER, UPON AND UNDER THE LANDS DESIGNATED ON THE PLAT AS EASEMENTS INTENDED FOR PUBLIC USE, AND DO WARRANT AND DEFEND AND SAVE THE CITY HARMLESS AGAINST ANY EASEMENT OR OTHER ENCUMBRANCE THAT WILL INTERFERE WITH THE USE, MAINTENANCE, AND OPERATION OF THE STREETS AND EASEMENTS.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 20 \_\_\_\_

AUTHORIZED AGENT \_\_\_\_\_

## ACKNOWLEDGEMENT

STATE OF UTAH :  
 County of \_\_\_\_\_ : S.S.  
 On the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_, personally appeared before me, the undersigned Notary Public, in and for said County of Davis in said State of Utah, the signer ( ) of the above Owner's dedication \_\_\_\_\_ in number, who duly acknowledged to me that \_\_\_\_\_ signed it freely and voluntarily and for the uses and purposes therein mentioned.  
 My commission expires: \_\_\_\_\_  
 Notary Public  
 Residing in \_\_\_\_\_

## PUBLIC UTILITY APPROVAL

CENTURY LINK: \_\_\_\_\_ DATE: \_\_\_\_\_  
 COMCAST: \_\_\_\_\_ DATE: \_\_\_\_\_  
 BOUNTIFUL LIGHT & PWR.: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DOMINION ENERGY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 BOUNTIFUL CITY WATER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 BOUNTIFUL IRRIGATION DIST.: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SOUTH DAVIS SEWER DIST.: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>PLANNING COMMISSION</b> APPROVED THIS _____ DAY OF _____ A.D., 20____, BY THE CITY PLANNING COMMISSION. _____ CITY PLANNING DIRECTOR      DATE	<b>CITY ENGINEER</b> APPROVED THIS _____ DAY OF _____ A.D., 20____, BY THE CITY ENGINEERING DEPARTMENT. _____ CITY ENGINEER      DATE	<b>CITY ATTORNEY</b> APPROVAL AS TO FORM THIS _____ DAY OF _____ A.D., 20____. _____ CITY ATTORNEY	<b>CITY COUNCIL</b> PRESENTED TO THE CITY COUNCIL THIS _____ DAY OF _____ A.D., 20____, AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED. _____ MAYOR      _____ ATTEST: CITY RECORDER
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**DAVIS COUNTY RECORDER**

RECORDED #: \_\_\_\_\_  
 STATE OF UTAH, COUNTY OF DAVIS, RECORDED AND FILED AT THE REQUEST OF \_\_\_\_\_  
 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_  
 FEE \$ \_\_\_\_\_ DEPUTY DAVIS COUNTY RECORDER

# Council Staff Report

**Subject:** Final Subdivision Approval Stone Creek Estates  
Subdivision Phase 1 and Phase 2  
**Address:** 1600 East Bountiful Blvd  
**Author:** City Engineer, City Planner  
**Department:** Engineering, Planning  
**Date:** May 8, 2018

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## Background

Mr. Brock Johnston of Rainey Homes is requesting final approval of Phase 1 and Phase 2 of the Stone Creek Estates Subdivision, which is an overall 50 lot subdivision of the long vacant Keller property located at the top of 400 North Street. These first two phases include 18 lots in Phase 1 and seven lots in Phase 2. The overall 50 lot development was granted preliminary subdivision approval on September 12 of last year. I have attached a copy of the preliminary approval memo for a review of all of the issues.

## Analysis

As described in the analysis for the preliminary approval of this subdivision, the first two phases to be constructed include the area to the south and west of the 400 N./Bountiful Blvd. diagonal and the lots fronting the southwest side of 400 N./Bountiful Blvd. Phase 1 must be constructed first because it includes the completion of 1500 East along the west side of the project which is necessary before 400 N./Bountiful Blvd. can be closed for utility work. Because the utility work in Phase 2 will be so extensive, the full road will need to be closed to all non-construction traffic, leaving 1500 East as a very important detour. To restate what was covered in the preliminary approval memo, Moss Hill Drive (1500 East) must be completed with walk, C&G and paving, including the portion which is on the Eubank property, before Phase 2 can be constructed.

Rainey Homes has submitted construction drawing for the work included in Phase 1 and Phase 2, which have been checked by the Engineering Department. Preliminary Bond amounts have been estimated from the construction quantities taken from the design drawings

As with all subdivisions which include the construction of public improvements, the Developer will be required to enter into a Development Improvement Agreement with the City prior to the commencement of any construction. The agreement includes, among other things, the off-site water improvement costs which will be prorated to these lots. These costs have been discussed with the Stone Creek Estates developer and the owners of the property on the north side of the creek, and were discussed with the Planning Commission and City Council at the time of the preliminary approval. It is also worth mentioning that, although not a part of Phase 1 or Phase 2, the requirement still exists for the paving of the extension of Eagle Ridge Drive when Phase 3 is constructed. That requirement was spelled out in the preliminary

subdivision approval memo and will be set as a condition of final approval and a part of the Development Agreement for Phase 3.

Rainey Homes has indicated that they intend to start construction by the last of May or the first part of June. They hope to have Phase 1 paved by the fall of this year and POSSIBLY start the utility work in Bountiful Blvd. at that time. We will make a determination when the work is completed in Phase 1 about when it will be appropriate to close Bountiful Blvd for several months.

### **Department Review**

The proposed final plats have been reviewed by the Engineering Department, Planning Department and the Planning Commission.

### **Recommendation**

The Bountiful City Planning Commission recommends final approval of Stone Creek Estates Subdivision Phase 1 and Phase 2 plats with the following conditions:

1. Follow all of the conditions listed with the preliminary approval.
2. Sign the Development Improvement Agreement.
3. Post the necessary bonds and pay the fees as outlined in the bond letter for each phase.
4. Pay the Storm Water Impact Fee as described in the Preliminary Memo.
5. Provide a current title report.
6. Receive approval from Davis County Flood Control for any modification to the storm water outfall.
7. Construct the full width of Moss Hill Drive including all curb and gutter and walk on both east and west side.
8. Reconstruct the full width Bountiful Blvd. asphalt surface where the new utilities are installed.
9. Replace any damaged or settled curb and gutter and sidewalk along Moss Hill Drive and Bountiful Blvd. and install new where it doesn't currently exist.
10. Compliance with all Bountiful City zoning ordinances and subdivision construction requirements.
11. Make the necessary red-line corrections to the plat maps.

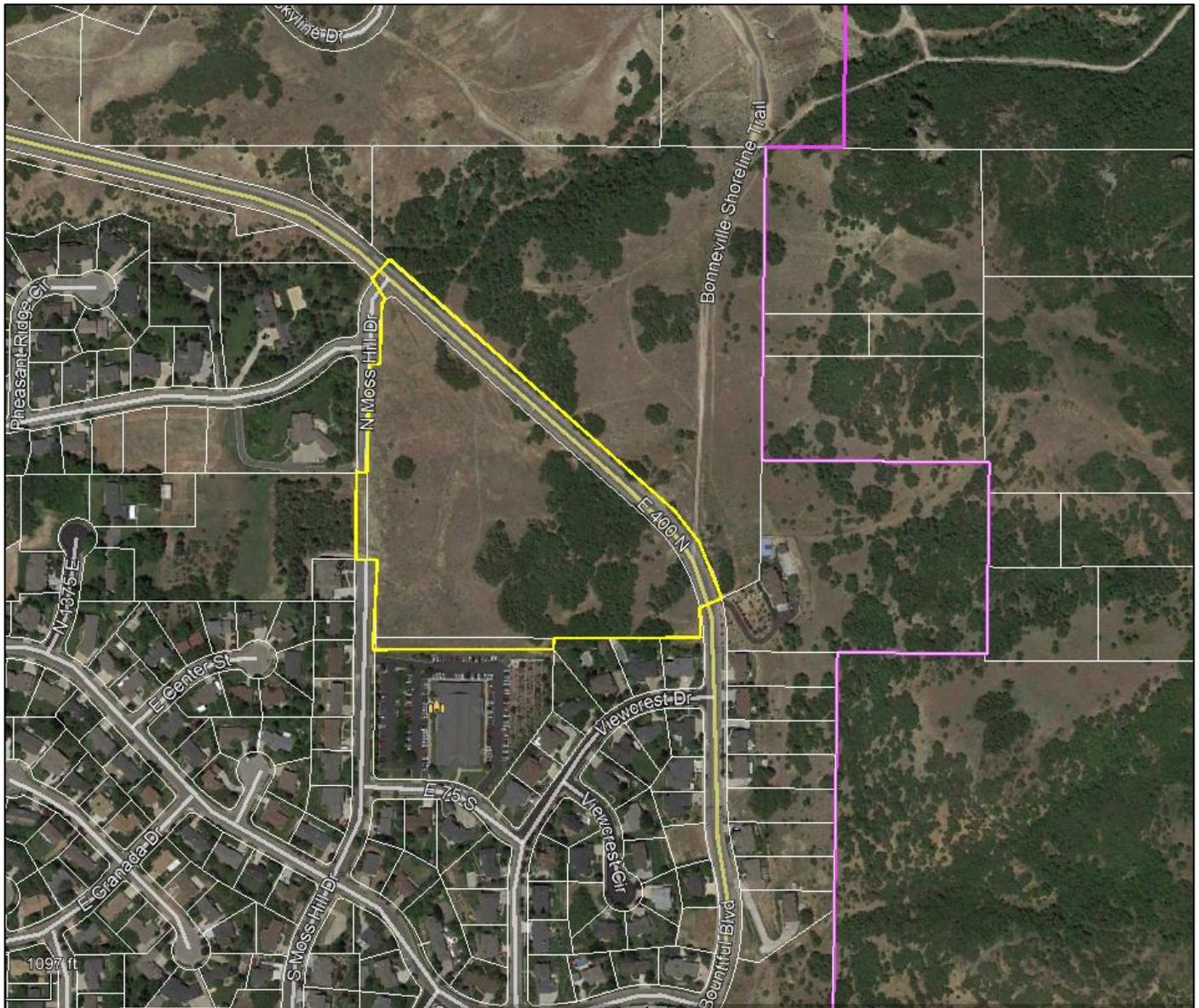
### **Significant Impacts**

This development will have an impact on the traffic on 400 North Street primarily and Moss Hill Drive to a lesser extent. It will also have an impact on the utilities in the area. Both the roads and utilities have the needed capacity to absorb the expected impacts.

## Attachments

1. Aerial photo showing the area to be subdivided;
2. A copy of the final Phase 1 and Phase 2 plat maps.
3. A copy of the Staff Memo for preliminary approval

# Aerial Photo of the Proposed Stone Creek Estates Subdivision Phase 1 and Phase 2









# Commission Staff Report

Item #3

**Subject:** Preliminary Subdivision Approval Stone Creek Estates Subdivision  
**Address:** 1600 East Bountiful Blvd  
**Author:** City Engineer, City Planner  
**Department:** Engineering, Planning  
**Date:** September 5, 2017



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## Background

Mr. Brock Johnston, of Rainey Homes is requesting preliminary approval of the Keller Property Subdivision, a 50 lot subdivision of the long vacant Keller property located at the top of 400 North Street. The proposed subdivision would occur over four phases with preliminary approval being requested for the entire property and then final approval being requested for each of the phases as construction progresses.

## Analysis

### Layout and Zone Requirements:

The property, which is located between 1500 East and what would be about 1700 East on both sides of Bountiful Blvd., is what has long been referred to as the Keller Property. This proposed development includes 50 single family lots on 33.5 acres of ground and is located in the R-3 zone. Rainey Homes is proposing to develop the property in 4 phases and is requesting an overall preliminary approval for the entire property, with final approval coming for each of the phases as they are ready for construction and sale. Bountiful City ordinance allows for this type of phased development as long as the preliminary plat “illustrates the total subdivision intended...”

Rainey Homes intends to develop the property in roughly the following four phases:

- Phase 1 south and west part of the property, includes 18 lots
- Phase 2 along the southwest side of Bountiful Blvd., includes 9 lots
- Phase 3 along both sides of the Eagle Ridge Drive extension to Ward Canyon, 15 lots
- Phase 4 single cul de sac between Bountiful Blvd. and the canyon, includes 8 lots

All of the lots, as proposed, exceed the minimum frontage requirements (80 ft.) and minimum lot size requirements (11,000 s.f.) for the zone. Also, all of the lots have the required 3,000 s.f. buildable pad as defined by ground under 30% in slope that is outside of required side yards and setbacks. The lots as proposed would basically match or be slightly larger than the lots in the surrounding subdivisions.

The farthest south E-W road will be quite steep. Not unusual in this part of Bountiful, but preliminarily it shows to have a grade of between 14.5% and 15%. Our code allows for streets with a grade to 12% without any type of special consideration, and up to 15% with

review. This road provides a necessary connection between Bountiful Blvd. and Moss Hill Drive along the extension of Eagle Ridge Drive. There is no other place to provide this connection which will result in a flatter slope so the grade of this street can't be avoided.

#### Phasing Considerations:

Along with the need to break the large amount of work required for this project in to more manageable parts, the city and developer have discussed a phasing scheme that will also meet a couple of other needs.

Phase 1. When the utilities are installed in Bountiful Blvd. as part of Phase 2 (discussed below), a detour will be needed to direct traffic around the work site. The best available detour is 1300 East, but if drivers ignore that, Moss Hill Drive, which is a 60 ft. wide local collector street, will provide the last and best way to avoid a traffic bottle neck at the road closure. Phase 1 includes the completion of Moss Hill Drive with all of its utilities and sidewalk on both sides of the street and a water line extended to 75 So. Street.

Phase 2. Phase 2 will close Bountiful Blvd. for the installation of the utility lines and will result in a completely rebuilt road surface between the southeast end of the subdivision where the Blvd. meets the Granada Hills subdivision and Moss Hill Drive.

Phase 3. Because the extension of Eagle Ridge Drive is included on our Master Streets Plan as a 60 ft. wide local collector street and because our ordinances only allow for a maximum 600 foot long cul de sac, the construction of Eagle Ridge Drive as part of Phase 3 will require the extension of the paved travel surface all of the way to the end of the pavement on the north side of Ward Canyon under the "B". The City has agreed that we will install the paving, curb and walk over the Stone Creek debris basin and the developer will be required to construct a paved roadway, similar to the section of temporary road on Skyline Drive below, to the end of the Eagle Ridge Plat C improvements. That will provide an all-weather surfaced road connecting both sides of the canyon. Additionally, the developer will be required to construct a 10 ft. wide sidewalk along the EAST side of the new Eagle Ridge Drive extension and along the WEST side of Bountiful Blvd. from Eagle Ridge Drive to its current end at the Granada Hills Subdivision, to complete the existing walking trail along Bountiful Blvd.

Phase 4. Phase 4 includes the nine lots around the cul de sac on the north side of Bountiful Blvd., some of which back on to Ward Canyon. Road construction in this phase will be standard construction, however the layout of several lots are such that a restriction needs to be shown on the final plat restricting construction on the steep slope of the canyon.

As each phase is designed, approved and constructed, the developer will be required to provide development agreements and bonds to cover the improvements.

#### Utilities:

Bountiful City currently has a waterline which runs in Bountiful Blvd. from View Crest Drive to where the proposed intersection with Eagle Ridge Drive will be. From that point the line runs along the proposed Eagle Ridge Drive alignment to the north and serves the area north of Ward Canyon around the "B". That is the only existing utility in the entire area, including sewer, water, irrigation water and storm drain. All of the utilities will have to be installed as part of the subdivision development, including in Bountiful Blvd. When Bountiful Blvd. was constructed the property owner declined the opportunity to install all of the utilities with the road construction, resulting in the need to now close and completely dig up the street in order to install the needed lines.

The first phase can be constructed with only slight impact on Bountiful Blvd. at the southeast end where it connects to the Granada Hills Subdivision. It will also include installing a water line along Moss Hill Drive south to 75 South St. in order to provide a proper looped system.

The construction of Phase 2 will require the Blvd. to be closed and all of the utility lines be installed. The developer is aware of this situation and knows that they will ultimately have to reconstruct the street surface when the lines and service laterals have been installed. Phases 3 and 4 can have the utilities install as a normal part of the street construction, without disruption to traffic on Moss Hill Drive or Bountiful Blvd.

#### Storm Water:

After close review it has been determined that the additional run off water created by the development of this property can be handled in the excess capacity of the Stone Creek channel improvements and therefore onsite storm water detention will not be required. The developer will be required to pay the regular Storm Water Impact Fee at \$2,100/ per acre. Modifications to the storm drain outlet into Stone Creek currently located at Moss Hill Drive and Bountiful Blvd. will need to be approved and permitted by Davis County Flood Control.

#### Off Site Water Line Contribution:

Computer modeling of our water system shows that we currently have enough reservoir capacity to meet the needs of both this development and the future development of the Kingston property on the north side of Stone Creek. This area is served by the 1.5 million gallon reservoir located just east of the temple. However, our computer model has also shown that this development and the future Kingston property development will force a need to increase our ability to get water from the city's wells and other sources, all of which are located below Davis Blvd., to the Temple View reservoir. These improvements include a new pump house at the Hanna Holbrook Elementary school reservoir, new pump lines from that point to our existing trunk line running across Bountiful Blvd./Eaglewood Drive and eventually a new pump house located at a new 1.5 million gallon reservoir that the city is going to construct on the Kingston Property just west of where Moss Hill Drive meets Bountiful Blvd.

In order to make the on-site water system work for all but Phase 3, an additional tie to our existing water system will be required on 75 So. Street. This will mean laying new line in

Moss Hill Drive west of the LDS church, but will reduce the need for multiple pressure reducing valves in the new streets.

We have been meeting with Rainey Homes and the Kingstons for several months discussing their respective participation in these various projects, and the timing for each. While not all of the projects will be constructed with the first phase of this project, each will eventually need to be built as the phasing progresses. I have attached a summary spreadsheet which we have shared with the Rainey group and the Kingstons which includes the estimated timing and pricing for the projects and how the responsibility for payment will be shared.

### Parcel 3

As proposed, the property that is to be developed with this plan excludes a 5.7 acre parcel, much of which is north of Stone Creek and which is inaccessible from the south side. It also includes the very steep ground along the south side of the creek which contains the abandoned road that used to be the main access to the mountain before Skyline Drive was built. Bountiful City ordinance does not allow for remainder parcels to be left orphaned by the subdivision of a property so this property would need to be included as part of the surrounding lots. Rather than creating a bunch of large, odd-shaped and mostly unusable lots, Rainey Homes has proposed that the Parcel 3 property be dedicated to the city to be used as open space. The Bountiful Trails Committee is very excited about the prospect of improving the old road and constructing a trail which would connect from Bountiful Blvd. at Moss Hill Drive to Eagle Ridge Drive at the Stone Creek Detention Basin. Although a short section, it would be the first step in providing a trail which could eventually be built from Rocket Park along Stone Creek to the detention basin and tying into the trails which access the mountain through Ward Canyon.

### **Department Review**

The proposed preliminary and final plats have been reviewed by the Engineering Department and Planning Department.

### **Recommendation**

Recommend preliminary approval of Stone Creek Estates Subdivision with the following conditions:

1. Pay the Storm Water Impact Fee as described.
2. Participate in the off-site water costs as described.
3. Dedicate the property designated as Parcel 3 to Bountiful City for trails and open space.
4. Receive approval from Davis County Flood Control for any modification to the storm water outfall.
5. Construct the 10 ft. wide walk along Eagle Ridge Drive and Bountiful Blvd. as

described.

6. Construct the full width of Moss Hill Drive including all curb and gutter and walk on both east and west side.
7. Reconstruct the full width Bountiful Blvd. asphalt surface where the new utilities are installed.
8. Replace any damaged or settled curb and gutter and sidewalk along Moss Hill Drive and Bountiful Blvd. and install new where it doesn't currently exist.
9. Post the necessary bonds and pay the required fees with the respective phases.
10. Compliance with all Bountiful City zoning ordinances and subdivision construction requirements.

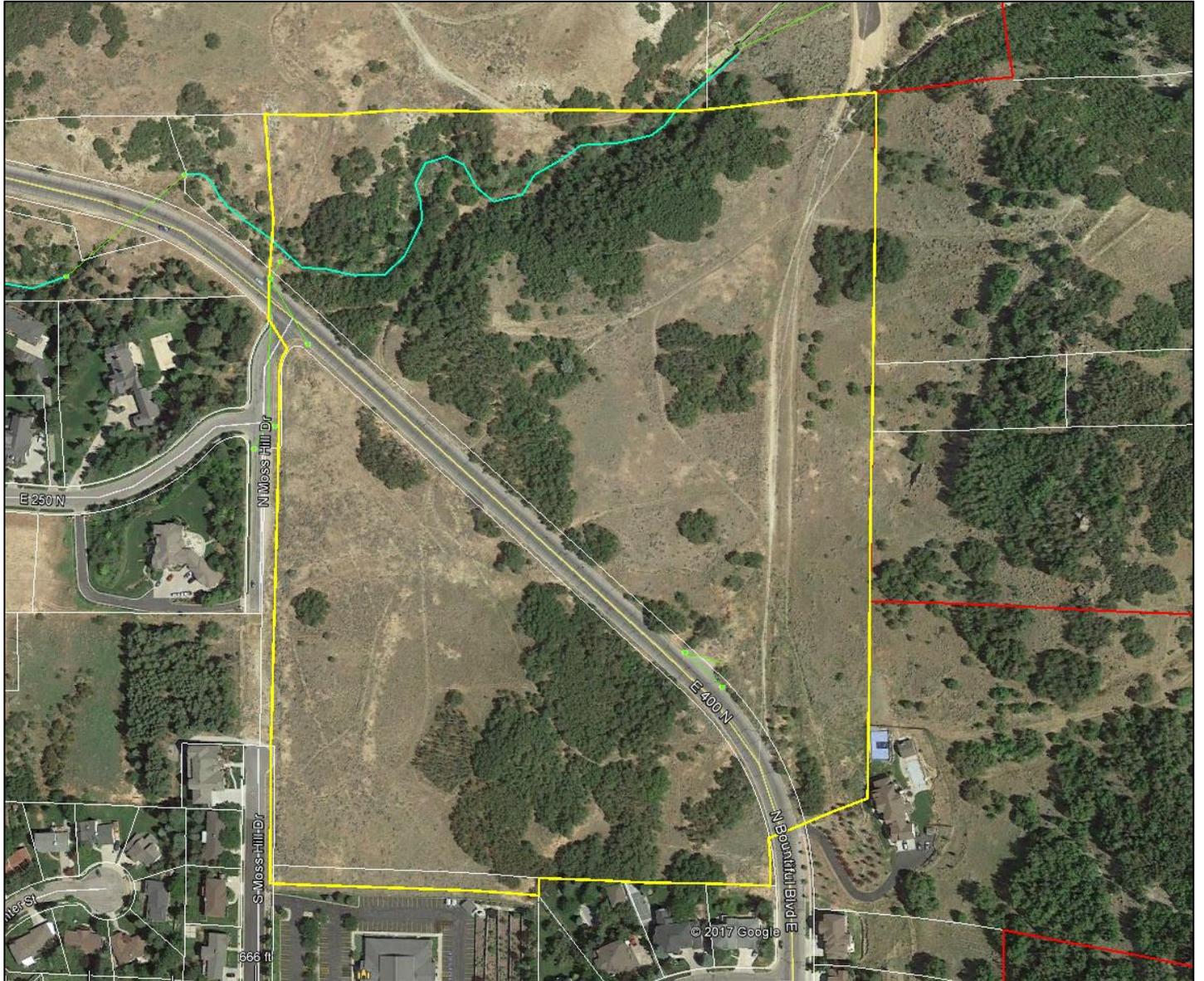
### **Significant Impacts**

This development will have an impact on the traffic on 400 North Street primarily and Moss Hill Drive to a lesser extent. It will also have an impact on the utilities in the area. Both the roads and utilities have the needed capacity to absorb the expected impact with the exception of the needed upgrades to the water system that have been discussed.

### **Attachments**

1. Aerial photo showing the area to be subdivided;
2. A copy of the Water System shared estimate
3. A copy of the preliminary plat .

# Aerial Photo of the Proposed Stone Creek Estates Subdivision



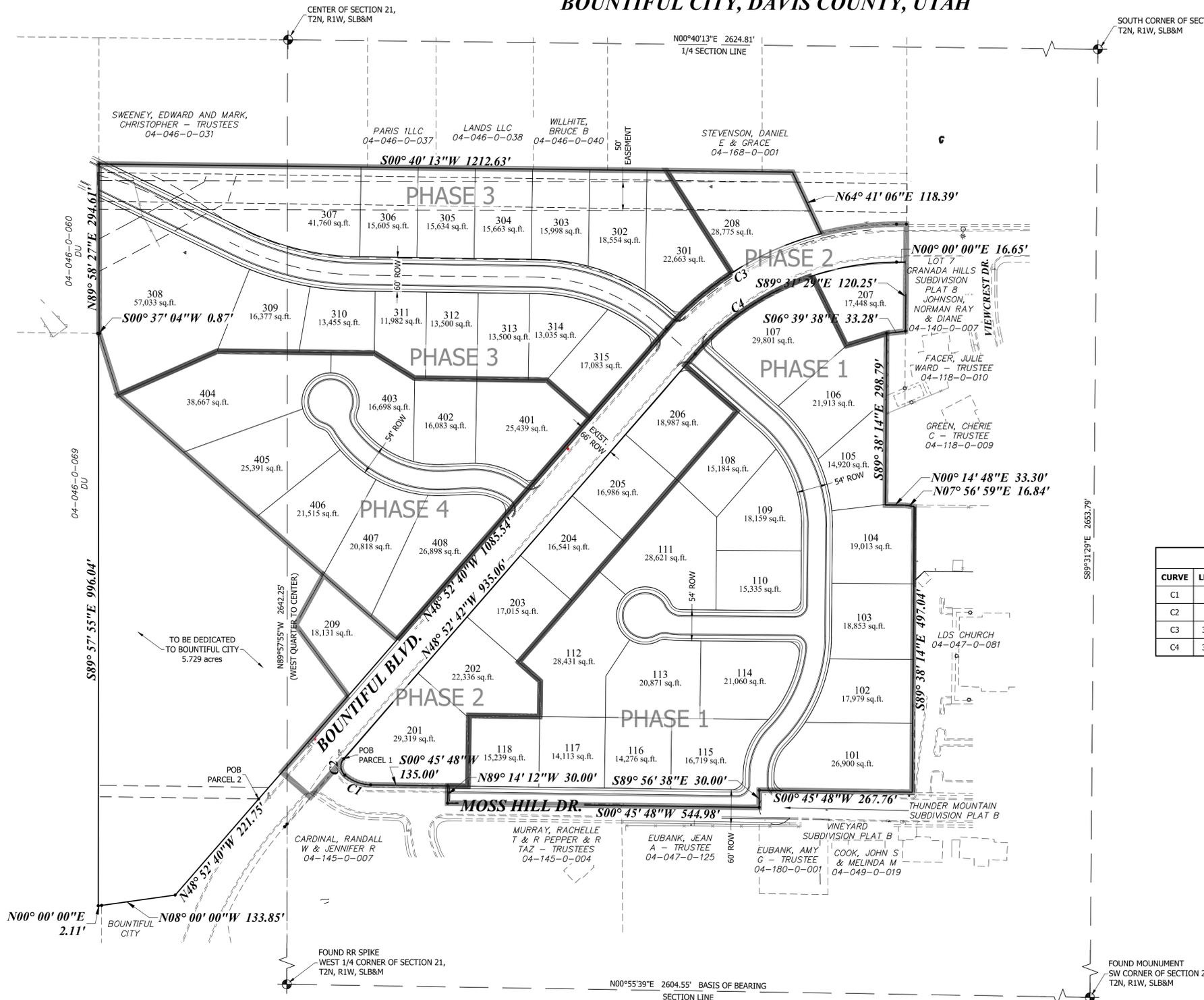
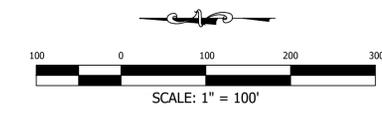
**PRELIMINARY , VERY PRELIMINARY** Keller/Kingston Water System Cost Estimates

updated 8-29-17

Description	Units	Unit Cost	Total Cost	Responsible Group	Rainey	Kingston	Bountiful	Fiscal Year
<b>Keller Sub Distribution System</b>								
8" Main Line	3900 ft	75	\$292,500	Rainey Homes	\$292,500			17-18
PRV	1 ea	22,000	\$22,000	Rainey Homes	\$22,000			17-18
Laterals	50 ea	1,200	\$60,000	Rainey Homes	\$60,000			17-18
			\$374,500					depending on phasing
<b>Keller/Kingston Pump Line and Pump House</b>								
Kingston Res pumphouse	1 ea	275,000	\$275,000	Rainey/Kingston	\$137,500	\$137,500		17-18
10": King. Tank to B Blvd in 400 N	1850 ft	110	\$203,500	Rainey/Kingston	\$101,750	\$101,750		17-18
10" pump line 1300 E to Kingston tank	700 ft	100	\$70,000	Rainey/Kingston	\$35,000	\$35,000		17-18
			\$548,500					
<b>Kingston Bountiful Blvd Line Upsize</b>								
10" main line: 400 N to Eagle Ridge Drive	1850 ft	110	\$203,500	Kingston		\$203,500		with Rainey Phase 3
<b>Kingston Reservoir and Hanna Holbrook Pumphouse</b>								
Kingston 1.5 MG res	1,500,000 gal	0.60	\$900,000	Bountiful City			\$900,000	17-18
1300 E Rocket to 400 N 10"	750 ft	100	\$75,000	Bountiful City			\$75,000	18-19
1300 East, Vineyard to Rocket 10"	800 ft	100	\$80,000	Bountiful City			\$80,000	19-20
Hanna Holbrook Pump House	1 ea	275,000	\$275,000	1/3-1/3-1/3	\$91,667	\$91,667	\$91,667	17-18
250 N - 12" Pump line	1200 ft	110	\$132,000	1/3-1/3-1/3	\$44,000	\$44,000	\$44,000	17-18
New 300 N to 1300 E 12" pump line	1560 ft	100	\$156,000	1/3-1/3-1/3	\$52,000	\$52,000	\$52,000	18-19
					<b>\$836,417</b>	<b>\$665,417</b>	<b>\$1,242,667</b>	

# STONE CREEK ESTATES SUBDIVISION

LOCATED IN THE SW 1/4 OF SECTION 21, T.2N., R.1E., S.L.B.&M.  
BOUNTIFUL CITY, DAVIS COUNTY, UTAH



**BUILDABLE AREA**

- 25' FRONT YARD
- 20' REAR YARD
- 20' SIDE STREET YARD
- 8' SIDE YARD

**PUBLIC UTILITY EASEMENT**

- 7' P.U.E. ALONG STREET FRONTAGE
- 7' P.U.E. AROUND PERIMETER OF THE SUBDIVISION
- OTHER P.U.E. AS SHOWN

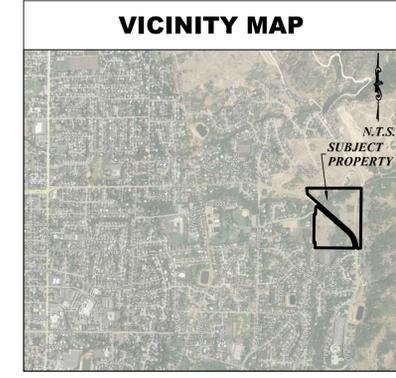
**UTILITY PROVIDERS**

SEWER	SOUTH DAVIS SEWER DISTRICT
WATER	BOUNTIFUL CITY WATER DEPT.
STORM DRAIN	BOUNTIFUL CITY PUBLIC WORKS
IRRIGATION	BOUNTIFUL IRRIGATION
POWER	BOUNTIFUL CITY POWER
NATURAL GAS	QUESTAR
TELECOM	QWEST / COMCAST

**CONTACT INFO**

SUBDIVIDER:  
RAINEY HOMES  
259 EAST 500 SOUTH  
BOUNTIFUL, UTAH 84010

ENGINEER / SURVEYOR:  
H & A ENTELLUS  
181 NORTH 200 WEST, SUITE #4  
BOUNTIFUL, UTAH 84010



**CURVE TABLE**

CURVE	LENGTH	RADIUS	Δ	CH BEARING	CH LENGTH
C1	49.31'	70.00'	040°21'32"	S 20°56'34" W	48.29'
C2	31.42'	20.00'	090°00'00"	S 86°07'20" W	28.28'
C3	321.90'	532.99'	034°36'12"	N 31°34'36" W	317.03'
C4	398.39'	467.00'	048°52'41"	N 24°26'21" W	386.42'

**ZONING**

CURRENT ZONE	R-3
LOTS PER ACRE ALLOWED	3
MINIMUM LOT SIZE	11,000 SQ.FT.
MINIMUM FRONTAGE	80 FEET
FRONT YARD	25 FEET
REAR YARD	20 FEET
SIDE YARD	8 FEET
SIDE STREET YARD	20 FEET

**PHASING**

PHASE 1	=	18 LOTS
PHASE 2	=	9 LOTS
PHASE 3	=	15 LOTS
PHASE 4	=	8 LOTS
TOTAL	=	50 LOTS

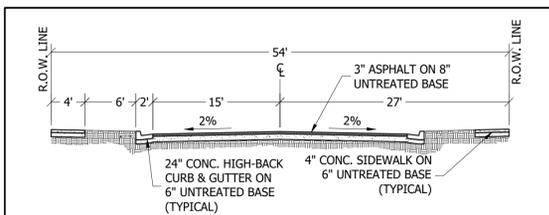
- GENERAL NOTES**
- REMOVE AND REPLACE ALL DAMAGED OR SETTLED CURB AND GUTTER.
  - REBUILD ROAD SURFACE WHEN FINISHED WITH UTILITY INSTALLATION.

**PARCEL 1**

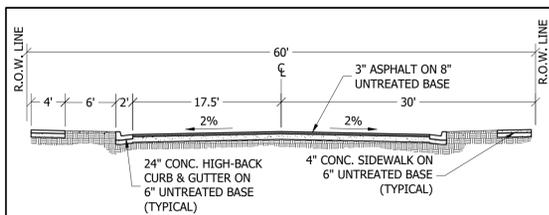
BEGINNING AT A POINT ON THE SOUTH LINE OF A STREET WHICH POINT IS SOUTH89°57'55"E 1277.57 FEET ALONG THE QUARTER SECTION LINE TO A POINT ON SAID SOUTH STREET LINE AND SOUTH48°52'40"E 150.68 FEET ALONG SAID SOUTH STREET LINE FROM THE WEST QUARTER CORNER OF SECTION 21, TOWNSHIP 2 NORTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN, SAID POINT OF BEGINNING ALSO BEING ON THE EASTERLY BOUNDARY OF THE JOHNSON-MURRAY SUBDIVISION AND RUNNING THE EASTERLY BOUNDARY OF SAID JOHNSON-MURRAY SUBDIVISION AS FOLLOWS: 31.42 FEET ALONG THE ARC OF A 20.00-FOOT RADIUS CURVE TO THE LEFT; (CENTRAL ANGLE = 90°00'00", A CHORD BEARING = SOUTH86°07'20"W 28.28 FEET); CHORD LENGTH = 28.28 FEET; TO POINT OF CURVATURE CHANGE ON A 70.00-FOOT RADIUS CURVE TO THE LEFT; THENCE ALONG THE ARC OF SAID CURVE 49.31 FEET (CENTRAL ANGLE = 40°21'32", CHORD BEARING = SOUTH20°56'34"W 48.29 FEET); THENCE SOUTH00°45'48"W 135.00 FEET; THENCE NORTH89°14'12"W 30.00 FEET TO THE CENTERLINE OF A PROPOSED STREET; THENCE LEAVING THE BOUNDARY OF SAID JOHNSON-MURRAY SUBDIVISION AND RUNNING ALONG SAID PROPOSED STREET CENTERLINE SOUTH00°45'48"W 544.98 FEET TO THE NORTH LINE OF THUNDER MOUNTAIN SUBDIVISION, PLAT B; THENCE SOUTH89°56'38"E 30.00 FEET TO THE EAST LINE OF MOSS HILL DRIVE; THENCE SOUTH00°45'48"W 267.76 FEET TO THE NORTH LINE OF THAT PROPERTY CONVEYED IN ENTRY #449919 TO THE CORPORATION OF THE PRESIDING BISHOPRIC OF THE CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS; THENCE ALONG SAID LINE SOUTH89°38'14"E 497.04 FEET TO A FENCE LINE; THENCE NORTH07°56'59"E 16.84 FEET; THENCE NORTH0°14'48"E 33.30 FEET ALONG A FENCE LINE; THENCE SOUTH89°38'14"E 298.79 FEET; THENCE SOUTH00°39'38"E 33.28 FEET TO THE NORTHWEST CORNER OF LOT 7, GRANADA HILLS, PLAT 8; THENCE SOUTH89°31'29"E 120.25 FEET ALONG SAID LINE TO THE WEST LINE OF BOUNTIFUL BOULEVARD; THENCE ALONG SAID LINE THE FOLLOWING COURSES AND DISTANCES: NORTH0°00'00"E 16.65 FEET, CURVE TO THE LEFT, RADIUS = 467.00 FEET, ARC = 398.39 FEET, CENTRAL ANGLE = 48°52'41", CHORD BEARING AND DISTANCE = NORTH24°26'21"W 386.42 FEET, NORTH48°52'42"W 935.06 FEET TO THE POINT OF BEGINNING, CONTAINING 13.318 ACRES.

**PARCEL 2**

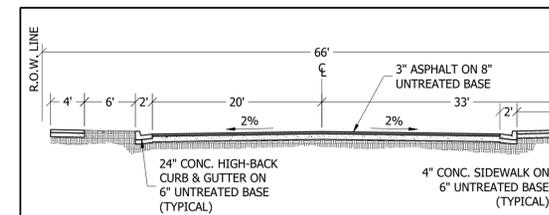
BEGINNING AT A POINT ON THE NORTH LINE OF A STREET WHICH POINT IS SOUTH89°57'55"E 1321.13 FEET ALONG THE QUARTER SECTION LINE TO THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 2 NORTH, RANGE 1 EAST, SALT LAKE BASE AND MERIDIAN AND DUE NORTH 49.62 FEET FROM THE WEST QUARTER CORNER OF SAID SECTION 21 AND RUNNING THENCE NORTH48°52'40"W 1085.54 FEET; THENCE NORTH08°00'00"W 133.85 FEET; THENCE DUE NORTH 2.11 FEET TO A LINE 330.00 FEET NORTH OF AND PARALLEL TO THE QUARTER SECTION LINE; THENCE SOUTH89°57'55"E 996.04 FEET ALONG SAID PARALLEL LINE; THENCE SOUTH00°37'04"W 0.87 FEET; THENCE NORTH89°58'27"E 294.61 FEET TO A LINE 220.00 FEET WEST OF AND PARALLEL TO THE QUARTER SECTION LINE; THENCE SOUTH00°40'13"W 1212.63 FEET; THENCE SOUTH64°41'06"E 118.39 FEET ALONG A NORTHERLY LINE OF LOT 1, NEWBY ESTATES TO A POINT ON THE EASTERLY LINE OF A STREET; THENCE ALONG SAID STREET AND THE ARC OF A 533.00-FOOT RADIUS CURVE TO THE LEFT; THENCE WESTERLY ALONG THE ARC OF SAID CURVE FOR A DISTANCE OF 321.90 FEET; (CHORD BEARING AND DISTANCE = NORTH31°34'36"W 317.03 FEET, CENTRAL ANGLE = 34°36'12"); THENCE NORTH48°52'40"W 1085.54 FEET TO THE POINT OF BEGINNING, CONTAINING 20.205 ACRES.



**TYPICAL 54' ROADWAY X-SECTION**



**TYPICAL 60' ROADWAY X-SECTION**



**TYPICAL 66' ROADWAY X-SECTION**

181 North 200 West, Suite #4  
Bountiful, Utah 84010  
Phone 801-298-2236



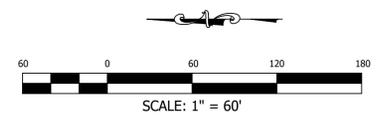
PRELIMINARY SUBDIVISION PLAT  
NOT FOR CONSTRUCTION

PRELIMINARY SUBDIVISION PLAT  
**STONE CREEK ESTATES SUBDIVISION**  
BOUNTIFUL BOULEVARD AND MOSS HILL DRIVE  
LOCATED IN THE SW 1/4 OF SECTION 21, T.2N., R.1E., S.L.B.&M.  
BOUNTIFUL CITY, DAVIS COUNTY, UTAH

DATE:	07/10/2017
DATE:	07/10/2017
PROJECT:	1402001
PROJECT:	1402001 Pre Plat.dwg
<b>C200</b>	PRELIMINARY SUBDIVISION PLAT

# STONE CREEK ESTATES SUBDIVISION

LOCATED IN THE SW 1/4 OF SECTION 21, T.2N., R.1E., S.L.B.&M.  
BOUNTIFUL CITY, DAVIS COUNTY, UTAH



CURVE TABLE					
CURVE	LENGTH	RADIUS	Δ	CH BEARING	CH LENGTH
C1	49.31'	70.00'	040°21'32"	S 20°56'34" W	48.29'
C2	31.42'	20.00'	090°00'00"	S 86°07'20" W	28.28'
C3	321.90'	532.99'	034°36'12"	N 31°34'36" W	317.03'
C4	398.39'	467.00'	048°52'41"	N 24°26'21" W	386.42'

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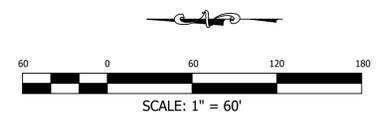
PRELIMINARY  
NOT FOR  
CONSTRUCTION

PRELIMINARY SUBDIVISION PLAT  
**STONE CREEK ESTATES SUBDIVISION**  
BOUNTIFUL BOULEVARD AND MOSS HILL DRIVE  
LOCATED IN THE SW 1/4 OF SECTION 21, T.2N., R.1E., S.L.B.&M.  
BOUNTIFUL CITY, DAVIS COUNTY, UTAH

DATE	DESCRIPTION
07/10/2017	DRAWN: JKS
07/10/2017	APPROVED: STA
1402001	PROJECT: 1402001 Pre Plat.dwg
<b>C201</b> PRELIMINARY SUBDIVISION PLAT	

# STONE CREEK ESTATES SUBDIVISION

LOCATED IN THE SW 1/4 OF SECTION 21, T.2N., R.1E., S.L.B.&M.  
BOUNTIFUL CITY, DAVIS COUNTY, UTAH



## DRAINAGE CALCULATIONS

22-Aug-17

**Area Analysis**

Area	sq.ft.	Acres	C
Building	0	0.00	0.85
Improvements	156,215	3.59	0.90
Landscape	1,002,523	23.01	0.15
Total	1,158,738	26.60	0.25

**10 Year Detention Analysis**

NOAA Precipitation Frequency Data Server #048918, W111.8467

Allowable Runoff 0.20 cfs/acre

Time (min.)	I in./hr	Runoff ft <sup>3</sup>	Allowable Runoff ft <sup>3</sup>	Storage ft <sup>3</sup>
5	3.600	7,214	1,596	5,618
10	2.740	10,982	3,192	7,789
15	2.260	13,587	4,788	8,799
30	1.530	18,396	9,576	8,820
60	0.944	22,701	19,153	3,548
120	0.570	27,414	38,305	0
180	0.421	30,372	57,458	0
360	0.262	37,802	114,916	0
720	0.168	48,479	229,832	0
1440	0.110	63,485	459,665	0

Required Detention **8,820**

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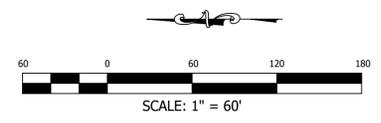
PRELIMINARY  
NOT FOR  
CONSTRUCTION

PRELIMINARY SUBDIVISION PLAT  
**STONE CREEK ESTATES SUBDIVISION**  
 BOUNTIFUL BOULEVARD AND MOSS HILL DRIVE  
 LOCATED IN THE SW 1/4 OF SECTION 21, T.2N., R.1E., S.L.B.&M.  
 BOUNTIFUL CITY, DAVIS COUNTY, UTAH

DESCRIPTION	DATE
DRAWN:	07/10/2017
CHECKED:	
APPROVED:	07/10/2017
PROJECT:	1402001
	1402001 Pre Plat.dwg
<b>C300</b>	
PRELIMINARY GRADING & DRAINAGE	

# STONE CREEK ESTATES SUBDIVISION

LOCATED IN THE SW 1/4 OF SECTION 21, T.2N., R.1E., S.L.B.&M.  
BOUNTIFUL CITY, DAVIS COUNTY, UTAH



181 North 200 West, Suite #4  
Bountiful, Utah 84010  
Phone 801-298-2236



**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

PRELIMINARY SUBDIVISION PLAT  
**STONE CREEK ESTATES SUBDIVISION**

BOUNTIFUL BOULEVARD AND MOSS HILL DRIVE  
LOCATED IN THE SW 1/4 OF SECTION 21, T.2N., R.1E., S.L.B.&M.  
BOUNTIFUL CITY, DAVIS COUNTY, UTAH

NO.	DATE	DESCRIPTION
1	07/10/2017	DRAWN: JKS
2	07/10/2017	APPROVED: STA
3	1402001	PROJECT: 1402001 Pre Plat.dwg

**C400**  
PRELIMINARY  
UTILITY PLAN



# City Council Staff Report

**Subject:** 2018 Water Line Contract  
**Author:** Lloyd Cheney, Assistant City Engineer  
**Department:** Engineering  
**Date:** May 8, 2018



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## **Background**

Each year, the City contracts to install culinary water lines for replacements and upgrades to the culinary water system and for installation of culinary mains in new developments. Because the City exercised the maximum number of contract extensions with the previous contractor, it was necessary to advertise the projects planned for this year.

This year's projects include:

- Replacement of the existing water line in 200 N from Main St to 400 E in preparation for a street reconstruction project.
- Replacement of the existing water line in 200 W from 1800 S to approximately 2300 S in preparation for a major overlay project.
- Install a new water line which will deliver water from the Holbrook reservoir to the new 4<sup>th</sup> North reservoir (currently under construction).

The contract also includes a schedule of values which can be used for development projects such as commercial buildings or subdivisions which may receive future approval and an extension clause which would allow the Contractor to continue the same type of work for two additional years.

Proposals were received from 5 contractors, 3 of which were first time bidders on Bountiful projects. The lowest price proposal was received from Spade Excavating of Draper, UT.

## **Analysis**

Evaluation of the unit pricing submitted by Spade confirms our expectations that construction costs continue to rise. A comparison between last year's pricing on 30 items revealed that pricing for 13 items had increased 10%-50%, and 8 items have increased more than 50%. Although some of the increase can be attributed to changes in materials pricing, a significant portion of the increase is related to the abundance of similar work which is planned or underway and a limited pool of contractors who can compete for those projects.

Since Spade is a new, unknown contractor to the City, several of their city/utility district and developer references were contacted. Each reference gave positive, encouraging comments regarding Spade's experience, qualifications and the quality of their work. Each contact (from both engineers and inspectors) indicated that the supervisory personnel were very conscientious about the approach to the work to be completed, followed directions well, and kept them informed as the work progressed.

### **Department Review**

This report has been reviewed by the City Engineer and the Water Department Director.

### **Significant Impacts**

Funding for this work is included in the 2017-2018 and 2018-2019 Capital Expense - Water Mains budget.

### **Recommendation**

- Accept the proposal of Spade Excavating and award the contract for the 2018 Water Line Projects at the unit prices submitted in the proposal.

### **Attachments**

Bid Tabulation

Schedule 1: Random Locations				ENGINEER'S ESTIMATE 19-Mar-18		Spade Excavating		MC Green		KK&L		IPW		Ormond	
Item	Unit	Qty	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Lft	200	4" C-900 PVC Pipe (DR 18)	30.00	6,000.00	20.50	4,100.00	38.54	7,708.00	53.10	10,620.00	22.50	4,500.00	67.91	13,582.00
2	Lft	1,000	6" C-900 PVC Pipe (DR 18)	33.00	33,000.00	26.82	26,820.00	44.04	44,040.00	45.75	45,750.00	28.80	28,800.00	76.58	76,580.00
3	Lft	1,000	8" C-900 PVC Pipe (DR 18)	38.00	38,000.00	30.82	30,820.00	47.13	47,130.00	50.20	50,200.00	37.90	37,900.00	83.10	83,100.00
4	Lft	1,000	10" C-900 PVC Pipe (DR 18)	42.50	42,500.00	36.22	36,220.00	50.42	50,420.00	51.15	51,150.00	47.80	47,800.00	94.35	94,350.00
5	Lft	1,000	12" C-900 PVC Pipe (DR 18)	48.00	48,000.00	41.47	41,470.00	53.91	53,910.00	36.25	36,250.00	56.70	56,700.00	104.45	104,450.00
6	Ea	3	6" Tapping Tee and Valve	2,400.00	7,200.00	2,979.91	8,939.73	3,486.23	10,458.69	2,630.00	7,890.00	2,400.00	7,200.00	3,705.13	11,115.39
7	Ea	3	8" Tapping Tee and Valve	2,800.00	8,400.00	2,905.18	8,715.54	4,188.86	12,566.58	3,580.00	10,740.00	3,200.00	9,600.00	4,308.56	12,925.68
8	Ea	3	4" Tee	475.00	1,425.00	571.52	1,714.56	750.12	2,250.36	760.00	2,280.00	600.00	1,800.00	500.00	1,500.00
9	Ea	5	6" Tee	550.00	2,750.00	597.98	2,989.90	922.84	4,614.20	875.00	4,375.00	900.00	4,500.00	685.50	3,427.50
10	Ea	5	8" Tee	650.00	3,250.00	781.54	3,907.70	1,139.02	5,695.10	1,310.00	6,550.00	1,120.00	5,600.00	891.38	4,456.90
11	Ea	5	10" Tee	950.00	4,750.00	1,475.13	7,375.65	1,543.25	7,716.25	1,730.00	8,650.00	1,680.00	8,400.00	1,269.97	6,349.85
12	Ea	3	12" Tee	1,050.00	3,150.00	1,823.38	5,470.14	1,949.89	5,849.67	2,045.00	6,135.00	2,100.00	6,300.00	1,675.09	5,025.27
13	Ea	2	8" Cross	950.00	1,900.00	1,513.05	3,026.10	1,372.31	2,744.62	1,590.00	3,180.00	1,450.00	2,900.00	1,133.60	2,267.20
14	Ea	3	4" Fitting	350.00	1,050.00	520.81	1,562.43	672.73	2,018.19	675.00	2,025.00	433.33	1,299.99	406.21	1,218.63
15	Ea	5	6" Fitting	450.00	2,250.00	660.03	3,300.15	683.73	3,418.65	735.00	3,675.00	600.00	3,000.00	559.65	2,798.25
16	Ea	5	8" Fitting	550.00	2,750.00	795.00	3,975.00	795.93	3,979.65	1,095.00	5,475.00	740.00	3,700.00	755.87	3,779.35
17	Ea	5	10" Fitting	750.00	3,750.00	1,026.89	5,134.45	1,035.07	5,175.35	1,260.00	6,300.00	1,020.00	5,100.00	991.73	4,958.65
18	Ea	3	12" Fitting	950.00	2,850.00	1,234.38	3,703.14	1,360.67	4,082.01	1,475.00	4,425.00	1,300.00	3,900.00	1,293.99	3,881.97
19	Ea	3	4" Gate Valve	1,100.00	3,300.00	1,425.23	4,275.69	1,294.10	3,882.30	1,080.00	3,240.00	966.67	2,900.01	1,172.07	3,516.21
20	Ea	5	6" Gate Valve	1,300.00	6,500.00	1,656.44	8,282.20	1,358.81	6,794.05	1,275.00	6,375.00	1,260.00	6,300.00	1,392.54	6,962.70
21	Ea	5	8" Gate Valve	1,500.00	7,500.00	2,075.88	10,379.40	1,822.26	9,111.30	1,750.00	8,750.00	1,800.00	9,000.00	1,868.37	9,341.85
22	Ea	5	10" Gate Valve	1,700.00	8,500.00	2,346.34	11,731.70	2,579.99	12,899.95	2,550.00	12,750.00	2,620.00	13,100.00	2,554.51	12,772.55
23	Ea	3	12" Gate Valve	2,500.00	7,500.00	3,236.15	9,708.45	3,335.53	10,006.59	2,995.00	8,985.00	3,166.67	9,500.01	2,965.37	8,896.11
24	Ea	5	Bountiful Standard FH Assembly	5,500.00	27,500.00	5,239.25	26,196.25	5,947.61	29,738.05	6,060.00	30,300.00	5,920.00	29,600.00	6,147.71	30,738.55
25	Ea	10	Transfer Service Lateral	700.00	7,000.00	664.62	6,646.20	935.80	9,358.00	1,025.00	10,250.00	1,340.00	13,400.00	974.21	9,742.10
26	Ea	10	Replace Service Lateral to Exist. Meter	1,100.00	11,000.00	1,313.69	13,136.90	1,134.75	11,347.50	1,210.00	12,100.00	4,600.00	46,000.00	1,732.61	17,326.10
27	Ea	10	New 1" Culinary Service	1,450.00	14,500.00	1,923.39	19,233.90	1,994.93	19,949.30	2,045.00	20,450.00	2,650.00	26,500.00	1,708.00	17,080.00
28	Ea	2	New 2" Culinary Service	3,900.00	7,800.00	3,799.64	7,599.28	3,437.76	6,875.52	6,650.00	13,300.00	4,400.00	8,800.00	6,194.72	12,389.44
29	Ea	5	Connect to Exist. Main	1,000.00	5,000.00	1,923.97	9,619.85	1,308.08	6,540.40	1,215.00	6,075.00	1,500.00	7,500.00	3,259.33	16,296.65
30	Ea	1	6" PRV with vault	18,500.00	18,500.00	28,477.18	28,477.18	21,714.44	21,714.44	34,430.00	34,430.00	17,900.00	17,900.00	32,703.82	32,703.82
31	Ea	1	8" PRV with vault	23,500.00	23,500.00	36,995.33	36,995.33	28,039.44	28,039.44	40,450.00	40,450.00	28,600.00	28,600.00	38,745.56	38,745.56
32	Ton	1,000	Granular Backfill	13.00	13,000.00	14.50	14,500.00	15.23	15,230.00	19.65	19,650.00	29.50	29,500.00	26.00	26,000.00
SubTotal					374,075.00		406,026.82		465,264.16		492,775.00		487,600.01		678,278.28
Schedule 2: 200 N: Main St to 400 E				ENGINEER'S ESTIMATE 19-Mar-18											
Item	Unit	Qty	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Lft	150	6" C-900 PVC Pipe (DR 18)	45.00	6,750.00	26.82	4,023.00	44.04	6,606.00	54.05	8,107.50	29.33	4,399.50	60.32	9,048.00
2	Lft	2,485	8" C-900 PVC Pipe (DR 18)	39.00	96,915.00	30.82	76,587.70	47.13	117,118.05	46.60	115,801.00	37.99	94,405.15	63.81	158,567.85
3	Ea	5	8" Tee	625.00	3,125.00	781.54	3,907.70	1,139.02	5,695.10	1,310.00	6,550.00	1,120.00	5,600.00	841.38	4,206.90
4	Ea	1	8" Cross	950.00	950.00	1,513.05	1,513.05	1,372.31	1,372.31	1,430.00	1,430.00	1,500.00	1,500.00	1,058.60	1,058.60
5	Ea	12	6" Fitting	425.00	5,100.00	660.03	7,920.36	683.73	8,204.76	850.00	10,200.00	600.00	7,200.00	567.19	6,806.28
6	Ea	14	8" Fitting	475.00	6,650.00	795.00	11,130.00	795.93	11,143.02	930.00	13,020.00	764.29	10,700.06	937.78	13,128.92
7	Ea	14	8" Gate Valve	1,700.00	23,800.00	2,075.88	29,062.32	1,822.26	25,511.64	1,790.00	25,060.00	1,857.14	25,999.96	1,861.21	26,056.94
8	Ea	6	Bountiful Standard Fire Hydrant Assembly	5,400.00	32,400.00	5,239.25	31,435.50	5,947.61	35,685.66	630.00	3,780.00	5,916.67	35,000.02	6,147.71	36,886.26
9	Ea	6	Transfer Service Lateral	500.00	3,000.00	664.62	3,987.72	935.80	5,614.80	970.00	5,820.00	1,833.33	10,999.98	834.55	5,007.30
10	Ea	14	Repl. Service Lateral to Exist. Meter (Short)	700.00	9,800.00	1,313.69	18,391.66	1,134.75	15,886.50	1,390.00	19,460.00	3,435.71	48,099.94	1,467.59	20,546.26
11	Ea	14	Repl. Service Lateral to Exist. Meter (Long)	900.00	12,600.00	1,313.69	18,391.66	1,191.49	16,680.86	1,175.00	16,450.00	4,542.86	63,600.04	1,888.55	26,439.70
12	Ea	8	Connect to Exist. Main	1,000.00	8,000.00	1,923.97	15,391.76	1,308.08	10,464.64	1,025.00	8,200.00	1,362.50	10,900.00	2,645.87	21,166.96
13	Ton	1,532	Granular Backfill	13.00	19,916.00	14.50	22,214.00	15.23	23,332.36	19.65	30,103.80	29.44	45,102.08	26.00	39,832.00
14	LS	1	Install Casing Under Box Culvert	3,500.00	3,500.00	44,570.22	44,570.22	18,558.23	18,558.23	25,835.00	25,835.00	4,600.00	4,600.00	12,635.75	12,635.75
15	SqFt	372	Remove 8" PCCP	5.00	1,860.00	8.87	3,299.64	5.18	1,926.96	36.10	13,429.20	12.37	4,601.64	18.50	6,882.00
SubTotal					234,366.00		291,826.29		303,800.89		303,246.50		373,208.37		388,269.72
Schedule 3: 200 W: 1800 S to 2300 S				ENGINEER'S ESTIMATE 19-Mar-18											
Item	Unit	Qty	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Lft	60	6" C-900 PVC Pipe (DR 18)	100.00	6,000.00	26.92	1,615.20	44.04	2,642.40	54.30	3,258.00	30.00	1,800.00	69.10	4,146.00
2	Lft	2,265	8" C-900 PVC Pipe (DR 18)	48.00	108,720.00	30.82	69,807.30	47.13	106,749.45	46.50	105,322.50	36.95	83,691.75	72.95	165,231.75
3	Ea	1	8" Tapping Tee and Valve	2,900.00	2,900.00	2,259.96	2,259.96	4,188.88	4,188.88	3,235.00	3,235.00	2,900.00	2,900.00	2,364.33	2,364.33
4	Ea	7	8" Tee	675.00	4,725.00	781.54	5,470.78	1,139.02	7,973.14	1,235.00	8,645.00	1,085.71	7,599.97	621.77	4,352.39
5	Ea	15	8" Fitting	550.00	8,250.00	795.00	11,925.00	795.93	11,938.95	1,025.00	15,375.00	700.00	10,500.00	383.13	5,746.95
6	Ea	1	6" Gate Valve	1,300.00	1,300.00	2,075.88	2,075.88	1,358.81	1,358.81	1,355.00	1,355.00	1,300.00	1,300.00	952.95	952.95
7	Ea	12	8" Gate Valve	1,800.00	21,600.00	2,075.88	24,910.56	1,822.26	21,867.12	1,740.00	20,880.00	1,841.67	22,100.04	1,411.87	16,942.44
8	Ea	4	Bountiful Standard FH Assembly	5,500.00	22,000.00	5,239.25	20,957.00	5,947.61	23,790.44	6,030.00	24,120.00	5,925.00	23,700.00	6,047.71	24,190.84
9	Ea	16	Transfer Service Lateral	750.00	12,000.00	664.62	10,633.92	935.80	14,972.80	960.00	15,360.00	3,456.25	55,300.00	931.05	14,896.80
10	Ea	5	Replace Service Lateral to Exist. Meter	1,400.00	7,000.00	1,313.69	6,568.45	1,191.49	5,957.45	1,165.00	5,825.00	5,120.00	25,600.00	2,611.38	13,056.90
11	Ea	1	Transfer 2" Culinary Service	2,000.00	2,000.00	1,855.26	1,855.26	1,546.01	1,546.01	1,940.00	1,940.00	4,400.00	4,400.00	4,981.21	4,981.21
12	Ea	10	Connect to Exist. Main	1,250.00	12,500.00	1,923.97	19,239.70	1,308.08	13,080.80	850.00	8,500.00	1,200.00	12,000.00	6,058.91	60,589.10
13	Ton	1,622.00	Granular Backfill	14.00	22,708.00	14.50	23,519.00	15.63	25,351.86	19.65	31,872.30	29.47	47,800.34	26.00	42



# City Council Staff Report

**Subject:** Stancil Phone and Radio Recording System  
**Author:** Chief Tom Ross  
**Department:** Police Department  
**Date:** May 8, 2018



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## **Background**

The following is a request to approve the purchase of a Stancil phone and radio recording system for our communications center. Funding for this equipment has been approved in our FY 2018 budget.

## **Analysis**

Our current recording equipment is 20 years old and has outlived its service life. During a recent repair we were told the parts for this model are becoming difficult to find and could delay us from getting back in service for an extended period of time. If we do not replace the equipment soon, we run the risk of the recorder failing during critical calls where the ability to verify information and document activity places the communities we serve at risk.

Stancil is the recording equipment that best fits our needs and is the same system being utilized by other dispatch centers in our area. Stancil provided us with a Utah State Bid contract price of \$30,070 for a recording system to monitor phone and radio traffic. This bid covers all installation and training costs. To ensure we were receiving a competitive bid, we solicited a second quote from Goserco, also on the Utah State Bid contract, which came back higher at \$36,888.

## **Department Review**

The Police Department and City Manager have reviewed this staff report.

## **Significant Impacts**

Sufficient funds are currently budgeted.

## **Recommendation**

I respectfully request your approval to purchase a Stancil recorder in the amount of \$30,070. Thank you for your time and consideration in this matter.

## **Attachments**

Stancil Quote  
Goserco Quote

## System Requirements 24 Analog Channels

<b>Part #</b>	<b>Quantity</b>	<b>Description</b>	<b>Price</b>
<b>41016</b>	<b>1</b>	<p><b>SLR Rack Mount 16 Analog Chassis (Includes Administrator Client Software)</b></p> <p>The server will have Site Licenses for each of the following Client Options:</p> <ul style="list-style-type: none"> <li>Administrator</li> <li>SLR Player</li> <li>SLR Repeat</li> <li>SLR Scenario Player</li> <li>SLR Web Player</li> </ul> <p>Live Monitoring (new feature for P25 orders) Screen Recorder (5 seat License) NENA ANI/ALI Capture SMDR, TTY Maintenance Years 1-3</p> <p>The server will have one (1) License for each of the following Client Options:</p> <ul style="list-style-type: none"> <li>Status</li> <li>Reports</li> <li>SLR ROAR Record on Request</li> </ul>	<b>\$14,504.00</b>
<b>82108</b>	<b>1</b>	<b>8 Additional Analog Channels</b>	<b>\$3,096.00</b>
<b>98303</b>	<b>1</b>	<b>EForce CAD Integration</b>	<b>\$8,000.00</b>
<b>98300</b>	<b>1</b>	<b>QA Skill Set Management Suite</b>	<b>\$3,600.00</b>
		<b>Sub-total</b>	<b>\$29,200.00</b>
<b>80010</b>		<b>Implementation (training and install)</b>	<b>\$1,500.00</b>
		<b>TOTAL</b>	<b>\$30,070.00</b>

Years 4-5 Maintenance Entire System \$12,936.00 Total for 5 Years \$43,636.00

QA Skill Management Suite Integration with EFORCE

These are the fields that the Stancil Logging Recorder needs to capture:

- cadnumber - the assigned cad number
- cadaddress - address of the incident
- cadnatureofcallid - abbreviated cad nature
- cadnatureofcall - cad nature of call
- cadcreationdatetime - date and time of the call
- agentname - The agent which handled the call
- deviceid - The console position and Windows Computer Name which handled the call. We create a group which maps this console position to a recording channel
- cadpriorityofcall - the priority of the cad
- cadnotes - cad notes

In discussions with Tyson Ballard, EFORCE does not track device ID. They can accomplish the integration with the Stancil Logging Recorder and QA Skill Management Suite. They will need about 6-8 hours of development time. Tyson can provide Bountiful Police Department more specifics.

We have prepared a quote for you

## Eventide Nexlog 740-analog recorder

Quote #008316 v1

Prepared for  
**Bountiful City Police Department**

Prepared by  
**Shaun Andrews**

Wednesday, January 03, 2018

Bountiful City Police Department  
Cheri Pickett  
805 South Main Street  
Bountiful, UT 84010  
cbpickett@bountifulutah.gov

Dear Cheri,

This proposal is based off of the information I gathered from Rick , on our conference call. The proposed solution will record up to 24 analog endpoints. (911 West/Viper positions, 911 trunks, and analog radio) I have also included 2 extra years of Maintenance support, so the solution would come with 3 years of total GOLD EWP support. (1st year is included in implementation cost) If you would like me to remove the extended maintenance then let me know. The pricing quoted is based off of the Utah State Contract GosercO is on MA-2248.



Shaun Andrews  
Sales Account Manager  
GosercO HQ



Hardware		Price	Qty	Ext. Price
CE-740-NexLog740 	<b>NexLog 740 base system: 3U rack-mount, Intel Core2 Quad CPU, Dual NIC, Embedded Linux, NexLog base software, web-based configuration manager, and 1st year warranty.</b>	\$6,026.00	1	\$6,026.00
CE-740-FP-105301	<b>Integrated 7" Color LCD Touch Screen Display for NexLog 740</b> Integrated 7" Color LCD Touch Screen Display for NexLog 740	\$971.25	1	\$971.25
CE-740-ST-105311	<b>Upgrade to 2 x 1TB Hot Swap h/w-RAID1 = 1TB storage</b>	\$1,100.00	1	\$1,100.00
CE-740-PW-108233-000	<b>Dual hot-swap power supplies, 120/240VAC (standard)</b>	\$0.00	1	\$0.00
CE-740-AD-105321	<b>Equip with 1 Multi-Drive for DVD-RAM (standard)</b>	\$0.00	1	\$0.00
CE-AUD-105284-024	<b>24-Channel Analog Card, 24 Ch. Licenses</b>	\$5,043.00	1	\$5,043.00
CE-X-NRP-108121	<b>Kit, Gpio 24Ch Board</b> Kit, Gpio 24Ch Board	\$596.25	1	\$596.25
CE-CBL-109033-007	<b>Quick Install Kit (23ft Connector Cable &amp; Punch Block)</b>	\$200.00	1	\$200.00
CE-740-RM-324430	<b>Rack Mount Slides - 4 Post, 3U (for NexLog 740)</b>	\$275.00	1	\$275.00
CA-NAS-RMNAS6TB	<b>Rackmount NAS 6TB, 1U RS814+ w/ 4x3TB SATA HDD (RAID5 + Hot Spare) and Rail Kit</b>	\$1,800.00	1	\$1,800.00
Subtotal:				<b>\$16,011.50</b>

Software		Price	Qty	Ext. Price
CE-SW-271083 <b>Eventide</b>	<b>MediaWorks PLUS (formerly Express): Concurrent Access for 8 Users</b>	\$810.00	1	\$810.00
CE-SW-271109	<b>Eventide SSL Enabler option</b> Eventide SSL Enabler option	\$0.00	1	\$0.00
CE-INT-209029	<b>NENA ANI/ALI CAD Spill Integration or SMDR</b>	\$2,885.00	1	\$2,885.00
CE-DSP-271101	<b>45 Baud Analog TTY Decoder for TDD &amp; SMS-to-911</b>	\$1,295.00	1	\$1,295.00
Subtotal:				<b>\$4,990.00</b>

Phone:

Email: sandrews@gosercO.com

Web: www.gosercO.com

Implementation Services		Price	Qty	Ext. Price
CG-SVC-Implementation Pkg	<b>Comprehensive installation package: includes all project management, installation, configuration, and testing, all travel time and expenses(M-F 8am-5pm)</b> Comprehensive installation package: includes all project management, installation, configuration, and testing, all travel time and expenses (M-F 8am-5pm)	\$6,709.00	1	\$6,709.00
CG-SVC-On-Site Training	<b>On-site training</b> On-site training	\$1,200.00	1	\$1,200.00
Subtotal:				<b>\$7,909.00</b>

Extended Warranty		Price	Qty	Ext. Price
CG-EWP-Gold	<b>EWP: Gold EWP contract: business hours, on-site, parts and labor. Remote access required. Terms and conditions are listed on EWP contract.</b>	\$2,909.00	2	\$5,818.00
Subtotal:				<b>\$5,818.00</b>

Phone:

Email: sandrews@goserco.com

Web: www.goserco.com

## Eventide Nexlog 740-analog recorder

**Quote Information:**

Quote #: 008316  
 Version: 1  
 Delivery Date: 01/03/2018  
 Expiration Date: 03/31/2017

**Prepared for:**

Bountiful City Police Department  
 805 South Main Street  
 Bountiful, UT 84010  
 Cheri Pickett  
 cbpickett@bountifulutah.gov  
 801-298-6000

**Prepared by:**

Goserco HQ  
 Shaun Andrews  
 480-964-8911 x 5117  
 Fax  
 sandrews@goserco.com



Quote Summary		Amount
Hardware		\$16,011.50
Software		\$4,990.00
Implementation Services		\$7,909.00
Extended Warranty		\$5,818.00
Subtotal		<b>\$34,728.50</b>
Tax		<b>\$2,158.97</b>
Total		<b>\$36,887.47</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## Project Scope Detail

**Comprehensive installation package: includes all project management, installation, configuration, and testing, all travel time and expenses, and 1st year support (M-F 8am-5pm)**

### Project Scope Detail

- Pre-installation build, configuration, and ground shipping to site
- Remote project management, planning, and documentation
- On-site system installation, configuration, and recording testing during business hours
- Deployment of search/playback/export client environment
- Configuration of network archival to customer-furnished network-attached storage
- Configuration of access security per customer-furnished information
- Configuration of NTP time synchronization, and system e-mail notifications
- End-user system administrator and supervisor client training
- All travel time and expenses included
- 1st year on-site warranty repair service, with unlimited remote support to M-F 8am-5pm

## Statement of Work

# Bountiful City Police Department

## Communications Recording Solution Upgrade or Implementation

Prepared for: Bountiful City Police Department (“the customer”)

Prepared by: Goserco, Inc. (“Goserco”)

Project: Communications Recording Solution (Upgrade or Implementation)

### Statement of Work (SOW) and Statement of Purpose

Goserco, Inc. is pleased to submit this statement of work to Bountiful City Police Department for services to deliver: the applicable installation, configuration, testing, training, and the relevant project management, for a new or upgrade communications recording solution. This document outlines, the services that Goserco, Inc. will provide, as well as those expected to be provided by Bountiful City Police Department, or its relevant vendors, in planning for and implementing this project. It may also describe specific services to be customized to your environment. Specifically, this SOW is only for the applicable installation, configuration, testing, training, and the relevant project management, for a communications recording solution.

In the event of overlap, any specific terms and conditions agreed to by Goserco by other device (contract, RFP response, or other written agreement) shall take precedence over this statement of work. With authorized signature by both parties, and in the absence of such an outside agreement, the terms and conditions specified in this statement of work shall apply, and constitute agreement to such terms and conditions by both parties.

Changes to this Statement of Work will be processed in accordance with the procedures described in "Appendix B. Project Change Control Procedure". A Change Authorization must be approved and accepted by both parties to initiate scope changes under this agreement. The investigation and the implementation of changes may result in modifications to any aspect of the project schedule, pricing/invoiced charges, and/or other terms of this agreement. Without signatures of acceptance, specific pricing (if any) in this Statement of Work expires 60 days following the date of its preparation.

### Project Scope

The scope – the customized and detailed list of specific items that define what will be considered “in-scope” for this project, is written in a separate section that follows titled, “Project Scope Detail”. The Project Scope Detail is considered part of this statement of work.

### Assumptions

#### General

- The customer will provide a single point of contact that will act as the project owner and who will be the primary individual to sign off on the project phases at completion
- All work under this statement of work will occur Monday-Friday between the hours of 8:00 am and 5:00 pm; no installations, configuration, moves, site visits, or other related work will be scheduled over weekends, evenings, or Goserco, Inc.-declared holidays, without mutual agreement in advance from the Goserco, Inc. project manager and the customer project manager
- Goserco, Inc. and the customer will jointly create any project documentation, where customer involvement is required. The customer must approve the final installation schedule and final versions of project documentation to ensure it coincides with all expectations

- Goserco, Inc. and the customer will jointly create any special requirements for defining “project acceptance” in writing, and with mutual agreement to such requirements, those requirements will become part of a written cutover plan (or installation checklist)
- “Project acceptance” (via a signed installation service ticket or other written acknowledgement) should follow (within 24 hours) completion of the written project plan, and a successful support turnover call, and Goserco’s delivery to the customer of “as-built” system configuration documentation

#### **Premises Work**

- The customer will be responsible for all carpentry or mechanical work not explicitly detailed in this proposal
- The customer location does not require the use of union labor
- The customer assumes all responsibility for compliance with local and federal laws and regulations as they relate to recording telephone, radio, and other electronic or audio conversations, as well as other electronic communications (including visual) such as desktop screen recording and application usage tracking, etc.
- Cabling or termination of telecom, Ethernet, or electrical supply wiring, is not included in this SOW. Additional information follows in the section titled, “Specific Technical and Other Provisions”
- Hours spent troubleshooting problems outside of the project scope of in this SOW will be billed at \$150 per hour (via remote access) or \$225 per hour (on-site). The project managers will be contacted and will approve any additional charges prior to execution of any work that could result in additional charges

#### **Shipping Management and or Special Requirements**

- In general, all shipments for this project will be via local delivery or “UPS Ground”
- Any expedited shipping charges that result from customer request or customer delay will be passed on to the customer at actual cost

#### **Deposits, Invoicing, and Scheduling**

- Order Deposit – Unless other contractual arrangements or quoted payment terms exist (within this proposal package), whether governmental or private sector, a deposit equal to 50% of all hardware and software is due at the time the order is placed, and required to begin implementation project management. Services are invoiced at project completion
- Invoicing – Invoices for equipment and software (or for remaining balance on any equipment and software) to be installed as part of this implementation, will be generated when the equipment and software is delivered to the customer site(s). Invoices for services will be generated at the completion of those services (based on either a specific project milestone invoicing schedule or at general “project acceptance”)
- Payment - for all invoices is due with 30 days of invoice date (NET 30), and the customer may take a 2% discount (of invoice total) for any invoice paid within 10 days of invoice date (NET 10)
- Postponement/Project Schedule Delay - If the project schedule is postponed or delayed by the customer after any equipment has been ordered, the customer agrees to pay any balance due (less services not performed) within 30 days of the originally scheduled (a mutually agreed upon) installation date
- On-site Cancellation/Postponement Charges - If the installation is cancelled or postponed for reasons beyond the control of Goserco, Inc. once a technician is on-site, the cost of taking the technician out of service at \$150 per hour (for actual time out of service), and related travel expenses (at cost) will be passed on to the customer
- On-site Project Delay - If the project is unreasonably delayed while a technician is on-site for reasons such as, but not limited to: access to appropriate buildings or specific areas within buildings, lack of access to, or unavailability of assigned or appropriate customer personnel, delay due to a third party, waiting, etc. the cost of the technician being out of service at \$150 per hour (for actual time out of service), will be passed on to the customer

#### **Goserco, Inc. Team Responsibilities**

### **Pilot System**

- If a pilot system is required (for multi-site installations only), it will be coordinated through the project planning process

### **Project Management**

- The Goserco, Inc. project manager (or designated backup) will work with the customer for the life of the project. He or she will manage each phase of the project to include shipping, installation, training and all other contacts regarding this project
- The Goserco, Inc. project manager will handle escalation of problem solving within Goserco, Inc. internal teams as well as contacts within the Customer organization
- The Goserco, Inc. project manager should be the first point of contact for any project issue
- The Goserco, Inc. project manager will handle communication issues regarding equipment procurement and/or transportation within Goserco, Inc
- The Goserco, Inc. project manager will review all documentation
- The Goserco, Inc. project manager will maintain a project schedule and tasks list

### **Installation Services**

- All services under this statement of work will occur between 8:00 a.m. and 5:00 p.m. local time, Monday through Friday, or on otherwise suitable days and times as mutually agreed to by the customer project manager and the Goserco, Inc. project manager
- All installation teams will consist of 1-2 Goserco, Inc. technicians
- Installation and training is for Eventide NexLog recording equipment and client software as quoted/described
- Each technician will bring appropriate tools to complete their assigned tasks
- Any issues that may delay, or prevent the completion of the installation, will be escalated to the Goserco, Inc. project manager for resolution. Every effort will be made to overcome any issues while the technician is on-site
- All work areas will be neat, and free of recording system installation materials and packaging prior to leaving the site
- Goserco, Inc. is not responsible for any pre-existing network conditions that prevent normal operation, or delay the installation process (i.e., network configuration, network viruses, domain restrictions, IP address assignments/changes, PBX configuration/changes, etc.

### **Training Services**

- All services under this statement of work will occur between 8:00 a.m. and 5:00 p.m. local time, Monday through Friday, or on otherwise suitable days and times as mutually agreed to by the customer project manager and the Goserco, Inc. project manager
- Training content is dictated by the stated project scope
- Training scheduling will be mutually agreed upon by the customer and Goserco, Inc. project manager. Although the customer is responsible for coordination of classroom facilities (where applicable), scheduling and attendance of appropriate participants, and production of any printed materials (from electronic documentation provided by Goserco, Inc.), the Goserco, Inc. project manager will assist in the organization and planning with the customer project manager.

### **Goserco, Inc. Contacts**

- Project Manager: TBA
- Backup Project Manager: TBA
- Lead Technician: TBA
- Account Rep: TBA

- Other technicians and personnel, as assigned: Office 480-964-8911 Option 1

## Customer Responsibilities

### General

The responsibilities listed in this section are in addition to those responsibilities specified in any Goserco, Inc. quoted sales terms and all services by the customer are to be provided at no charge to Goserco, Inc. Goserco, Inc.'s performance is predicated upon the following responsibilities being fulfilled by the customer

### Project Management

Prior to the beginning any work in the project calendar or plan, the customer will designate a Project Manager to whom all Goserco, Inc. communications will be addressed and who has the authority to act for the customer within the terms of this agreement. The Customer's project manager will be the focal point for the following activities:

- Serve as the communications interface between Goserco, Inc. and all Customer departments participating in this project.
- Coordinate and ensure the provision of all required customer information (as needed for proper implementation) and delivery of requirements (hardware, technical support, and services) as needed to perform this Statement of Work. Answers and information should be provided within three working days of Goserco, Inc. request, unless the Customer and Goserco, Inc. mutually agree to an extended response time
- Assignment of personnel to the project to be on-site at the time of equipment delivery and installation for verification and acceptance. Goserco, Inc. will coordinate the schedule with the Customer Project Manager
- Help resolve and escalate as needed project issues and problems within the customer staff
- Administer Project Change Control in conjunction with the Goserco, Inc. Project Manager
- Receive, review, and maintain Goserco, Inc.-prepared documentation
- Accept responsibility for the security of all equipment shipped to the Customer's location(s)
- Arrange for any security clearances required for all Goserco, Inc. personnel
- Arrange for payment of deposits and invoices

### Customer Contacts

- Project manager: TBA
- Customer telephony contact: TBA
- Customer 911 telephony contact: N/A
- Customer radio contact: TBA
- Customer I.T. servers/network contact: TBA
- Customer I.T. desktop contact: TBA
- Customer operations (site) contact: TBA

## Specific Technical Services and Other Provisions

### Equipment-Environment

- Customer will ensure adequate UPS power and power distribution for all servers to be installed
- Customer will ensure adequate rack mounting space and proper environmental control where any equipment is to be installed - standard 19" 4-post rack rail hardware is typically supplied with new systems purchased from Goserco, Inc., however in cases where the standard supplied rack rail hardware will not accommodate a proper installation, the customer will provide and install suitable rack shelving or other mounting hardware as may be required by local building/equipment installation codes

- Each server must be located within Ethernet standard distances of the switch it connects to, and have a minimum of two available ports for network access - one dedicated for network traffic (CTI connection, client connections, and CAS server upload), and one for IP recording capture (or spare)

#### **Operating System and Anti-Virus Software**

- For Windows-based systems only, Operating System Critical Updates are the responsibility of the customer for Microsoft Windows-based systems (Manufacturer-tested update levels will be provided by Goserco, Inc. on regular basis, as QA'd and released by the manufacturer – typically semi-monthly)
- Anti-virus software (and proper configuration thereof) for the server(s) are the responsibility of the customer and are required – note: there may be mandatory file extension type exclusions for Windows-based servers (including any that are virtualized).

#### **Equipment Access and Remote Access**

- Customer will ensure access to any locked facilities (i.e.: equipment rooms) so as to prevent a technician from experiencing any delays on-site while attempting to access an installation location
- The customer will provide uninterrupted remote access to all Goserco, Inc.-installed servers (and potentially relevant clients) during any period in which Goserco, Inc. provides installation or configuration services, technical support or maintenance/extended warranty services

#### **Networking, Clients, and Desktop Installations**

- All server systems will require network connectivity with static IP addresses, valid subnet, gateway, and DNS addresses, as well as an NTP
- Network administrative configuration of the recording servers is the responsibility of the customer – Note: there may be specific network environment requirements for the system(s) and it is advised that the customer check with Goserco, Inc. prior implementation of configuration or changes – e.g. Audiolog servers are typically required to be joined to the domain in a separate OU with no policies pushed (including any servers that are virtualized), and a domain Audiolog administrative user account with local administrator privilege on the Audiolog is required for application services. While Eventide servers are Linux-based, there may be specific required network configuration
- Any new client user PC's must meet the minimum requirements listed in the system documentation CD
- An appropriate customer network technician will be on-hand and available (on installation and testing days) to assist with installation and client software installation as needed, as well as produce client software load procedure documentation in conjunction with a Goserco, Inc. technician at the installation
- All network configuration required to produce a successful implementation is the responsibility of the customer, and will be provided to Goserco, Inc. free of charge. A successful implementation includes both server connectivity and client pc network connectivity and configuration. Additionally, it is the responsibility of the customer to provide and ensure LAN/WAN connectivity and configuration that will allow for proper client access from within, or off-site, if applicable (including firewall configuration where necessary)
- Customer will provide a list of client pc's, AD user names, actual user names, and a seating chart (to include desired channel-level security restrictions) if Goserco, Inc. is to perform any installation of client software and restrict access to the system on a per-user basis

#### **Telephone/PBX, Radio System, and or IP Dispatch Console Integration and Requested Configuration Information**

- For integrated recording of any telephone/PBX, digital radio, or IP dispatch console communications system, the customer will provide or otherwise arrange for purchase, installation, and configuration of all telephone/PBX, digital radio, and or IP dispatch console hardware and software (including any required licensing that may be necessary to support recording in the customer environment). The customer will provide or otherwise arrange for purchase, installation, and configuration of any and all related/required network infrastructure (such as switches, firewalls, communications circuits, etc.). The customer will

provide or otherwise arrange for purchase of all telephone/PBX, digital radio, and or IP dispatch console configuration, testing, and troubleshooting services, as well as any required network configuration (including SPAN ports if required), testing, and troubleshooting necessary to establish or support proper recording connectivity and communications to the telephone/PBX, digital radio, and or IP dispatch consoles, and the customer network

- Customer will provide a complete list of requested telephone/PBX, digital radio, and or IP dispatch console information: including, but not limited to, hardware and software versions, IP addresses, protocols, etc. as well as details that may be needed to ensure a successful integration and proper recording such as: agents, extensions, device identifying information, channels, talk groups, and frequency ID's and or names, etc.

## Wiring

### Traditional Device Monitoring, and Other Wiring Notes

- In general, Goserco, Inc. will provide a demarcation point (typically 1 or more 66 blocks) and cable connection from this demarcation point to the recorder(s). The customer is responsible to provide feed wiring for any and all audio sources to be recorded, and cross-connect to the provided demarcation point
- For direct digital station tapping, the customer is responsible to provide feed wiring for any extension to be recorded. This is typically accomplished (for supported handset models), by passing the cross-connect wiring from the designated PBX output pair, through the provided recording demarcation point (punch without cut/termination), and on to the designated premise wiring/jack pair for the phone to be recorded. Goserco will re-cross connect existing phones so that they pass through the recording demark in cases where the customer can identify all phones to be recorded (e.g. produce a list of devices required to be recorded) and identify and mark existing extension punch down locations for at least one side of the existing cross connects of phones to be recorded (PBX port pair, or premise wiring pair)
- For analog recording (full-time or record-on-demand) of digital or VoIP phones via logger patch, analog feed wiring in the form of a CAT5 cable home run from within 5' of phone (terminated as an RJ11), to recorder demarcation block (non-terminated) is to be provided to Goserco, Inc. at no charge for each phone to be recorded. Goserco, Inc. will typically provide and install the required analog logger patches – note: a standard 110V AC power outlet within 5' of the phone is also required
- Intrado/Positron: For analog recording of LIFELINE100 and VIPER systems, CCB/SONIC analog feed wiring for position audio and E911 CAMA trunks (if applicable) is to be provided to Goserco, Inc. at no charge. If ANI/ALI integration is included, a standard DB9M serial connector (providing standard CDR from the Viper system) is required, and will be provided to Goserco, Inc. at no charge.
- Airbus/Cassidian: For analog recording of VESTA and systems, ACU/SAM analog feed wiring for position audio and E911 CAMA trunks (if applicable) is to be provided to Goserco, Inc. at no charge. If ANI/ALI integration is included, a standard DB9M serial connector (providing the ANI/ALI CAD spill) is required, and will be provided to Goserco, Inc. at no charge.
- For analog recording of radio, the customer is responsible to provide feed wiring that provides combined transmit/receive audio for any channel, frequency, or console to be recorded to Goserco, Inc. at no charge
- Signal strength (when audio is present) for analog VOX recording is typically optimal for recording in a range of -10dBm to 0dBm

## Pricing

### Pricing Per Quotation

Pricing for the services listed in this statement of work is as "a fixed amount, complete package".

### APPENDIX A - Deliverable Guidelines

#### Status Reports

Purpose: The Goserco, Inc. project manager will typically provide weekly project plans or status reports via e-mail, advising the

customer project team of the progress and status of Goserco, Inc. related activities. The report will outline and describe the status of tasks worked on during that period and document significant accomplishments, milestones, and problems identified

Content: The report may consist of the following, as appropriate for the project:

- A regularly updated project schedule, noting key events, planned travel, and training schedules
- Activities performed during the week/month
- Activities planned for the next week/month
- Issues or concerns about activities, which occurred in the previous week/month
- Recommendations relating to problems or issues
- Any other items that Goserco, Inc. reasonably anticipates may have an effect on the schedule or otherwise materially impact on the project
- Billing information if needed
- Project change control summary (See "Appendix B. Project Change Control Procedures" in Appendix B for details.)

#### **Installation Checklist/Cutover Plan (if applicable)**

Purpose: An installation checklist/cutover plan document will provide a detailed plan for cutover and contingency planning and or back-out procedures for the installation services. The installation checklist/cutover plan document will also provide a brief outline/timeline of expected activities for on-site time, and will require customer approval prior to installation. The combination of a completed customer-approved installation checklist and a completed service ticket by the installing technician will be presented to the customer for signature, and customer signature will constitute project acceptance. Minor exceptions, deviations, and other changes noted in the installation checklist shall not delay project acceptance if follow-up support or resolution has been initiated and communicated in writing, and such deviations do not materially impact the primary use and functions of the deployed system(s).

#### **Copies of All System Software and Documentation**

One copy of all system software and documentation will be provided for each site. In most cases documentation is provided in .PDF format on CD or DVD. Customers are responsible for the safe-keeping of software and documentation

#### **Other Project Documentation**

Other project documentation will be delivered as deemed beneficial to the project and may included such items as: specific technical documentation, specific project planning documentation, and specific site-specific configuration details documentation

#### **Administrator and End-User Training**

System administrator and end-user training sessions will be scheduled and provided, as dictated by the scope of the project. A training plan that details the training content, formats, and relevant audience(s) will be provided prior to training

### **APPENDIX B - Project Change Control**

#### **Procedures**

The following provides a detailed process to follow if a change to the scope or directly from the Customer to this Statement of Work is required:

A Project Change Request (PCR) will be the vehicle for communicating change (to be completed by Goserco, Inc. at customer or Goserco, Inc. request)

- The Project Change Request must describe the rationale for the change and the affect the change will have on the project
- The Customer and Goserco, Inc. Project Managers will review the proposed change and approve it or revise it as required. Goserco, Inc. will specify any charges for such change. If the Customer Project Manager authorizes the change, in writing, this constitutes approval for the change charge(s). Goserco, Inc. will invoice the Customer for any such charges. The Customer will be responsible for the affect that the change will have on price, schedule, and other terms and conditions of the Agreement
- A written Project Change Request must be signed by the Customer and Goserco, Inc. to authorize implementation for the changes

## APPENDIX C – Legal Agreements

### Invoices and Payment

Unless otherwise specified in a Sales or Services Agreement or other contract, you agree to pay Goserco, Inc. the Purchase Price for Products and/or Services and the license fee(s) for Licensed Software, less any deposit paid previously, within thirty (30) days of the delivery of any Products or Licensed Software and/or the provision of any Service. You also agree to pay Goserco, Inc. amounts equal to any applicable sales, use, property, value-added, or any other taxes, except income tax, resulting from any transaction under this Agreement or any Sales or Services Agreements. Any applicable tax will be based on those taxes imposed by the taxing authorities in the jurisdiction to which you request the Products or Licensed Software delivered or in which Services are performed. Unless otherwise agreed and indicated on documentation provided by Goserco, Inc. to you, such as an invoice, or otherwise provided herein, you will pay all shipping costs for Equipment, Product or Licensed Software you purchase from Goserco, Inc. In the event you dispute any amount on an invoice, you must provide written notification of the dispute to Goserco, Inc. within ten (10) days after you receive the disputed invoice. Goserco, Inc. agrees to provide supporting documentation concerning any disputed amount or invoice within ten (10) days after written notification of the dispute to Goserco, Inc. Both parties agree to use their best efforts to resolve such dispute within thirty (30) days after you provide written notification of the dispute. You shall have no obligation during the thirty (30) day period specified above to pay any amount that you reasonably dispute hereunder, but you agree to pay the undisputed portion of the invoice.

### Shipping; Risk of Loss

All risk of loss or damage to the Products shall be the responsibility of the party upon whose premises the Products are located at the time of such loss or damage. In the event the loss of damage occurs during shipping or delivery, the party in charge of arranging for such shipping or delivery shall bear the responsibility for the loss or damage. You agree, upon delivery of Equipment or Products, and prior to the transfer of title and/or license rights to you, to insure such Equipment or Products with a conventional commercial insurance policy sufficient to protect Goserco, Inc.'s interest in such Equipment or Products and to provide Goserco, Inc. evidence of such insurance upon its reasonable request.

### Non-Solicitation

Each party recognizes that the other party's employees are critical to the business operations of the other party. For the term of this Agreement and for six (6) months after its termination, each party agrees that it and any parent company, subsidiary, partner, limited partner, joint venture, or any entity related in any manner to it by common ownership ("Related Entities"), will not employ, hire, or compensate in any manner or capacity, including as an employee or independent contractor ("Employ") any employee of the other party that it was introduced to by, and who was directly connected with, such party's performance under this agreement. Each party further agrees not to employ any former employee of the other party unless the employer-employee relationship has been terminated for not less than one hundred eighty (180) days. In the event of breach of this provision by a party or any Related Entities, such party shall be liable to the other party for the principal sum of Twenty Five Thousand and No/100 Dollars (\$25,000.00) as liquidated damages, and not as a penalty for said breach.

### Confidentiality

All documentation and information which are either designated as confidential or proprietary or would reasonably be considered to be

confidential or proprietary, including without limitation, drawings, listings, techniques, algorithms, processes and technical and marketing information, business data and employee information which are transferred between the parties in connection with this agreement ("Proprietary Information") (other than documentation and information intended for general distribution to third parties) shall be held in strict confidence by the parties, and shall not be disclosed or used in any fashion other than pursuant to the terms of this agreement without the other party's prior written consent. Each party's proprietary information and all other items related thereto, including, without limitation, programs, methods of processing, specific design and structure of individual programs and their interaction, and the unique programming techniques employed therein, and all enhancements, modifications, updates, and derivative works thereof are and shall remain the sole and exclusive property of such party and shall not be sold, revealed, used, disclosed, transmitted or otherwise communicated, directly or indirectly, by the other party except as expressly provided for in this Agreement. Each party agrees to protect the others' proprietary Information with the same standard of care and procedures that it uses to protect its own trade secrets and Proprietary Information of a confidential nature.

### **Force Majeure**

Neither party shall be deemed to be in default or to have breached any provision of this Agreement as a result of any delay, failure in performance or interruption of service resulting directly or indirectly from acts due to events of nature, acts of civil or military authorities, civil disturbances, wars, strikes or other labor disputes, fires, transportation contingencies, laws, regulations, acts or orders of any government or agency or officials thereof, other catastrophes or any other similar occurrences beyond such party's reasonable control. In every case, the delay or failure in performance or interruption of service must be without fault or negligence of the party claiming excusable delay and the party claiming excusable delay must promptly notify the other party of such delay. Performance time under this Agreement shall be considered extended for a period of time equivalent to the time lost because of any delay, which is excusable under this paragraph, provided, however, that if any such delay continues for a period of more than sixty (60) days, the party not claiming excusable delay shall have the option of terminating the order or service upon written notice to the party claiming excusable delay

**APPENDIX D - Signatures****Bountiful City Police Department**

Communications Recording Solution Upgrade or Implementation

Document prepared for signature on January 03, 2018

We, the undersigned representatives of Bountiful City Police Department and Goserco, Inc. have read and understand this statement of work and the details contained herein. We agree to this Statement of Work as attached, the services to be provided as detailed in project scope detail, as well as the terms, conditions, specific responsibilities, provisions, and appendices:

**Bountiful City Police Department****Goserco, Inc.**

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Signature of authorized customer representative

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Signature of authorized Goserco, Inc. representative

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Printed Name

---

Printed Name

---

Title

---

Title

---

Date: (MM/DD/YYYY)

---

Date: (MM/DD/YYYY)

**EXTENDED WARRANTY PLAN  
FOR VOICE LOGGING RECORDER  
LEVEL – (M-F 8am-5pm) GOLD**

7165 East University Drive  
Suite 180  
Mesa, AZ 85207  
480.964.8911



For technical support: [tech.support@goserco.com](mailto:tech.support@goserco.com)

Goserco, Inc. offers the following contract and conditions for extended warranty protection for, and covered services performed on, the listed equipment\* installed at **CUSTOMER**. All parties agree to abide by the terms specified by this contract.

**CONTRACT PERIOD**

Coverage under this contract begins at 12:01 am **START**, and terminates at 11:59 pm **FINISH**.

**THIS CONTRACT PROVIDES FOR THE FOLLOWING**

1. Support via e-mail ([tech.support@goserco.com](mailto:tech.support@goserco.com)), telephone support, and on-site service when necessary, 8:00am - 5:00pm (local time) Monday through Friday (excluding holidays). Guaranteed response times as follows: M-F 8AM-5PM MST 2 hours within receipt of call or email. After hours and or “emergency” service calls (not covered under this contract and is billable at the current afterhours service rate) are responded to with 4 hours (only a voicemail, if left, on the on-call technical support personnel phone will be considered an emergency). Leaving a voicemail on the GOSERCO service line and or sending an email is NOT considered an emergency and will be responded to the next business day.
2. Response to requests for technical support or service received between 8:00am - 5:00pm (local time) Monday through Friday, excluding holidays. Calls for technical support or service received during these hours will be handled via telephone and/or remote access first - if it determined by technical support personnel that an on-site visit will be required, it will be scheduled accordingly.
3. Emergency on-site response (typically same day) is considered necessary when two or more channels are not recording. Please note that if any failure to record is determined to be due to some other factor besides the recording equipment (i.e. radio problem, phone problem, etc.) travel and on-site time charges will be incurred at the applicable hourly rates.
4. Parts – please note that due to great variation in customer environments, only two DVD-RAM drives (if installed in the system) per contract year are covered. Additional drives will be replaced at actual cost, with no labor charge. Also, please note that coverage for parts is contingent upon specific environmental and other requirements being met (please see terms and conditions).
5. Manufacturer recommended or required recording application updates (service packs, hot fixes, etc.). In general, recording application updates will be performed via remote access. If updates require upgrading clients, this service may be performed on-site. In the event that a manufacturer releases a no-cost version upgrade of recording application software, such upgrades will be delivered or performed with no labor charge (excluding shipping and handling for upgrade media).
6. This contract provides coverage for the voice logging recorder only. Peripherals (i.e. reproducer workstations, label printers, UPS equipment, etc.) are not covered, unless specified and agreed upon by both parties, and specifically listed on the following page.
7. “Refresher”, or system training for new personnel, via remote access, provided up to twice annually (1 hr. each).

**TERMS AND CONDITIONS OF THIS CONTRACT**

1. This is an annual contract. This contract is to be billed and prepaid on or before the date of commencement, and billed each subsequent year until cancellation by either party.
2. All requests for technical support or service must include direct call back contact information. Customers must indicate, in writing, the person(s) authorized to call for service, and person(s) authorized to receive administrative system passwords, if such security is desired. Otherwise, by signing this agreement, customer agrees and authorizes that any calling party from their facility may receive such services or information.
3. For systems equipped with DVD-RAM drives, Panasonic DVD-RAM media is the only supported media. Requests for service related to archiving may be delayed if not using supported media.
4. Voice logging recorder **must be connected to** appropriate power from an **Uninterruptible Power Supply (UPS) at all times**. Absence of, or lack of appropriate maintenance of, appropriate UPS power will void coverage of voice logging recorder under this contract.

**EXTENDED WARRANTY PLAN  
FOR VOICE LOGGING RECORDER  
LEVEL – (M-F 8am-5pm) GOLD**

7165 East University Drive  
Suite 180  
Mesa, AZ 85207  
480.964.8911



For technical support: [tech.support@goserco.com](mailto:tech.support@goserco.com)

**TERMS AND CONDITIONS (Continued)**

5. Remote access to voice logging recorder is required. This can be via dial-up, or Internet (VPN or web service). While it is not required that remote access is available 100% of the time (although this is recommended), emergency responses may require immediate remote access to the system for proper diagnostics and verification of system status. Goserco is not responsible for any delay due to holdup in establishing remote access to the system. The customer is responsible for providing all remote access site-specific details and any special remote access client software (when required). In the event that remote access is only granted on a case-by-case, or temporary basis, the customer is responsible for establishing the readiness (connecting phone line, enabling remote access, etc.).
6. Customer is responsible for maintaining equipment in an adequately-cooled and relatively dust-free environment.
7. Customer is responsible for providing the services of relevant I.T. personnel that may be required during repairs, updates, troubleshooting, etc. in a timely manner.

**THIS CONTRACT DOES NOT PROVIDE FOR**

1. Any technical support or service outside of 8:00am - 5:00pm (Arizona time) Monday through Friday – after hours, weekends, or Goserco-observed holidays, are outside the scope of this contract. If after hours technical support or service is requested, labor and travel will be computed at the applicable hourly rates for after hours, weekend, and holiday service.
2. Connection or repair of any telephone adapters (logger patches) and associated wiring, or feed source wiring.
3. Relocating, adding record channels, and/or moving of recorder equipment or installation of additional clients.
4. Repairs due to any power problem, or acts of nature regardless of cause (i.e., power surge, fire, water damage, lighting strikes, etc.) - all service requests that require an on-site response due to any power problem, or an act of nature, will be billable at applicable rates. Additionally, any damage due to power problems or acts of nature voids the parts warranty protection.
5. Problems resulting from any unauthorized changes or modifications to the operating system, including any malicious acts from external sources including but not limited to viruses, spyware, hacking attempts, etc.
6. Any internal networking configuration, problems, or modifications that may affect the recording system (such as restrictive domain policies), or the ability of remote clients to connect properly to the voice logging recorder.
7. Windows Updates and virus protection – these are the responsibility of customers with Windows-based systems. Both require manufacturer approval (and specific exclusions in some cases) via Goserco, Inc. prior to application.
8. Hardware upgrades or release-level software version upgrades in recording application software.

**\*LISTED EQUIPMENT**

MAKE	MODEL	SERIAL NUMBER	COMMENTS	AMOUNT
TAX				
TOTAL				

Goserco, Inc.	Kit Ricci	Customer Name	<b>CUSTOMER NAME</b>
Authorized Signature		Authorized Signature	
Today's Date		Today's Date	