



**\*\*\*AMENDED\*\*\***  
**BLUFFDALE CITY COUNCIL**  
**LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD**  
**REDEVELOPMENT AGENCY BOARD**  
**COMBINED MEETING AGENDA**  
**Wednesday, June 23, 2021**

Notice is hereby given that the Bluffdale City Council, LBA & RDA will hold a combined meeting Wednesday, June 23, 2021, at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah scheduled to begin promptly at **6:00 p.m.** or as soon thereafter as possible. This meeting will also be broadcast live to the public at: [www.bluffdale.com](http://www.bluffdale.com). The public may comment at the meeting or by emailing comments to [councilmeetingcomment@bluffdale.com](mailto:councilmeetingcomment@bluffdale.com). Notice is further given that access to this meeting by the Mayor and or City Council may be by electronic means via telephonic conference call.

**WORK SESSION 6:00 P.M.** – (The work session is for identifying future items and other council discussion. In accordance with Utah Code § 52-4-201(2)(a), while the meeting may be open to the public, there will not be any opportunity for public input during the work session).

1. Roll Call
2. Presentations –
  - a. Discussion related to the Bangerter Environmental Study, presenter, Brian Allen, UDOT.
3. Council Discussion

**BLUFFDALE CITY COUNCIL REGULAR BUSINESS MEETING 7:00 P.M.**

1. Roll Call, Invocation, Pledge of Allegiance\*
2. **PUBLIC FORUM** – (4-minute maximum per person to bring items not already on the agenda before the Council. Participants are encouraged to submit a written statement (1 copy) for items that are complex or that may require more than 4 minutes to present). Additionally, comments for this item and all Public Hearing items may be submitted via email to: [councilmeetingcomment@bluffdale.com](mailto:councilmeetingcomment@bluffdale.com).
3. **CONSENT AGENDA** –
  - 3.1 Approval of the May 12, 2021, City Council Meeting Minutes.
  - 3.2 Approval of the May 12, 2021, Special City Council & Planning Commission Combined Meeting Minutes (Economic Development).
  - 3.3 Approval of Resolution No. 2021-35, of the Bluffdale City Council awarding the On Call City Water Works Project.
4. CONTINUED – Consideration and vote on Resolution No. 2021-30, adopting a Water Regulation and Conservation Program for the City, imposing penalties for violations, and related matters, staff presenter, Michael Fazio.
5. Consideration and vote on Resolution No. 2021-36, adopting a Volunteer Policy for the City of Bluffdale, staff presenter, Todd Sheeran.

6. Consideration and vote on Resolution No. 2021-37, amending the Bluffdale City Employee Policies and Procedures Manual, staff presenter, Stephanie Thayer.
7. Consideration and vote on Resolution No. 2021-38, enacting a policy related to Surplus Property, staff presenter, Todd Sheeran.
8. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2021-39, adopting a Final Budget for the 2020-2021 Fiscal Year Budget, staff presenters, Bruce Kartchner and Stephanie Thayer. **(LBA & RDA Public Hearings held in conjunction)**

#### **LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD MEETING**

1. Roll Call
2. **PUBLIC HEARING** – To allow public input regarding (A) the Issuance and Sale of not more than \$16,000,000 aggregate principal amount of Lease Revenue Bonds, Series 2021; and (B) any potential economic impact that the project to be financed with the proceeds of the Series 2021 Bonds issued under the act may have on the private; and related matters, presenter, Matt Dugdale, Stifel Public Finance.
3. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2021-04, adopting a Final Budget for the 2020-2021 Fiscal Year Budget, staff presenters, Bruce Kartchner and Stephanie Thayer. **(LBA Public Hearing held in conjunction with the City Budget Hearing)**
4. Adjournment

#### **BLUFFDALE CITY REDEVELOPMENT AGENCY BOARD MEETING**

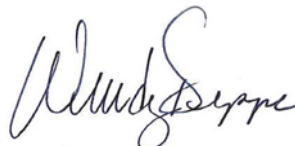
1. Roll Call
2. **PUBLIC HEARING** – Consideration and vote on Resolution No. 2021-03, adopting a Final Budget for the 2020-2021 Fiscal Year Budget, staff presenters, Bruce Kartchner and Stephanie Thayer. **(RDA Public Hearing held in conjunction with the Budget presentation & discussion)**
3. Adjournment

#### **CONTINUATION OF BUSINESS MEETING**

9. Mayor's Report
10. City Manager's Report and Discussion
11. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).
12. Adjournment

#### **AMENDED: June 22, 2021**

I HEREBY CERTIFY THAT THE FOREGOING NOTICE AND AGENDA WAS FAXED TO THE SOUTH VALLEY JOURNAL, THE SALT LAKE TRIBUNE, AND THE DESERET NEWS; POSTED AT THE BLUFFDALE CITY HALL, EMAILED OR DELIVERED TO EACH MEMBER OF THE BLUFFDALE CITY COUNCIL; ON THE CITY'S WEBSITE AT [WWW.BLUFFDALE.COM](http://WWW.BLUFFDALE.COM) AND ON THE PUBLIC MEETING NOTICE WEBSITE, [WWW.PMN.UTAH.GOV](http://WWW.PMN.UTAH.GOV)




**Wendy L. Deppe, CMC**  
**City Recorder**

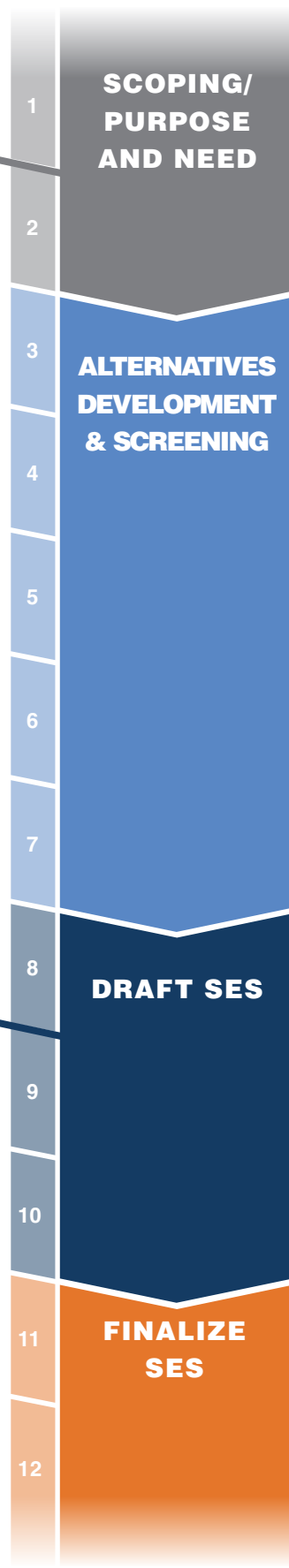
In compliance with the American with Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City Hall at least 24 hours in advance of this meeting at 801-254-2200. TTY 7-1-1. \*Contact the City Recorder if you desire to give the Invocation or lead the Pledge of Allegiance.

# STATE ENVIRONMENTAL STUDY (SES)



Public Meeting 

30-Day Comment Period 



## Engage Directly Impacted Agencies and Community Members

### Develop the Purpose and Need

- The team will conduct a traffic analysis looking at current and future traffic conditions.
- The team will determine current and future deficiencies and specific needs that the project will address.

### Host a Public Open House

- The team will present information about the initial study goals and request feedback from the public.

## Analyze Environmental Resources

- The team will conduct a detailed environmental resource analyses for each alternative (including the No-Action Alternative) that advanced through the screening process.

### Prepare the SES

- The team will prepare a draft document encompassing the entire process. This document will be available for public review.

### Host a Public Hearing

- The team will present details about the potential alternatives and results from the resources evaluation.

### Hold a 30-day Comment Period

## SCOPING/ PURPOSE AND NEED

## ALTERNATIVES DEVELOPMENT & SCREENING

## DRAFT SES

## FINALIZE SES

### Develop the Alternatives

- The team will develop possible alternatives to address the problem(s).

### Conduct Initial Alternatives Screening

- The alternatives will be screened to see if they meet the purpose and need. Those that do will move forward for further study.

### Identify Preliminary Environmental Resources

- Once the alternatives are narrowed down, the team will look at what impact (both positive and negative) each one could have on a variety of resources (wetlands, endangered species, noise, etc.).

### Conduct Alternatives Screening

- The team will screen the remaining alternatives based on environmental impacts, economic factors, and public feedback. The team will identify alternatives to move forward for detailed study.

### Prepare the Final SES

- The team will review, incorporate, and respond to public comments and prepare the Final SES.

### UDOT Signs the SES

*Schedule is process-driven and subject to change.*



**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
COMBINED MEETING AGENDA  
Wednesday, May 12, 2021**

Notice is hereby given that the Bluffdale City Council and the Local Building Authority of the City of Bluffdale Board, will hold a combined meeting Wednesday, May 12, 2021, at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah scheduled to begin promptly at **6:00 p.m.** or as soon thereafter as possible. This meeting will also be broadcast live to the public at: [www.bluffdale.com](http://www.bluffdale.com). The public may comment at the meeting or by emailing comments to [councilmeetingcomment@bluffdale.com](mailto:councilmeetingcomment@bluffdale.com). Notice is further given that access to this meeting by the Mayor and or City Council may be by electronic means via telephonic conference call.

**WORK SESSION 6:00 P.M.** – (The work session is for identifying future items and other council discussion. In accordance with Utah Code § 52-4-201(2)(a), while the meeting may be open to the public, there will not be any opportunity for public input during the work session).

1. Roll Call
2. Presentations –
  - a. Discussion related to recycling services, presenter, Blake Leonelli, Waste Management.
  - b. Presentation and discussion related to Independence Village HOA park, presenter, Todd Greene.
  - c. Discussion related to various budget and finance topics, staff presenters, Stephanie Thayer & Bruce Kartchner.

**BLUFFDALE CITY COUNCIL REGULAR BUSINESS MEETING 7:00 P.M.**

1. Roll Call, Invocation, Pledge of Allegiance\*
2. **PUBLIC FORUM** – (4-minute maximum per person to bring items not already on the agenda before the Council. Participants are encouraged to submit a written statement (1 copy) for items that are complex or that may require more than 4 minutes to present). Additionally, comments for this item and all Public Hearing items may be submitted via email to: [councilmeetingcomment@bluffdale.com](mailto:councilmeetingcomment@bluffdale.com).
3. **CONSENT AGENDA** –
  - 3.1 Approval of the April 14, 2021, City Council Meeting Minutes.
  - 3.2 Approval of the April 14, 2021, City Council & Planning Commission Special Joint Meeting Minutes (Economic Development).
  - 3.3 Approval of Resolution No. 2021-23, appointing Planning Commission Members.

3.4 Approval of Resolution No. 2021-24, approving an Interlocal Cooperation Agreement with Salt Lake County for the 2021 Municipal Election Services.

4. **PUBLIC HEARING** – Consideration and vote on Ordinance No. 2021-09, a Text Amendment Application to amend Title 11, Chapter 11.180 of the Bluffdale City Code to allow a home to be converted to an accessory structure by amending the temporary use code, CW Franz, applicant (Application 2021-11), staff presenter, Ellen Oakman.
5. Consideration and vote for adoption of a resolution of the City Council of the City of Bluffdale, Utah authorizing and approving the execution and delivery of a Master Lease Agreement or Amendment thereto by and between the City and The Local Building Authority of the City of Bluffdale, Utah, (The “Authority”), and a Ground Lease Agreement or Amendment thereto; authorizing the issuance and sale by the Authority of its Lease Revenue Bonds, Series 2021, in an aggregate principal amount of not more than \$16,000,000; and related matters, staff presenter, Bruce Kartchner.

#### **LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD MEETING**

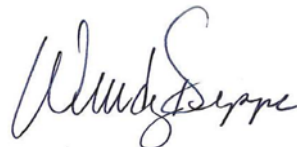
1. Roll Call
2. Consideration and vote for adoption of a resolution of the Local Building Authority of the City of Bluffdale, Utah, authorizing the issuance and sale of not more than \$16,000,000 aggregate principal amount of Lease Revenue Bonds, Series 2021; and related matters, staff presenter, Bruce Kartchner.
3. Adjournment

#### **CONTINUATION OF BUSINESS MEETING**

6. Mayor’s Report
7. City Manager’s Report and Discussion
8. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).
9. Adjournment

**Dated: May 07, 2021**

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**Wendy L. Deppe, CMC**  
**City Recorder**

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**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
COMBINED MEETING MINUTES  
Wednesday, May 12, 2021**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Mark Hales  
6 Dave Kallas  
7

8 **Staff:** Mark Reid, City Manager  
9 Todd Sheeran, City Attorney  
10 Bruce Kartchner, Administrative Services Director  
11 Natalie Hall, Emergency Preparedness Manager  
12 Grant Crowell, City Planner/Economic Development Director  
13 Shane Paddock, Public Works Director  
14 Warren James, Fire Chief  
15 Michael Fazio, City Engineer  
16 Stephanie Thayer, City Accountant/Human Resources Manager  
17 Jennifer Robison, Senior City Planner  
18 Ellen Oakman, Associate City Planner  
19 Wendy Deppe, City Recorder  
20

21 **Others:** Todd Greene  
22 Ashlee Cragun  
23

24 Mayor Timothy called the meeting to order at 6:09 p.m.  
25

26 **WORK SESSION**  
27

28 **1. Roll Call.**  
29

30 All members of the City Council were present.  
31

32 **2. Presentations.**  
33

34 **a. Discussion Related to Recycling Services, Presenter, Blake Leonelli, Waste**  
35 **Management.**  
36

37 Waste Management Representative, Blake Leonelli, was unable to attend and asked that his  
38 presentation be rescheduled to a future date.  
39

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**b. Presentation and Discussion Related to Independence Village HOA Park, Presenter, Todd Greene.**

Todd Greene from Independence Village HOA Park introduced two topics and asked for feedback. The first involved numerous improvements at Independence Village. He wanted to know if the City would be interested in funding some items. He also asked if at some point the City would be interested in maintaining the existing open space. Mr. Greene updated the Council on what improvements have been completed. They included a pathway, dog stations, a pavilion, picnic tables, and updates on two entrances with xeriscaping. Pictures of the improvements were displayed.

Mr. Greene requested help from the City to put in playground equipment. He asked if the HOA Park could also get the Bluffdale City benches. He wanted to know how to get them and the cost. Mr. Greene explained that they are planning on adding additional vegetation to improve the aesthetics around the open space. He used photos to show the space which is about 2 1/2 acres. Trees would be added to the rock area and potentially the grass. Mr. Greene displayed a photo of the type of playground they want to put in and where it would go. He also provided a cost estimate for the equipment and the installation.

Mr. Greene asked how many other open spaces are owned by HOAs. The subject space is open to the public. He explained that help from the City would help them keep it open to the public, although he was aware that those living nearby will use it the most. He stated that this may be one of the only HOA-owned parks open to the public. It was noted that there are several similar spaces in the area such as in Spring View Farms. Usage of the space by people outside of the HOA was discussed including parking issues. Mr. Greene addressed the fact that there is another public park nearby that would more likely be used by the public.

Senior City Planner, Jennifer Robison was asked if she knew the cost of the City's park benches. Mrs. Robison explained that the benches cost around \$1,200 and garbage receptacles are just under \$1,000.



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**BLUFFDALE CITY COUNCIL  
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1  
2 Mayor Timothy stated that he would like to see the City's park benches in the space. He explained  
3 that the standards for HOA and City parks are different with City parks requiring parking and  
4 HOAs being designed for neighborhood use. Mr. Greene agreed. The idea of a private swimming  
5 pool was brought up by Traci Crockett and dismissed. It was stated that the public has an interest  
6 in swimming pools and recreation centers overall are lacking.

7  
8 Mr. Greene asked if the Master Plan showed a trail connection. City Manager, Mark Reid stated  
9 that his understanding is that it is a gas line easement. He explained that in order to access Canal  
10 Road a bridge would need to be constructed. He did not think that there was a trail design for the  
11 back of the homes. If it was a trail, they would need a bridge and to extend the trail through an  
12 agreement with the canal company. Mr. Reid expressed concern that the park has no parking. He  
13 stated that if the City-owned the park, it would become a soccer field, and the neighborhood would  
14 become the parking lot. He commented that the HOA's pricing for the playground equipment was  
15 very competitive.

16  
17 Dave Kallas asked Mr. Greene to clarify what he was asking of the Council in terms of equipment  
18 and maintenance. Mr. Greene explained that the immediate concern is assistance paying for  
19 playground equipment and benches. The maintenance portion was still undecided. Council  
20 Member Kallas considered it problematic to purchase equipment for one HOA but no other private  
21 ventures. He also stated that the City-owned Day Ranch Park is being constructed nearby.

22  
23 Jeff Gaston asked Public Works Director, Shane Paddock, if the City installs equipment or if they  
24 pay another entity to do it. Mr. Paddock explained that it is a liability for the City to install it. He  
25 reported that they provide maintenance but installation must be done professionally to ensure  
26 protection, warranty, and liability issues. Wood chips were discussed as being an item that would  
27 go with the equipment.

28  
29 Mayor Timothy reported that the City park benches are affordable and he would like to see them  
30 placed in all the HOA parks. The only assistance the City can provide is park benches. He was

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1 concerned about keeping a private park private and keeping public funds from being used for  
2 private ventures. Council Member Crockett introduced the idea of having a local business owner  
3 design stone benches for the park as was done in Spring View Farms.

4  
5 Council Member Gaston asked about garbage receptacles. Mr. Greene was hesitant to state that  
6 he would like garbage receptacles to be provided by the City. Mr. Reid mentioned that there are  
7 stone benches in the Veteran's Memorial Park at half the price of the City benches.

8  
9 Ashlee Cragun identified where in the park the benches would with a possible fourth bench  
10 proposed close to the pavilion. She stated that although she would like to see garbage receptacles,  
11 there were concerns. There was discussion about who owns the trail. It was clarified that the HOA  
12 owns the trail. Ms. Cragun explained that there is no one to empty the garbage cans currently. She  
13 identified where the dog stations are located. She noted that even though the area is an HOA, it is  
14 still part of the City and the culture of Bluffdale. For that reason, they were asking the City for  
15 assistance.

16  
17 Council Member Gaston stated that it would not require much for the City to install the garbage  
18 receptacles and provide garbage collection. He supported doing the same for any HOA in the City  
19 in addition to providing benches.

20  
21 Wendy Aston expressed concern about using public money in a private area. However, if the City  
22 does provide benches, she would want them to have the Bluffdale "B" on them. She clarified that  
23 she would not support the garbage receptacles and/or playground equipment. Ms. Cragun  
24 acknowledged Council Member Aston's sentiments. She explained that the HOA was under the  
25 impression that the park would potentially one day be taken over by the City.

26  
27 Council Member Kallas extended everything he said to the benches as well. He was concerned  
28 that if they begin to provide benches to one HOA, they will have to do the same for others. He  
29 explained that it is the HOA's responsibility to provide for and maintain its own park. He was

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1 open to the idea of possibly providing benches that are being discarded by the City. He pointed  
2 out that it is not appropriate to use taxpayer money to bolster private property.

3  
4 Mark Hales agreed with Council Member Kallas. He informed the applicants that if they want a  
5 Bluffdale City bench, the City could sell them one. The question of whether the park could be  
6 blocked off from the public was brought up. Council Member Hales explained that the park could  
7 be gated off by the HOA. Mr. Reid explained that other HOAs and apartment complexes restrict  
8 their pools and amenity areas. However, easement access could remain open. Ms. Cragun  
9 expressed curiosity about the easement use and the ability to restrict access. Mayor Timothy stated  
10 that it was not an issue that could be addressed tonight.

11  
12 Council Member Crockett brought up the issue of public use of other HOA spaces. She explained  
13 that in her own neighborhood the HOA pays for repairs needed due to public use of HOA features.  
14 Ms. Cragun reiterated that she would not want to restrict the use of the space. She believes it  
15 brings the community together and creates unity. She explained that they kept the space as an  
16 open field for soccer, frisbee, and other events. She understood the perspectives of the Council  
17 Members. Council Member Crockett commented that it does not make sense to use public funds  
18 for a private venture. Three Council Members did not support the request.

19  
20 **c. Discussion Related to Various Budget and Finance Topics, Staff Presenters,**  
21 **Stephanie Thayer and Bruce Kartchner.**  
22

23 Administrative Services Director, Bruce Kartchner, made a presentation on the cost of constructing  
24 the park in the Day Ranch area of Independence. He displayed a table that illustrated the features  
25 planned for the park. There is natural phasing that can be changed due to things such as cost. \$2.4  
26 million was budgeted for the park amenities. At least an additional \$2 million would be available  
27 the following year. He explained that this would be enough for a solid Phase 1, which includes  
28 the underlying infrastructure of the park such as sod, hydroseed, the irrigation system, and parking.

29  
30 Mr. Kartchner reported that they tried to separate individual components so that phases can be  
31 changed based on what the Council considers more or less important. Mr. Kartchner explained

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1 that previously, Council Member Kallas felt that one of the most important features was a bike and  
2 skate track for teenagers. After discussing it with contractors, he believed a good one can be  
3 purchased for \$1 million, which was included in Phase 1. However, it can be moved to a different  
4 phase if desired by the Council.

5  
6 There was discussion about changing some of the components and their phases such as moving  
7 the Dog Park to Phase 2 and putting the play equipment in Phase 1. It was noted that the Dog Park  
8 should be in Phase 1 because of the area of the City in which it is located. Mr. Kartchner reported  
9 that any area of the park not being developed immediately will have irrigation and be kept green  
10 to avoid looking like a construction zone. There was discussion about allowing the grass in the  
11 Dog Park to get established before allowing dogs in it.

12  
13 Council Member Kallas asked for the timeline of the park construction. Mr. Reid explained that  
14 the City still does not own the property. They are working with the school district, Dave Tolman,  
15 and Woodside to get it. He explained that if they had the property, irrigation would have been  
16 started the previous year. It was noted that Woodside is trying to get everything in order in the  
17 next 30 days.

18  
19 Council Member Crockett explained that they previously conducted a survey concerning the park  
20 but none of the homes in the surrounding area were there during the survey. She felt it would be  
21 beneficial to conduct another survey of the residents around the park to see what they consider the  
22 most important components of the park. Council Member Gaston agreed. He felt that residents  
23 would prefer pickleball courts to tennis courts. Council Member Kallas was concerned that  
24 phasing based solely on the popularity of a component could risk other components being put off  
25 too long or too many costs being included in a single phase.

26  
27 Mr. Kartchner explained that they could build one or possibly two large components within  
28 Phase 1. He felt it could be the skate park/pump track, dog park, or the playground. He thought  
29 they would be able to get a second component started immediately after the first one.

30

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1 Mrs. Robison provided background information and explained that there are many enthusiastic  
2 residents who created their own Facebook poll. She compared it to the previous survey and stated  
3 that the components they were most interested in were the playground and the splash pad. She  
4 explained that they may not want to include the same amenities in all parks but instead create a  
5 park system. She suggested using Survey Monkey. She explained that construction may begin in  
6 September but not earlier. There was concern about the increasing cost of materials, which are up  
7 by about 30% from the original bid. The contractor hoped that construction costs will come down  
8 after the summer.

9  
10 Mr. Reid explained that in previous discussion the City thought they would initially just put in  
11 grass and give it one year to grow, however, that was before the homes were constructed. Now he  
12 believes that they will have to lay sod rather than hydroseed because the residents will want to use  
13 it. Mrs. Robison stated that the new bid has been upgraded to include sod and is in Phase 1.  
14 Council Member Gaston warned that other parks have been ruined by the mowers cutting too short  
15 and the grass not growing back. He wanted to see extra precautions taken since they will be  
16 spending a lot on sod.

17  
18 Council Member Aston asked if the Phase 1 trees and seed apply to one side of the park or both.  
19 It was clarified that it would be for both parts but not the Dog Park. Mr. Reid explained that there  
20 are two parts of the park. The first part is north of Liberty Homes, which is already owned by the  
21 City. The larger area south of that where the Skate Park will be is not yet owned by the City. The  
22 Dog Park is across the street. There will be a single budgetary line that says Day Ranch Park. The  
23 bulk of the current year's budget can be rolled to next year and added to as additional revenues  
24 become available. The location of the second bridge in Phase 3 was identified. Mr. Reid hoped  
25 to see it moved up in phases.

26  
27 **3. Adjournment.**  
28

29 The Work Session adjourned at 6:59 p.m.

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2 Wendy Aston  
3 Traci Crockett  
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5 Mark Hales  
6 Dave Kallas  
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8 **Staff:** Mark Reid, City Manager  
9 Todd Sheeran, City Attorney  
10 Bruce Kartchner, Administrative Services Director  
11 Natalie Hall, Emergency Preparedness Manager  
12 Grant Crowell, City Planner/Economic Development Director  
13 Shane Paddock, Public Works Director  
14 Warren James, Fire Chief  
15 Michael Fazio, City Engineer  
16 Jennifer Robison, Senior City Planner  
17 Ellen Oakman, Associate City Planner  
18 Wendy Deppe, City Recorder  
19

20 **Others:** Matt Dugdale, Stifel Institutional  
21 Madison Sansom, Miss Bluffdale Queen  
22 CW Franz  
23

24 **BLUFFDALE CITY COUNCIL REGULAR BUSINESS MEETING**  
25

26 Mayor Timothy called the Regular Business Meeting to order at 7:00 p.m.  
27

28 **1. Roll Call, Invocation, Pledge of Allegiance.**  
29

30 All members of the City Council were present.  
31

32 Krystal Flynn offered the invocation and led the Pledge.  
33

34 **2. PUBLIC FORUM**  
35

36 *Barry Campbell*, a resident of Star-Spangled Drive in Independence wondered about getting a  
37 provision changed in the City Code to allow for encroachment easements for block parties. He  
38 previously sent an email to a Member of the City Council and had not received a response.  
39 Mr. Reid stated that he had had a recent conversation about it but did not know the status. He  
40 stated that they could put it on the agenda or continually follow up with staff. Mayor Timothy

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

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1 thought the first step would be to follow up with staff and get City Attorney, Todd Sheeran,  
2 involved before bringing it to the Council. He suggested that Mr. Campbell follow up with  
3 Mr. Reid.

4  
5 Miss Bluffdale, Madison Sansom, introduced herself. She was excited to have the opportunity to  
6 be an important member of the City. She explained that her platform is "Uniquely Human:  
7 Celebrating Autism" and she looked forward to sharing it with the community and the Council.  
8 She was asked to play the saxophone for the Council sometime and if she would participate in  
9 parades. She said that there are 10 parades in the coming year. There was discussion about  
10 Ms. Sansom's recent graduation from Utah State University and starting her teaching career in  
11 Sandy teaching first grade.

12  
13 There were no further comments.

14  
15 **3. CONSENT AGENDA**

16  
17 **3.1 Approval of the April 14, 2021, City Council Meeting Minutes.**

18 **3.2 Approval of the April 14, 2021, City Council and Planning Commission**  
19 **Special Joint Meeting Minutes (Economic Development).**

20 **3.3 Approval of Resolution No. 2021-23, Appointing Planning Commission**  
21 **Members.**

22 **3.4 Approval of Resolution No. 2021-24, Approving an Interlocal Cooperation**  
23 **Agreement with Salt Lake County for the 2021 Municipal Election Services.**

24  
25 **Jeff Gaston moved to approve the consent agenda. Wendy Aston seconded the motion. Vote**  
26 **on motion: Traci Crockett-Aye, Dave Kallas-Aye, Mark Hales-Aye, Wendy Aston-Aye, Jeff**  
27 **Gaston-Aye. The motion passed unanimously.**

28  
29 **4. PUBLIC HEARING – Consideration and Vote on Ordinance No. 2021-09, a Text**  
30 **Amendment Application to Amend Title 11, Chapter 11.180 of the Bluffdale City**  
31 **Code to Allow a Home to be Converted to an Accessory Structure by Amending the**  
32 **Temporary Use Code, CW Franz, Applicant. (Application 2021-11), Staff Presenter,**  
33 **Ellen Oakman.**

34  
35 Associate City Planner, Ellen Oakman, reported that the applicant wishes to change their existing

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1 home into an accessory structure, which would be a woodshop, while he builds a new home on his  
2 property. Ms. Oakman explained that the property is located at 14564 South 3200 West in the R-  
3 1-43 Zone and is about one acre in size. The applicant owns a small existing home that is located  
4 on the back corner of the property. Ms. Oakman identified the property on a map displayed. It  
5 was noted that the Code does not allow there to be two dwellings on the property. The applicant  
6 feels that the home is valuable materially and should be preserved as an accessory structure rather  
7 than demolished. The applicant proposed to convert the structure within a 10-day timeframe and  
8 enter into an agreement with the City. Ms. Oakman provided the definition of an accessory  
9 structure and reviewed the applicable section of the Code.

10  
11 Ms. Oakman explained that accessory structures are allowed to have kitchens and bathrooms.  
12 Simply removing the kitchen would not necessarily result in the conversion. Originally it was  
13 proposed as a detached garage but was changed to the accessory structure.

14  
15 Mayor Timothy asked Mr. Sheeran to describe what would happen if the applicant did not change  
16 the use of the primary structure after the new structure is built. Mr. Sheeran stated that the  
17 agreement would require there be only one livable structure. He indicated that timing is  
18 challenging in this situation. There will be penalties written into the agreement in the form of  
19 liens. Mayor Timothy expressed concern that someone might want to live in the older building  
20 while they build their new home and wanted to make sure it is addressed correctly in the agreement.

21  
22 Dave Kallas asked if there was a time limit on the construction. It was noted that the limit would  
23 not be on the construction of the new building but on the conversion of the old building into an  
24 accessory building. There was discussion about putting time limits on the construction project  
25 itself. Mayor Timothy offered the option of the applicant maintaining a Building Permit on the  
26 new structure, which would include regular inspections and a time limit.

27  
28 Ms. Oakman stated that the Building Department and Code Enforcement Official will be involved.  
29 Wendy Aston expressed concern over penalties. She acknowledged the cash bond of \$3,000 but  
30 was comfortable with more serious consequences and a timeline. There was discussion about the



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1 removal of the kitchen and the definition of an accessory building. There was discussion about  
2 the legality of renting out the building and other hypothetical legal issues.

3  
4 Mayor Timothy expressed support for the proposal. He described how he built his own home  
5 while living in a mobile home on his property. He explained all the requirements and lack of  
6 penalties. He felt that if they could get the right wording the Council should support the request.  
7 Potential wording within the Building Permit was also discussed.

8  
9 Mayor Timothy asked how new fees are calculated if the owner lets the Building Permit lapse.  
10 City Planner/Economic Development Director, Grant Crowell stated that the Building Code allows  
11 for it to be renewed, but it does not happen often. He explained that to be fair they would look at  
12 the circumstances around why it lapsed. There was discussion about the agreement with the City  
13 requiring a Building Permit for the site.

14  
15 Mayor Timothy asked if Council Member Aston planned to add any statements concerning the  
16 potential financial impact. Council Member Aston thought it could be included in the agreement  
17 to be drafted by Mr. Sheeran. Mr. Sheeran explained that it would be in the agreement with the  
18 City but that adding it to the Code would help clarify it for the applicant. The wording and  
19 language of the agreement pertaining to liens were discussed.

20  
21 Mayor Timothy asked what power a lien would give the City. There was discussion regarding  
22 clarity and expectations regarding penalties. Mayor Timothy asked what the City could do after a  
23 lien is placed on the property. It was noted that fees could accrue interest and the property could  
24 be foreclosed on. Anyone purchasing the property would have to comply with the agreement and  
25 pay the lien.

26  
27 Mayor Timothy opened the public hearing.

28  
29 *C.W. Franz* identified himself as the owner of the property. He addressed the issue of timing and  
30 stated that there is an 18-month window to complete the new home. Once the applicant receives  
31 a Certificate of Occupancy, he will have 10 days to convert the home into an accessory building.

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1 Mr. Franz explained that because everything is concrete it will be easy to convert into a garage.  
2 He acknowledged the City’s position and also wanted to get the project done quickly.

3  
4 There were no further public comments. Mayor Timothy closed the public hearing.

5  
6 **Dave Kallas moved to table agenda item number four until the next City Council Meeting.**  
7 **Wendy Aston seconded the motion. Vote on motion: Traci Crockett-Aye, Dave Kallas-Aye,**  
8 **Mark Hales-Aye, Wendy Aston-Aye, Jeff Gaston-Aye. The motion passed unanimously.**

9  
10 **5. Consideration and Vote for Adoption of a Resolution of the City Council of the City**  
11 **of Bluffdale, Utah Authorizing and Approving the Execution and Delivery of a Master**  
12 **Lease Agreement of Amendment Thereto by and Between the City and The Local**  
13 **Building Authority of the City of Bluffdale, Utah, (The “Authority”), and a Ground**  
14 **Lease Agreement or Amendment Thereto; Authorizing the Issuance and Sale by the**  
15 **Authority of Its Lease Revenue Bonds, Series 2021, in an Aggregate Principal Amount**  
16 **of Not More than \$16,000,000; and Related Matters, Staff Presenter, Bruce**  
17 **Kartchner.**

18  
19 Administrative Services Director, Bruce Kartchner, reported that staff and the City Council have  
20 been trying to set the stage for a new Public Works Building. The way the City would be able to  
21 finance it is through a bond at an estimated cost of \$12 to \$13 million. As a result of conversations  
22 with the City Council, it was determined that the City may want to put it in a location other than  
23 the property that is already owned by the City. Mr. Kartchner explained that they have  
24 incorporated additional money in the resolution. The bonds will only be issued for the amount that  
25 is needed with the maximum being \$16 million.

26  
27 Mr. Kartchner introduced Matt Dugdale from Stifel Finance. Mr. Dugdale explained that the  
28 current Parameters Resolution is similar to the Water Revenue Bonds that were issued the prior  
29 year and they were successful in financing a water tank. As a result of the COVID-19 pandemic,  
30 interest rates are low, and the City was doing well. Mr. Dugdale explained that the current  
31 resolution creates a box of acceptability and the bonds will be issued at maximum par amount,  
32 interest rate, and term. He explained that adopting the resolution does not require the City to issue  
33 the bonds. Mr. Dugdale explained how the Building Authority’s purpose is to issue bonds for

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1 capital. He described the benefits of this method. He also explained that there is a resolution for  
2 the City and the Building Authority Board.

3  
4 Council Member Kallas asked how the bonds will be triggered. Mr. Dugdale explained that the  
5 next step in the statutory process is that the City is required to hold a public hearing that is  
6 scheduled for the June 23 City Council Meeting. Once that takes place, it is a matter of structuring  
7 the bonds, finding a purchaser, and locking in an interest rate. They expect the process to be  
8 completed by the middle or end of July but indicated that there is some flexibility.

9  
10 Mr. Reid explained that once they have the property, a cost bid, and have decided how much to  
11 put down, the City will come up with a bond amount. Mr. Dugdale explained that with a  
12 Parameters Resolution there is no timeframe required on the issuance of the bonds.

13  
14 **Dave Kallas moved to approve the City Council of the City of Bluffdale, Utah authorizing**  
15 **and approving the execution and delivery of a Master Lease Agreement or Amendment**  
16 **thereto by and between the City and The Local Building Authority of the City of Bluffdale,**  
17 **Utah, (The “Authority”), and a Ground Lease Agreement or Amendment thereto;**  
18 **authorizing the issuance and sale by the Authority of its Lease Revenue Bonds, Series 2021,**  
19 **in an aggregate principal amount of not more than \$16,000,000. Wendy Aston seconded the**  
20 **motion. Vote on motion: Traci Crockett-Aye, Dave Kallas-Aye, Mark Hales-Aye, Wendy**  
21 **Aston-Aye, Jeff Gaston-Aye. The motion passed unanimously.**

22  
23 **LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD MEETING**

24  
25 **1. Roll Call.**

26  
27 All Trustees of the LBA Board were in attendance.  
28

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**BLUFFDALE CITY COUNCIL  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE BOARD  
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- 1   **2.    Consideration and Vote for Adoption of a Resolution of the Local Building Authority**  
2   **of the City of Bluffdale, Utah, Authorizing the Issuance and Sale of Not More than**  
3   **\$16,000,000 Aggregate Principal Amount of Lease Revenue Bonds, Series 2021; and**  
4   **Related Matters, Staff Presenter, Bruce Kartchner.**

5  
6   **Dave Kallas moved to approve the resolution authorizing the issuance and sale of not more**  
7   **than \$16,000,000 aggregate principal amount of Lease Revenue Bonds. Wendy Aston**  
8   **seconded the motion. Vote on motion: Traci Crockett-Aye, Dave Kallas-Aye, Mark Hales-**  
9   **Aye, Wendy Aston-Aye, Jeff Gaston-Aye. The motion passed unanimously.**

- 10  
11   **3.    Adjournment.**

12  
13   **CONTINUATION OF BUSINESS MEETING**

- 14  
15   **6.    Mayor’s Report.**

16  
17   **Mayor Timothy reported on the following:**

- 18  
19       • COVID-19 numbers are going down and there had been progress with youth vaccinations.  
20       • The Sewer District’s drying facility is not running at 100% and not meeting its maximum.  
21        However, it is processing everything that goes through. They are saving a lot of money  
22        not paying for water to go to the landfill. There was some concern about the temperature  
23        of the water, but the issue had been addressed. It was noted that the water being put into  
24        the Jordan River is cleaner than the Jordan River and the City exceeds the State  
25        requirements.  
26       • It was noted that the roads in the City are being kept in good condition. The City has made  
27        huge improvements in the last several years, which includes a Maintenance Plan that keeps  
28        costs down.  
29       • The City’s parks look good.  
30       • Three accidents were observed within a short time and distance from each other on the  
31        same day the City’s emergency services were called out to other cities. The Mayor stated  
32        that the City is in good shape in terms of its police services. The contract with Saratoga  
33        Springs also offers backup. Other agencies are willing to respond to Bluffdale because

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1 Bluffdale responds to them. Emergency services were praised for their responses in  
2 Bluffdale and other locations. The City Council was praised for the quality of the police,  
3 fire, and staff and all were thanked.

4  
5 **7. City Manager’s Report and Discussion.**  
6

7 Mr. Reid reported on the following:  
8

- 9 • The Love Where You Live Fair was scheduled for Monday, May 17 from 5:00 p.m. to 8:00  
10 p.m. in Independence Park. Police, Fire, and Public Works personnel would be present  
11 with their vehicles to demonstrate what they do. Public Works Director, Shane Paddock,  
12 reported that there would also be representatives present from Waste Management, Jordan  
13 Valley School District, an Arbor Day Celebration, a float with Queens, food trucks, and  
14 information from Public Works, Engineering, and Planning.
- 15 • Fire Chief, Warren James, added that there is a need for aviation resources for fire. It is  
16 the first time there will be a Fire-wise Community Event. The State will be at the Fair with  
17 people from Wildland Interface. The State will lower the cost of aviation support for fire  
18 suppression each time they do community outreach.
- 19 • Upcoming Calendar Items included the play *Star-Spangled Girl* and will run May 20, 21,  
20 22, and 24 in the Bluffdale Park. In June, three movies were scheduled. The first will be  
21 at Mount Jordan Park on June 4 where the movie *Trolls* and *Onward* would be shown. On  
22 June 11 the movie will be *Cruise*. The play *39 Steps* will run June 24, 25, 26, and 28.
- 23 • Council Member Aston was thanked for her attendance at the Memorial Day American  
24 Legion Ceremony.

25  
26 **8. Closed Meeting Pursuant to Utah Code §52-4-205(1) to Discuss the Character,**  
27 **Professional Competence, or Health of an Individual, Collective Bargaining, Pending**  
28 **or Imminent Litigation, Strategies to Discuss Real Property Acquisition, Including**  
29 **any Form of a Water Right or Water Share, Security Issues, or any Alleged Criminal**  
30 **Misconduct.**  
31

32 **Dave Kallas moved that the Council go into Closed Session to discuss collective bargaining**

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**BLUFFDALE CITY COUNCIL  
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1 and property acquisition issues. Mark Hales seconded the motion. Vote on motion: Traci  
2 Crockett-Aye, Dave Kallas-Aye, Mark Hales-Aye, Wendy Aston-Aye, Jeff Gaston-Aye. The  
3 motion passed unanimously.

4  
5 The City Council was in closed session from 7:59 p.m. to 9:15 p.m.

6  
7 **9. Adjournment.**

8  
9 The City Council Meeting adjourned at 9:15 p.m.

10  
11  
12 \_\_\_\_\_  
13 Wendy L. Deppe, CMC  
14 City Recorder  
15  
16 Approved: \_\_\_\_\_

**DRAFT - FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
CLOSED MEETING MINUTES  
Wednesday, May 12, 2021**

1 **Present:** Mayor Derk Timothy  
2 Wendy Aston  
3 Traci Crockett  
4 Jeff Gaston  
5 Mark Hales  
6 Dave Kallas  
7

8 **Staff:** Mark Reid, City Manager  
9 Bruce Kartchner, Administrative Services Director  
10 Todd Sheeran, City Attorney  
11 Shane Paddock, Public Works Director  
12 Grant Crowell, City Planner/Economic Development Director  
13 Wendy Deppe, City Recorder  
14

15 At approximately 7:59 p.m., Mayor Derk Timothy called the meeting to order.  
16

17 **Motion:** Dave Kallas moved to that the Council go into Closed Session to discuss collective  
18 bargaining and property acquisition issues.  
19

20 **Second:** Mark Hales seconded the motion.  
21

22 **Vote on Motion:** Jeff Gaston-Aye, Traci Crockett-Aye, Mark Hales-Aye, Dave Kallas-Aye,  
23 Wendy Aston-Aye. The motion passed unanimously.  
24

25 The Council discussed collective bargaining and property acquisition issues.  
26

27 The Closed Session adjourned at 9:15 p.m.  
28  
29  
30

31 \_\_\_\_\_  
32 Wendy L. Deppe, CMC  
33 City Recorder  
34

35 Approved: \_\_\_\_\_



**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING AGENDA  
Wednesday, May 12, 2021**

Notice is hereby given that the Bluffdale City Council and the Bluffdale City Planning Commission will hold a special joint meeting Wednesday, May 12, 2021, at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah, scheduled to begin promptly at **5:00 p.m.** or as soon thereafter as possible. This meeting will also be broadcast live to the public at: [www.bluffdale.com](http://www.bluffdale.com) Notice is further given that access to this meeting by the Mayor and or City Council may be by electronic means via telephonic conference call.

**BLUFFDALE CITY COUNCIL AND PLANNING COMMISSION JOINT BUSINESS MEETING 5:00 P.M.**

1. Roll Call
2. WORK SESSION - Economic Development
3. Closed meeting pursuant to Utah Code § 52-4-205(1) to discuss the character, professional competence, or health of an individual, collective bargaining, pending or imminent litigation, strategies to discuss real property acquisition, including any form of a water right or water shares, security issues, or any alleged criminal misconduct (if needed).
4. Adjournment

**Dated: May 07, 2021**

I HEREBY CERTIFY THAT THE FOREGOING NOTICE AND AGENDA WAS FAXED TO THE SOUTH VALLEY JOURNAL, THE SALT LAKE TRIBUNE, AND THE DESERET NEWS; POSTED AT THE BLUFFDALE CITY HALL, EMAILED OR DELIVERED TO EACH MEMBER OF THE BLUFFDALE CITY COUNCIL; ON THE CITY'S WEBSITE AT [WWW.BLUFFDALE.COM](http://WWW.BLUFFDALE.COM) AND ON THE PUBLIC MEETING NOTICE WEBSITE, [WWW.PMN.UTAH.GOV](http://WWW.PMN.UTAH.GOV)

A handwritten signature in black ink, appearing to read 'Wendy L. Deppe', is written over a light blue circular stamp.

**Wendy L. Deppe, CMC  
City Recorder**

In compliance with the American with Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City Hall at least 24 hours in advance of this meeting at 801-254-2200. TTY 7-1-1.





**Economic Development Joint Work Session of the  
City Council and Planning Commission  
May 12, 2021, 5:00 PM**

**AGENDA**

1. Welcome and Dinner
2. Discussion: Branding of the 2700 West/Bangerter Gateway Commercial Area, PC Chair Debbie Cragun
3. Design Standards Ordinance Update
  - a. Anticipated City Council May 26, continued discussion of:
    - i. Insulated Metal Panel Construction
    - ii. “Backs” of Buildings (what is?)
    - iii. Applying gateway standards to GC zone city-wide
4. Commercial Use Table Discussion
5. Future Meeting Date (June 9) and Potential Topics which could include:
  - a. Review annual Strategic Plan with Sub-Committee or Whole Group
  - b. EDCUtah Site Visit
  - c. Discussion of Prioritization of ED Objectives for Land Use Decisions
    - i. Retail Services/Preferred Uses
    - ii. Vs. Sales Tax Revenue
    - iii. Assessed Value Growth
    - iv. Jobs
    - v. Aesthetics / Neighborhood Impact / Community Integration
  - d. Project Updates
  - e. Other topics of interest

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, May 12, 2021**

1 **Present:**      **City Council:**

- 2  
3                    **Mayor Derk Timothy**  
4                    **Wendy Aston**  
5                    **Traci Crockett**  
6                    **Jeff Gaston**  
7                    **Mark Hales**  
8                    **Dave Kallas**

9  
10                   **Planning Commission:**

11  
12                   **Debbie Cragun**

- 13  
14 **Staff:**        **Mark Reid, City Manager**  
15                   **Todd Sheeran, City Attorney**  
16                   **Bruce Kartchner, Administrative Services Director**  
17                   **Natalie Hall, Emergency Preparedness Manager**  
18                   **Grant Crowell, City Planner/Economic Development Director**  
19                   **Shane Paddock, Public Works Director**  
20                   **Warren James, Fire Chief**  
21                   **Michael Fazio, City Engineer**  
22                   **Jennifer Robison, Senior City Planner**  
23                   **Ellen Oakman, Associate City Planner**  
24                   **Wendy Deppe, City Recorder**

25  
26 **BLUFFDALE CITY COUNCIL AND PLANNING COMMISSION JOINT BUSINESS**  
27 **MEETING**

28  
29 **1.      Roll Call.**

30  
31 Mayor Derk Timothy called the meeting to order at 5:03 p.m.

32  
33 All members of the City Council were present.

34

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**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, May 12, 2021**

**BLUFFDALE CITY COUNCIL AND PLANNING COMMISSION ECONOMIC  
DEVELOPMENT JOINT WORK SESSION**

**1. Welcome and Dinner.**

**2. Discussion: Branding of the 2700 West/Bangerter Gateway Commercial Area,  
Planning Commission Chair, Debbie Cragun.**

Planning Commission Chair, Debbie Cragun stated that she has been thinking about 2700 West for two years, especially the last two months while the Planning Commission has been working on the draft ordinance for the commercial zones in 2700 West. She expressed a desire to see this area made into something special partly because there are a limited number of gateways in the City.

She felt that the coordinate (2700 West) does not evoke excitement. She commented that developers buying smaller plots can name their own but as a City, they should name the street or larger development area. Some of her ideas included “Bluffdale Bayou” or “Gateway West” but preferred that more creative people name it. It was suggested that the City assign that task to the Planning Commission, residents, and/or other entities.

City Planner/Economic Development Director, Grant Crowell asked if naming the area would also force them to change the street name. He commented on how it might be possible to create a brand.

Mayor Timothy expanded on Ms. Cragun's idea and introduced the idea of naming the street as well as individual projects nearby. He also suggested naming a district. He felt that taking the idea for a street name to the public would be the best start but would reserve the naming of a district for the Council. He discussed different ways to choose names and incentivizing residents to participate beyond the prize being the name of the street.

Ms. Cragun commented that she believes the Council would be open to Mayor Timothy's ideas and it should be on the agenda for further discussion. She stated that it may be easier to simply rename the street on the Bluffdale side. There was discussion regarding whether only renaming the street in a certain area would be enough.

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BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
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1  
2 Dave Kallas suggested that when they submit an ordinance for the Council, it should be  
3 accompanied by recommendations for names or the process for deciding the name as well as the  
4 City's vision for the area. Mark Hales asked what changing the name would require. City  
5 Engineer, Michael Fazio, explained how commemorative names can be used to preserve mail  
6 delivery and increase ease for businesses. He used the example of 14600 South being renamed  
7 Bluffdale Boulevard. A full name change would involve more work for businesses and residents.  
8 He explained that in similar situations in the past, residents were given a monetary allowance for  
9 dealing with the change if it affected them.

10  
11 It was mentioned that most established residents would be resistant to their address being changed.  
12 People are more willing to accept a name change for a new destination area being developed.  
13 Mayor Timothy appreciated the time the Planning Commission spent on the ordinance.  
14 Mr. Crowell stated that he looked forward to a discussion with the City Council about 2700 West.

15  
16 **3. Design Standards Ordinance Update.**

17  
18 **a. Anticipated City Council May 26, Continued Discussion of:**

19  
20 **i. Insulated Metal Panel Discussion.**

21  
22 Mr. Crowell felt that they deserve to have a great gateway to the community and should have a  
23 role in regulating its design. However, they are getting continuous pushback about how it is too  
24 harsh and focused on warehouse construction. He explained that the street will not be a "downtown  
25 thing" and if that is the City's desire, they will have more work to do to get back to where the idea  
26 started from. He explained that a lot of the time he and staff have spent with the Planning  
27 Commission dealt with different perspectives and visions. Most users who want to build want  
28 large rectangular buildings but there are exceptions. He expressed frustration that they are dealing  
29 with three different building materials and that three separate builders want to use insulated metal  
30 panels.

31

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**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
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1                   ii.       **“Backs” of Buildings.**  
2

3 Mr. Crowell explained that all buildings should focus on aesthetics. One of the challenges involves  
4 which side of the building will be the backside. Some builders believe they should only be  
5 concerned about the aesthetics on one side of the building whereas the City feels that all four sides  
6 need to be addressed since all are visible from different roadways.

7  
8                   iii.       **Applying Gateway Standards to GC Zone City-Wide.**  
9

10 Mr. Crowell explained that the current recommendation also includes a broader application of  
11 gateways standards to GC-1 Zones. If the Planning Commission feels that one standard is good  
12 for one area in the General Plan, it could be good for other areas. He explained that different cities  
13 focus on different priorities depending on the needs of the area. The subject area is very auto-  
14 oriented and that requires a different type of streetscape than a downtown area. He stated that what  
15 the staff and Planning Commission will present will not meet the mark of all of the feedback they  
16 are receiving as some are not taking the use of the area into full consideration.

17  
18 Mr. Crowell explained that this is one of the most difficult projects he has worked on. The  
19 different construction methodologies are difficult to align with a partially defined vision. He  
20 explained that any business submissions will be evaluated under the current ordinance. Although  
21 it may not be time to modify the General Plan, it may be time to think about it differently. He  
22 stressed that he was not suggesting that they turn the entire block into housing even though it has  
23 been proposed before and he has received inquiries about it.

24  
25 Mr. Crowell reported that there is a \$2 million road facility planned that will be paid for with  
26 impact fees and will go through the middle of the block. It was intended to facilitate development  
27 and access management. The City will need to recoup that investment at some point. There is no  
28 right-of-way currently. He emphasized that the block is very topical in many ways. He stated that  
29 he has spent a lot of time in the area with developers and others.  
30

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, May 12, 2021**

1 Mr. Crowell explained that when the zoning was changed from residential to commercial, they  
2 went with General Commercial because it offers flexibility and increased economic development  
3 opportunities. Many opportunities involve high ceiling construction, which is not necessarily a  
4 bad thing. He explained that they will be working on the General Plan in the next few months with  
5 the Planning Commission. Other communities such as South Jordan and Draper are doing very  
6 well economically and have very high standards for construction, which Bluffdale may or may not  
7 be ready for.

8

9 **4. Commercial Use Table Discussion.**

10

11 Mr. Crowell displayed the Commercial Use Table and state that it is used regularly by staff and  
12 the City's Business License Official. It can also be useful for the General Plan when determining  
13 if there are too many zone categories or not enough. He explained that ideally when someone is  
14 purchasing property, they look at both the zoning map and the table and then analyze their leasing  
15 strategy. They have worked to eliminate almost all conditional uses. The table is condensed for  
16 special development agreements.

17

18 The table also helps the City see what uses are not covered. One of the questions he has received  
19 recently is where to put a dog kennel that has outdoor dog facilities. There is no place for that in  
20 the use table. The developer specifically asked about the GC-1 on 2700 West. It was discussed  
21 how a text amendment could be made to accommodate businesses that otherwise could not be  
22 allowed.

23

24 Mr. Crowell explained that changes to the table can impact more than just the subject business are  
25 space. The table can be used to keep certain businesses in certain areas, such as tattoo parlors. He  
26 warned that although the business asking for the rezone may have good intentions, the changes to  
27 zones can have longer negative repercussions. Use tables for specific projects could limit negative  
28 repercussions with restrictions. He used the example of Redwood Road and Rockwell Ridge where  
29 warehousing is designated in one area and retail in another. He stated that they are finally getting  
30 the tenants to finish out the last parcels there.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, May 12, 2021**

1  
2 Mr. Crowell explained that sometimes they get inquiries about business types they have never  
3 heard of before such as “ghost kitchens”. He explained that municipalities across the country are  
4 unsure whether many of the new businesses are retail, restaurant, or a warehousing use. He  
5 explained that clear definitions are important. He used the example of the wording in the back of  
6 the construction sales and services use definition as preventing GC-1 Zone from completely  
7 becoming an industrial or contractor's use area. He emphasized that changes to or ways to  
8 circumvent the definition can be done in a few different ways.

9  
10 Mr. Crowell expressed how big the project is. He recommended that they look at other cities and  
11 see what is missing and look toward a future use that has not yet been implemented. He cautioned  
12 against being overly restrictive since they may have to go back through and add uses back in. He  
13 explained that he thinks the table is more important than the zoning map.

14  
15 Mr. Crowell asked the Council if there was a future time they would want to approach it and look  
16 at new zones or uses such as outdoor dog kennels. A dog daycare and boarding facility was  
17 currently not allowed in the Code. It was used as an example of things that are deliberately left off  
18 of the list and may have been done intentionally since the business may not have been fully  
19 desirable in the City. He explained that they have used study sessions to add uses to different  
20 zones at the request of different businesses and proposals. However, sometimes the Planning  
21 Commission is not ready to do the study session and the business will have to talk to the Council  
22 directly.

23  
24 Ms. Cragun felt it was important that they first discuss the prioritization before the Land Use Table.  
25 She was concerned that it has become apparent that developers are uneasy about the costs being  
26 driven up which forces them to go somewhere else. An understanding of priorities will help the  
27 City say yes or no to different developers and businesses. Mr. Crowell agreed that it would be a  
28 good idea for a future discussion. He discussed different ways of prioritizing such as ranking  
29 systems. He agreed that not all prioritization is about fiscal strategy even though all plans could  
30 have a fiscal impact prediction done. Mr. Crowell reiterated that 2700 West is a catalyst for focus

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, May 12, 2021**

1 on changes in general. He explained that there is a lot of new construction and development  
2 happening that will begin again.

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**5. Future Meeting Date (June 9) and Potential Topics Which Could Include:**

**a. Review Annual Strategic Plan with Sub-Committee or Whole Group.**

**b. EDCUtah Site Visit.**

10 Mr. Crowell reported that EDCUtah gave Bluffdale a community assessment in the past that he  
11 provided previously to the Commission and staff. EDCUtah would like to make a presentation to  
12 the Council about Bluffdale and the state of corporate recruitment and other topics. The Council  
13 expressed their support.

14  
15  
16

**c. Discussion of Prioritization of ED Objectives for Land Use Decisions.**

17 Mr. Crowell reported that prioritization is something that can be discussed in conjunction with the  
18 General Plan. He asked if there was any sort of roundtable to discuss other ideas that they are  
19 missing or not bringing forward. He commented that this could be an opportunity for everyone to  
20 help with the vision going forward.

21  
22  
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26

Wendy Aston stated that she would like to have a retreat. She commented that they help keep  
everyone up to date on a broad spectrum of topics. Council Member Kallas agreed and stated that  
they are at the year-end mark of adopting the Strategic Plan. He thought it would be beneficial to  
reevaluate and adjust goals every June and possibly tie it to the budget cycle. Administrative  
Services Director, Bruce Kartchner reported that the final budget needs to be passed by June 20.

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28  
29  
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31

Mayor Timothy commented that over the past year the direction in the City has changed. He asked  
what they should be looking for as far as the future and how to adjust their vision. He was  
especially concerned about current decisions that will become obsolete. Mr. Crowell addressed  
the changing nature of retail such as big-box stores becoming defunct. He discussed if the national



**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY COUNCIL  
BLUFFDALE CITY PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
Wednesday, May 12, 2021**

1 and state economic and retail changes apply to Bluffdale on the same level and how it will affect  
2 development such as more flexible and mixed-use spaces.

3  
4 i. **Retail Services/Preferred Uses.**

5  
6 ii. **Vs. Sales Tax Growth.**

7  
8 iii. **Assessed Value Growth.**

9  
10 iv. **Jobs.**

11  
12 v. **Aesthetics/Neighborhood Impact/Community Integration.**

13  
14 d. **Project Updates.**

15  
16 e. **Other Topics of Interest.**

17  
18 6. **Closed Meeting Pursuant to Utah Code § 52-4-205(1) to Discuss the Character,**  
19 **Professional Competence, or Health of an Individual, Collective Bargaining, Pending**  
20 **or Imminent Litigation, Strategies to Discuss Real Property Acquisition, Including**  
21 **any Form of a Water Right or Water Shares, Security Issues, or Any Alleged Criminal**  
22 **Misconduct (if needed).**

23  
24 There was no Closed Meeting.

25  
26 7. **Adjournment.**

27  
28 The Economic Development Meeting adjourned at 5:57 p.m.

29  
30  
31  
32 \_\_\_\_\_  
33 Wendy L. Deppe, CMC  
34 City Recorder

35  
36 Approved: \_\_\_\_\_



## Memo

**Date:** June 18, 2021

**From:** Michael Fazio, P.E., City Engineer

A handwritten signature in blue ink, appearing to be 'M. Fazio', located to the right of the 'From:' field.

**To:** Mark Reid, City Manager

Mayor Timothy

City Council

**RE:** On Call City Water Works

---

On June 2, 2021 the City posted a bid to retain a contractor that could complete small water works repair and installation projects on an on-call basis for the City. This is a one year contract, renewable for up to five years.

The bid items were structured so that the water works projects would be completed at pre-determined unit pricing. Expenditures will be based on the amount of work performed and within approved budgeted amounts.

The bids were opened on June 17, 2021. There was one bidder; On Line Utility Locating, LLC, of Bluffdale, Utah. On Line Utility Locating, LLC is well known to the City and has successfully completed previous construction projects for the City. Their unit bid amounts are consistent with current market pricing.

I recommend awarding the On Call City Water Works bid to On Line Utility Locating, LLC and approving the resolution allowing the City Manager to enter into an agreement for the City with On Line Utility Locating, LLC

**RESOLUTION NO. 2021-35**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUFFDALE, UTAH, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ON LINE UTILITY LOCATING, LLC FOR CITY WATER WORKS PROJECTS.**

**WHEREAS**, Bluffdale City (the “City”) is obligated to maintain various city-owned infrastructure; and

**WHEREAS**, the City and On Line Utility Locating, LLC desire to enter into an agreement, attached as Exhibit A; and

**WHEREAS**, the Bluffdale City Council (the “City Council”) finds that entering into said agreement would be in the best interest of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLUFFDALE, UTAH:**

**SECTION 1. Authorize to Sign.** The City Council hereby authorizes the City Manager to execute an agreement with Wollam Construction Company, Inc., attached as Exhibit A.

**SECTION 2. Effective Date.** This Resolution shall become effective immediately upon passage.

**APPROVED BY THE CITY COUNCIL OF THE CITY OF BLUFFDALE, UTAH, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021 BY THE FOLLOWING VOTE:**

	YES	NO	ABSTAIN	ABSENT
Councilmember Aston	_____	_____	_____	_____
Councilmember Crockett	_____	_____	_____	_____
Councilmember Gaston	_____	_____	_____	_____
Councilmember Hales	_____	_____	_____	_____
Councilmember Kallas	_____	_____	_____	_____

Mayor: \_\_\_\_\_  
Derk P. Timothy

Attest: \_\_\_\_\_  
City Recorder

**RESOLUTION NO. 2021-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUFFDALE, UTAH, ADOPTING A WATER REGULATION AND CONSERVATION PROGRAM FOR THE CITY, IMPOSING PENALTIES FOR VIOLATIONS, AND RELATED MATTERS.**

**WHEREAS**, Governor Cox issued an executive order dated March 17, 2021, declaring a state of emergency due to current drought conditions throughout the state; and

**WHEREAS**, Bluffdale City was notified by Jordan Valley Water Conservancy District that drought conditions will affect the City and the District to help manage the impact of drought conditions and take conservation efforts, including educating residents, limiting outdoor use of culinary water, and

**WHEREAS**, The City Council is authorized under State law and City ordinance to regulate and restrict the use of water when necessary to protect the health, welfare, and safety of its residents and to provide for the enforcement of such regulations, Utah Code §§ 10-7-12 to -14; and

**WHEREAS**, the City Council finds that it is necessary to adopt a conservation plan, enforcement provisions in efforts to reduce or mitigate the effect of drought conditions, and to ensure that the City and its residents continue to have a reliable, resilient, and sustainable water supply.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLUFFDALE, UTAH:**

**SECTION 1. Adoption of Policy.** The City Council hereby adopts the attached conservation plan shown in **Exhibit A**.

**SECTION 2. Proclamation to Limit Water Use.** The level of water conservation shall be proclaimed in accordance with City Code § 8.10.160, which states:

In time of scarcity of water, whenever it shall in the judgment of the Mayor and the governing body be necessary, the Mayor shall by proclamation limit the use of water to such extent as may be necessary. It shall be unlawful for any person, his family, servants, or agents to violate any proclamation made by the Mayor in pursuance of this chapter.

**SECTION 3. Effective Date.** This Resolution shall become effective immediately upon passage.

[SIGNATURE PAGE FOLLOWS]

**APPROVED BY THE CITY COUNCIL OF THE CITY OF BLUFFDALE, UTAH, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021 BY THE FOLLOWING VOTE:**

	YES	NO	ABSTAIN	ABSENT
Councilmember Aston	_____	_____	_____	_____
Councilmember Crockett	_____	_____	_____	_____
Councilmember Gaston	_____	_____	_____	_____
Councilmember Hales	_____	_____	_____	_____
Councilmember Kallas	_____	_____	_____	_____

Mayor: \_\_\_\_\_  
Derk P. Timothy

Attest: \_\_\_\_\_  
City Recorder

**BLUFFDALE CITY  
RESOLUTION 2021-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUFFDALE,  
UTAH, ENACTING POLICY RELATED TO VOLUNTEERS.**

**WHEREAS**, Bluffdale is a small city but has been blessed with numerous volunteers over the years.

**WHEREAS**, sound policies, procedures, and processes are necessary to support volunteering along with protecting the safety and welfare of all concerned.

**WHEREAS**, the Bluffdale City Council finds that enacting the Volunteer Policy will help protect the health, safety, and welfare of the City, its residents, and its wonderful volunteers.

**NOW THEREFORE**, be it ordained by the Council of the Bluffdale City, in the State of Utah, as follows:

**SECTION 1:**        **ADOPTION** “5 Volunteer Policy” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

5 Volunteer Policy(*Added*)

**SECTION 2:**        **ADOPTION** “5.10 Introduction And Purpose” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

5.10 Introduction And Purpose(*Added*)

The City Council believes that volunteers are a key resource in the achievement of the City’s vision of building a stronger, sustainable, and healthy community for future generations. Volunteers contribute to the political, social, economic environmental, and cultural well-being of the City by:

- A. Strengthening community cohesion, social wellbeing, and trust;
- B. Expanding the ability of the City to respond to the needs of its citizens and provide a range of services and activities;
- C. Encouraging understanding of, and acceptance of, diversity within our population; and

D. Demonstrating that one person can make a difference.

Sound policies, procedures, and processes are necessary to support volunteering along with protecting the safety and welfare of all concerned. Accordingly, the purpose of this policy is:

A. To establish an administrative policy and procedures for promoting volunteerism and connecting volunteers with various service opportunities within the City;

B. To recognize and promote the substantial and ongoing contribution made by volunteers to the quality of life of our citizens;

C. To help effectively engage volunteers to meet the City's mission, vision, and values; and

D. As part of the City's commitment to volunteerism, this policy document establishes the expectations for a productive partnership

**SECTION 3:** **ADOPTION** "5.20 Scope" of the Bluffdale Policies & Procedures is hereby *added* as follows:

#### ADOPTION

5.20 Scope(*Added*)

A. This policy applies to all City Departments.

B. Existing department policies and procedures involving volunteers may augment, but are not a substitute for, this policy.

**SECTION 4:** **ADOPTION** "5.30 Volunteer Defined" of the Bluffdale Policies & Procedures is hereby *added* as follows:

#### ADOPTION

5.30 Volunteer Defined(*Added*)

Persons volunteering time and services without any present or future expectation of remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses. This is not an employment relationship and the volunteer is under no obligation to provide time or duties of resources, other than what he or she chooses to freely provide. City volunteers must be officially accepted and enrolled by the City prior to undertaking any volunteer task.

City volunteers include without limitation:

- A. Volunteers who serve on committees or groups that are a part of ongoing City-sponsored services and programs at City venues; and
- B. Volunteers who serve under the auspices of a City Department.

**SECTION 5:            ADOPTION “5.40 Management Of Volunteers” of the Bluffdale Policies & Procedures is hereby *added* as follows:**

**ADOPTION**

**5.40 Management Of Volunteers(*Added*)**

A. Recruitment process.

1. The volunteer recruitment process is intended to be open, to allow equal access to volunteer opportunities; and
2. Volunteers must meet the qualifications established for the position and must be able to perform the specified duties.

B. Assignments.

1. Every assignment or activity for which volunteers are used must have a written job description, which will provide both staff and volunteers with a clear explanation of the project scope, start and end date and follow up as needed; and
2. A job description should include a description of the duties, skills, requirements, and physical abilities needed to perform the job, as well as a description of working conditions for the job (e.g., working outdoors or indoors, working days or nights, etc.).

C. Volunteer application form.

1. An application form is a screening tool that each potential volunteer must complete. Some departments may have an application form specific to the unique requirements of a volunteer position; however, a universal volunteer application form must be completed and kept on file in the Human Resources; and
2. All volunteers under the age of 18 must have written parental consent. Volunteers between 14 and 18 years of age must have their parent or legal guardian complete and sign the parental information section of the application form before a minor can participate in a City volunteer program.

D. Release Form and the Volunteer Protection Act of 1997.

1. All City volunteers must sign the ‘Volunteer Program Waiver and Release’ form prior to starting a volunteer assignment;
2. The signed Volunteer Waiver form must be kept on file with the Human Resource; and
3. City volunteers are protected under Public Law 105-19; the Volunteer



Protection Act of 1997 as signed into law by President Clinton on June 18, 1997. The purpose of this law is to reform laws to provide certain protections from liability abuses related to volunteers serving nonprofit organizations and governmental entities.

E. Interviews.

1. All persons applying for volunteer positions will be interviewed;
2. The interview will offer the prospective volunteer the opportunity to learn about the volunteer positions and will help determine the qualifications, ability and suitability of the individual to perform work on behalf of the City;
3. For some positions, depending on the level of risk, more than one interview may be required; and
4. In considering staff for any volunteer position, note that the Federal Labor Standards Act (FLSA) prohibits employees from volunteering to do the same activities that they are normally paid to perform. Staff may, free of coercion, volunteer to carry out activities not significantly related to their paid positions and may do so only outside of their usual paid hours.

F. Reference checks.

1. Volunteers may be required to provide personal references upon request, with the expectation that references may be used to help determine the suitability of an applicant for the position; and
2. For any volunteer who will be interacting with minors, references must be checked.

G. Background Screening and Fingerprinting.

1. Some positions involving interaction with minors require volunteers to submit to a police background check and fingerprinting, which will be arranged through the Bluffdale Police Department and coordinated with the Human Resources Department. Certain volunteer positions may be unsuited for an applicant depending on the results of a police background check;
2. The City may also require fingerprinting and a background check (Live Scan) for volunteer positions involving cash handling, confidential information, or others;
3. In certain cases, a potential volunteer may be denied or referred to a more suitable placement, as warranted.

**SECTION 6:**            **ADOPTION** “5.50 Volunteer Rules And Regulations” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

5.50 Volunteer Rules And Regulations(*Added*)

A. Accidents Involving Vehicles. Volunteers are not authorized to operate City vehicles.

In the event of an accident involving a volunteer's own vehicle, immediately contact the Bluffdale Police Department and Human Resources. The volunteer should also notify the supervisor, who will be able to assist with further documentation requirements, including filing an accident report with the Human Resources.

- B. Alcohol. Volunteers may not consume or possess alcoholic beverages on any City premises or while conducting any City business. Volunteers who violate this policy are subject to immediate dismissal.
- C. Attendance and Punctuality. Volunteers are expected to always be prompt and on time in reporting for their assignments. Being late is discourteous to others. When unforeseen circumstances arise, it is up to the volunteer to notify their supervisor about being late or to give advance notice of the need to be excused. Failure to appear or to notify a supervisor about missing a shift may result in dismissal from the volunteer program.
- D. Confidentiality. Private, sensitive, or confidential information discussed or handled within the course of a volunteer assignment must be kept strictly confidential. Volunteers are required to uphold this policy. Private, sensitive, or confidential information is not to be shared. Any questions about what information is appropriate to release or discuss should be communicated between the volunteer and their immediate supervisor.
- E. Customer Relations. A volunteer is also a City ambassador and should conduct City business with staff and the public in a customer-friendly manner.
- F. Drug-Free Workplace. Any volunteer who uses, brings, possesses, or is suspected of being under the influence of any form of narcotic, drug, or hallucinogen, except prescribed drugs and under the direction of a physician, is subject to immediate dismissal. In addition, any volunteer who transfers, sells, or attempts to sell drugs on City property or while on City business, at any time, is subject to immediate dismissal.
- G. Expense Reimbursement. Pre-approved out-of-pocket expenses may be reimbursed by submitting a request for reimbursement form to the supervisor for approval. The reimbursement request must be accompanied by a receipt for purchase or invoice. Reimbursement requests are subject to petty cash limits, which may require the supervisor to process a check request according to the City's purchasing procedures.
- H. Harassment. All City workers have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Consistent with the City's respect for the rights and dignity of each employee and volunteer, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, or any characteristic protected by law, will not be sanctioned or tolerated.
- I. Personal Use of City Property. Personal use of City property by City volunteers is not allowed and may result in dismissal. Personal use includes, but is not limited to, borrowing power tools, hand tools, equipment, supplies, City vehicles, trailers, generators, and unauthorized duplication of City keys.
- J. Political Activities. City volunteers may not engage in the distribution or publication of materials approving or favoring candidates for nomination or election to public office while at work or in any public building. Volunteers may not engage in furthering the interest of candidates for public office while at work through the publication or editing

of newspaper articles or other media announcements or engage in the solicitation of money for the purpose of aiding or defeating the election of any candidate for any public office. Volunteers may not use their office or position for the political enhancement of any individual or group.

- K. Running for Office. Volunteers may not become candidates for an election to the office of Bluffdale City Mayor or City Council member. Nothing contained in this policy shall be construed as interfering with the right of a volunteer to become members of political parties, clubs, or organizations, attend political meetings, express opinions on all political subjects, enjoy freedom from interference in voting, or contribute freely to political causes. While volunteering, Volunteers may not wear campaign buttons, signs, or articles of clothing, or otherwise actively or passively campaign for candidates for political office.
- L. Reporting Emergencies. In the case of a medical emergency, accident, or injury, report it immediately. The Supervisor is responsible for completing any related forms and reports required by Human Resources.
- M. Security. Volunteers are to become familiar with the security provisions of their assigned work areas. As necessary, volunteers will be provided with security permissions related to their work areas, to facilitate ease of entry and access. Volunteers are responsible for the security of their personal belongings and vehicles while working for the City.
- N. Smoking. Smoking is prohibited in all City facilities, including City vehicles. Volunteers and employees who wish to smoke may do so outside a City facility in designated smoking areas.

**SECTION 7:           ADOPTION** “5.60 Ending Volunteer Service” of the Bluffdale Policies & Procedures is hereby *added* as follows:

#### ADOPTION

##### 5.60 Ending Volunteer Service(*Added*)

- A. Giving notice at least two weeks before the anticipated separation date is a courtesy that allows the City sufficient time to make other volunteer arrangements for coverage.
- B. Volunteers who do not adhere to the rules, policies, and regulations of the City, or fail to perform their assignments satisfactorily, are subject to dismissal. A volunteer may be dismissed at any time. The City reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

**SECTION 8: SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 9: EFFECTIVE DATE** This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED BY THE BLUFFDALE CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Aston	_____	_____	_____	_____
Councilmember Crockett	_____	_____	_____	_____
Councilmember Gaston	_____	_____	_____	_____
Councilmember Hales	_____	_____	_____	_____
Councilmember Kallas	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
 Derk P. Timothy, Mayor, Bluffdale  
 City

\_\_\_\_\_  
 Wendy Deppe, City Recorder  
 Bluffdale City

**BLUFFDALE CITY  
RESOLUTION 2021-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUFFDALE,  
UTAH, AMENDING THE EMPLOYEE POLICIES AND PROCEDURES.**

**WHEREAS**, Bluffdale City has various policies and procedures for City employees to follow; and

**WHEREAS**, from time-to-time City policies are enacted or amended to meet the intent of the Bluffdale City Council; and

**WHEREAS**, the amendments made to the Employee Policies and Procedures relate to increasing the distance restrictions for on-call employees, adding the City Council to be eligible for the City's retirement program, specifying the allowance and severance pay for full-time, FLSA-exempt employees, cell phone reimbursements, and Fire Department updates; and

**WHEREAS**, the Bluffdale City Council finds that amending the Employee Policies and Procedures will help protect the health, safety, and welfare of the City and its residents.

**NOW THEREFORE**, be it ordained by the Council of the Bluffdale City, in the State of Utah, as follows:

**SECTION 1:**            **AMENDMENT** “1 Employee Handbook” of the Bluffdale Policies & Procedures is hereby *amended* as follows:

AMENDMENT

1 Employee ~~Handbook~~ Policies and Procedures

**SECTION 2:**            **AMENDMENT** “1.40.065 On-Call Pay” of the Bluffdale Policies & Procedures is hereby *amended* as follows:

AMENDMENT

1.40.065 On-Call Pay

When an employee is required to be “on-call”, he or she shall be paid at the rate identified in the Salary Scale for on-call pay for each hour of on-call time. On-call time shall be defined as hours outside of normal city operating hours and weekend hours. Operating hours are generally Monday through Friday from 6:00 am to 6:00 pm. Departments and the city are not required to have an employee on-call. When an employee is required to be on-call, the City Manager and

his/her designee, or department heads, must assign an employee to be on-call. While an employee is on-call, he or she may not travel more than ~~twenty-fourty-five~~ (2045) minutes away from the city limits. In addition, he or she shall not consume any substance that would impede their ability to perform their job or jeopardize the safety of themselves, other employees, the public, or any property. Employees shall rotate on-call duty every two weeks or sooner. The city may require employees to be cross-trained in other departments in order to fill on-call shifts. Employees who are on-call may be required to carry and answer a pager or cell phone. Nothing in this section shall alleviate an employee from not responding to emergencies or call-outs outside of normal city operating hours if not on-call. Exempt employees are not eligible for on-call pay.

**SECTION 3:** AMENDMENT “1.50.020 Retirement Program” of the Bluffdale Policies & Procedures is hereby *amended* as follows:

#### AMENDMENT

##### 1.50.020 Retirement Program

- A. The City is a member of the Utah State Retirement System. Participation and administration of the system shall be conducted in accordance with State statutes and regulations regarding the same. No employee shall be exempt from such system unless permitted by law and approved by the City Council, except those elected, appointed, or non-merit protected positions eligible to exempt as listed below. The City, under the direction of the City Council, will fund eligible supplementary retirement accounts for employees who are eligible to participate in the Utah State Retirement System.
- B. Tier 2 Elected and Appointed Officials are Part-time Ineligible, except the following positions, which are Full-time Eligible: (1) the Mayor, (2) City Council Members, (3) City Manager, (34) City Recorder, (45) City Treasurer, (56) City Attorney, (67) City Engineer, and (78) Justice Court Judge.
- C. The following positions are eligible for exemption from the retirement system if they choose to: (1) the Mayor, (2) City Council Members, (3) City Manager, (34) City Recorder, (45) City Treasurer, (56) City Attorney, (76) City Engineer, (78) Fire Chief, (98) Administrative Services Director, (109) City Planner/Economic Development Director, (110) Public Works Director, and (124) Justice Court Judge.

**SECTION 4:** ADOPTION “1.50.070 Cell Phones” of the Bluffdale Policies & Procedures is hereby *added* as follows:

#### ADOPTION

1.50.070 Cell Phones(*Added*)

- A. Purpose. Eligible employees (below) may receive a cell phone stipend from the City for business-related costs incurred when using their personal cell phones. Except for a limited number of positions, the City will not own cell phones for the use of individual employees.
- B. Eligible Employees. An employee may be eligible for the stipend if, as determined by the City Manager, the job function of the employee requires considerable time outside of his/her assigned office, work area, or at irregular hours and the employee must be accessible during those times.
- C. Stipend.
  - 1. Employees may receive a stipend of \$65 if the cell phone requires or uses wireless data and internet.
  - 2. Employees may receive a stipend of \$35 if the cell phone does not uses wireless data or internet.
- D. Employee Rights and Responsibilities.
  - 1. Employees are responsible for purchasing a cell phone and establishing and maintaining service with the cell phone service provider of his/her choice. The cell phone contract is in the name of the employee, who is solely responsible for all payments to the service provider.
  - 2. To the extent allowed by law, the stipend provided is not considered taxable income.
  - 3. The eligible employee can use the phone for both business and personal purposes, as needed.
  - 4. If the employee terminates their cell phone service plan at any point, s/he must notify his/her supervisor within 5 business days to terminate the stipend.
  - 5. The City does not accept any liability for claims, charges or disputes between the cell phone service provider and the eligible employee.
- E. Cancellation or Reduction. Any stipend will immediately cease or be reduced if:
  - 1. An employee's employment with the City terminates;
  - 2. The City Manager determines he/she is no longer eligible for the stipend;
  - 3. The employee no longer has a cell phone or cell phone service plan;
  - 4. The City decides to eliminate or reduce the stipend or the City Manager determines to reduce the amount of the stipend; or
  - 5. The eligible employee uses the cell phone in any manner contrary to local, state, or federal laws or City policy.

**SECTION 5:**            **ADOPTION** “1.50.060 Allowances And Severance” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

1.50.060 Allowances And Severance(*Added*)

- A. Purpose. The purpose of this Section is to outline the allowances and severance benefits to appointed, at-will City employees.
- B. Eligible Employees. Unless specifically indicated otherwise, this Section shall only apply to the following persons: (1) City Recorder, (2) City Treasurer, (3) City Attorney, (4) City Engineer, (5) Fire Chief, (6) Administrative Services Director, (7) City Planner/Economic Development Director, and (8) Public Works Director.
- C. Administration. The City Manager shall administer this Section by entering into employment agreements with eligible employees that codifies the terms outlined herein. The City Manager may deviate from this Section only upon approval by the City Council in a closed meeting as permitted by Utah Code § 52-4-205(1)(b).
- D. Vehicles.
1. The City has several City-owned and department-managed vehicles in its fleet. Employees who have access to City-owned and department-managed vehicles shall utilize those vehicles for work-related travel.
  2. Employees who do not have City-owned vehicles in their department, those employees shall have a \$300 vehicle allowance. This allowance covers all travel between Salt Lake and Utah Counties. Travel beyond Salt Lake and Utah Counties that are over 50 miles are subject to City reimbursement rates.
- E. Severance. Eligible employees are employed "at-will" and may be terminated at any time. If an employee is terminated "without cause" (defined below), then the employee is entitled to the following severance pay:
1. Three months of salary plus an additional month of salary for each year of service as an appointed employee (not to exceed six months);
  2. Continuation of medical, dental, vision, and life insurance benefits for a period equal to the number of months' severance pay which the employee is eligible to receive upon termination; and
  3. Any accrued leave, paid in lump sum or biweekly, at the employee's option.
  4. To be entitled to any severance or benefits paid under this Paragraph, the employee must sign a separation agreement.
- F. Definition of "Cause."
1. With Cause. "With cause" shall occur when:
    - a. The employee is convicted of a class A misdemeanor, or higher, regardless of whether the conviction is not upheld on appeal.
    - b. The employee commits a material violation of an applicable ethics rule.
    - c. The employee has committed or aided and abetted in willful fraud or defalcation, either of which involved funds or other assets of the City.
    - d. The employee has committed malfeasance in the office or willful/wanton neglect of duty.
  2. Without Cause. "Without cause" occurs when:
    - a. The City Manager terminates the Employee in accordance with 1.70.020(A)(7).
    - b. The City reduces the base salary, compensation, or any other financial benefit of the employee, unless it is applied in no greater percentage than the average reduction of all department heads.



- c. The employee resigns following an offer to accept resignation, whether formal or informal, by the City Manager.
- d. Termination occurring within the first six months after an elected official takes office following a municipal election.

**SECTION 6:**            **REPEAL** “1.120.010 Employee Definition” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.010 Employee Definition (Repealed)~~

~~All Fire Department personnel shall be considered Part-Time/Emergency Response. All Fire Department personnel are subject to all Bluffdale City personnel policies and procedures. Additional policies and procedures are defined further in this chapter as they specifically apply to the Fire Department.~~

**SECTION 7:**            **REPEAL** “1.120.020 Roster” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.020 Roster (Repealed)~~

~~Employees are encouraged to work at least one shift a month. If an employee is absent from working shifts for three or more consecutive months, without prior permission from the Chief, this employee shall receive a written warning that he/she may be removed from the roster. The employee shall then be given one month following the date of the written warning to work a shift. If the one-month time period expires and the employee has not worked any shifts, this employee shall be informed that he/she will be replaced on the roster and terminated from employment.~~

**SECTION 8:**            **REPEAL** “1.120.030 Hiring And Promotions” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.030 Hiring And Promotions (Repealed)~~

- A. Hiring. Applications will only be accepted during open recruitment periods. A hiring list shall then be created from qualified applicants. Applicants will be ranked in order based on the following criteria including oral interview, certifications, knowledge, skills, abilities and residency. The list will be good for a period of two years. Candidates who successfully qualify for the hiring list will be considered for open positions during the two-year period.
- B. Promotions. Promotions in rank shall be given to employees based on the following criteria: certifications, knowledge, skills, abilities and years of service with the Department. Any employee being considered for promotion shall be required to complete the application process which shall include a review board with the Fire Chief, City Manager, Personnel Coordinator and a Council Member.

**SECTION 9:**        **REPEAL** “1.120.060 Shift Picks” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.060 Shift Picks~~ (*Repealed*)

- A. Shift request forms are due the second Thursday of each month and the completed schedule will be available the following Thursday.
- B. No employee shall be scheduled for more than 180 hours in a 24 day period. Each monthly shift calendar will be approved by the Chief and staffing captain before distribution. Each employee is responsible to obtain a copy of the shift calendar.

**SECTION 10:**        **REPEAL** “1.120.070 Shift Changes” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.070 Shift Changes~~ (*Repealed*)

- A. In the event an employee cannot work a shift in which he/she is scheduled, a shift change form shall be submitted and approved by the Chief or Shift & Scheduling Captain before a shift can be changed.
- B. If an employee scheduled to work is more than one hour late, a change form shall be submitted and the employee who covered for the late employee shall receive the pay for the time covered.

- C. If an employee calls in sick, the Acting Captain shall contact employees not working and make all efforts to fill the shift immediately. If all efforts to fill the shift have been made, and the shift cannot be filled, the Acting Captain shall contact the Chief to receive approval for a reduced number of employees to work in place of the approved number of employees.

**SECTION 11:**        **REPEAL** “1.120.080 Shift Rotation” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.080 Shift Rotation~~ (*Repealed*)

- A. Employees working the 7 pm to 7 am shift shall rise no later than 6 am to allow time for a smooth transition for any oncoming employees. All necessary cleanup and paperwork shall be completed including sharing any information to oncoming employees and any information that may impact oncoming employees. Prior to 6:30 am each day the fire station shall be clean and in neat condition. Bedding and personal items shall be removed from sleeping quarters so oncoming employees can move in without delay. Trash shall be emptied, clean dishes put away, bathrooms clean and in order and other assignments as given.
- B. Also, proper personnel accountability items shall be exchanged at this time. As a courtesy to crews ending a shift, members of the oncoming shift will inform their counterparts that they are relieved. Under no circumstance will any employee be allowed to leave the station until proper relief has been arranged.

**SECTION 12:**        **REPEAL** “1.120.090 Shift Briefing” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.090 Shift Briefing~~ (*Repealed*)

~~All shifts will be assigned an (E) Engineer, (AC) Acting Captain & two (F) Firefighters. The Acting Captain shall be responsible for all in house duties and shall conduct a briefing at the beginning of each shift that shall include the following:~~

- A. Positions, responsibilities, and job assignments for each employee on duty.

- B. Inspection of uniforms and PPE for compliance to policy and professional presentation.
- C. Outline the tasks of the day and also ensure that every employee has proper “PAR” identification placed on the apparatus passport.

**SECTION 13:**        **REPEAL** “1.120.100 Apparatus Checks” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.100 Apparatus Checks~~ (*Repealed*)

~~All in house apparatus, whether front line or reserve, will be checked on required days given. Any and all equipment and/or apparatus that is dirty shall be cleaned on required days. Any malfunctioning equipment or apparatus shall be reported to the Chief or Captain.~~

**SECTION 14:**        **REPEAL** “1.120.120 Daily Work” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.120 Daily Work~~ (*Repealed*)

- A. The Acting Captain shall plan a schedule for assignments on a chore sheet. This includes business inspections, hydrant inspections, building and ground maintenance, etc.
- B. The daily schedule shall include a minimum of one hour of training. All training shall be logged on a department training sheet and filed. The Training Captain shall review training sheets from time to time to ensure training has been completed.

**SECTION 15:**        **REPEAL** “1.120.130 Visitors” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.130 Visitors~~ (*Repealed*)

~~All visitors, family and friends shall be permitted to visit the fire station as follows:~~

- ~~A. All visitors shall be announced.~~
- ~~B. Employees shall use good judgment for the length of the visit as not to disrupt the function of the crew.~~
- ~~C. Visitors shall be limited to access of the fire station and shall remain in the day room or kitchen area unless part of an approved tour group.~~
- ~~D. Visitors with children are required to keep control of children at all times. Children under the age of 16 shall not permitted without being accompanied by an adult, other than on duty employees.~~
- ~~E. No visitors shall be allowed while station duties are being performed.~~
- ~~F. Safety of visitors shall be number one priority during time of visit.~~
- ~~G. Department Employee privacy shall be maintained at all times.~~
- ~~H. Visitors shall not be permitted in sleeping quarters.~~
- ~~I. All visitors shall be escorted out of the building before employees leave or respond to a call. An employee shall never leave a visitor unattended. Sharing door security codes, keys or access cards with friends, family or visitors is a violation of policy.~~

~~If an employee is found in violation of visitor rules, the employee may be subject to reprimand or disciplinary action up to and including termination.~~

**SECTION 16:**        **REPEAL** “1.120.140 Station Tours” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.140 Station Tours (Repealed)~~

~~The public may tour the fire station only by appointment with the Fire Chief or the on-duty crew. The crew shall meet the tour in a designated area of the station. Tour visitors shall remain together at all times. Employees shall be in full uniform. All apparatus shall be clean and equipment shall be stored in designated areas out of harm’s way. In the event of a call during a tour, all visitors shall be escorted out of the building in a calm, orderly way before response so that they are not left unattended in the station. All tours are prohibited after 7 pm unless approved by the Fire Chief.~~

**SECTION 17:**        **REPEAL** “1.120.150 Reports” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.150 Reports (Repealed)~~

~~All fire and medical reports shall be completed and filed immediately following an incident to avoid forgetting any details regarding the incident. Inspection reports, hydrant repair requests, training reports, etc. shall also be completed and filed in a timely fashion.~~

**SECTION 18:** REPEAL “1.120.160 Personal Projects” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.160 Personal Projects (Repealed)~~

~~Personal projects may be done in the station with permission; however, personal projects may not be commenced or resumed until all station duties, inspections, check off sheets, chores, etc. have been completed. Personal projects shall not disrupt normal station operations.~~

**SECTION 19:** REPEAL “1.120.170 Sleeping Quarters” of the Bluffdale Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1.120.170 Sleeping Quarters (Repealed)~~

~~Sleeping quarters shall be respected as a place for quiet and privacy. Employees awake past 9 pm shall remain outside of sleeping quarters and be respectful to other employees. All loud noise must stop at 9 pm.~~

**SECTION 20:** AMENDMENT “1.120.040 Work Hours” of the Bluffdale Policies & Procedures is hereby *amended* as follows:

AMENDMENT

1.120.~~040~~010 Work Hours

~~The workday~~Shifts shall begin at 7 am and end at 7 am the following day, ~~or as may be amended from time to time.~~ The 24-hour workday may be split into shorter shifts as needed to fill all of the daily positions.

**SECTION 21:**            **AMENDMENT** “1.120.050 Pay Periods And Paydays” of the Bluffdale Policies & Procedures is hereby *amended* as follows:

AMENDMENT

1.120.~~050~~020 Pay Periods And Paydays

Pay periods shall occur bi-weekly and follow the City’s standard payday schedule. ~~Payday will commence the month following the end of the pay period.~~ Employees are required to accurately record their hours worked using forms or software provided by the City.

**SECTION 22:**            **ADOPTION** “1.120.030 Holiday Premium Pay” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

1.120.030 Holiday Premium Pay(*Added*)

Premium (double) pay will be paid to all part-time staff members working part or all a shift on the following holidays. A shift is designated as any portion of the twenty-four-hour work period from 07:00 hrs on the date of the holiday to 07:00 hrs the following day.

Designated Holidays:

- New Year's Day
- Easter
- Memorial Day
- July 4th\*
- July 24th\*
- Labor Day
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

\*If July 4th or July 24th fall on a Sunday, then premium pay will be paid for the holiday as well as the Saturday prior.

**SECTION 23:** AMENDMENT “1.120.180 Dress Code” of the Bluffdale Policies & Procedures is hereby *amended* as follows:

AMENDMENT

1.120.~~180~~040 Dress Code

**SECTION 24:** AMENDMENT “1.120.190 Responsibility” of the Bluffdale Policies & Procedures is hereby *amended* as follows:

AMENDMENT

1.120.~~190~~050 Responsibility

All employees will be responsible and shall be held accountable to adhere to all City policies and procedures, Fire Department policies and procedures, and standard operating guidelines. Any employee who violates these policies and procedures may be subject to reprimand or disciplinary action up to and including termination.

**SECTION 25:** SEVERABILITY CLAUSE Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 26:** EFFECTIVE DATE This Resolution shall become effective immediately upon passage.



PASSED AND ADOPTED BY THE BLUFFDALE CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Aston	_____	_____	_____	_____
Councilmember Crockett	_____	_____	_____	_____
Councilmember Gaston	_____	_____	_____	_____
Councilmember Hales	_____	_____	_____	_____
Councilmember Kallas	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Derk P. Timothy, Mayor, Bluffdale  
City

\_\_\_\_\_  
Wendy Deppe, City Recorder  
Bluffdale City

**BLUFFDALE CITY  
RESOLUTION 2021-38**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUFFDALE,  
UTAH, ENACTING POLICY RELATED TO SURPLUS PROPERTY.**

**WHEREAS**, Bluffdale City needs to surplus real and personal property from time-to-time.

**WHEREAS**, the Bluffdale City Council finds that enacting the Surplus Property Policy will help protect the health, safety, and welfare of the City and its residents.

**NOW THEREFORE**, be it ordained by the Council of Bluffdale City, in the State of Utah, as follows:

**SECTION 1:**            **ADOPTION** “2 Surplus Property Policy” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2 Surplus Property Policy(*Added*)

**SECTION 2:**            **ADOPTION** “2.10 Purpose” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.10 Purpose(*Added*)

The purpose of this surplus policy is to establish operational policies for the sale, disposition, or transfer of the City's personal property that has been designated as surplus. The goal of this policy is to ensure that the sale of the surplus property is conducted in an open and competitive environment.

**SECTION 3:**            **ADOPTION** “2.20 Responsibility” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.20 Responsibility(*Added*)

The responsibility of compliance with this policy rests with any employee who deals with the City's personal or real property, the City's Purchasing Agent, the Department Director, and the City Manager.

**SECTION 4:**        **ADOPTION** “2.30 Definitions” of the Bluffdale Policies & Procedures is hereby *added* as follows:

## ADOPTION

### 2.30 Definitions(*Added*)

PURCHASING AGENT: The Financial Director, or designee, who is responsible for the disposition of City personal property.

PROPERTY: Any tangible supplies, materials, or equipment to which the City has acquired title or its equivalent by means of purchase, donation, grant, exchange, or any other lawful means of acquisition.

PERSONAL PROPERTY: All property that is not considered real property. It is moveable without damage to itself or the real estate.

REAL PROPERTY: Land, and buildings or structures, permanently affixed thereto.

SURPLUS PROPERTY: Personal property that is no longer needed by a City department for the performance of its duties.

PROPERTY TRANSFER: The process by which the personal property is physically moved from one department to another and the accounting process which transfers accountability from one department to another.

SIGNIFICANT PARCEL OF REAL PUBLIC PROPERTY: All real property, excluding the following:

- A. Property that (1) is used for public right-of-way, trails, or open space, (2) is under one acre, and (3) has an appraised value under \$25,000.00.

SURPLUS SALE METHODS: The process by which the City disposes of surplus personal property that was not transferred between departments. This should generally be through any process allowed for in this policy, including but not limited to:

Sealed bid sale;

Public auction, including public auction websites;

Public sale; or

Negotiated sales.

SURPLUS PROPERTY AGENT: The Purchasing Agent's responsibility to dispose of the surplus personal property may be delegated to a "surplus property agent" who may be a Department Director or designee or a surplus property contractor that the City authorizes or contracts with to administer the City's program for disposition of surplus property, under the direction of the Purchasing Agent.

MARKET VALUE: The current and most probable price an item should bring in a competitive and open market under all conditions requisite to a fair sale.

**SECTION 5:**            **ADOPTION** “2.40 Transfer Of Property Between City Agencies” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.40 Transfer Of Property Between City Agencies(*Added*)

Any property deemed surplus is available for transfer to City departments by mutual agreement between departments. Property not transferred shall be disposed of in a manner consistent with City ordinances and this policy.

**SECTION 6:**            **ADOPTION** “2.50 General Conditions Of Surplus Property” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.50 General Conditions Of Surplus Property(*Added*)

- A. All City personal property deemed surplus, obsolete, or unusable shall be disposed of according to the provisions set for in this City-wide policy regardless of its physical condition, excluding found property and items held in Police custody.
- B. Any personal property with a market value of approximately \$200.00 or less is considered De Minimis and may be disposed of by any manner deemed appropriate by the Department Director.

- C. Any personal property with a market value above De Minimis but less than \$5,000.00 must be disposed of through a surplus sale method unless otherwise allowed for elsewhere in this policy.
  - 1. Written documentation must be sent to the Purchasing Agent before disposition with a description of the property, estimated market value, and recommended method of sale or disposition.
- D. Any personal property with a market value of or greater than \$5,000.00 must be disposed of through a surplus sale method unless otherwise allowed for elsewhere in this policy.
  - 1. Written documentation must be sent prior to disposition to the Chief Financial Officer or designee with a description of the property, estimated market value, and recommended method of sale or disposition.
  - 2. The City Manager or designee must sign off on the proposed sale and disposition method.

**SECTION 7:            ADOPTION “2.60 Exceptions To The General Conditions Of Surplus Property” of the Bluffdale Policies & Procedures is hereby *added* as follows:**

A D O P T I O N

2.60 Exceptions To The General Conditions Of Surplus Property(*Added*)

- A. Hazardous materials such as insecticides, solvents, medical wastes, paints, combustibles, or any other toxic or hazardous items shall not be disposed of through the surplus program. City departments shall dispose of such materials consistent with the law.
- B. Guns, ammunition, and other equipment where a reseller or the original seller of the personal property will repurchase or offer credit for turning in old or outdated equipment is allowed if in the best interest of the City.
  - 1. Written documentation must be sent to the Chief Financial Officer from the Department Director, after approval from the Purchasing Agent.
- C. In cases where federal, state, or other government agency funds are being used where the agency's purchasing laws or procedures govern the process for disposing of surplus property, the City shall follow the applicable agency law or procedures in lieu of the procedures set forth in this policy.
- D. In cases where a City employee is set to retire, as a retirement gift and following all other City policies regarding the taxability of gifts, surplus property may be gifted to that employee.
  - 1. Written documentation must be sent to the Chief Financial Officer from the Department Director, after approval from the Purchasing Agent.

**SECTION 8:** **ADOPTION** “2.70 Technology Surplus” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.70 Technology Surplus(*Added*)

- A. All technology personal property designated for surplus must be given to the Administrative Services Director (ASD), who is the authorized surplus property agent for all technology products.
  - 1. To the extent it is practical, all technology products shall have all information, programs, software or any other information deemed appropriate by the ASD removed prior to disposition.
  - 2. The ASD will determine the proper process for disposal of technology surplus personal property.
    - a. The ASD may decide that due to personal information or other risks that the personal property must be destroyed and if appropriate, nonaffected parts may be declared De Minimis.
    - b. All reasonable attempts should be made to recycle or dispose of technology products in an environmentally sustainable way.
    - c. The ASD may decide that technology products may be returned to the seller of the personal property for credit or proper disposal, if in the best interest of the City.
    - d. The ASD may decide that technology products may only be resold to the City employee to which it was assigned.
    - e. If technology products resale to the assigned employee is not appropriate, they can be made available to other full-time employees, using an equitable process for resale determined by the ASD.
    - f. All re-sale to employees will be a fair market value as determined by the ASD.

**SECTION 9:** **ADOPTION** “2.80 Real Property Surplus” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.80 Real Property Surplus(*Added*)

- A. The City shall have the authority to sell, lease, convey, and dispose of real public property for the benefit of the City as provided by Utah Code § 10-8-2. Except for unusual circumstances, any public property sold shall be sold for, at minimum, fair

market value.

B. Dispose of a significant parcel of real public property.

1. The City Council shall dispose of a significant parcel of real public property.
2. Before the City disposes of property under this Paragraph, the City shall:
  - a. Declare the property surplus by resolution at a regularly scheduled City Council meeting;
  - b. At least fourteen (14) days before a public hearing, publish a notice of such disposition:
    - (1) To each property owner whose real property is 250 feet from the subject property;
    - (2) On the Utah Public Notice Website, at least fourteen days before the date of a public hearing;
    - (3) On the Bluffdale City Website, at least fourteen days before the date of the hearing; and
  - c. Hold a public hearing and accept public comment on the proposed disposal.
3. After the public hearing, the City Council shall direct the City Manager to cause the real public property to be appraised by a licensed real estate appraiser and be sold accordingly.

C. Dispose of a non-significant parcel of real public property.

1. The City Manager shall dispose of a non-significant parcel of real public property.
2. Before the City disposes of property under this Paragraph, the City shall mail notice to each property owner whose real property is 250 feet from the subject property indicating the City's intent to dispose of such property.

D. Exceptions to this section.

1. The City participates in or sponsors an economic development opportunity.

**SECTION 10:**            **ADOPTION** “2.90 City Employee Surplus Acquisition” of the Bluffdale Policies & Procedures is hereby *added* as follows:

**ADOPTION**

2.90 City Employee Surplus Acquisition(*Added*)

City employees may participate in the acquisition or purchase of City surplus personal property, but only in a manner similar to the public at-large or except as authorized by BCP 2.20.040. No City employee shall be given any consideration or privilege in any acquisition or purchase that might be construed as giving that employee an advantage in obtaining surplus property.

**SECTION 11:**            **ADOPTION** “2.100 Sale Of Surplus Property” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.100 Sale Of Surplus Property(*Added*)

- A. All sales of surplus property shall be preapproved by the Purchasing Agent. The authority to sale the surplus property may be delegated to the surplus property agent or Department Director. All sales shall be conducted in an open manner consistent with City ordinances, this policy, fair business practices, and generally accepted accounting practices.
- B. All sales are considered final and no guarantees or warranties of any kind will be allowed, especially as it pertains to the actual condition or function of the property being sold. All surplus property sold shall be considered "As is" and "Where is".
- C. The City will incur no expense to move or deliver any surplus property. It shall be the responsibility of the buyer to provide all services necessary to move, transport, deliver, or perform any other necessary tasks to remove the surplus property from the City's property.
- D. All surplus property must be paid for before the property is released to the purchaser. The money must be received by the City through an agreed upon process, or it will not be released. This should be in the form of cash or check, unless otherwise allowed for and agreed upon by the Chief Financial Officer.
- E. The City may consider any offer to purchase surplus property by means of a negotiated sale. An offer can be tendered at any time unless in response to a sealed bid solicitation or other processes that prevents the use of negotiated sales.
  - 1. Such instances of negotiated sales should be rare and usually limited to equipment of a specialized nature that the general public would not normally purchase.
  - 2. Negotiated sales shall be approved by the Chief Financial Officer/Budget Officer and City Manager in advance and represent a full and fair market value for the equipment.
- F. In instances where the City finds it advantageous to trade in surplus property for credit towards the purchase of new equipment is allowed only when approved by the Department Director and Purchasing Agent unless otherwise allowed for in this policy.
- G. All proceeds from the sale of surplus property will be deposited into the appropriate revenue account approved by the Chief Financial Officer. Proceeds from the sale of property originally procured by the City from an enterprise fund or special revenue fund shall be deposited into a revenue account within that fund unless otherwise determined by the Chief Financial Officer or City Manager.



**SECTION 12:** **ADOPTION** “2.120 Discipline” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.120 Discipline(*Added*)

Failure to comply with this policy may result in the rescinding of the department or employee's ability to perform the duties of a surplus property agent or discipline as stated in the City's Employee Handbook.

**SECTION 13:** **ADOPTION** “2.130 Audit” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.130 Audit(*Added*)

- A. Audits of any surplus sale or disposition may be conducted at any time.
- B. The Purchasing Committee shall review general surplus sale information and adherence to this policy at least annually, at the conclusion of each fiscal year.

**SECTION 14:** **ADOPTION** “2.110 Donation Of Surplus Property” of the Bluffdale Policies & Procedures is hereby *added* as follows:

ADOPTION

2.110 Donation Of Surplus Property(*Added*)

- A. The Mayor and City Council may authorize a donation of surplus City personal property to a unit of government, a quasi-public organization, or a qualified nonprofit organization if the organization provides public services beneficial to the City.
- B. If two (2) or more requests are received for a donation of the same item, the written request received earliest will be given first consideration.
- C. The City has no legal obligation to respond to, or grant, requests for the donation of surplus property.
- D. In considering a request for donation, the City will analyze whether the items in

question have been declared surplus by the department responsible for the property, whether the sale of the property by competitive sealed bid or public auction is likely to produce revenue that would exceed the value of donating the property and the needs of other City departments.

- E. The Mayor and City Council may grant a request for donation if other public policy factors outweigh the considerations outlined in Subsection D.
- F. All requests for donation of surplus City property shall be accompanied by a written recommendation to the Mayor and City Council by the City department head from which the property is being surplusd.

**SECTION 15: SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 16: EFFECTIVE DATE** This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED BY THE BLUFFDALE CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Aston	_____	_____	_____	_____
Councilmember Crockett	_____	_____	_____	_____
Councilmember Gaston	_____	_____	_____	_____
Councilmember Hales	_____	_____	_____	_____
Councilmember Kallas	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Derk P. Timothy, Mayor, Bluffdale  
City

\_\_\_\_\_  
Wendy Deppe, City Recorder  
Bluffdale City

**THE CITY OF BLUFFDALE, UTAH  
A MUNICIPAL CORPORATION**

**RESOLUTION NO. 2021-39**

**A RESOLUTION AMENDING THE FISCAL YEAR 2020-2021  
BUDGET AND MAKING ADJUSTMENTS THERETO**

**WHEREAS**, the City of Bluffdale has heretofore set a budget for the fiscal year 2020-2021; and

**WHEREAS**, the City Council finds and determines the need to make adjustments of funds within said budget; and

**WHEREAS**, it is in the best interest of the citizens of the City of Bluffdale that these adjustments be made.

**NOW, THEREFORE, BE IT RESOLVED BY THE BLUFFDALE CITY COUNCIL AS FOLLOWS:**

**Section 1. Budget Adjustments.** The adjustments for the fiscal year 2020-2021 of the City budget be made, and the same are hereby approved pursuant to the attached Schedule A.

**Section 2. Effective Date.** This Resolution shall become effective immediately upon its passage and authorizes and directs the Mayor to execute and cause to be delivered the same.

**PASSED, ADOPTED AND APPROVED:** June 23, 2021

By: \_\_\_\_\_  
Mayor Derk P. Timothy

ATTEST:

\_\_\_\_\_  
Wendy L. Deppe, City Recorder

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Aston	_____	_____
Councilmember Crockett	_____	_____
Councilmember Gaston	_____	_____
Councilmember Hales	_____	_____
Councilmember Kallas	_____	_____

**Schedule A**  
**Budget Adjustments**

City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 General Fund

Account Number	Dept/Account Name	Debit/Credit	Original Budget	Amended Budget
10-413-12000	Mayor>Salaries & Wages	20,000	18,000	38,000
10-413-13000	Mayor>Benefits	5,000	5,300	10,300
Mayor bonus.				
10-413-74000	Mayor>Equipment	9,500	-	9,500
10-413-23000	Mayor>Education, Training, Travel	(3,000)	3,000	-
10-413-31000	Mayor>Professional & Technical	(1,000)	1,000	-
10-413-61000	Mayor>Miscellaneous	(5,500)	5,500	-
Mayor's speed trailer - previous head nod.				
10-424-27000	Building>Shop Charges	1,500	2,000	3,500
10-424-31000	Building>Professional & Technical	25,000	35,000	60,000
10-424-61000	Building>Miscellaneous	40,000	10,000	50,000
Higher than expected vehicle maintenance costs; Coverage for building inspections; Refund for overpayment on Impact Fee.				
10-415-31500	Legal>Appeals and Variance Hearings	6,000	-	6,000
Separate account for tracking.				
10-442-31000	Sanitation>Professional & Technical	50,000	716,000	766,000
10-34-43000	Revenue>Garbage Collection	(50,000)	(903,000)	(953,000)
More services due to growth.				
10-421-26000	Court>State Surcharges	40,000	100,000	140,000
10-35-10000	Revenue>Court Fines	(40,000)	(260,000)	(300,000)
Increased costs associated with higher than projected court fines.				
10-422-25000	Fire>Supplies & Maintenance	25,000	71,500	96,500
10-422-26000	Fire>Uniforms	10,000	55,500	65,500
10-422-27000	Fire>Shop Charges	5,000	70,000	75,000
10-422-31000	Fire>Professional & Technical	40,000	176,000	216,000
10-422-74000	Fire>Equipment	85,000	465,500	550,500
Additional equipment acquired with one-time grant money.				
10-32-21100	Revenue>Building Permits	(860,000)	(740,000)	(1,600,000)
More permits than projected.				
10-39-15000	Contribution>Admin Fee Bluffdale EDA	(13,162)	(464,000)	(477,162)
10-39-15100	Contribution>Admin Fee Gateway RDA	(4,073)	(43,000)	(47,073)
10-39-15200	Contribution>Admin Fee Jordan Narrows EDA	(58,987)	(310,000)	(368,987)
Re-calculated.				
10-901-10000	Contribution>Capital Project Fund	2,500,000	-	2,500,000
Transfer to fund future Capital Projects.				
10-39-10000	Revenue>Reappropriation of Fund Balance	(1,826,278)	(152,358)	(1,978,636)
To offset the proposed budget adjustments.				

Balance 0

Beginning Fund Balance	1,620,663
Projected Change in Fund Balance	(1,978,636)
Ending Fund Balance	\$ (357,972)



City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 Capital Projects

Account Number	Dept/Account Name	Debit/Credit	Original Budget	Amended Budget
45-404-51800	Capital Project>14600 S Storm Drain East Noell Residual project costs.	5,000	-	5,000
45-404-60000	Capital Project>School Crossings @ Various Loc Residual project costs.	1,000	10,000	11,000
45-404-62500	Capital Project>14600 S. High Tee Intersection Residual project costs.	7,500	-	7,500
45-404-31000	Capital Project>Porter Rockwell Boulevard Lobbying and Consulting Services.	45,000	-	45,000
45-35-XXXX	Revenue>UDOT Transfer Agreement Funds	(1,975,500)	-	(1,975,500)
45-35-91000	Revenue>Miscellaneous Accounting record of UDOT property transfer.	1,975,500	(2,000,000)	(24,500)
45-39-19000	Revenue>Transfer from General Funds Transfer to fund future Capital Projects.	(2,500,000)	-	(2,500,000)
45-33-90005	Revenue>Reappropriation of Fund Balance To offset the proposed budget adjustments.	2,441,500	(5,061,900)	(2,620,400)

Balance                      0

Beginning Fund Balance	5,271,590
Projected Change in Fund Balance	(2,620,400)
Ending Fund Balance	\$ 2,651,190



City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 Class C Road Fund

Account Number	Dept/Account Name	Debit/Credit
11-402-43000	Class C>Road Maint. and Street Repair Slurry seal, crack seal, rotomill road maintenance.	800,000
11-900-10000	Class C>Increase in Fund Balance	(35,000)
11-39-31000	Revenue>Reappropriation of Fund Balance	(765,000)
To offset the proposed budget adjustments.		
Balance		0

Original Budget	Amended Budget
600,000	1,400,000
35,000	-
-	(765,000)

Beginning Fund Balance	910,782
Projected Change in Fund Balance	(765,000)
Ending Fund Balance	\$ 145,782



City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 Eastern Bluffdale EDA

Account Number	Dept/Account Name	Debit/Credit
23-900-10000	Eastern Bluff EDA>Admin Charges	13,162
Re-calculated.		
23-39-20000	Revenue>Use of Fund Balance	(13,162)
To offset the proposed budget adjustments.		
<u>Balance</u>		<u>0</u>

Original Budget	Amended Budget
464,000	477,162
-	(13,162)

Beginning Fund Balance	10,043,149
Projected Change in Fund Balance	(13,162)
Ending Fund Balance	\$ 10,029,987





City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 Gateway RDA

Account Number	Dept/Account Name	Debit/Credit
24-900-10000	Gateway RDA>Admin Charges	4,073
Re-calculated.		
24-39-10000	Revenue>Use of Fund Balance	(4,073)
To offset the proposed budget adjustments.		
<u>Balance</u>		<u>0</u>

Original Budget	Amended Budget
43,000	47,073
-	(4,073)

Beginning Fund Balance	139,378
Projected Change in Fund Balance	(4,073)
Ending Fund Balance	\$ 135,305



City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 Jordan Narrows

Account Number	Dept/Account Name	Debit/Credit
25-900-10000	Jordan Narrows>Admin Charges	58,987
Re-calculated.		
25-39-12000	Revenue>Use of Fund Balance	(58,987)
To offset the proposed budget adjustments.		
Balance		0

Original Budget	Amended Budget
310,000	368,987
(689,000)	(747,987)

Beginning Fund Balance	7,619,202
Projected Change in Fund Balance	(747,987)
Ending Fund Balance	\$ 6,871,215



City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 Local Building Authority

Account Number	Dept/Account Name	Debit/Credit
31-400-41000	LBA>City Hall	(12,000)
31-400-51000	LBA>Insurance - Gen Liab & Property	12,000
General insurance premium for Local Building Authority.		

Original Budget	Amended Budget
12,000	-
-	12,000

Balance 0

Beginning Fund Balance	504,803
Projected Change in Fund Balance	-
Ending Fund Balance	\$ 504,803



City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 Impact Fee - Roads & Bridges

Account Number	Dept/Account Name	Debit/Credit	Original Budget	Amended Budget
42-400-43000	Road IF>14000@Redwood Rd Improvements Transportation Impact Fee cost reimbursement pursuant to agreement.	400,000	-	400,000
42-400-XXXXX	Road IF>Noell Nelson ROW Acquisition Noell Nelson 10th West right of way acquisition.	16,000	-	16,000
42-36-10000	Revenue>Impact Fees - Roads & Bridges	(1,000,000)	(1,168,000)	(2,168,000)
42-39-10000	Revenue>Reappropriate Fund Balance To offset the proposed budget adjustments.	584,000	(1,784,000)	(1,200,000)

Balance	0
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Beginning Fund Balance	193,966
Projected Change in Fund Balance	(1,200,000)
Ending Fund Balance	\$ (1,006,034)



City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 Impact Fee - Storm Drain

Account Number	Dept/Account Name	Debit/Credit
44-400-50000	Storm IF>Refund Independence Storm Water Impact Fee cost reimbursement.	40,000
44-36-10000	Revenue>Impact Fees - Storm Drain To offset the proposed budget adjustments.	(40,000)
<b>Balance</b>		<b>0</b>

Original Budget	Amended Budget
-	40,000
(105,000)	(145,000)

Beginning Fund Balance	852,205
Projected Change in Fund Balance	93,000
Ending Fund Balance	\$ 945,205



City of Bluffdale  
 Final Budget Adjustment FY2021  
 06/23/2021  
 Water Fund

Account Number	Dept/Account Name	Debit/Credit
51-511-48400	Water Fund>Bond Issuance Cost of issuing water bond.	80,000
51-900-92000	Water Fund>Increase in Fund Balance To offset the proposed budget adjustments.	(80,000)
<b>Balance</b>		<b>0</b>

Original Budget	Amended Budget
-	80,000
2,538,700	2,458,700

Working Capital Balance	2,999,191
Projected Change in Fund Balance	2,458,700
Ending Fund Balance \$	5,457,891



**THE CITY OF BLUFFDALE, UTAH**

**THE LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE, UTAH  
RESOLUTION NO. 2021-04**

**A RESOLUTION AMENDING THE FISCAL YEAR 2020-2021 BUDGET FOR THE  
LOCAL BUILDING AUTHORITY OF THE CITY OF BLUFFDALE, UTAH AND  
MAKING ADJUSTMENTS THERETO**

**WHEREAS**, The Local Building Authority of the City of Bluffdale, Utah (THE “AUTHORITY”), has heretofore set a budget for the Fiscal Year 2020-2021 and

**WHEREAS**, The Local Building Authority of the City of Bluffdale, Utah finds and determines the need to make adjustment of funds within said budget; and

**WHEREAS**, it is in the best interest of the citizens of the City of Bluffdale that these adjustments be made.

**NOW, THEREFORE, BE IT RESOLVED BY THE LOCAL BUILDING AUTHORITY  
OF THE CITY OF BLUFFDALE, UTAH:**

**Section 1. Budget Adjustments.** The adjustments for the Fiscal Year 2020-2021 of the Local Building Authority Budget be made, and the same are hereby approved pursuant to the attached Schedule A.

**Section 2. Effective Date.** This Resolution shall become effective immediately upon its passage and authorizes and directs the Local Building Authority Chair-President to execute and cause to be delivered the same.

**PASSED, ADOPTED AND APPROVED:** June 23, 2021

By: \_\_\_\_\_  
Derk P. Timothy, Chair-President

ATTEST:

\_\_\_\_\_  
Wendy L. Deppe, Secretary-Treasurer

Voting by the Board:

	Aye	Nay
Chair-President Timothy	_____	_____
Trustee Aston	_____	_____
Trustee Crockett	_____	_____
Trustee Gaston	_____	_____
Trustee Hales	_____	_____
Trustee Kallas	_____	_____



**Attachment A**  
**LBA Budget**

**BLUFFDALE CITY REDEVELOPMENT AGENCY**

**RESOLUTION NO. 2021-03**

**A RESOLUTION AMENDING THE FISCAL YEAR 2020-2021  
BUDGET AND MAKING ADJUSTMENTS THERETO**

**WHEREAS**, the Board of Directors of the Bluffdale City Redevelopment Agency has heretofore set a budget for the fiscal year 2020-2021 and

**WHEREAS**, the Board of Directors of the Bluffdale City Redevelopment Agency finds and determines the need to make adjustments of funds within said budget; and

**WHEREAS**, it is in the best interest of the citizens of the City of Bluffdale that these adjustments be made.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BLUFFDALE CITY REDEVELOPMENT AGENCY AS FOLLOWS:**

**Section 1. Budget Adjustments.** The adjustments for the fiscal year 2020-2021 of the Redevelopment Agency Budget be made, and the same are hereby approved pursuant to the attached Schedule A.

**Section 2. Effective Date.** This Resolution shall become effective immediately upon its passage and authorizes and directs the Mayor to execute and cause to be delivered the same.

**PASSED, ADOPTED AND APPROVED:** June 23, 2021

By: \_\_\_\_\_  
Dave Kallas, Chair

ATTEST:

\_\_\_\_\_  
Mark Reid, Secretary/Treasurer

Voting by the Board of Directors of the Redevelopment Agency:

	“AYE”	“NAY”
Mayor Timothy	_____	_____
Councilmember Aston	_____	_____
Councilmember Crockett	_____	_____
Councilmember Gaston	_____	_____
Councilmember Hales	_____	_____
Councilmember Kallas	_____	_____

**Schedule A**  
**Budget Adjustments**