

**Mayor**  
Kenneth Romney

# WEST BOUNTIFUL CITY

**City Administrator**  
Duane Huffman

**City Council**  
James Ahlstrom  
James Bruhn  
Kelly Enquist  
Mark Preece  
Rod Wood

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**City Recorder**  
Cathy Brightwell

**City Engineer**  
Ben White

**Public Works Director**  
Steve Maughan

**THIS MEETING WILL BE HELD ELECTRONICALLY ONLY**

## CITY COUNCIL MEETING

**THE WEST BOUNTIFUL CITY COUNCIL WILL HOLD ITS REGULAR MEETING  
AT 7:30 PM ON TUESDAY, APRIL 7, 2020**

Join Zoom Meeting (Video/Audio)

<https://zoom.us/j/664932773>

**Meeting ID: 664 932 773**

Dial by your location (Audio Only)

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**Meeting ID: 664 932 773**

### AGENDA:

7:30 pm Invocation/Thought – James Ahlstrom

1. Approve the Agenda.
2. Public Comment - two minutes per person, or five minutes if speaking on behalf of a group.
3. Budget Discussion.
4. Landscaping Change Order for 800 West Project.
5. Public Works/Engineering Report.
6. Administrative Report.
7. Mayor/Council Reports.
8. Closed Session for the Purpose of Discussing Items Allowed Pursuant to UCA § 52-4-205.
9. Adjourn.

Those needing special accommodations can contact Cathy Brightwell at 801-292-4486 twenty-four hours prior to the meeting.  
*This agenda was posted on the State Public Notice website, the City website, emailed to the Mayor and City Council, and sent to the Clipper Publishing Company on April 3, 2020.*

# MEMORANDUM



**TO:** Mayor and City Council  
**DATE:** April 3, 2020  
**FROM:** Duane Huffman  
**RE:** **Budget Discussion**

This memo is intended to facilitate a discussion regarding the preparation of the FY 20/21 budget. It will review (A) fund balances as of the beginning of and the projected balances at the end of FY 20, (B) projected scenarios to end FY 20 and for FY 21, and (C) issues and options for the FY 21 budget.

## **FY 20 SUMMARY**

Here is a summary of select available funds to begin the current budget year (July 2019 through June 2020):

	General Fund	Capital Projects	Water (Cash)	Golf (Cash)	RAP/Parks	Roads
Beginning Balance FY 20	1,140,581	2,228,502	5,672,893	228,560	704,561	1,0558,907
Restricted	367,937	0	102,212	0	0	0
Unassigned	772,644	2,228,502	5,570,681	228,560	704,561	1,0558,907
Projected Ending Balance FY 20	892,804	1,880,462	3,734,043	268,560	329,760	390,407
Restricted	175,000	0	100,000	0	0	0
Unassigned	717,804	1,880,462	3,634,043	268,560	329,760	390,407

## **PROJECTED SCENARIOS**

When there is a sharp downturn in the economy, the revenue sources most affected are sales tax collections and fees for services (e.g. building permits). Sales taxes include the general municipal sales tax, the transportation sales tax (Prop 1), RAP, utility sale taxes, and to a certain degree, Class C road funds.

West Bountiful is most impacted by drastic changes to general sales tax, as it currently makes up about 44% of the city's General Fund revenue.

Due to recent stay-at-home orders and unemployment rates, we do not currently have data useful in making sales tax projections for the last quarter of FY 20 or for FY 21. Until we do have data, I recommend using a range of scenarios for planning purposes.

The following table illustrates projected General Fund shortfalls under the assumption that the continues current expenditure practices and we experience various percentage decreases in sales tax collections:

Percentage Decrease In Sales Tax	FY 21 General Fund Expenditures Over Revenues
-20%	-245,700
-30%	-430,200
-40%	-614,700
-50%	-799,100

**ISSUES AND OPTIONS FOR FY 21**

Based on the how little information we have and the seriousness of a sharp drop in sales tax collections, I recommend considering the following issues and options. If the downturn isn't as sharp, or if there is a quick recovery, these options can easily be reversed.

1. Spend restricted funds first. An example would be to use Class C road funds to cover the costs of streetlights whereas the unrestricted General Fund currently covers that cost.
2. Plan at least a 1-year deferral of capital spending that does not have a dedicated revenue source. For example, we will still be able to do some road projects based on dedicated property tax and other sources.
3. Ask departments to find other expenditures that can be deferred for at least one year. This would potentially include travel/training, equipment upgrades, operational expenses, part-time staffing, etc.
4. Carefully consider how or if to fill vacant positions. The top issue here is the city engineer position.
5. Consider a 1-year freeze of inflationary adjustments to the city's pays scale.
6. Consider a 1-year freeze of employee step advancements.
7. Consider how to handle the projected 5% increase in employee health insurance premiums.
8. Consider freezing the use of money from the Capital Projects Fund – it would essentially become a rainy-day fund until we know the level and duration of the downtown.

After the Council discusses these and any other options, staff will be able to provide a draft budget.



# MEMORANDUM

**TO:** Mayor and City Council

**DATE:** April 3, 2020

**FROM:** Duane Huffman

**RE:** **Change Order For Park Strip Landscaping on 800 W Project**

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This memo provides background and summarizes staff's recommendation to award a change order to Post Paving & Construction on the 800 W project for park strip landscaping at \$2.80/sf (estimated at \$65,800)

## BACKGROUND

Consistent with recent past projects, the Council has directed that the city installs park strip landscaping in newly created park strips. This work was not included in the original bid and award to give the city more time to decide landscape options. Since the bid went out, the council settled on providing top soil, sod, and sprinklers (which can be connect by the property owner).

## RECOMMENDATION

Staff requested a cost from the current contractor on the project for the desired landscaping. The value of having the existing contractor perform the work includes the increase accountability of having entity responsible for making sure the work is complete and minimizing coordination and confusion among multiple contractors.

Staff believes that the unit price provided by Post to be fair. The following table summarizes unit prices the city has paid on similar projects.

Project	Unit Cost
Post (current) – 800 W	\$2.80
MC Green – Pages & 1100 W	\$3.26
Advanced – Pages (2016)	\$2.25



# ASPHALT PAVING & CONSTRUCTION

<b>To:</b> West Bountiful City Engineering	<b>Contact:</b> Ben White
<b>Address:</b> West Bountiful, UT	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> Landscape Change Order/800 West	<b>Bid Number:</b>
<b>Project Location:</b> 800 West, West Bountiful, UT	<b>Bid Date:</b> 3/23/2020

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Irrigation (Stub Line Under Sidewalk), 4" Topsoil (Delivered, Placed & Graded) And Sod	23,500.00	SF	\$2.80	\$65,800.00

**Total Bid Price: \$65,800.00**

**Notes:**

- **Prior to work beginning, this estimate must be signed by the customer and returned to Post Asphalt.**
- Post Construction Company will not guarantee drainage on grades with 1% or less slope or on overlays
- Price does not include permits or survey for quoted items
- Price to be billed based on measurements following job completion.
- Price does not include Traffic Control or Saw Cutting.
- Price does not include material testing or compaction testing.

**Payment Terms:**

Payment terms are net (15) days from the date of each original Invoice. If payment is not received within such thirty days, interest shall be charged on the outstanding principal amount at the rate of two percent per month (twenty-four percent annually), until paid in full. Where legal proceedings are instituted for recovery of all balance's due, Post Asphalt Paving & Construction shall be entitled to recover additional costs incurred, including reasonable attorney's fee. Post Asphalt Paving & Construction is hereby authorized to file a preliminary notice describing the aforesaid Customer Address pursuant to UTAH CODE ANN. 38-1a-501,1953 (as amended).

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>Post Construction Company</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Jeff Post (801) 430-1708 jeff@postasphalt.com</p>
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PENDING – NOT YET APPROVED

Minutes of the Joint West Bountiful/Woods Cross work meeting held on **Tuesday, February 24, 2020**, at Woods Cross Public Works Building, 2287 S 1200 West, Woods Cross, Davis County, Utah.

Those in attendance:

**WEST BOUNTIFUL:** Mayor Ken Romney; Council members James Ahlstrom, James Bruhn, Kelly Enquist, Mark Preece, Rod Wood; Planning Commissioners Alan Malan, Laura Charchenko, and Dennis Vest; Staff Duane Huffman-City Administrator, Steve Doxey-City Attorney, and Cathy Brightwell-City Recorder

**WOODS CROSS:** Mayor Rick Earnshaw; Council members Matthew Terry, Tamy Dayley, Julie Checketts, Ryan Westergard, Wally Larrabee; Planning Commissioners Jessica Keleman, Gary Sharp, Curtis Poole, Eric Jones, Joseph Rupp; Staff Gary Uresk-City Administrator, Tim Stephens-Community Development Director, Annette Hanson-City Recorder

**VISITORS:** LeGrande Blackley-Woods Cross Resident; Don and Lois Schrader-Woods Cross Residents

**Discussion Regarding Proposed Annexation and Development of Smith Family Property at Approximately 1900 W 400 South**

Mayor Earnshaw welcomed attendees to the joint work meeting at 7:10 pm.

Woods Cross Community Development Director, Tim Stephens, summarized Woods Cross' 2019 General Plan update for the northwest quadrant of their city including a draft future land use map. He explained that proposed zoning focuses on regional commercial uses at the Legacy Intersection (500 South/Redwood Rd) and transitions into residential areas with a healthy mix of housing types, small neighborhood parks, community/cultural uses, and smaller-scale commercial. He explained that public outreach efforts made during the General Plan update indicated that high density in the Northwest Quadrant is the area most acceptable for multi-family development, and added rooftops will help support future commercial in the area and take advantage of the Front Runner train station nearby.

An informal request has been made for property owned by the Smith family, approximately 76 acres to be annexed into Woods Cross. Early concept plans propose 929 single family and multi-family residential dwellings. Zoning and density proposals are still under discussion with a request by Woods Cross to reduce density by about 10%.

43 There was discussion about the West Bountiful/Woods Cross/Davis County Joint Community  
44 Development Area(CDA) that was established in 2010 to focus on economic development in this  
45 area and includes guidelines for future development. At that time all area taxing authorities agreed  
46 that residential development would not be included. Mayor Romney noted that the Smith proposal  
47 does not meet these guidelines. Woods Cross appears to to be entertaining this proposal so does  
48 this mean they are no longer supportive of the CDA agreement and want to withdraw?

49 Gary Uresk, Woods Cross City Manager, suggested that in 2010 when the Agreement was signed  
50 there were probably unrealistic expectations about using such a large piece of land for commercial  
51 development. Legacy Parkway was new and it was unclear what development would be desired or  
52 supported in the area in the future. Now after ten years there hasn't been any commercial interest  
53 shown so Woods Cross is trying to balance a request from property owners for residential  
54 development. Development in the area has been different than expected with three large residential  
55 subdivisions and an elementary school being built west of Redwood Rd.

56  
57 There was discussion that the Legacy Intersection is a prime location for light industrial, education,  
58 or medical campuses. In 2010 it was decided that commercial development was the highest best  
59 use, what has changed since then? It was recommended that Davis County Economic  
60 Development be contacted to see who might be out there looking for a great location.

61 Duane Huffman, West Bountiful City Administrator, commented that a lot of time and resources  
62 were spent coming up with a good long term plan and suggested it be reassessed before something  
63 is done that both cities regret. He noted that without involvement from the Kingston's any  
64 development will be difficult.

65 Woods Cross officials brought up the high cost of housing and that some high density  
66 developments may be necessary as prices increase. Housing is a real problem, but as a group we  
67 need to look at the big picture to find a solution that is best for both cities and their current and  
68 future residents. Some believe this is the best place for high density because it keeps traffic out of  
69 our cities; it's better than being in the middle of our towns. Others believe low density is a better fit  
70 to match surrounding properties and based on the services available in the area. The adjacent West  
71 Bountiful properties are in the A-1 (agricultural minimum one-acre) zone.

72 Future traffic congestion was discussed and the need to keep this area from turning into another  
73 Parrish Lane. A future access road, 1900 West, will be limited by UDOT to right in, right out only.  
74 A concern was raised about including a north access to 400 North which would bring a significant  
75 amount of traffic from Redwood Rd. through West Bountiful as drivers look for ways to travel  
76 east/west avoiding the railroad track crossings.

77  
78 There was discussion about the request for annexation and an earlier lawsuit that determined the  
79 area should be annexed into West Bountiful. Mr. Uresk asked if the land use issues can be worked  
80 out, will West Bountiful support the Smith property annexing into Woods Cross? If not, this may



PENDING – NOT YET APPROVED

Minutes of the West Bountiful City Council meeting held on **Tuesday, March 17, 2020**, at West Bountiful City Hall, 550 N 800 West, West Bountiful, Davis County, Utah.

Those in attendance:

**MEMBERS:** Mayor Pro Tem Mark Preece, Council members James Ahlstrom (by telephone), James Bruhn, Kelly Enquist, and Rod Wood

**MEMBERS EXCUSED:** Mayor Ken Romney

**STAFF:** Duane Huffman-City Administrator, Steve Doxey-City Attorney (by telephone), Todd Hixson-Police Chief and Cathy Brightwell-Recorder

**VISITORS:** Alan Malan, Jess & Cristine Kilpack, Dennis Vest

Mayor Pro Tem Preece called the regular meeting to order at 7:30 pm and offered an Invocation, James Ahlstrom led the Pledge of Allegiance.

**1. Approve Agenda**

**MOTION:** *James Bruhn made a Motion to approve the agenda as proposed. Kelly Enquist seconded the Motion which PASSED by a unanimous vote of all members present.*

**2. Ordinance 421-20, An Ordinance Approving a Request for Annexation for William Goldberg and Jess Kilpack.**

A Notice of Intent to Annex was submitted on September 20, 2019, and an Annexation Petition on October 22<sup>nd</sup> by the Goldbergs and Kilpacks for 5.14 acres of land they own that is not currently in West Bountiful City boundaries. The property is located at approximately 1390 W 1200 North. The state required process was followed with a public hearing held on January 7, 2020; no objections were received.

In May of 2019, the property was subdivided into two parcels without Davis County's approval. For land use purposes, the properties are considered illegal and as currently configured by the 2019 subdivision the existing flag lot does not meet lot requirements of the West Bountiful City Code. The current uses on the properties may also conflict with the city's A-1 zone.

To proceed with annexation, the applicants were told they would need to return the property to a single legal parcel or sign an annexation agreement that recognizes the property is not in a legal state but can be annexed in its current form as one parcel until it is legally subdivided.

The Goldbergs and Kilpacks signed the annexation agreement on March 11, 2020 and filed an application to begin the subdivision process. At the same time the subdivision is being

46 considered, the planning commission will continue to work on two outstanding issues; current  
47 Code does not allow a flag lot on a dead-end street and clarify allowed uses in the A-1 zone.

48  
49 **MOTION:** *James Bruhn made a Motion to Adopt Ordinance 421-20 Approving the*  
50 *Annexation of Property Located at Approximately 1390 W 1200 North and*  
51 *Authorizing the Mayor to Execute the Annexation Agreement. Rod Wood*  
52 *seconded the Motion which PASSED.*

53  
54 The vote was recorded as follows:  
55 James Ahlstrom – Aye Mark Preece – Aye  
56 James Bruhn – Aye Rod Wood – Aye  
57 Kelly Enquist – Aye  
58

59  
60 **3. Minutes from the February 4, 2020 and March 4, 2020 City Council Meetings.**

61  
62 **MOTION:** *James Bruhn made a Motion to Approve the Meeting Minutes from February*  
63 *4, 2020 and March 4, 2020, as presented. Rod Wood seconded the Motion*  
64 *which PASSED by a unanimous vote of all members present.*

65  
66 **4. Police Report.**

- 67 • There has been a real team effort preparing for COVID-19. Normal activities have  
68 taken a back seat to this preparation. In addition to city involvement, Davis County  
69 health department and South Davis Metro Fire are all part of the team. This collective  
70 effort has made us ready to implement a good plan and be responsive to these quickly  
71 changing times.
- 72 • The police department has worked hard to figure out how to provide essential services.  
73 New cleaning protocols have been implemented. We have ordered ready-to-eat meals  
74 to have for officers if needed. Phones and computers have been set up for at-home  
75 work and Mischelle will begin working from home tomorrow.
- 76 • All trainings have been canceled.
- 77 • We don't expect things to go smoothly but will do our best to react to a quick moving  
78 situation.
- 79 • Costco requested help to deal with unruly customers. The situation improved greatly  
80 with a police presence.
- 81 • Increased presence on 700 West has improved traffic issues detouring around 800 West  
82 construction.

83  
84 **5. Engineering/Planning and Zoning Report**

- 85 • 800 West Construction – this morning's weekly meeting included the general  
86 contractor's lead management.
  - 87 ○ Water pipes are being filled today between 1175 N and Pages Lane, then will be  
88 pressure tested and bacteria tested. Once testing is complete the lines can be put in  
89 service and work will move south.

- 90 ○ The contractor continues to work on dust control, clean-up, and traffic control. A
- 91 safe way around the equipment must be provided.
- 92 ○ Weber Basin is about halfway through their project replacing irrigation lines and
- 93 adding meters. They may be down in front of the school by next week.
- 94 ○ Dominion Energy wants to replace their main line services. They have two lines on
- 95 the north end and one on the south end. They are late to the game and must act
- 96 quickly.
- 97 ○ When the asphalt was removed it was discovered that there was a second layer of
- 98 asphalt under road base in the center of the road. This may affect what we agreed to
- 99 pay the contractor.
- 100 ● Well – We have completed the 30% design level and are moving forward. We are
- 101 looking at a variable speed motor pump. This lets us pump at a steady rate but pump
- 102 more or less if needed. We are also looking at options related to chlorine and fluoride. A
- 103 generator for emergencies is also in the mix. The goal is to be self-sufficient. Goal is
- 104 60% by April 10. Council member Wood said he is pleased with the process. He
- 105 suggested we may need more reservoir storage in the future.
- 106 ● Public Works is busy helping the golf course on the sand storage project and have had
- 107 several water leaks to deal with.
- 108 ● Working on the Ashby subdivision (Bruhn), a plat amendment for Highgate, and the
- 109 Gold (Goldberg/Kilpack) Subdivision.
- 110

111 **6. Administrative Report.**

112 COVID -19

- 113 ● Instituted new policies last week. Full-time employees are instructed to stay home if
- 114 sick.
- 115 ● Staff who can, will work from home. Duane and Mindi are the only administrative
- 116 employees working in the office regularly. Cathy and Patrice will alternate days to come
- 117 in to cover lunch. Meetings will be handled via conference calls. If the need arises,
- 118 Duane is set up to work from home.
- 119 ● Have tried to limit the public from entering the building, but 1-2 per hour are still
- 120 coming in. Difficult to keep residents six feet from the counter. No one needs to come in
- 121 to pay their water bill; residents can pay online, over the phone, or place them in the
- 122 drop box. It may be that the only way to stop them is to lock the door. One option that
- 123 several other cities have done is to go to appointment only for other city business.
- 124 ● Continuing to look at need and value in declaring a state of emergency. Not aware of
- 125 any cities in south Davis County that have done it yet. Seeking advice from ULCT. The
- 126 benefit is to help express the seriousness of the emergency to residents, make temporary
- 127 adjustments to policies and help with dealing with meetings and adjusting hours, etc.
- 128 Will continue to monitor state guidelines.
- 129 ● Monitoring city facilities – the Park has had quite a few people, but they were dispersed.
- 130 Golf Course policy now is to clean carts between use, café will be take-out only.
- 131 ● Spring clean-up starts this week. No longer using a contract person; public works staff
- 132 will handle. Identification will be checked from a distance.
- 133 ● Will do our best to keep business licenses and building permits going so residents can
- 134 continue their business.

- 135 • Participated on Governor conference call today. There has been a statewide easing of
- 136 open meeting requirements. Looking at options for council and planning commission
- 137 meetings.
- 138 • The RFPs for waste collection and auditor are on hold. Can do a one-year extension, if
- 139 necessary.
- 140 • Easter Egg scramble may be canceled.
- 141 • In-person trainings and conferences are canceled.
- 142 • Budget – would like a work session at the next meeting. It will be important to keep it
- 143 conservative until we know what happens economically. No way to know what sales tax
- 144 will look like.
- 145 • Updates are will be made on the website, social media, and the marquee.
- 146 • Schools - will be surprised if they return to school and move in the new building by
- 147 August.

148  
149 **7. Mayor/Council Reports.**

150 Kelly Enquist – no report.

151  
152  
153 James Bruhn – Arts Council concert is canceled. There was a potential COVID-19 case at

154 Wasatch Integrated that turned out to be flu. They are cutting back non-essential services.

155  
156 James Ahlstrom – no report

157  
158 Mark Preece – Sewer board meeting is this week.

159  
160 Rod Wood – appreciates everyone’s efforts.

161  
162 **8. Adjourn.**

163 **MOTION:** *Kelly Enquist made a Motion to Adjourn this meeting of the City Council.*

164 *James Bruhn seconded the Motion which PASSED by a unanimous vote of*

165 *all members present.*

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167

168

169 The foregoing was approved by the West Bountiful City Council on April 7, 2020, by a unanimous

170 vote of all members present.

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172 \_\_\_\_\_

173 Cathy Brightwell (City Recorder)

174