
MINUTES OF THE BUDGET WORK MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY, JANUARY 14, 2025, AT 3:00 P.M. AT THE CIVIC CENTER, MULTI-PURPOSE ROOM, 110 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

Presiding and Conducting: Mayor Matt Packard

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

City Staff in Attendance: City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Administrative Services Director Patrick Monney, Internal Services Director Scott Sensanbaugher, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Public Safety Director Lance Haight, and Public Works Director Brad Stapley. Jeff Anderson Assistant Public Works Director.

CALL TO ORDER

Mayor Packard welcomed everyone and called the meeting to order at 3:03 p.m.

WELCOME AND INTRODUCTION - Troy Fitzgerald, City Administrator

City Administrator Troy Fitzgerald stated that the purpose of the meeting was to provide high-level strategic guidance concerning the service levels offered by city departments. Mayor Packard emphasized that this budgeting process would differ from previous ones, instructing the council to ask questions, gain a clear understanding of various areas, and collaborate effectively.

A DISCUSSION ABOUT SERVICE LEVELS - INTRODUCTION - Troy Fitzgerald, City Administrator

Administrator Fitzgerald presented information from the Economic Report to the Governor, explaining that while the economic forecast is slowing, Utah's economy continues to perform well. He noted that housing growth has been low over the past three years and has not significantly contributed to growth over the last five years, though the forecast predicts housing will increase. Troy requested that the council provide feedback on whether they support the proposed change and how it should be funded.

PRESENTATION OF SERVICE-LEVEL CHANGE PROPOSALS

Internal Service Fund - Data Loss Prevention - Scott Sensanbaugher, Internal Services

Director Scott Sensanbaugher informed the council that the State had passed a new privacy act, which is an unfunded mandate requiring city compliance in the coming years. He reviewed the privacy audit from the state and identified the need for data loss protection software at a cost of \$60,000. He also noted that mobile device management software, which would provide physical safeguards, would cost approximately \$10,000 per year.

Public Safety - Lance Haight, Public Safety Director

Drug Dog

Chief Haight presented on public safety service level increases, highlighting issues at Springville High School with youth using nicotine, vaping, and marijuana. He introduced a K9 program aimed at identifying nicotine, vape products, and drugs in schools. The program would not require additional personnel and is already 50% funded by Nebo School District. Existing donations would cover the purchase of a canine through the CARES prison program, with future donations supporting the initiative. Springville would be the first city in the state to implement such a program.

Councilmember Smith asked about the expected outcomes of the K9 program. Chief Haight explained that while nicotine use in high schools cannot be enforced by law enforcement, the school would need to develop programs to address nicotine issues, potentially through education, prevention efforts, and a substance abuse coordinator, as well as addressing marijuana use. He clarified that selling marijuana would be handled differently and noted that he would report the number of finds by the canine. The canine would be trained to detect nicotine, vaping products, marijuana, and other narcotics. Councilmember Millsap inquired about potential charges. Chief Haight stated that a first-time marijuana offense would typically result in a referral to youth court or, in some cases, juvenile court. He emphasized that the school district would need to implement and manage a program to address these issues.

Battalion Chief(s)

Chief Clinton presented a request to establish battalion chief positions, describing them as common and functional roles within the fire department. These positions would serve as on-scene commanders, bringing extensive leadership, training experience, and administrative capabilities. Chief Haight explained that the fire department is evolving and that the creation of these positions aligns with industry standards. The department plans to apply for a SAFER Grant to fund three battalion chief positions, covering pay and benefits. The proposal involves transitioning three existing part-time firefighter positions into battalion chief roles and using three part-time positions for daytime ambulance coverage. The SAFER Grant would cover initial costs but would expire after three years, requiring a commitment of 50% of growth dollar increases in the next three fiscal year budgets. Chief Haight also noted that budget savings from the past year could help fund the initiative.

Master Officer Classification

Chief Haight reported on the current staffing levels in the police department and proposed a master officer classification to provide greater flexibility, training opportunities, and motivation for officers. He outlined the qualifications required for progression within the program, noting that officers would need to continuously meet these requirements. He also mentioned that some departments use the master officer program as a substitute for the corporal position. If all officers participated, it could increase costs by \$30,000.

Councilmember Snelson inquired about officer turnover in Springville compared to other cities. Chief Haight responded that turnover was high a couple of years ago but has decreased due to adjustments in pay and scheduling.

Public Works - Brad Stapley, Public Works Director

Public Works - Transportation Utility Fee -

Director Brad Stapley discussed funding sources for the city's roadway network, including C Road Funds and sales tax revenue. He explained that maintaining roads with a "good condition" Paser Value would be more cost-effective in the long term. He presented a proposed Transportation Utility Fee (TUF) structure, which would charge approximately \$3.66 per household per month. Adding concrete for the

railroad would increase the fee by \$3.04. Active Transportation projects, totaling about \$50 million, would add another \$3.50 to the fee.

Brad proposed combining the costs for railroad concrete and active transportation, as the projects overlap, resulting in a combined TUF fee of \$7.00 per household per month, generating over \$2 million annually. He assured the council that his staff had reviewed the proposal and determined it complies with the Supreme Court decision. He emphasized the importance of addressing asphalt needs to protect the roadways.

Councilmember Wright asked if additional staff would be required for the proposed Transportation Utility Fee (TUF). Brad Stapley responded that concrete work and surface treatments are currently contracted out and would likely remain so. Councilmember Wright also inquired about the total cost for commercial properties, and Brad explained that the calculation would require a study.

Councilmember Snelson asked if businesses could appeal the fee, to which Brad confirmed that an appeal process is in place. Troy clarified the distinction between a tax and a fee, noting that while the legislature discussed the issue last year and may revisit it, the current proposal aligns with existing requirements. Brad added that Public Works would implement a public education campaign if the council approves the TUF.

Councilmember Wright expressed concern about implementing another fee, noting that multiple fees can add up and may be perceived negatively. She emphasized the need for a strong communication plan to clearly explain the fee to citizens and ensure transparency about how the funds would be used for their intended purposes. Councilmember Smith suggested creating a podcast as a way to share this information with the public.

Parks and Recreation - Stacey Child, Parks and Recreation Director

Median Maintenance

Director Stacey Child contributed to the TUF discussion, explaining that the city plans to build gateways and add new medians and park strips. Historically, the Parks Department has only maintained medians, but with the addition of gateways and the Active Transportation Plan, the city will also be responsible for maintaining park strips that extend to the road, along with more landscaping and maintenance. She asked the council for their input on how they would like these areas to look and suggested that TUF funds could help cover the maintenance costs, estimated at \$65,000-\$75,000 per year, which could be incorporated into the TUF fee.

Mayor Packard expressed a desire for the gateways to the city to have an appealing appearance.

TEAM BUILDING ACTIVITY - MUSEUM OF ART STAFF - EMILY LARSEN, DIRECTOR

Time out 5:24 p.m. to 5:35 p.m.

DINNER BREAK TIME OUT: 5:35 p.m. TIME BACK: 6:15 p.m.

COUNCIL AND MAYOR DISCUSSION AND JOINT INITIATIVES

Housing - Mayor Packard

Mayor Packard discussed the pressure from the state for more housing and inquired if the city could take action by building housing. He reviewed what other cities have done and asked if the city could follow a similar approach, considering leasing or purchasing land for development. He expressed interest in exploring various ideas and asked if the council wanted staff to proceed with researching options. Troy noted that there are some funds reserved for housing within the RDA.

Councilmember Millsap highlighted that financing for homebuyers can be challenging and suggested that if it was feasible for the city to participate, it could be beneficial for addressing housing needs.

Utilizing Property Sale Proceeds - Councilmember Wright

Councilmember Wright expressed that when city property is sold, the proceeds should be allocated to the downtown plan and used to implement a larger project.

Spanish Language Accessibility, Springville 101 Course, Utah Lake Edge Park - Councilmember Millsap

Councilmember Millsap inquired if there was a budget for improving the Spanish language on city forms. Mayor Packard expressed concern about the challenges of translating and having documents signed, suggesting that residents could be encouraged to bring a translator.

Councilmember Millsap also asked about the possibility of offering social media in Spanish. He proposed using a platform like Springville 101 to educate citizens about city departments, which could help address rumors and attract new volunteers for boards or commissions. Director Patrick Monney mentioned that podcasts are planned to provide information on each department.

Councilmember Millsap also noted that Springville has excellent canyon parks and suggested developing a Utah Lake Park on the west side to help preserve open space.

Councilmember Smith expressed interest in integrating the Historical Society into the city to ensure that historical items and sites are tracked and maintained. He referenced previous discussions about preserving an old cabin and requested more information and potential options. He also asked for an update on the status of the rodeo grounds.

Mayor Packard reported on an Ironton Hill warming shelter and mentioned that two churches in Provo are also serving as warming shelters, open to everyone and seeking volunteers.

Councilmember Jensen stated that he does not want to see the rodeo grounds lost. Mayor Packard reassured the council that the rodeo association and the city have a good relationship. He noted that while something needs to be formally written, they are aware that the grounds will eventually be moved.

Service Level Discussion

Information Services - Councilmember Wright requested more information regarding data loss software. Director Sensenbaur explained that the software was requested by the State. Attorney Penrod noted that there is a lot of information to review. Councilmember Wright expressed the desire to see a policy in place before any funds are spent.

Police K9 and Master Officer Program - The City Council reached a consensus to move forward with the Police Department's K9 program and the Master Officer Program. City Administrator Fitzgerald explained how the budget allocation for these programs would continue over time.

Battalion Chief Position - Councilmember Smith requested further discussion on the Battalion Chief positions and long-term planning for the Fire Department. Councilmember Jensen noted that the decision would depend on whether the grant is received and the future funding available. Councilmember Wright expressed interest in waiting to see if the grant is awarded. Councilmember Snelson asked how the lack of the grant would impact property taxes.

Transportation Utility Fee (TUF) - Councilmember Smith expressed support for the Transportation Utility Fee (TUF), while Councilmember Wright favored a flat fee. The Council indicated that they would

like more information on how to allocate funds and the specific amount of the fee, but they were generally in favor of moving forward with a TUF.

Median Maintenance Using TUF - The Council, by consensus, expressed support for maintaining the medians as a positive initiative and emphasized the importance of clear communication to citizens about the Transportation Utility Fee (TUF).

Housing - The council would like more discussion.

Property Sale Funds - The council would like a policy created.

New Park/Lake Edge/Rodeo Property - More information was requested for park plans and possible conservation easements.

Historical Society/Cabin - The Council expressed interest in working with the PAR Board to explore the preservation of the cabin. They also agreed to place the Historical Society under the city umbrella to help capture and preserve the city's history.

Springville 101- Could develop a contest for a podcast.

KEY POLICY POINTS

Inflationary Property Tax Increase - Troy Fitzgerald, City Administrator

Troy mentioned that property tax numbers should be available soon. Councilmember Wright suggested that increases could be made every other year. Mayor Packard emphasized the need to match revenues with expenses, stating that smaller annual increases are easier to manage than larger increases every other year. Councilmember Snelson agreed, suggesting that annual increases based on inflation would be easier to implement. Councilmember Millsap noted that more information should be provided to citizens about how their tax dollars are helping.

Inflationary Increases to Utilities - Bruce Riddle, Assistant City Administrator/Finance Director

Finance Director Bruce Riddle reviewed the current policy direction from the council regarding utility rate increases. He requested council feedback regarding a 3% utility increase. The Council agreed by consensus for the increase.

Reserve Targets - Bruce Riddle, Assistant City Administrator/Finance Director

Finance Director Bruce Riddle reported on best practices for reserves, explaining that Enterprise Funds typically retain 30% of operating revenues. He asked the council for feedback on whether they would like to adjust reserve levels or change the existing policy.

Operating Transfer Levels - Bruce Riddle, Assistant City Administrator/Finance Director

Bruce reported on the current transfer rate of 6.5% of budget operating revenue.

Property Holdings Strategy - John Penrod, Assistant City Administrator/City Attorney

Assistant City Administrator/City Attorney John Penrod reported that the city owns approximately 1,175 acres of property and around 200 structures. He discussed the purpose and goals of creating an acquisition policy with clear criteria, noting that such a policy would align with the city's master plan.



Councilmember Snelson inquired about the status of the facility analysis. John responded that they are in discussions with each department and will bring the information back to the council.

Supporting Housing through Impact Fee Projects - Troy Fitzgerald, City Administrator

Troy reported that the city will continue discussions about supporting housing development and the necessary infrastructure.

Mayor Packard expressed his appreciation for City Administrator Fitzgerald and thanked him for his efforts. He acknowledged the challenging work being done by all of the directors and stated it has been a real delight working with everyone.

ADJOURNMENT

Motion: Councilmember Snelson moved to adjourn the meeting at 8:52 p.m. **Councilmember Smith** seconded the motion. **Voting Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously; 5-0**

CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION

The Springville City Council may temporarily recess the regular meeting and convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by UCA 52-4-205.

There was none.

This document constitutes the official minutes for the Springville City Council Budget Planning meeting held on Tuesday, January 14, 2025. I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, of Utah County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, January 14, 2025.

DATE APPROVED: February 04, 2025



Kim Crane
City Recorder