



PROVO MUNICIPAL COUNCIL

Work Meeting

12:30 PM, Tuesday, June 04, 2024

Provo Peak Room (1st Floor)

Hybrid meeting: 445 W. Center Street, Provo, UT 84601 or

<https://www.youtube.com/provocitycouncil>

The in-person meeting will be held in the **Provo Peak Room**. The meeting will be available to the public for live broadcast and on-demand viewing on YouTube and Facebook at: [youtube.com/provocitycouncil](https://www.youtube.com/provocitycouncil) and [facebook.com/provocouncil](https://www.facebook.com/provocouncil). If one platform is unavailable, please try the other. If you do not have access to the Internet, you can join via telephone following the instructions below.

To listen to the meeting by phone: June 04 Work Meeting: Dial 346-248-7799. Enter Meeting ID 825 0243 1738 and press #. When asked for a participant ID, press #.

Agenda

Roll Call

Approval of Minutes

March 5, 2024 Council Meeting

March 19, 2024 Council Meeting

April 16, 2024 Council Meeting

Business

- 1 A discussion regarding a resolution authorizing BYU Police to apply to Public Interest Use certain bicycles qualifying as lost or mislaid property or property no longer needed for evidence (24-053)
- 2 A discussion regarding an ordinance amending the Zone Map classification of property at 2662 W Lakeview Pkwy from Open Space, Preservation, and Recreation (OSPR) Zone to Community Shopping Center (SC2) Zone, Provo Bay Neighborhood (PLRZ20240059)
- 3 An ordinance amending the Zone Map classification of property, located at 1098 N Geneva Rd, from the Agricultural (A1.5) Zone to the One-Family Residential with Transferable Development Rights Receiving Overlay (R1.6 - TDR-R) Zone (PLRZ20230227)

- 4 An ordinance amending the Zone Map classification of certain properties in the Oak Hills, Indian Hills, and Sherwood Hills neighborhoods, to add the Transfer of Development Rights-Sending (TDR-S) Overlay Zone (PLRZ20240127)
- 5 A discussion regarding an ordinance adjusting the common boundary between Provo and Orem along 2000 South in Orem (24-019)
- 6 A discussion regarding an ordinance adjusting the common boundary between Provo and Orem to accommodate a new residential development near the intersection of University Avenue in Provo and 800 North in Orem (24-019)
- 7 A discussion regarding an ordinance concurring with Utah County on the Common Boundary between Provo and Orem near the intersection of 1030 East in Orem and 2250 North in Provo (24-019)
- 8 A discussion regarding a resolution approving the Year Five Annual Action Plan related to Utah Valley HOME Consortium and CDBG funding (24-046)
- 9 A review of FY24 Year-End Appropriation Requests (24-006)
- 10 A presentation on the proposed ordinance adopting a budget for Provo City Corporation for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025 in the amount of \$292,856,761 (24-007)
- 11 A discussion on picking up required URS member contributions on behalf of Tier II public safety officers and firefighters (24-054)
- 12 A presentation of the FY25 tentative budget and council priorities (24-007)
- 13 A follow-up presentation regarding the FY2025 Budget: Library (24-007)
- 14 A discussion regarding the FY25 General Fund (24-007)
- 15 A presentation regarding FY25 supplemental budget requests (24-007)

Closed Meeting

The Municipal Council or the Governing Board of the Redevelopment Agency will consider a motion to close the meeting for the purposes of holding a strategy session to discuss pending or reasonably imminent litigation, and/or to discuss the purchase, sale, exchange, or lease of real property, and/or the character, professional competence, or physical or mental health of an individual in conformance with 52-4-204 and 52-4-205 et. seq., Utah Code.

Adjournment

If you have a comment regarding items on the agenda, please contact Councilors at council@provo.org or using their contact information listed at: provo.org/government/city-council/meet-the-council

Materials and Agenda: agendas.provo.org

Council meetings are broadcast live and available later on demand at youtube.com/ProvoCityCouncil

To send comments to the Council or weigh in on current issues, visit OpenCityHall.provo.org.

The next Work Meeting will be held on Tuesday, June 18, 2024. The meeting will be held in the Council Chambers, 445 W. Center Street, Provo, UT 84601 with an online broadcast. Work Meetings generally begin between 12 and 4 PM. Council Meetings begin at 5:30 PM. The start time for additional meetings may vary. All meeting start times are noticed at least 24 hours prior to the meeting.

Notice of Compliance with the Americans with Disabilities Act (ADA)

In compliance with the ADA, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting are invited to notify the Provo Council Office at 445 W. Center, Provo, Utah 84601, phone: (801) 852-6120 or email rcaron@provo.org at least three working days prior to the meeting. Council meetings are broadcast live and available for on demand viewing at youtube.com/ProvoCityCouncil.

Notice of Telephonic Communications

One or more Council members may participate by telephone or Internet communication in this meeting. Telephone or Internet communications will be amplified as needed so all Council members and others attending the meeting will be able to hear the person(s) participating electronically as well as those participating in person. The meeting will be conducted using the same procedures applicable to regular Municipal Council meetings.

Notice of Compliance with Public Noticing Regulations

This meeting was noticed in compliance with Utah Code 52-4-207(4), which supersedes some requirements listed in Utah Code 52-4-202 and Provo City Code 14.02.010. Agendas and minutes are accessible through the Provo City website at agendas.provo.org. Council meeting agendas are available through the Utah Public Meeting Notice website at utah.gov/pmn, which also offers email subscriptions to notices.

PENDING APPROVAL - DRAFT MINUTES

Please Note – These minutes have been prepared with a timestamp linking the agenda items to the video discussion. Electronic version of minutes will allow citizens to view discussion held during council meeting.



PROVO MUNICIPAL COUNCIL

Regular Meeting Agenda

5:30 PM, Tuesday, March 05, 2024

Council Chambers

Hybrid meeting: 445 W. Center Street, Provo, UT 84601 or

<https://www.youtube.com/provocitycouncil>

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Opening Ceremony

Roll Call

THE FOLLOWING MEMBERS OF THE COUNCIL AND ADMINISTRATION WERE PRESENT:

- | | |
|---|---|
| Councilor Becky Bogdin | Councilor Craig Christensen |
| Councilor Gary Garrett | Councilor George Handley |
| Councilor Travis Hoban | Councilor Katrice MacKay |
| Mayor Michelle Kaufusi | Chief Administrative Officer Scott Henderson |
| Council Executive Director Justin Harrison | City Attorney Brian Jones |
| City Recorder Heidi Allman | |

Conducting: Chair **Katrice MacKay**
Excused: Councilor **Rachel Whipple**

Prayer – Councilor Bogdin

Pledge of Allegiance – Chair MacKay

Public Comment [0:07:09](#)

Chair **MacKay** read the public comment preamble and opened the public comment period.

Bonnie Shiffler-Olsen, of Provo, expressed her gratitude for the opportunity to speak about the issue of homelessness in Provo. She emphasized that unhoused individuals are equal residents who deserve the same rights under the U.S. Constitution. Her primary concern is the city's anti-camping ordinance, which she believes is unconstitutional based on Supreme Court and other district rulings under the Eighth Amendment. She argued that sleeping is a basic human necessity, and in the absence of available shelters, people should be allowed to camp. She shared her journey from being a businesswoman to escaping domestic violence and finding herself homeless with four children. She highlighted the resources available in the community that can help individuals rise out of homelessness, using her own experience as an example. Ms. Olsen expressed her willingness to serve the city and acknowledged the challenges and sometimes unkind local attitudes toward the unhoused.

Anietie Umoren, of Provo, inquired about how the council handles voting on items when not all members are physically present. He specifically asked if the votes of members attending virtually still count.

PENDING APPROVAL - DRAFT MINUTES

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24 June Welker, of Provo, urged the council to pass a resolution calling for a ceasefire in Palestine. She
25 highlighted the severe humanitarian crisis, noting that over 30,000 Palestinian civilians have been killed
26 and that Gaza’s hospitals are no longer fully functional due to the destruction caused by Israel. She
27 mentioned that children are dying from starvation and lack of medical care because aid is being blocked
28 from entering Gaza. She pointed out that over 70 cities, including major ones like Chicago, Seattle, San
29 Francisco, and Detroit, have passed similar ceasefire resolutions. According to polls, 60-70% of
30 Americans support a permanent ceasefire in Gaza, with strong bipartisan support. She referenced a
31 resolution by Representative Cori Bush that calls for de-escalation and humanitarian aid, suggesting that
32 a similar resolution could be adapted for Provo. She emphasized that a ceasefire is the only
33 humanitarian solution to end the ongoing violence and suffering.

34

35 With no other public comments, Chair MacKay closed the public comment period.

36

Action Agenda

37

1. **An ordinance vacating the public street known as Temple Hill Drive and approving a related vacation agreement. (24-023) [0:15:08](#)**

38

Motion: An implied motion to approve Ordinance 2024-12, as currently constituted, has been made by council rule.

39

40 Brian Jones, City Attorney, presented items 1 and 2 together. He reminded the council that this item was
41 presented in a work session about a month ago. He discussed a proposal from The Church of Jesus Christ
42 of Latter-day Saints concerning the remodeling of the Provo City Temple, soon to be known as the Rock
43 Canyon Provo Temple. The church has requested the city vacate a public right of way on Temple Hill
44 Drive, a street that runs between the temple and adjacent fields. If the city approves this action,
45 ownership of the street will revert to the adjacent property owners, which is primarily the church. The
46 church also wants to purchase a small piece of this vacated street from the city. Additionally, Jones
47 explained that there is significant city infrastructure beneath this street, including various water mains
48 and aqueducts, some of which are over 50 years old and in need of replacement. The church has agreed
49 to pay for the materials and construction of new water lines, which will be placed in a consolidated
50 utility easement. The proposal asks the City Council to approve the vacation of the street and the sale of
51 the city-owned portion to the church at fair market value.

52

53 Chair MacKay asked for clarification on the easements that would be part of the agreement.

54

55 Mr. Jones explained two key actions for this ordinance. He said the first is a vacation that approves both
56 the vacation of Temple Hill Drive and a related agreement between the city and The Church of Jesus
57 Christ of Latter-day Saints. Under this agreement, the church will handle all necessary construction, and
58 the city will connect the infrastructure after the work is done. Current easements will be relinquished,
59 and new easements will be established, detailing what can be built over city facilities, such as grass and
60 sidewalks, which are automatically allowed. More significant structures, like walls and water features,
61 require written consent to ensure they do not interfere with maintenance. Additionally, the agreement
62 specifies who is responsible for replacing any structures if maintenance work necessitates their removal,
63 ensuring the city is not liable for replacing high-value items like exotic trees planted over the lines.

64

PENDING APPROVAL - DRAFT MINUTES

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65 Chair MacKay asked about the building adjacent to the water tanks and if it would remain on Provo's
66 property.

67
68 Gary Calder, Public Works Division Director of Water, explained the warehouse is container where well
69 water and spring water are collected before moving into the main water lines. He added that it would
70 remain within Provo's parcel of land.

71
72 With no council discussion, Chair MacKay called for a vote.

73
Vote: The motion was approved 6:0 with Councilors Bogdin, Christensen, Garrett, Handley,
Hoban, and MacKay in favor. Councilor Whipple excused.

74
2. **A resolution placing a 0.366 acre parcel of ground in the vacated right-of-way of Temple
Hill Drive on the surplus property list and approving the sale to The Church of Jesus Christ
of Latter-day Saints. (24-030) [0:25:14](#)**

75
Motion: An implied motion to approve Resolution 2024-13, as currently constituted, has been
made by council rule.

76
77 Mr. Jones reminded Chair MacKay that a public comment period was needed for these items.

78
79 Chair MacKay opened public comment for both items. With no public comments or council discussion,
80 she called for a vote.

81
Vote: The motion was approved 6:0 with Councilors Bogdin, Christensen, Garrett, Handley,
Hoban, and MacKay in favor. Councilor Whipple excused.

82
3. **An Ordinance Text Amendment for the adoption of a Transferable Development Rights
(TDR) Overlay Zone. Citywide Application. (PLOTA20230219) [0:26:32](#)**

83
Motion: An implied motion to approve Ordinance 2024-13, as currently constituted, has been
made by council rule.

84
85 Aaron Ardmore, Planning Supervisor, presented. He discussed the city's interest in protecting sensitive
86 areas on Provo's east bench, which are zoned for single-family homes but are risky for development due
87 to landslides, steep slopes, fault lines, and rock fall hazards. To address this, the city has proposed a
88 Transfer of Development Rights (TDR) ordinance. Staff researched examples from Mapleton and Park
89 City to create effective code and consulted with developers to ensure marketability. He said the
90 ordinance aims to allow property owners in these risky areas to sell their development rights to other
91 developers in safer areas. Once a transaction occurs, a conservation easement is placed on the original
92 property to prevent future development. Each sending site would undergo a staff-initiated rezone for
93 the overlay, while receiving sites would follow the standard rezone application process with a concept
94 plan and feasibility assessment.

95
96 Chair MacKay opened the item for public comment.

97

PENDING APPROVAL - DRAFT MINUTES

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98 Mr. Chris Bramhall, a Farmington resident, expressed his support for the proposed Transfer of
99 Development Rights (TDR) ordinance. He mentioned owning a lot in one of the affected zones, inherited
100 from his wife's father, which they cannot sell or build on. He thanked the city for their efforts to find
101 solutions to help these property owners.

102
103 Chair MacKay closed public comment and brought the discussion back to council.

104
105 Councilor Bogdin shared her support for this ordinance if they were able to be split amongst all areas of
106 the city. She said she would be concerned if all of these were to be on the west side.

107
108 Councilor Handley clarified that the Transfer of Development Rights (TDR) ordinance would not lead to
109 any violations of existing plans for the west side of Provo. He explained that any development would still
110 conform to the designated density levels shown on the map. Therefore, units transferred from other
111 properties to the west side would not exceed the planned density, ensuring that the west side's
112 appearance and structure remain consistent with current plans.

113
114 Chair MacKay asked if the item would be brought back to council to vote on.

115
116 Mr. Ardmore confirmed that the developers would still be held to general plan standards and said that
117 these would come back to the council for approval. He added that the council would have control over
118 where they would end up.

119
120 Chair MacKay called for a vote.

121
Vote: The motion was approved 5:1 with Councilors Christensen, Garrett, Handley, Hoban,
and MacKay in favor. Bogdin opposed. Whipple excused.

122
**4. An ordinance amending Provo City Code regarding tenant identification wall signs.
Downtown Neighborhood Application. (PLOT20240014) [0:35:39](#)**

123
Motion: An implied motion to approve Ordinance 2024-14, as currently constituted, has been
made by council rule.

124
125 Mary Barnes, City Planner, presented. She explained this was an application to increase the number of
126 tenant identification wall signs allowed in downtown zones from two to three for buildings with five or
127 more stories. Using the Wells Fargo Building as an example, she explained that it currently has a building
128 identification sign and two tenant signs, requiring an ordinance amendment to add a third tenant sign.
129 She also addressed questions about lower-level signs, identifying them as projecting signs. She clarified
130 the classifications of the various signs on the building, indicating which are for building identification and
131 which are for tenant identification.

132
133 Chair MacKay opened the item for public comment. With none, she brought the discussion back to
134 council.

135
136 Councilor Bogdin shared her concern for how many signs are allowed on one building and said she
137 would be voting against this change.

PENDING APPROVAL - DRAFT MINUTES

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139 With no other council discussion, Chair MacKay called for a vote.

140

Vote: The motion was approved 5:1 with Councilors Christensen, Garrett, Handley, Hoban, and MacKay in favor. Councilor Bogdin opposed. Councilor Whipple excused.

141

Adjournment

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143 The meeting was adjourned by unanimous consent at approximately 6:05 PM.

PENDING APPROVAL - DRAFT MINUTES

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PROVO MUNICIPAL COUNCIL

Regular Meeting Agenda

5:30 PM, Tuesday, March 19, 2024

Council Chambers

Hybrid meeting: 445 W. Center Street, Provo, UT 84601 or

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1

Roll Call

THE FOLLOWING MEMBERS OF THE COUNCIL AND ADMINISTRATION WERE PRESENT:

Councilor Becky Bogdin

Councilor Craig Christensen

Councilor Gary Garrett

Councilor George Handley

Councilor Travis Hoban

Councilor Katrice MacKay

Councilor Rachel Whipple

Mayor Michelle Kaufusi

Chief Administrative Officer Scott Henderson

City Attorney Brian Jones

Council Executive Director Justin Harrison

City Recorder Heidi Allman

Conducting: Chair Katrice MacKay

2

Prayer – Abby Crookston

3

Pledge of Allegiance – Chair MacKay

4

Public Comment

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6 Chair MacKay read the public comment preamble and opened the public comment period. With no
7 public comments, she closed public comment.

8

Presentations, Proclamations, and Awards

9

1 **Provo City Employee of the Month Award - March 2024** [0:02:57](#)

10

11 Mayor Kaufusi shared the exciting opportunity to recognize another employee who has demonstrated
12 exceptional care in our exceptional community. She turned the time over to Chief Beebe.

13

14 Chief Beebe welcomed Doris Grant to the front. Chief Beebe praised Doris as a distinguished leader
15 within the Provo Police Department, where she has served for 33 years. Highlighting her extraordinary
16 sense of duty, Chief Beebe noted that Doris, responsible for managing evidence, has never lost a single
17 piece in her tenure. While the state mandates annual audits, Doris conducts them monthly, highlighting
18 her dedication. Her leadership style is quiet yet impactful, and she is highly respected and loved by her
19 staff. He also emphasized Doris's honor, integrity, selflessness, and personal courage. Captain Walcott's
20 nomination further lauded her for her commitment, problem-solving abilities, professionalism, and
21 embodiment of the "Provo way." Chief Beebe concluded by expressing his honor in presenting Doris
22 with the award.

23

PENDING APPROVAL - DRAFT MINUTES

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2 Swearing in of new Firefighters (24-008) [0:07:55](#)

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Chief Headman presented. Chief Headman highlighted the importance of hiring the right people. He praised the new recruits, who have completed an intensive eight-week training camp, enhancing their existing firefighter and EMT skills to meet Provo Fire Department's standards. These firefighters will now enter a probationary year, working closely with experienced crews and continuing their training. Chief Headman advised them to maintain their current passion throughout their careers, emphasizing the rewarding nature of the profession and the importance of loving their work. He read a brief biography of each new firefighter and invited a loved one to pin their badge on. The firefighters recognized were Bryce Hardy, Zac Mortimer, and Hayden Andersen.

Heidi Allman, City Recorder, gave the oath of office to the group.

3 BYU Geospatial Services Class Report of Provo City Tree Cover (24-008) [0:18:39](#)

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Teresa Gomez, head of BYU's geospatial services and training lab, presented the project. She said her class of BYU students performed some impressive map analysis to get a baseline for our tree canopy coverage across the city, which was a crucial missing piece of the Conservation and Resiliency Plan. The Mayor's Sustainability Committee, which includes Councilors Handley and Whipple, suggested giving them a few minutes in a Council Meeting to share their data and give the Council the opportunity to thank them publicly. Ms. Gomez expressed pride in both the opportunity to contribute to the community and her students' dedication to their work. She then handed over the presentation to her students, commending their efforts and achievements.

The team, composed of students from diverse academic backgrounds, shares a passion for geography and Geographic Information Systems (GIS). Their project, requested by the city's Sustainability Committee, involved using GIS, LIDAR data, and aerial imagery to calculate that 17% of Provo is covered by trees. This figure was verified against Google's data. The team's work also extended to classifying other land covers in Provo, providing valuable insights for future projects and city planning. The students expressed gratitude for the opportunity to contribute to their community.

Chair MacKay asked about the significance of the 17% tree coverage in Provo, expressing a desire for a higher percentage. She inquired whether there were any national comparisons or benchmarks to understand how Provo's tree coverage stands relative to other areas.

Hannah Salzl, City Planner, explained that the initial goal for Provo's conservation and resiliency plan was 15% tree coverage by 2030, which is average for the region. However, recognizing the importance of trees, the goal was revised to incrementally increase from the current coverage, aiming for 19% by 2030. She noted that while this target is ambitious, it is achievable with the determination of the urban forester and the community.

Councilor Garrett expressed gratitude to the team for their work, which he found engaging and informative. He shared a moment where he involved his wife, who optimistically guessed Provo's tree cover to be 30%. Garrett enjoyed examining the detailed map, noting identifiable areas like the Provo River, botany pond, the stadium, and the "tree streets" with higher tree concentrations.

PENDING APPROVAL - DRAFT MINUTES

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68 Councilor Whipple shared her gratitude for the resource provided by the team, emphasizing its value for
69 accurate long-term planning. She said she appreciated the partnership with BYU and the students'
70 efforts and was impressed by the team's passion for maps and GIS.
71

4 Mecha Knights FIRST Tech Challenge Robotics presentation and discussion of STEM in the community (24-008) [0:30:23](#)

72
73 Kathryn Thompson, Mecha Knights Outreach Coordinator, volunteered her group to present at a City
74 Council Meeting earlier this year, after meeting Councilor Becky Bogdin during a robotics competition.
75 They currently have 15 competition team members, 2 main coaches, and 10 mentors that come
76 frequently, and are always looking for new sponsors, mentors, and ways to reach out to the community.
77 The 8 presenting members included Kayden Asay, Kathryn Thompson, Amanda Patrick, Parker Taylor,
78 Kiya Asay, Aliyah Smith, Caylee Smith, and Hyrum Brown.

79
80 The team introduced themselves and their program. FIRST Robotics challenges teams to fundraise,
81 design a brand, develop teamwork, and build and program a robot for competitions. The team
82 mentioned they have gained skills in graphic design, marketing, and public speaking through outreach
83 activities, such as robot demos at farmers markets and hosting events at their school. They highlighted
84 their achievements, including second place in design and third place in portfolio at the state
85 championships, with their captain, Kayden Asay, being recognized on the Dean's List. They showcased
86 their robot, Chevy Shay, explaining its unique features and functionality in the competition. The team
87 requested connections with local STEM businesses for mentors, sponsorships, and job opportunities.
88 They also sought to create deeper learning about STEM systems in Provo and requested introductions to
89 Provo City School District decision-makers to discuss more STEM camps and demos. Lastly, they invited
90 everyone to the Wasatch Mountain Invitational in June and asked for contact details to follow up on
91 their requests.

92
93 Councilor Christiansen expressed deep admiration for the team's performance in the competition,
94 observing its remarkable nature. He expressed a desire to see similar programs spread across schools in
95 Provo, recognizing the talent and value they bring to the community.

96
97 Councilor Garrett asked where the competition will be held.
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Action Agenda

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5 A resolution appointing individuals to the Board of the Metropolitan Water District of Provo (24-005) [0:36:52](#)

Motion: An implied motion to approve Resolution 2024-14, as currently constituted, has been made by council rule.

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102 Brian Jones, City Attorney, presented. After providing some background information about the Board
103 itself, he said there are currently 3 vacancies on the Metropolitan Water Board. The Council Office
104 followed the statutory process for posting and advertising these vacancies. The three applicants who
105 submitted applications during the prescribed window of time were Jared Oldroyd, Kristina Davis, and
106 Richard Brimhall.

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Councilor Whipple acknowledged her previous service on the board and her current role as the council liaison. She expressed satisfaction with the expertise and dedication of the former board members and appointees, highlighting their valuable contributions to the Board of Trustees. Whipple expressed gratitude for their continued service, noting their importance in ensuring the board's effective functioning.

Chair MacKay emphasized the importance of retaining members on the water board due to the specialized institutional knowledge they possess. She highlighted the board's need for specific expertise, underscoring the value of extending the service of its members to maintain continuity and effectiveness. She called for a vote on the implied motion.

Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

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6 An ordinance creating a Department of Human Resources (24-034) [0:39:52](#)

Motion: An implied motion to approve Ordinance 2024-15, as currently constituted, has been made by council rule.

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Mr. Jones presented. He said that prior to 2010, Human Resources was its own City department, as were the various current divisions of the Department of Public Works. In 2010, Human Resources was consolidated as a Division with the Department of Administrative Services. Recent discussions have made it clear that as a best practice, it is better if Human Resources is its own department and if the director of Human Resources is not subject to another department director.

Chair MacKay opened the item for public comment. With none, she closed public comment.

Mayor Kaufusi conveyed her firm belief in the proposed ordinance after extensive research and discussions with both governmental and private sector entities. She emphasized that she is convinced it is the appropriate course of action and the right decision to make.

With no council discussion, Chair MacKay called for a vote.

Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

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7 A resolution consenting to the Mayor's appointment of the Human Resources Director for Provo City (24-034) [0:43:09](#)

Motion: An implied motion to approve Resolution 2024-15, as currently constituted, has been made by council rule.

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Mayor Kaufusi introduced Daniel Softley as her choice for the new Director of Human Resources. She said Mr. Softley has served Provo City for over 23 years, demonstrating exceptional leadership and expertise in his field. He holds a master's degree in public administration from Brigham Young University

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142 and has been instrumental in implementing significant changes within the city, such as the four-tens
143 work schedule and improved pay practices. Known for his enthusiasm for hockey and holiday
144 decorating, Softley is highly respected by his colleagues and staff. Mayor Kaufusi sought the board's
145 advice and consent for Softley's appointment, highlighting his outstanding qualifications and
146 contributions to the city.

147
148 Chair MacKay called for a vote.

149
Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley,
Hoban, MacKay, and Whipple in favor.

150
151 Judge Schriener administered the oath of office to Daniel Softley.

152
153 Mr. Softley conveyed his gratitude to the Council for approving his appointment as the new Director of
154 Human Resources. He thanked Mayor Kaufusi and the administration for entrusting him with this
155 responsibility, emphasizing its significance to him and pledged to uphold the trust placed in him.

156
157 **8 An ordinance amending Provo City Code regarding Defined Nuisances - Citywide
Application (PLOTA20230293) [0:48:25](#)**

Motion: An implied motion to approve Ordinance 2024-16, as currently constituted, has been
made by council rule.

158
159 Scott Johnson, Zoning Supervisor, presented. He explained that the proposed ordinance amendment
160 aims to enhance code enforcement efforts, particularly concerning properties with recurring criminal
161 activity. While the police address the criminal aspect, properties causing ongoing disturbances are
162 considered nuisances that should be abated. The amendment seeks to empower code enforcement to
163 address such issues directly, improving their ability to tackle difficult properties across Provo.

164
165 Councilor Bogdin thanked staff for the work done on this ordinance.

166
167 Chair MacKay opened the item for public comment. With none, she closed public comment. With no
168 council discussion, she called for a vote on the implied motion.

169
Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley,
Hoban, MacKay, and Whipple in favor.

170
9 *CONTINUED*** Review of a previously approved zone change and development
agreement for property located at 2050 North Canyon Road - Pleasant View Neighborhood
(PLRZ20220302)**

171
Adjournment

172
173 The meeting was adjourned by unanimous consent at approximately 6:22 PM.

PENDING APPROVAL - DRAFT MINUTES

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PROVO MUNICIPAL COUNCIL

Redevelopment Agency of Provo

Regular Meeting Agenda

5:30 PM, Tuesday, April 16, 2024

Council Chambers

Hybrid meeting: 445 W. Center Street, Provo, UT 84601 or

<https://www.youtube.com/provocitycouncil>

1

Roll Call

THE FOLLOWING MEMBERS OF THE COUNCIL AND ADMINISTRATION WERE PRESENT:

Councilor Becky Bogdin

Councilor Craig Christensen

Councilor Gary Garrett

Councilor George Handley

Councilor Travis Hoban

Councilor Katrice MacKay

Councilor Rachel Whipple

Mayor Michelle Kaufusi

Chief Administrative Officer Scott Henderson

City Attorney Brian Jones

City Recorder Heidi Allman

Conducting: Chair Katrice MacKay

2

Prayer – Councilor MacKay

3

Pledge of Allegiance – Councilor Whipple

4

Public Comment

5

Chair MacKay read the public comment preamble and opened the public comment period.

6

7

Don Jarvis, chair of the Citizens Sustainability Committee in Provo, spoke about the advantages and risks of artificial turf in Agenda Item #5. While artificial turf requires no water, fertilizer, insecticides, or mowing and looks the same year-round, it contains harmful polyfluoroalkyl substances (PFAS). A USU study found that artificial turf contributes microplastics to waterways and leaches harmful chemicals and metals. The National Institutes of Health reported concerns about hazardous chemicals in the crumb rubber cushioning, which includes carcinogens and neurotoxins. Some sports facilities, like those in the Netherlands, have restricted its use due to health fears. Additionally, artificial turf can become extremely hot, with a BYU study showing it can be much hotter than natural turf, posing a burn risk. Mr. Jarvis urged careful consideration of these health and environmental impacts.

17

Bonnie Shiffler-Olsen, Ethan Barlow, and Christian William, residents of Provo, addressed the council on the topic of anti-camping ordinances and homelessness. They noted that district courts are reconsidering what constitutes cruel and unusual punishment, not to protect rights, but to clarify the limits of incarcerating the unhoused. They urged the council to consider the importance of self-actualization—realizing one's potential through self-reliance, as explained by Maslow's hierarchy of needs. The group highlighted the basic needs most people take for granted, such as shelter, hygiene, food, and a regulated environment. They stressed that these needs, when unmet, prevent the unhoused from achieving self-esteem and self-actualization. They emphasized that the primary cause of

25

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26 homelessness is the lack of housing, pointing out that Provo lacks affordable housing, sufficient hotel
27 vouchers, transitional beds, and safe parking spaces for those living in vehicles. They said Provo's
28 existing shelters are at capacity with long waiting lists, and there is inadequate support for displaced
29 women and children. The group questioned whether denying the unhoused the right to pitch tents is
30 humane, arguing that Provo should be just and welcoming. They called for the immediate repeal of the
31 anti-camping ordinance and urged the creation of a new approach based on Maslow's philosophy to
32 address homelessness, making Provo a model for the nation.

33
34 Carol Hurst, of Provo, addressed the council to request funding for safety improvements on 800 North
35 between University and 700 East. She recounted witnessing a severe accident last September where a
36 student was hit by a car in the crosswalk at 600 East, resulting in a traumatic brain injury. She
37 emphasized that a stoplight could have prevented this accident. Ms. Hurst said she has observed
38 numerous near misses from her kitchen window and appreciates the efforts of Mr. Keesler, who
39 recently installed flashing lights. However, another serious accident occurred shortly after these lights
40 were added. She highlighted that students still feel unsafe crossing 800 North, in contrast to Campus
41 Drive, which has three stoplights. Stressing the importance of protecting these young people, Ms. Hurst
42 presented a survey conducted with the help of a public health masterclass at BYU, with over 400 student
43 responses. She urged the council to allocate sufficient funding for more substantial safety changes to
44 800 North.

45
46 Parker Risk, a BYU student, presented survey findings on the dangers at the intersections of 800 North
47 and 700 East, and 700 North and 800 East. The survey revealed that 37% of the 159 respondents had
48 been hit or nearly hit at these intersections, and 47% had witnessed similar incidents, primarily due to
49 poor visibility and high speeds. The most common recommendation was to install flashing signs
50 instructing drivers to yield to pedestrians. Mr. Risk emphasized the need to prioritize improvements at
51 the 800 North and 700 East intersection and suggested flashing yield signs instead of a stoplight.

52
53 Eric Chase, a resident of Provo's North Park neighborhood, discussed the proposed bridge expansion on
54 820 North over the Provo River. He argued that the project should not be framed as enhancing
55 connectivity since a connection already exists, but rather as increasing convenience by accommodating
56 more cars. Chase highlighted that expanding road capacity leads to increased overall traffic, which could
57 pressure the entire road system, requiring further expansions elsewhere. He pointed out that adding
58 20,000 extra cars daily, especially near the 800 North area south of campus, raises safety concerns for
59 residents and pedestrians. He urged the council to reconsider the project's broader implications on
60 traffic demand and neighborhood safety.

61
62 Annalisa Reid, a resident of Provo's Carterville neighborhood and an intern working on Lehi City's bike
63 and pedestrian plan, spoke about the safety of 800 North. Motivated by Carol's sign about street safety,
64 she shared her expertise and personal concern. Reid highlighted that according to the US Department of
65 Transportation, a car traveling at 20 mph has a 20% chance of causing a fatal injury to a pedestrian,
66 which increases to 40% at 30 mph. Many students often exceed the speed limit, exacerbating the
67 danger. She urged the council to consider implementing bike boulevards and separating pedestrian and
68 vehicle networks on 800 North to enhance safety and reduce the risk of fatal accidents.

69
70 With no other public comments, Chair MacKay closed the public comment period.

71

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Presentations, Proclamations, and Awards

72

1 Provo City Employee of the Month Award - April 2024 [0:34:29](#)

73

74

Mayor Kaufusi shared her excitement to present the April employee of the month.

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Carla Gordon, Director of Library Services, announced Allison Smith as the recipient of the award. She praised Allison for her exceptional work at the Provo City Library, where she has been employed since 2010. Starting as a part-time page, Allison advanced through various roles, eventually becoming a senior librarian after earning her master's degree in library science. She leads the teen team and has successfully run the Teen Minecraft Club for nearly a decade, engaging 15 to 30 teenagers weekly. Allison also initiated the library's popular video game collection. Known for her calm, kind, and knowledgeable demeanor, she excels at assisting patrons and mentoring new librarians. Carla expressed gratitude for Allison's ongoing stellar service and dedication to the library.

Action Agenda

85

1 A resolution consenting to the Mayor's appointment of the Public Works Director for Provo City (24-044) [0:38:07](#)

86

Motion: An implied motion to approve Resolution 2024-16, as currently constituted, has been made by council rule.

87

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94

Mayor Kaufusi recommended Gordon Haight to fill the vacancy of Public Works Director.

Councilor Handley shared his excitement and said Gordon is exceptionally gifted and effective as a leader.

Chair MacKay echoed Councilor Handley's sentiments. She called for a vote.

Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

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Mayor Kaufusi shared some thoughts on why Mr. Haight was selected to fill the role. After explaining the various divisions of Public Works, she highlighted his extensive experience and unique qualifications. With nearly 30 years of municipal experience in engineering, public works, and administration, Gordon has a comprehensive understanding of public service. She said Gordon has already contributed significantly to Provo's community projects, including the overhead pedestrian bridge at Provo Central Station, the airport expansion, and enhancements to trails and bike paths. He will continue to lead on major upcoming projects, such as the wastewater and water treatment plants. Gordon's background includes a bachelor's in civil engineering and a master's in engineering management from BYU. Mayor Kaufusi expressed excitement about Gordon's dynamic leadership and innovative approach and thanked the Provo City Council for their unanimous support.

Judge Schreiner gave the oath of office to Mr. Haight.

PENDING APPROVAL - DRAFT MINUTES

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109 Mr. Haight expressed gratitude for his appointment by Mayor Kaufusi and her support in his assimilation
110 into Provo's culture. He acknowledged the support of the council and emphasized his commitment to
111 listening to residents' concerns, which he believes has been crucial for his growth as both an engineer
112 and administrator in municipal government. He concluded by thanking everyone for their support.
113

2 Quarterly Report for the 2nd quarter of FY2024 ending December 31, 2023 (24-018) [0:45:22](#)

114
115 John Borget, Director of Administrative Services, presented. He provided an overview of the quarterly
116 report on Provo City's revenue and expenses. He highlighted various aspects, including general fund
117 revenues and transfers, sales tax revenue trends, franchise fees, and appropriations. Mr. Borget noted
118 that while revenues appeared favorable, there were challenges, particularly in sales tax revenue, which
119 significantly impacted the general fund. He also discussed project balances and emphasized areas of
120 concern.
121

122 Councilor Whipple asked why there is a larger shortfall in the RAP tax than the sales tax.
123

124 Mr. Borget explained the distribution of sales tax revenue from the state, which occurs in two forms:
125 point of sale and population-based allocation. He noted that half of Provo's distribution is based on
126 actual point of sale within the city, while the other half is allocated based on population. Borget
127 highlighted that while Provo's sales tax revenue is down, the impact is more significant on population-
128 based allocations, such as the RAP tax, indicating that actual sales within Provo have decreased more
129 than the state average.
130

131 Councilor Hoban asked for clarification on the innovation grants that were awarded previously.
132

133 Mr. Borget said there is a period of time that the funds have to be spent based on the grant.
134

135 Chair MacKay thanked Mr. Borget for keeping a close eye on the budget.
136

3 An ordinance granting Central Telcom Services, LLC a non-exclusive franchise to operate a Telecommunications Network in Provo City, Utah (24-043) [0:56:21](#)

137
Motion: An implied motion to approve Ordinance 2024-17, as currently constituted, has been
made by council rule.
138

139 Brian Jones, City Attorney, presented on franchise agreements, explaining that they allow companies to
140 operate within city rights-of-way for services like internet, telephone, and gas. These agreements
141 typically include provisions for the company to operate within the city for a set number of years, serve
142 customers, and pay a fee based on their gross proceeds. This fee compensates the city for wear and tear
143 on its streets due to infrastructure installations and repairs. Federal law mandates that cities must allow
144 internet providers to operate without discrimination, ensuring a level playing field for all providers who
145 meet the requirements. In this case, Central Telecom, a small internet service provider with business
146 clients, is seeking to renew its franchise agreement with Provo City. They have previously operated
147 under such an agreement and have accepted all standard terms for renewal.
148

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149 Councilor Whipple asked if there are separate agreements if the vendor wanted to use the city’s poles
150 and infrastructure.

151
152 Mr. Jones said there would be a separate pole attachment agreement which could include provisions
153 where the vendor is required to maintain their own lines and clean up after themselves.
154

Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

155
**4 A resolution approving an interlocal agreement with Utah County regarding funding for the
156 600 South Trail – 200 East to 100 West Improvement Project (24-035) [1:01:00](#)**

Motion: An implied motion to approve Resolution 2024-17, as currently constituted, has been made by council rule.

157
158 Gordon Haight, Director of Public Works, presented. Mr. Haight stated that the city was awarded funds
159 from MAG to use for this improvement project. He said the project includes construction of sidewalks,
160 curbs, gutters, bike lanes, and trees. He requested approval of the interlocal agreement to access the
161 funds for the project.

162
163 Councilor Handley asked if there is potential for connecting to the spring creek trails.
164

165 Mr. Haight said this funding would not be enough to cover the connection at this point, but it is being
166 looked into with a study being done in coordination with Springville City.
167

168 Councilor Handley mentioned an exciting opportunity to connect Springville to Provo through a trail,
169 potentially allowing people to bypass State Street for recreational or commuting purposes. Logan
170 Millsap, a city council member in Springville, inquired about a potential future connection. Councilor
171 Handley noted that the study for this connection has been approved, and he is excited to receive more
172 information as it becomes available in the future.

173
174 Chair MacKay called for a vote.
175

Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

176
**5 An ordinance amending Provo City Code regarding landscape design standards
177 (PLOT20230206 / PLOT20240071) [1:04:59](#)**

Motion: An implied motion to approve Ordinance 2024-18, as currently constituted, has been made by council rule.

178
179 Hannah Salzl, Planner and Sustainability Coordinator, clarified misconceptions regarding an item
180 discussed in the work meeting, indicating significant changes from its previous presentation to the
181 council. Originally proposed as a landscape amendment updating vegetative coverage from 35% to 40%,
182 there was subsequent interest in exploring the prohibition of artificial turf within the same code section.

PENDING APPROVAL - DRAFT MINUTES

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183 The planning commission recommended a more moderate approach, treating artificial turf like non-
184 vegetative coverage. The new proposal removes artificial turf from the list of vegetative coverage,
185 limiting it to 60%, aligning with the commission's compromise. She further clarified that the proposed
186 amendment applies solely to residential properties, specifically targeting yards adjacent to streets,
187 including front and side yards (for corner lots) and park strips/parkways. It does not impact backyards or
188 commercial properties. The amendment maintains provisions for reasonable accommodation for
189 qualifying disabilities under ADA protection. Ms. Salzl briefly mentioned environmental considerations
190 regarding artificial turf but encouraged attendees to review them if interested. The proposed text aligns
191 with the summarized points, with the addition of allowing artificial turf in parkways narrower than four
192 feet, mirroring other non-vegetated coverage allowances. Park strips wider than four feet would adhere
193 to the 60% coverage limit, akin to front or side yards. Additionally, the amendment explicitly prohibits
194 outdoor carpeting in park strips, extending existing prohibitions from front and side yards.

195
196 Councilor Garrett asked about residents who already have artificial turf installed at their homes.

197
198 Ms. Salzl confirmed that those residents would be grandfathered in. She said this code change would be
199 applied to new installations going forward.

200
201 Chair MacKay announced the presentation of a short video as part of the meeting. She explained that a
202 local landscaper, who is well-versed in horticulture and landscape architecture, could not attend but
203 provided valuable insights as an expert in the field. The video will serve to convey this expert's
204 perspective on the topic under discussion.

205
206 Video shared: https://www.youtube.com/watch?v=qxiZfNrz_28

207
208 Councilor Whipple asked when the code change would be in effect.

209
210 Mr. Jones explained the effective date.

211
Motion: Councilor Whipple made a substitute to ban artificial turf entirely in front yards, side
yards, and park strips. Councilor Handley seconded.

212
213 Councilor Whipple explained that she is proposing a substitute motion because it had the support of all
214 four city departments that reviewed it. She emphasized that these departments recommended banning
215 artificial turf based on their expertise and understanding of Provo City's specific needs, making it a
216 better option for the city.

217
218 Bill Peperone, Director of Development Services, speaking on behalf of his department, expressed
219 concern about the heat island effect, which can harm or kill trees and other vegetation, counteracting
220 efforts to maintain greenery. He highlighted that Provo has a heat island issue, as shown in city maps
221 indicating cooler, shaded areas versus hotter regions. Mr. Peperone emphasized that increasing artificial
222 turf would exacerbate this problem, contrary to the city's goal of reducing heat islands.

223
224 Doug Robins, Director of Parks and Recreation, speaking on behalf of his department, expressed concern
225 about the potential negative impact of artificial turf on Provo's street trees. With over 30,000 trees that
226 have been growing for many decades, he highlighted the risk that artificial turf might lead to the

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227 cessation of irrigation under these trees. He said this could significantly harm the city's existing street
228 tree canopy.

229
230 Chair MacKay opened public comment. With none, she closed public comment and called for a vote on
231 the substitute motion.

232
Vote: The substitute motion was approved 5:2 with Councilors Christensen, Handley,
Hoban, MacKay, and Whipple in favor. Councilors Bogdin and Garrett opposed.

233
**6 An ordinance amending Provo City Code Chapter 6.26 regarding short-term rentals (24-
017) [1:21:15](#)**

234
Motion: An implied motion to approve Ordinance 2024-19, as currently constituted, has been
made by council rule.

235
236 Melia Dayley, Council Policy Analyst, presented. She noted the two changes since the March 19 work
237 meeting which included cleaning up references to short-term rentals in the old chapter and adding a cap
238 on the number of short-term rentals per multi-unit building, set at 10%. She said the ordinance
239 establishes regulations, guidelines, licensing standards, and enforcement for short-term rentals,
240 including hosting platform responsibilities. Hosting platforms like Airbnb must provide semi-annual
241 reports to the city and ensure properties have a city license before booking. She added that the 10% cap
242 aims to balance rental availability with the city's homeownership goals.

243
244 Councilor Whipple asked if multi-family buildings are defined in our code.

245
246 Aaron Ardmore, Planning Supervisor, confirmed the definition could be found in Title 14 which specifies
247 multi-family as three to four units.

248
249 Chair MacKay opened public comment.

250
251 Sharon Memmott, of Provo, raised concerns from neighbors about short-term rental units, asking if
252 there are specific code provisions for residential areas beyond multi-dwelling units. She inquired if there
253 is a rule limiting short-term rentals to 10% of a neighborhood or if there are requirements for Airbnb
254 owners to be local residents. She added this local ownership would provide a direct contact for
255 neighbors when issues, like noisy parties, arise, ensuring better accountability and community
256 responsibility.

257
258 Chair MacKay explained that the new ordinance included a requirement for short-term rental operators
259 to have a local contact who can respond quickly and be present when needed. Previously, these rentals
260 were regulated under a general rental dwelling license, but now a separate category for short-term
261 rentals has been created due to their unique nature. Chair MacKay clarified that single-family homes in
262 Provo have very limited areas where short-term rentals are legal, primarily in downtown zones where
263 hotels are also permitted. The primary issue being addressed is the high concentration of short-term
264 rentals in new condominium buildings, such as one that quickly became 70% short-term rentals. This
265 was concerning because condominiums are rare in Provo, and the high percentage of short-term rentals
266 drove up prices and reduced availability for long-term residents. She added that concerned residents

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267 could call 311 when an issue arises since their department will oversee the license and have access to
268 the contact information.

269

270 With no other public comment or council discussion, Chair MacKay called for a vote.

271

Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

272

7 An ordinance amending the Zone Map classification of real property located at 1098 N Geneva Rd, from the A1.1 (Agricultural) Zone to the R1.6 (One Family Residential) Zone to create 38 residential lots – Lakeview North Neighborhood (PLRZ20230227) [1:31:02](#)

273

274 Continued

275

8 An ordinance amending Provo City Code regarding Accessory Dwelling Units as a permitted use in a small section of the Foothills neighborhood, 44 homes in area between 1100 E and 1260 E and 820 N to 930 N (PLOTA20230035) [1:31:18](#)

276

Motion: An implied motion to approve Ordinance 2024-21, as currently constituted, has been made by council rule.

277

278 Mary Barnes, City Planner, explained the application met the code requirement of obtaining signatures
279 from at least 66% of property owners, with 41 out of the needed 39 signatures (69%) obtained. The
280 reasons for the proposed ADU overlay include the potential for passive income, increased owner
281 occupancy, and alignment with the general plan's goals for diverse housing options. Currently, individual
282 ADU applications require a \$100 special use permit fee and signatures from adjacent neighbors, but an
283 ADU overlay would eliminate these steps while still mandating compliance with requirements such as
284 four off-street parking spaces. Ms. Barnes addressed concerns from the planning commission and
285 residents which included enforcement, owner occupancy, and parking. She emphasized that each
286 homeowner would need to prove sufficient parking before an ADU is approved, addressing concerns
287 about increased street parking. Despite these concerns, the staff recommends approval due to
288 compliance with code requirements, majority owner support, and alignment with the general plan. She
289 added the Planning Commission unanimously recommended approval in March.

290

291 Chair MacKay opened the item for public comment.

292

293 Ruth Elderidge-Thomas, applicant, emphasized alignment between the neighborhood's goals and the
294 council's objectives, highlighting efforts to increase housing affordability, foster a vibrant and diverse
295 community, and protect property rights while combatting housing discrimination. She acknowledged the
296 complexity of these goals and presented the neighborhood's proposed solution, supported by
297 homeowners' experiences and a house-by-house survey. Elderidge-Thomas raised practical concerns
298 about converting properties into ADUs, noting challenges such as slab foundations and limited space.
299 She also mentioned existing ADUs in the neighborhood and expressed skepticism about the cost-
300 effectiveness of further conversions.

301

302 Councilor Garrett asked how many of the current homes have an ADU.

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303

304 Ms. Elderidge-Thomas provided further details, specifying that among the 44 homes, there are 20 with
305 slab foundations that could not accommodate ADUs. Additionally, she mentioned the presence of 11
306 owner-occupied homes with active ADUs, some of which are currently illegal under different codes.
307 These homes are seeking to become legal through the proposed process.

308

309 With no other comments, Chair MacKay closed public comment.

310

311 Councilor Whipple expressed a mix of admiration and regret for the residents' five-year effort on the
312 ADU issue, noting both their dedication and the challenges they faced with changing regulations. She
313 apologized for any difficulties caused by the shifting process and expressed gratitude for the residents'
314 perseverance. Whipple voiced hope that the outcome of their efforts would benefit their neighborhood
315 positively.

316

317 Councilor Handley commended Ruth for her comprehensive email, which addressed various issues
318 concerning the neighborhood's unique situation. He expressed admiration for the neighborhood's
319 patience throughout the five-year process and emphasized his eagerness to pass the ordinance to allow
320 them to move forward with their plans. Handley highlighted the success of similar measures in
321 neighboring areas, such as the tree streets, in stabilizing homeowner occupancy. He underscored the
322 effectiveness of owner-occupied enforcement in addressing housing issues and advocated for
323 supporting the neighborhood's efforts by passing the ordinance.

324

325 Councilor Garrett acknowledged the council's priority to increase homeowner occupancy, noting that
326 only 40% of homes in the city are currently owner-occupied. He expressed concerns about the potential
327 for abuse of the homeowner occupancy requirement in ADU designated areas, where homes may be
328 put in the name of a child who then rents out the ADU, leading to a de facto student duplex. Garrett
329 reflected on his observations of how ADU overlays have changed the character of neighborhoods in
330 various parts of the city, noting both successful and unsuccessful outcomes. While he expressed
331 reservations about the impact of ADUs on neighborhood stability and community relationships, he
332 acknowledged the desires of the North Foothills community and their efforts to shape their
333 neighborhood.

334

335 Councilor Christensen expressed concerns about ADUs, highlighting their potential downsides such as
336 driving up property prices and exacerbating the rental to homeownership ratio. He questioned the long-
337 term benefits of ADUs for Provo and expressed skepticism about the proposed approach. However, he
338 acknowledged the efforts of those involved in the process while emphasizing the need for further
339 discussion on the matter.

340

341 Chair MacKay and Councilor Bogdin echoed Councilor Garrett and Christensen's concerns.

342

343 Councilor Whipple highlighted the importance of respecting the applicant's efforts in navigating the ADU
344 approval process and emphasized the positive impact of ADUs in her own neighborhood. She argued
345 against voting out of fear and encouraged embracing the benefits of ADUs, citing increased
346 neighborhood stability and inclusivity. Whipple expressed support for the neighborhood's request and
347 advocated for a welcoming attitude towards ADUs in the city.

348

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349 Chair MacKay expressed her intention to vote in favor of the proposal because the neighborhood desires
350 it, highlighting the uniqueness of the city and the importance of considering facts and experiences
351 rather than fear. She emphasized the individual perspectives that shape how people interpret
352 information and stated that their decision is based on their own observations of the neighborhood over
353 the past 10 years.

354
355 Councilor Handley expressed appreciation for the support from Councilor Garrett and Chair MacKay
356 despite their reservations about ADUs in general, emphasizing the importance of respecting the
357 neighborhood's unanimous desire for the proposal. He highlighted the lack of compelling data linking
358 ADUs to higher rates of predatory investments and shared evidence from their own neighborhood
359 indicating that ADUs have provided the city with more effective enforcement tools. Councilor Handley
360 concluded by advocating for the approval of the proposal.

361
362 Councilor Christensen emphasized that despite personal reservations about ADUs, he would vote in
363 favor of the proposal because the neighborhood had diligently followed the process and expressed
364 strong support for it. He acknowledged the need for further discussion on the impacts of ADUs,
365 including their effect on enabling home purchases and enforcement challenges. Councilor Christensen
366 urged against dismissing concerns expressed by residents, stressing the importance of considering
367 diverse perspectives and experiences in decision-making.

368
369 Councilor Bogdin highlighted concerns expressed by residents in her neighborhood and other areas of
370 Provo regarding the proliferation of ADUs. These concerns were based on real experiences and feedback
371 received from constituents, including those who had moved to their neighborhood seeking relief from
372 ADU-related issues in other parts of the city. This sentiment was also echoed by individuals such as Lisa
373 Jensen from the planning commission, indicating that the concerns were not isolated but rather
374 widespread among various stakeholders in the community.

375
376 With no other comments, Chair MacKay called for a vote.

377
Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley,
Hoban, MacKay, and Whipple in favor.

378
**9 An ordinance amending Provo City Code regarding areas where Accessory Dwelling Units
are prohibited – Citywide Application (PLOTA20240066) [2:00:40](#)**

379
Motion: An implied motion to approve Ordinance 2024-22, as currently constituted, has been
made by council rule.

380
381 Councilor Melia Dayley explained that the council made a motion in a previous meeting to remove R2PD
382 and SDP-5 zones from the areas where ADUs are allowed. She added that an adjustment to the
383 ordinance was made after the work meeting when it was discovered that R2PD zones also existed on the
384 west side.

385
386 Councilor Whipple confirmed the map associated with this ordinance would be updated after the
387 approval of the last item.

388

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389 Chair MacKay added that this ordinance is to remove zones where ADUs could not be used anyways so
390 the map highlights a better representative of areas they are permitted. She then opened the item for
391 public comment.

392
393 Cheyenne Poulson, a former BYU student and current Provo resident, expressed support for increasing
394 housing options in the city, particularly through ADUs. She emphasized that Provo needs to take steps
395 towards addressing the housing crisis and that ADUs could be a beneficial solution. She was pleased
396 with the recent decision to allow ADUs in a specific neighborhood, viewing it as a positive move forward.

397
398 With no other public comments, and no council discussion, Chair MacKay called for a vote.
399

Vote: The motion was approved 6:1 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, and MacKay in favor. Councilor Whipple opposed.

400

10 An ordinance amending Provo City Code regarding certain trades and encumbrances of Real Property (24-036) [2:04:24](#)

401

Motion: An implied motion to approve Ordinance 2024-23, as currently constituted, has been made by council rule.

402

403 Tara Riddle, Property Manager, presented the amendment and said it is intended to clarify when
404 property encumbrance matters should be brought to the council for approval. The amendment
405 mandates that the council must consider all encumbrances, such as easements, rights of way, leases,
406 licenses, and boundary line adjustments, if the value exceeds \$50,000. She added that transactions
407 below this threshold can be negotiated and approved by the administration alone.

408

409 Chair MacKay opened the item for public comment. With none and no council discussion, she called for
410 a vote.

411

Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley, Hoban, MacKay, and Whipple in favor.

412

11 A resolution to place approximately 0.96 acres of vacant land at 2435 West 560 South on the surplus property list (24-037) [2:05:53](#)

413

Motion: An implied motion to approve Resolution 2024-18, as currently constituted, has been made by council rule.

414

415 Ms. Riddle stated this resolution would resolve boundary issues at the Regional Sports Park, specifically
416 an overlap with Carter Farms, affecting 0.9678 acres. She explained the proposed property trade that
417 would help with this boundary clean up.

418

419 Chair MacKay asked why the city had acquired the land.

420

421 Ms. Riddle explained that the city acquired the property several years ago to extend 2470 West, as the
422 property owner insisted on selling the entire parcel, not just the portion needed for the road. She added

PENDING APPROVAL - DRAFT MINUTES

Please Note – These minutes have been prepared with a timestamp linking the agenda items to the video discussion. Electronic version of minutes will allow citizens to view discussion held during council meeting.

423 that the future use of the property is still undetermined; it might be sold for development or used in
424 coordination with the Regional Sports Park, but no final decision has been made.

425
426 Councilor Garrett thanked Tara for her dedicated service to the city and her hard work on various issues.
427 He acknowledged that she had presented first in the morning work session at 10 am and was presenting
428 again nearly 10 hours later in the council meeting. He expressed his appreciation for her commitment
429 and excellent work.

430
431 Chair MacKay opened the item for public comment. With none, and no council discussion, she called for
432 a vote.

433
Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley,
Hoban, MacKay, and Whipple in favor.

434
**12 A resolution accepting an annexation petition for further consideration for approximately
15.738 acres of a total 68 acres of property generally located at 1000 North Lakeview
Parkway – Lakeview North Neighborhood (24-021) [2:09:20](#)**

435
Motion: An implied motion to approve Resolution 2024-19, as currently constituted, has been
made by council rule.

436
437 Mr. Haight explained that an annexation on the west side, previously discussed in a work session, will be
438 divided into two parts after several meetings with city officials. He showed a map indicating the initial
439 proposed annexation area, highlighting two property owners who did not want to participate. He
440 mentioned that to avoid issues, the annexation will proceed in two phases, with the current focus on the
441 first section, which includes property owned by the Provo school district and the city.

442
443 Mr. Jones clarified that this resolution only accepts the petition for review and processing; it does not
444 approve the annexation. He noted that state law requires a multi-step process, which can be confusing.
445 This resolution signifies the council's willingness to consider the petition, with the actual approval to
446 come later.

447
448 Chair MacKay opened the item for public comment. With none, and no council discussion, she called for
449 a vote.

450
Vote: The motion was approved 7:0 with Councilors Bogdin, Christensen, Garrett, Handley,
Hoban, MacKay, and Whipple in favor.

451
452 *With no objections, the Provo Municipal Council adjourned and reconvened as the Governing Board of*
453 *the Redevelopment Agency of Provo with Chair Rachel Whipple conducting.*

454
Redevelopment Agency of Provo

455
**13 A resolution of the Redevelopment Agency of Provo City approving interlocal agreements
for The Mix Community Reinvestment Project Area (24-032) [2:12:31](#)**

456

PENDING APPROVAL - DRAFT MINUTES

Please Note – These minutes have been prepared with a timestamp linking the agenda items to the video discussion. Electronic version of minutes will allow citizens to view discussion held during council meeting.

457 2024-RDA-04-16-1

458

459 Keith Morey, Development Services Assistant Director, presented. He reminded that last year, the
460 council agreed to support amendments to the redevelopment project area around the old Plum Tree
461 Plaza to adjust the timing of tax increments for the new developer. The delay in property possession
462 necessitated this adjustment. Since then, there have been meetings with the county, school district, and
463 Water Conservancy District, along with public hearings, to finalize these agreements. He said this
464 resolution authorizes the finalization and recording of the agreements, which have already been agreed
465 upon by all parties.

466

467 Board Member MacKay expressed gratitude for the effort involved in attending numerous meetings and
468 repeating the same information to various entities. She thanked Keith Morey for handling this process,
469 acknowledging the support from those entities, and appreciating that the board did not have to manage
470 those meetings themselves.

471

472 With no other comments, Chair Whipple called for a vote.

473

Vote: The motion was approved 7:0 with Board Members Bogdin, Christensen, Garrett,
Handley, Hoban, MacKay, and Whipple in favor.

474

Adjournment

475

476 The meeting was adjourned by unanimous consent at approximately 7:31 PM.

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: BRIANJ
Department: Legal
Requested Meeting Date: 06-04-2024

SUBJECT: A discussion regarding a resolution authorizing BYU Police to apply to Public Interest Use certain bicycles qualifying as lost or mislaid property or property no longer needed for evidence (24-053)

RECOMMENDATION: Approve resolution so that BYU Police can donate bicycles that cannot be returned to their owners to the Provo Bike Collective.

BACKGROUND: Utah law allows law enforcement agencies to dispose of certain property in their possession. Before doing so, the agency must follow certain procedures to attempt to return the property to its rightful owner. If return is not possible, the standard process is then to auction the property and use the funds. However, state law allows the property to be donated to the public interest if this use is approved by the relevant legislative body. Provo Police previously requested approval of a resolution permitting them to donate bicycles in this category to the Provo Bike Collective. BYU Police desires to do the same. Under current state law, the relevant legislative body that can approve this use by BYU Police is the Provo Municipal Council.

FISCAL IMPACT: None. If the resolution is not approved, BYU Police will be forced to retain or auction the bicycles. However, even if they are auctioned, the proceeds would not go to Provo City.

PRESENTER'S NAME: Erik Davis, BYU Office of General Counsel

REQUESTED DURATION OF PRESENTATION: 10 min

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 24-053

1 RESOLUTION 2024-__
2

3 A RESOLUTION AUTHORIZING BYU POLICE TO APPLY TO PUBLIC
4 INTEREST USE CERTAIN BICYCLES QUALIFYING AS LOST OR MISLAID
5 PROPERTY OR PROPERTY NO LONGER NEEDED FOR EVIDENCE. (24-
6 053)
7

8 RECITALS:
9

10 Brigham Young University operates BYU Police as a private law enforcement agency, as
11 defined in Utah Code Section 53-19-102(4), which is located within Provo City; and
12

13 BYU Police comes into possession each year of a substantial number of bicycles that
14 qualify as “lost or mislaid property” as defined in Utah Code Section 77-11d-101 or that constitute
15 property no longer needed as evidence as described in Utah Code Section 77-11a-402; and
16

17 Under the provisions of Utah Code Sections 77-11a-402 and 77-11d-105, such property
18 can be applied to a public interest use under certain terms and conditions; and
19

20 BYU Police complies with all the requirements of these statutes with respect to attempting
21 to identify the owners and return the bicycles, where applicable; and
22

23 Utah Code Subsection 77-11d-105(4)(b) requires a private law enforcement agency to
24 obtain the permission, designation, and approval of the legislative body of the municipality in
25 which the agency is located before applying such property to a public interest use; and
26

27 The Provo Bike Collective is a properly registered operational arm of the Salt Lake City
28 Bike Collective, a nonprofit corporation in Utah that serves a public need by providing refurbished
29 bicycles to low-income and transitional families and individuals in the community.
30

31 THEREFORE, the Municipal Council of Provo City, Utah resolves as follows:
32

33 PART I:
34

35 Pursuant to Utah Code Sections 77-11a-402 and 77-11d-105(4)(b), the Provo Municipal
36 Council authorizes BYU Police to apply unclaimed lost or mislaid bicycles and bicycles no longer
37 needed as evidence to a public interest use and designates and approves the public interest use of
38 releasing the bicycles to the Provo Bike Collective, a 501(c)(3) nonprofit registered with the State
39 of Utah. This authorization and designation is ongoing and applies to all such bicycles currently
40 held, and obtained in the future, by BYU Police so long as BYU Police complies with all other
41 statutory requirements for handling such property.
42

43 PART II:
44

45 This resolution takes effect immediately.
46

47 END OF RESOLUTION.

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: MABARNES
Department: Development Services
Requested Meeting Date: 06-04-2024

SUBJECT: An ordinance amending the Zone Map classification of real property, located at 2662 West Lakeview Parkway, from Open Space, Preservation, and Recreation (OSPR) Zone to the Community Shopping Center (SC2) Zone - Provo Bay Neighborhood (PLRZ20240059)

RECOMMENDATION: Development Services is recommending approval. Please see supporting documents.

BACKGROUND: Development Services is proposing to rezone a 5.079-acre section of the OSPR zone in Provo Bay Neighborhood to SC2. The city has initiated this zone map amendment on city-owned property to allow for commercial and hospitality support services directly south of the new Regional Sports Park on the west side of Provo, and directly north of the new Airport terminal.

The proposed re-zone is proactive, there is no concept plan for the subject area at this time. The city is planning on leasing the land to a future developer, which will help to fund the ongoing maintenance and development of the Regional Sports Park. The Regional Sports Park site plan will not be affected by this zone change, and the park will stay OSPR. The proposed rezone is supported by the General Plan policies and goals.

FISCAL IMPACT:

PRESENTER'S NAME: Keith Morey

REQUESTED DURATION OF PRESENTATION: Work meeting: 20 mins (with 10 mins for presentation). Council/Night meeting: 25 mins (with 8 mins of presentation)

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
Please see page 5-6 in the staff report.

CITYVIEW OR ISSUE FILE NUMBER: PLRZ20240059

Provo City Planning Commission

Report of Action

May 8, 2024

*Item 2 Development Services requests a Zone Map Amendment from the OSPR (Open Space, Preservation, and Recreation) Zone to the SC2 (Community Shopping Center) Zone for five (5) acres of land to attract businesses south of the Regional Sports Park, located approximately at 2662 West Lakeview Pkwy. Provo Bay Neighborhood. Mary Barnes (801) 852-6408 mabarnes@provo.org PLRZ20240059

The following action was taken by the Planning Commission on the above-described item at its regular meeting of May 8, 2024:

RECOMMENDED APPROVAL

On a vote of 7:0, the Planning Commission recommended that the Municipal Council approve the above noted application.

Motion By: Jeff Whitlock

Second By: Lisa Jensen

Votes in Favor of Motion: Robert Knudsen, Lisa Jensen, Jeff Whitlock, Jonathan Hill, Barbara DeSoto, Daniel Gonzales, and Melissa Kendall.

Daniel Gonzales was present as Chair.

Votes against the Motion: None

- Includes facts of the case, analysis, conclusions, and recommendations outlined in the Staff Report, with any changes noted; Planning Commission determination is generally consistent with the Staff analysis and determination.

TEXT AMENDMENT

The text of the proposed amendment is attached as Exhibit A.

STAFF PRESENTATION

The Staff Report to the Planning Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations.

CITY DEPARTMENTAL ISSUES

- The Coordinator Review Committee (CRC) has reviewed the application and given their approval.

NEIGHBORHOOD MEETING DATE

- This application affects the Provo Bay Neighborhood in District 3. This item will be discussed in the upcoming May 15th District 3 neighborhood meeting, and the topic will be presented by city staff.

APPLICANT PRESENTATION

The applicant is Provo City. Key points addressed in the applicant's presentation to the Planning Commission included the following:

- The reason behind the requested re-zone is the need for support services in the area. Also, this property will be leased to a developer to help generate some revenue for the city, and to assist with the upkeep of the park.
- The configuration of the Regional Sports Park, and how it has changed over time.

- Permitted uses in the SC-2 zone.
- Potential traffic impacts on the neighborhoods, and concerns with parking for the park.
 - Doug Robins, Parks and Rec Director, addressed the concerns regarding parking for the Regional Sports Park. Currently an average of 83 stalls are provided per sports field. Nothing was designed in the subject area besides that overflow parking in the previous iteration, because it is a strange shape. Wayfinding signs to help direct people to Lakeview Parkway for access to and from the park will be installed. This will hopefully help to reduce traffic impacts in the adjacent neighborhood.

NEIGHBORHOOD AND PUBLIC COMMENT

- The neighborhood Chair was not present and did not address the Planning Commission during the hearing.

CONCERNS RAISED BY PUBLIC

Any comments received prior to completion of the Staff Report are addressed in the Staff Report to the Planning Commission. Key issues raised in written comments received subsequent to the Staff Report or public comment during the public hearing included the following:

- *Jeff Stubbs, Provo Resident.* Concerned about how the overflow parking has been eliminated on the Regional Sports Park plan. The park has not opened yet, therefore the amount of overflow parking needed cannot be known. If more parking is needed, where will it go?

PLANNING COMMISSION DISCUSSION

Key points discussed by the Planning Commission included the following:

After staff presentation:

- Commissioner Knudsen expressed concerns about traffic from the re-zone area going through the neighborhoods on the northeast side of the park. Patrons of the commercial support services may want to cut through the Southwest neighborhoods to get back home to their neighborhoods.
 - Commissioner Jensen stated that she would prefer to get onto Lakeview Parkway and use the more prominent collector roads to get back to her home quickly. Residents in the immediate surrounding neighborhoods will probably cut through Epic Ln and 600 S, but other residents are most likely going to take the quicker routes home.
 - Commissioner Hill agreed that there will be a traffic increase on 600 S, but it will be marginal. It will probably be traffic from the park, and not as much from the commercial piece.
- Commissioner Gonzales discussed whether SC-2 is intense enough for the desired uses, specifically regarding building height. Also, a car wash would not be a welcomed use.
 - Commissioner Jensen agreed that making sure the final use is something classy is important.
- Commissioner Jensen wanted clarification on why this section of property is not called out as commercial on the general plan map. Proposals for development could filter in for this area due to the neighborhood plan designations, and commercial could fill in to the direct west of the park.
 - Commissioner Hill commented that the purpose of the Airport Industrial/Commercial areas on the neighborhood plan was to provide commercial areas to support the airport.

After public comment:

- Commissioner Jensen stated that most City Parks were fairly recently rezoned to the OSPR zone. With this rezone, an inadvertent message may be sent to developers that Provo City will rezone their parks for commercial projects. Concerned that justifying this re-zone by stating “it will support the airport and Regional Sports Park” is something that can be said for the entire area. Do not want all agricultural land or open space to be swallowed up into this. However, this does meet the goals of the General Plan and it’s a great location. The city will be the landlord, which is great as well. Want to make sure people think of the rezone repercussions.
 - Commissioner Gonzales replied, saying that this situation is different because there isn’t a great use for this property if it stays open space. Sports fields can’t fit into the triangle, and overflow parking is not needed. Because of the location and the surrounding major uses, this is most likely the best use for the subject area.

DOAQ

Planning Commission Chair

Bill Peperone

Director of Development Services

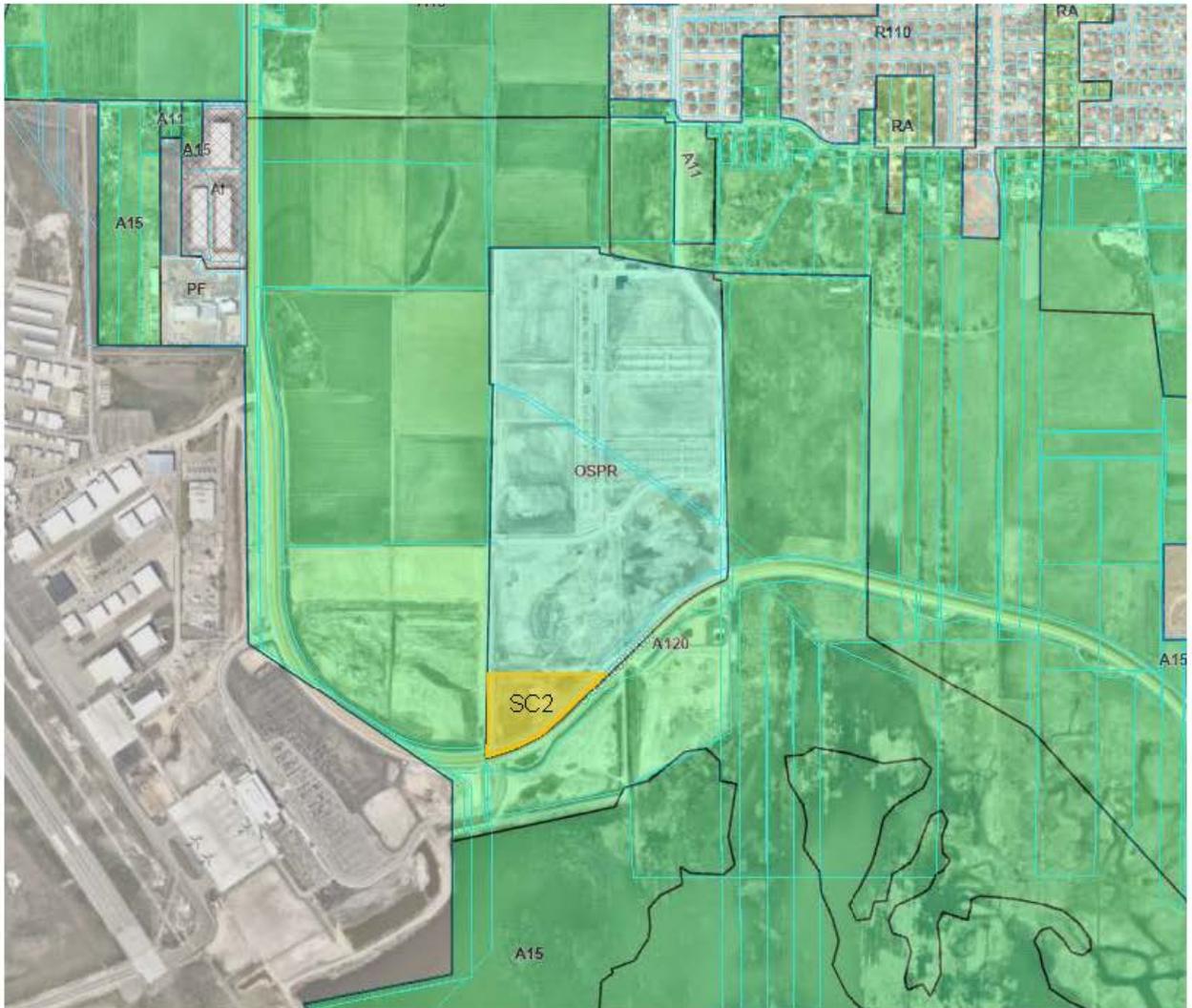
See Key Land Use Policies of the Provo City General Plan, applicable Titles of the Provo City Code, and the Staff Report to the Planning Commission for further detailed information. The Staff Report is a part of the record of the decision of this item. Where findings of the Planning Commission differ from findings of Staff, those will be noted in this Report of Action.

Legislative items are noted with an asterisk (*) and require legislative action by the Municipal Council following a public hearing; the Planning Commission provides an advisory recommendation to the Municipal Council following a public hearing.

Administrative decisions of the Planning Commission (items not marked with an asterisk) **may be appealed** by submitting an application/notice of appeal, with the required application and noticing fees to the Development Services Department, 445 West Center Street Provo, Utah, **within fourteen (14) calendar days of the Planning Commission's decision** (Provo City office hours are Monday through Thursday, 7:00 a.m. to 6:00 p.m.).

BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS

Exhibit A



BOUNDARY DESCRIPTION

BEGINNING AT A POINT ON THE NORTH RIGHT-OF-WAY LINE OF LAKEVIEW PARKWAY, LOCATED WEST 2882.39 FEET AND SOUTH 178.55 FEET FROM THE SOUTHEAST CORNER OF SECTION 10, TOWNSHIP 7 SOUTH, RANGE 2 EAST, SALT LAKE BASE AND MERIDIAN; THENCE ALONG THE NORTH RIGHT-OF-WAY LINE OF LAKEVIEW PARKWAY THE FOLLOWING (2) COURSES; THENCE S46°00'16"W 405.97 FEET; THENCE SOUTHWESTERLY ALONG THE ARC OF A 960.00 FOOT RADIUS CURVE TO THE RIGHT 488.87 FEET, THROUGH THE CENTRAL ANGLE OF 29°10'39" (CHORD BEARS: S60°35'35"W 483.61 FEET); TO THE EAST RIGHT-OF-WAY LINE OF 2770 WEST STREET; THENCE ALONG SAID EAST RIGHT-OF-WAY LINE OF 2770 WEST STREET THE FOLLOWING (2) COURSES; THENCE NORTHERLY ALONG THE ARC OF A 473.00 FOOT RADIUS NON-TANGENT CURVE TO THE RIGHT 69.64 FEET, THROUGH THE CENTRAL ANGLE OF 08°26'11" (CHORD BEARS: N03°40'04"W 69.58 FEET) THENCE N00°33'01"E 450.03 FEET; THENCE N90°00'00"E 713.48 FEET TO THE NORTH RIGHT-OF-WAY LINE OF LAKEVIEW PARKWAY AND THE POINT OF BEGINNING.

AREA: 221,256 SQUARE FEET OR 5.079 ACRES

***ITEM 2** Development Services requests a Zone Map Amendment from the OSPR (Open Space, Preservation, and Recreation) Zone to the SC2 (Community Shopping Center) Zone for five (5) acres of land to attract businesses south of the Regional Sports Park, located approximately at 2662 West Lakeview Pkwy. Provo Bay Neighborhood. Mary Barnes (801) 852-6408 mabames@provo.org PLRZ20240059

<p>Applicant: Provo City</p> <p>Staff Coordinator: Mary Barnes</p> <p>Property Owner: Provo City Corporation</p> <p>Parcel ID#: 21:039:0024</p> <p>Acreage: 5.079 acres</p> <p>Number of Lots: 1</p> <p>Current Zone: Open Space and Preservation (OSPR)</p> <p>Proposed Zone: Community Shopping Center (SC2)</p> <p><u>ALTERNATIVE ACTIONS</u></p> <ol style="list-style-type: none"> Continue to a future date to obtain additional information or to further consider information presented. <i>The next available meeting date is May 22, 6:00 P.M.</i> Recommend Denial of the requested ordinance text amendment. <i>This action would not be consistent with the recommendations of the Staff Report. The Planning Commission should <u>state new findings.</u></i> 	<p>Current Legal Use: Vacant lot</p> <p>Relevant History: The idea of attracting commercial or hospitality support services to this area has been in the works for a while. Over the many iterations of the Regional Sports Park site plan, this area has been shown as a multi-use field and overflow parking. The adopted final site plan completely excludes this area of the property. The goal is to attract commercial and hospitality support services into the area. This zone map amendment is proactive, there is no commercial developer at this time. Therefore, there is no concept plan.</p> <p>Neighborhood Issues: This application has been scheduled for the May 15th District 5 meeting.</p> <p>Summary of Key Issues:</p> <ul style="list-style-type: none"> Due to the current and potential heavy use and traffic from Provo Airport and the Regional Sports Park, commercial and hospitality support services are necessary. This location will ensure that park and airport patrons will have quick access, and there will be minimal access from the commercial support services into existing or future neighborhoods. <p>Staff Recommendation: That the Planning Commission recommend approval of the zone map amendment to the Provo City Council.</p>
---	--

OVERVIEW

The city has initiated this zone map amendment to allow for commercial and hospitality support services directly south of the new Regional Sports Park on the west side of Provo. This is city-owned property. Please see figure 1 and 2 below for the specific subject area.

- The property is currently zoned OSPR, which is the primary zone used for public open space amenities, such as parks, trails, sport courts, etc.
- The city is proposing to rezone a 5.079-acre section of the property to SC2, which is known as the Community Shopping Center Zone. A list of permitted and conditional uses within this zone can be found within this staff report.
 - o This proposed re-zone is proactive. Therefore, there is no concept plan for this parcel at this time.
 - o The city is planning on leasing the land to a future developer. This lease will help to fund the ongoing maintenance and development of the Regional Sports Park.
- The Regional Sports Park site plan will not be affected by this zone change, and the park will stay OSPR.



Figure 2: Overall aerial view of subject area

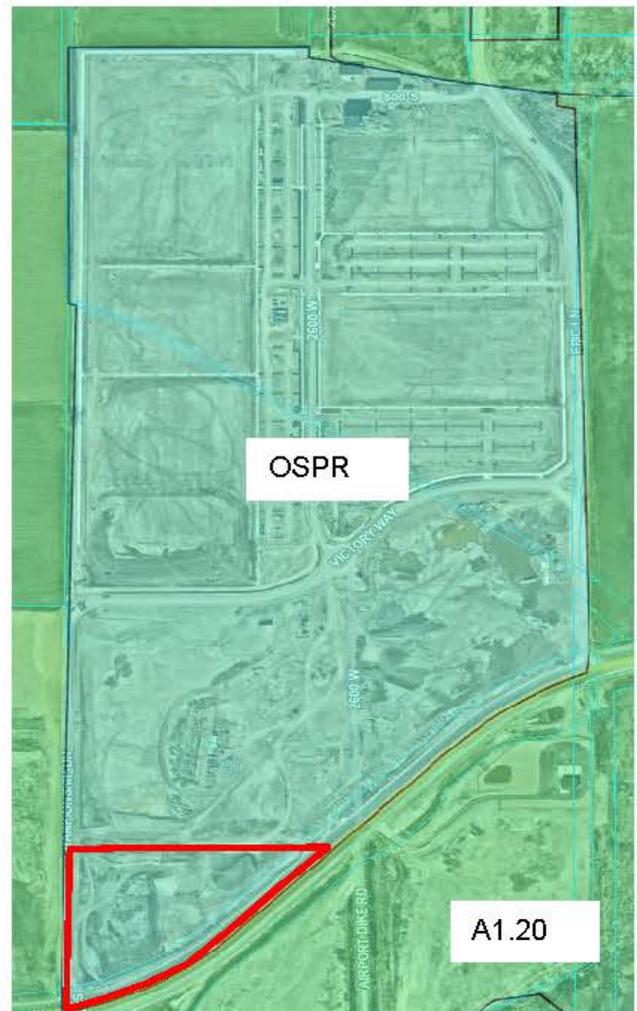


Figure 1: Current zoning map

- The subject area is located directly across Lakeview Parkway from the airport, and it is directly adjacent to the Regional Sports Park. Commercial and hospitality support services will help to facilitate multi-day sports tournaments within the Regional Sports Park, while also providing an area for concessions in the form of a gas station or some other small commercial and retail food outlet. Having a small eating establishment or a hotel would also serve airport patrons.



Figure 3: Regional context

FINDINGS OF FACT

1. The current zoning on the parcel is OSPR (Chapter 14.33)
2. The proposed zoning is SC2 (Chapter 14.19)
3. The general plan designation is Parks, Recreation and Open Space. Staff did not include a general plan amendment with this rezone request. The general plan policies take precedence over the map amendment, as seen in 14.02.020(2h).
4. There is no specific proposed use at this time. Any new development will have to submit a project plan and a subdivision plat. Because this is city-owned property, Development Services has the opportunity to ensure that the future use of this subject area will properly serve the surrounding area.

Permitted and Conditional Uses in the SC2 Zone

All permitted and conditional uses can be found in 14.19.020. This zone allows the following uses:

- General retail (shopping centers, department stores, etc.)
- Retail food and restaurants
- Hotels and motels
- Gas stations and car washes
- Personal services (beauty and barber services, laundry, banks, etc.)
- Gyms
- Vehicle Rental (with strict requirements)
- General professional services (physican, dental, legal, other)
- Amusements (ice skating, bowling, roller skating, other)

Conditional uses include day care, dance halls, and vet services.

Interaction with the Regional Sports Park and Provo Airport

The City approved the new Regional Sports Park in January 2021 with mostly multi-use fields. Since then, the site plan for the Park has been altered to include 21 multi-use fields, 45 pickleball courts, and 1,744 off-street parking spaces. Two signalized intersections on Lakeview Parkway have already been installed to help direct traffic from the airport, park, and potentially this small commercial area. There is no specific access connecting this small commercial area to any existing neighborhoods.

Past iterations of the Regional Sports Park plan showed multi-use fields and overflow parking within this area. Please see attachment 3 for these previous site plans. Further design and calculations, along with the addition of the pickleball courts and an extra parking lot, have proven that the overflow parking lot is not needed. Instead, Provo City has the opportunity to work with future developers and create a space that will be heavily used by the Regional Sports Park and Provo Airport patrons. Parks and Recreation and Provo Airport support this rezone.



Figure 5: Final site plan overlaid on aerial.

STAFF ANALYSIS

General Plan

Provo City Code Title 14.02.020(2) sets forth the following guidelines for consideration of amendments:

1. Before recommending an amendment to this Title, the Planning Commission shall determine whether such amendment is in the interest of the public and is consistent with the goals and policies of the Provo City General Plan. The following guidelines shall be used to determine consistency with the General Plan:
 - a) Public purpose for the amendment in question.

Staff response: The public purpose of the amendment is to facilitate the provision of support services for the Regional Sports Park and Provo Airport. With the new terminal and increased capacity of the airport, and the regional and far-reaching draw of the Sports Park, there will be an increase in use within the area. Therefore, support services are needed.

- b) Confirmation that the public purpose is best served by the amendment in question.

Staff response: Commercial and hospitality services are needed to support the expected volumes of visitors and residents who will be using the new and improved facilities.

- c) Compatibility of the proposed amendment with General Plan policies, goals, and objectives.

Staff response: The proposed text amendment is consistent with the General Plan economic development goals, specifically goal 2: “Encourage growth around the Provo Municipal Airport and facilitate development where appropriate”. Goal 2b states, “Encourage economic development and business opportunities at and around the airport”.

- d) Consistency of the proposed amendment with the General Plan’s “timing and sequencing” provisions on changes of use, insofar as they are articulated.

Staff response: Goal 2b of the economic development chapter is indicated to have a “short-long” timing in the implementation matrix. According to the reading notes in the implementation matrix chapter, “short” timing is 1-3 years, and “long” timing is 10-20 years. This re-zone would be within the “short” period.

- e) Potential of the proposed amendment to hinder or obstruct attainment of the General Plan’s articulated policies.

Staff response: Staff believes that this proposal would not hinder or obstruct General Plan policies.

- f) Adverse impacts on adjacent landowners.

Staff response: There should be limited impact on adjacent landowners. Most of the land surrounding the project is currently being used as agricultural land. There are no direct connections between the subject area and existing neighborhoods, although it will be possible to get to the existing neighborhoods through Epic Lane. Due to the location of the subject area, it is expected that most traffic generated by a commercial development will be directed towards Lakeview Parkway or the roads within the Regional Sports Park. Traffic is not expected to go through existing or possible future neighborhoods.

- g) Verification of correctness in the original zoning or General Plan for the area in question.

Staff response: The original zoning (OSPR) matches the general plan designation (Parks, Recreation, Open Space).

- h) In cases where a conflict arises between the General Plan Map and General Plan Policies, precedence shall be given to the Plan Policies.

Staff response: In this case, there is a conflict between the general plan map and plan policies. Precedence has been given to the plan policies, which call for more economic development and services around the airport.

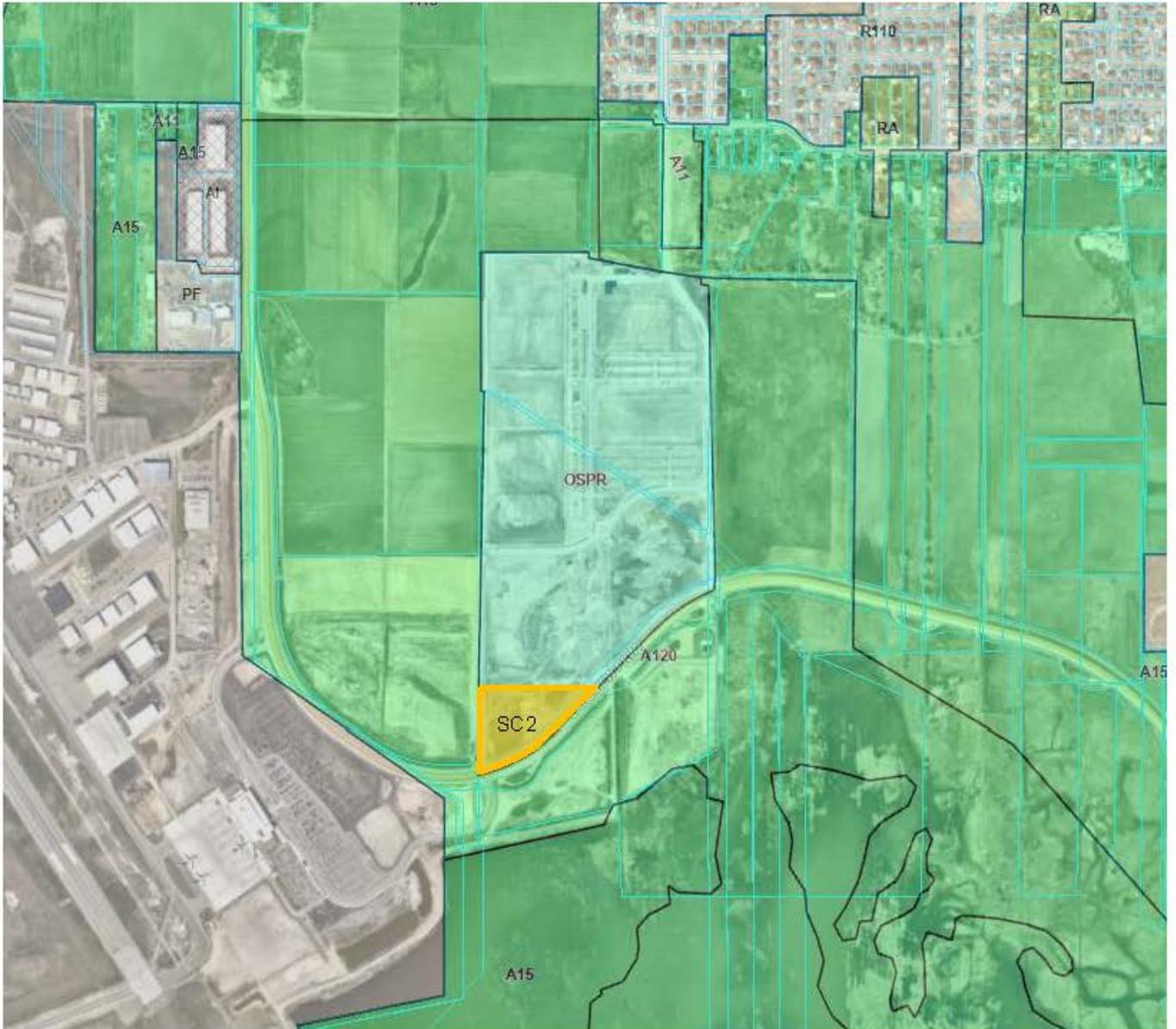
CONCLUSIONS

In conclusion, staff recommends that the Planning Commission recommend approval for this zone map amendment. Provo Airport, Parks and Recreation, and Economic Development are in support for commercial development in the subject area. The volume of visitors and residents traveling through this area is expected to increase, and this proactive rezone will help to draw high-quality commercial development. Any new development will be required to go through project plan and subdivision plat approval.

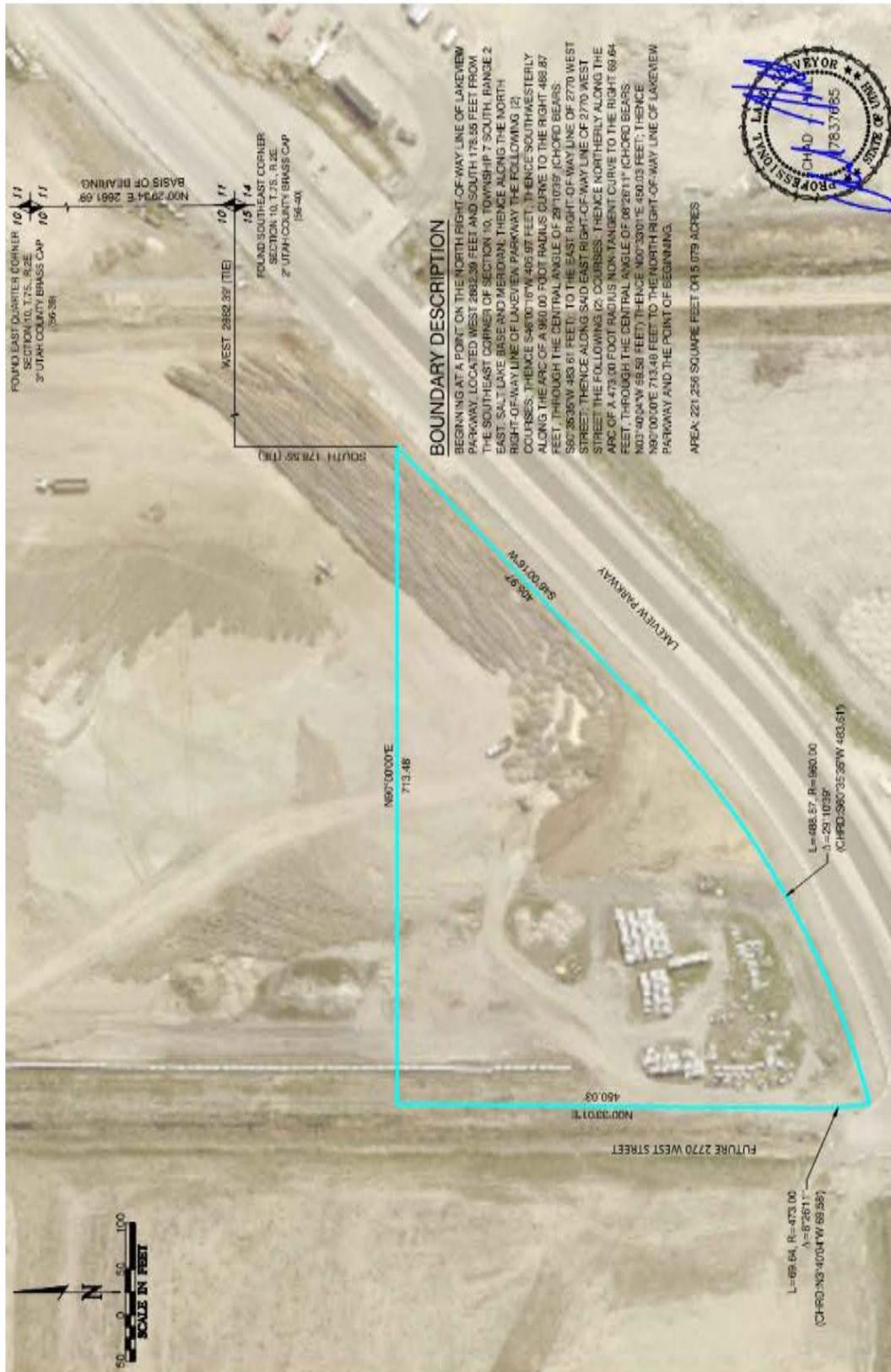
ATTACHMENTS

1. Proposed Zone Map Amendment
2. Exact boundary of the subject area
3. Final Regional Sports Park Plan
4. Previous iterations of the Regional Sports Park Plan

ATTACHMENT 1: PROPOSED ZONE MAP AMENDMENT



ATTACHMENT 2: EXACT BOUNDARY OF THE SUBJECT AREA



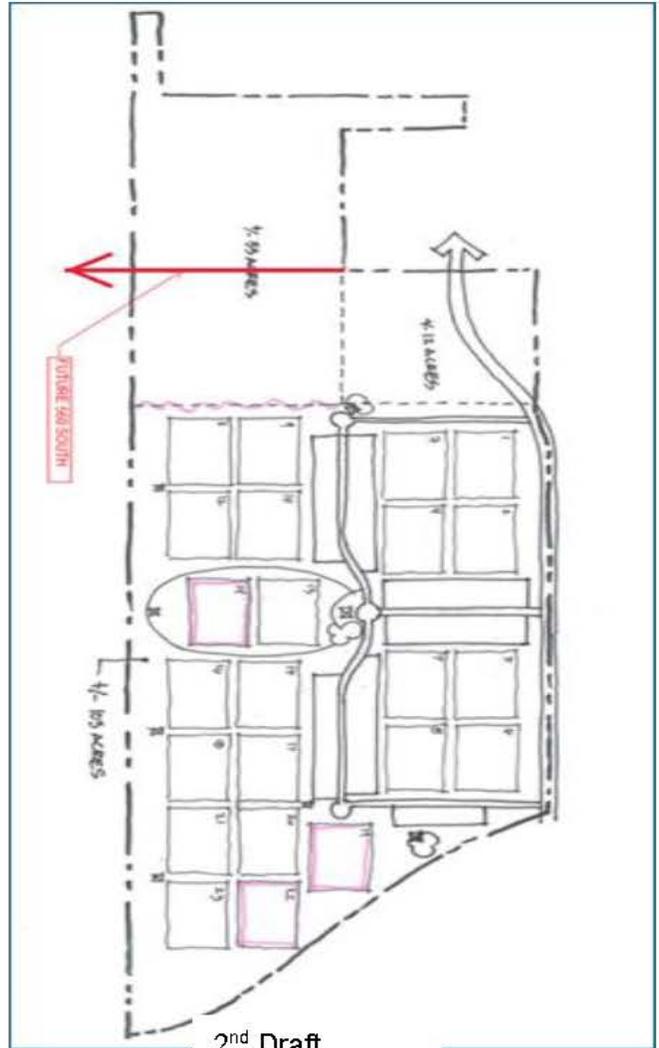
ATTACHMENT 3: FINAL REGIONAL SPORTS PARK



PROVO REGIONAL SPORTS PARK
MASTER PLAN



ATTACHMENT 4: PREVIOUS ITERATIONS OF THE REGIONAL SPORTS PARK PLAN





3rd Draft



4th Draft

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- B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part, sentence, clause, or phrase is adjudged to be unconstitutional or invalid, the remainder of the ordinance is not affected by that determination.
- C. This ordinance takes effect immediately after it has been posted or published in accordance with Utah Code Section 10-3-711, presented to the Mayor in accordance with Utah Code Section 10-3b-204, and recorded in accordance with Utah Code Section 10-3-713.
- D. The Municipal Council directs that the Provo Zoning Map be updated and codified to reflect the provisions enacted by this ordinance.

END OF ORDINANCE.

Exhibit A – Zone Map



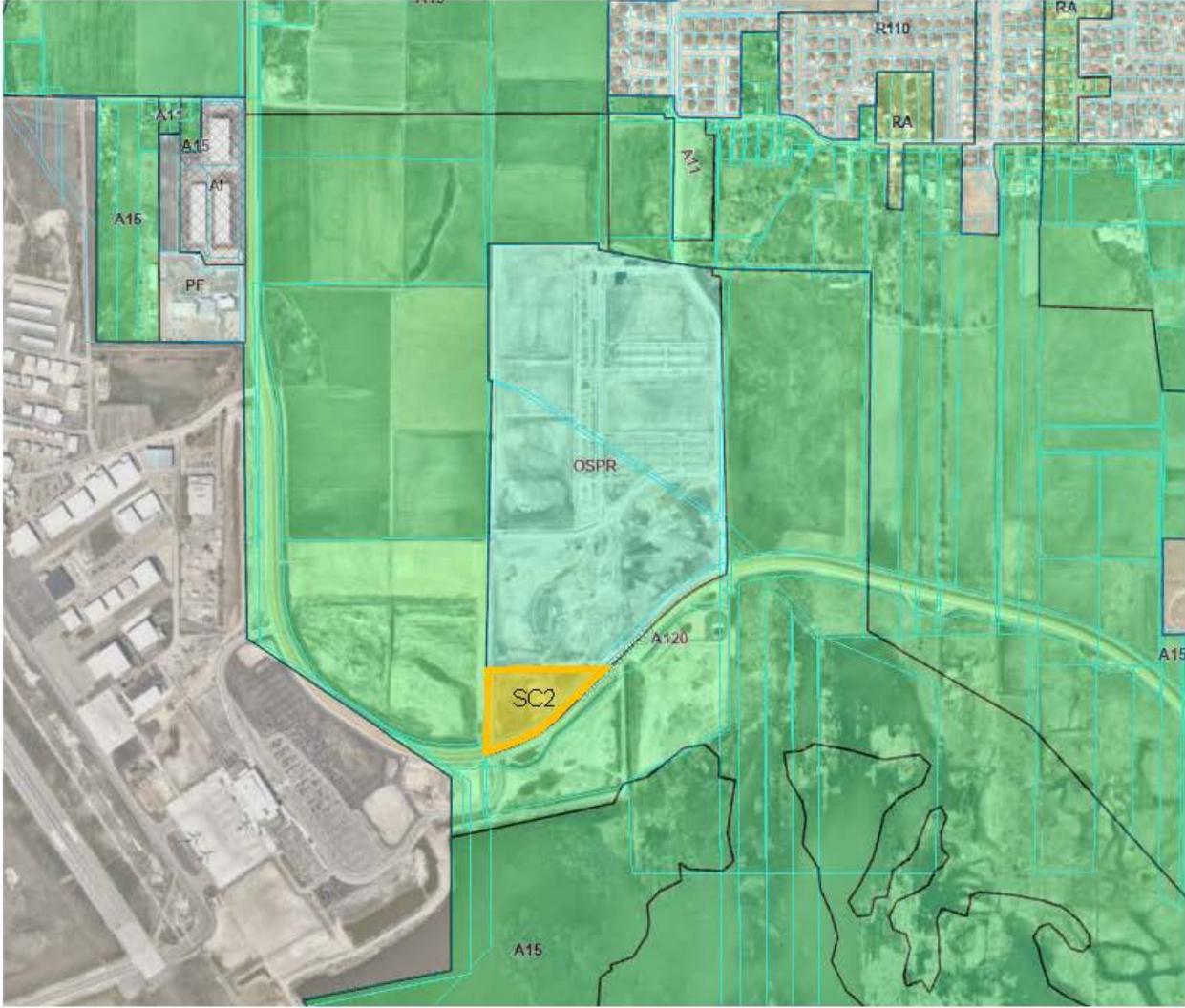


Exhibit B – Legal Description

BEGINNING AT A POINT ON THE NORTH RIGHT-OF-WAY LINE OF LAKEVIEW PARKWAY, LOCATED WEST 2882.39 FEET AND SOUTH 178.55 FEET FROM THE SOUTHEAST CORNER OF SECTION 10, TOWNSHIP 7 SOUTH, RANGE 2 EAST, SALT LAKE BASE AND MERIDIAN; THENCE ALONG THE NORTH RIGHT-OF-WAY LINE OF LAKEVIEW PARKWAY THE FOLLOWING (2) COURSES; THENCE S46°00'16"W 405.97 FEET; THENCE SOUTHWESTERLY ALONG THE ARC OF A 960.00 FOOT RADIUS CURVE TO THE RIGHT 488.87 FEET, THROUGH THE CENTRAL ANGLE OF 29°10'39" (CHORD BEARS: S60°35'35"W 483.61 FEET); TO THE EAST RIGHT-OF-WAY LINE OF 2770 WEST STREET; THENCE ALONG SAID EAST RIGHT-OF-WAY LINE OF 2770 WEST STREET THE FOLLOWING (2) COURSES; THENCE NORTHERLY ALONG THE ARC OF A 473.00 FOOT RADIUS NON-TANGENT CURVE TO THE RIGHT 69.64 FEET, THROUGH THE CENTRAL ANGLE OF 08°26'11" (CHORD BEARS: N03°40'04"W 69.58 FEET) THENCE N00°33'01"E 450.03 FEET; THENCE N90°00'00"E 713.48 FEET TO THE NORTH RIGHT-OF-WAY LINE OF LAKEVIEW PARKWAY AND THE POINT OF BEGINNING.

AREA: 221,256 SQUARE FEET OR 5.079 ACRES



WELCOME HOME

City Council

June 6, 2024



Development Services requests a Zone Map Amendment from the OSPR (Open Space, Preservation, and Recreation) Zone to the SC2 (Community Shopping Center) Zone for five (5) acres of land to attract businesses south of the Regional Sports Park, located approximately at 2662 West Lakeview Pkwy.

Provo Bay Neighborhood

PLRZ20240059

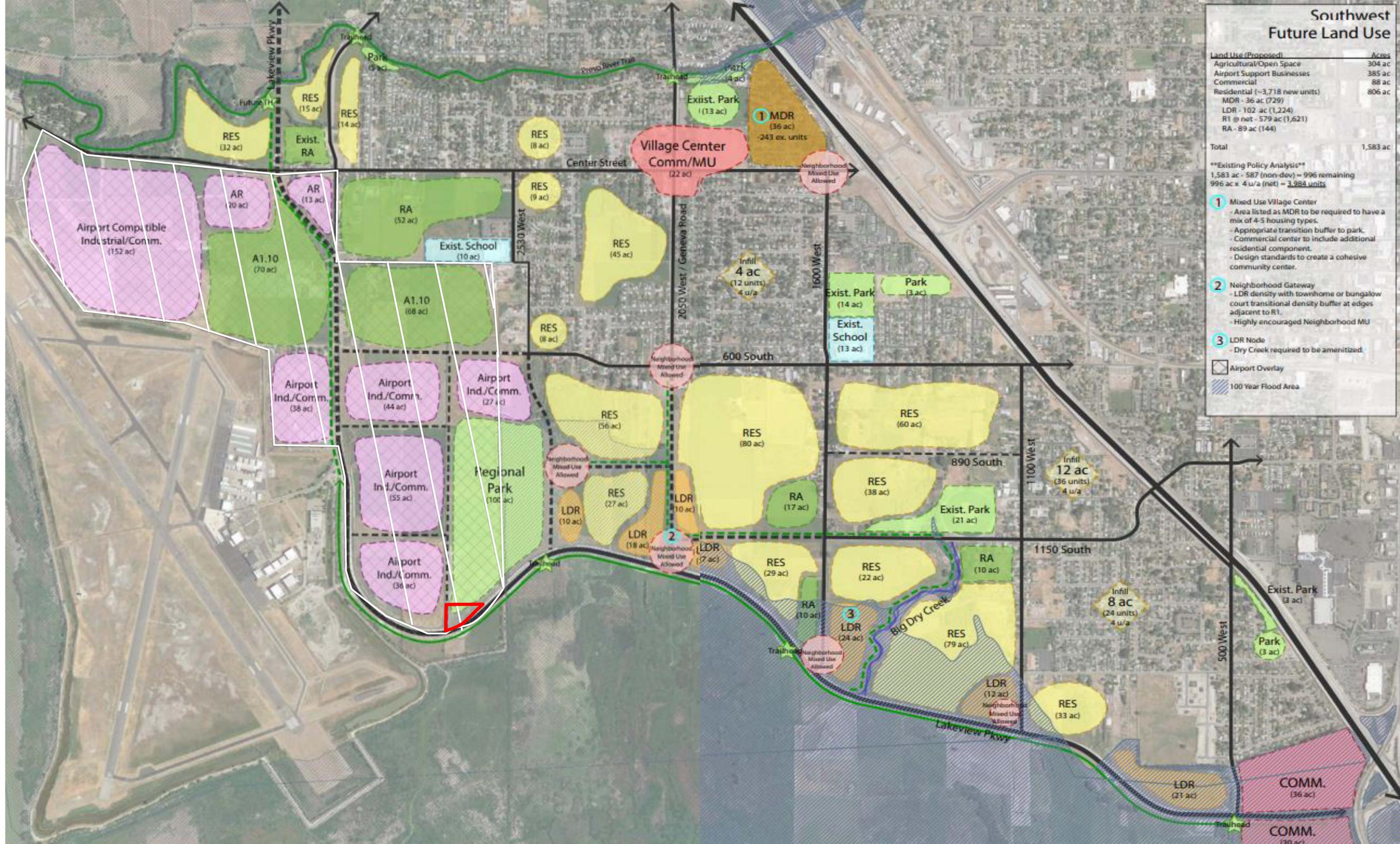
OSPR to SC2 Rezone

- 52% of Provo land is non-taxable, resulting in a lower revenue for the city. The regional sports park provides a community amenity while attracting external dollars to support our economy.
- The park is projected to draw **78,000** visitors annually and **generate thousands** of hotel room nights.
- The passenger traffic for Provo Airport is **3.3 million** annually and growing.
- The park and the airport creates a **nexus of opportunity** for commercial support services
- The commercial area was not included in the overall water conservation plan for the park. This area was never truly intended to be within the Regional Sports Park.

Therefore, support services are CRUCIAL in this area.



Southwest Future Land Use Plan



OSPR to SC2 Zone Map Amendment

- Addressing for the Epic Sports Park is intentionally located near Lakeview Parkway to ensure navigational mapping directs users to Lakeview.
- Freeway directional signage will guide users to the University Avenue exit and Lakeview Parkway, and not Center St.
- Traffic from the park and commercial property will be directed to Lakeview Parkway.
- No parking is permitted along the exterior road. This is to direct parking into the Complex's parking field.
- Two traffic signals have been placed at Championship Dr/Lakeview and Epic Ln/Lakeview.



The purpose of this commercial property is to REDUCE the impact to neighborhoods to the northeast.

Staff's recommendation

OSPR to SC2 Zone Map Amendment

Provo City staff recommend approval on this item.

This rezone will allow the city to start conversations with developers about the needs in this area.

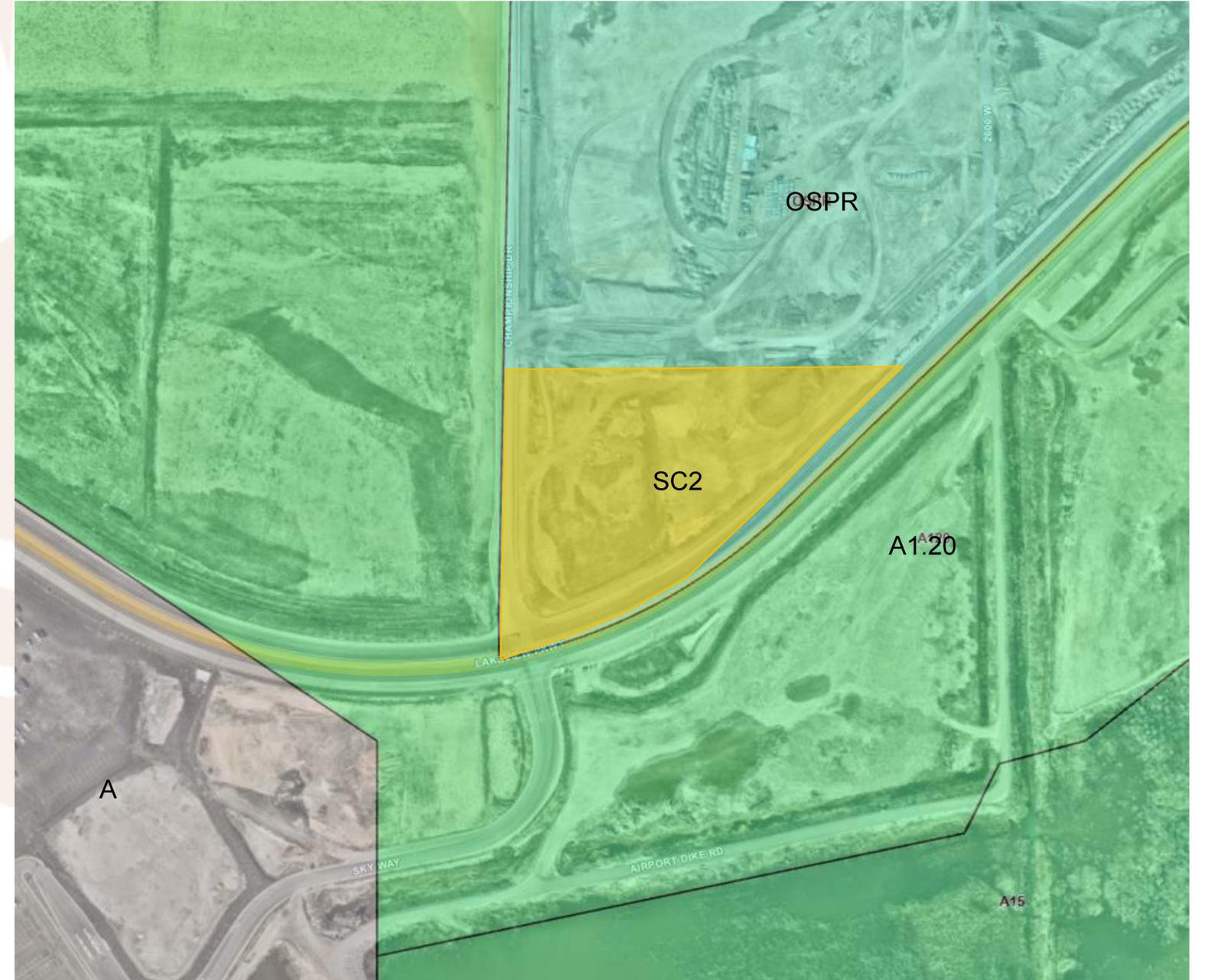
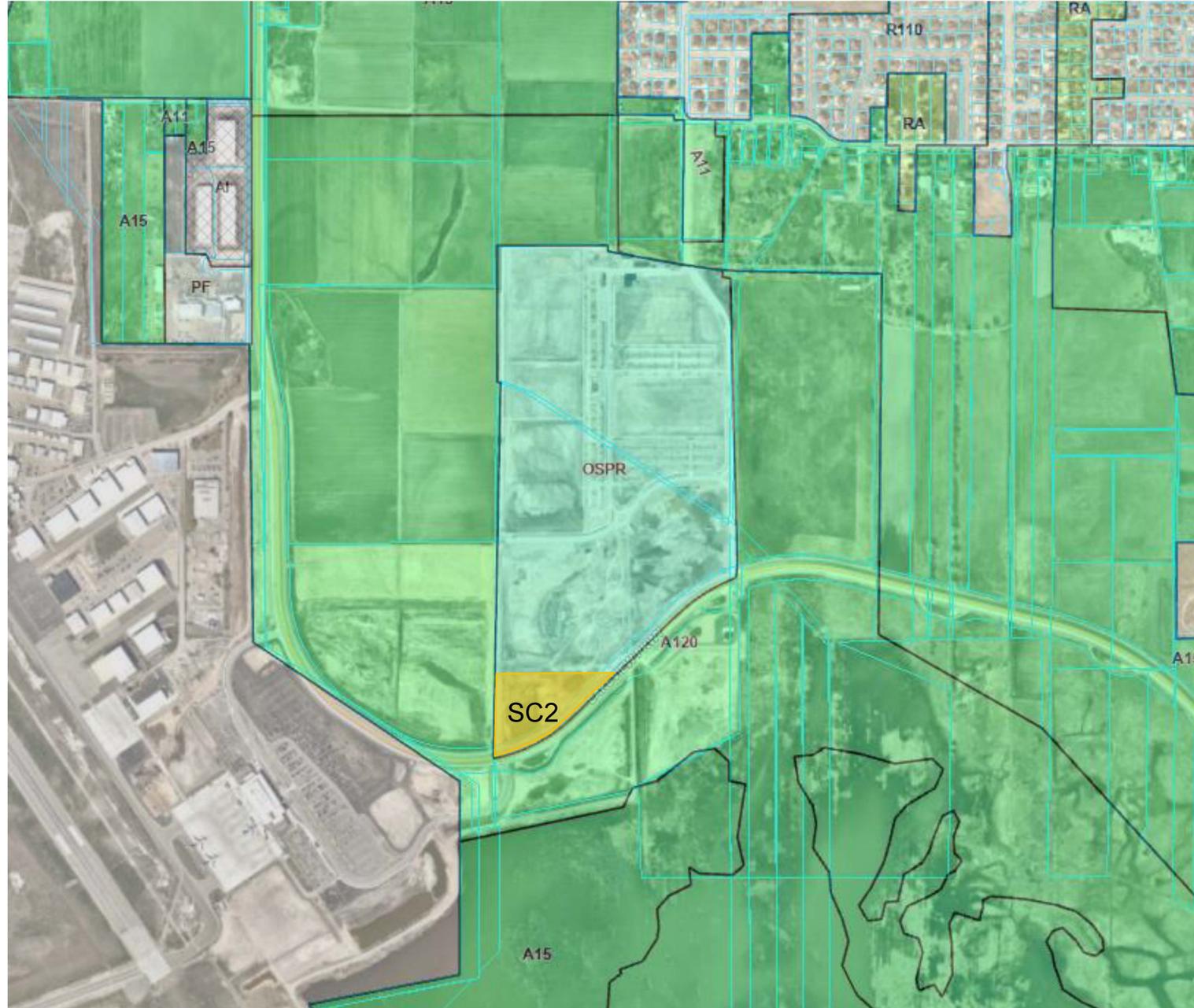
The plan for the Sports Complex always anticipated a commercial component to support the operation and maintenance of the Park.

It will meet the goals of the General Plan.

Support services are needed for the increased capacity of the airport and for the regional sports park.

Proposed New Zoning Map

OSPR to SC2 Zone Map Amendment



Reasons for Proposed Amendment

OSPR to SC2 Zone Map Amendment

- A rezone to SC2 (Community Shopping Center) would allow for commercial and hospitality support services for the regional park and airport.
- The regional sports park is projected to have many visitors. Additionally, with increased service due to the updated terminal, the airport is projected to have many visitors as well. A small commercial establishment will help to serve these visitors, as well as residents and employees.
- The city is planning on a partnership with a future developer, to help fund the ongoing maintenance of the Regional Sports Park.
- Economic Development, Parks and Recreation, and Airport are in favor of this zone map amendment.
- This rezone will meet General Plan goals, including to, “Encourage economic development and business opportunities at and around the airport”.
- Commercial services in this area will direct hungry tournament goers to the south of the park, instead of directing them to Center St or through the neighborhoods.

Permitted uses in the SC2 zone

OSPR to SC2 Zone Map Amendment

- General retail (shopping centers, department stores, etc.)
- Retail food and restaurants
- Hotels and motels
- Gas stations and car washes
- Personal services (beauty and barber services, laundry, banks, etc.)
- Gyms
- Vehicle Rental (with strict requirements)
- General professional services (physician, dental, legal, other)
- Amusements (ice skating, bowling, roller skating, other)

Conditional uses include day care, dance halls, and vet services.



Development Services requests a Zone Map Amendment from the OSPR (Open Space, Preservation, and Recreation) Zone to the SC2 (Community Shopping Center) Zone for five (5) acres of land to attract businesses south of the Regional Sports Park, located approximately at 2662 West Lakeview Pkwy.

Provo Bay Neighborhood

PLRZ20240059

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: NROBISON
Department: Development Services
Requested Meeting Date: 06-04-2024

SUBJECT: An ordinance amending the Zone Map classification of property, located at 1098 N Geneva Rd, from the Agricultural (A1.5) Zone to the One-Family Residential with Transferable Development Rights Receiving Overlay (R1.6 - TDR-R) Zone (PLRZ20230227)

RECOMMENDATION: Recommend Approval of Zone Change

BACKGROUND: David Pitcher is requesting approval of a concept plan to create a 38-lot subdivision at this time adjacent to Geneva Rd at approximately 1098 north. The current zone is Agricultural (A1.5). There is a single-family home at 1138 N Geneva Rd, in addition to a barn and a couple of sheds. There is an additional single-family home at 1098 N Geneva Rd with a detached garage. The third property is landlocked and does not have access to Geneva Road and there are no structures on this property. The neighborhood would have one access point on Geneva Road. Additionally, they would connect to the neighborhood on the north at 2430 West and Reese Drive. The property to the north is zoned R2PD with twin homes and a Performance Development Overlay. The property to the south is A1.5, to the east is Freeway Industrial (FI) and to the west there are A1.1 and R1.8 zones.

There was a neighborhood meeting held and the residents were concerned about access onto Geneva Road, including increased traffic. They asked if there will be traffic signals, what kind of sewer and storm drain improvements would be made, and what would be the future of the canal to the west of the property. There were also questions about the project having road access to lead to future development to the south, and if the rezone should be RA (Residential Agricultural) for property owners to maintain agricultural rights.

Staff and the applicant would not like to restrict this area to only 38 lots, but to have the ability to create another possible 10 lots in the future. Staff suggested they pursue the transfer of development rights from the east side. The developers have two lots under contract in the Transferable Development Rights Sending Zone (TDR-S). This will allow the Beukers one of the homeowners to have the ability to develop their property in the future if they desire. This will also be motivation to create future road connections. Engineering has determined that these additional lots will not exceed the four unit per acre as a gross calculation. Additionally, there will not be a problem with sewer capacity with these additional lots.

FISCAL IMPACT: None

PRESENTER'S NAME: Nancy Robison

REQUESTED DURATION OF PRESENTATION: 20 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

This zone change is compatible with the General Plan

CITYVIEW OR ISSUE FILE NUMBER: PLRZ20230227

ITEM # 5 David Pitcher requests a Zone Map Amendment from the A1.5 (Agricultural) Zone to the R1.6(TDR-R) (One Family Residential with a Transferable Development Rights Receiving Overlay) Zone in order to create 48 new residential lots, located approximately at 1098 N Geneva Road. Lakeview North neighborhood. Nancy Robison (801) 852-6417 nrobison@provo.org PLRZ20230227

<p>Applicant: David L Pitcher</p> <p>Staff Coordinator: Nancy Robison</p> <p>Property Owners: COLLEDGE, ANN N (ET AL) BEUKERS, DAVID & KATHERINE and VANWAGENEN, MARK S</p> <p>Parcel ID#: 19:048:0026, 19:048:0031, 19:048:0039</p> <p>Acreage:12.17</p> <p>Number of Properties: 3</p> <p>Number of Lots:48</p> <p><u>ALTERNATIVE ACTIONS</u></p> <p>1. Continue to a future date to obtain additional information or to further consider information presented. <i>The next available meeting date is June 12, 2024 at 5:00 P.M.</i></p> <p>2. Deny the requested variance. <i>This action <u>would not be consistent with the recommendations of the Staff Report.</u> The Planning Commission should <u>state new findings.</u></i></p>	<p>Current Legal Use: The current legal use is a single-family residence.</p> <p>Relevant History: The current zone for these properties is Agricultural (A1.5) The request for a rezone to R1.6 was supported by Planning Commission on the March 13th, 2024. Recommending approval for a zone map amendment to be sent to City Council. Since that time the applicant and staff have worked to get additional density to the proposed property so that future development could take place on the remaining undeveloped lots. The applicant is now asking for an R1.6 (TDR-R) zone. (One Family Residential with a Transferable Development Rights Receiving Overlay)</p> <p>Neighborhood Issues: A Neighborhood meeting was held on October 12th, 2023. The residents did have some concerns about this growth in the area (Neighborhood meeting minutes attached)</p> <p>Summary of Key Issues:</p> <ul style="list-style-type: none"> • Current zone is Agricultural (A1.5) • Applicant asking for One Family Residential (R1.6) • Planning Commission voted on March 13, 2024 to recommend approval to City Council. • To keep the option open for future development applicants would like to have an overlay zone of Transferable Development Rights (TDR-R) • The applicant has a contract with individuals on the east side Transferable Development Rights Sending zone (TDR-S) to buy two lots. <p>Staff Recommendation: Staff recommends that the Planning Commission recommend approval of the zone map amendment to the City Council.</p>
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OVERVIEW

David Pitcher is requesting approval of a concept plan to create a 38-lot subdivision, at this time, adjacent to Geneva Rd at approximately 1098 north. The current zone is Agricultural (A1.5). There is a single-family home at 1138 N Geneva Rd, in addition to a barn and a couple of sheds. There is an additional single-family home at 1098 N Geneva Rd with a detached garage. The third property is landlocked and does not have access to Geneva Road and there are no structures on this property.

The neighborhood would have one access point on Geneva Road. Additionally, they would connect to the neighborhood on the north at 2430 West and Reese Drive. The property to the north is zoned R2PD with twin homes and a Performance Development Overlay. The property to the south is A1.5, to the east is Freeway Industrial (FI) and to the west there are A1.1 and R1.8 zones.

There was a neighborhood meeting held and the residents were concerned about access onto Geneva Road, including increased traffic. They asked if there will be traffic signals, what kind of sewer and storm drain improvements would be made, and what would be the future of the canal to the west of the property. There were also questions about the project having road access to lead to future development to the south, and if the rezone should be RA (Residential Agricultural) for property owners to maintain agricultural rights.

Staff and the applicant would not like to restrict this area to only 38 lots, but to have the ability to create another possible 10 lots in the future. Staff suggested they pursue the transfer of development rights from the east side. The developers have two lots under contract in the Transferable Development Rights Sending Zone (TDR-S). This will allow the Beukers one of the homeowners to have the ability to develop their property in the future if they desire. This will also be motivation to create future road connections.

Engineering has determined that these additional lots will not exceed the four unit per acre as a gross calculation. Additionally, there will not be a problem with sewer capacity with these additional lots.

STAFF ANALYSIS

In analyzing any rezone request for housing, staff is encouraged to reference the questions asked in on page 45 of the General Plan (Chapter 4 – Housing). Those questions are as follows: (staff response in bold)

- Would the rezone promote one of the top 3 housing strategies (promote a mix of home types, sizes, and price points; support zoning to promote ADUs and infill development; recognize the value of single-family neighborhoods)? **Single-family homes in this neighborhood can be a mix of types. Because of the size of the lots, the homes would be smaller but could still accommodate ADU's. The plan does not address infill development since it is a rezone of agricultural property. The third strategy is met by the proposal as the plan exists with only single-family homes.**
- Are utilities and streets currently within 300 feet of the property proposed for rezone? **Yes, access and utilities would come from Geneva Road, 2430 West and Reese Dr.**
- Would the rezone exclude land that is currently being used for agricultural use? **The land is currently zoned Agriculture 1.5**
- Does the rezone facilitate housing that has reasonable proximity (1/2 mile) to public transit stops or stations **There is a bus stop just over ½ mile away.**
- Does the rezone encourage development of environmentally or geologically sensitive, or fire or flood prone, lands? **No, the land does not contain any hazards.**
- Would the proposed rezone facilitate the increase of on-street parking within 500 feet of the subject property? **No, the proposal has sufficient off-street parking for the number of proposed units to meet code and keep vehicles off the streets.**
- Would the rezone facilitate a housing development where most of the housing units are owner-occupied? Is that applicant willing to guarantee such? **Yes, the proposed development would be single family homes.**
- Would the proposed rezone facilitate a housing development where at least 10% of the housing units are attainable to those making 50-79% AMI? **Potentially, because of the option of ADU's. The applicant hasn't proposed any type of affordable units.**

Section 14.020.020(2) establishes criteria for the amendments to the zoning title as follows: (Staff response in bold type)

Before recommending an amendment to this Title, the Planning Commission shall determine whether such amendment is in the interest of the public and is consistent with the goals and policies of the Provo City General Plan. The following guidelines shall be used to determine consistency with the General Plan:

(a) Public purpose for the amendment in question.

Staff response: The public purpose for the request is to provide additional residential lots on the west side of Provo.

(b) Confirmation that the public purpose is best served by the amendment in question.

Staff response: Staff believes that the proposed zone change, and related concept plan do help to meet the stated purposes above.

(c) Compatibility of the proposed amendment with General Plan policies, goals, and objectives.

Staff response: Chapter Four identifies goals for housing related to the proposal, including “allow for different types of housing in neighborhoods and allow for a mix of home sizes at different price points.” Although there may not be a great mix of home sizes, the fact that the lots are smaller would allow a lower price point for single-family homes in the Provo area.

(d) Consistency of the proposed amendment with the General Plan’s “timing and sequencing” provisions on changes of use, insofar as they are articulated.

Staff response: There are no timing and sequencing provisions articulated for this property.

(e) Potential of the proposed amendment to hinder or obstruct attainment of the General Plan’s articulated policies.

Staff response: The proposed zone change will not hinder or obstruct attainment of the General Plan policies.

(f) Adverse impacts on adjacent landowners.

Staff response: The only impact associated with this request to the surrounding properties would be an increase in traffic in the area.

(g) Verification of correctness in the original zoning or General Plan for the area in question.

Staff response: Staff has verified the correctness of the General Plan and zoning for this area.

(h) In cases where a conflict arises between the General Plan Map and General Plan Policies, precedence shall be given to the Plan Policies.

Staff response: Staff has found no such conflict.

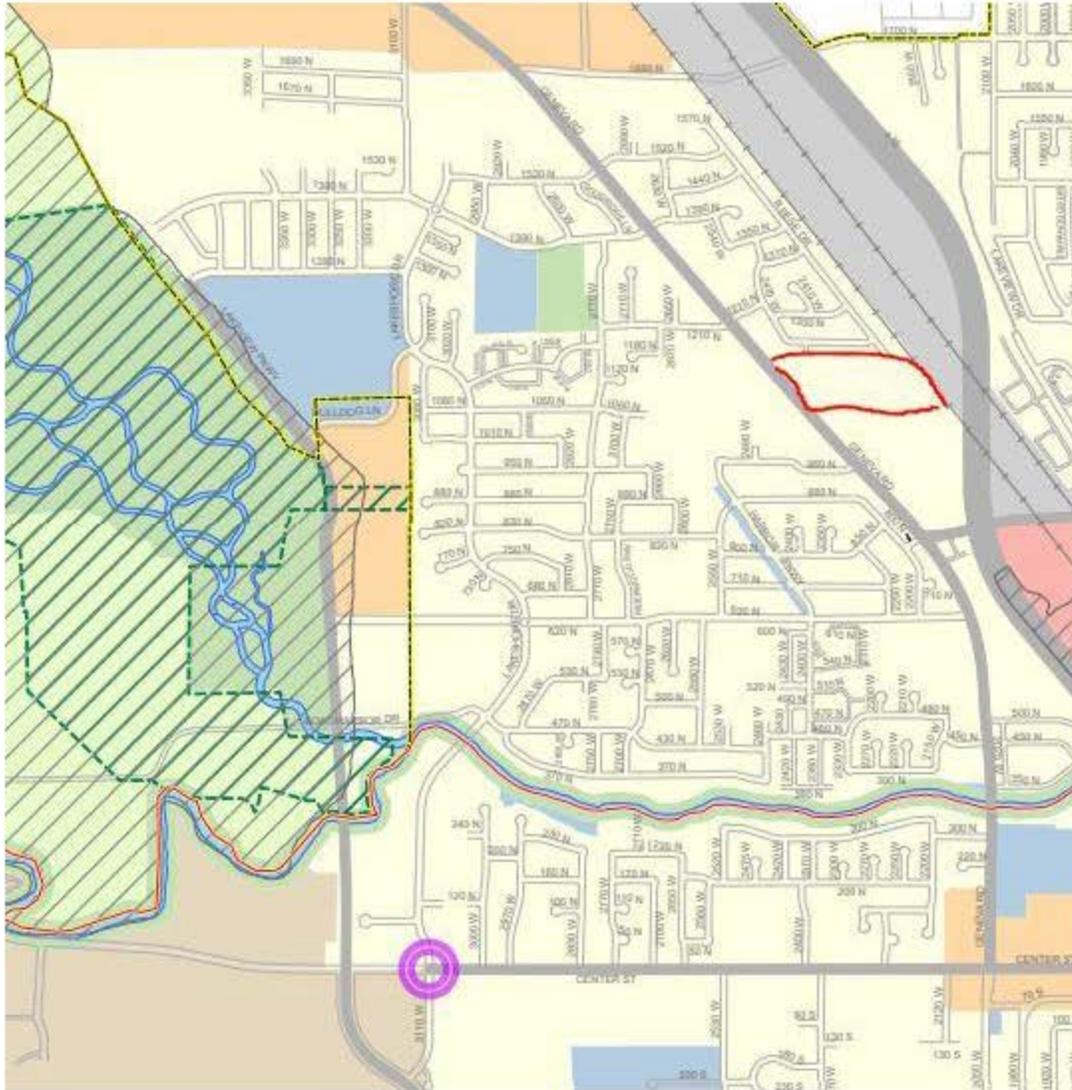
CONCLUSIONS

The proposals for these properties have been continually revised to get to a point where the developer can now provide additional housing and value for the land, and the city will have more owner-occupied units. Additionally, the process of transferring the development rights from the uninhabitable land to the east and slightly increasing the density on the west side is a win for Provo City. This will also encourage more developers to look into this option. Finally, allowing this zone will be a motivation for future road connectivity.

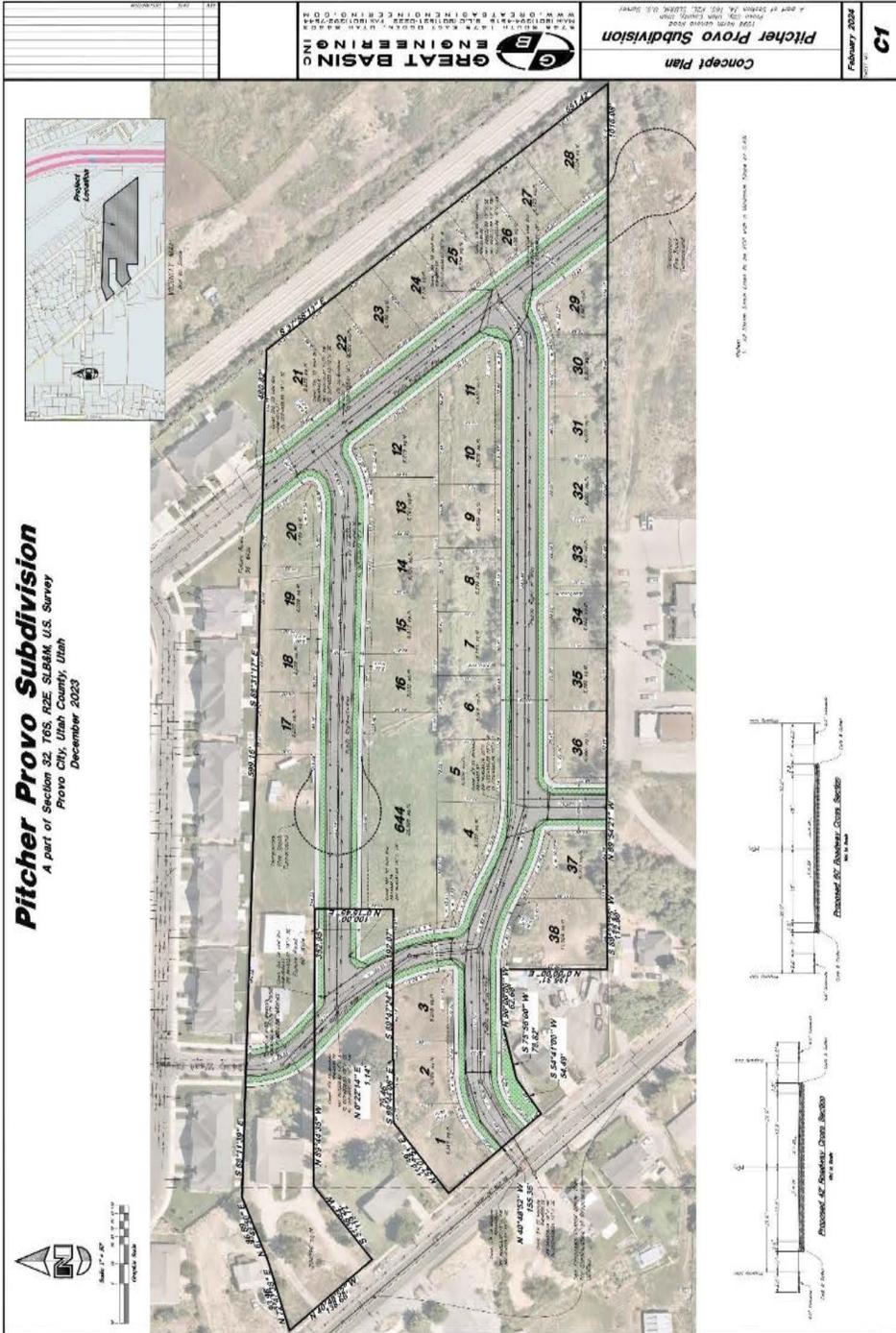
ATTACHMENTS

1. Area Map
2. General Plan Future Land Use
3. Current Subdivision Concept Plan
4. Future Subdivision Concept Plan
5. Property Photos
6. Applicants statement
7. Neighborhood meeting report

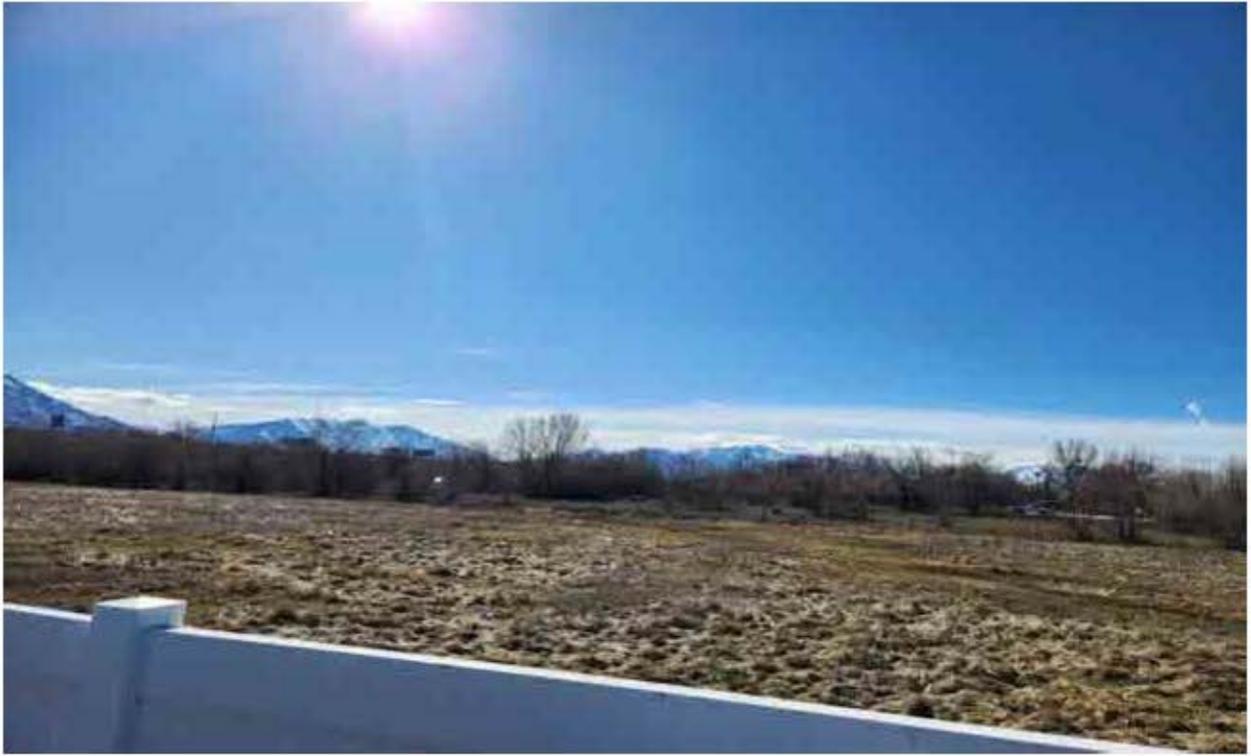
#2 General Plan Future Land Use



#3 Subdivision Concept Plan



#5 Property Photos



#6 Applicants Statement

September 14, 2023

Applicant desires to rezone the property to Single Family zoning for the purpose of developing the lots for semi-custom homes.

Applicant is aware of the need in Provo for single family lots. Applicant believes that due to the property location in close proximity to I-15, adjacent to the Rail Road tracks and abutting Genega Rd. a higher density is warranted. Applicant desires a R-1-6 Zoning.

The requested zoning is proportionate in size to the R2PD zoning (6,000 sqft) directly North of this parcel yet fulfills the need for single family lots, and the R18 lots in the vicinity.

#7 Neighborhood Meeting Report

Neighborhood District 3 Meeting Minutes

(Lakeview North, Lakeview South, Fort Utah, Provo Bay, Sunset, Lakewood) Thursday, October 12, 2023; 6:30-8:00 PM

City Hall Council Chambers, 445 W Center St, Provo

Attendance

District 3 Board Members: Shaun Hilton, Vice Chair (Sunset); Brooke Barnes, Vice Chair (Lakewood).

In-Person: Vern Keeslar, Katy Beuker, Mark Van Wagner, David Lewis, Michael Smyer, Monica Broadbent, Becky Bogdin, Beth, Rob Hunter, David Pitcher, Teri McCabe, Nancy Robison (and others who didn't sign in).

Zoom: Todd, Cindy B, Tyler Young (Monica Broadbent), Brian Voight, Victor & Lynda Sorensen, Rick Smith.

Conducting: Shaun Hilton, Vice Chair.

2. Planning Item: David Pitcher requests a Zone Map Amendment from the A1.5 (Agricultural) Zone to the R1.6 (One Family Residential) Zone to create 41 new

residential lots, located approximately at 1098 N Geneva Road. Lakeview North neighborhood. Nancy Robison (801) 852-6417 nrobison@provo.org PLRZ20230227

Pitcher said there were boundary issues and overlap that took time to get worked out. He feels that the 6,000 square foot single lots are a good fit for the area. The surrounding lots are R2PD (twin homes) and single-family lots. The railroad tracks are directly east. City staff said there's a lot of multi-family lots in the city, so they chose to go with the single-family lots, which may be more easily approved. There are already two houses on the lot. For the northern property, they're purchasing only the eastern 2/3 of the parcel – the owners will retain ownership of lot 1 to keep their barns and animals. The other older home will be removed.

Pitcher said they are being required by the city to run a sewer line and storm drain (main line / trunk line / capital improvement) from Geneva Road down to the intersection.

Victor Sorensen asked what other access is on Geneva Road, saying there is no other access between 820 North and 1210 North on Geneva Road to this date. What will your brand-new access be like?

Pitcher showed the proposed road below lot 2, off Geneva Road. He has a future stub on the east to connect to the existing neighborhood in the northeast and stub it to the southeast for future expansion (property owned by the Tongan Church – not interested in selling at this time).

A District 3 resident asked if from 820 North to their new access, are they tied into the public sewer system or are they septic? Do they need to tie into the new sewer system?

Pitcher stated he didn't know, but a member of the community said they are on septic. The applicant said there may be a smaller line and the community member said that some are, and some aren't. The applicant is assuming he will need to put in stubs since it's a major line and said it might be an extension of an existing line that stops further northwest.

Beth asked about talking to the Canal District about the open canal and piping the canal in that area.

Pitcher said he will double check but was under the impression that the canal runs along the north part of the property and then comes out through the property – but

either way they would have to pipe that, and the engineers will determine what size that pipe is. If there's a canal there that has servicing properties other than ours, they always must be piped because they have a grandfather easement, or a right-of-way and they'll work with the canal company if that's the case.

Beth asked about the storm drain system – are you piping under Geneva to go into the open field or are you piping into a network of pipes that isn't going to be just raw dumped into a field across Geneva?

Pitcher said they're running a storm drain that goes into another storm drain system and that the state doesn't allow you to just run it into fields anymore. There's a difference between retention and detention.

Beth wanted clarification on "anymore" and what's existing now.

Pitcher said they will retain most of the storm water (about 80%) on their property and if there's a 100-year- flood then it's essentially a retention pond with a spillway. It will all be part of engineering and design, but not that far along with soil studies.

Beth asked if could be rezoned to an RA.6 instead of an R1.6 to allow people to do agriculture on a smaller scale. City planner Nancy Robison said they could investigate that, but right now the applicant is requesting R1.6.

Beth asked about access to other properties between here and 1210 North, and if other properties can be developed and have access to Geneva Road, cutting other people off from developing their property.

Robison said that may be in the General Plan and right now it's just a concept plan asking for the zone change. Hilton asked about Geneva Road being a state road and limiting access.

Pitcher said that state roads sometimes limit access to driveways. He's rezoning the entire area to residential, not just the area they're developing and the homeowner in the northwest corner is in favor of the zone change. He cannot speak for the other property owners because they do not want to rezone at this time. There is room for a cul de sac on lot 1.

The owner of the entire property asked about two access points to develop her property in the future. Robison said they would investigate these concerns.

Pitcher said this is just a rough concept, right now they're asking for the zone change – they haven't submitted a plat yet. They are working with the seller on what they want to build.

Beth reiterated her concern that other property owners are not landlocked.

Pitcher said that he's not seeing that they are locking any other properties. They are just asking for the zone change within the property outline.

Hilton said there are other factors to consider when they get further in the process. Pitcher said the top left corner is up to the property owner.

Brian Voight asked about traffic and traffic signals.

Robison said it's too early to say what the demand will be.

Voight said it would be good to know these things before a zone change is approved.

Robison said that city staff can calculate and project what is going to be needed. There will be discussion between the developer and city staff.

(Other questions were asked by District 3 residents, but audio was not picked up by the recording)

39 PART II:

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41 A. If a provision of this ordinance conflicts with a provision of a previously adopted
42 ordinance, this ordinance controls.

43

44 B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part,
45 sentence, clause, or phrase is adjudged to be unconstitutional or invalid, the remainder of
46 the ordinance is not affected by that determination.

47

48 C. This ordinance takes effect immediately after it has been posted or published in accordance
49 with Utah Code Section 10-3-711, presented to the Mayor in accordance with Utah Code
50 Section 10-3b-204, and recorded in accordance with Utah Code Section 10-3-713.

51

52 D. The Municipal Council directs that the Provo Zoning Map be updated and codified to
53 reflect the provisions enacted by this ordinance.

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EXHIBIT A

Commented [AB1]: We need the map of the real property (as it is now) attached here.

EXHIBIT B

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Parcel # 19-048-0031

SEC/TWN/RNG/MER:SEC 34 TWN 06S RNG 02E COM N 921.06 FT & E 925.31 FT FR S1/4
COR SEC 34, T6S, R2E, SLM; N 14'38"E 72.33 FT; S 89-44'06"E 192.12 FT; N 15'54"E 100

Parcel # 19-048-0030

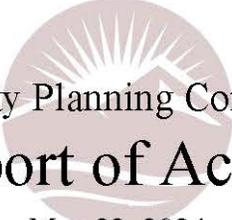
SEC/TWN/RNG/MER:SEC 34 TWN 06S RNG 02E COM N 921.06 FT & E 925.31 FT FR S1/4
COR SEC 34, T6S, R2E, SLM; N 14'38"E 72.33 FT; N 89 DEG 44'06"W 80.07 FT; S 52 DEG

Parcel # 19-048-0026

SEC/TWN/RNG/MER:SEC 34 TWN 06S RNG 02E COM. 9.28 CHS S & 13.65 CHS E & 2.39 CHS N
40 15' W FROM NW COR OF S 1/2 OF SE 1/4 OF SEC 34, T6S, R2E, SLB&M; E 8.02 CHS; N

Parcel # 19-048-0039

SEC/TWN/RNG/MER:SEC 34 TWN 06S RNG 02E COM E ALONG SEC LINE 862.27 FT & N
796.64 FT FR S 1/4 COR SEC 34, T6S, R2E, SLM; N 41 04'W 67.50 FT; E 164.65 FT; S 75 58'W



Provo City Planning Commission

Report of Action

May 22, 2024

Item 5 David Pitcher requests a Zone Map Amendment from the A1.5 (Agricultural) Zone to the R1.6(TDR-R) (One Family Residential with a Transferable Development Rights Receiving Overlay) Zone in order to create 48 new residential lots, located approximately at 1098 N Geneva Road. Lakeview North neighborhood. Nancy Robison (801) 852-6417 nrobison@provo.org PLRZ20230227

The following action was taken by the Planning Commission on the above described item at its regular meeting of May 22, 2024:

RECOMMEND APPROVAL

On a vote of 7:0, the Planning Commission recommended that the Municipal Council approve the above noted application.

Motion By: Jeff Whitlock

Second By: Lisa Jensen

Votes in Favor of Motion: Barbara DeSoto, Lisa Jensen, Robert Knudsen, Daniel Gonzales, Jeff Whitlock, Melissa Kendall, Andrew South.

Daniel Gonzales was present as Chair.

- Includes facts of the case, analysis, conclusions and recommendations outlined in the Staff Report, with any changes noted; Planning Commission determination is generally consistent with the Staff analysis and determination.

LEGAL DESCRIPTION FOR PROPERTY TO BE REZONED

The property to be rezoned to the R1.6 (TDR-R) Transferable Development Rights Receiving Overlay Zone is described in the attached Exhibit A.

STAFF PRESENTATION

The Staff Report to the Planning Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations.

CITY DEPARTMENTAL ISSUES

- The Coordinator Review Committee (CRC) has reviewed the application and given their approval.

NEIGHBORHOOD MEETING DATE

- A neighborhood meeting was held on October 12th, 2023.

NEIGHBORHOOD AND PUBLIC COMMENT

APPLICANT RESPONSE

The question was asked by the commission whether or not there should be a new neighborhood meeting held. The answer is no, because nothing more is being asked for than what was presented at the October 12th, 2023, meeting. If any further development will be pursued, the applicant will need to go through all the steps for that new development.

PLANNING COMMISSION DISCUSSION

Key points discussed by the Planning Commission included the following: They were in support of the proposal just like the last time it was presented. They were happy that the Transfer of Development Rights was already working. They also thought it is better so that the property owners will still have the opportunity to develop more in the future if that is their desire.



Planning Commission Chair



Director of Development Services

See Key Land Use Policies of the Provo City General Plan, applicable Titles of the Provo City Code, and the Staff Report to the Planning Commission for further detailed information. The Staff Report is a part of the record of the decision of this item. Where findings of the Planning Commission differ from findings of Staff, those will be noted in this Report of Action.

Legislative items are noted with an asterisk (*) and require legislative action by the Municipal Council following a public hearing; the Planning Commission provides an advisory recommendation to the Municipal Council following a public hearing.

Administrative decisions of the Planning Commission (items not marked with an asterisk) **may be appealed** by submitting an application/notice of appeal, with the required application and noticing fees to the Community and Neighborhood Services Department, 330 West 100 South, Provo, Utah, **within fourteen (14) calendar days of the Planning Commission's decision** (Provo City office hours are Monday through Thursday, 7:00 a.m. to 6:00 p.m.).

BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS

Exhibit A

Parcel # 19-048-0031

SEC/TWN/RNG/MER:SEC 34 TWN 06S RNG 02E COM N 921.06 FT & E 925.31 FT FR S1/4 COR SEC 34, T6S, R2E, SLM; N 14'38"E 72.33 FT; S 89-44'06"E 192.12 FT; N 15'54"E 100

Parcel # 19-048-0030

SEC/TWN/RNG/MER:SEC 34 TWN 06S RNG 02E COM N 921.06 FT & E 925.31 FT FR S1/4 COR SEC 34, T6S, R2E, SLM; N 14'38"E 72.33 FT; N 89 DEG 44'06"W 80.07 FT; S 52 DEG

Parcel # 19-048-0026

SEC/TWN/RNG/MER:SEC 34 TWN 06S RNG 02E COM. 9.28 CHS S & 13.65 CHS E & 2.39 CHS N 40 15' W FROM NW COR OF S 1/2 OF SE 1/4 OF SEC 34, T6S, R2E, SLB&M; E 8.02 CHS; N

Parcel # 19-048-0039

SEC/TWN/RNG/MER:SEC 34 TWN 06S RNG 02E COM E ALONG SEC LINE 862.27 FT & N 796.64 FT FR S 1/4 COR SEC 34, T6S, R2E, SLM; N 41 04'W 67.50 FT; E 164.65 FT; S 75 58'W

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: AARDMORE
Department: Development Services
Requested Meeting Date: 06-04-2024

SUBJECT: An ordinance amending the Zone Map classification of certain properties in the Oak Hills, Indian Hills, and Sherwood Hills neighborhoods, to add the Transfer of Development Rights-Sending (TDR-S) Overlay Zone (PLRZ20240127)

RECOMMENDATION: Request for approval of the zone map amendment.

BACKGROUND: Development Services and Engineering departments are proposing that the new Transfer of Development Rights Sending (TDR-S) Overlay Zone be applied to sixty-six (66) properties in east Provo with known geological risks or other natural hazards. The purpose of the overlay is to allow an alternative to development in hazardous areas and allow property owners to retain value in lots that have been found to have inherent risks on or near their properties.

The zone language was written by planning staff in conjunction with engineering staff to incorporate specific lots on the east bench of Provo. These lots have been found to be in danger associated with debris flow, landslide, rockfall, and/or surface fault rupture through geological studies. It is in the interest of Provo City and private citizens to discourage building homes on the identified lots and allow the property owners to sell or transfer their right to develop to a safer property. This will allow these lots to remain unbuilt for dwelling units while allowing current owners to enjoy some economic benefit. It would be up to private property owners to request a TDR-R (receiving site) overlay zone once they have a TDR-S (sending site) lot under contract to purchase. This request would go through the city's normal zone change process.

FISCAL IMPACT: None

PRESENTER'S NAME: Aaron Ardmore

REQUESTED DURATION OF PRESENTATION: 15 minutes (work) / 15 minutes (action agenda)

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

This proposal is compatible with, and directly addresses, the following goals:

- General Plan Chapter 3, goal 2a "encourage development in areas that are less prone to natural hazards".
- General Plan Chapter 7, goal 5 "continue to plan and work to mitigate the impacts of emergencies and hazards".

- General Plan Chapter 8, goal 2a “create a strategic plan that includes tools and funding opportunities in order to conserve, connect, and protect vulnerable lands and open space”.
- Hillsides and Canyons Plan goal 3b “limit development in environmentally sensitive areas”.

CITYVIEW OR ISSUE FILE NUMBER: PLRZ20240127



Planning Commission Hearing Staff Report Hearing Date: May 22, 2024

***ITEM #2** Development Services requests approval for Zone Map Amendments to place the TDR-S (Transfer of Development Rights - Sending Sites) Overlay Zone on 66 properties with known hazards in east Provo. Oak Hills, Indian Hills, and Sherwood Hills Neighborhoods. Aaron Ardmore (801) 852-6404 aardmore@provo.org PLRZ20240127

Applicant: Development Services

Staff Coordinator: Aaron Ardmore

Property Owners: BASSETT, DAMEN & JANN; CLARKE, KEITH; MC GARRY, PAUL T; JAKINS, GINA; OLSON, GREGORY B & TIFFANY W; OLSEN, STEVEN; ALVORD, CHERIE; NELSON, JAY S; BOLINDER, DAVID V; FRANKLIN RESEARCH LLC; QUICK, TYLER; OLSEN, BURTON K (ET AL); THOMSON PROPERTIES LLC; SADERUP, BRUCE R; MILE HIGH DRIVE LC; BRAMHALL, CHRISTOPHER E & CHRISTINE; FIGUEROA, JUAN CARLOS; SYMPHONY HOLDINGS LLC; STEWART, MICHAEL G & KRISTA L; SUNRIDGE DEVELOPMENT CORPORATION; TAYLOR, RUSSELL N & JIL R; BUCKWALTER, BRIANT A; KENNARD, LEE G; PRICE IS RIGHT PROPERTIES LLC; SCHNECK, HEIDI L; CROCKETT, MICHAEL & GRETA; MOONSTONE ENTERPRISES LP; SMITH, DANIEL A (ET AL); STONE, GARY E (ET AL); OVERTON, JARED D; RED MAPLE REAL ESTATE LLC; UPTON, BILL E & GRACE; PRIME DIRECTIVE LLC; SMITH, DANIEL A; ROSS, M TIMOTHY; CHAPMAN, KENNETH MAX & CONNIE SUE (ET AL); CHENEY, JU CHUN LIN; MC HENRY, KENNETH W; SHRADER, VINCENT E & MICHELLE S (ET AL); CLARK, ROBERT W

Parcel IDs#: 35:079:0001; 35:079:0002; 35:079:0003; 35:079:0004; 35:079:0005; 35:079:0006; 35:079:0007; 35:079:0008; 35:079:0009; 35:079:0010; 35:079:0011; 35:079:0012; 35:081:0001; 35:081:0002; 35:081:0003; 35:081:0004; 35:081:0005;

Current Legal Use: Of the 66 properties to have the overlay zone applied, three (3) have single- family homes and the rest are vacant parcels.

Relevant History: In June 2023 staff began to study problematic lots on the east bench of the city. As Public Works identified lots with a variety of hazards, Planning staff began to create an ordinance to allow the transfer of development rights from these lots to others in the city. A draft of this ordinance and overview of its goals was presented to a combined Planning Commission and City Council on October 11th, 2023; and had a positive response. A refined proposal was taken through staff review and was adopted on February 20th, 2024.

Neighborhood Issues: No issues reported to staff at the time of this report. Staff is presenting this phase of the TDR project to Neighborhood District Meetings over the next month.

Summary of Key Issues:

- Initial 66 properties have been identified as hazardous to build on by Provo City Engineering.
- Applying the TDR-S Overlay Zone to these properties will give the property owners a renewed value that they can market and sell.
- Removing these properties from possible building will protect the city and it's residents.

48:048:0044; 48:048:0045; 48:048:0046;
48:048:0047; 48:048:0048; 48:048:0049;
48:048:0050; 48:048:0051; 48:060:0016;
48:060:0017; 52:117:0087; 52:117:0114;
52:117:0120; 52:131:0006; 52:131:0007;
52:131:0033; 52:131:0040; 52:131:0065;
52:131:0092; 52:131:0102; 52:131:0103;
52:135:0004; 52:166:0004; 52:166:0007;
52:166:0008; 52:166:0011; 52:166:0012;
52:166:0013; 52:166:0014; 52:166:0015;
52:166:0016; 52:166:0017; 52:166:0021;
52:166:0046; 52:166:0055; 52:166:0056;
52:166:0057; 52:166:0058; 52:166:0059;
52:166:0060; 52:166:0072; 52:166:0073;
52:166:0074; 52:166:0075; 52:166:0076;
52:166:0077; 52:166:0094; 53:014:0009;
53:014:0011

Number of Lots: 66

ALTERNATIVE ACTIONS

1. **Continue** to a future date to obtain additional information or to further consider information presented. *The next available meeting date is June 12th, 2024, 6:00 P.M.*
2. **Recommend Denial** of the requested Zone Map Amendment. *This action would not be consistent with the recommendations of the Staff Report. The Planning Commission should state new findings.*

Staff Recommendation: Staff recommends that the Planning Commission recommend approval of the proposed zone map amendment to the City Council.

OVERVIEW

Development Services and Engineering departments are proposing that the new Transfer of Development Rights Sending (TDR-S) Overlay Zone be applied to sixty-six (66) properties in east Provo with known geological risks or other natural hazards. The purpose of the overlay is to allow an alternative to development in hazardous areas and allow property owners to retain value in lots that have been found to have inherent risks on or near their properties.

The zone language was written by planning staff in conjunction with engineering staff to incorporate specific lots on the east bench of Provo. These lots have been found to be in danger associated with debris flow, landslide, rockfall, and/or surface fault rupture through geological studies. It is in the interest of Provo City and private citizens to discourage building homes on the identified lots and allow the property owners to sell or transfer their right to develop to a safer property. This will allow these lots to remain unbuilt for dwelling units while allowing current owners to enjoy some economic benefit.

It would be up to private property owners to request a TDR-R (receiving site) overlay zone once they have a TDR-S (sending site) lot under contract to purchase. This request would go through the city's normal zone change process.

STAFF ANALYSIS

As with any zone map amendment request, Planning Staff evaluates the proposal against the General Plan by using the criteria in Section 14.02.020, as follows: (staff response in **bold**)

Before recommending an amendment to this Title, the Planning Commission shall determine whether such amendment is in the interest of the public, and is consistent with the goals and policies of the Provo City General Plan. The following guidelines shall be used to determine consistency with the General Plan:

(a) Public purpose for the amendment in question.

Staff response: The public purpose for the amendment is to protect the general health, safety and welfare of the public by discouraging development of lots known to have geological constraints to home construction.

(b) Confirmation that the public purpose is best served by the amendment in question.

Staff response: Staff believe that this amendment is a fair and reasonable way to discourage development of residences in areas with known hazards, while still allowing the property owners to have value in their land.

(c) Compatibility of the proposed amendment with General Plan policies, goals, and objectives.

Staff response: This proposal is compatible with, and directly addresses, the following goals:

- **General Plan Chapter 3, goal 2a “encourage development in areas that are less prone to natural hazards”.**
- **General Plan Chapter 7, goal 5 “continue to plan and work to mitigate the impacts of emergencies and hazards”.**
- **General Plan Chapter 8, goal 2a “create a strategic plan that includes tools and funding opportunities in order to conserve, connect, and protect vulnerable lands and open space”.**
- **Hillsides and Canyons Plan goal 3b “limit development in environmentally sensitive areas”.**

(d) Consistency of the proposed amendment with the General Plan’s “timing and sequencing” provisions on changes of use, insofar as they are articulated.

Staff response: There are no timing and sequencing issues related to this request.

(e) Potential of the proposed amendment to hinder or obstruct attainment of the General Plan’s articulated policies.

Staff response: Staff believes that this proposal would not hinder or obstruct General Plan policies.

(f) Adverse impacts on adjacent land owners.

Staff response: The only adverse impact that staff could imagine with this rezone request is that neighbors of the TDR-S lots may have to help code enforcement know when the natural vegetation / weeds grow too tall.

(g) Verification of correctness in the original zoning or General Plan for the area in question.

Staff response: Staff have verified the zoning and General Plan designation.

(h) In cases where a conflict arises between the General Plan Map and General Plan Policies, precedence shall be given to the Plan Policies.

Staff response: Does not apply.

CONCLUSIONS

With the recent adoption of the TDR Overlay Zone (Chapter 14.33B), staff are prepared to apply the TDR-S Overlay to these initial 66 properties to protect them from development and give the property owners value, while still allowing the number of

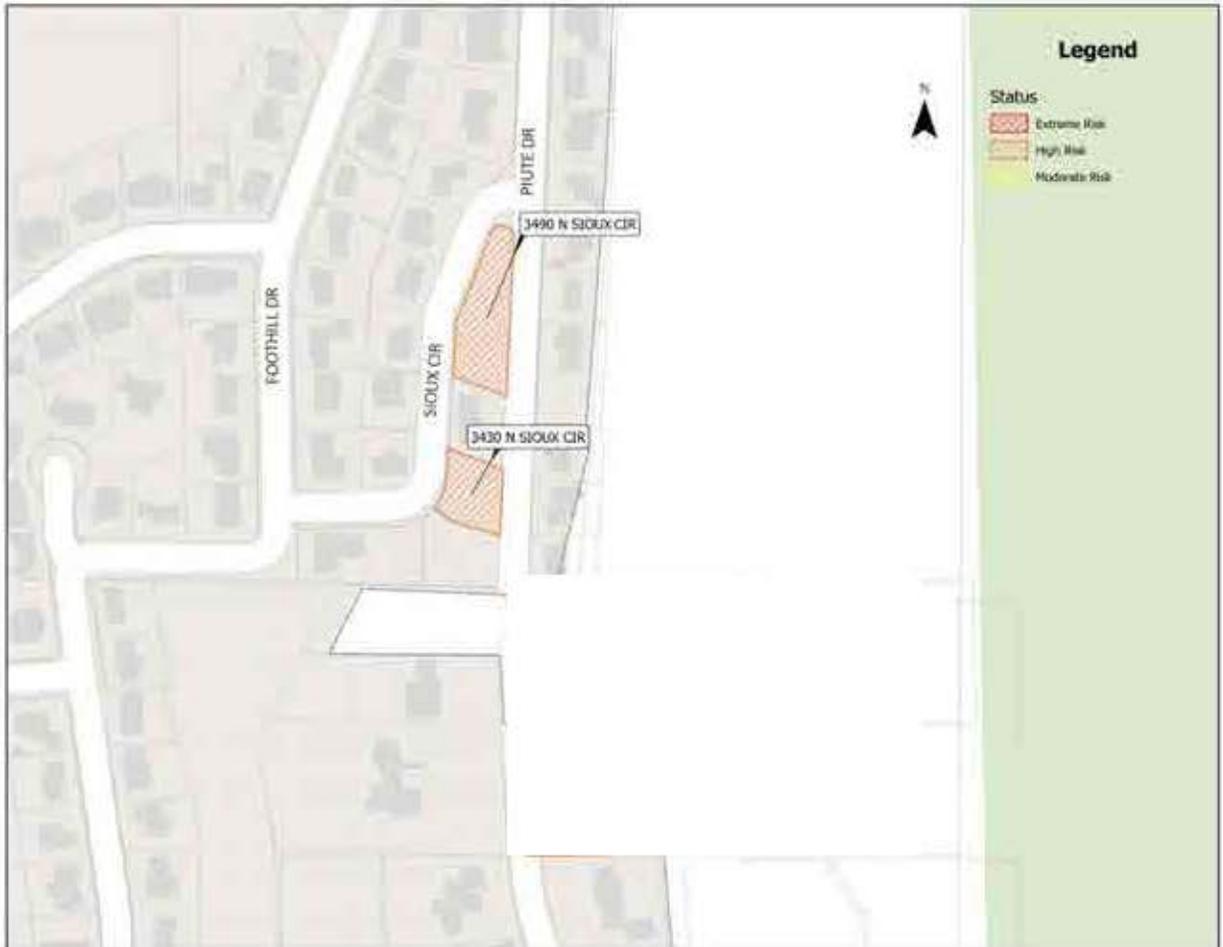
housing units to be built in other areas of the city. Staff recommends that the overlay is approved for these lots.

ATTACHMENTS

1. Zone Maps
2. Hazard Maps

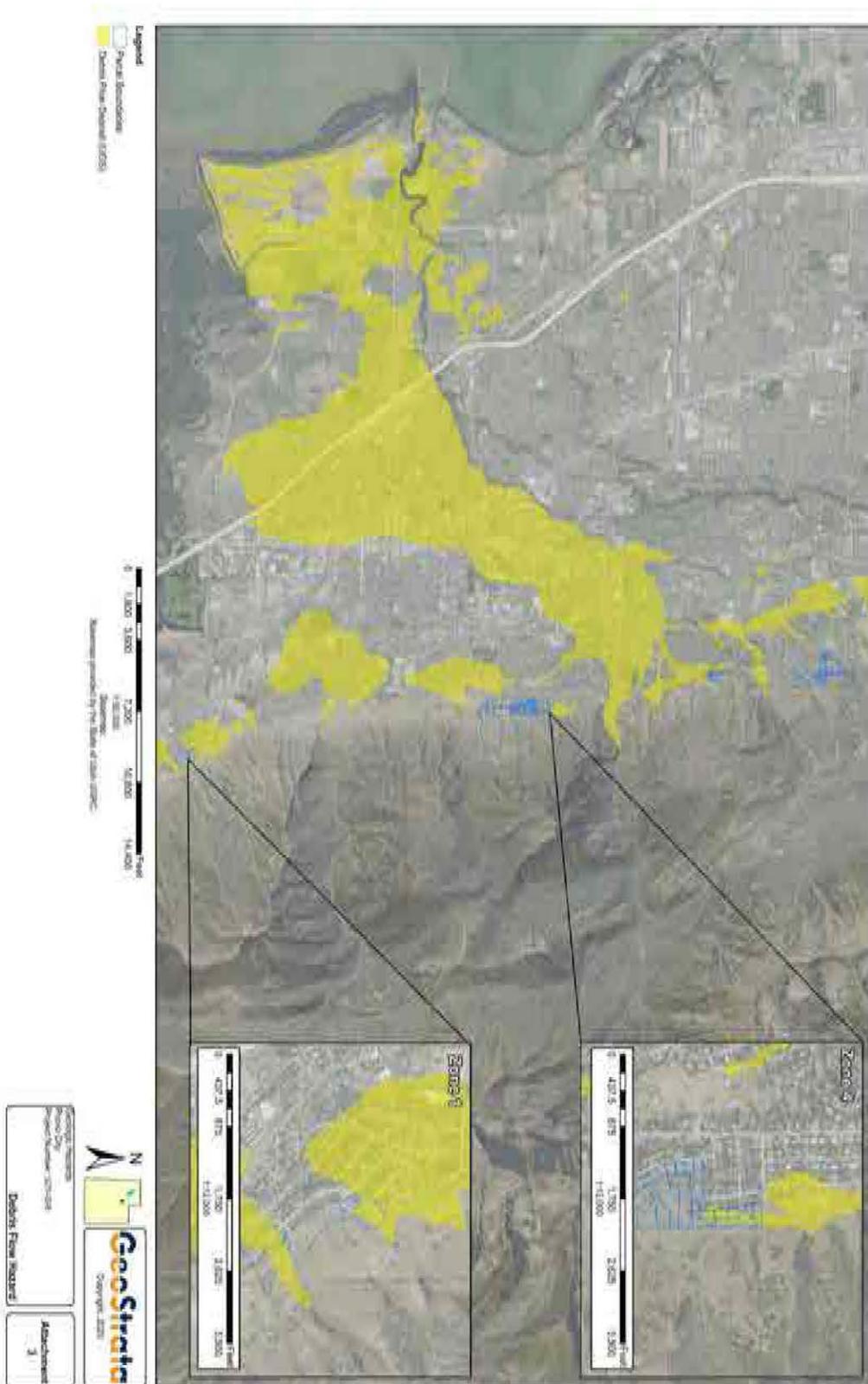
ATTACHMENT 1 – ZONE MAPS

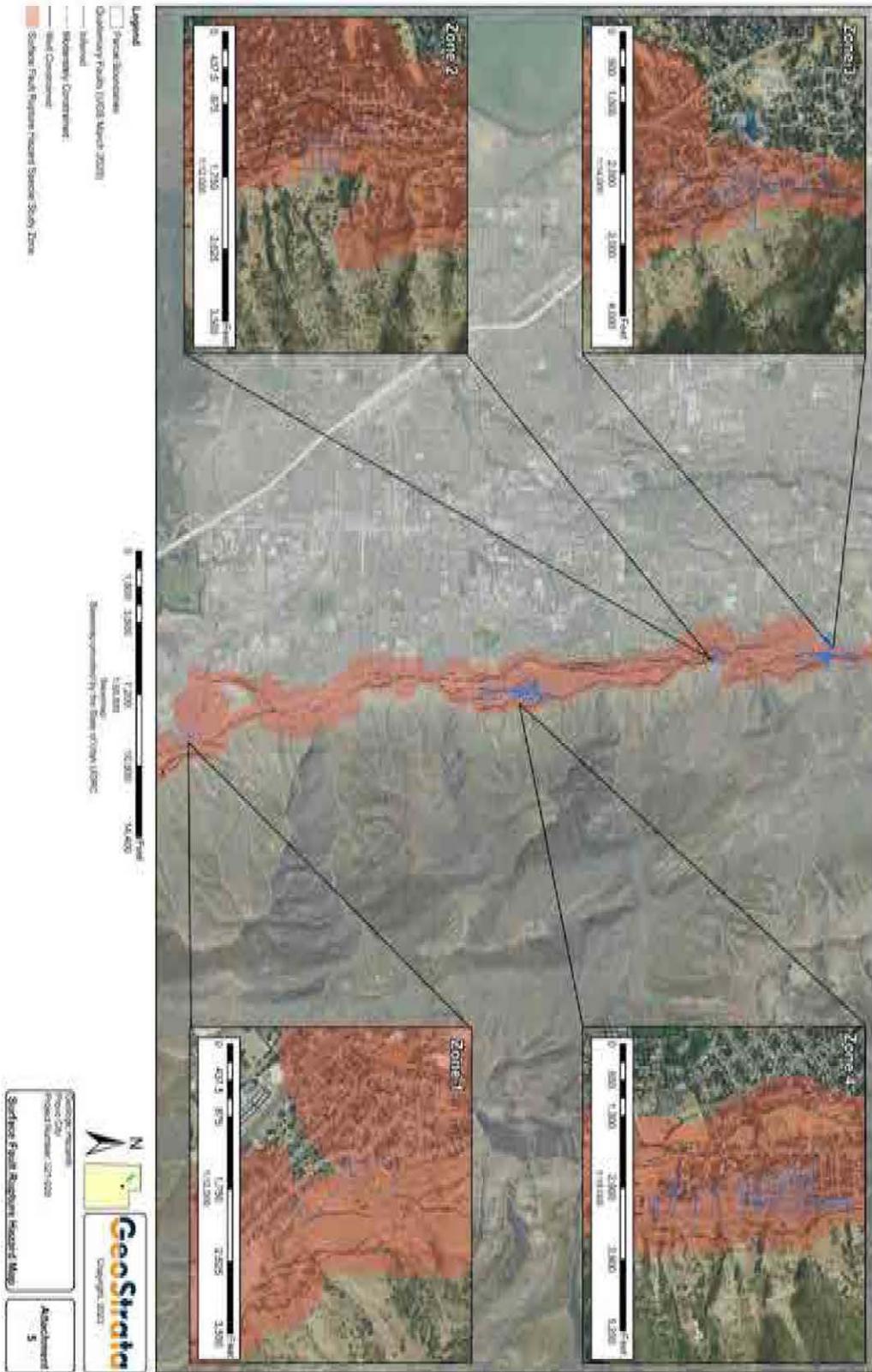




ATTACHMENT 2 – HAZARD MAPS







ORDINANCE 2024-____.

AN ORDINANCE AMENDING THE ZONE MAP CLASSIFICATION OF CERTAIN PROPERTIES IN THE OAK HILLS, INDIAN HILLS, AND SHERWOOD HILLS NEIGHBORHOODS, TO ADD THE TRANSFER OF DEVELOPMENT RIGHTS-SENDING (TDR-S) OVERLAY ZONE. OAK HILLS, INDIAN HILLS, AND SHERWOOD HILLS NEIGHBORHOODS. (PLRZ20240127)

RECITALS:

It is proposed that the classification on the Provo Zoning Map for approximately 66 properties property be amended to include the Transfer of Development Rights-Sending (TDR-S) Overlay Zone;

The properties proposed for inclusion are identified by the following parcel serial numbers:
35:079:0001; 35:079:0002; 35:079:0003; 35:079:0004; 35:079:0005; 35:079:0006; 35:079:0007;
35:079:0008; 35:079:0009; 35:079:0010; 35:079:0011; 35:079:0012; 35:081:0001; 35:081:0002;
35:081:0003; 35:081:0004; 35:081:0005; 48:048:0044; 48:048:0045; 48:048:0046; 48:048:0047;
48:048:0048; 48:048:0049; 48:048:0050; 48:048:0051; 48:060:0016; 48:060:0017; 52:117:0087;
52:117:0114; 52:117:0120; 52:131:0006; 52:131:0007; 52:131:0033; 52:131:0040; 52:131:0065;
52:131:0092; 52:131:0102; 52:131:0103; 52:135:0004; 52:166:0004; 52:166:0007; 52:166:0008;
52:166:0011; 52:166:0012; 52:166:0013; 52:166:0014; 52:166:0015; 52:166:0016; 52:166:0017;
52:166:0021; 52:166:0046; 52:166:0055; 52:166:0056; 52:166:0057; 52:166:0058; 52:166:0059;
52:166:0060; 52:166:0072; 52:166:0073; 52:166:0074; 52:166:0075; 52:166:0076; 52:166:0077;
52:166:0094; 53:014:0009; 53:014:0011;

Maps showing a visual depiction of the affected properties is included in Exhibit A;

On May 22, 2024, the Planning Commission held a public hearing to consider the proposal, and after the hearing the Planning Commission recommended **approval** of the proposal to the Municipal Council by a 7:0 vote;

On June 4, 2024, the Municipal Council met to determine the facts regarding this matter and receive public comment, which facts and comments are found in the public record of the Council's consideration; and

After considering the Planning Commission's recommendation and the facts presented to the Municipal Council, the Council finds that (i) the Provo Zoning Map should be amended as

40 set forth below, and (ii) such action furthers the health, safety, and general welfare of the citizens
41 of Provo City.

42

43 THEREFORE, the Municipal Council of Provo City, Utah ordains as follows:

44

45 PART I:

46

47 The classification on the Provo Zoning Map is amended to add the Transfer of
48 Development Rights-Sending (TDR-S) Overlay Zone to the real property described in this
49 ordinance.

50 PART II:

51

52 A. If a provision of this ordinance conflicts with a provision of a previously adopted
53 ordinance, this ordinance controls.

54

55 B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part,
56 sentence, clause, or phrase is adjudged to be unconstitutional or invalid, the remainder of
57 the ordinance is not affected by that determination.

58

59 C. This ordinance takes effect immediately after it has been posted or published in accordance
60 with Utah Code Section 10-3-711, presented to the Mayor in accordance with Utah Code
61 Section 10-3b-204, and recorded in accordance with Utah Code Section 10-3-713.

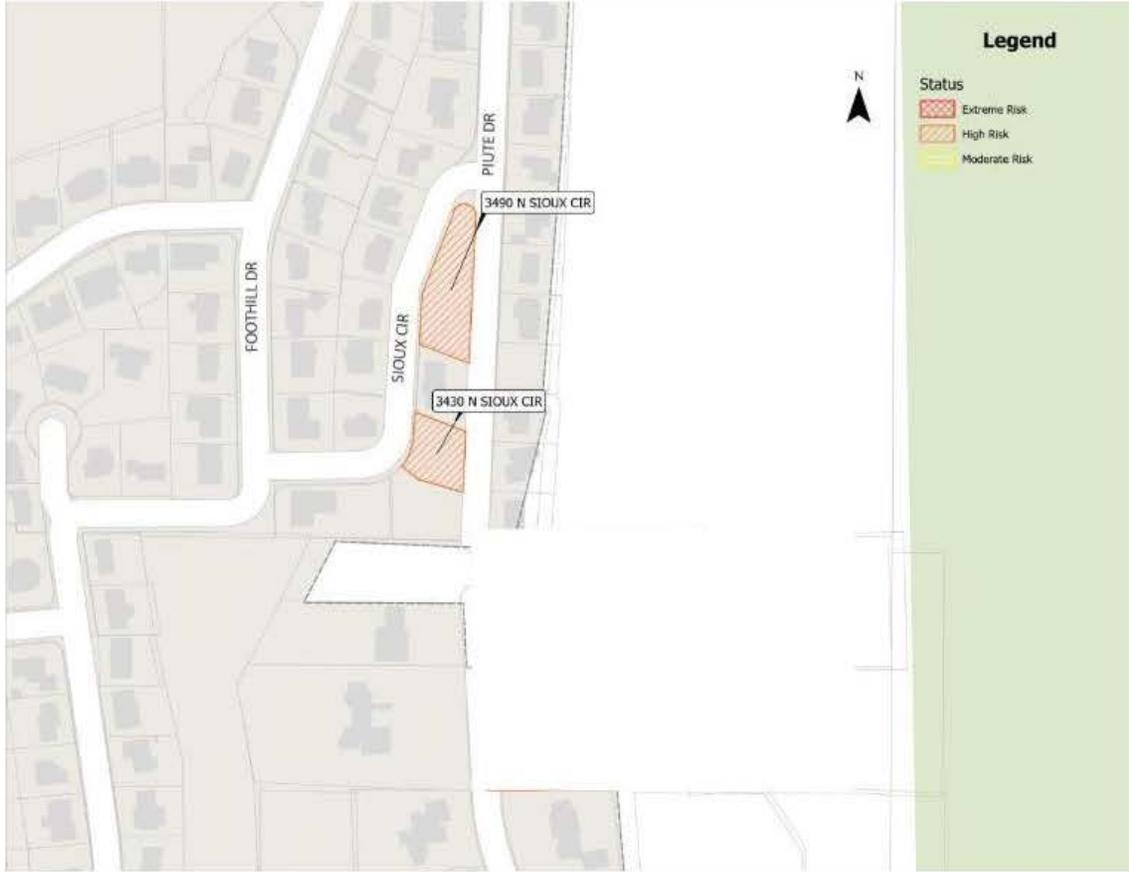
62

63 D. The Municipal Council directs that the Provo Zoning Map be updated and codified to
64 reflect the provisions enacted by this ordinance.

65

66
67

EXHIBIT A



68
69
70
71



Provo City Planning Commission

Report of Action

May 22, 2024

*ITEM 2 Development Services requests approval for Zone Map Amendments to place the TDR-S (Transfer of Development Rights - Sending Sites) Overlay Zone on 66 properties with known hazards in east Provo. Oak Hills, Indian Hills, and Sherwood Hills Neighborhoods. Aaron Ardmore (801) 852-6404 aardmore@provo.org PLRZ20240127

The following action was taken by the Planning Commission on the above described item at its regular meeting of May 22, 2024:

RECOMMENDED APPROVAL

On a vote of 7:0, the Planning Commission recommended that the Municipal Council approve the above noted application.

Motion By: Melissa Kendall

Second By: Robert Knudsen

Votes in Favor of Motion: Melissa Kendall, Robert Knudsen, Daniel Gonzales, Barbie DeSoto, Lisa Jensen, Andrew South, Jeff Whitlock

Daniel Gonzales was present as Chair.

- Includes facts of the case, analysis, conclusions and recommendations outlined in the Staff Report, with any changes noted; Planning Commission determination is generally consistent with the Staff analysis and determination.

LEGAL DESCRIPTION FOR PROPERTY TO BE REZONED

The properties to be rezoned with the TDR-S Overlay Zone are described in the attached Exhibit A.

STAFF PRESENTATION

The Staff Report to the Planning Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations.

CITY DEPARTMENTAL ISSUES

- The Coordinator Review Committee (CRC) has reviewed the application and given their approval.

NEIGHBORHOOD MEETING DATE

- City-wide application; all Neighborhood District Chairs received notification.

NEIGHBORHOOD AND PUBLIC COMMENT

- This item was City-wide or affected multiple neighborhoods.
- There was no public comment on this item.

CONCERNS RAISED BY PUBLIC

Any comments received prior to completion of the Staff Report are addressed in the Staff Report to the Planning Commission. Key issues raised in written comments received subsequent to the Staff Report or public comment during the public hearing included the following: None.

APPLICANT RESPONSE

Key points addressed in the applicant's presentation to the Planning Commission included the following:

- Staff responded to questions from the PC regarding plans to present the idea to all the Neighborhood Districts and what property owners have been notified of or discussed the zone change with staff. The TDR-S will be shared with Districts at upcoming meetings and staff have had contact with some of the sending site owners.
- Staff clarified the number of dwelling units available for transfer and that the property owners still have choice to try to build on their lots after the TDR-S Overlay is placed on their lot.
- Staff responded to questions about maintenance and ownership of lots after the development rights have been transferred off them.

PLANNING COMMISSION DISCUSSION

Key points discussed by the Planning Commission included the following:

- Jeff Whitlock shared his experience of being in contract on one of these lots and indicated that this change will be helpful to notify the public of the risks and that he believes it is a good idea.
- Lisa Jensen stated that she likes the idea but is concerned that there are occupied homes within the proposed zone map amendment, other commissioners indicated that those owners still have the same rights and haven't called in opposition to the change, and that if they aren't included, they can be stuck in dangerous situation.
- The Commission discussed the history of these lots and the options it gives to these owners, believe it does not do harm, but only gives the owners another option.

Planning Commission Chair

Director of Development Services

See Key Land Use Policies of the Provo City General Plan, applicable Titles of the Provo City Code, and the Staff Report to the Planning Commission for further detailed information. The Staff Report is a part of the record of the decision of this item. Where findings of the Planning Commission differ from findings of Staff, those will be noted in this Report of Action.

Legislative items are noted with an asterisk (*) and require legislative action by the Municipal Council following a public hearing; the Planning Commission provides an advisory recommendation to the Municipal Council following a public hearing.

Administrative decisions of the Planning Commission (items not marked with an asterisk) **may be appealed** by submitting an application/notice of appeal, with the required application and noticing fees to the Community and Neighborhood Services Department, 330 West 100 South, Provo, Utah, **within fourteen (14) calendar days of the Planning Commission's decision** (Provo City office hours are Monday through Thursday, 7:00 a.m. to 6:00 p.m.).

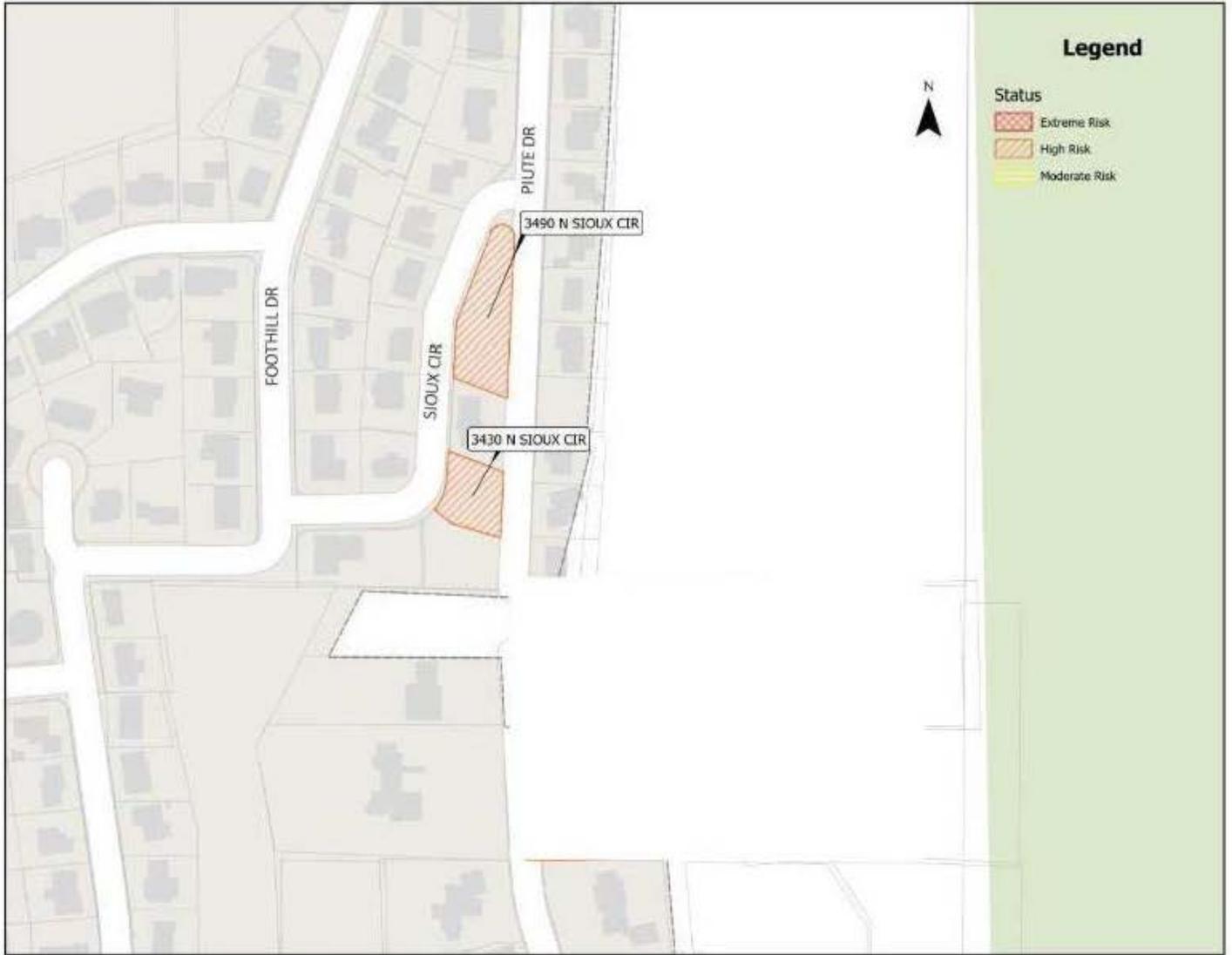
BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS

EXHIBIT A

Parcels for TDR-S Overlay to be placed:

35:079:0001; 35:079:0002; 35:079:0003; 35:079:0004; 35:079:0005; 35:079:0006; 35:079:0007; 35:079:0008;
35:079:0009; 35:079:0010; 35:079:0011; 35:079:0012; 35:081:0001; 35:081:0002; 35:081:0003; 35:081:0004;
35:081:0005; 48:048:0044; 48:048:0045; 48:048:0046; 48:048:0047; 48:048:0048; 48:048:0049; 48:048:0050;
48:048:0051; 48:060:0016; 48:060:0017; 52:117:0087; 52:117:0114; 52:117:0120; 52:131:0006; 52:131:0007;
52:131:0033; 52:131:0040; 52:131:0065; 52:131:0092; 52:131:0102; 52:131:0103; 52:135:0004; 52:166:0004;
52:166:0007; 52:166:0008; 52:166:0011; 52:166:0012; 52:166:0013; 52:166:0014; 52:166:0015; 52:166:0016;
52:166:0017; 52:166:0021; 52:166:0046; 52:166:0055; 52:166:0056; 52:166:0057; 52:166:0058; 52:166:0059;
52:166:0060; 52:166:0072; 52:166:0073; 52:166:0074; 52:166:0075; 52:166:0076; 52:166:0077; 52:166:0094;
53:014:0009; 53:014:0011

Maps of properties:





PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JDAHNEKE
Department: Development Services
Requested Meeting Date: 06-04-2024

SUBJECT: An ordinance adjusting the common boundary between Provo and Orem along 2000 South in Orem (24-019)

RECOMMENDATION: Public hearing and approval of the ordinance

BACKGROUND: An ordinance was previously adopted to approve the boundary line adjustment between Provo and Orem along 2000 South in Orem on February 6, 2024. In the process of trying to get the boundary lines recorded with Utah County, the Recorder's Office stated that boundary line adjustments have to be certified with the Lieutenant Governor in a process similar to annexations. By the time all the required documents were collected and submitted to the Lieutenant Governor's Office, the 60-day time frame for certification as stated in Utah Code 10-2-425 had already passed. For the boundary line adjustments to be recorded, Provo City Council and Orem City Council need to pass new ordinances. The boundary line adjustments are scheduled to be on Orem City Council's May 28th meeting.

FISCAL IMPACT: None

PRESENTER'S NAME: Jessica Dahneke

REQUESTED DURATION OF PRESENTATION: 5 Minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 24-019



DEVELOPMENT SERVICES

TEL (801) 852-6400
445 W CENTER ST
PROVO, UT 84601

To: City Council
From: Development Services
Date: May 22, 2024
RE: Boundary Line Adjustments Between Orem and Provo

Provo City Council and Orem City Council previously approved three adjustments to the Provo/Orem boundary line at the following locations:

- An adjustment to the common boundary between Provo and Orem along 2000 South in Orem was approved by Orem City January 23rd, 2024, and Provo City February 6th, 2024.
- An adjustment to the common boundary between Provo and Orem near the intersection of 1030 East in Orem and 2550 North in Provo was approved by Orem City January 23rd, 2024, and Provo City February 6th, 2024.
- An adjustment to the common boundary between Provo and Orem to accommodate a new residential development near the intersection of University Avenue in Provo and 800 North in Orem was approved by Orem City January 23rd, 2024, and Provo City February 6th, 2024.

In the process of trying to get the boundary lines recorded with Utah County, the Recorder's Office stated that boundary line adjustments have to be certified with the Lieutenant Governor in a process similar to annexations. By the time all the required documents were collected and submitted to the Lieutenant Governor's Office, the 60-day time frame for certification as stated in Utah Code 10-2-425 had already passed. For the boundary line adjustments to be recorded, Provo City Council and Orem City Council need to pass new ordinances. The boundary line adjustments are scheduled to be on Orem City Council's May 28th meeting.

41 PART II:

42

43 Ordinance 2024-6, previously approved on March 7, 2024, is rescinded.

44

45 PART III:

46

47 A. If a provision of this ordinance conflicts with a provision of a previously adopted
48 ordinance, this ordinance prevails.

49

50 B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part,
51 sentence, clause, or phrase is adjudged to be unconstitutional or invalid, the remainder of
52 the ordinance is not affected by that determination.

53

54 C. This ordinance shall be uncodified.

55

56 D. This ordinance shall take effect immediately after it has been posted or published in
57 accordance with Utah Code 10-3-711, presented to the Mayor in accordance with Utah
58 Code 10-3b-204, and recorded in accordance with Utah Code 10-3-713. Notwithstanding
59 the foregoing, if the Orem Municipal Council does not pass an ordinance approving the
60 boundary line adjustment described herein by January 31, 2025, this ordinance shall expire
61 and shall be null and void.

62

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JDAHNEKE
Department: Development Services
Requested Meeting Date: 06-04-2024

SUBJECT: An ordinance adjusting the common boundary between Provo and Orem to accommodate a new residential development near the intersection of University Avenue in Provo and 800 North in Orem (24-019)

RECOMMENDATION: Public hearing and approval of the ordinance.

BACKGROUND: Provo City Council previously approved a boundary line adjustment between Provo and Orem near the intersection of University Avenue in Provo and 800 North in Orem on February 6, 2024. In the process of trying to get the boundary lines recorded with Utah County, the Recorder's Office stated that boundary line adjustments have to be certified with the Lieutenant Governor in a process similar to annexations. By the time all the required documents were collected and submitted to the Lieutenant Governor's Office, the 60-day time frame for certification as stated in Utah Code 10-2-425 had already passed. For the boundary line adjustments to be recorded, Provo City Council and Orem City Council need to pass new ordinances. The boundary line adjustments are scheduled to be on Orem City Council's May 28th meeting.

FISCAL IMPACT: No

PRESENTER'S NAME: Jessica Dahneke

REQUESTED DURATION OF PRESENTATION: 5 Minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
The approval of this boundary line adjustment allows for a housing development to be completed in this area of Provo which aligns with the General Plan goals for increasing the number of housing units of all types across the whole of Provo.

CITYVIEW OR ISSUE FILE NUMBER: 24-019



DEVELOPMENT SERVICES

TEL (801) 852-6400
445 W CENTER ST
PROVO, UT 84601

To: City Council
From: Development Services
Date: May 22, 2024
RE: Boundary Line Adjustments Between Orem and Provo

Provo City Council and Orem City Council previously approved three adjustments to the Provo/Orem boundary line at the following locations:

- An adjustment to the common boundary between Provo and Orem along 2000 South in Orem was approved by Orem City January 23rd, 2024, and Provo City February 6th, 2024.
- An adjustment to the common boundary between Provo and Orem near the intersection of 1030 East in Orem and 2550 North in Provo was approved by Orem City January 23rd, 2024, and Provo City February 6th, 2024.
- An adjustment to the common boundary between Provo and Orem to accommodate a new residential development near the intersection of University Avenue in Provo and 800 North in Orem was approved by Orem City January 23rd, 2024, and Provo City February 6th, 2024.

In the process of trying to get the boundary lines recorded with Utah County, the Recorder's Office stated that boundary line adjustments have to be certified with the Lieutenant Governor in a process similar to annexations. By the time all the required documents were collected and submitted to the Lieutenant Governor's Office, the 60-day time frame for certification as stated in Utah Code 10-2-425 had already passed. For the boundary line adjustments to be recorded, Provo City Council and Orem City Council need to pass new ordinances. The boundary line adjustments are scheduled to be on Orem City Council's May 28th meeting.

40 The Provo Municipal Council approves the adjustments to the common boundary between
41 Provo City and Orem shown on the attached Exhibit A.

42

43 PART II:

44

45 Ordinance 2024-7, previously approved on February 15, 2024, is rescinded.

46

47 PART III:

48

49 A. If a provision of this ordinance conflicts with a provision of a previously adopted
50 ordinance, this ordinance prevails.

51

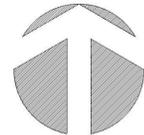
52 B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part,
53 sentence, clause, or phrase is adjudged to be unconstitutional or invalid, the remainder of
54 the ordinance is not affected by that determination.

55

56 C. This ordinance shall be uncodified.

57

58 D. This ordinance shall take effect immediately after it has been posted or published in
59 accordance with Utah Code 10-3-711, presented to the Mayor in accordance with Utah
60 Code 10-3b-204, and recorded in accordance with Utah Code 10-3-713. Notwithstanding
61 the foregoing, if the Orem Municipal Council does not pass an ordinance approving the
62 boundary line adjustment described herein by January 31, 2025, this ordinance shall expire
63 and shall be null and void.



NORTH
1" = 60'

ACE Real Estate
Ventures LLC
36:872:0001
Lot 1, Plat "A"
Canyon River Subdivision
(Orem City)

1550 East (Public)

Orem City
65:345:0006

Orem City / Provo City
Common Boundary Line
per Orem City / Provo City
Boundary Adjustment
Entry No. 13418:2011

Canyon River
Holdco LLC
51:198:0001
Lot 1, Phase IV
Riverwoods Research
and Business Park
(Provo City)

Orem City / Provo City
Common Boundary Line
per Orem City / Provo City
Boundary Adjustment
Entry No. 13418:2011

Canyon River
Holdco LLC
20:014:0095
(Provo City)

Southwest corner
Section 7
Township 6 South
Range 3 East
S.L.B. & M.

Canyon River
Holdco LLC
65:419:0001
Lot 1, Plat "C"
Canyon River Subd.
(Orem City)

S 88°01'02" E
161.82'

S 19°01'04" W
66.95'

N 00°53'07" W
211.62'

N 00°53'07" W
477.88'

N 01°17'24" W
477.88'

Canyon River
Holdco LLC
65:419:0001
Lot 1, Plat "C"
Canyon River Subd.
(Orem City)

S 88°01'02" E
161.82'

S 19°01'04" W
66.95'

N 00°53'07" W
211.62'

N 00°53'07" W
477.88'

N 01°17'24" W
477.88'

657 North University LLC
65:345:0005
(Orem City)

NEW Orem City / Provo City
Common Boundary Line.

S 55°08'59" W
78.42'

S 9°47'30" E
54.68'

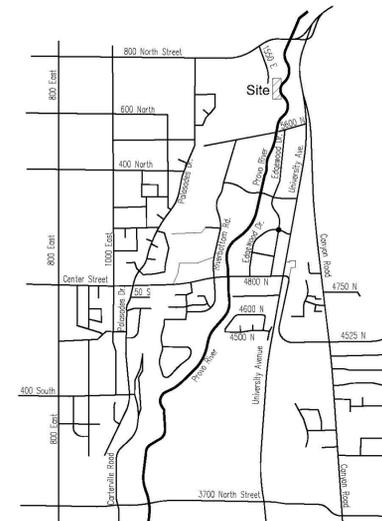
S 21°00'43" E
169.59'

657 North University LLC
20:014:0096
(Provo City)

NEW Orem City / Provo City
Common Boundary Line.

NEW Orem City / Provo City
Common Boundary Line.

NEW Orem City / Provo City
Common Boundary Line.



Vicinity Map

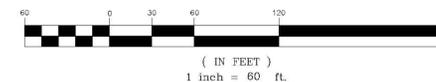
Line Table

Line	Length	Direction
T1	29.08'	S 00°50'26" W
T2	64.05'	S 79°13'57" E
T3	61.10'	S 08°44'33" W
T4	54.37'	S 23°15'14" W
T5	12.76'	N 89°40'16" E

Curve Data Table

Curve	Radius	Length	Chord	Bearing	Delta
C1	327.56'	99.04'	98.66'	S 137°08' W	171°9'24"
C2	203.00'	94.31'	93.46'	S 19°50'55" E	283°7'02"

GRAPHIC SCALE



Surveyor's Certificate

I, ROGER D. DUDLEY, do hereby certify that I am a Professional Land Surveyor and that I hold a license, Certificate No. 1427089, in accordance with the Professional Engineers and Land Surveyors Licensing Act found in Title 58, Chapter 22 of the Utah Code. I further certify that I have made a Survey of the Boundary Line Adjustment shown on this plot and described below and the same has been correctly surveyed and this plot is true and correct.

Roger D. Dudley - Professional Land Surveyor

Date

SURVEYOR'S SEAL

Boundary Description

Commencing on a common boundary point between Orem City and Provo City said point being located South 00°53'07" East along the Section line 635.97 feet from the West quarter corner of Section 7, Township 6 South, Range 3 East, Salt Lake Base and Meridian; thence South 88°01'02" East 161.82 feet; thence South 19°01'04" West 66.95 feet; thence South 00°50'26" West 29.08 feet; thence South 79°13'57" East 64.05 feet; thence along the arc of a 327.56 foot radius curve to the left 99.04 feet (chord bears South 01°37'08" West 98.66 feet); thence along the arc of a 203.00 foot radius curve to the left 94.31 feet (chord bears South 19°50'55" East 93.46 feet); thence South 19°50'55" West 78.42 feet; thence South 09°47'30" East 54.68 feet; thence South 21°00'43" East 169.59 feet; thence South 08°44'33" West 61.10 feet; thence South 23°15'14" West 54.37 feet more or less to the Orem City / Provo City common boundary line as shown on the Orem City / Provo City Common Boundary Adjustment as Entry No. 13418:2011; thence South 89°06'57" West along said boundary line 213.98 feet; thence North 01°17'24" West along said boundary line 477.88 feet; thence North 89°40'16" East 12.76 feet; thence North 00°53'07" West 211.62 feet more or less to the point of beginning.

Area = 138,433 sq. ft. or 3.18 Acres

Basis of Bearing is South 00°53'07" East along the Section line from the West quarter corner to the Southwest corner of said Section 7.

Orem City Acceptance

Approved this ____ day of _____, 20____, as a Municipal Boundary Adjustment Plat.

____ (Signature)

____ (Printed Name)

____ (Title)

Attest: _____
RECORDER

RECORDER'S SEAL

Provo City Acceptance

Approved this ____ day of _____, 20____, as a Municipal Boundary Adjustment Plat.

____ (Signature)

____ (Printed Name)

____ (Title)

Attest: _____
RECORDER

RECORDER'S SEAL

Acceptance by the County Surveyor

This Plat has been reviewed by the County Surveyor and is hereby certified as a Final Local Entity Plat, pursuant to Utah Code Annotated 17-23-20 Amended.

County Surveyor

Date

COUNTY SURVEYOR'S SEAL

MUNICIPAL BOUNDARY ADJUSTMENT PLAT

OREM CITY / PROVO CITY
COMMON BOUNDARY ADJUSTMENT

Provo City, _____ Utah County, Utah
Scale: 1" = 60 Feet

Recorded # _____
State of Utah, County of Utah, Recorded and Filed at the request of:

Date: _____ Time: _____ Book: _____ Page: _____

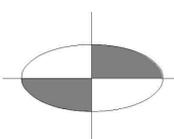
\$ _____
UTAH COUNTY RECORDER

Date of Preparation

January 31, 2023

Prepared by:

Dudley and Associates, Inc.
353 East 1200 South
Orem, Utah 84058
office 801-224-1252
fax 801-224-1264



PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JDAHNEKE
Department: Development Services
Requested Meeting Date: 06-04-2024

SUBJECT: AN ORDINANCE CONCURRING WITH UTAH COUNTY ON THE COMMON BOUNDARY BETWEEN PROVO AND OREM NEAR THE INTERSECTION OF 1030 EAST IN OREM AND 2550 NORTH IN PROVO

RECOMMENDATION: Public Hearing and approval of the ordinance

BACKGROUND: The boundary line adjustment between Provo and Orem for the area near 1030 East in Orem and 2550 North in Provo was already approved by council on February 6, 2024. In the process of trying to get the boundary lines recorded with Utah County, the Recorder's Office stated that boundary line adjustments have to be certified with the Lieutenant Governor in a process similar to annexations. By the time all the required documents were collected and submitted to the Lieutenant Governor's Office, the 60-day time frame for certification as stated in Utah Code 10-2-425 had already passed. For the boundary line adjustments to be recorded, Provo City Council and Orem City Council need to pass new ordinances. The boundary line adjustments are scheduled to be on Orem City Council's May 28th meeting.

FISCAL IMPACT: No

PRESENTER'S NAME: Jessica Dahneke

REQUESTED DURATION OF PRESENTATION: 5 Minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 2024-19



DEVELOPMENT SERVICES

TEL (801) 852-6400
445 W CENTER ST
PROVO, UT 84601

To: City Council
From: Development Services
Date: May 22, 2024
RE: Boundary Line Adjustments Between Orem and Provo

Provo City Council and Orem City Council previously approved three adjustments to the Provo/Orem boundary line at the following locations:

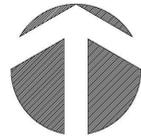
- An adjustment to the common boundary between Provo and Orem along 2000 South in Orem was approved by Orem City January 23rd, 2024, and Provo City February 6th, 2024.
- An adjustment to the common boundary between Provo and Orem near the intersection of 1030 East in Orem and 2550 North in Provo was approved by Orem City January 23rd, 2024, and Provo City February 6th, 2024.
- An adjustment to the common boundary between Provo and Orem to accommodate a new residential development near the intersection of University Avenue in Provo and 800 North in Orem was approved by Orem City January 23rd, 2024, and Provo City February 6th, 2024.

In the process of trying to get the boundary lines recorded with Utah County, the Recorder's Office stated that boundary line adjustments have to be certified with the Lieutenant Governor in a process similar to annexations. By the time all the required documents were collected and submitted to the Lieutenant Governor's Office, the 60-day time frame for certification as stated in Utah Code 10-2-425 had already passed. For the boundary line adjustments to be recorded, Provo City Council and Orem City Council need to pass new ordinances. The boundary line adjustments are scheduled to be on Orem City Council's May 28th meeting.

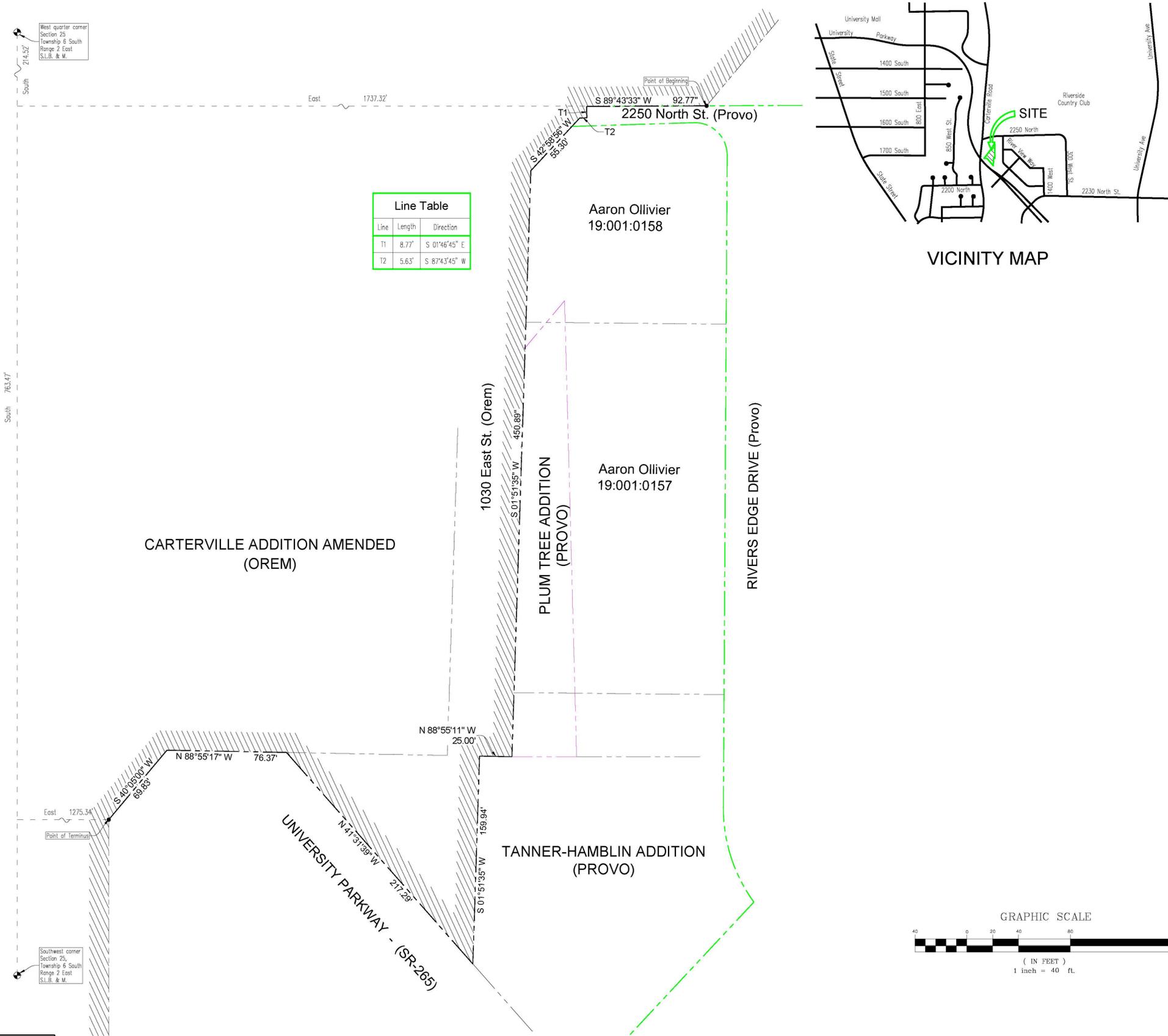
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PART III:

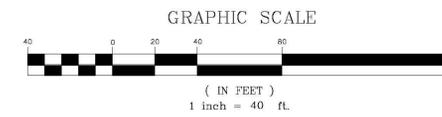
- A. If a provision of this ordinance conflicts with a provision of a previously adopted ordinance, this ordinance prevails.
- B. This ordinance and its various sections, clauses, and paragraphs are severable. If any part, sentence, clause, or phrase is adjudged to be unconstitutional or invalid, the remainder of the ordinance is not affected by that determination.
- C. This ordinance shall be uncodified.
- D. This ordinance shall take effect immediately after it has been posted or published in accordance with Utah Code 10-3-711, presented to the Mayor in accordance with Utah Code 10-3b-204, and recorded in accordance with Utah Code 10-3-713. Notwithstanding the foregoing, if the Orem Municipal Council does not pass an ordinance approving the boundary line adjustment described herein by January 31, 2025, this ordinance shall expire and shall be null and void.



NORTH
1" = 40'



Line	Length	Direction
T1	8.77'	S 01°46'45" E
T2	5.63'	S 87°43'45" W



Surveyor's Certificate

I, ROGER D. DUDLEY, do hereby certify that I am a Professional Land Surveyor and that I hold a license, Certificate No. 1427089, in accordance with the Professional Engineers and Land Surveyors Licensing Act found in Title 58, Chapter 22 of the Utah Code. I further certify that I have made a Survey of the Boundary Line Adjustment shown on this plot and described below and the same has been correctly surveyed and this plot is true and correct.



Roger D. Dudley - Professional Land Surveyor

Date

Boundary Description

Commencing at the intersection of the Tanner-Hamblin addition and Rivers Edge on University Subdivision Plat, said point being located South 214.52 feet and East 1137.32 feet from the West quarter corner of Section 25, Township 6 South, Range 2 East, Salt Lake Base and Meridian; thence along Rivers Edge on University Subdivision the following three (3) courses: South 89°43'33" West 92.77 feet, South 01°46'45" East 8.77 feet, South 87°43'45" West 5.63 feet; thence South 42°58'56" West 55.30 feet; thence South 01°51'35" West partially along Plum Tree Addition and extension thereof 450.89 feet more or less to the Tanner-Hamblin Addition; thence North 88°55'11" West along Tanner-Hamblin Addition 25.00 feet; thence South 01°51'35" West 158.94 feet to the easterly boundary line of University Parkway; thence North 41°31'59" West along University Parkway 217.29 feet more or less to the Tanner-Hamblin Addition; thence North 88°55'17" West along said Tanner-Hamblin Addition 76.37 feet more or less to the Carterville Addition to Orem, Amended; thence South 40°05'00" West along said Tanner-Hamblin Addition 69.83 feet more or less to the point of terminus.

Basis of Bearing is the Utah State Plane Coordinate system.

Orem City Acceptance

Approved this ____ day of _____, 20____, as a Municipal Boundary Adjustment Plat.

____ (Signature)
____ (Printed Name)
____ (Title)

Attest: _____
RECORDER



Provo City Acceptance

Approved this ____ day of _____, 20____, as a Municipal Boundary Adjustment Plat.

____ (Signature)
____ (Printed Name)
____ (Title)

Attest: _____
RECORDER



Acceptance by the County Surveyor

This Plat has been reviewed by the County Surveyor and is hereby certified as a Final Local Entail Plat, pursuant to Utah Code Annotated 17-23-20 Amended.

County Surveyor _____
Date _____



MUNICIPAL BOUNDARY ADJUSTMENT PLAT

OREM CITY / PROVO CITY COMMON BOUNDARY ADJUSTMENT

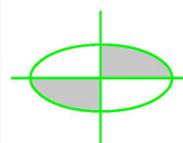
Provo City, _____ Utah County, Utah
Scale: 1" = 40 Feet

Recorded # _____
State of Utah, County of Utah, Recorded and Filed at the request of:

Date: _____ Time: _____ Book: _____ Page: _____
\$ _____
UTAH COUNTY RECORDER

Date of Preparation
January 31, 2023

Prepared by:
Dudley and Associates, Inc.
353 East 1200 South
Orem, Utah 84058
office 801-224-1252
fax 801-224-1264



PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: MMCNALLEY
Department: Development Services
Requested Meeting Date: 01-01-2018

SUBJECT: A discussion regarding a resolution approving the Year Five Annual Action Plan related to Utah Valley HOME Consortium and CDBG funding (24-046)

RECOMMENDATION: Discussion of the recommended funding amounts for the 2024-25 Annual Action plan prior to the adoption at the June 4 Public Hearing at the Council Meeting.

BACKGROUND: The 2024-25 Annual Action Plan draft has been updated to reflect the 2024-25 HUD allocations. Activity funding has been adjusted according to committee recommended contingency plan.

FISCAL IMPACT:

PRESENTER'S NAME: Melissa McNalley

REQUESTED DURATION OF PRESENTATION: 10-15 Minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 24-046



Year Five Annual Action Plan

July 1, 2024, through June 30, 2025

Year five of the 2020-2024 Five-Year Consolidated
Plan
as Amended

City of Provo (City)
Utah Valley HOME Consortium (UVHC)
Provo City Corporation – Development Services
445 West Center
Provo, Utah 84601



AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

Provo City and the Utah Valley HOME Consortium Program Year 2023 Annual Action Plan (2024-AAP) is the Fifth Year Action Plan of the 2020-2024 Five-Year Consolidated Plan (ConPlan), as amended.

The Annual Action Plan includes Provo City's application for the federal grants received from the U.S. Department of Housing and Urban Development (HUD) and administered by the Office of Community Planning and Development (CPD), and division of HUD, through which Provo City receives an annual allocation, or formula grant, from the CPD programs:

- **Community Development Block Grant (CDBG)**
The CDBG program's primary objective is to promote the development of viable urban communities by providing decent housing, suitable living environments and expanded economic activities to persons of low and moderate income.
- **Home Investment and Partnerships Program (HOME)**
The primary objective of the HOME program is to create affordable housing for low-income households. Communities often partner with nonprofit and for-profit organizations to fund a wide variety of activities including building, buying and/or rehabilitating affordable housing for rent or homeownership or provide direct rental assistance to low-income people.

Provo City has designated its Development Services Department to manage and administer all funding received from HUD.

The Utah Valley HOME Consortium (Consortium) is an inter-jurisdictional partnership between the Cities of Provo, Orem, Lehi, and Utah County, formed to receive HOME Program Funds directly from HUD. The Cities of Orem and Lehi receive their own CDBG entitlement allocation and Utah County, as a qualified Urban County, also receives its own allocation of CDBG funding. All jurisdictions within Utah County, which have signed an Interlocal Agreement to receive CDBG funding through Utah County, are also eligible to benefit from HOME funds. As the designated Lead Entity for the Consortium, Provo City administers the HOME Program.

Regulations in the HOME Program establish that Participating Jurisdictions (PJs) are provided affordable homeownership limits annually by HUD, however the regulations also allow PJs to determine these limits on their own through a local market analysis. The Consortium now conducts such an analysis annually and determines its own affordable homeownership limits. The process and results are outlined in Section AP-90-Program

Specific Requirements of this Action Plan by completing a market analysis ensuring enough recent housing sales are included in the survey.

2. Summarize the objectives and outcomes identified in the Plan

Based on Citizen and City Council input, Provo City will prioritize its activities and projects in three categories of Locally Targeted Objectives: Decent Housing, Suitable Living Environment, and Creating Economic Opportunities.

Housing – Assist in the expansion of housing opportunities, particularly for low-and moderate-income households and encouraging diversification of housing stock.

- Support down payment assistance programs that provide access to home ownership.
- Support housing programs to address the needs of updating aging housing stock through emergency, spot, and full rehabilitation.
- Support rental assistance programs to special needs populations, including efforts to assist families more rapidly from homelessness into permanent housing.
- Support development of new affordable housing to increase the number, types, affordability, and condition of both rental and homeownership housing.

Public Services – Support public service agencies that assist low-and moderate-income persons.

- Support organizations that provide services to populations with special needs (e.g., elderly, persons with disabilities, homeless persons, victims of domestic violence, etc.).
- Support organizations that provide education, including job training.
- Support organizations that provide services to seniors.
- Support organizations that provide healthcare services and health education.
- Support organizations that assist at-risk youth (e.g., after-school programs, recreation programs, mentoring programs).
- Support organizations that provide housing services.

Economic Opportunities

- Support local small businesses and entrepreneurs by providing mentoring and technical assistance, including support to Microenterprise Development.
- Utilize, when available, Section 108 Loan Guarantees.
- Support improvements visibility of small business storefront in the Central Business District.

Public Facilities

- Support creation and improvement of public facilities and improvements (i.e., streets, sidewalks, curb & gutter, and sewer/water improvements).
- Support creation and improvement of public and nonprofit neighborhood community facilities and health centers.

3. Evaluation of past performance

The CDBG and HOME Investment Partnership funding have been used to make long-lasting improvements serving low-income residents. Past programs have focused on community needs that continue to exist including affordable housing, neighborhood improvements, and public service support for low-income residents.

At the conclusion of each Program Year, Provo City prepares its Consolidated Annual Performance Evaluation Report (CAPER). The CAPER is then submitted to HUD within 90 days of the end of the Program Year (PY).

While specific accomplishment data for Program Year 2023 (PY2023), fourth year of the 2020-24 ConPlan, are not yet available, we believe the programs and projects carried out have benefited greatly and assisted in meeting community needs as projects are moving forward to provide more affordable housing choices throughout Utah County as well as funding used this Program Year to help make various public services available to low-income individuals and assist those with disabilities.

4. Summary of Citizen Participation Process and Consultation Process

Citizen Participation is an integral part of the ConPlan process, as it provides for goals and priorities that are defined in the context of community needs and preferences. In addition, the citizen participation process provides a format to educate the community about the federal grants received by City of Provo and the Consortium. To this end, Provo City solicited involvement from a diverse group of stakeholders and community members during the development of the 2020-2024 ConPlan, as amended. A comprehensive public engagement process included stakeholder meetings, citizen's survey available in both English and Spanish, public hearings, committee meetings, and a public comment period.

Through the AAP planning process, citizen advisory committees met several times to hear presentations, discuss the needs of Provo City, and made recommendations for funding. All public notices for the Annual Action Plan were published in the Daily Herald newspaper and Provo City website.

Funding recommendations by citizen committees will be presented to the Municipal Council in two public hearings conducted on April 30 and June 4, 2024, with recommended

funding amount available for review by the public, citizens committees and boards, and applicants. Provo City's Municipal Council adopted the final draft of the 2024-AAP at the public hearing held on June 4, 2024.

5. Summary of public comments

*Once received, public comments will be included in this section as well as Action Plan Appendices.

6. Summary of comments or views not accepted and the reasons for not accepting them

*Any public comments received are included in the AAP appendices.

7. Summary

The Annual Action Plan provides for the allocation of CDBG and HOME funds for the Program Year 2024 (PY2024) and the reprogramming of existing funds. It also reflects the coordinated efforts of local governments and citizens, as well as the wide networks of housing and human service providers in Utah County.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	PROVO CITY	DEVELOPMENT SERVICES
CDBG Administrator	PROVO CITY	DEVELOPMENT SERVICES
HOME Administrator	PROVO CITY	DEVELOPMENT SERVICES
CDBG Administrator	OREM CITY	MOUNTAINLAND ASSOCIATION OF GOVERNMENTS
CDBG Administrator	LEHI CITY	MOUNTAINLAND ASSOCIATION OF GOVERNMENTS
CDBG Administrator	UTAH COUNTY	MOUNTAINLAND ASSOCIATION OF GOVERNMENTS

Table 1 - Responsible Agencies

Narrative

Provo City is the Lead Agency of Entitlement Programs regulated by the Office of Community Planning and Development (CPD) of the United States Department of Housing and Urban Development (HUD). Provo City's Community Programs Division in the Development Services Department is responsible for the administration of CPD-HUD entitlement grants. These entitlement grants include the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME). Provo City is also responsible for the preparation of the Consolidated Plan (ConPlan), Annual Action Plans (AAP), and Consolidated Annual Performance and Evaluation Reports (CAPER) for Provo City and the Utah Valley HOME Consortium. Mountainland Association of Governments administers the Cities of Orem and Lehi, and Utah County's CDBG Programs.

Consolidated Plan Public Contact Information

Provo City and its CDBG entitlement partners welcome questions and/or comments regarding this Annual Action Plan update. Please contact the following:

Commented [CS1]: font size changed

Provo City CDBG & Utah Valley HOME Consortium

Melissa McNalley, Community Grants Administrator
Development Services, Provo City
445 West Center Street
Provo, UT 84601
801-852-6164
mmcnalley@provo.org

Cities of Orem and Lehi and Utah County CDBG

Debby Lauret

Community and Economic Development Program Manager, Mountainland Association of Governments

586 E 800 N

Orem, UT 84057

801-319-8655

dlauret@mountainland.org

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

Introduction

Provo City, along with the Mountainland Association of Governments, engaged in a collaborative effort to consult with City departments, representatives of low-income neighborhoods, non-profit and for-profit housing developers, service providers, lenders, public service agencies, homeless service providers, community stakeholders, community partners, and beneficiaries of entitlement programs to inform and develop the priorities and strategies contained within the ConPlan and subsequent annual action plans.

1. Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(l)).

In preparing the Program Year 2024 Annual Action Plan, Provo City held consultations with various organizations that provide services throughout Utah County, including local leaders, housing providers, and service providers.

Provo City also participates in regular meetings with other CDBG grantees in Utah County to streamline and simplify the process for new and renewing applicants.

2. Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The vision of the Mountainland Region Continuum of Care (CoC) is to provide decent, safe, and affordable housing and effective support services to homeless, chronic homeless families and individuals including: Initial stabilization, transitional housing, permanent housing, access to mainstream resources and independence from governmental assistance. United Way of Utah County (United Way) leads the CoC, of which Provo City is a member, represented by several City departments including Fire, Police, and Development Services among them. The CoC is an organized body of local jurisdictions, government agencies, local nonprofit organizations, faith-based service and housing organizations, and other agencies and partners seeking to maximize resources and avoid duplication of services while providing consistent and unified planning in Utah County. As it does annually, the CoC led the efforts for the point in time count, in which volunteers participated in an outreach to find homeless individuals. The event was advertised in the local paper.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.

Neither Provo City, nor any other jurisdiction with membership in the HOME Consortium receives ESG funding.

3. Agencies, groups, organizations and others who participated in the process and consultations

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?
1			

Rocky Mountain University of Health Professionals	Health Agency	Non-Homeless Special Needs	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
2			
The Refuge	Housing Services - Children Services - Victims of Domestic Violence Services - Homeless Services - Education	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
3			
Community Action Services & Food Bank	Services - Housing Services - Children Services - Homeless Services - Education	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
4			
Community Health Connect	Services - Health	Housing Needs Assessment Public Housing Needs Homeless Needs (all) Non-Homeless special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
5			

Family Support & Treatment Center	Services – Children Services – Education Services – Victims	Housing Needs Assessment Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services
6			
Food & Care Coalition	Services – Housing Services – Persons with Disabilities Services – Health Services – Homeless Services – Education	Housing Needs Assessment Public Housing Needs Homeless Needs (all) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
7			
Friends of the UT County Children’s Justice Center	Services – Children Services – Victims	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
8			
Mountainland Head Start	Services – Children Services – Education	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
9			

Centro Hispano	Services – Health Services – Education Services – Employment	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
10			
Housing Authority of Utah County	Public Housing Authority	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
11			
Neighborworks Provo	Housing Services – Education	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
12			
Mountainlands Community Health Center	Health Agency	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
13			

Mountainlands Continuum of Care	Services - Homeless	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
14			
Project Read	Services - Elderly Persons Services - Education Services- Employment	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
15			
Provo City Housing Authority	Public Housing Authority	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
16			
Rural Housing Development Corporation	Housing	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
17			

Wasatch Mental Health	Other Government: State Services – Persons with Disabilities Services – Homeless	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the survey and participated in the 2020 Consolidated Plan discussion. Continue to make available financial support to provide services.
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Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

The Action Plan process provided opportunity and encouraged participation and comments from all relevant organizations and agencies.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care Plan	United Way of Utah County	Assist Persons who are Homeless and at risk of homelessness.
Analysis of Impediments – 2019 Utah Valley	Provo City Corporation	Affirmatively Furthering Fair Housing
Housing Needs Assessment – 2019 Utah Valley	Provo City Corporation	Housing Needs
Moderate Income Housing Plan	Provo City Corporation	Housing Needs
Performance Audit of Utah Housing Policy	State of Utah	Housing Needs
CASFB Community Needs Assessment 2022	Community Action Services and Food Bank	Income, Employment and Housing
Utah Valley HOME Consortium HOME-ARP Allocation Plan	Provo City Corporation	Assist persons who are homeless or at risk of homelessness

Table 3 – Other local / regional / federal planning efforts

Narrative

As Lead Entity of the Utah Valley HOME Consortium, Provo City engages with other Consortium members discussing community needs and long-term housing strategies. Provo City is also an active member of the Mountainland Continuum of Care and the Utah County Council of Governments. In preparing for the upcoming plan year Provo City engaged with Mountainland Association of Governments, who administers the CDBG programs for Orem City, Lehi City, and Utah County. These collaborative efforts offer better funding opportunities by creating a unified application process requiring less duplicative efforts for both CDBG entitlements and Subrecipients. The focus of these efforts is to provide a more immediate and complete impact for public services in need of capital improvement funding as well as a better application/reporting/monitoring system. Efforts are also joined to gather regional data and provide wholistic analysis of the regional housing needs, housing market and barriers to affordable housing.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

Provo City sought public participation in the development of this plan from citizens at large, non-profit organizations, elected officials and other interested parties through public meetings, public hearings, social media, and website posting. Citizen Advisory Committees and Boards met to evaluate applications and listen to presentations from agencies seeking funding from both CDBG and HOME programs. Residents were invited to participate in the Public Hearings where the projects and/or programs for the fifth-year Action Plan were presented and provide input in its adoption.

The public comment period for this plan will run from April 30, 2024 to June 4, 2024. Comments are solicited in person during the Provo City Council Public Hearings on April 30, and June 4, 2024. Comments will also be accepted through the website:

<https://www.provo.org/departments/development/cdbg-home>

Interested parties may also provide input via email to the Community Grants Administrator for Provo City: mmcnalley@provo.org; by phone: (801) 850-6164; and by mail to Provo City Corporation, ATTN: PY-2024 Annual Action Plan, Development Services 445 West Center STE 200, Provo, UT 84601.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of Response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
Website	Non-Targeted/B road Community	See Appendix			https://www.provo.org/departments/development/cdb-g-home
Public Council Work Session	City Officials	See Appendix			
Public Hearing	City Officials Non-targeted/B road Community	See Appendix			
Public Hearing	City Officials Non-targeted/B road Community	See Appendix			
Social Media	Non-targeted/B road Community	See Appendix			FB/Insta Council FB page and Development Services FB page

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Table 5 summarizes the anticipated resources for the fifth year of the 2020-24 Consolidated Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public Federal	Admin and Planning Economic Development Housing Land Acquisition Public Improvements Public Services	\$1,213,803	\$14,190	\$36,393	\$1,264,386	\$0	Year 5 and final year of the 2020-24 Consolidated Plan, Program Income is generated from housing loan repayment.
HOME	Public Federal	Acquisition Homebuyer Assistance Homeowner Rehab Multifamily Rental new construction New construction for ownership TBRA	\$1,293,715	\$308,579	\$61,228	\$1,663,524	\$0	Year 5 and final year of the 2020-24 Consolidated Plan, Program Income is generated from housing loan repayment.

Table 5 - Expected Resources - Priority Table

1. Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.

- Provo City's Public Facilities projects use CDBG funding as gap financing, allowing leveraging of other sources of funds.
- HOME funding is also used to leverage private funding, frequently in addition to the 25 percent match required by the program. Match is met through a combination of private financing, cash contributions, donated material, services, and labor.

2. If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

N/A

DRAFT

ANNUAL GOALS AND OBJECTIVES

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

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Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeowner/Homebuyer	2020	2024	Affordable Housing	City/Consortium Wide	Affordable Housing	CDBG:\$28,161 HOME:\$1,266,302	Homeowner Housing Constructed: 37 Homeowner Housing Rehabilitated: 3 Direct Financial Assistance to Homebuyers: 10
2	Rental Housing	2020	2024	Affordable Housing	City/Consortium Wide	Affordable Housing	HOME: \$267,850	Tenant-Based Rental Assistance: 0 Rental Units Constructed: 24
3	Public Facilities	2020	2024	Non-Housing Community Development	City/Consortium Wide	Suitable Living Environments	CDBG: \$369,394	Public Facility of Infrastructure Activities other than Low/Moderate Income Housing Benefit: PF for Low/Mod: 1.3431
4	Public Services	2020	2024	Homelessness Non-Homeless Special Needs	City/Consortium Wide	Suitable Living Environments	CDBG: \$182,070	Public Service Activities other than Low/Moderate Income Housing Benefit: 5100
5	Stimulate Economic Growth	2020	2024	Non-Housing Community Development	City Wide	Economic Development	CDBG: \$100,000	Façade Treatment/business building, Rehabilitation, Jobs created/Retained 4 Businesses Assisted 2
6	Administration	2020	2024	Non-Housing Community Development	City Wide	All	CDBG:\$242,760 HOME:\$129,371	

Table 6 - Goals Summary

Goal Descriptions

1	Goal Name	Homeowner/Homebuyer Affordability
	Goal Description	The purpose of this goal is to increase the affordability, availability, accessibility, and sustainability of owner-occupied housing.
2	Goal Name	Rental Housing Affordability
	Goal Description	The purpose of this goal is to increase the affordability, availability, accessibility, and sustainability of rental housing.
3	Goal Name	Public Facilities
	Goal Description	This goal strives to improve neighborhood infrastructure and access to basic services for lone-income and special needs populations.
4	Goal Name	Public Services
	Goal Description	This goal consists of activities to help low-income individuals and families, as well as individuals with special needs, receive therapy, supportive services, education, medical assistance, and other needed services.
5	Goal Name	Stimulate Economic Growth
	Goal Description	This goal includes activities that create or retain jobs, foster entrepreneurship, and increase access to employment centers for low- and moderate-income populations.

Table 7 – Goal Descriptions

P-35 Projects - 91.420, 91.220(d)

Introduction

Five different entitlement allocations from HUD for the PY2024 come to Consortium members. For CDBG programs Provo City will receive \$1,213,803, Utah County’s allocation is \$1,449,720, City of Orem with receive \$599,494, and Lehi’s allocation is \$343,852. Additionally, the HOME Consortium will receive \$1,293,715 in HOME funds. To those amounts Provo City Adds \$322,770 in Program Income and \$97,622 reprogrammed funding from previous years. Provo City’s total amount available for funding is \$2,927,910 (CDBG \$1,264,386; HOME \$1,663,524).

#	Project Name
1	CDBG: Administration
2	CDBG: 108 Loan Repayment
3	CDBG: Rocky Mountain University
4	CDBG: Boys and Girls Club of Utah County
5	CDBG: Timpanogos Legal Services
6	CDBG: Centro Hispano
7	CDBG: The Refuge
8	CDBG: RAH
9	CDBG: Project Read
10	CDBG: Family Haven
11	CDBG: Provo Police Victim’s Services
12	CDBG: Food and Care Coalition-Capital Improvements
13	CDBG: Utah Regional Housing - Capital Improvements
14	CDBG: Provo Public Works - Joaquin Improvements
15	CDBG: Emergency Home Repair
16	CDBG: Commercial Facades
17	HOME: Administration
18	HOME: RHDC Santaquin Project
19	HOME: Loan to Own - Down Payment Assistance
20	HOME: Building Beginnings - Property Acquisition

Table 8 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Provo City is taking a strategic approach to direct funding. Priorities include continued efforts to expand affordable housing opportunities throughout the Consortium, providing critical services for the most vulnerable residents, expanding self-sufficiency for at-risk populations, and improving neighborhood conditions in concentrated areas of poverty.

High land and property costs continue to be the biggest obstacle to affordable housing options. High costs are compounded by higher rates of interest than in recent years. Consortium members continue to look for solutions to overcome these challenges.

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AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG: Administration		
	Target Area	Serving Provo Residents		
	Goals Supported	Homeownership Rental Housing Public Facilities Public Services Economic Development		
	Needs Addressed	Housing Public Facilities Public Services Economic Development		
	Funding	CDBG: \$242,761		
	Description	CDBG Administration budgets are determined by 20% of the Entitlement. Development Services staff personnel and overhead costs to administer the CDBG and HOME programs.		
	Target Date	06/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities			
	Location Description	445 West Center, Provo, UT 84601		
	Planned Activities	Manage and Monitor CDBG and HOME Programs		
	Matrix Code	21A General Program Administration		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
	2	Project Name	CDBG: Section 108 Loan Repayment	
Target Area		Provo City		
Goals Supported		Economic Development		
Needs Addressed		Economic Development		

	Funding	CDBG: \$342,000		
	Description	Funds will be used to repay the Section 108 loan that was used to cover costs associated with building/updating infrastructure at the Provo City Airport.		
	Target Date	06/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities			
	Location Description	3421 Mike Jensen Parkway, Provo, UT 84601		
	Planned Activities	Payment of Principal and Interest		
	Matrix Code	19F Planned Repayment of Section 108 Loans 24A Payment of Interest on Section 108 Loans		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity X
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X
3	Project Name	CDBG: Rocky Mountain University		
	Target Area	Serving residents of Provo and Utah County		
	Goals Supported	Public Services		
	Needs Addressed	Health Services		
	Funding	CDBG: \$18,136		
	Description	Provide physical therapy services to underserved citizens in Utah County.		
	Target Date	06/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Program will serve approximately 1,010 LMI beneficiaries, of which, about 300 will be Provo residents.		
	Location Description	587 South State Street, Provo, UT 84606		
	Planned Activities	Physical Therapy		
	Matrix Code	05M Health Services		

	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X
4	Project Name	CDBG: Boys and Girls Club of Utah County		
	Target Area	Serving Residents throughout Utah County		
	Goals Supported	Public Services		
	Needs Addressed	Public Services/Homeless Services		
	Funding	CDBG: \$9,068		
	Description	Funding will provide funding for housing support specialists to assist families with housing assistance and wraparound services for families experiencing homelessness or at risk of homelessness		
	Target Date	06/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that funding will benefit 2 low-income families, 10 very low-income families, and 20 extremely low-income families. Of those, approximately 12 will be from Provo.		
	Location Description	Provo City		
	Planned Activities	Provide housing assistance, and housing support.		
	Matrix Code	03Z Other Public Facilities 01 People		
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability X	Sustainability <input type="checkbox"/>
	5	Project Name	CDBG: Timpanogos Legal Services	
Target Area		Provo City		
Goals Supported		Public Services		
Needs Addressed		Public Services/legal services		
Funding		CDBG: \$18,136		
Description		Legal Assistance for low-income persons in need of representation for divorce, protective orders, and housing cases.		
Target Date		6/30/2025		
Estimate the number and type of families that		Fund will benefit approximately 300 low-income persons, 400 very low-income persons, and 300 extremely low-income persons. Of those, about 300 will be from Provo City.		

	will benefit from the proposed activities			
	Location Description	3301 N University Ave, Provo, UT 84604		
	Planned Activities	Funds will be used to provide additional attorney hours to provide services to low- and moderate-income residents of Provo City.		
	Matrix Code	05C Legal Services		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
6	Project Name	CDBG: Centro Hispano		
	Target Area	Provo City		
	Goals Supported	Public Services		
	Needs Addressed	Public Services/Legal Services		
	Funding	CDBG: \$18,136		
	Description	Funding will be used to fund the non-profit immigration legal clinic for low and moderate-income individuals.		
	Target Date	6/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Funding will be used to assist approximately 66 low-income individuals, 75 very low-income individuals, and 129 extremely low-income individuals. Of those, about 80 will be from Provo City.		
	Location Description	650 W 100 N Ste 100, Provo, UT 84601		
	Planned Activities	Funds will be used to assist individuals with immigrant naturalization, family petitions, asylum, VAWA, UVISA, waivers and adjustment of status applications.		
	Matrix Code	05C Legal Services		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
7	Project Name	CDBG: The Refuge		
	Target Area	Serving Provo Residents		
	Goals Supported	Public Services		
	Needs	Public Services		

	Addressed			
	Funding	CDBG: \$9,068		
	Description	Funds will be used for costs associated with providing services to victims of abuse and domestic violence.		
	Target Date	6/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 570 very low-income beneficiaries will be served with this funding. Of which, 200 will be residents of Provo City.		
	Location Description	1433 East 840 North, Orem, UT 84097		
	Planned Activities	Provide financial assistance to sustain facilities, maintain equipment, and support overall operating costs.		
	Matrix Code	05G Services for abused spouses and their families.		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
8	Project Name	CDBG: RAH		
	Target Area	Serving Provo Residents		
	Goals Supported	Public Services		
	Needs Addressed	Public Services		
	Funding	CDBG: \$43,247		
	Description	Funds will be used to provide educational and recreational opportunities to persons with disabilities to improve their lives through the ABLE project.		
	Target Date	6/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3 low-income people will be served, 5 very low-income people will be served, and 114 extremely low-income people will be served, of which, about 31 will be Provo residents.		
	Location Description	815 N 800 W, Provo, UT 84604		
	Planned Activities	Educational and Recreational activities for LMI individuals with physical and mental disabilities.		
	Matrix Code	05B Services for Persons with Disabilities.		

	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
9	Project Name	CDBG: Project Read		
	Target Area	Serving Provo Residents		
	Goals Supported	Public Services		
	Needs Addressed	Public Services		
	Funding	CDBG: \$22,670		
	Description	Help adults achieve self-sufficiency by helping them acquire literacy and life skills.		
	Target Date	6/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Illiterate adults are identified as presumed eligible, however, Project Read will serve approximately 29 low-income people and 31 very low-income people, of which, about 30 will be Provo Residents.		
	Location Description	550 North University Ave #215, Provo, UT 84601		
	Planned Activities	Literacy lab, digital literacy/technology, health literacy and education, writing labs.		
	Matrix Code	05H Employment Training		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
	10	Project Name	CDBG: Family Haven	
Target Area		Serving Residents throughout Utah County		
Goals Supported		Public Services		
Needs Addressed		Public Services		
Funding		CDBG: \$14,944		
Description		Therapy will be provided to children who have experienced child abuse, neglect, or other traumatic situations to low and moderate-income individuals.		
Target Date		6/30/2025		
Estimate the number and type of families that will benefit		Funds will benefit approximately 22 low-income individuals, 8 very low-income individuals, and 6 extremely low-income individuals. Of those served, about 9 will be Provo City residents.		

	from the proposed activities			
	Location Description	1255 N 1200 E, Orem, UT 84057		
	Planned Activities	Funding will provide individual and family therapy to low-income children who have experienced child abuse, neglect, or other traumatic situations.		
	Matrix Code	05N Services for Abused and Neglected Children		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
11	Project Name	CDBG: Provo Police Victim's Services		
	Target Area	Serving Provo Residents		
	Goals Supported	Public Services		
	Needs Addressed	Public Services		
	Funding	CDBG: \$28,665		
	Description	Funds will be used for program delivery of services offered to victims of domestic violence and/or abuse.		
	Target Date	6/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Provo Police Department Victim's Services will provide services to approximately 2,000 persons. Of those served, about 500 will be low-income people.		
	Location Description	445 West Center Street, Provo, UT 84601		
	Planned Activities	Referrals to resources, court counseling, assistance in interviews with responding officers, emergency sheltering placement.		
	Matrix Code	05G Services for victims of domestic violence, dating violence, sexual assault, or stalking.		
		Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
12	Project Name	CDBG: Food and Care - Capital Project		
	Target Area	Utah County		
	Goals Supported	Public Services/Facilities		
	Needs Addressed	Homeless Facilities		

	Funding	CDBG: \$91,000		
	Description	Needed replacement of flooring in the supportive housing units in the Food and Care Coalition.		
	Target Date	06/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Funding will benefit approximately 7 very low-income individuals and 93 extremely low-income individuals. Of those assisted about 50 will be Provo City residents.		
	Location Description	299 E 900 S, Provo, UT 84606		
	Planned Activities	Funds will be used to replace flooring in the supportive housing units in the Food and Care Coalition.		
	Matrix Code	03c Homeless Facilities (not operating costs)		
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
13	Project Name	CDBG: URH – Capital Improvements		
	Target Area	Provo City		
	Goals Supported	Public Services/Facilities		
	Needs Addressed	Senior Housing		
	Funding	CDBG: \$28,394		
	Description	Funds will be used to repair brick and mortar on the Maeser School Apartments structure.		
	Target Date	06/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 31 low-income residents will benefit from this funding. All residents are from Provo.		
	Location Description	688 West 100 North Provo, UT 84601		
	Planned Activities	Repair of historic molding and brickwork on the historic Maeser School apartments.		
	Matrix Code	14B Rehabilitation: Multi-Unit Residential		
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>

	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X
14	Project Name	CDBG: Public Works – Joaquin Neighborhood Improvements		
	Target Area	Provo Joaquin Neighborhood		
	Goals Supported	Public Facilities		
	Needs Addressed	Public Facilities Improvements		
	Funding	CDBG: \$250,000		
	Description	Funds will be used to make improvements creating safe routes to school for children throughout Joaquin and surrounding neighborhoods.		
	Target Date	06/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 13,300 LMI people will benefit from these neighborhood improvements in the Joaquin neighborhood in Provo.		
	Location Description	Joaquin Neighborhood		
	Planned Activities	Funds will be used to replace deteriorated sidewalks, add crosswalks and signage, ADA ramps, flashing beacons and bulb-outs.		
	Matrix Code	03L – Sidewalks (People)		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X
	15	Project Name	CDBG: Emergency Home Repair	
Target Area		City of Provo		
Goals Supported		Homeownership		
Needs Addressed		Housing		
Funding		CDBG: \$28,161		
Description		Emergency Home Repairs		
Target Date		6/30/2025		
Estimate the number and type of families that will benefit from the proposed		Funding is expected to provide about three low-income homeowners with emergency repair grants.		

	activities			
	Location Description	Eligible single-family properties in Provo City.		
	Planned Activities	Rehabilitation of heating/air conditioning, water, electrical, plumbing systems; roof leaks; sewer. May include other repairs to ensure a healthy/sanitary living environment.		
	Matrix Code	14A Rehabilitation; Single-Unit Residential		
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X
16	Project Name	CDBG: Business Façade Program		
	Target Area	Provo City		
	Goals Supported	Economic Development		
	Needs Addressed	Economic Development		
	Funding	CDBG: \$100,000		
	Description	Funds will be used to provide matching grants for commercial façade renovation leading to job creation for low and moderate-income individuals.		
	Target Date	6/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	About two facades will be rehabilitated creating approximately four jobs will be created for low- and moderate-income persons.		
	Location Description	445 West Center		
	Planned Activities	Façade renovation and rehabilitation – Job Creation		
	Matrix Code	14E Rehabilitation; Publicly or Privately Owned Commercial		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity X
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X
	17	Project Name	HOME: Administration	
Target Area		Consortium Wide		
Goals Supported		Homeownership Rental Housing		
Needs Addressed		Housing		
Funding		HOME: 129,372		
Description		Funds will be used to pay for administration costs of the		

	activities for the Utah Valley HOME Consortium.		
Target Date	06/30/2025		
Estimate the number and type of families that will benefit from the proposed activities			
Location Description	445 West Center, Provo, UT 84601		
Planned Activities	Administration and planning		
Matrix Code	21A General Program Administration		
Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
18 Project Name	HOME: RHDC – Santaquin Project		
Target Area	Santaquin, Utah		
Goals Supported	Homeownership		
Needs Addressed	Housing		
Funding	HOME: \$715,111 HOME CHDO: \$194,057		
Description	Purchase of a 12.2 Acre parcel for development of 37 single family lots.		
Target Date	06/30/2027		
Estimate the number and type of families that will benefit from the proposed activities	Approximately 148 low-income people will benefit from this project.		
Location Description	200 East 900 North Santaquin, UT 84655		
Planned Activities	Acquisition of 12.2-acre parcel of land.		
Matrix Code	01 Acquisition of Real Property – LMH Housing Units		
Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability X	Sustainability <input type="checkbox"/>

19	Project Name	HOME: LTO – Down Payment Assistance		
	Target Area	Utah County Consortium Areas		
	Goals Supported	Homeownership		
	Needs Addressed	Housing		
	Funding	HOME: \$357,134		
	Description	Funding will provide down payment assistance to low-and moderate-income households within the consortium boundaries.		
	Target Date	6/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Funding will benefit approximately 40 low- and moderate-income people within the consortium boundaries.		
	Location Description	445 West Center Provo, UT 84601		
	Planned Activities	Funding will provide down-payment assistance to low-and moderate-income first-time homebuyers.		
	Matrix Code	05R-Homebuyer downpayment assistance		
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability X	Sustainability <input type="checkbox"/>
20	Project Name	HOME: Building Beginnings		
	Target Area	Utah County-Spanish Fork		
	Goals Supported	Rental Housing		
	Needs Addressed	Housing		
	Funding	HOME: \$267,850		
	Description	Funding will be used for the acquisition of rental housing for extremely low-income individuals exiting correctional facilities.		
	Target Date	6/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	Funding is anticipated to benefit approximately 24 extremely low-income individuals per year with rental housing.		
	Location	42 East 300 North, Spanish Fork, UT 84660		

Description			
Planned Activities	Purchase of a property to rehabilitate for low-income rental housing.		
Matrix Code	01 Acquisition of Real Property - LMH Housing Units		
Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>

Table 9 – Project Summary

DRAFT

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

At this time, neither Provo City nor the Utah Valley HOME Consortium is establishing specific geographic areas of service.

Geographic Distribution

Target Area	Percentage of Funds
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Table 2 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

NA

DRAFT

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	124
Non-Homeless	101
Special-Needs	0
Total	205

Table 10- One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	37
Rehab of Existing Units	158
Acquisition of Existing Units	10
Total	205

Table 11 - One Year Goals for Affordable Housing by Support Type

Discussion

Housing activities will be supported through both CDBG and HOME and will provide subsidies for individuals and families ranging from 0% to 80% AMI. Activities will include homeowner housing rehabilitation, construction of new affordable single-family housing, rehabilitation of rental housing and supportive housing units, and direct financial assistance for eligible homebuyers.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

The Housing Authority of Utah County and Provo City Housing Authority are responsible for managing the public housing inventory, developing new affordable housing units, and administering the Section 8 voucher programs for Utah County and Provo City. They provide affordable housing opportunities throughout their jurisdiction by developing new and rehabilitating existing housing that is safe, decent, sanitary, and affordable a place where an individual's income level or background cannot be identified by the neighborhood or housing in which they live.

Actions planned during the next year to address the needs to public housing

The Provo City Housing Authority is currently in the process of rehabbing existing rental units. They also manage several properties and keep them well maintained.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Housing Authority of Utah County (HAUC) residents are invited to participate each year in a Resident Advisory Board where proposed policies are reviewed prior to implementation. HAUC has a resident currently serving on our Board of Commissioners. HAUC promotes self-sufficiency to all residents, to the extent they are able to achieve. Clients are referred to various agencies who provide budgeting, homeownership, and financial counseling. Clients are often notified about various homeownership opportunities available.

Provo City Housing Authority (PCHA) has a Family Self Sufficiency program for families on the Housing Choice Voucher program. The program offers case management for participants who want to work to self-sufficiency and home ownership is part of that program. PCHA is opening the program to public housing residents.

PCHA develops a five year and annual plan. Residents are invited and encouraged to provide feedback on plan goals and include initiatives the residents may have.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Neither Housing Authority is designated as troubled.

Discussion

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The Consortium, through the Mountainland Continuum of Care (CoC), works with several homeless agencies to reduce the number of persons experiencing homelessness, reduce the length of time individuals experience homelessness, increase successful transitions out of homelessness, and reduce the instances of return to homelessness.

Representatives from Provo City and Consortium cities participate in the CoC executive committee specifically, so the CoC's priorities are considered during funding allocations.

The Mountainland Continuum of Care contracts with the State of Utah to administer HMIS. All service agencies in the region and the rest of the state are under a uniform data standard for HUD reporting and local ESG funders. All ESG funded organizations participate in HMIS, which is supported by Client Track.

The Mountainland Continuum of Care conducts an annual Point-In-Time count at the end of January to count sheltered (emergency sheltered and transitional housing) and unsheltered homeless individuals. Unsheltered homeless individuals are counted by canvassing volunteers. The volunteers use the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) to interview and try to connect unsheltered homeless individuals into services.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

1. Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Provo City and Consortium cities will continue to partner with the Mountainland Continuum of Care and its partner agencies and provide CDBG funding to support the efforts to reaching out to unsheltered individuals to assess their needs.

2. Addressing the emergency shelter and transitional housing needs of homeless persons

State of Utah allocations are awarded to Community Action Services and Food Bank and the Food and Care Coalition. These agencies use the funding to support services such as: providing motel vouchers, access to safe facilities, case management, etc.

Additionally, HOME-ARP funding has been awarded to several agencies to deliver supportive services and Tenant-Based Rental Assistance specifically to populations experiencing homelessness, at risk of homelessness and people fleeing or attempting to flee domestic violence, human trafficking and stalking.

3. Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied

youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

HOME-ARP funding has been awarded to several agencies to deliver supportive services and Tenant-Based Rental Assistance specifically to populations experiencing homelessness and other eligible populations according to the eligible Qualifying Populations under the grant.

4. Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

HOME-ARP funding has been awarded to several agencies to deliver supportive services and Tenant-Based Rental Assistance specifically to populations at risk of homelessness, fleeing or attempting to flee domestic violence, human trafficking and stalking, or other populations at risk of homelessness as described in the HOME-ARP notice and referenced above.

Provo City and the Mountainland Association of Governments (MAG) are active participants in the Continuum of Care Executive Committee. Goals to reduce homelessness in the Consortium service area are addressed through the Mountainland Continuum of Care. The following Strategic Goals have been adopted by the CoC for the 2024-25 year:

- Encourage leveraging flexible funds to pay for expenses that either preserve or immediately re-direct someone at risk of homelessness to permanent housing.
- Increase support for local landlord engagement by providing training resources and targeted recommendations (e.g. a comprehensive list of funding sources that allow landlord incentive costs, training on sales techniques to increase landlord engagement, training on use of mitigation funds).
- Collect ongoing and meaningful feedback from people with lived experience of homelessness about their experiences with homeless systems of care and their assessment of how to make these systems as inclusive and equitable as possible.
- Support local and statewide efforts to identify housing needs of specific subpopulations, including but not limited to youth and survivors of domestic

violence.

- Create an equity toolkit for localities that address the following: How localities can use a racial equity framework that allows for utilization of common definitions and understanding of core concepts necessary for racial equity work.
- Provide opportunities for people who have lived experience of homelessness to provide paid peer-to-peer support as a living wage level.
- Provide at least annual training on racial equity, cultural competency, and equal access and require this training for all staff and recipients of funding.
- Create resource guide to help support cities and counties to develop innovative housing strategies (e.g. shared housing, tiny homes, single room occupancy and microunits).
- Leverage 211 to make quick connections for prevention assistance to address time sensitive cases.
- Develop operational guidelines and standard notices/intervention plans for all LHCs and agencies involved in responding to encampments, that combines and coordinates: intensive outreach and engagement; housing, shelter, safe parking or sanctioned encampment placement; clearance, and closure.

Discussion

While Provo City and Consortium cities do not have regular funding specifically to address homelessness, the recent HOME-ARP grant has been awarded to several agencies to address homelessness through housing and supportive services to help individuals obtain eventual self-sufficiency. We anticipate this funding to cover these issues for the next two years.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The most critical public policy barriers (direct and indirect) to the production and preservation of affordable housing according to any analysis of impediments to fair housing choice conducted in 2019 include the following:

1. Supply of rental units for large families
2. Limited land for development
3. Construction costs
4. Zoning
5. Hispanic and other minority groups mortgage application denial rates
6. Continued high rents and sales prices

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Zoning, building, and safety regulations can create barriers to affordable housing. To avoid barriers, Provo City has an ongoing practice of updating its zoning code. Provo City has a zoning ordinance in place which open opportunities for different housing types. Specifically, it promotes attached housing, small lots for single-family homes, apartment development and units above commercial space. Provo City recently expanded its Accessory Dwelling Unit Overlay zone to provide and promote more housing opportunities. Provo City conforms to the standards set by the International Building Code (IBC), which is utilized through the State of Utah and enforcement of IBC regulations does not create unique restraints on construction or rehabilitation projects.

Discussion

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Provo City and Consortium cities will engage in various activities intended to further local housing and community development goals.

1. Actions planned to address obstacles to meeting underserved needs

Provo City and Consortium cities will continue to collaborate and partner with a wide network of housing and human services providers, government officials, business leaders, and citizens to identify areas of need in the community. A coordinated effort will be made to continually improve service delivery systems, reduce duplicative services and to create a process that is flexible enough to meet new needs as they develop.

2. Actions planned to foster and maintain affordable housing

Provo City and Consortium cities will continue to operate single-family rehabilitation programs. In the past few years, the State of Utah has put emphasis on affordable housing options in every city. This directive will open more options in Consortium cities. First-time homebuyer and rental projects will continue this year and additionally street improvements are planned in low-to-moderate-income neighborhoods in Provo.

3. Actions planned to reduce lead-based paint hazards

Lead risk assessments will be completed for all housing units receiving assistance through the housing rehabilitation programs. When conditions are found which indicate a potential lead-based paint hazard, appropriate remedial action will be included as part of the proposed work. All lead work will be conducted in accordance with federal regulations and performed by an appropriate certified and/or licensed contractor.

4. Actions planned to reduce the number of poverty-level families

Provo City and Consortium cities have well-established service networks to provide services to impoverished people. These include:

- County Health Program to provide medical coverage for those who need it.
- Provo City and Consortium address other critical needs by supporting, coordinating, and referring families and individuals to resources such as:
 - Circles initiative, which helps individuals living in generational poverty recognize and overcome their barriers to self-reliance. This is sponsored by Community Action Services and Food Bank (CASFB).
 - Bridges Out of Poverty Training, conducted by CASFB.
 - Community gardens, community kitchen, food bank, family development

- program, homebuyer and mortgage counseling through CASFB.
- Weatherization and energy conservation programs are available from the Utah Department of Workforce Services.
- Down payment assistance through Provo City administered programs
- Partner nonprofit agencies that provide medical services to extremely low and very low-income families and individuals.

5. Actions planned to develop institutional structure

Provo City will continue to coordinate activities and foster relationships in the community among public and non-governmental entities.

In the coming year, Provo City and the Utah Valley HOME Consortium will:

- Continue to seek additional ways to share resources and costs to maintain an acceptable level of program and management capacity.
- Identify service gaps and improve efficiency and effectiveness in their delivery. Program delivery and design will be enhanced.
- Efforts will continue in strengthening existing and establishing new relationships in the community.
- Subrecipients and Community Housing Development Organizations (CHDOs) will continue to be monitored. Monitoring will be performed through risk assessment and Technical Assistance will be provided to the degree needed.

6. Actions planned to enhance coordination between public and private housing and social service agencies

Provo City and Utah Valley HOME Consortium will enhance coordination with service providers and housing providers through coordination meetings, participating in community-wide-committees, and engaging local experts to provide programs for their target populations. A major tool for this coordination is through the collaborative relationship with the Mountainland Continuum of Care.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

In this section, Provo City addresses various program specific requirements and how it complies with federal regulations specific to the grants received. This section provides a calculation of total CDBG Program Income. The guidelines established to comply with statutory requirements of the HOME program are also included.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income available for use included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed.	\$650.02
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0.00
3. The amount of surplus funds from urban renewal settlements.	\$0.00
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0.00
5. The amount of income from float-funded activities	\$0.00
Total Program Income	\$650.02

Table 1.2 CDBG Program Income

Other CDBG Requirements

1. The amount of urgent need activities

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The Utah Valley HOME Consortium utilizes only forms of investment as outlined in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The following provisions will apply to subrecipients, Contractors and Developers (including CHDOs) or other entities that will provide homebuyer assistance with HOME funds provided through the Utah Valley HOME Consortium.

- The length of the affordability period will be established by the HOME Program statute depending on the amount of funding received for the project.
- The chosen method is Recapture.
- The Utah Valley HOME Consortium will require full payment of assistance provided to the homebuyer of the assisted HOME unit is sold during the affordability period. However, if there are no net proceeds or insufficient proceeds to recapture the full amount of the HOME investment due, the amount subject to recapture will be limited to what is available from the net proceeds. Net proceeds are defined as the sales price minus the superior non-HOME loan repayments and closing costs excluding realtor commissions.
- Written agreements will reflect this requirement.
- Affordability provision will be enforced through a recorded Deed of Trust.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The description of the guidelines for homebuyer activities (Question #2 in this section) applies here as well. Please refer to the response to question AP-90 #2.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The Consortium has no plans to exercise this section of the HOME statute during this five-year period.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

The current local market in Utah County shows that the affordable homeownership limits provided by HUD (\$475,000 for a 1-unit structure) are discordant.

Regulations require that:

- A. The 95 percent of median area purchase price must be established in accordance with a market analysis that ensures a sufficient number of recent housing sales are included in the survey.
- B. Sales must cover the requisite number of months based on volume: For 500 or more sales per month, a one-month reporting period; for 250 through 499 sales per month, a 2-month reporting period; for less than 250 sales per month, at least a 3-month reporting period. The data must be in ascending order of sales price.
- C. The address of the listed properties must include the location within the Participating Jurisdiction. Lot, square, and subdivision data may be substituted for the street address.
- D. The housing sales data must reflect all, or nearly all, of the one-family house sales in the entire Participating Jurisdiction.
- E. To determine the median, take the middle sale on the list if an odd number of sales, and if an even number, take the higher of the middle numbers and consider it the median. After identifying the median sales price, the amount should be multiplied by 0.95 to determine the 95 percent of the median area purchase price.

Following the requirements above, PJ staff gathered and analyzed data of all single-family housing sales in Utah County for the months of January 2024 through March 2024. A total of 1169 single-family homes sales were identified. The average price amongst all sales is \$660,346.67. Following the instructions of paragraph E) above, the median price is: \$566,000 and therefore **the 95% of median is \$537,700.**

- 6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

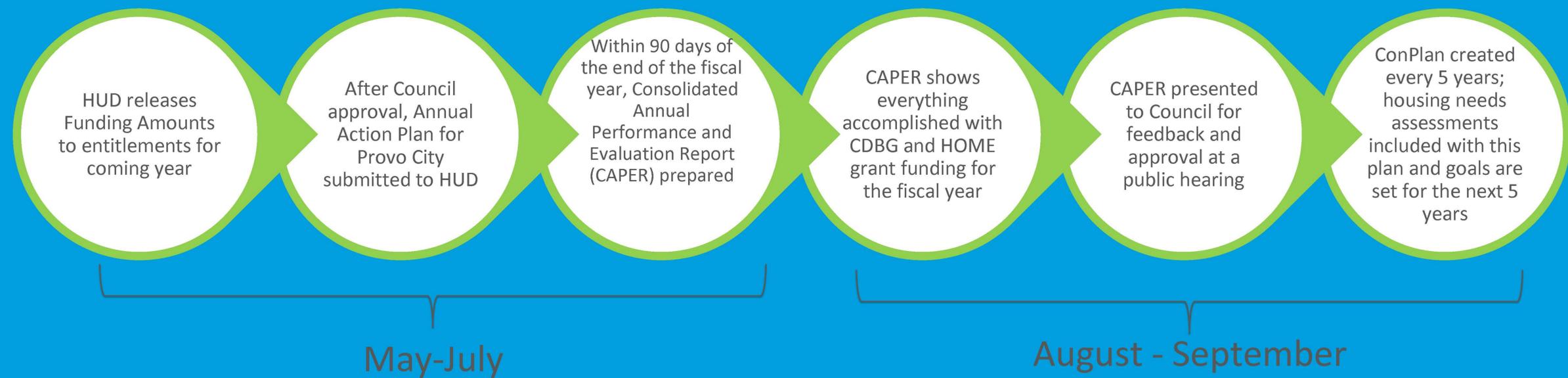
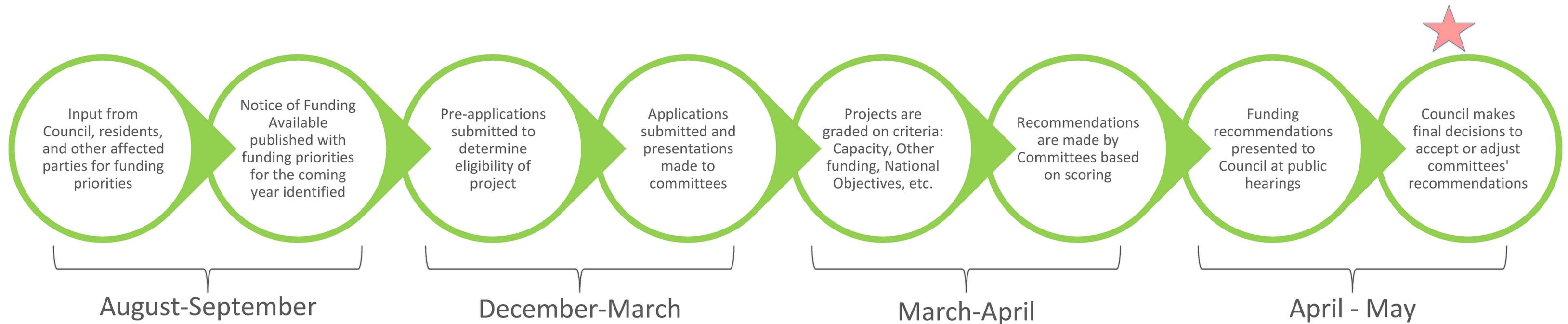
No HOME TBRA activities are planned with the funding for the Fifth year Annual Action Plan.

- 7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

Not Applicable.



WELCOME HOME



Provo City 2020 Consolidated Plan funding priorities

Housing

- Down-payment assistance programs providing access to homeownership
- development of new affordable housing
- Housing programs that help update aging housing stock
- Rental assistance programs for special needs populations

Public Services

- Organizations that provide services to special needs populations (elderly, disabled, homeless)
- Organizations that provide education including job training
- Organizations providing services to seniors
- Organizations providing healthcare services and health education
- Organizations providing housing services

Economic Development

- Support small businesses and entrepreneurs by providing mentoring and technical assistance
- Utilize Section 108 Loan guarantees
- Improve visibility of small business storefronts throughout Provo

Public Facilities

- Public Facilities improvements (Sidewalks, Curb and gutter, and water/sewer improvements)
- Public and Nonprofit neighborhood community facilities and health centers

CDBG Regional Funding Requests:

Organization	Requested Funding	Minimum Accepted	Application Score	Committee recommended funding
Food and Care Coalition Svcs	\$15,000	\$12,500	83.1	\$15,000
Rocky Mountain Univ. Found.	\$30,000	\$20,000	81.9	\$20,000
Boys and Girls Clubs	\$50,000	\$10,000	81.6	\$10,000
Tabitha's Way	\$168,347	\$65,000	81.5	\$65,000
Timpanogos Legal Services	\$45,000	\$20,000	79.3	\$20,000
Kids on the Move	\$20,000	\$10,000	78.1	\$10,000
Centro Hispano	\$30,000	\$20,000	77.6	\$20,000
Community Health Connect	\$15,000	\$10,000	76.3	\$15,000
Big Brothers Big Sisters	\$15,000	\$7,500	73.8	\$10,000
CASFB-Home Buyers Ed.	\$16,000	\$5,000	69.8	\$10,000
Upwards	\$296,000	\$56,000	69.3	\$0
Mountainlands Comm. Health	\$50,000	\$5,000	57	\$25,000
The Refuge – Services	\$40,000	\$5,000	51	\$10,000
RAH	\$48,500	\$10,000	46.9	\$47,692
Friends of the UCCJC	\$60,000	\$50,000	46.6	\$52,016
Project Read	\$25,000	\$20,000	45.6	\$25,000
CASFB-Community Garden	\$20,000	\$5,000	43.8	\$0
Family Haven	\$30,000	\$20,000	42.6	\$20,000
Senior Charity Care	\$20,000	\$10,000	40.1	\$10,000
Public Services Totals	\$993,847	\$361,000		\$374,708

CDBG Regional Capital Projects:

Organization	Requested Funding	Minimum Accepted	Application Score	Committee recommended funding
Food and Care Coalition	\$125,000	\$100,000	83.8	\$100,000
Fit to Recover	\$100,000	\$65,000	59.3	\$0
The Refuge – Capital	\$300,000	\$12,500	51.1	\$205,536
Capital Totals	\$525,000	\$177,500		\$305,536

Recommended Provo Funding

Rocky Mountain University Foundation	\$18,136
Boys and Girls Club of Utah County	\$9,068
Timpanogos Legal Services	\$18,136
Centro Hispano	\$18,136
The Refuge – Services	\$9,068
RAH	\$43,247
Project Read	\$22,670
Family Haven	\$14,944
Food and Care – Capital Improvements	\$91,000
Total	\$244,405

Entitlement Contributions

	Public Service	PS Capital	Entitlement Total
Utah County	\$142,271	\$142,271	\$284,542
Orem City	\$63,265	\$63,265	\$126,530
Provo City	\$153,405	\$91,000	\$244,405
Contribution Totals	\$358,491	\$296,536	\$655,477

Provo Only CDBG Applications

Organization	Funding Request	Lowest Amount Accepted	Application Score	Committee Funding Recommendation
Utah Regional Housing	\$150,000	\$25,000	76.8	\$28,394
Provo PW Joaquin Improvements	\$350,000	\$250,000	76.1	\$250,000
Provo Dev Svc. Emergency Repair	\$100,000	\$30,000	73.9	\$28,161
Provo Dev Svc. Commer. Facade	\$150,000	\$50,000	73.3	\$100,000
Provo PW – Wasatch Improv.	\$400,000	\$400,000	43.6	\$0
Provo PW – Foothills Improv.	\$350,000	\$300,000	43.6	\$0
Provo Parks & Rec – Memorial Pk	\$550,000	\$300,000	60.9	\$0
Provo Police Victim’s Services	\$31,500	\$30,000	78.3	\$28,665*
Total	\$2,050,000	\$1,355,000		\$406,555

* Public Service Funding comes from other available funding. This number is not included in the total here.

HOME Consortium Applications

Organization	Funding Request	Lowest Amount Accepted	Application Score	Committee Funding Recommendation
RHDC	\$1,500,000	\$750,000	83	\$715,110
RHDC CHDO				\$194,057
Loan to Own	\$400,000	\$200,000	77.2	\$357,134
Building Beginnings	\$300,000	\$300,000	74.4	\$267,850
Total	\$2,200,000	\$1,250,000		\$1,534,152

Proposed CDBG and HOME Award Amounts

2024-25 CDBG Entitlement Amount	\$ 1,213,803.00
2023 Program Income	\$ 14,190.00
Unused CDBG funding reprogrammed	\$ 36,393.00
Total Program Income And Reprogrammed funds	\$ 50,583.00
Total Funding available for FY24-25	\$ 1,264,386.00
Admin	\$ 242,760.60
108 Loan Principal and Interest	\$ 342,000.00
Available for Public Service Projects	\$ 182,070.45
Provo Police Victim's Services	\$ 28,665.00
Rocky Mountain University	\$ 18,136.03
Boys and Girls Club of Utah County	\$ 9,068.02
Timpanogos Legal Services	\$ 18,136.03
Centro Hispano	\$ 18,136.03
The Refuge-Services	\$ 9,068.02
RAH	\$ 43,247.18
Project Read	\$ 22,670.04
Family Haven	\$ 14,944.09
Available for Capital Projects	\$ 497,554.95
Food and Care Coalition	\$ 91,000.00
Utah Regional Housing	\$28,394.00
PW Joaquin Improvements	\$250,000.00
Emergency Home Repair	\$ 28,161.00
Commercial Façade Program	\$ 100,000.00
Total Admin and Projects	\$ 1,264,386.00

2024-25 HOME Entitlement Amount	\$ 1,293,715.00
2023 Program Income	\$ 308,580.00
Reprogrammed funds	\$ 61,228.92
Total PI and reprogrammed Funding	\$ 369,808.92
Admin	\$ 129,371.50
Funding Available for Projects	\$ 1,534,152.42
CHDO 15% Set Aside funding	\$ 194,057.25
RHDC	\$ 715,110.52
RHDC CHDO	\$ 194,057.25
Loan to Own	\$ 357,133.89
Building Beginnings	\$ 267,850.41
Total Projects	\$ 1,534,152.07



PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: KZARBOCK
Department: Finance
Requested Meeting Date: 06-04-2024

SUBJECT: A review of FY24 Year-End Appropriation Requests (24-006)

RECOMMENDATION: Review and approve year-end appropriations related to budget shortages and scooter revenue.

BACKGROUND: Near the end of each fiscal year, Finance reviews the budget to see if any shortages are projected. Having sufficient budget is important for governmental funds since shortages result in audit findings. In addition, some departments have experienced higher-than-expected revenues and have asked for those revenues to be appropriated for specific purposes. The attached PDF shows the funds, amounts, and reasons for year-end appropriations in FY2024.

FISCAL IMPACT:

PRESENTER'S NAME: Kelsey Zarbock

REQUESTED DURATION OF PRESENTATION: 10 min

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 24-006

FY24 Year-End Appropriation Requests

After assessing department budgets and learning of some requests that happen to fall at the end of the fiscal year, Finance recommends that the Council approve the budget appropriations in the table below for FY2024. These appropriation requests will comprise one work meeting item on June 4th and then they will be brought to the Council for approval as separate items at the June 18th Council meeting.

Appropriation Category	Fund/Division	Detail Amount	Reason	Funding Source
FY24 Budget Shortage	Airport Fund/Airport	\$ 407,267	Appropriate budget in the Public Safety Chargeback account to pay for projected Fire Department costs at the Airport.	Surplus Airport FY24 revenues
FY24 Budget Shortage	Airport Fund/Airport	\$ 263,209	Appropriate budget in the Public Safety Chargeback account to pay for projected Police Department costs at the Airport.	Surplus Airport FY24 revenues
Assign revenue to a specific purpose	Airport Fund/Airport	\$ 472,864	Appropriate budget in Airport's capital expense account to go toward a badging office.	Surplus Airport FY24 revenues
	TOTAL AIRPORT	\$ 1,143,340		
FY24 Budget Shortage	Fire	\$ 355,000	Appropriate budget for Fire Department costs at the Airport in the General Fund.	Public Safety Chargeback Revenue (from Airport)
FY24 Budget Shortage	Police	\$ 200,000	Appropriate budget for Police Department costs at the Airport in the General Fund.	Public Safety Chargeback Revenue (from Airport)
FY24 Budget Shortage	Police	\$ 40,000	Appropriate budget in Police Department to cover higher-than-anticipated cell phone costs.	General Fund balance
FY24 Budget Shortage	General Services	\$ 87,034	Appropriate budget in General Services to cover higher-than-anticipated maintenance costs for the City Hall and the new pedestrian bridge	General Fund balance
Assign revenue for a specific purpose	General Fund/Development Services	\$ 70,000	Appropriate up to \$70,000 in the General Fund, Development Services Department for wayfinding.	Scooter revenue (General Fund)
	TOTAL GENERAL FUND	\$ 752,034		
FY24 Budget Shortage	Golf	\$ 15,000	Appropriate \$15,000 in the Golf Course Fund to cover concession expenses associated with increased revenues.	Surplus Golf Course FY24 revenues
FY24 Budget Shortage	Golf	\$ 78,000	Appropriate \$78,000 in the Golf Course Fund to cover payroll expenses, including comp time buyouts.	Surplus Golf Course FY24 revenues
Equipment purchase request	Golf	\$ 29,047	Appropriate \$29,047 in the Golf Course Fund to pay for a range tractor.	Surplus Golf Course FY24 revenues
Equipment purchase request	Golf	\$ 25,000	Appropriate \$25,000 in the Golf Course Fund to pay for an irrigation pump replacement.	Surplus Golf Course FY24 revenues
	TOTAL GOLF COURSE FUND	\$ 147,047		

= Funding source is general fund balance

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: KZARBOCK
Department: Finance
Requested Meeting Date: 06-04-2024

SUBJECT: A presentation on the proposed ordinance adopting a budget for Provo City Corporation for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025 in the amount of \$292,856,761 (24-007)

RECOMMENDATION: Adopt the Fiscal Year 2024-2025 City Budget through the Budget Ordinance at a future Council Meeting

BACKGROUND: Each year, Finance reviews the budget ordinance with the Council, specifically highlighting any changes from the previous year's budget ordinance.

FISCAL IMPACT:

PRESENTER'S NAME: Kelsey Zarbock

REQUESTED DURATION OF PRESENTATION: 10 min

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 24-007

FY25 FINAL BUDGET ORDINANCE OVERVIEW



What Is In the Budget Ordinance?

- **Budget Amount**
- **Certified Tax Rates**
- **List of Routine Carryovers**
- **Authorization to Increase or Redistribute Budget in Specific Scenarios such as:**
 - New Grants
 - Reimbursable Operating Expenses
- **Recreation Facilities Capital Fund Information**
- **Disaster Recovery Fund Information**
- **Exhibits:**
 - A) Provo City Budget (link provided)
 - B) CIP Fund Summary
 - C) Updated Pay Table
 - D) Consolidated Fee Schedule

Overview of Budget Ordinance Changes

- **Carryovers** – Routine carryovers are updated to include “public safety radios.”
- **Authorization to Increase or Redistribute Budget in Specific Scenarios**– Permission granted to redistribute personnel budgets across general fund departments.
- **Recreation Facilities Capital Fund Information** – Clarifies how to determine the amount budgeted in a new fiscal year.

Carryovers

Budgets as described below will be automatically continued and re-apportioned from the prior fiscal year:

- **Equipment Maintenance and Replacement:** The City has been setting aside funds to provide funding to maintain general fund facilities and equipment over their useful lives. Any unused funds shall be continued and re-appropriated for expenditure in Fiscal Year 2025 in the following funds/accounts:
 - General Fund Facilities
 - Parks & Recreation Facilities Capital Fund
 - Vehicle replacement accounts
 - Computer bank accounts

 - **Ongoing projects:** Budgets in the following areas fund projects or costs that often span multiple fiscal years. As a result, the following budget balances shall be continued and re-apportioned for expenditure in Fiscal Year 2025:
 - Wildland reimbursement budget
 - Capital improvement funds
-
- Grants
 - My Hometown Initiative
 - Public Safety Radios

Personnel Budget

PART VI:

The Mayor is hereby authorized to:

- Redistribute personnel ~~sick buyout~~ budget authority in the General Fund and its subsidiary funds by moving budget from departments with excess to departments that go over budget.

Department	Council	Development Services
Personnel Budget	\$ 100,000	\$ 200,000
Personnel Actual	<u>105,000</u>	<u>195,000</u>
Difference	\$ (5,000)	\$ 5,000

Recreation Facilities Capital Fund

B) Each year the General Fund includes in its budget ~~an~~ the Recreation Center's budgeted net income amount in the General Services Department for its portion of the Recreation Facilities Capital Fund contribution

Questions?



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ORDINANCE 2024-

AN ORDINANCE ADOPTING A BUDGET FOR PROVO CITY CORPORATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025, IN THE AMOUNT OF \$292,856,761 (24-XXX)

WHEREAS, on May 14, 2024, the Provo City Municipal Council by resolution tentatively adopted the Mayor's proposed budget as the Tentative Budget for the fiscal year 2024-2025 (Fiscal Year 2025); and

~~WHEREAS, on June 18, 2024, the Provo Municipal Council adopted updates to the tentative budget and moved to hold a public hearing on whether to increase the certified tax rate, otherwise known as a Truth in Taxation hearing; and~~

Commented [KZ1]: Take out if not doing Truth in Taxation

WHEREAS, the Tentative Budget, together with supporting schedules and data, has been reviewed and considered by the Provo City Municipal Council and has been available for public inspection in the office of the City Recorder as required by law; and

WHEREAS, notice of a public hearing to consider the adoption of a final Budget has been properly given; and

WHEREAS, on June 4, 2024 and June 18, 2024, the Municipal Council held duly noticed public hearings to receive public comment and ascertain the facts regarding the Tentative Budget, including any proposed amendments thereto, which facts and comments are found in the hearing records; and

WHEREAS, all interested persons were heard, for or against the estimates of revenue and expenditures as set forth in the Tentative Budget and any proposed amendments thereto; and

WHEREAS, all statutory and legal requirements for the final adoption of said Budget have been completed; and

WHEREAS, after considering the Mayor's recommendations, and facts and comments presented to the Municipal Council, the Council finds (i) a final Budget for Provo City Corporation should be adopted as set forth below; and (ii) such action reasonably furthers the health, safety, and general welfare of the citizens of Provo City;

NOW, THEREFORE, be it ordained by the Municipal Council of the City of Provo, Utah as follows:

PART I:

The Provo City Budget in the amount of \$292,856,761, as summarized in the attached Exhibit A, including sub-budgets for capital improvements as set forth in Exhibit B, is hereby adopted as a final Budget for Fiscal Year 2025.

47 PART II:

48
49 The Provo Municipal Council adopts as part of the final Budget the following certified
50 tax rates to support tax revenue in the General, Library, and Debt Service Funds for Fiscal Year
51 2025:

52

53	Library Fund	.000406
54	Debt Service Fund	.000809
55	General Fund	.000576

56

57
58 PART III:

59
60 Adoption of the Provo City Budget for Fiscal Year 2025 is dependent on revision of
61 Provo City Code Section 4.04.050 Pay Range Table. The aforementioned section is hereby
62 amended, effective the first full pay period in Fiscal Year 2025 as described in the attached
63 Exhibit C, which amendments and changes are by this reference incorporated herein and made
64 part hereof.

65
66 PART IV:

67
68 Authorized fees and charges to defray the cost of City programs and services during
69 Fiscal Year 2025 shall be as shown on the amended Consolidated Fee Schedule attached hereto
70 as Exhibit D, except as may be later amended by the Municipal Council.

71
72 PART V:

73
74 All outstanding encumbrance balances as of June 30, 2024, as well as previously unspent
75 budgeted balances approved by the Mayor, shall be continued and re-appropriated for
76 expenditure in Fiscal Year 2025 and shall be presented at a regular or work meeting of the
77 Municipal Council in September 2024. The Mayor's report on previously encumbered and
78 unspent budgeted balances continued and re-appropriated shall include an itemized list of those
79 approved by department and fund, the purpose for use of the funds, and whether the approved
80 items addressed unfunded supplemental requests from departments during the preparation of the
81 FY 2025 budget.

82
83 Budgets as described below will be automatically continued and re-apportioned from the
84 prior fiscal year:

85
86 • **Equipment Maintenance and Replacement:** The City has been setting aside funds to
87 provide funding to maintain general fund facilities and equipment over their useful lives.
88 Any unused funds shall be continued and re-appropriated for expenditure in Fiscal Year
89 2025 in the following funds/accounts:

- 90
91 ○ General Fund Facilities
92 ○ Parks & Recreation Facilities Capital Fund

- 93 ○ Vehicle replacement accounts
- 94 ○ Computer bank accounts
- 95
- 96 • **Ongoing projects:** Budgets in the following areas fund projects or costs that often span
- 97 multiple fiscal years. As a result, the following budget balances shall be continued and re-
- 98 apportioned for expenditure in Fiscal Year 2025:
- 99 ○ Wildland reimbursement budget
- 100 ○ Capital improvement funds
- 101 ○ Grants
- 102 ○ My Hometown Initiative
- 103 ○ Public Safety Radios
- 104
- 105
- 106 • **Other expenses** in the following areas vary from year to year. As a result, the following
- 107 budget balances shall be continued and re-apportioned for expenditure in Fiscal Year
- 108 2024:
- 109 ○ Indigent defense
- 110 ○ Tuition reimbursements
- 111 ○ Elections - Every other year, the City has the responsibility to provide the
- 112 funding for an election. To make the budget more comparable from year to year,
- 113 half of the anticipated cost of the election is budgeted each year. Any unused
- 114 funds shall be continued and re-appropriated for expenditure in Fiscal Year 2024.
- 115

116 PART VI:

117
118 The functions within the Capital Improvement Divisions cannot be deleted or changed in
119 budget amount by more than 10% of the original cost or \$50,000, whichever is less, without
120 further official action of the Provo City Municipal Council.

121
122 PART VII:

123
124 The Mayor is hereby authorized to move budget appropriations along with needed
125 expenditure adjustments including capitalized labor from the individual enterprise operating
126 divisions to the corresponding capital improvement division in conjunction with the fixed asset
127 (capital expenditures) reconciliation for the fiscal year ending June 30, 2023.

128
129 PART VIII:

130

131 The Mayor is hereby authorized to:

132

- 133
- 134 • Increase budget authority for revenues in excess of the adopted budget in the following
 - 135 areas: reimbursable operating expenses, grants, cemetery fees, Covey Center, Covey
 - 136 Center Performance Fund, new development street signs, new development street
 - 137 overlays, scooter revenue, Airport customer facility charge for rental cars, Airport
 - 138 passenger facility charge, impact fees, aid to construction, reimbursement(s) from
 - 139 projects, revenues over budget in internal service funds, and donations;
 - 140
 - 141 • Redistribute ~~personnel sick buyout~~ budget authority in the General Fund and its
 - 142 subsidiary funds by moving budget from departments with excess to departments that go
 - 143 over budget.
 - 144
 - 145 • Increase budget authority in internal service funds for unexpected expenditures related to
 - 146 those funds; and
 - 147
 - 148 • Increase budget authority related to the Recreation Facilities Capital Fund (housed in the
 - 149 Parks & Recreation CIP fund) according to the following formulas:
 - 150
 - 151 ○ A) Revenues from the previous fiscal year will be compared with expenses in the
 - 152 Recreation Center function to determine net income.
 - 153 ■ If net income for the Recreation Center equals or exceeds \$400,000, the
 - 154 General Fund will contribute \$400,000 to the Recreation Facilities Capital
 - 155 Fund plus half of the net income amount that exceeds \$400,000; the
 - 156 remaining net income will fall to general fund balance.
 - 157 ■ If net income for the Recreation Center is less than \$400,000, the General
 - 158 Fund will contribute the entire net income to the Recreation Facilities
 - 159 Capital Fund. Additionally, if the Parks & Recreation Department has
 - 160 remaining ~~NON-PERSONNEL~~ budget available in any of the
 - 161 department's General Fund functions, the Director may carry over that
 - 162 budget to the Recreation Facilities Capital Fund, up to the total of
 - 163 \$400,000 minus the amount of net income contributed by the General
 - 164 Fund.
 - 165
 - 166 ○ B) Each year the General Fund includes in its budget ~~an the Recreation Center's~~
 - 167 budgeted net income amount in the General Services Department for its portion of
 - 168 the Recreation Facilities Capital Fund contribution described in (A) above (up to
 - 169 \$400,000, dependent on prior year carryover balances). If the amount actually
 - 170 contributed to the Parks & Recreation Facilities Capital Fund is less than
 - 171 budgeted, the remaining budget will be carried over to the next year.

172 o C) If fund balance in the Peaks Ice Arena fund or the Timpanogos Golf Club fund
173 exceeds 25% of budgeted revenues, a transfer of the excess (fund balance minus
174 25% of revenues) will be made to the Recreation Facilities Capital Fund.
175

- 176 • The Mayor is hereby authorized during Fiscal Year 2025 to enter into purchase
177 agreements for equipment or vehicles with a scheduled production or manufacturing
178 cycle that goes beyond the fiscal year.

179
180 PART IX:

181 The Mayor is hereby authorized to transfer excess fund balance(s) back to the General
182 Fund in the following funds: Justice Court, Trust and Agency, Covey Center for the Arts,
183 Airport, and Emergency Response.
184

185
186 PART X:

187 The Mayor is hereby authorized to carry over 50% of budget savings from each General
188 Fund department and division, after other applicable outstanding encumbrances and capital
189 function balances as of June 30, 2024 have been completed, up to a maximum of \$400,000, in
190 order to establish funding for an employee recognition program and innovation fund. Use of the
191 innovation funds will be included in the quarterly reports delivered to the Municipal Council.
192 These funds will be put in the General Services Division.
193

194
195 PART XI:

196 The Municipal Council previously directed the creation and maintenance of a special
197 fund known as the Local Government Disaster Fund pursuant to Utah Code Annotated 53-2a-
198 605.
199

200 After the completion of the fiscal year, after revenues have been compared with expenses
201 (and adjustments authorized by the annual budget ordinance) in the General Fund to determine
202 net revenue surplus, the Mayor is hereby authorized to allocate and deposit 10% (or the
203 maximum amount allowed to be transferred under state law, whichever is less) of the General
204 Fund Net Change in fund balance, as long as it is a surplus, into the Local Government Disaster
205 Fund.
206

207 Of the remaining General Fund budget savings that are not carried over as described in
208 Part VIII above, 20% (or the maximum amount allowed to be transferred under state law,
209 whichever is less) shall be placed in the Local Government Disaster Fund.
210

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213 PART XII:

214 The Municipal Council hereby directs that an Adopted Annual Budget document be
215 prepared corresponding to the actions taken herein and that said document be certified, filed, and
216 made available for public inspection as required by law.
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PART XIII:

- A. If a provision of this ordinance conflicts with a provision of a previously adopted ordinance, this ordinance shall prevail.
- B. This ordinance and its various sections, clauses and paragraphs are hereby declared to be severable. If any part, sentence, clause or phrase is adjudged to be unconstitutional or invalid, the remainder of the ordinance shall not be affected thereby.
- C. The Municipal Council hereby directs that this ordinance be uncodified.
- D. This ordinance shall take effect immediately after it has been posted or published in accordance with Utah Code 10-3-711, presented to the Mayor in accordance with Utah Code 10-3b-204, and recorded in accordance with Utah Code 10-3-713.

END OF ORDINANCE.

Exhibit A

Click on this [link](#), or the image below to view the full Provo City Adopted Budget for fiscal year 2024-2025.



Exhibit B

Capital Improvement Program Consolidated Budget

CIP Funds	Prior Fiscal Years 2020-2023	Adjusted Budget FY 2024	Adopted Budget FY 2025	Proposed 2026-2029
General CIP				
General Capital Projects	\$ 9,324,957	\$ 1,200,010	\$ 94,725	\$ -
City Building Projects	41,687,422	-	-	-
Legacy CIP	2,616,677	8,327,682	5,920,606	-
B&C Roads	10,329,463	3,313,642	2,840,000	11,360,000
Economic Development	48,835	-	-	-
Engineering	32,479,027	13,447,508	1,598,065	9,137,794
Parks & Rec	13,798,790	33,833,584	12,253,750	11,295,984
Water	27,499,943	72,306,663	3,900,000	46,445,000
Wastewater	114,423,121	48,923,256	13,900,000	71,914,000
Energy				
Distribution Systems	11,862,200	4,847,406	3,919,821	14,462,825
Transmission Systems	791,904	431,000	1,039,400	1,914,000
Substations	6,505,650	1,809,661	1,011,300	22,124,992
City Projects	2,217,320	530,000	800,000	2,020,000
SCADA/AMI	54,387	200,000	300,000	920,000
Administration	1,740,736	780,182	999,481	2,148,177
Vehicle Replacement	1,227,811	910,000	950,000	3,000,000
Airport				
General	61,702,495	73,947,924	-	-
Public Ramp	-	1,288,922	-	-
Utility Infrastructure	135,980	1,161,688	-	-
Sanitation	234,840	820,615	180,000	720,000
Storm Drain	7,085,146	7,285,948	3,350,000	13,400,000
Utility Transportation	9,754,956	2,288,475	2,300,000	9,200,000
Golf Course	6,349,785	-	-	-
Total	\$ 361,871,443	\$ 277,654,165	\$ 55,357,148	\$ 220,062,772

Exhibit C

Pay Table Range

PAY RANGE TABLE (BIWEEKLY) – EFFECTIVE FIRST FULL PAY PERIOD OF FISCAL YEAR

(Placeholder)

CIP Funds	Prior Fiscal Years 2020-2023	Adjusted Budget FY 2024	Adopted Budget FY 2025	Proposed 2026-2029
General CIP				
General Capital Projects	\$ 9,324,957	\$ 1,200,010	\$ 94,725	\$ -
City Building Projects	41,687,422	-	-	-
Legacy CIP	2,616,677	8,327,682	5,920,606	-
B&C Roads	10,329,463	3,313,642	2,840,000	11,360,000
Economic Development	48,835	-	-	-
Engineering	32,479,027	13,447,508	1,598,065	9,137,794
Parks & Rec	13,798,790	33,833,584	12,253,750	11,295,984
Water	27,499,943	72,306,663	3,900,000	46,445,000
Wastewater	114,423,121	48,923,256	13,900,000	71,914,000
Energy				
Distribution Systems	11,862,200	4,847,406	3,919,821	14,462,825
Transmission Systems	791,904	431,000	1,039,400	1,914,000
Substations	6,505,650	1,809,661	1,011,300	22,124,992
City Projects	2,217,320	530,000	800,000	2,020,000
SCADA/AMI	54,387	200,000	300,000	920,000
Administration	1,740,736	780,182	999,481	2,148,177
Vehicle Replacement	1,227,811	910,000	950,000	3,000,000
Airport				
General	61,702,495	73,947,924	-	-
Public Ramp	-	1,288,922	-	-
Utility Infrastructure	135,980	1,161,688	-	-
Sanitation	234,840	820,615	180,000	720,000
Storm Drain	7,085,146	7,285,948	3,350,000	13,400,000
Utility Transportation	9,754,956	2,288,475	2,300,000	9,200,000
Golf Course	6,349,785	-	-	-
Total	\$ 361,871,443	\$ 277,654,165	\$ 55,357,148	\$ 220,062,772

Exhibit D

Consolidated Fee Schedule

(Placeholder)

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: DANIELS
Department: HR
Requested Meeting Date: 06-04-2024

SUBJECT: A discussion on picking up required URS member contributions on behalf of Tier II public safety officers and firefighters (24-054)

RECOMMENDATION: Request a motion for Provo City to "pick up" (that is, pay) the full 4.73% required member contribution, which will be designated as employee contributions, on behalf of employees serving as a Public Safety Officer or as a Firefighter that are members of the Public Safety and Firefighter Tier II Contributory Retirement System.

BACKGROUND: In June 2020, Provo City opted to pick up (that is, pay) the full 2.59% of required URS member contributions on behalf of Tier II public safety officers and firefighters. This action was taken to allow Provo City to remain competitive with other agencies for public safety personnel. Effective July 1, 2024, the required member contribution is increasing to 4.73%, necessitating a formal action by Provo City if it wants to pick up the increased amount. Mayor Kaufusi has signed the form for Provo City to pick up the additional amount on behalf of public safety officers and firefighters, and has accounted for the increase in the proposed 2025 budget. Per URS, this action must be approved by the agency's governing body and submitted to URS by June 15, 2024.

FISCAL IMPACT: \$125,373

PRESENTER'S NAME: Daniel Softley

REQUESTED DURATION OF PRESENTATION: 5 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 24-054



Utah Retirement Systems
 PO Box 1590
 Salt Lake City, UT 84110-1590
 801-366-7318 | 800-753-7318
 www.urs.org

Employer Election To Pick-Up Member Contributions Tier 2 Public Safety and Firefighter Contributory System

Instructions:

1. This form is designed to notify URS of an Employer's formal election to pick-up Member retirement contributions for Tier 2 Public Safety and Firefighter Employees.
2. This form and accompanying documentation must be returned to URS for processing.
3. A pick-up election is subject to federal law, resulting in tax and legal consequences, including limitations about the ability to modify or revoke the election. For information regarding employer pick-up contributions, please refer to federal law and guidance, including Internal Revenue Code Section 414 and IRS Revenue Ruling 2006-43. If you would like to update the *Employer Election to Pick-Up Member Contributions* form on file for your Tier 2 Public Safety and Firefighter employees, please input the total amount you are electing to pick-up. By submitting this information, it will amend your previous election, and it cannot be less than the previous pick-up amount.
4. An Employer should consult its legal, financial, and tax advisors if it has any questions concerning the consequences of Member contribution pick-ups and submitting this form.

SECTION A » EMPLOYER INFORMATION

Employer Name <i>PROVO CITY</i>	Employer Number <i>454</i>	Date <i>5/14/2024</i>
Desired Effective Date: <u><i>7/1/2024</i></u> (The effective date must be after the date that the pick-up election was formally adopted as provided in the attached documentation.)		

SECTION B » PICK-UP AMOUNT(S)

The above-named Employer certifies that it has taken formal action to provide that the contributions on behalf of its covered employees in the following URS System, although designated as employee contributions, will be paid by the employer in lieu of employee contributions. (Check the box and fill in the portion of employee contributions picked-up for each class of employees below.)

Please also attach written documentation to this form that provides evidence that the Employer formally elected to prospectively pick-up specified employee contributions. (For example, ordinance, resolution, governing body meeting minutes, etc.)

Note: If you are picking-up contributions for public safety, and firefighter employees, check all the boxes

- Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a **Public Safety Officer**:
 - 4.73* % of salary. (*e.g., 4.73% of salary)
- Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a **Firefighter**:
 - 4.73* % of salary. (*e.g., 4.73% of salary)

*These amounts are the required Member Contribution Rates effective July 1, 2024. Employers are not required to pay the full Member Contribution rate and may pick up a percentage of salary. The percentages included by the Employer may not exceed the required Member Contribution rate and cannot be less than the amount previously picked-up by the Employer.

SECTION C » CERTIFICATION AND SIGNATURE

I acknowledge, certify and understand the following:

- » I represent and have the authority to sign and submit this form on behalf of the Employer;
- » The Employer has taken all appropriate and necessary actions to make a formal Employer pick-up regarding employee contributions on behalf of its employees;
- » The election to pay for the Employee contributions shall constitute an Employer pick-up of designated contributions pursuant to Internal Revenue Code Section 414(h);
- » From and after the date of the pick-up election, an Employee may not: 1) have a cash or deferred election right with respect to designated Employee contributions; 2) be permitted to opt out of the pick-up; or 3) have the option of choosing to receive or receiving the contributed amounts directly instead of having them paid by the Employer to the specified system/plan;
- » In order for contributions to be considered paid by the employer, and therefore not subject to Social Security and Medicare tax (FICA), the Employer contributions: 1) Must be mandatory for all Employees covered by the retirement system; and 2) Must be a salary supplement and not a salary reduction—In other words, the Employer must not reduce employee salary to offset the amount designated as employee contributions;
- » Future modifications to this Employer election may be disallowed or limited;
- » The election authorized to be taken by the foregoing is not contrary to any governing provisions of the Employer;
- » I understand that URS is not providing the Employer legal, financial, or tax advice relating to making a "pick-up" election or submitting this form;
- » The information provided on this form and attached documentation is correct and can be relied upon by URS; and
- » I agree that the Employer will indemnify URS from and against any claims or other liability including attorney fees based upon the Employer's failure to comply with pick-up election requirements.

Printed Name of Employer Representative (Binding Official) <i>Michelle Kaufusi</i>	Signature of Binding Official <i>[Handwritten Signature]</i>	Title <i>Mayor</i>
---	---	-----------------------



Utah Retirement Systems
 PO Box 1590
 Salt Lake City, UT 84110-1590
 801-366-7318 | 800-753-7318
 www.urs.org

Employer Election To Pick-Up Member Contributions

Tier 2 Public Safety and Firefighter

Instructions:

1. This form is designed to notify Utah Retirement Systems (URS) of an Employer's formal election to "pick-up" retirement contributions.
2. This form and accompanying documentation must be returned to URS for processing.
3. A pick-up election is subject to federal law, resulting in tax and legal consequences, including limitations about the ability to modify or revoke the election. For information regarding employer pick-up contributions, please refer to federal law and guidance, including Internal Revenue Code Section 414 and IRS Revenue Ruling 2006-43.
4. An Employer should consult its legal, financial, and tax advisors if it has any questions concerning the consequences of Member contribution "pick-ups" and submitting this form.

SECTION A » EMPLOYER INFORMATION

Employer Name <i>PROVO CITY</i>	Employer Number <i>454</i>	Date <i>6/15/2020</i>
Desired Effective Date: <i>7/1/2020</i> (The effective date must be after the date that the pick-up election was formally adopted as provided in the attached documentation.)		

SECTION B » PICK-UP AMOUNT(S)

The above-named Employer certifies that it has taken formal action to provide that the contributions on behalf of its covered employees in the following URS System, although designated as employee contributions, will be paid by the employer in lieu of employee contributions. (Please check the box and fill in the portion of employee contributions picked-up for each class of employees below. For example, mark "ALL" for a pick-up of all employee contributions for that system or a percentage of salary for a pick-up of a portion of employee contributions.)

Please also attach written documentation to this form that provides evidence that the Employer formally elected to prospectively pick-up specified employee contributions. (For example, ordinance, resolution, governing body meeting minutes, etc.)

Note: If you are picking-up contributions for both public safety and firefighter employees, check both boxes

Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a **Public Safety Officer**:

- ALL _____; OR
- _____% of salary.

Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a **Firefighter**:

- ALL _____; OR
- _____% of salary.

SECTION C » CERTIFICATION AND SIGNATURE

I acknowledge and certify the following:

- I represent and have the authority to sign and submit this form on behalf of the participating employer;
- That Employer has taken all appropriate and necessary actions to make a formal Employer pick-up regarding employee contributions on behalf of its employees;
- The election to pay for the Employee contributions shall constitute an Employer pick-up of designated contributions pursuant to Internal Revenue Code Section 414;
- From and after the date of the pick-up election, an Employee may not: 1) have a cash or deferred election right with respect to designated Employee contributions; 2) be permitted to opt out of the pick-up; or 3) have the option of choosing to receive or receiving the contributed amounts directly instead of having them paid by the Employer to the specified system/plan;
- In order for contributions to be considered paid by the employer, and therefore not subject to Social Security and Medicare tax (FICA), the Employer contributions: 1) Must be mandatory for all Employees covered by the retirement system; and 2) Must be a salary supplement and not a salary reduction—In other words, the Employer must not reduce employee salary to offset the amount designated as employee contributions;
- Future modifications to this Employer election may be disallowed or limited;
- The election authorized to be taken by the foregoing is not contrary to any governing provisions of the Employer;
- I understand that URS is not providing the Employer legal, financial, or tax advice relating to making a "pick-up" election or submitting this form; and
- The information provided on this form and attached documentation is correct and can be relied upon by URS.

Printed Name of Employer Representative (Binding Official) <i>Michelle Kaufusi</i>	Signature of Binding Official <i>[Signature]</i>	Title <i>Mayor</i>
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PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JUHARRISON
Department: Council
Requested Meeting Date:

SUBJECT: A presentation of the FY25 tentative budget and council priorities (24-007)

RECOMMENDATION: Presentation and discussion.

BACKGROUND: This presentation will review the FY2025 Tentative Budget and the Municipal Council priorities that have been included. The purpose is to discuss the Municipal Council priorities that have been funded and unfunded and evaluate the need for any changes to the Final Budget.

FISCAL IMPACT:

PRESENTER'S NAME: Justin Harrison, Council Executive Director

REQUESTED DURATION OF PRESENTATION: 15 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 24-007

FY25 Council Priorities Tentative Budget Review

	Council Priority	Status	Notes
1	Increase Owner Occupancy - Zoning Update	One Time Appropriation	Funded through Council appropriation from the Legacy CIP Fund (\$200,000)
2	Active Transportation and Street Safety - Prioritize supplemental grant money for matching funds: any additional money not used for grants towards sidewalks around schools	Ongoing - Partial Funding	<p>FY25-FY29 - Sidewalk Replacement - \$500,000 per fiscal year (B&C Roads CIP - Pg. 56) *Priority Level 1/B (Funded)</p> <p>FY25 - School Related Sidewalk & Pedestrian Improvements - \$755,000 (B&C Roads CIP - Pg. 67) *Priority Level 2/B (Funded)</p> <p>FY25 - Canyon Rd. to 4380 N. Foothill Dr. - \$250,000 (B&C Roads CIP - Pg. 164) *Priority Level 2/B (Unfunded)</p> <p>FY25 - Canyon Rd. to 3450 N. Foothill Dr. - \$250,000 (B&C Roads CIP - Pg. 165) *Priority Level 2/B (Unfunded)</p> <p>FY25 - 600 S. Sidewalk - 1100 W. to 1600 W. - \$1,000,000 (B&C Roads CIP - Pg. 166) *Priority Level 2/B (Unfunded)</p> <p>FY25 - New Sidewalk, Curb, and Gutter - \$500,000 per fiscal year (B&C Roads CIP - Pg. 168) *Priority Level 2/B (Unfunded)</p> <p>FY25 -Shoreline Middle School Temporary Asphalt Path - \$150,000 per fiscal year (B&C Roads CIP - Pg. 169) *Priority Level 2/B (Unfunded)</p> <p>FY25-FY29 - School Related Sidewalk - \$500,000 per fiscal year (B&C Roads CIP - Pg. 170) *Priority Level 2/B (Partially Funded)</p>
3	Slate Canyon and Joaquin Parking - Fund additional needed for patking enforcement	Ongoing - Funded	Signage and FY24 FTE funded through Council appropriation from General Fund balance \$28,400. Ongoing FTE funded in FY25 Tentative Budget \$92,713
4	Employee Talent Retention - Fund employee merit increases, COLA, and market study increases	Ongoing - Funded	<p>FY25 General Fund</p> <p>4% COLA: \$1,751,615</p> <p>2.5% Merit Increase: \$1,322,233</p> <p>Market Study Adjustments: \$93,616</p>
5	Efficient delivery of current and valued Provo City services, projects, and programs	Ongoing - Funded	FY25 - Two additional police officers: \$269,996 (cost includes personnel, overtime, and vehicle)

*Priority Levels: 1 - Critical Health and Safety 2 - Necessary Infrastructure 3 - Aspirational Projects 2c - Projects with conditional funding 2d - Projects depending on outside funding

Operating Impact: A - Potential decrease B - Little to no impact C - Potential increase D - Current Budget increase needed

<https://www.provo.org/home/showpublisheddocument/24037/638458482606230000>

Capital Improvement Summary

B&C Roads

Funded Projects	Funding Sources	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Grants		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers		2,840,000	2,840,000	2,840,000	2,840,000	2,840,000	14,200,000
City Labor		-	-	-	-	-	-
Impact Fees		-	-	-	-	-	-
Bonds		-	-	-	-	-	-
Prior Year Carryover		-	-	-	-	-	-
CIP Fund Balance		-	-	-	-	-	-
New Year Budget		-	-	-	-	-	-
Total Funding Sources		\$ 2,840,000	\$ 14,200,000				

Project Costs

Job Group	Project Title	Priority Level	Project is New or has Significantly Changed	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Operating Impact
ENBS	Miscellaneous Projects	2. Necessary Infrastructure	No	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	B. Little to no impact
ENBS	Intersection Modifications	1. Critical Health and Safety	No	150,000	150,000	150,000	150,000	150,000	B. Little to no impact
ENBS	Bridge Repair	1. Critical Health and Safety	No	100,000	100,000	100,000	100,000	100,000	A. Potential decrease
ENBS	Sidewalk Replacement	1. Critical Health and Safety	No	500,000	500,000	500,000	500,000	500,000	B. Little to no impact
ENBS	Wetland Monitoring - PWC	2. Necessary Infrastructure	No	25,000	25,000	25,000	25,000	25,000	B. Little to no impact
ENBS	2025 Street Overlay	2. Necessary Infrastructure	No	500,000	-	-	-	-	A. Potential decrease
ENBS	2026 Street Overlay	2. Necessary Infrastructure	No	-	1,115,000	-	-	-	A. Potential decrease
ENBS	2027 Street Overlay	2. Necessary Infrastructure	No	-	-	1,965,000	-	-	A. Potential decrease
ENBS	2028 Street Overlay	2. Necessary Infrastructure	No	-	-	-	1,965,000	-	A. Potential decrease
ENBS	2029 Street Overlay	2. Necessary Infrastructure	Yes	-	-	-	-	1,965,000	A. Potential decrease
ENBS	1500 West - 1920 North Cul-De-Sac	1. Critical Health and Safety	No	150,000	-	-	-	-	B. Little to no impact
ENBS	300 N 900 E Signal	1. Critical Health and Safety	No	-	350,000	-	-	-	B. Little to no impact
ENBS	820 N Bridge MAG Match	1. Critical Health and Safety	Yes	500,000	500,000	-	-	-	B. Little to no impact
ENBS	GIS Projects	1. Critical Health and Safety	Yes	60,000	-	-	-	-	B. Little to no impact
ENBS	School Related Sidewalk & Pedestrian Improvements	2. Necessary Infrastructure	Yes	755,000	-	-	-	-	B. Little to no impact
Total Project Costs				\$ 2,840,000	\$ 14,200,000				

Priority Levels: 1 - Critical Health and Safety 2 - Necessary Infrastructure 3 - Aspirational Projects
 2c - Projects with conditional funding 2d - Projects depending on outside funding

Operating Impact: A - Potential decrease B - Little to no impact C - Potential increase D - Current Budget increase needed

PROVO CITY CAPITAL IMPROVEMENT PLAN FY 2024/2025
Sidewalk Replacement
Job ID - 3032

New project or significantly changed from previous years **No**

Department/Division: Public Works - Engineering Project Contact: David Michelsen Description and Justification: This project evaluates condition of sidewalks for trip hazards, handicap accessibility and deterioration. It provides for repair based on evaluation. These repairs are continually needed to maintain safety and compliance with ADA federal requirements.	Job Group: ENBS Neighborhood: Citywide Location Map or Description: <div style="text-align: center; margin-top: 10px;">  </div>
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PROJECT SCHEDULE, BUDGET, AND FIVE-YEAR CIP PLAN

	Cost-To-Date	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Proposed Funding Sources:							
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	500,000	500,000	500,000	500,000	500,000	2,500,000
City Labor	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Prior Year Carryover	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
New Year Budget	-	-	-	-	-	-	-
TOTAL FUNDING	\$ -	\$ 500,000	\$ 2,500,000				
Cost Elements:							
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-
Equipment/Furniture	-	-	-	-	-	-	-
Construction	-	500,000	500,000	500,000	500,000	500,000	2,500,000
Labor	-	-	-	-	-	-	-
TOTAL COSTS	\$ -	\$ 500,000	\$ 2,500,000				

Percent for the Arts \$ -

Status:	Funded	Priority:	1. Critical Health and Safety
Annual Operating Budget Impact:		How project relates to adopted master plans, strategic plans, and/or policies: Goal 9.7 Objective 9.7.1 Ensure that all modes of transportation to, from and within Provo are safe and efficient and be proactive in planning and building street network to ensure the free flow of traffic. Goal 11.4 Ensure a safe travel environment for all modes of transportation and carry out strategies and programs that will maintain this environment. Goal 12.2 Objective 12.2.1 Prioritize and preserve the existing multi-modal transportation system.	
Code:	B. Little to no impact		
Operating Impact Explanation: Replacing aging infrastructure reduces maintenance costs.			

**PROVO CITY CAPITAL IMPROVEMENT PLAN FY 2024/2025
School Related Sidewalk & Pedestrian Improvements
Job ID - NEW**

New project or significantly changed from previous years

Yes

Department/Division: Public Works - Engineering	Job Group: ENBS
Project Contact: David Michelsen	Neighborhood: Citywide
Description and Justification: Construction of sidewalks and pedestrian improvements adjacent to roads near schools needed.	Location Map or Description: 

PROJECT SCHEDULE, BUDGET, AND FIVE-YEAR CIP PLAN

	Cost-To-Date	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Proposed Funding Sources:							
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	755,000	-	-	-	-	755,000
City Labor	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Prior Year Carryover	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
New Year Budget	-	-	-	-	-	-	-
TOTAL FUNDING	\$ -	\$ 755,000	\$ -	\$ -	\$ -	\$ -	\$ 755,000
Cost Elements:							
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-
Equipment/Furniture	-	-	-	-	-	-	-
Construction	-	755,000	-	-	-	-	755,000
Labor	-	-	-	-	-	-	-
TOTAL COSTS	\$ -	\$ 755,000	\$ -	\$ -	\$ -	\$ -	\$ 755,000

Percent for the Arts \$ 7,550.00

Status: Funded	Priority: 2. Necessary Infrastructure
Annual Operating Budget Impact: B. Little to no impact	Code: B. Little to no impact
Operating Impact Explanation: This will result in such a small addition to the sidewalk system the operating cost impact is negligible.	How project relates to adopted master plans, strategic plans, and/or policies: Goal 1.4.1.1 Encourage a pedestrian friendly environment throughout Provo. Goal 2.4.27 Improve pedestrian safety by evaluating pedestrian crossings, sidewalks, trails, and overpasses. Goal 2.4.3.5 Create walkable areas through the City.

Capital Improvement Summary B&C Roads

Unfunded or Partially Funded Projects

Funding Sources

	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-
City Labor	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-
Bonds	-	-	-	-	-	-
Prior Year Carryover	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-
New Year Budget	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ -				

Project Costs

Job Group	Project Title	Priority Level	Project is New or has Significantly Changed	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Operating Impact
ENBS	5600 N/University Ave Traffic Light	2. Necessary Infrastructure	No	-	-	\$ 6,000,000	-	-	B. Little to no impact
ENBS	Center Street Improvements Option 2 (\$1M/block face)	2. Necessary Infrastructure	No	2,500,000	2,500,000	-	-	-	B. Little to no impact
ENBS	Slate Canyon Street Improvement	2. Necessary Infrastructure	No	500,000	-	-	-	-	B. Little to no impact
ENBS	Draper Lane - 500 South to 600 South	2. Necessary Infrastructure	No	-	-	2,500,000	-	-	C. Potential increase
ENBS	Canyon Rd Sidewalk - 4380 N to Foothill Dr	2. Necessary Infrastructure	No	250,000	-	-	-	-	B. Little to no impact
ENBS	Canyon Rd Sidewalk - 3450 N to 3540 N	2. Necessary Infrastructure	No	250,000	-	-	-	-	B. Little to no impact
ENBS	600 S Sidewalk - 1100 W to 1600 W	2. Necessary Infrastructure	No	1,000,000	-	-	-	-	B. Little to no impact
ENBS	500 North - 700 East to 900 East	2. Necessary Infrastructure	Yes	-	3,600,000	-	-	-	C. Potential increase
ENBS	New Sidewalk, Curb, and Gutter	2. Necessary Infrastructure	No	500,000	500,000	500,000	500,000	500,000	B. Little to no impact
ENBS	Shoreline Middle School Temporary Asphalt Path	2. Necessary Infrastructure	No	150,000	-	-	-	-	B. Little to no impact
ENBS	School Related Sidewalk Funding	2. Necessary Infrastructure	Yes	500,000	500,000	500,000	500,000	500,000	B. Little to no impact
ENBS	Pedestrian Pathway Behind Walmart	2. Necessary Infrastructure	Yes	-	350,000	-	-	-	B. Little to no impact
ENBS	Transportation Master Plan Update	2. Necessary Infrastructure	Yes	250,000	-	-	-	-	B. Little to no impact
ENBS	1450 East (Seven Peaks Blvd)	2. Necessary Infrastructure	Yes	-	-	-	-	-	B. Little to no impact
Total Project Costs				\$ 5,900,000	\$ 7,450,000	\$ 9,500,000	\$ 1,000,000	\$ 1,000,000	\$ 24,850,000

Priority Levels: 1 - Critical Health and Safety 2 - Necessary Infrastructure 3 - Aspirational Projects

2c - Projects with conditional funding 2d - Projects depending on outside funding

Operating Impact: A - Potential decrease B - Little to no impact C - Potential increase D - Current Budget increase needed

PROVO CITY CAPITAL IMPROVEMENT PLAN FY 2023/2024
Canyon Rd Sidewalk - 4380 N to Foothill Dr
Job ID - NEW

New project or significantly changed from previous years

No

Department/Division: Public Works - Engineering	Job Group:	ENBS
Project Contact: Gordon Haight	Neighborhood: North Timview	
Description and Justification: This project is to install curb, gutter, sidewalk, and pavement on west side on Canyon Road from 4380 N to Foothill Dr. The project would allow Canyon Crest ES school children on the west side of Canyon Road sidewalk access north to the traffic signal at Foothill, instead of crossing Canyon Road at 4380 N. The project will require right-of-way from homes located in the County.	Location Map or Description:	
		

PROJECT SCHEDULE, BUDGET, AND FIVE-YEAR CIP PLAN

	Cost-To-Date	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Proposed Funding Sources:							
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-	-
City Labor	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Prior Year Carryover	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
New Year Budget	-	-	-	-	-	-	-
TOTAL FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Elements:							
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-
Equipment/Furniture	-	-	-	-	-	-	-
Construction	-	250,000	-	-	-	-	250,000
Labor	-	-	-	-	-	-	-
TOTAL COSTS	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Percent for the Arts \$ -

Status: <input type="checkbox"/> Funded	Priority: <input checked="" type="checkbox"/> 2. Necessary Infrastructure
Annual Operating Budget Impact: <input type="checkbox"/> A. Little to no impact	How project relates to adopted master plans, strategic plans, and/or policies: Goal 1.4.1.1 Encourage a pedestrian friendly environment throughout Provo. Goal 2.4.2.7 Improve pedestrian safety by evaluating pedestrian crossings, sidewalks, trails, and overpasses. Goal 2.4.3.5 Create walkable areas through the City.
Code: <input type="checkbox"/> B. Little to no impact	
Operating Impact Explanation: This will result in such a small addition to the sidewalk system the operating cost is negligible.	

PROVO CITY CAPITAL IMPROVEMENT PLAN FY 2023/2024
Canyon Rd Sidewalk - 3450 N to 3540 N
Job ID - NEW

New project or significantly changed from previous years

No

Department/Division: Public Works - Engineering	Job Group:	ENBS
Project Contact: Gordon Haight	Neighborhood: Edgemont	
Description and Justification: This project is to install curb, gutter, sidewalk, and pavement on west side on Canyon Road from 3450 N to 3540 N. The project would allow Edgemont ES school children on the west side of Canyon Road sidewalk access north to the traffic signal at 3700 N, instead of crossing Canyon Road at 3450 N. The project will require right-of-way from adjacent homes.	Location Map or Description: 	

PROJECT SCHEDULE, BUDGET, AND FIVE-YEAR CIP PLAN

	Cost-To-Date	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Proposed Funding Sources:							
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-	-
City Labor	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Prior Year Carryover	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
New Year Budget	-	-	-	-	-	-	-
TOTAL FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Elements:							
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-
Equipment/Furniture	-	-	-	-	-	-	-
Construction	-	250,000	-	-	-	-	250,000
Labor	-	-	-	-	-	-	-
TOTAL COSTS	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Percent for the Arts		\$ -
Status: <u>Unfunded</u>	Priority: <u>2. Necessary Infrastructure</u>	
Annual Operating Budget Impact: <u>B. Little to no impact</u>	How project relates to adopted master plans, strategic plans, and/or policies: Goal 1.4.1.1 Encourage a pedestrian friendly environment throughout Provo. Goal 2.4.2.7 Improve pedestrian safety by evaluating pedestrian crossings, sidewalks, trails, and overpasses. Goal 2.4.3.5 Create walkable areas through the City.	
Code: <u>B. Little to no impact</u>		
Operating Impact Explanation: This will result in such a small addition to the sidewalk system the operating cost is negligible.		

PROVO CITY CAPITAL IMPROVEMENT PLAN FY 2023/2024
600 S Sidewalk - 1100 W to 1600 W
Job ID - NEW

New project or significantly changed from previous years

No

Department/Division: Public Works - Engineering	Job Group:	ENBS
Project Contact: Gordon Haight	Neighborhood: Sunset	
Description and Justification: This project is to install curb, gutter, sidewalk, and pavement on south side of 600 S from 1100 W to 1600 W. The project would benefit a safe route for school children at Sunset ViewES in two ways: (1) it provides a sidewalk to the school crossing for those living in the new Kelshaw development, and (2) it would allow the existing crossing of 600 S at 1100 W- which in not stop controlled - to be switch to crossing 1100 W - which is stop controlled. Engineering has secured a \$200,000 UDOT Safe Routes grant for FY 2025, which would reimburse sidewalk costs.	Location Map or Description:	
		

PROJECT SCHEDULE, BUDGET, AND FIVE-YEAR CIP PLAN

	Cost-To-Date	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Proposed Funding Sources:							
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-	-
City Labor	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Prior Year Carryover	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
New Year Budget	-	-	-	-	-	-	-
TOTAL FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Elements:							
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-
Equipment/Furniture	-	-	-	-	-	-	-
Construction	-	1,000,000	-	-	-	-	1,000,000
Labor	-	-	-	-	-	-	-
TOTAL COSTS	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

Percent for the Arts \$ -

Status: <input checked="" type="checkbox"/> Unfunded	Priority: <input checked="" type="checkbox"/> 2. Necessary Infrastructure
Annual Operating Budget Impact: <input checked="" type="checkbox"/> B. Little to no impact	How project relates to adopted master plans, strategic plans, and/or policies: Goal 1.4.1.1 Encourage a pedestrian friendly environment throughout Provo. Goal 2.4.2.7 Improve pedestrian safety by evaluating pedestrian crossings, sidewalks, trails, and overpasses. Goal 2.4.3.5 Create walkable areas through the City.
Operating Impact Explanation: This will result in such a small addition to the sidewalk system the operating cost is negligible.	

PROVO CITY CAPITAL IMPROVEMENT PLAN FY 2023/2024
New Sidewalk, Curb, and Gutter
Job ID - NEW

New project or significantly changed from previous years

No

Department/Division: Public Works - Engineering	Job Group: ENBS
Project Contact: David Michelsen	Neighborhood: Citywide
Description and Justification: LTAP is assessing the current condition of the sidewalks through out the city to determine where sidewalk is missing, damaged, and sub-standard. Additional funding is requested to install or repair sidewalk throughout the city.	Location Map or Description: 

PROJECT SCHEDULE, BUDGET, AND FIVE-YEAR CIP PLAN

	Cost-To-Date	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Proposed Funding Sources:							
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-	-
City Labor	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Prior Year Carryover	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
New Year Budget	-	-	-	-	-	-	-
TOTAL FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Elements:							
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-
Equipment/Furniture	-	-	-	-	-	-	-
Construction	-	500,000	500,000	500,000	500,000	500,000	2,500,000
Labor	-	-	-	-	-	-	-
TOTAL COSTS	\$ -	\$ 500,000	\$ 2,500,000				

Percent for the Arts \$ -

Status: Unfunded	Priority: 2. Necessary Infrastructure
Annual Operating Budget Impact: Code: B. Little to no impact	How project relates to adopted master plans, strategic plans, and/or policies: Goal 1.4.1.1 Encourage a pedestrian friendly environment throughout Provo. Goal 2.4.2.7 Improve pedestrian safety by evaluating pedestrian crossings, sidewalks, trails, and overpasses. Goal 2.4.3.5 Create walkable areas through the City.
Operating Impact Explanation: This will result in such a small addition to the sidewalk system the operating cost is negligible.	

PROVO CITY CAPITAL IMPROVEMENT PLAN FY 2023/2024
Shoreline Middle School Temporary Asphalt Path
Job ID - NEW

New project or significantly changed from previous years

No

Department/Division: Public Works - Engineering	Job Group:	ENBS
Project Contact: Gordon Haight	Neighborhood: Citywide	
Description and Justification: This project is to install temporary asphalt paths adjacent to roads near the new middle school site that don't currently have sidewalks. The temporary asphalt paths can be used for walking and biking to school, until such time as sidewalks, curb/gutter, and storm drain can be constructed along these streets. Development is currently being constructed in the area, and further development is proposed. Therefore, locations where temporary paths may be needed will be tracked this year and finalized for construction in 2023-2024.	Location Map or Description: 	

PROJECT SCHEDULE, BUDGET, AND FIVE-YEAR CIP PLAN

	Cost-To-Date	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Proposed Funding Sources:							
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-	-
City Labor	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Prior Year Carryover	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
New Year Budget	-	-	-	-	-	-	-
TOTAL FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Elements:							
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-
Equipment/Furniture	-	-	-	-	-	-	-
Construction	-	150,000	-	-	-	-	150,000
Labor	-	-	-	-	-	-	-
TOTAL COSTS	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Percent for the Arts \$ -

Status: Unfunded	Priority: 2. Necessary Infrastructure
Annual Operating Budget Impact:	How project relates to adopted master plans, strategic plans, and/or policies: Goal 1.4.1.1 Encourage a pedestrian friendly environment throughout Provo. Goal 2.4.2.7 Improve pedestrian safety by evaluating pedestrian crossings, sidewalks, trails, and overpasses. Goal 2.4.3.5 Create walkable areas through the City.
Code: B. Little to no impact	
Operating Impact Explanation: This will result in such a small addition to the sidewalk system the operating cost is negligible.	

PROVO CITY CAPITAL IMPROVEMENT PLAN FY 2023/2024
School Related Sidewalk Funding
Job ID - NEW

New project or significantly changed from previous years **Yes**

Department/Division: Public Works - Engineering	Job Group: ENBS
Project Contact: David Michelsen	Neighborhood: Citywide
Description and Justification: Construction of sidewalks adjacent to roads near schools where there currently aren't sidewalks.	Location Map or Description: 

PROJECT SCHEDULE, BUDGET, AND FIVE-YEAR CIP PLAN

	Cost-To-Date	FY 2024-2025 Estimate	FY 2025-2026 Estimate	FY 2026-2027 Estimate	FY 2027-2028 Estimate	FY 2028-2029 Estimate	Total
Proposed Funding Sources:							
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-	-
City Labor	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-
Prior Year Carryover	-	-	-	-	-	-	-
CIP Fund Balance	-	-	-	-	-	-	-
New Year Budget	-	-	-	-	-	-	-
TOTAL FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Elements:							
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-
Equipment/Furniture	-	-	-	-	-	-	-
Construction	-	500,000	500,000	500,000	500,000	500,000	2,500,000
Labor	-	-	-	-	-	-	-
TOTAL COSTS	\$ -	\$ 500,000	\$ 2,500,000				

Percent for the Arts **\$ 25,000**

Status: Unfunded	Priority: 2. Necessary Infrastructure
Annual Operating Budget Impact: 8. Little to no impact	How project relates to adopted master plans, strategic plans, and/or policies: Goal 1.4.1.1 Encourage a pedestrian friendly environment throughout Provo. Goal 2.4.2.7 Improve pedestrian safety by evaluating pedestrian crossings, sidewalks, trails, and overpasses. Goal 2.4.3.5 Create walkable areas through the City.
Operating Impact Explanation: This will result in such a small addition to the sidewalk system the operating cost is negligible.	

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: LISAH
Department: Library
Requested Meeting Date: 06-04-2024

SUBJECT: A follow-up presentation regarding the FY2025 Budget: Library (24-007)

RECOMMENDATION: Requesting \$500,000 increase to Library property tax revenue

BACKGROUND: This is a follow-up to Library budget presentation made in April. For more background, please reference packet sent for April 30th work meeting.

FISCAL IMPACT:

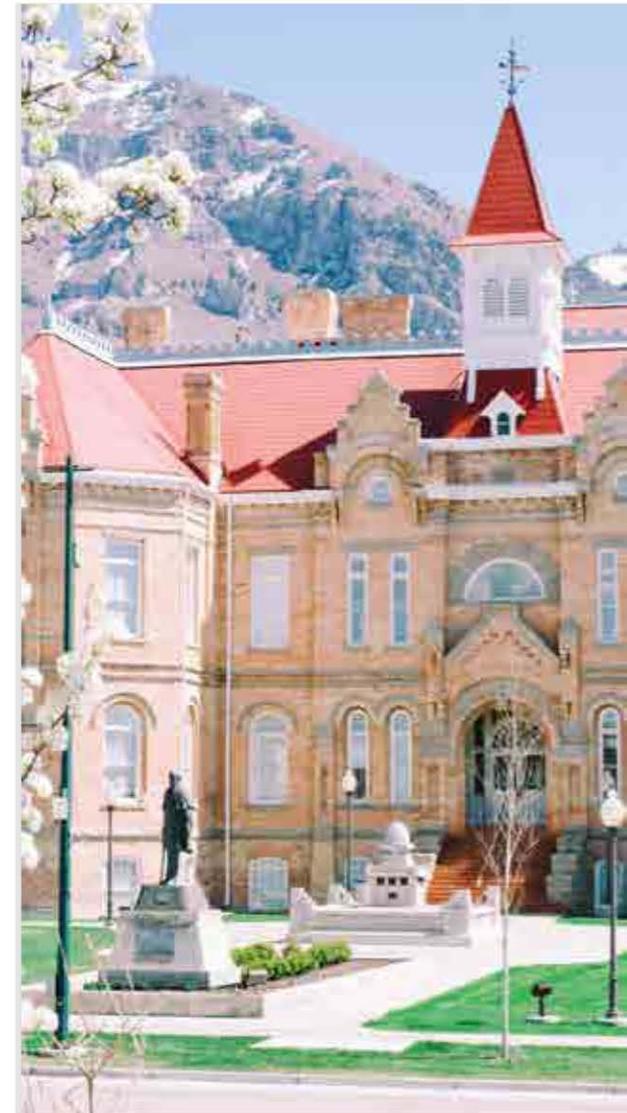
PRESENTER'S NAME: Carla Gordon

REQUESTED DURATION OF PRESENTATION: 45 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 24-007

prvo
CITY LIBRARY
at ACADEMY SQUARE



Last Year's Increased Revenue Request

FY24 Budget Situation

- Deficit - \$549,046
- Ending Fund Balance at \$2,945,978 (55% of annual budget)

Request

- \$100,000 each year over 5 years

Assumptions

- We would dip into our Ending Fund Balance less and less over those 5 years.
- We could keep the Ending Fund Balance from dipping lower than \$2M (38% of annual budget).
- Upcoming building maintenance/repairs would remain constant.
- FY23 Revenues would all be realized.

FY23 & FY24 Reality

FY23 Budget Reconciliation

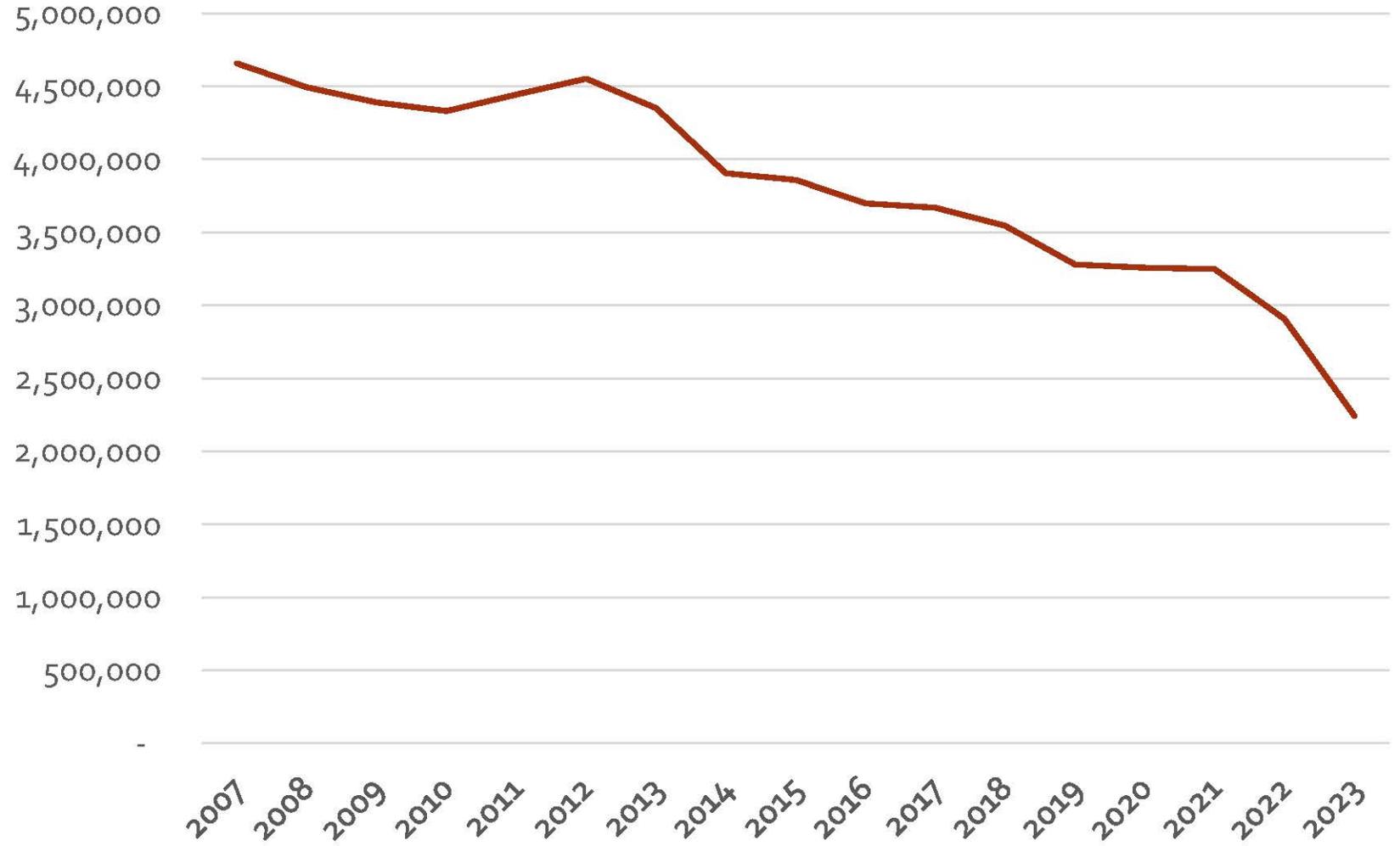
- Unrealized Tax Revenue \$324,639.17
- Final deficit (minus revenue shortfall) -\$339,188.46
- Ending Fund Balance at \$2,241,946 (42% of annual budget)

FY24 Current Projections

- Unrealized Tax Revenue \$200,000
- Building Projects \$686,508
 - Parking Structure \$118,000
 - Chiller \$568,508
 - Used \$112,000 from Legacy Endowment
- Projected operating deficit -\$255,406
- Projected Ending Fund Balance \$1,418,033 (27% of annual budget)
 - I think this will actually be a couple hundred thousand higher, but it's hard to know.

Ending Fund Balance

Ending Fund Balance



Library Expenses & Revenues

FY25 Budget Summary (March 28, 2024)

	2024	2025	Difference	%
Tax Revenues	\$4,435,089	\$4,285,104	- \$149,985	-3.38%
Interest Revenue	\$64,234	\$100,000	\$35,766	55%
Library Revenues	\$229,998	\$318,500	\$88,502	38%
Expenditures	\$5,279,366	\$5,513,260	\$233,894	4.43%
Discretionary Operating Costs	\$1,127,150	\$1,144,450	\$17,300	1.53%
Deficit	-\$549,046	-\$808,656	-\$259,607	47%

FY25 Revenue Increases

- Increased Class Fees to cover experiences involving food
 - + \$15,000
- Increased Rental Fees
 - +\$75,000
- Selling branded merchandise
 - +\$2,500
- Parking Permit Revenue
 - +\$1,000

Council Priorities

- Fund two additional police officers.
- Fund an additional parking enforcement officer.
- Fund a zoning update.
- **Fund appropriate increases to retain our talented employees.**
- **Maintain efficient delivery of current and valued Provo City services, projects, and programs.**

FY25 Efficiencies

- Building – savings of \$42,000
 - Reducing our budgeted amount for building costs and plan to use Legacy Foundation Endowment to compensate.
- Decrease collection budget by 10% - savings of \$48,000
 - Purchasing 10% fewer books, ebooks, audiobooks, etc.
 - Possible elimination of print magazine collection.
- Unsubscribe to streaming media services – savings of \$40,000
 - Eliminate Freegal (streaming music) and Kanopy (streaming movies).
- Reduce variety of attic exhibits – savings of \$10,000
 - All exhibits would be created in-house or from local artists.
- Postpone technology updates – savings of \$30,000
 - Try to use various grants for updates and make do for a year or two.
- Personnel savings – savings of \$75,000
 - Integrate personnel savings from turnover.
- TOTAL SAVINGS - \$245,000 (\$284,350 w/ PT COLA)

Building – savings of \$42,000

Budget Cuts

- \$12,000 Capital Expenses
- \$30,000 Budget Contingency

Consequences

- Delay any building repairs possible
- Use Legacy Endowment
 - With high interest rates, we predict \$100,000/year in interest income that would be available for building maintenance/repairs
- Search for grants

Long Term Plan

- These funds must be replaced at some point.
- Ending fund balance must be built to a level where periodic huge projects can be funded.

5 Year Building Costs

FY24 Expenses/Repairs

Sealing of the parking lot	\$129,000
Chiller replacement	\$568,508
Installation of roof anchors	\$8,000 (estimate)
UPS replacement	<u>\$18,000 (grant funded)</u>
TOTAL	\$723,508

FY25 Expenses/Repairs

Replace/repair gutters	\$20,000
Replace one Academy window	\$10,000
Replace water heaters (7)*	\$7,000
Replace water softeners (10)*	\$4,000
Replace ventilation fans (6)*	<u>\$12,000</u>
TOTAL	\$53,000

FY26 Expenses/Repairs

Replace main boiler*	\$20,000
Replace unit heaters (6)*	\$10,000
Replace boiler circ. pumps (4)*	\$7,000
Replace heating water pumps(8)*	\$4,000
Academy brick repair	<u>\$175,000-250,000</u> (searching for grants)
TOTAL	\$312,000 – 387,000

*Scheduled replacement – deferment possible

5 Year Building Costs

FY27 Expenses/Repairs

Replace circulating pumps (14)*	\$45,000
Replace pkged air handling (4)*	\$275,000
Replace rooftop exhaust fans (4)*	\$8,500
Historic brick sealing	<u>\$140,000</u> (searching for grants)
TOTAL	\$468,500

FY28 Expenses/Repairs

Replace elect. disconnect switches (6)*	\$50,000
Replace transformers (2)*	\$16,000
Replace transfer switch*	<u>\$45,000</u>
TOTAL	\$111,000

Other Known Repairs/Replacements Needs

- Replace/repair front sandstone steps (grant possible)
- Parking Expansion Joint Replacement (\$85,000)
- Replace blinds in Academy Building
- Security camera update (\$10,000)
- Lighting update to LED (grant possible)
- Repairs to bell tower (grant possible)
- Anchor chimneys for seismic safety (grant possible)

*Scheduled replacement – deferment possible

FY25 Efficiencies

Collection – savings of \$47,350

Budget Cuts (10%)

- \$30,050 Circulating Print Collection
- \$17,300 Downloadable Ebooks/Audiobooks (Libby)

Consequences

- Fewer new items added
- Fewer old/damaged items replaced
- Longer wait lists

Long Term Plan

- To return to current level of service, these funds need to be increased.

Streaming Services – savings of \$40,000

Budget Cuts

- \$20,000 Freegal - Streaming Music Service
- \$20,000 Kanopy - Streaming Movie Service

Consequences

- We offer no streaming music services to patrons
 - 138,969 songs streamed last year
- We offer no streaming movie services to patrons
 - 17,401 plays in the last year
- These are services that especially help patrons without the means to subscribe to streaming services.

Long Term Plan

- We'd love to bring them back as soon as possible.

Attic Exhibits – savings of \$10,000

Budget Cuts

- \$10,000 Attic Special Events

Consequences

- We usually try to rent and bring in diverse exhibits available from other museums or organizations. They can run from \$5,000 - \$10,000 each.
- While this cut is in place, we would limit all exhibits to local artists and library designed exhibits.
- We can look for grants to add diversity.

Long Term Plan

- Eventually, we would love to have the option to bring in exhibits. Some we have had in the past include:
 - Small Wonders: Insects in Focus (exhibits USA) - \$6,415
 - 5,241 attendees
 - Little Builders - \$10,600
 - 13,450 attendees
 - Rarely Seen (National Geographic) - \$15,000
 - 3,808 attendees

Technology – savings of \$30,000

Budget Cuts

- \$10,000 Equipment
- \$20,000 Capital Expenses

Consequences

- Put off updating computers and technology equipment.
- Use some Utah State Library grants for public computer updates

Long Term Plan

- Because of recent \$260,000 grant for technology updates, I feel comfortable with this cut.
- Eventually what is now new, will get old. This budget will likely need to return.
- Until then, we will continue to use what we have as long as possible.

FY25 Efficiencies

Personnel – savings of \$115,000

Budget Cuts

- \$40,000 Not match FT COLA for PT staff
 - I did not include this in the initial efficiencies because it was something new I had added for FY25.
- \$75,000 Payroll Turnover Savings

Consequences

- Soon, part time wages will cease to be competitive.
 - 75 of 97 library positions are PT
 - 1/3 are Professional positions (requiring advanced degree)
- Previously, payroll turnover savings have reliably decreased our annual budget deficit. When we take it out before, the budget becomes much more accurate.

Long Term Plan

- Hope to strategically increase part time wages when they fall below market rates.
 - New annual review process being created for each part time position.

FY25 Projected Numbers

- Revenues - \$4,707,084
 - Includes \$150,000 decrease in vehicle taxes & tax redemption revenue
 - Includes \$35,000 increase in interest income
 - Includes \$85,000 increase in library fee/rental income
- Expenses - \$5,241,353
 - Includes \$245,000 in efficiencies
 - Does not include capital projects
- Deficit - \$534,269

Further Cuts

What Further Cuts Look Like

- Drawing further from Ending Fund Balance
- Cut collection budgets further
- Reduce Staff
 - Reduce open hours
 - Cut/reduce nontraditional services
 - Attic
 - Basement Creative Lab
 - Outreach Services

Request for Increase in Property Tax Revenue

- We are currently sitting at below 40% of our mill rate.
- Currently, the owner of a \$500,000 home is paying around \$9.00/month in property taxes funding the library.
- For each \$100,000 in additional property tax revenue raised for the library, that monthly amount would go up \$.25 .

Request for Increase in Property Tax Revenue

- Requesting \$500,000 in additional property tax revenue in FY25
 - Still leaving about \$35,000 deficit we hope to cover with utility cost decreases and careful spending.
 - If we are not able to cover the deficit, we would dip into our ending fund balance.
 - The property tax for the library on a home valued at \$500,000 would go from around \$9.00/month to \$10.25/month.
- No planned increase in FY26
 - Continue FY25 efficiencies and hope to dip as minimally as possible into our ending fund balance.

Council Priorities

- Fund two additional police officers.
- Fund an additional parking enforcement officer.
- Fund a zoning update.
- Fund appropriate increases to retain our talented employees.
- **Maintain efficient delivery of current and valued Provo City services, projects, and programs.**

Final Words

- We went 20+ years without a levy adjustment.
- We will need periodic adjustments going forward.
 - Small periodic corrections will be ideal.
- The building will need continued upkeep and we need to plan better for that.
 - Stopping our reliance on the ending fund balance for normal operations is a first step. The next will be to build up that balance over the coming years.
- Hard economic times are when library services are most needed by their community.
- We will continue to seek grants.
- Our budget is not final until approved by the Library Board.

Questions



PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: MDAYLEY
Department: Council
Requested Meeting Date: 05-16-2023

SUBJECT: A discussion regarding the FY25 General Fund (24-007)

RECOMMENDATION: Presentation only.

BACKGROUND: This presentation will go over expenses and revenues in the General Fund, analysis of several financial ratios, and selected other data points regarding the General Fund. The purpose is to help Councilors with understanding both the overall health of the fund and where money is being allocate within the fund as a whole. Overall, the General Fund presents a balanced budget.

FISCAL IMPACT:

PRESENTER'S NAME: Melia Dayley, Policy Analyst

REQUESTED DURATION OF PRESENTATION: 15 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

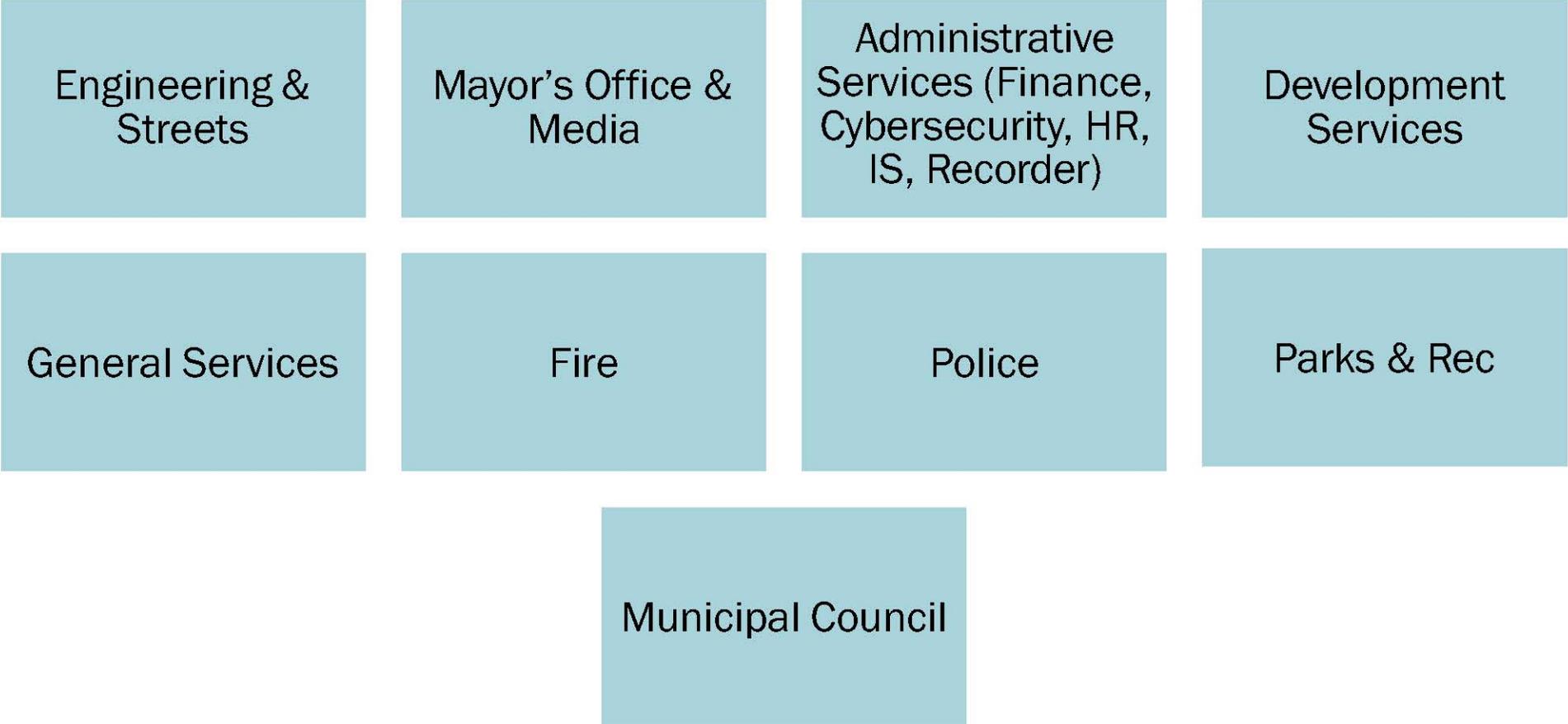
CITYVIEW OR ISSUE FILE NUMBER: 24-007



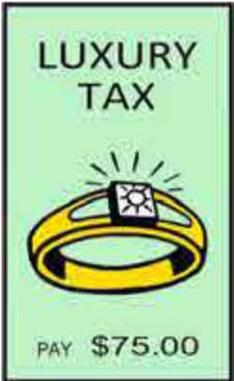
General Fund Review

Council Office

General Fund Departments



Revenues



Taxes: \$41,9370,900



Transfers In: \$15,690,855



Fees: \$24,156,216

Total Revenue: \$87,326,876

Expenditures



Personnel:
\$42,370,000



Insurance:
\$9,791,000



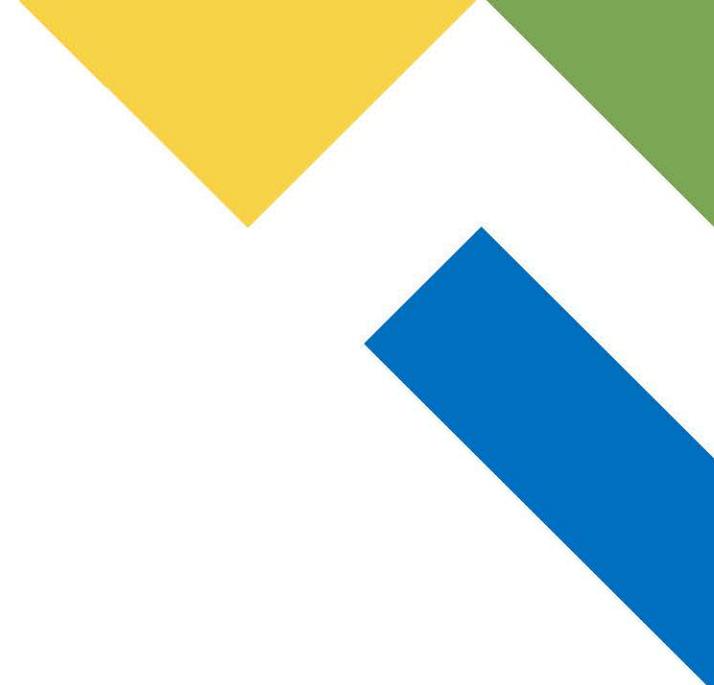
Retirement:
\$8,868,000



Operations:
\$15,373,000

Total Expenditures: \$87,326,876

Fund Ratio Analysis



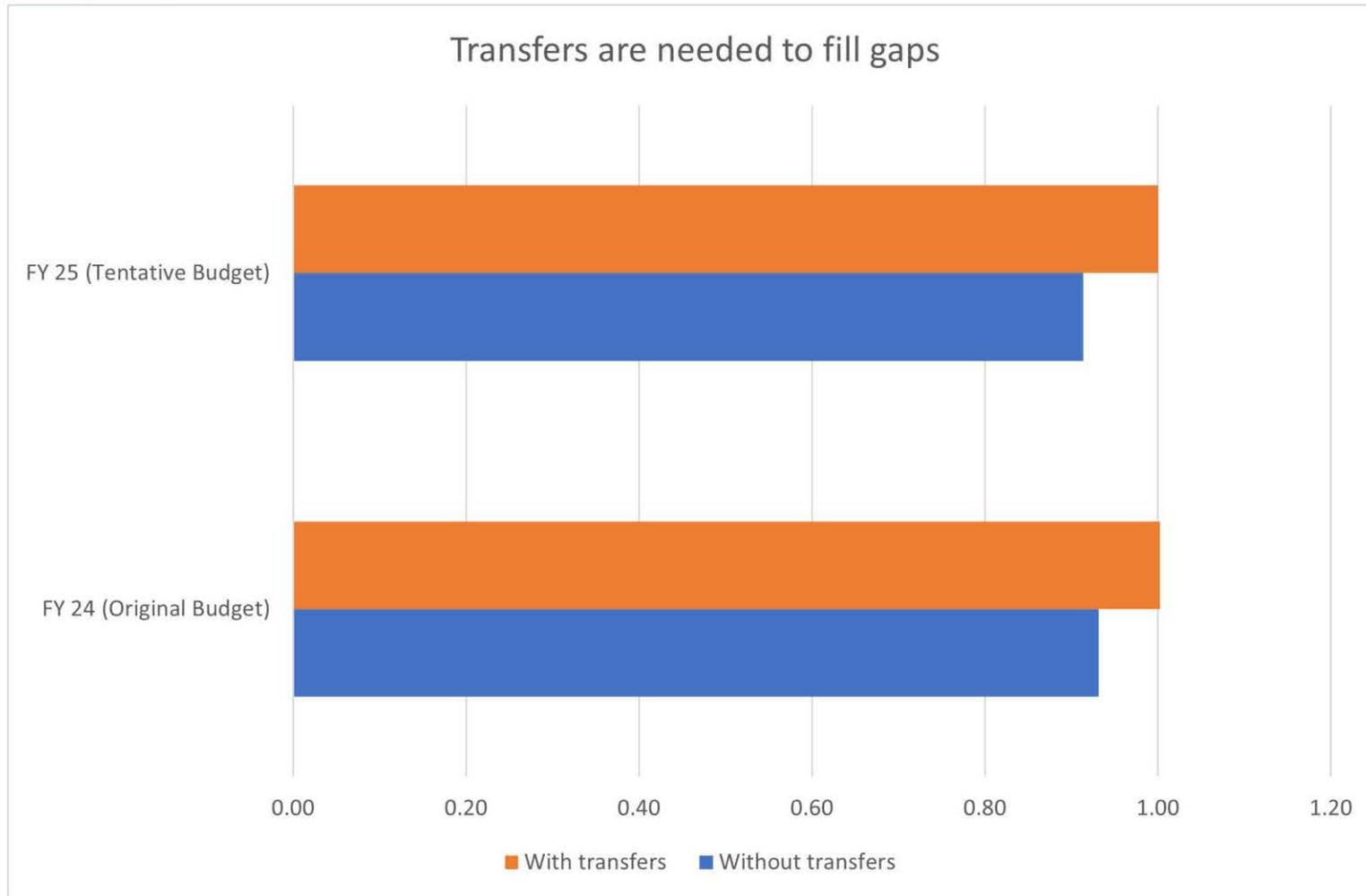
Resource Flow

- Service Obligation
- Dependency
- Financing Obligation

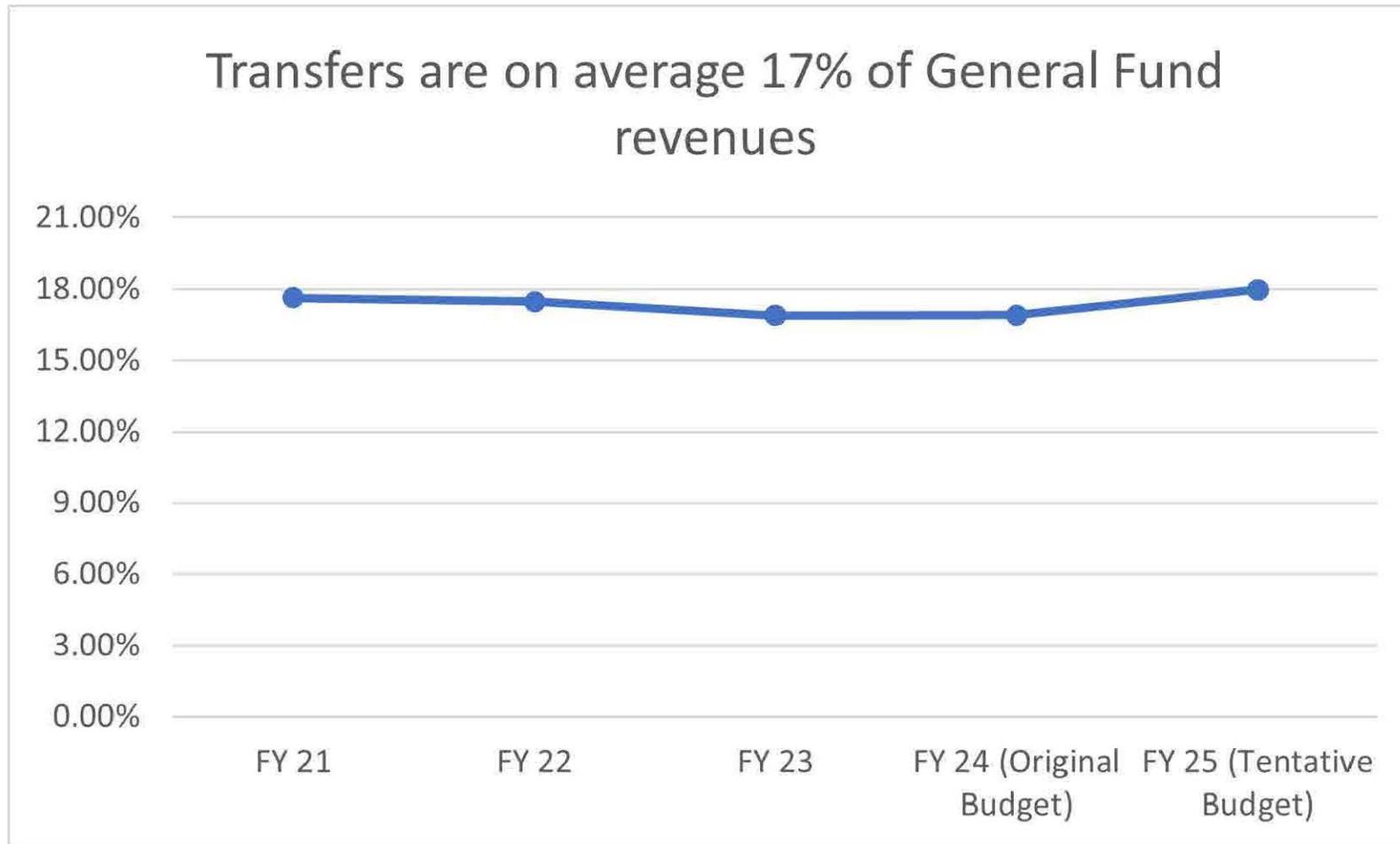
Resource Stock

- Solvency
- Leverage

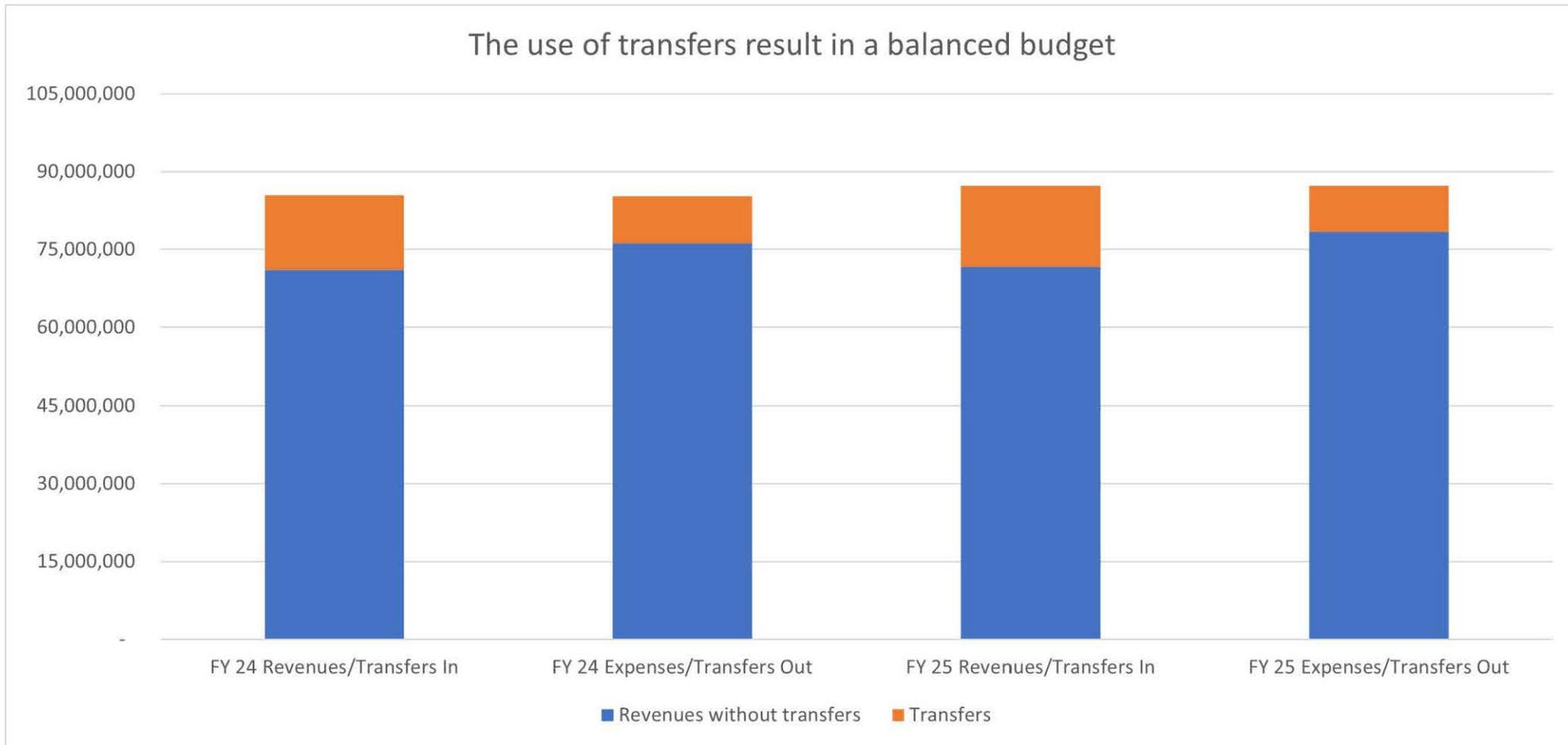
Service Obligation



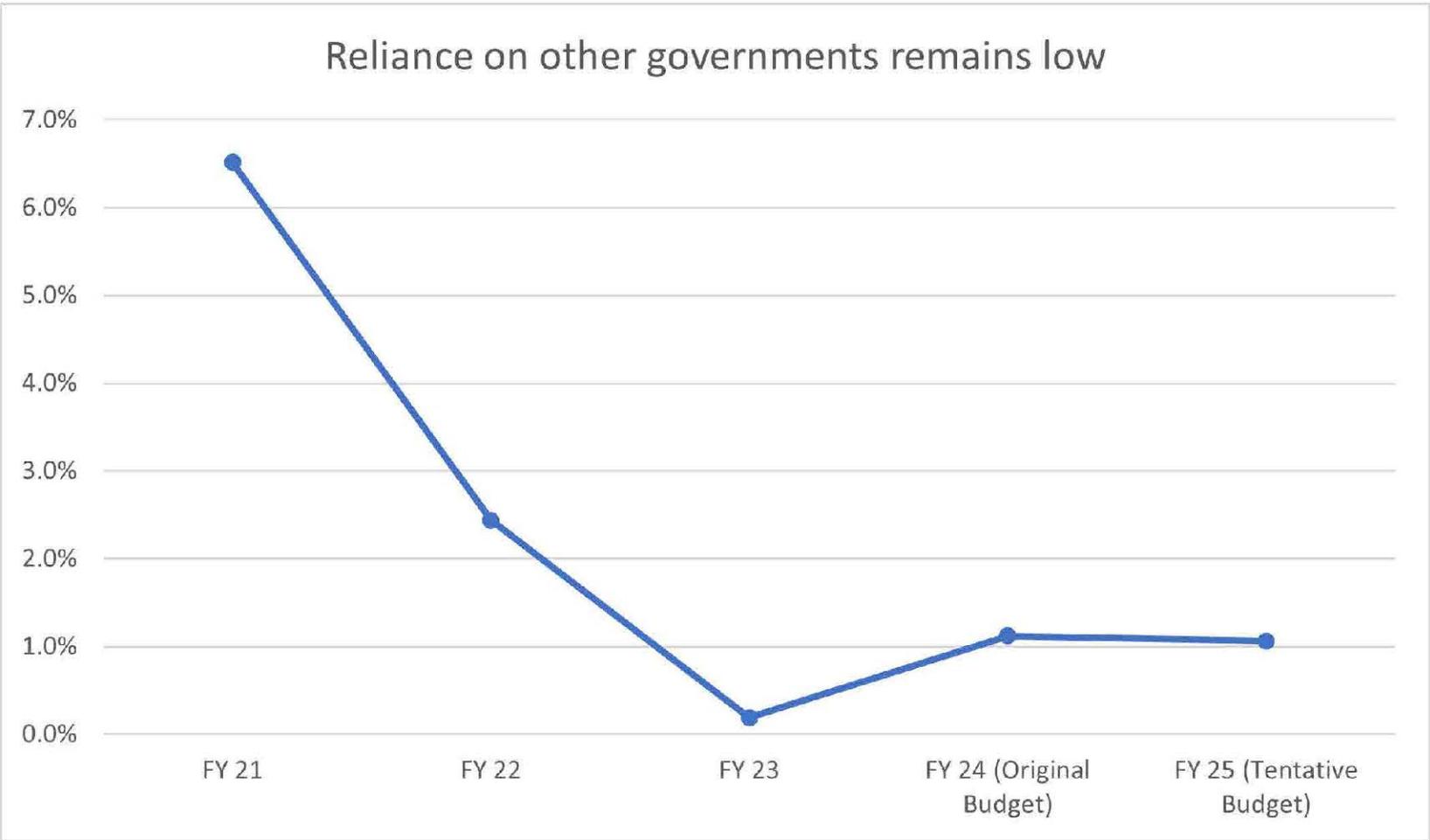
Service Obligation



Service Obligation



Dependency

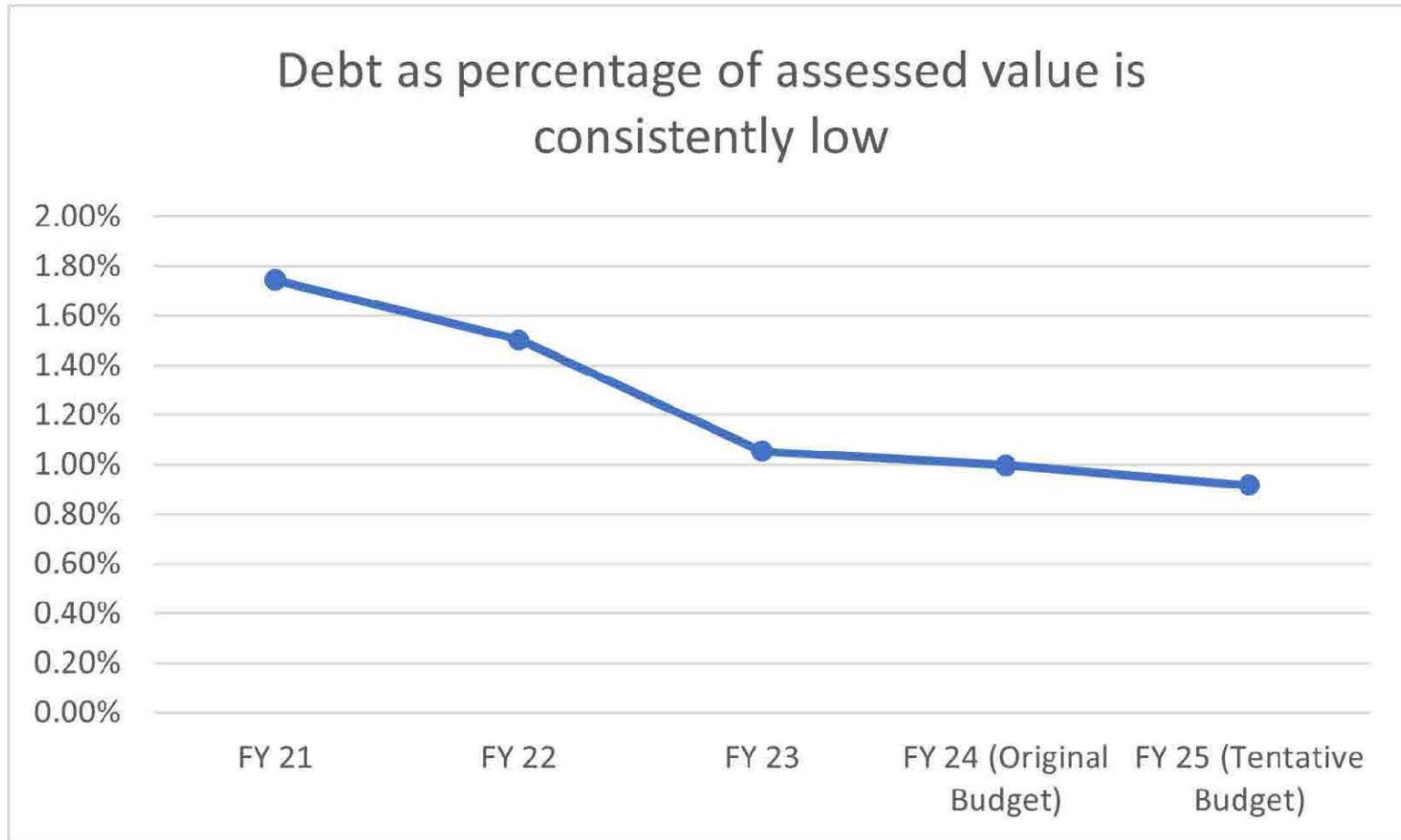


Solvency

Percentage of General Fund expenditures committed to annual debt service

FY 21	FY 22	FY 23	FY 24	FY 25
0.70%	1.32%	1.23%	1.11%	0.31%

Leverage



General Fund functions as percentage of total expenditures



Department/Divison	Percent of Total
Police	33.15
Fire	19.84
Parks	19.41
Information Systems	7.25
Development Services	5.95
Streets	3.76
Engineering	3.58
Legal	2.91
Mayor's Office and Media	2.84
Municipal Council	1.85
Finance	1.71
Human Resources	1.45
Economic Development	0.86
Recorder	0.31
General Services	(1.74)

FY 24 – FY 25 Comparison

Department/Divison	FY 24 Original	FY 25 Tentative Budget	Percent of Total	Percent Change	FY 21 - FY 25
Police	22,898,346	25,201,546	33.15	▲ 10.06	
Fire	13,490,900	15,086,389	19.84	▲ 11.83	
Parks	13,577,362	14,754,721	19.41	▲ 8.67	
Information Systems	5,568,126	5,511,696	7.25	▼ -1.01	
Development Services	4,354,882	4,523,484	5.95	▲ 3.87	
Streets	2,860,058	2,855,441	3.76	▼ -0.16	
Engineering	3,307,177	2,722,997	3.58	▼ -17.66	
Legal	2,113,064	2,212,780	2.91	▲ 4.72	
Mayor's Office and Media	2,237,865	2,157,390	2.84	▼ -3.60	
Municipal Council	1,254,854	1,409,667	1.85	▲ 12.34	
Finance	1,272,548	1,299,814	1.71	▲ 2.14	
Human Resources	1,049,567	1,101,726	1.45	▲ 4.97	
Economic Development	662,420	654,906	0.86	▼ -1.13	
Recorder	220,677	239,476	0.31	▲ 8.52	
General Services	1,374,614	(1,323,801)	(1.74)	▼ -196.30	

Financial Condition Analysis Model

GOVERNMENTAL ACTIVITIES & ENTERPRISE FUNDS

Economic resources and accrual basis of accounting

	Financial Dimension	Financial Indicator	Interpretation
Resource Flow	Interperiod equity	Total margin ratio	A ratio of one or higher indicates that a government lived within its financial means.
	Financial performance	Percent change in net assets	A positive percent change indicates that a government's financial position improved.
	Self-sufficiency	Charge to expense ratio	A ratio of one or higher indicates that the service is self-supporting.
Resource Stock	Financing obligation	Debt service ratio	Service flexibility decreases as more resources are committed to annual debt service.
	Liquidity	Quick ratio	A high ratio suggests a government is able to meet its short-term obligations.
	Solvency	Net assets ratio	A high ratio suggests a government is able to meet its long-term obligations.
	Leverage	Debt to assets ratio	A high ratio suggests a government is overly reliant on debt for financing assets.
	Capital	Capital assets condition ratio	A high ratio suggests a government is investing in its capital assets.

GENERAL FUND

Financial resources and modified accrual basis of accounting

	Financial Dimension	Financial Indicator	Interpretation
Resource Flow	Service obligation	Operations ratio	A ratio of one or higher indicates that a government lived within its annual revenues.
	Dependency	Intergovernmental ratio	A high ratio may indicate that a government is too reliant on other governments.
	Financing obligation	Debt service ratio	Service flexibility decreases as more expenditures are committed to annual debt service.
Resource Stock	Liquidity	Quick ratio	A high ratio suggests a government can meet its short-term obligations.
	Solvency	Fund balance as a percentage of expenditures	A high ratio suggests a government can meet its long-term obligations.
	Leverage	Debt as a percentage of assessed value	A high ratio suggests a government is overly reliant on debt.

Introduction

The financial condition model contains two sets of indicators: one set for analyzing financial statements that measure economic resources on the accrual basis of accounting (governmental activities, water and sewer fund, and electric fund) and another set for analyzing financial statements that measure financial resources on the modified accrual basis of accounting (general fund). The model also accounts for resource flow as provided on operating statements and for resource stock as provided on balance sheets.

The model also contains critical financial dimensions for analyzing the condition of resource flow and stock, including financial indicators to measure the respective dimensions. As a result, users of this management tool require an understanding of how each financial indicator fits within the model and how to interpret the results. The following table presents an example of how a financial indicator (quick ratio) fits within the broader context of our model:

Model	Example
Activity or Fund	General fund
Measurement focus	Financial resources
Accounting basis	Modified accrual
Financial statement	Balance sheet
Resource flow or stock	Stock
Financial dimension	Liquidity
Financial indicator	Quick ratio

Understanding how the financial indicators align with the broader model enhances one's ability to accurately interpret and communicate them. The remainder of this document introduces each financial dimension and indicator, including guidance on how to interpret the results.

Governmental Activities and Enterprise Funds

Financial statements prepared for governmental activities and enterprise funds measure economic resources on the accrual basis of accounting. We have selected four (4) resource flow dimensions and four (4) resource stock dimensions for analyzing the financial condition of these activities and funds.

Resource flow

The financial dimension of **interperiod equity** addresses whether or not a government lived within its financial means during the fiscal year. The **total margin ratio** is used to analyze this dimension, where total resource inflow is divided by total resource outflow. The total margin ratio has a natural benchmark of 1.0 or higher, where actual resource inflow exceeded actual resource outflow. Local governments also may want to compare this ratio with their benchmark peers. When this indicator falls below 1.0 for a given fiscal year, it does not necessarily mean that there is a financial problem. It does require additional research to determine why it occurred

and to ensure that it is not systematic, which would deteriorate the financial position of the organization over time.

The financial dimension of **financial performance** provides the magnitude of how a government's financial position improved or deteriorated as a result of resource flow. The **percent change in net assets** is used to analyze this dimension, where change in net assets is divided by net assets, beginning. The percent change in net assets also has a natural benchmark, where the change should be positive rather than negative. Peer comparison provides additional context for interpretation. A positive change indicates that the government's financial position improved. One question that arises with this indicator is "how does it differ from the total margin ratio?" The total margin ratio analyzes total "resource" inflow against total "resource" outflow. The percent change in net assets provides the magnitude of how the beginning "resource" level changed as a result of resource flow during the fiscal year.

The financial dimension of **self-sufficiency** addresses the extent to which charges for services covered total expenses. The **charge to expense ratio** is used to analyze this dimension, where charges for services are divided by total expenses. However, the interpretation of this ratio for governmental activities is very different from enterprise funds. The benchmark for governmental activities is a policy decision or comparison against benchmark peers because governmental activities are not designed to be self-sufficient. They are funded primarily by general taxation. This indicator does provide critical feedback on the balance between user fees and general taxation, which expands on how the statement of activities was designed to present flow data. The charge to expense ratio for enterprise funds has a natural benchmark, where user fees should cover 100 percent of annual operations unless policy dictates otherwise.

The financial dimension of **financing obligation** provides feedback on service flexibility with the amount of expenses committed to annual debt service. The **debt service ratio** is used to analyze this dimension, where debt service (principal and interest) is divided by total expenses plus principal. The benchmark is a policy decision or comparison against benchmark peers. However, as this indicator increases, service flexibility decreases because more resources are being committed to a required financial obligation. In other words, state law requires that local governments appropriate sufficient resources to service their annual debt obligations first, with the residual resources available for non-debt service expenditures.

Resource stock

The financial dimension of **liquidity** is a local government's ability to address short-term obligations. The **quick ratio** is used to analyze this dimension, where cash & investments are divided by current liabilities. The industry standard for this ratio is often cited at 2.0 or higher. An organization with a quick ratio of 2.0 would have \$2 dollars in cash for every \$1 dollar in current liability. Local governments are encouraged to use peer comparisons to analyze this dimension because quick ratios in local government are often much higher than the industry standard.

The financial dimension of **solvency** is a local government's ability to address long-term obligations. The **net assets ratio** is used to analyze this dimension, where unrestricted net assets are divided by total liabilities. The benchmark is a policy decision or comparison against

benchmark peers. The probability of meeting long-term obligations increases as the ratio increases.

The financial dimension of **leverage** is the extent to which total assets are financed with long-term debt. The **debt to assets ratio** is used to analyze this dimension, where long-term debt is divided by total assets. The benchmark is a policy decision or comparison against benchmark peers. A high ratio suggests that a local government may be overly reliant on long-term debt for financing assets. Local governments are encouraged to maintain a balance between debt financing and pay-as-you-go financing for two reasons. First, it provides flexibility for issuing additional debt when needed. Second, it helps manage the financing obligation dimension of resource flow as measured by the debt service ratio.

The financial dimension of **capital** is the condition of capital assets as defined as remaining useful life. The **capital assets condition ratio** is used to analyze this dimension, where accumulated depreciation is divided by capital assets being depreciated then subtracted from one. If the formula did not subtract from one, the interpretation would be the percentage of assets depreciated rather than percentage of assets with remaining useful life. The benchmark is a comparison against benchmark peers. A high ratio suggests that a local government is systematically investing in its capital assets.

General Fund

Financial statements prepared for the general fund measure financial resources on the modified accrual basis of accounting. We have selected three (3) resource flow dimensions and three (3) resource stock dimensions for analyzing the financial condition of this fund.

Resource flow

The financial dimension of **service obligation** addresses whether or not a government's annual revenues were sufficient to pay for annual operations. The **operations ratio** is used to analyze this dimension, where total revenues are divided by total expenditures. The operations ratio has a natural benchmark of 1.0 or higher, where actual revenues exceeded actual expenditures. Local governments also may want to compare this ratio with their benchmark peers. The reason for subtracting proceeds from capital leases and installment purchases is because they inflate expenditures in the fiscal year of debt issuance. The purpose of this ratio is to determine whether or not actual revenues were sufficient to pay for ongoing services and to amortize existing debt.

The financial dimension of **dependency** provides the extent to which a local government is reliant on other governments for resources. The **intergovernmental ratio** is used to analyze this dimension, where intergovernmental revenue is divided by total revenue. The benchmark is a policy decision or comparison against benchmark peers. On the one hand, external resources may allow local governments to avoid tax rate increases. On the other, a high ratio may indicate that a local government is overly reliant on external resources, increasing risk as external providers may alter funding streams.

The financial dimension of **financing obligation** provides feedback on service flexibility with the amount of expenditures committed to annual debt service. The **debt service ratio** is used to

analyze this dimension, where debt service (principal and interest) is divided by total expenditures. There are several benchmarks associated with this ratio. One professional organization uses a benchmark of not exceeding 10 percent, while bond rating agencies have cited a benchmark of not exceeding 20 percent. The benchmark also can be an internal policy decision, which is strongly recommended, or a comparison against benchmark peers.

Resource stock

The financial dimension of **liquidity** is a local government's ability to address short-term obligations. The **quick ratio** is used to analyze this dimension, where cash and investments are divided by current liabilities. The industry standard for this ratio is often cited at 2.0 or higher. An organization with a quick ratio of 2.0 would have \$2 dollars in cash for every \$1 dollar in current liability. Local governments are encouraged to use peer comparisons to analyze this dimension because quick ratios in local government are often much higher than the industry standard.

The financial dimension of **solvency** is a local government's ability to address long-term obligations. **Fund balance as a percentage of expenditures** is used to analyze this dimension, where available fund balance as defined by state statute is divided by total expenditures plus transfers out less the amount of any current fiscal year capital lease or installment purchase financing. There are several benchmarks associated with this ratio. The Local Government Commission strongly recommends a minimum of 8 percent; however, it sends out letters of concern based on a unit's performance against its population group mean. The benchmark also can be an internal policy decision, which is strongly recommended, or a comparison against benchmark peers. The probability of meeting long-term obligations increases as the ratio increases.

The financial dimension of **leverage** is the extent to which a local government relies on tax-supported debt. The ratio of **debt as a percentage of assessed value** is used to analyze this dimension, where the sum of outstanding GO debt, authorized and unissued GO debt, and installment purchase debt is divided by the assessed property valuation as reported to the NCDOR (calculation excludes debt associated with enterprise funds). This calculation approximates the requirements of state law, where net debt of the unit cannot exceed 8 percent of assessed value. However, the benchmark should be an internal policy decision or a comparison against benchmark peers because issuing tax-supported debt approaching the 8 percent threshold is unrealistic for most local governments. In other words, a more practical threshold would be in the 1 to 2 percent range.

Conclusion

The user of this management tool should remember that any approach to analyzing the financial condition of a local government contains a degree of subjectivity. Therefore, users should be careful from drawing conclusions from one indicator, understanding that financial condition analysis requires analyzing, evaluation, and communicating multiple financial dimensions and indicators.

Communicating Financial Condition to Elected Officials in Local Government

William C. Rivenbark, Dale J. Roenigk, and Gregory S. Allison

The public expects much of its elected officials in local government, who in many cases assume their positions facing a steep learning curve on a wide range of complex issues. A critical part of this learning curve involves financial management, in localities where elected officials possess the ultimate responsibility for the fiscal matters of their organizations.¹ To carry out this responsibility, the law requires an annual independent audit of the financial statements and requires that the auditor be selected by and report directly to the governing board.² One goal of this process is for the locality to receive an “unqualified audit opinion,” meaning that its financial statements were prepared in conformity with generally accepted accounting principles (GAAP) and present, in all material respects, the *financial position* of the organization. Another goal, which may be overlooked by elected officials, is to analyze and interpret the financial statements to determine the financial condition of the local government.

Administrators play an extremely important role in helping elected officials manage the fiscal matters of local governments. They ensure that professional management practices are used to budget and account for the financial resources of the organization, they prepare monthly financial reports for elected officials to review budget-to-

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actual variances, and they ensure that annual financial statements are prepared in conformity with GAAP. In 1999, as part of their role, they were responsible for implementing Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*. This pronouncement expanded the financial reporting model for local governments to include government-wide and fund statements. One reason for expanding the model was to provide a more complete picture of financial position.³ Another reason was to increase a local government’s ability to compare itself financially with other local governments and thus to help readers of financial statements evaluate the financial condition of local governments through benchmarking.⁴

GASB Statement No. 34 now has been fully implemented in North Caro-

lina local governments, so the natural next step for administrators is to take advantage of the expanded model of financial reporting and provide elected officials with more robust information on the financial condition of their local governments. The purpose of this article is to present administrators with an approach for analyzing, interpreting, and communicating financial condition to elected officials. First, we define financial condition, responding to the lack of agreement on this concept in our profession.⁵ Next, we present the criteria that we identified for creating our approach to evaluating financial condition. Then we describe how the approach relates to the expanded model of financial reporting, the dimensions and the indicators that we selected to measure financial condition, and the “dashboard,” or the gauges, that are needed to communicate financial condition to elected officials in a written, numerical, and visual format.

Defining Financial Condition

The definitions of financial condition in the professional literature are either specific in nature or broad in scope.⁶ Therefore, in search of middle ground, we turned to the work of Robert Berne and Richard Schramm to guide our approach for evaluating financial condition.⁷ These scholars maintain that there are two basic reasons for how resources are presented in financial statements: to report on the flow of resources during a given period and to report on the stock of resources at a given point. Operating statements report on the inflow and the outflow of financial resources during the fiscal year. Balance sheets report on the stock of assets, liabilities, and net assets or fund balances at the end of the fiscal year. We concluded that a logical definition of financial condition would align with resource flow and stock as reported in annual financial statements.

Berne offers a definition of financial condition that is closely related to the concept of resource flow and stock: the probability that a government will meet, currently and in the future, its financial obligations to creditors, consumers, employees, taxpayers, suppliers, constituents, and others as they become due, and its service obligations to constituents.⁸ The probability that a local government can meet these obligations, as interpreted from financial statements, increases with adequate resource flow to meet current obligations and with adequate resource stock to meet obligations over time.

An implied but missing element of Berne's definition is provision of capital assets. In response to this and other considerations, we offer the following  definition of financial condition: a local government's ability to meet its ongoing financial, service, and capital obligations based on the status of resource flow and stock as interpreted from annual financial statements. 

Although a local government's ability to meet its ongoing financial, service, and capital obligations is broad in scope, the specific component of our definition is how a local government's ability to meet them aligns with resource flow and stock as interpreted from annual financial statements.

Another important aspect of our definition is that it focuses solely on financial condition. One of the most frequently cited definitions of financial condition comes from the International City/County Management Association (ICMA): a government's ability to finance its services on a continuing basis.⁹ This definition aligns with financial factors that show financial condition and with economic factors that affect financial condition. However, this alignment represents a different form of analysis and requires data from sources outside annual financial statements.¹⁰

Criteria for Creating an Approach to Evaluating Financial Condition

Similar to the situation with defining financial condition, our profession does not have an agreed-on approach for analyzing, interpreting, and communicating financial condition in local government. And again, the approaches that exist are either specific in nature or broad in scope. As an integral part of the development of our model, we reviewed and analyzed approaches contained in the literature. Ken Brown created the 10-point test (which was updated in response to GASB Statement No. 34) as an easy-to-use approach to evaluate the financial condition of a local government.¹¹ An advantage of the 10-point test is the use of benchmark data for interpreting each financial indicator. A disadvantage is the limited analysis across all major funds.

The ICMA's model, on the other hand, provides a comprehensive approach to evaluating the financial condition of a local government, similar to bonding agencies' approach to evaluating a local government's ability to manage systematic and unsystematic risk in the repayment of debt over time.¹² The disadvantage of this approach is the sheer number of indicators used to analyze both financial and economic factors of financial condition, making it a feasible tool for larger local governments only.

Because of the broad continuum of current methods for evaluating financial condition in local government, we started with the following criteria to guide our approach: systematicness, comprehensiveness, flexibility, comparability, and

manageability. We based the criteria on a literature review and our own professional backgrounds.

Designing a systematic approach to evaluating financial condition was paramount, given the expanded financial-reporting model created by GASB Statement No. 34. More specifically, the approach had to systematically evaluate the financial condition of the organization as a whole as reported in government-wide statements, and systematically evaluate the financial condition of each major fund.

The approach also had to be comprehensive, providing a thorough analysis of resource flow and stock at the government-wide and fund levels of the organization. The focus on resource flow and stock supported our definition of financial condition.

The criterion of flexibility acknowledged that administrators might want to augment our approach with additional financial indicators or even replace a financial indicator that we had selected with another. We have used the quick ratio to analyze the liquidity of a local government, for example, whereas others support the use of the current ratio.¹³ Although we relied on the most prevalent indicators in the literature, individual circumstances might warrant change.

Comparability was one of the primary reasons for the passage of GASB Statement No. 34. Calculating a financial indicator like the quick ratio at one point would provide only limited information. Calculating it over time for trend analysis and benchmarking it against other local governments would provide the necessary context for interpreting the results. The reality is that evaluating financial condition is relative, requiring comparative information for analyzing, interpreting, and communicating it to elected officials.

Evaluating financial condition also had to be manageable, unlike the ICMA's model. Local governments of all sizes had to be able to implement it accurately from financial data taken from their annual financial statements—consistent with our definition of financial condition—and had to have the organizational resources to manage it over time. Another important aspect of this criterion was the ability to use our approach success-

fully to communicate financial condition to elected officials. Doing so would require a careful balance of financial indicators selected for the evaluation. If the approach relied on a limited number of financial indicators, then communicating a comprehensive analysis to elected officials would not be possible. If the approach relied on too many financial indicators, then communicating the analysis would be unwieldy.

Understanding the Financial Reporting Model

Because our approach is designed to be systematic across the government-wide and fund statements, to use it, elected officials must possess some understanding of the model of financial reporting used in local government (for the model in which our approach is applied, see Figure 1). Elected officials must have a basic understanding of three important aspects of this model before they can be expected to use financial condition information effectively. First, financial statements in local government have two levels of reporting, the government-wide level and the fund

Figure 1. Revised Financial-Reporting Model for Analysis of Financial Condition

Primary Government		
Government-Wide Level	Governmental Activities (Economic Resources)	Business-Type Activities (Economic Resources)
Fund Level	Governmental Funds (Financial Resources)	Enterprise Funds (Economic Resources)

level. Second, financial statements for government-wide activities and enterprise funds measure economic resources using the accrual basis of accounting, whereas financial statements for governmental funds measure financial resources using the modified accrual basis of accounting.¹⁴ Third, all North Carolina counties and municipalities are required to have a general fund, which is the main operating fund and one of several potential governmental funds. However, not all local governments have enterprise funds, which are used to account for the resource flow and stock of utilities (for example, water, wastewater, electricity, and natural gas).

Two important resources for understanding the aspects of the financial reporting model in local government

appear in previous issues of *Popular Government*: “How to Read Governmental Financial Statements, Part 1,” by Gregory S. Allison, which explains the fund structure of governmental accounting; and “How to Read Governmental Financial Statements, Part 2,” also by Allison, which explains the financial statements for governmental activities and business-type activities prepared at the government-wide level.¹⁵ The purpose of those articles is not to make elected officials experts in governmental accounting. It is to provide them with basic information on reading financial statements, which will be extremely useful in communicating financial condition to them. In other words, they need enough information to ask questions about the

Table 1. Resource Flow for Government-Wide Activities and Enterprise Funds (Focusing on Economic Resources and Accounted for on an Accrual Basis)

Financial Dimension	Description	Financial Indicator	Government-Wide Calculation
Interperiod Equity	Addresses whether government lived within its financial means during fiscal year	Total margin ratio	Total resource inflow (program revenues plus total general revenues and net transfers) divided by total resource outflow (total expenses)
Financial Performance	Addresses extent to which government’s financial position improved or deteriorated as result of resource flow	Percentage change in net assets	Change in net assets divided by net assets, beginning
Self-Sufficiency	Addresses extent to which service charges covered total expenses	Charge-to-expense ratio	Charges for services (fees, fines, and charges for services) divided by total expenses ²
Financing Obligation	Addresses service flexibility, or amount of total expenses committed to annual debt service	Debt service ratio	Debt service (principal and interest payments on long-term debt) divided by total expenses plus principal ⁴

1. Trend and benchmark data are needed for a more robust interpretation of each financial indicator.
2. Depending on how self-sufficiency is defined for government-wide activities, some local governments may choose to use total program revenues rather than charges for services as the numerator.
3. Self-sufficiency may be defined as below 1.0 for selected enterprise funds, responding to state law and local policy.
4. Principal is added to the denominator because it is not included in expenses.

financial position and condition of the local government.

Figure 1 does not contain fiduciary funds because the resources accounted for in pension trust, investment trust, private-purpose trust, and agency funds are owned by parties other than the local government.

Figure 1 also does not contain internal service funds, one of the two types of proprietary funds (the other type being enterprise funds) because they inherently create redundancy in financial reporting.¹⁶ To overcome this problem, the accumulated resources of these funds are disbursed back to *either* governmental activities or business-type activities at the end of the fiscal year on the basis of which group of activities used them the most. The profits or the losses of these funds then are divided between governmental activities and business-type activities on the basis of actual use. We acknowledge that local governments may want to use our approach to evaluate the financial condition of selected internal service funds on a case-by-case basis. Internal service funds that account for activities like fleet services may be appropriate for this form of analysis. An actuarial analysis

may be more appropriate for internal service funds that account for activities like health benefits, given the known and unknown risks involved with them.

Selecting Financial Dimensions and Indicators

Fortunately the literature contains a large number of financial dimensions and indicators to choose from in evaluating financial condition.¹⁷ Our task was to pare them down so that our approach would result in a comprehensive financial evaluation, but be manageable for local governments of all sizes in North Carolina. To begin selection, we used our definition of financial condition, which focuses on the status of resource flow and stock as interpreted from annual financial statements. We then identified fundamental financial dimensions that support the analysis of resource flow and stock.

Our intent was to identify one set of flow indicators and one set of stock

indicators for evaluating the financial dimensions that we selected. Doing so was not possible, however, given that certain financial statements measure economic resources, whereas other statements measure financial resources. We responded by selecting one set of flow and stock indicators for evaluating the financial condition of government-wide activities and enterprise funds, given that their financial statements measure economic resources. We then selected another set of flow and stock indicators for evaluating the financial condition of governmental funds, given that their financial statements measure financial resources. Although some overlap exists between the two sets of flow and stock indicators, there are some fundamental differences between them because of the accounting differences.¹⁸

Evaluating the Financial Condition of Government-Wide Activities and Enterprise Funds

We selected four financial dimensions and four financial indicators for eval-

North Carolina local governments of all sizes will find our approach to evaluating financial condition comprehensive, but manageable.

Activities

Enterprise Funds

Data Source	Calculation	Data Source	Interpretation ¹
Statement of activities	Total resource inflow (operating and nonoperating revenues plus transfers in) divided by total resource outflow (operating and nonoperating expenses plus transfers out)	Statement of revenues, expenses, and changes in fund net assets	Ratio of 1.0 or higher indicates that government lived within its financial means.
Statement of activities	Change in net assets divided by net assets, beginning	Statement of revenues, expenses, and changes in fund net assets	Positive percentage change indicates that government's financial position improved.
Statement of activities	Charges for services divided by operating and nonoperating expenses	Statement of revenues, expenses, and changes in fund net assets	Ratio of 1.0 or higher indicates that service is self-supporting. ³
Statement of activities ⁵	Debt service (principal and interest payments on long-term debt) divided by operating and nonoperating expenses plus principal ⁶	Statement of revenues, expenses, and changes in fund net assets ⁷	Service flexibility decreases as more resources are committed to annual debt service.

5. Principal and interest payments on long-term debt for governmental activities are located on the statement of revenues, expenditures, and changes in fund balances. Principal payments on long-term debt for business-type activities are located in the notes to financial statements. Interest payments on long-term debt for business-type activities are located on the statement of revenues, expenses, and changes in fund net assets.

6. Principal is added to the denominator because it is not included in expenses.

7. Principal payments on long-term debt for enterprise funds are located in the notes to financial statements. Interest payments on long-term debt for enterprise funds are located on the statement of revenues, expenses, and changes in fund net assets.

uating resource flow for government-wide activities and enterprise funds (see Table 1). The first dimension, inter-period equity, addresses whether a government lived within its means during the fiscal year.¹⁹ The total margin ratio is used to evaluate this dimension. It represents the total inflow of resources divided by the total outflow of resources for government-wide activities and for enterprise funds. A ratio of 1.0 or higher indicates that the government lived within its means for the respective activity or fund. For government-wide activities, resource inflow includes the net of transfers in and out between governmental activities and business-type activities. For the enterprise funds, transfers in from other funds are included as resource inflow, and transfers out to other funds are included as resource outflow. These assumptions are consistent with the GAAP reporting format.

Whereas the total margin ratio analyzes the relationship between total resources available and total resources consumed, the financial indicator of percentage change in net assets used to evaluate our second financial dimension, financial performance, provides feedback on the extent to which a government's net assets improved or deteriorated as a result of resource flow.²⁰ A positive percentage change

indicates that a government's financial position improved from the resource flow that occurred during the fiscal year. Periodic modest fluctuations are generally to be expected. Fluctuations that are significant in nature (in either direction) should be obvious and evaluated accordingly.

The financial dimension of self-sufficiency addresses the extent to which the government used service charges to cover total expenses. This dimension is especially important to business-type activities and to enterprise funds, for which the goal often is to cover total expenses on a charge-for-service basis. The charge-to-expense ratio is used to analyze this dimension. A ratio of 1.0 or higher indicates that the activity or the fund was self-sufficient.

An argument could be made that this financial dimension is not applicable for governmental activities because governmental services with public-good characteristics are not designed to be self-supporting. However, elected officials and administrators often are interested in the mix between general taxation and user-fee revenue when preparing and adopting budgets for the forthcoming fiscal year. To this end, the financial-indicator calculation does not include grants and contributions, which are an inherent part of program revenues in the government-wide financial statements.

Our final dimension for resource flow for government-wide activities and enterprise funds is financing obligation. This dimension is analyzed with the debt service ratio, which is calculated by dividing annual debt service of principal and interest payments by total expenses plus principal. Because of their measurement focus, both government-wide activities and enterprise funds do not report principal repayments on debt as an expense. To achieve a proper calculation of this debt service ratio, the principal amounts must be included in both the numerator and the denominator. The purpose of this ratio is to provide feedback on service flexibility, which decreases as more resources are committed to annual debt service.

We selected four financial dimensions and four financial indicators for evaluating resource stock for government-wide activities and enterprise funds (see Table 2). An advantage of the stock indicators over the flow indicators is that they tend to be more recognizable in the profession because they are associated with the balance sheet, which more often is used to evaluate financial condition in the public and private sectors. In other words, balance sheets report on equity, or net position, at a given point.

Liquidity is the financial dimension used to analyze an organization's ability

Table 2. **Resource Stock for Government-Wide Activities and Enterprise Funds (Focusing on Economic Resources and Accounted for on an Accrual Basis)**

Financial Dimension	Description	Financial Indicator	Government-Wide
			Calculation
Liquidity	Addresses government's ability to meet short-term obligations	Quick ratio	Cash and investments divided by current liabilities (not including deferred revenue)
Solvency	Addresses government's ability to meet long-term obligations	Net assets ratio	Unrestricted net assets divided by total liabilities ⁵
Leverage	Addresses extent to which total assets are financed with long-term debt	Debt-to-assets ratio	Long-term debt divided by total assets
Capital	Addresses condition of capital assets as defined by remaining useful life	Capital-assets condition ratio	1.0 – (accumulated depreciation divided by capital assets being depreciated)

1. Trend and benchmark data are needed for a more robust interpretation of each financial indicator.
2. Deferred revenues are located either on the statement of net assets or in the notes to financial statements.
3. The Local Government Commission uses a different ratio for calculating the quick ratio for enterprise funds: current assets (less inventory and prepaid expenses) divided by current liabilities.
4. Deferred revenues are located either on the statement of net assets—proprietary funds, or in the notes to financial statements.

to meet short-term obligations. It is calculated with the quick ratio: cash and investments divided by current liabilities. A high ratio suggests that the government is more likely to meet its short-term obligations.

Solvency, on the other hand, is the financial dimension used to analyze an organization's ability to meet long-term obligations. It is calculated with the net assets ratio: unrestricted net assets divided by total liabilities. As with the quick ratio, a high ratio suggests that the government is more likely to meet long-term obligations.

Some advocate using total assets as the denominator for this calculation rather than total liabilities.²¹ We believe that standardizing unrestricted net assets with total liabilities provides a stronger indication of an organization's ability to meet long-term obligations. Furthermore, we believe that restricted net assets should not be a part of this equation because such assets are typically not directly related to an entity's ability to meet current or long-term obligations.

Leverage is the financial dimension that addresses the extent to which total assets are financed with long-term debt. The financial indicator used to analyze this dimension is debt-to-assets ratio:

long-term debt divided by total assets. If a government becomes too reliant on debt financing to secure capital assets, it may compromise service flexibility as it commits more resource flow to annual debt-service obligations. An overreliance on debt also may have unfavorable implications for bond ratings.

This financial indicator may present challenges for North Carolina counties because school debt is included on their financial statements and the value of school infrastructure financed with that debt is not. One approach to getting around this problem is to use the flexibility criterion, eliminating or replacing the debt-to-asset ratio. The preferred approach is to calculate the indicator on the basis of the data contained in the financial statements, footnoting the discrepancy for the reader.²² The reality is that counties are responsible for school debt but do not own the related infrastructure.

Capital, the final financial dimension of resource stock for government-wide activities and enterprise funds, is used to analyze the condition of capital assets as defined by their remaining useful life. The financial indicator to measure this dimension is capital-assets condition ratio. The data used for this calculation are located in the capital assets section

of the notes to financial statements. To calculate the indicator, accumulated depreciation is first divided by capital assets subject to depreciation. The resulting percentage is then subtracted from 1.0, which results in the remaining useful life of the total capital assets being depreciated. A high ratio suggests that a government is investing in its capital assets.

Big problem: North Carolina counties must include school debt on their financial statements, but they can't include the value of the infrastructure that they finance with that debt.

Evaluating the Financial Condition of Governmental Funds

We selected three financial dimensions and three financial indicators for evaluating resource flow for governmental funds (see Table 3). This evaluation applies primarily to the general fund. At times a local government may want to analyze the financial condition of special revenue funds, debt service funds, capital project funds, or permanent funds. Our indicators may be used to evaluate the financial condition of these funds. However, we propose that they be captured as part of governmental activities unless a local government has a specific reason for disaggregating them. For example, a local government may have a major special revenue fund that it wants to disaggregate, given the amount of resources involved or the importance of services and activities being accounted for in the fund.

Service obligation is the first financial dimension for evaluating the resource flow for governmental funds. The

Activities

Enterprise Funds

Data Source	Calculation	Data Source	Interpretation ¹
Statement of net assets ²	Cash and investments divided by current liabilities (not including deferred revenue) ³	Statement of net assets—proprietary funds ⁴	High ratio suggests that government is able to meet short-term obligations.
Statement of net assets	Unrestricted net assets divided by total liabilities	Statement of net assets—proprietary funds	High ratio suggests that government is able to meet long-term obligations.
Statement of net assets	Long-term debt divided by total assets	Statement of net assets—proprietary funds	High ratio suggests that government is overly reliant on debt for financing assets.
Notes to financial statements	1.0 – (accumulated depreciation divided by capital assets being depreciated)	Notes to financial statements	High ratio suggests that government is investing in capital assets.

5. The value of unrestricted net assets for governmental activities often is negative for North Carolina counties because the value of school assets financed with county debt is not included on the statement of net assets. Although the interpretation of the financial indicator remains the same, the fact that these assets are not included should be footnoted for explanation.

Table 3. Resource Flow for Governmental Funds (Focusing on Financial Resources and Accounted for on a Modified Accrual Basis)

Financial Dimension	Description	Financial Indicator	Calculation	Data Source	Interpretation ¹
Service Obligation	Addresses whether government's annual revenues were sufficient to pay for annual operations	Operations ratio	Total revenues divided by total expenditures (plus transfers to debt service fund and less proceeds from capital leases and installment purchases)	Statement of revenues, expenditures, and changes in fund balances	Ratio of 1.0 or higher indicates that government lived within annual revenues.
Dependency	Addresses extent to which government relies on other governments for resources	Intergovernmental ratio	Total intergovernmental revenue divided by total revenue	Statement of revenues, expenditures, and changes in fund balances	High ratio may indicate that government is too reliant on other governments.
Financing Obligation	Addresses service flexibility, or amount of expenditures committed to annual debt service	Debt service ratio	Debt service (principal and interest payments on long-term debt, including transfers to debt service fund) divided by total expenditures plus transfers to debt service fund ²	Statement of revenues, expenditures, and changes in fund balances	Service flexibility decreases as more expenditures are committed to annual debt services.

1. Trend and benchmark data are needed for a more robust interpretation of each financial indicator.
2. Debt service may be part of expenditures, a transfer to the debt service fund, or both.

operations ratio, representing total revenues divided by total expenditures, is used to analyze this dimension. The data for this calculation come directly from the statement of revenues, expenditures, and changes in fund balances, and a ratio of 1.0 or higher indicates that a government lived within its means.

Transfers out are not part of this calculation unless the transfer is to a debt service fund. Also, GAAP require governmental funds to report the present value of the minimum payments on a capital lease or installment purchases as an expenditure in the year of the agreement's inception. If the total expenditures do include this amount (as would be evidenced by another financing source of an equal amount), they should not be included for purposes of this calculation and should be subtracted from total expenditures.

The remaining two dimensions capture important aspects of revenues and expenditures. Dependency is used to determine the extent to which governments rely on other governments for resources, as measured by the intergovernmental ratio: intergovernmental revenue divided by total revenue. Financing obligation is used to provide feedback on service flexibility by measuring, with the debt service ratio, the amount of resources committed to

annual debt obligations. If transfers to a debt service fund have been made by the governmental fund, the transfer should be included in both the numerator and the denominator.

We selected three financial dimensions and three financial indicators for evaluating resource stock for governmental funds (see Table 4). The financial dimension of liquidity uses the quick ratio, which follows the same philosophy and calculation as the liquidity dimension for government-wide activities and enterprise funds.

The financial dimension of solvency is evaluated with one of the most recognized financial indicators in local government: fund balance as a percentage of expenditures, as calculated with available fund balance divided by total expenditures plus transfers out.²³ Transfers out is included in the denominator because the Local Government Commission standardizes available fund balance for comparison purposes by dividing it by expenditures and transfers out less the present value of any capital leases or installment purchases entered into during the fiscal year.²⁴

The final financial dimension for evaluating resource stock for governmental funds is leverage, which is supported with the financial indicator of debt as a percentage of assessed value. The defi-

nition of "debt" is tax-supported, long-term debt, which is the amount prepared for a local government's sworn statement of debt.²⁵ The debt is standardized by dividing it by assessed value. State law prevents local governments from issuing debt that would result in net debt exceeding 8 percent of assessed value.²⁶ This financial indicator also plays a major role with bond-rating agencies when they are conducting a general-obligation rating assignment.²⁷

Using a Dashboard to Communicate Financial Condition

Communicating with dashboards is becoming more common in local government.²⁸ One possible reason is people's ability to create them with common software packages like Excel. Another possible reason is our understanding that most people are visual learners. Dashboards capitalize on this reality by communicating critical information in a visual format. We selected the dashboard because it supports our approach of communicating financial condition in a written, numerical, and visual format, including a comparative analysis for a more robust interpretation of each financial indicator.

We created a four-page dashboard for communicating the financial condition

of local governments to elected officials (for an excerpt, see Figure 2).²⁹ Page 1, the cover of the dashboard, contains the written interpretation of the analysis, which includes an overview of funds, an interpretation of the financial dimensions and indicators, a discussion of policy implications, and a summary of financial condition. The overview of funds is optional, given that this information also is contained in the notes to the financial statements. The discussion of policy implications also is optional, given that some administrators may want elected officials to draw their own conclusions about how the local government's financial condition affects organizational policy.

The interpretation of the financial dimensions and indicators should be completed with a written analysis of selected results. In other words, the focus is on the financial strengths and weaknesses of the organization. Trying to provide written information on each financial indicator would not reconcile with our criterion of manageability. In the previous section, we presented the first aspect of manageability: that local governments of all sizes in North Carolina should be able to implement our approach. Another aspect is that information should be presented in a manageable way for interpreting the results and making decisions. Therefore, the interpretation of this section

should focus on outliers, important trends, and key comparisons with the benchmark group.

The summary of financial condition is used to communicate to elected officials the overall financial condition with aggregate conclusions. For example: "The financial condition of Capital City is relatively strong on the basis of liquidity and leverage.³⁰ Capital City also has improved its ability to live within its means over the past five years." Although elected officials may want concluding statements like "Capital City's financial condition is strong," administrators understand that evaluating the financial condition of any organization, public or private, involves a subjective element that often prevents matter-of-fact conclusions.

The remaining pages of the dashboard, shown in the background in Figure 2, contain the financial indicators that we selected to evaluate the financial condition of local governments. They are presented in a manner consistent with our approach to communicating financial condition to elected officials. Adhering to the criterion of systematicness, we have displayed the financial indicators for the governmental activities on page 2 and the financial

indicators for the major funds of the local government on pages 3–4. Adhering to the criterion of comprehensive-ness, we have aligned the financial dimensions with the financial indicators that support the analysis of resource flow and stock for Capital City's governmental activities, enterprise fund (water and sewer), and general fund.³¹

The criterion of comparability was the primary driver for the dashboard's design. The results of the financial indicators are based on the most recent fiscal year, plus four years of historical data. The charts take advantage of trend analysis, placing each indicator in the context of change over time. The results of the financial indicators are then evaluated against averages that are calculated from the benchmark group, adding another comparative dimension.³²

An issue in local government is selecting appropriate benchmark partners. We support two approaches for making this selection. One is to select local governments of a similar population size. Another is to select local governments that offer similar services, paying close attention to those that operate the same type of utility systems. This approach follows the strategy used by the Local Government

Local governments should choose as benchmark partners either jurisdictions of a similar size or jurisdictions that offer similar services.

Table 4. Resource Stock for Governmental Funds (Focusing on Financial Resources and Accounted for on a Modified Accrual Basis)

Financial Dimension	Description	Financial Indicator	Calculation	Data Source	Interpretation ¹
Liquidity	Addresses government's ability to meet short-term obligations	Quick ratio	Cash and investments divided by current liabilities (not including deferred revenue)	Balance sheet ²	High ratio suggests that government can meet short-term obligations.
Solvency	Addresses government's ability to meet long-term obligations	Fund balance as percentage of expenditures	Available fund balance divided by total expenditures (less proceeds from capital leases) plus transfers out ³	Balance sheet	High ratio suggests that government can meet long-term obligations.
Leverage	Addresses extent to which government relies on tax-supported debt	Debt as percentage of assessed value	Tax-supported, long-term debt divided by assessed value ⁴	Notes to financial statements	High ratio suggests that government is overly reliant on debt.

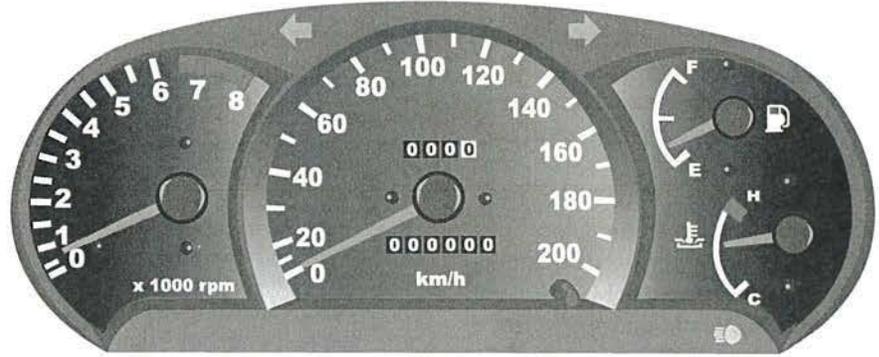
1. Trend and benchmark data are needed for a more robust interpretation of each financial indicator.

2. Deferred revenues are located either on the balance sheet of governmental funds or in the notes to financial statements.

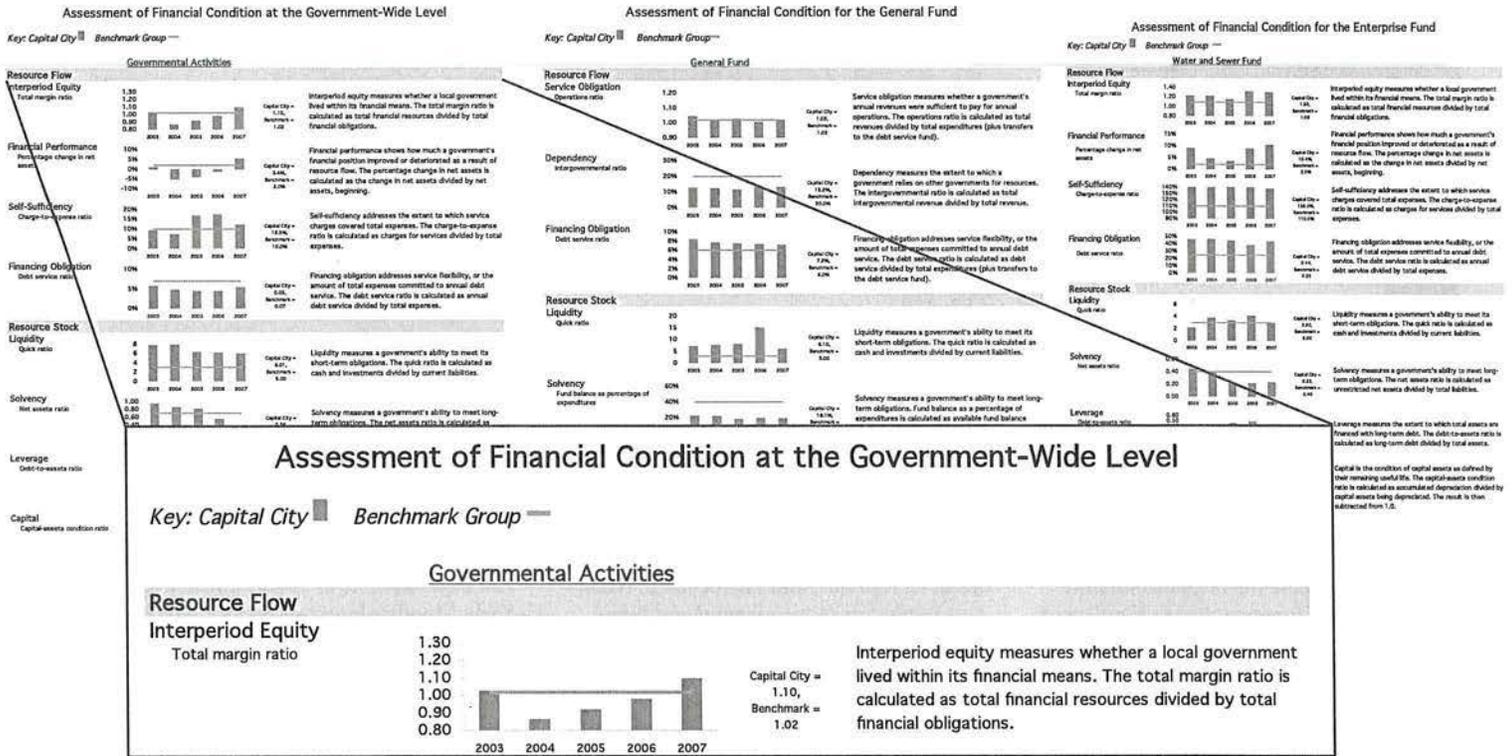
3. G.S. 159-8 defines "available fund balance for appropriation" as the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts.

4. This calculation follows the requirement of G.S. 159-55 that the net debt of the unit not exceed 8 percent of assessed valuation.

Figure 2. Excerpt from a Dashboard for a Hypothetical City



Capital City
Evaluation of Financial Condition
June 30, 2008



Commission to report on fund balance as a percentage of expenditures for cities that operate electric utilities and cities that do not. When data from other local governments are not used for establishing benchmarks, professional standards and internal policies may be used for establishing them.

We explain how the dashboard is designed because it is not simply a collection of financial indicators. It is specifically designed to increase the ability to communicate financial condition effectively to elected officials in local government. It also is designed to support our definition of financial condition and the financial dimensions that we have selected to analyze resource flow and stock in annual financial statements.

Summary

Local officials, both elected and non-elected, may never reach a consensus on a professionally accepted set of financial indicators for evaluating the financial condition of local governments. Although there are pros and cons associated with any individual financial indicator (or any set of indicators), our focus is on providing administrators with an effective approach for analyzing, interpreting, and communicating financial condition to elected officials. We have offered the following definition of financial condition to guide our approach: a local government's ability to meet its ongoing financial, service, and capital obligations based on the status of resource flow and stock as inter-

preted from annual financial statements. We then selected financial dimensions and indicators that supported the analysis of resource flow and stock as shown on the numerous operating statements and balance sheets contained in annual financial statements.

Unlike previous models for evaluating the financial condition of local governments, our approach recognizes that financial reporting contains government-wide and fund statements and that some financial statements measure economic resources while others measure financial resources. This recognition provides a more systematic and comprehensive approach to evaluating financial condition, responding to the complexities of local government financial statements. We

also capitalize on the strengths of a dashboard for communicating financial condition to elected officials, using trend and benchmark data for a more robust interpretation of each financial indicator.

Historically, more attention has been placed on financial position in local government than on financial condition. With the implementation of GASB Statement No. 34, an opportunity has been created to shift the focus to financial position and condition in local government. This represents the ultimate goal of our approach: to give administrators a management tool that facilitates their including financial condition when they are helping elected officials embrace the responsibility of managing the fiscal matters of local governments.

Notes

1. For a complete definition of financial management, see Jerome B. McKinney, *Effective Financial Management in Public and Nonprofit Agencies* (3d ed. Westport, CT: Praeger, 2004). G.S. 160A-67 states that the government and the general management of the city shall be invested in the council. G.S. 153A-101 is even more specific, stating that the board of commissioners shall exercise the responsibility of developing and directing the fiscal policy of county government.

2. See G.S. 159-34(a).

3. Dean Michael Mead, *An Analyst's Guide to Government Financial Statements* (Norwalk, CT: Governmental Accounting Standards Board, 2001).

4. Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments* (Norwalk, CT: Governmental Accounting Standards Board, 1999). Although GASB Statement No. 34 applies to both state and local governments, this article focuses solely on local governments.

5. Xiaohu Wang, Lynda Dennis, and Yuan Sen (Jeff) Tu, "Measuring Financial Condition: A Study of U.S. States," *Public Budgeting & Finance* 27, no. 2: 1–21 (2007).

6. Ibid.

7. Robert Berne and Richard Schramm, *The Financial Analysis of Governments* (Englewood Cliffs, NJ: Prentice Hall, 1986).

8. Robert Berne, "Measuring and Reporting Financial Condition," in *Handbook*

of Public Administration, ed. James L. Perry (2d ed. San Francisco: Jossey-Bass, 1996), 66–96.

9. International City/County Management Association, *Evaluating Financial Condition* (4th ed. Washington, DC: International City/County Management Association, 2003).

10. A financial factor that shows financial condition is fund balance as a percentage of expenditures. An economic factor that affects financial condition is the annual growth rate of the assessed value of the community's property.

11. For information on the original test, see Ken W. Brown, "The 10-Point Test of Financial Condition: Toward an Easy-to-Use Assessment Tool for Smaller Cities," *Government Finance Review* 9, no. 6: 21–26 (1993). For information on the updated test, see Dean Michael Mead, "A Manageable System of Economic Condition Analysis for Governments," in *Public Financial Management*, ed. Howard Frank (Boca Raton, FL: Taylor & Francis, 2006), 383–419.

12. International City/County Management Association, *Evaluating Financial Condition*.

13. The quick ratio represents a more conversational approach to evaluating an organization's ability to meet its short-term obligations, preventing current assets like inventory from increasing a local government's liquidity. For more information on quick and current ratios, see Earl R. Wilson, Susan C. Kattelus, and Jacqueline L. Reck, *Accounting for Governmental and Nonprofit Entities* (14th ed. Boston: McGraw-Hill Irwin, 2007).

14. Robert J. Freeman, Craig D. Shoulders, and Gregory S. Allison, *Governmental and Nonprofit Accounting* (9th ed. Upper Saddle River, NJ: Prentice Hall, 2009).

15. Gregory S. Allison, "How to Read Governmental Financial Statements, Part 1," *Popular Government*, Spring 2000, pp. 23–34; "How to Read Governmental Financial Statements, Part 2," *Popular Government*, Fall 2001, pp. 24–31.

16. Stephen J. Gauthier, *Governmental Accounting, Auditing, and Financial Reporting* (Chicago: Government Finance Officers Association, 2001).

17. See, for example, Wilson, Kattelus, and Reck, *Accounting for Governmental and Nonprofit Entities*.

18. If a local government chooses to include an internal service fund in its analysis, it would use the set of financial dimensions and indicators selected to evaluate the financial condition of governmental activities and enterprise funds, given that financial

statements for internal service funds measure economic resources using the accrual basis of accounting.

19. Wilson, Kattelus, and Reck, *Accounting for Governmental and Nonprofit Entities*.

20. Financial performance represents a relatively new financial dimension in local government. For more information, see Stephen J. Gauthier, "Interpreting Local Government Financial Statements," *Government Finance Review* 23, no. 3: 8–14 (2007).

21. Wang, Dennis, and Tu, "Measuring Financial Condition."

22. The authors, in consultation with the Local Government Commission, recommend this approach.

23. G.S. 159-8(a) defines "available fund balance" as the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts.

24. The Government Finance Officers Association standardizes available fund balance by dividing it by general-fund operating revenues. For more information, see *Appropriate Level of Unreserved Fund Balance in the General Fund*, which was adopted by the executive board of the Government Finance Officers Association on February 15, 2002. It can be found at www.gfoa.org. Click on GFOA Recommended Practices.

25. See G.S. 159-55.

26. G.S. 159-55(c).

27. Linda Hird Lipnick and Yaffa Rattner, *The Determinants of Credit Quality* (New York: Moody's Investors Service, 2002).

28. See, for example, David Edwards and John Clayton Thomas, "Developing a Municipal Performance-Measurement System: Reflections on the Atlanta Dashboard," *Public Administration Review* 65: 369–76 (2005).

29. The full dashboard is available as an appendix to the online version of this article. Go to www.sog.unc.edu/popgov/.

30. We used actual data from a local government to construct the dashboard for Capital City. However, the purpose is to present the approach rather than to draw specific conclusions from an actual local government.

31. Because Capital City, like many local governments in North Carolina, has only one enterprise fund, the dashboard does not contain business-type activities, given that the data would be approximately the same as for the enterprise (water and sewer) fund.

32. We used hypothetical benchmarks for Capital City, realizing that local governments may use a variety of sources for establishing their benchmarks.

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JUHARRISON
Department: Council
Requested Meeting Date:

SUBJECT: A presentation regarding FY25 supplemental budget requests (24-007)

RECOMMENDATION: Presentation and discussion.

BACKGROUND: A presentation to review the supplemental list to identify what items would be consistent with the Council's stated priorities. Possible funding sources for supplemental requests include a review and reallocation of existing revenues, future consideration of carryovers, or use of one-time funds.

PRESENTER'S NAME: Melia Dayley, Policy Analyst

REQUESTED DURATION OF PRESENTATION: 15 minutes

CITYVIEW OR ISSUE FILE NUMBER: 24-007

Division	Request	Dept Priority	General Fund	Other Fund	Total Increase	FTE	One-Time or Recurring
Airport	Maintenance Increase	Necessary		25,000	25,000	0.0	Recurring
Airport	Membership Dues & Subscriptions	Necessary		13,000	13,000	0.0	Recurring
Airport	Supplies Increase	Necessary		60,000	60,000	0.0	Recurring
Airport	Equipment Increase	Necessary		23,000	23,000	0.0	Recurring
Airport	Contract Services Increase	Necessary		43,000	43,000	0.0	Recurring
Airport	Cell Phone Bills Increase	Necessary		9,500	9,500	0.0	Recurring
Airport	Contract Services Increase 2803 (employee screening)	Necessary		60,000	60,000	0.0	Recurring
Airport	Software Maintenance for Terminal	Necessary		66,000	66,000	0.0	Recurring
Airport	Merchant Fees 2803	Necessary		70,000	70,000	0.0	Recurring
Airport	Certification/Testing Increase	Necessary		20,000	20,000	0.0	Recurring
Airport	Full-time Airport Engineering Planning Manager	Necessary		181,799	181,799	1.0	Recurring
Airport	Part-time personnel	Necessary		33,048	33,048	1.0	Recurring
Council	Operating increases for audit contract, neighborhood grant program, and other contract increases	Necessary	38,500		38,500	0.0	Recurring
Council	Convert part-time position to full-time	Necessary	61,362		61,362	0.5	Recurring
Council	Zoning rewrite	Necessary	200,000		200,000	0.0	One-time
Development Services	My Hometown Funding	Necessary	41,000		41,000	0.0	Recurring
Development Services	Full-time parking enforcement officer	Necessary	86,798		86,798	1.0	Recurring
Engineering	Engineering Tech I - Signal Electrical Tech	Critical	94,275		94,275	1.0	Recurring
Fleet	Replacement of current fleet maintenance & repair software	Necessary	108,000	72,000	180,000	0.0	One-time
General CIP	New City Website	Necessary		300,000	300,000	0.0	One-time
General CIP	Cayenta Software System Upgrade	Necessary		150,000	150,000	0.0	One-time
IS	Full-time Cayenta Analyst	Necessary	107,629	46,127	153,756	1.0	Recurring
IS/Cyber Security	Patch/Endpoint Management	Critical	32,179	12,821	45,000	0.0	Recurring
IS/Cyber Security	Full-time Cyber Security Analyst	Critical	98,090	38,146	136,236	1.0	Recurring
Mayor	Operating increases for interlocal agreements	Necessary	39,704		39,704	0.0	Recurring
Police	Language Incentive Program	Necessary	40,000		40,000	0.0	Recurring
Police	Ammunition Account 1402.4153- Right sizing due to payroll turnover	Necessary	60,000		60,000	0.0	Recurring
Police	Special Teams Account 1402.4355 - Right Sizing due to payroll turnover	Necessary	80,000		80,000	0.0	Recurring
Police	Personal Protection Account 1402.4155 - Right sizing due to payroll turnover	Necessary	22,450		22,450	0.0	Recurring

Police	Supplies Account - 1402.4152 - Right sizing due to payroll turnover	Necessary	60,000		60,000	0.0	Recurring
Police	Cell Phone Contract right-sizing	Necessary	38,291		38,291	0.0	Recurring
Police	1 Police Officer	Necessary	134,998		134,998	1.0	& One-time
Police	1 Police Officer	Necessary	134,998		134,998	1.0	Recurring & One-time
Police	Uniform Account - 1402.4154 Right sizing due to payroll turnover	Necessary	60,000		60,000	0.0	Recurring
Police	turnover	Necessary	20,000		20,000	0.0	Recurring
Police	Contract Services account - promotion testing	Necessary	20,000		20,000	0.0	Recurring
Recorder	Operating increase for biannual election payment to UT County	Necessary	35,000		35,000	0.0	Recurring
Stormwater	Full-time Stormwater Operator	Necessary		100,297	100,297	1.0	Recurring
Streets	Full-time Streets Maintenance Worker	Necessary	100,297		100,297	1.0	Recurring
Streets	Increase Streets Paint Budget to cover inflationary costs	Necessary	25,000		25,000	0.0	Recurring
Wastewater	Convert one Wastewater Collections maintenance worker from part-time to full-time	Necessary		70,114	70,114	0.5	Recurring
Wastewater	Full-time Lab Technician	Necessary		107,184	107,184	1.0	Recurring
Wastewater	Chemicals budget increase	Necessary		687,000	687,000	0.0	Recurring
Wastewater	Electric Charges increase	Necessary		450,000	450,000	0.0	Recurring
Wastewater	Contract Services Increase	Necessary		300,000	300,000	0.0	Recurring
Wastewater	Software Maintenance	Necessary		8,000	8,000	0.0	Recurring
Wastewater	Principal & Interest	Necessary		49,375	49,375	0.0	Recurring
Wastewater	Equipment Increase	Necessary		10,000	10,000	0.0	Recurring
Wastewater	Overtime increase	Necessary		10,000	10,000	0.0	One-time
Wastewater/Water	Full-time SCADA integration Specialist	Necessary		183,633	183,633	1.0	Recurring
Water	Full-time Water Treatment Plant Supervisor 2503	Necessary		129,413	129,413	1.0	Recurring
Water	Two Part-time water meter installation positions	Necessary		44,982	44,982	1.0	Recurring
		Included Total	650,651	2,558,722	3,209,373	5.5	
		Excluded Total	1,087,920	814,717	1,902,637	9.5	
		TOTAL	1,738,571	3,373,439	5,112,010	15.0	