



PROVO MUNICIPAL COUNCIL

Work Meeting Minutes

12:00 PM, Tuesday, April 21, 2020

Electronic meeting: [youtube.com/provocitycouncil](https://www.youtube.com/provocitycouncil)

Agenda ([0:00:00](#))

Roll Call

The following elected officials were present:

Council Chair George Handley, conducting
Council Vice-chair David Harding
Councilor Shannon Ellsworth
Councilor Bill Fillmore
Councilor Travis Hoban
Councilor David Sewell
Councilor David Shipley
Mayor Michelle Kaufusi, arrived 12:15 PM

Prayer

The prayer was given by Councilor Travis Hoban.

Business

1. A discussion regarding gathering neighborhood feedback on land use applications. (20-078) ([0:10:21](#))

Karen Tapahe, Council Community Relations Coordinator, presented. She reviewed how the program operates to obtain feedback from neighborhood residents on land use items. During the pandemic, receiving feedback in the traditional manner has not been possible. Council staff have proposed utilizing Open City Hall as a digital platform to obtain neighborhood feedback. Ms. Tapahe shared an example of a typical project proposal and what residents would see. This would also be an easy process to continue even after the pandemic; the proposal was considered previously to relieve neighborhood chairs from having to coordinate frequent meetings on development proposals. There is also an added benefit of being able to reach residents who may be unable to attend a specific meeting, as there is a longer window for submitting comments.

Councilors briefly discussed the proposal. Councilor Shannon Ellsworth thought that this process could offer better transparency. Both departments that handle land use applications had favorable feedback about using Open City Hall for neighborhood feedback; it would allow for more consistency in what is presented to residents as well as the nature of their feedback. Councilor George Handley asked Ms. Tapahe to illustrate the process step-by-step. Ms. Tapahe indicated that the exact time would depend on the planner based on their familiarity with the project; for

instance, a project with several series of early revisions may be better served by finishing those revisions before submitting the Open City Hall topic. Once the topic was posted, it would be shared with the neighborhood. Councilors could share the topics with their constituents who lived in the impacted areas. There would not be a specific presentation on the results, as the results would be distributed to the Council in advance of their meetings to consider a project. The topic would remain open on Open City Hall until just prior to the Planning Commission hearing. Open City Hall results would also be included in the Council's packet. Ms. Tapahe reviewed the standard policy regarding Open City Hall topics. Due to the consistent and routine nature of these land use topics, staff would propose that the Council explicitly authorize staff to put these topics through without requiring prior approval from the Council on the topic.

Motion: Bill Fillmore moved to authorize staff to exempt planning proposals from the policy for Council approval of Open City Hall topics, to post these planning topics as they arrive, and to report back to the Council with the results as usual. Seconded by Shannon Ellsworth.

Cliff Strachan, Council Executive Director, addressed a concern from Councilor David Harding about the policy for the Council to review Open City Hall topics. Council Chair Handley then called for a vote on the proposed motion.

Vote: Approved 7:0.

Policy Items Referred from the Planning Commission

- 2. A discussion regarding updates to an ordinance amending Provo City Code to establish a Critical Hillside Overlay (CH) Zone. Citywide application. (PLOT20200077) ([1:43:02](#))**

Brandon Larsen, Planner, presented. Due to an issue with the legal noticing of this item, it would not be coming to a Council Meeting until mid-May. Meanwhile, however, staff wished to share an update with the Council. Bill Peperone, Development Services Director, highlighted several revisions (retaining walls and ridgeline requirements) which would be added based on committee discussion and Council feedback. Mr. Larsen and Mr. Peperone invited any additional comments or concerns from Councilor. Councilor Shannon Ellsworth asked for further clarification on what the ordinance says regarding power lines. Mr. Peperone indicated that Provo Power does not permit construction underneath its power lines. Larger connecting lines, typically owned or operated by regional utilities, typically had vertical setbacks in the foothill areas. Council Chair George Handley thanked staff for their efforts in preparing this ordinance. *Presentation only.*

Administration

- 3. A discussion regarding the FY 2020-2021 budget. (20-007) ([0:35:17](#))**

Wayne Parker, CAO, introduced this item. The Administration wished to come to the Council with a policy discussion about the budget given the unique circumstances of the coming fiscal year. The full financial implications of the pandemic are still unclear. Due to the impacts to

businesses, utility consumption in commercial sectors was down. Mr. Parker explained the challenges with protecting revenue while responsibly conducting services in city facilities. The budget planning process is particularly complicated by the uncertainties of the pandemic, as many of the projections and estimates used for financial planning at the City are in a more fluid state at present (such as utility usage/revenue, building permits, etc.). The restoration of the economy to its previous levels will take some time and happen much more gradually.

In the meantime, Mr. Parker explained they were trying to define the economic changes, estimate the length and pace of needed recovery, and were discussing procedures with other agencies to understand the available resources and how others have been impacted. Mr. Parker also explained that the Administration hoped to identify several strategies for bringing the budget into balance, along with the associated pros and cons of each approach. Next, they planned to work with department directors to identify potential solutions in their respective department budgets. Overwhelmingly, department directors favored a more surgical approach that would be sustainable in the long-run and would preserve full-time employment.

Mr. Parker invited discussion with the Council. Councilor David Shipley asked about the forecast for sales tax; Mr. Parker indicated that the Amazon sales tax collection took effect last October and they hoped that it would continue to provide a substantial benefit to the City. Regarding the use of fund balance, Mr. Parker noted that the City was in a good position with its savings, but that using a lot of fund balance would have an impact to the City's bond rating and future financial options. Councilor Shannon Ellsworth asked whether the City could expect any stimulus relief from the federal government. Mr. Parker said the City has received a one-time increase in CDBG funds, which would largely be used to supplement needs of the business community in disadvantaged areas. Councilor George Handley was concerned about negative ramifications for the City's public safety operations and hoped that they would not be impacted by the budget shortfalls. Councilor David Sewell suggested that the City plan for at least two years of significant budget impacts since the situation was currently so uncertain. In response to questions from Councilor Bill Fillmore, Mr. Parker highlighted the City's typical financial review process. Mr. Fillmore thanked the Administration for their thoughtful and thorough approach. Councilor David Harding wondered if there were a way to hold off on some of the Council's budget priorities until the City had a better sense of the financial forecast. Mr. Parker shared that during the 2008 recession, the Council adopted a 'thaw' list as part of the budget, which prioritized the reintroduction of items back into the budget as revenues and funds allowed. Mr. Handley thanked Mr. Parker and the Administration and indicated that the Council would be prepared to thoughtfully respond to their forthcoming budget proposal. *Presentation only.*

4. An Administrative update. (20-079) ([1:53:51](#))

Mayor Michelle Kaufusi shared an administrative update with the Council. She reiterated Mr. Parker's comments regarding the budget planning process and the great cooperation of the department directors in the process. They planned to begin with a conservative budget that could be expanded if necessary later on, but the intent was to err on the side of caution initially. Mayor Kaufusi said that many large events in Provo and the Utah Valley have already been cancelled for the upcoming summer. All of this would have economic impacts on the community. She has been in contact with the Governor and other Utah mayors frequently during the pandemic,

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.

assessing steps to reopen and precautions which should be in place. A couple Councilors shared comments on the pandemic and the reopening guidelines as they applied to City facilities. Mayor Kaufusi noted that as testing has increased, there was a commensurate increase in infection rates as well. She was following closely the Governor's recommendations and hoped that in May there would be more developments for reopening. ***Presentation only.***

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. ***None requested.***

Adjournment

Adjourned by unanimous consent.