



MINUTES

Springville City Council Budget Planning Meeting - JANUARY 29, 2024

MINUTES OF THE BUDGET PLANNING MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, JANUARY 29, 2024 AT 6:00 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

Presiding and Conducting: Mayor Matt Packard

Elected Officials in Attendance: Craig Jensen EXCUSED
Logan Millsap
Jake Smith
Mike Snelson
Mindi Wright

City Staff in Attendance: City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Public Works Director Brad Stapley, Jeff Anderson Assistant Public Works/Engineering, Jake Nostrom, Assistant Public Works Director/Water, Public Safety Director Lance Haight,

CALL TO ORDER - Mayor Packard welcomed everyone and called the meeting to order at 6:02 p.m.

Troy explained the purpose of tonight's meeting was to answer questions about the budgeting process that some of the newer council members may have. He provided information regarding various reports within the budget.

BUDGETING 101 AND FUND BASED ACCOUNTING - BRUCE RIDDLE, ASSISTANT CITY ADMINISTRATOR/FINANCE DIRECTOR

Finance Director Riddle reviewed budget basics with the council, seeking input and offering to address any questions. Mayor Packard encouraged more narrative in reports rather than numerical information. Councilmember Wright requested a comparison between the current year and the previous year's data. Bruce reported on various fund types, special revenues, debt service, and capital improvement projects, providing details on city revenue sources. He prompted the council to consider factors such as expense and revenue trends, the realism of revenue estimates, utilization of one-time funds, adequacy of fees for services, and evaluation of alternative service delivery options.

REVENUES - TROY FITZGERALD, CITY ADMINISTRATOR

City Administrator Fitzgerald presented details on revenue sources, highlighting charges for services and operating transfers. Mayor Packard recommended conducting a year-over-year review of revenues.

BREAK - Time out 7:20 p.m. Time back 7:28 p.m.

HOW THE CITY MANAGES RISK - ASSISTANT CITY ADMINISTRATOR/CITY ATTORNEY

Attorney Penrod provided an overview of Springville's risk management strategies and organizational structure. He presented a summary of insurance coverage during the meeting.

ENTERPRISE FUNDS, TRANSFERS, AND RATES - TROY FITZGERALD, CITY ADMINISTRATOR

Troy discussed the different enterprise funds included in the budget and reviewed operating transfers. Additionally, there was a comparison of monthly water, sewer, and stormwater fees with those of neighboring cities.

THE GENERAL FUND, SPECIAL IMPROVEMENT FUND, INTERNAL FUNDS, AND CAPITAL PROJECTS - BRUCE RIDDLE, ASSISTANT CITY ADMINISTRATOR/FINANCE DIRECTOR

Bruce provided an overview of the general fund's function and its revenue sources. He also reviewed the special revenue funds, including impact fees and PAR dollars, as well as the internal service fund, which encompasses the vehicle and equipment fund, facilities fund, and central shop. The capital improvement fund was also discussed. During the meeting, Councilmember Wright inquired about the possibility of leasing equipment for larger pieces. Bruce mentioned that while the city has leased equipment in the past, it has shifted back to purchasing due to increased construction activity. Currently, the golf course leases golf carts. Troy added that a comprehensive fleet study hasn't been conducted recently but occasional reviews suggest that leasing can be effective in some cases while purchasing is preferable in others. Bruce noted the availability of competitive pricing through state contracts.

ADJOURN

Motion: Councilmember Wright moved to adjourn the budget planning meeting at 8:47 p.m. **Councilmember Millsap seconded** the motion. **Voting Yes:** Councilmember Jensen EXCUSED, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed 4-0, 1 Absent**

This document constitutes the official minutes for the Springville City Council Budget Planning Meeting held on Tuesday, January 29, 2024.

I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, January 29, 2024.

DATE APPROVED: February 20, 2024



Kim Crane
City Recorder

