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PROVO MUNICIPAL COUNCIL

Work Meeting Minutes

12:00 PM, Tuesday, March 16, 2021

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

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

Roll Call

The following elected officials participated:

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

Prayer

Councilor David Sewell offered the prayer.

Approval of Minutes

August 20, 2020 Special Meeting
August 25, 2020 Special Meeting
September 1, 2020 Work Meeting
February 16, 2021 Work Meeting
March 2, 2021 Work Meeting
Approved by unanimous consent.

Business

1. **A presentation regarding the Customer Service Department's fiscal year 2021-2022 budget. (20-015) ([0:12:44](#))**

Karen Larsen, Customer Service Director, presented. She highlighted the department's service goals and functions. She detailed the department's recent software update and the impacts to customers. Customer Service also planned to debut kiosks which would offer further conveniences to Provo citizens and businessowners to accomplish tasks involving the City. Councilors commended this approach and suggested the City continue to publicize these services

to residents. In response to a question, Ms. Larsen explained that Customer Service was funded by Provo Power and Public Works, from utilities revenues. *Presentation only.*

2. A presentation regarding the Fire Department’s fiscal year 2021-2022 budget. (21-015) (0:30:20)

Jim Miguel, Fire Chief, presented. He highlighted the department functions—fire administration, fire prevention, emergency operations, emergency medical services, emergency preparedness, and emergency communications—and reviewed the responsibilities of each area. During the pandemic, they have had unique opportunities to operate the Emergency Operations Center and otherwise exercise and implement emergency management measures. He shared several success stories from the Fire Department, including their pandemic response, wildland urban interface program (including wood chipping/cleanup and fuel reduction), and the department’s mental wellness initiative. Chief Miguel also shared a preview of some of the department’s supplemental requests:

- Public Safety Mental Wellness Contract (\$86,000)
- Community Risk Reduction Program (\$45,000)
- Pro QA Medical Dispatch System (\$111,336)
- Capital Equipment Replacement Fund (\$62,000 ongoing)
- 911 Center budget adjustment (TBD)
- Paramedic School Tuition 4 Students (\$32,000)
- Airport Staffing to meet new demand with airport expansion (TBD)

The Fire Department’s Master Plan has been drafted and is in the stages of final review before Chief Miguel brings it back to present to the Council. Chief Miguel also shared a brief update regarding the planning process and siting study for Fire Station 1. *Presentation only.*

3. A presentation regarding the Development Services Department’s fiscal year 2021-2022 budget. (21-015) (0:53:52)

Bill Peperone, Development Services Director, presented. He highlighted the four divisions, noting that building inspection was the department’s largest section and included field inspectors and office clerical staff. One of the biggest bottlenecks in their department was having just one full-time plans examiner; they have shifted a planning position to building inspection with the intent of hiring another plans examiner. No new funds would need to be appropriated to make this adjustment. Mr. Peperone also highlighted the boards and commissions for which the department is responsible.

The Planning division has seen a notable increase in applications received in 2020, especially given the pandemic. The Planning division is instrumental in development review; the department has an internal 14-day turnaround deadline and all major issues with a project must be identified in the first two reviews. This process has resulted in significant improvements for developers; previously, a developer might be several reviews into the process when a department would raise a new issue that presented significant (financial or otherwise) challenges for a project proposal. Planning staff also prepare staff reports for the Planning Commission and other boards and commissions. In order to assist the public at the front counter and over the phone,

there is a planner of the day and engineer of the day—this assignment rotates through staff and ensures that someone is always available to assist customers, even during lunch hours.

In 2020, the building valuation (or total valuation of construction projects built in the city) increased by \$150 million throughout the City. Despite the pandemic, there were no slowdowns in the amount of development occurring throughout the City. Mr. Peperone noted that building valuations account for some of the department's revenue, as building permit fees are assessed based on the value of construction. He noted that the most notable reason for the large increase from the previous year was due to many more permits being issued for multifamily housing.

Keith Morey, Economic Development Division Director, and David Walter, Redevelopment Division Director, shared updates on various projects throughout the city, including new and existing/in-progress projects. Councilor David Harding asked for some financial analysis of past tax-increment financed projects. This request was echoed by other Councilors; as Mountain Vista Business Park and Zions Bank neared the end of their tax-increment financing term, the Council felt that analysis of the financial data would help inform future policy decisions regarding tax-increment financing. Mr. Walter indicated that the department recently received several key reports from the County; once they had reviewed and processed this data, he indicated that they could share a report with the Council.

Mr. Peperone also noted that the Provo Towne Centre Mall has submitted a rezone application for multifamily housing on the north end of the mall. He anticipated that this application would come to the Council in the next month or so. Councilor Shannon Ellsworth asked whether the mall had a master plan for their development of the area. Mr. Peperone explained they were still working on refinements to it internally but he indicated that the mall developers have been instructed by Development Services that they must address the mall site plan as a functioning whole, rather than focusing on only disparate parts of the property. Councilor David Harding asked whether there were other regional plans that included the mall area. Ms. Ellsworth clarified that she was not as concerned with a large-scale neighborhood plan for the area—she was interested in a localized site plan integrating the proposed new developments with the existing areas and functions at the mall. Councilor Bill Fillmore commended the department's economic development efforts and shared his excitement at seeing new ventures unfold. *Presentation only.*

4. A presentation regarding the Five-Year Capital Improvement Plan for fiscal year 2021-2022. (21-015) ([1:13:07](#))

David Mortensen, Budget Officer, reviewed the layout of the CIP document. He reviewed the plan section by section, highlighting projects of note and their funding status, and responding to Councilors' questions throughout the presentation. Some items of note included:

- Councilor Bill Fillmore asked about the \$5 million delta restoration project. Dave Decker, Public Works Director, noted that this was a protection measure for the airport and that Public Works would be bringing more details of this project to the Council soon.
- The Engineering CIP included two new projects—the Lakeview Parkway extension and pedestrian bridge at 100 West 600 South. Most other projects were from previous years' CIP and several unfunded projects had been included as well.

- Mr. Decker shared more information on the Lakeview Parkway project in response to a question from Councilor David Harding. Mr. Harding noted that the roadway was not very old and he wondered why it needed to be updated already. Mr. Decker explained that the current configuration of the road was one lane in each direction; with the future regional sports park and airport expansion, they anticipated a large increase to traffic.
- Mr. Mortensen briefly reviewed details of the Legacy CIP fund and projects.
- The regional sports park was one of the major Parks and Recreation CIP. Another recent addition to the funded list was the Downtown Plaza Park on the northeast corner of 300 South and University Avenue. Some improvements were slated for Stutz Park on the Provo River and 3800 North as well.
- Projects for the Utility Transportation Fund were the same as the previous year.
- Regarding vehicle replacement, Mr. Decker noted that over the previous two fiscal years, the City has replaced about 20 vehicles in the City fleet with hybrid vehicles.
- The Wastewater CIP concentrated most of its resources on the new reclamation plant. Another critical project was the sewer line installation for the regional sports park.
- Aquifer storage and recovery was still a focus of the Water CIP; Mr. Mortensen noted that the amount has been decreased this year in order to free up funds for other projects.

Councilor David Shipley asked whether any funds in the latest round of federal funding would come to the Council. He expressed some concern that previous funds were already programmed before the Council could give any input. Mr. Mortensen indicated that they were in the process of gathering more information on the upcoming funding opportunities. *Presentation only.*

5. A presentation regarding the Public Works' fiscal year 2021-2022 budget. (21-015) (2:14:40)

Dave Decker, Public Works Director, presented. Mr. Decker highlighted several recent accomplishments and completed projects for the department. He shared an update on water planning in the City, including the city's water sources as well as the latest on the aquifer storage and recovery (ASR) project. Data collected thus far indicates that the ASR project has been effective in starting to recharge Provo's groundwater. Mr. Decker indicated that during challenging drought years, the preparation afforded by ASR was critical. He indicated that the new wastewater treatment plant would integrate ASR development as part of the long-term vision of providing water to the City. Mr. Decker highlighted a separate need for a City culinary water treatment facility; Public Works hoped to secure some grant funding toward this end, but he hoped to get the Council's support for the concept.

Mr. Decker reviewed other items of note for Public Works, some of which had budgetary implications as well as items that were simply informational in nature. Highlights included:

- In response to a question from Councilor David Harding on the delayed implementation of utility rate increases, Mr. Decker indicated that it was a one-time delay related to the utilities billing issues experienced in the current fiscal year.
- In 2016, the State Legislature passed a measure requiring municipalities to adopt a tiered water rate. Mr. Decker explained that they were nearing implementation of this fee schedule in Provo; he noted that most residents would likely not see an impact as the change would mainly impact large water users. In response to a question from Council

David Shipley, Mr. Decker explained that well under 5% of residential accounts reached into the highest tier (of over 100,000 gallons).

- Mr. Decker reviewed sewer projects in west Provo through 2025 and he also shared an update on the wastewater treatment plant construction progress.
- The State's floodplain management group under instruction from FEMA is working on revisions to the floodplain maps in Provo and throughout the state. Mr. Decker anticipated that there would likely be extensive changes impacting west Provo. This may impact some homeowners if their mortgage lenders require them to get flood insurance.
- The airport terminal expansion should be completed in about 12-14 months.
- Mr. Decker briefly reviewed some CIP projects of note.
- The Council has indicated that improvements to Center Street and Slate Canyon Drive were important, but Mr. Decker noted that these improvements were not currently funded. He noted that retrofitting may have some negative impacts or challenges.
- Mr. Decker highlighted the roadway improvements needed for the regional sports park.
- The City has replaced vehicles with 19 hybrids with plans to switch out 15-20 more vehicles to a hybrid model in the coming fiscal year.
- Mr. Harding asked about state funding for safe routes to school. Mr. Decker and Shane Winters, Traffic Engineer, explained that there was only about \$1 million each year for the whole state and was allocated on a very limited basis by UDOT.
- Councilor George Handley asked about the traffic circle concept on 1450 East as well as at the mouth of Rock Canyon. Mr. Winters shared a rendering of the 1450 East section. He noted that the Rock Canyon traffic circle would move forward as improvements were made to the park and once they have identified a funding source.
- Mr. Harding was interested in more details regarding the alternative fuel vehicles roll-out. Mr. Decker indicated he could visit more with Mr. Harding to review details, but that in general the feedback has been quite positive.
- Councilor David Sewell asked about safe routes to school and the 3700 North sidewalk, noting that he and other Councilors have received several inquiries about this route in recent weeks. Mr. Decker noted that this was a project identified in the CIP funding.
- Mr. Harding asked about ASR and the impacts to the City's wells supply, as well as the impacts of neighboring municipalities or water districts participating in ASR or not. Mr. Decker responded to these questions, noting that the Central Utah Water Conservancy District was starting the environmental impact review process for an ASR study. In general, Provo was about 2-3 years ahead of other ASR initiatives in the county. Mr. Decker noted that the aquifer generally falls the movement of the Provo River to the west and southwest; they were exercising care with how they recharged the aquifer as well as the strategies identified for the future recovery stage.
- Councilor Bill Fillmore asked about underutilized water rights. Mr. Decker reviewed the State water rights adjudication process currently underway. Provo has filed claims on its water rights with the State. Mr. Decker noted that a city culinary water treatment plant would be a key element in accessing the full extent of the City's surface water rights.
- Mr. Shipley asked about culinary water treatment and the costs the City would save by bringing it in-house. Mr. Decker explained that in addition to treatment costs, the City pays Central Utah for power loss [as water diverted for treatment resulted in lost power generation]. The City would situate a water treatment plant after the Olmsted plant to alleviate the power loss expense. *Presentation only.*

6. A discussion regarding Parking Coordinator staffing options. (21-043) (3:42:40)

Isaac Paxman, Deputy Mayor, presented. He shared several options the Council could pursue regarding a parking coordinator for the City. This was a follow-up item after the recent Council discussion at the prior Work Meeting. Mr. Paxman cautioned that the City Administration did not ask for this and he suggested the Council wait until after the Mayor had presented her draft budget before they made further prescriptions on staffing.

The parking coordinator responsibilities were currently split with those of a sustainability coordinator. Mr. Paxman outlined several options the Council could pursue regarding a parking coordinator. Gary McGinn, Community and Neighborhood Services Director, and Mayor Michelle Kaufusi, shared brief comments and feedback on the direction identified by the Council, noting that the hiring freeze during the pandemic had broader implications on city staffing. Councilors discussed the options as outlined by Mr. Paxman. There seemed to be some general consensus around the third option as outlined, which would add a fulltime parking coordinator position, thereby freeing up the time of the planner currently covering parking. Councilors discussed the pros and cons, as well as the possible effect for parking enforcement. Most Councilors were convinced of the importance of having a fulltime staff member focused only and exclusively on parking management. With the use of enforcement tools, they saw possibility to make parking enforcement both more efficient and effective. Councilor George Handley also commented on the importance of prioritizing a dedicated sustainability coordinator.

Motion: David Harding moved that the Council request the Administration move forward with hiring a fulltime parking coordinator with option 3 and schedule the required appropriation for the March 30 Council Meeting. Seconded by Bill Fillmore.

Amended motion: David Harding amended the motion to remove the specific meeting date and to schedule the appropriation for a Council Meeting as soon as is practicable. Seconded by Bill Fillmore.

Councilor David Shipley expressed some concern with the sequencing of events; he wondered if it would be better to wait until the Administration had shared an update on their progress with parking before moving forward with a decision. He was supportive of the general direction but wanted to share this observation for the Council's consideration.

Vote: Approved 7:0.

7. A presentation regarding feedback from the Open City Hall survey on trails and a discussion regarding a resolution of support for the Forest Service implementing the trails plan and maintaining the land for public use. (21-040) (4:20:10)

Councilor George Handley presented on this item. The Utah Valley Trails Association had prepared a trails plan which has been well-received by the community. They hoped to collaborate with the Forest Service to preserve recreation opportunities for Provo and other local citizens. This resolution would be shared with the Forest Service, as well as Provo's federal

congressional delegation. Mr. Handley noted that there had been several minor revisions to the resolution—it would now be a joint resolution with the Mayor. He also noted that based on feedback from the Forest Service, the language referring to a specific geographic area was made more general, so as to provide general guidance and support without being very restrictive. Brian Jones, Council Attorney, noted that the resolution was not a legislative action and thus it did not necessitate a formal legal description; a description that simply communicated the intent to the Forest Service was sufficient, even preferred. Mr. Jones noted the process for replacing the draft resolution with the latest version either at the meeting that evening, or in advance.

Motion: George Handley moved that the exhibit for the evening meeting should be updated to the revised version of the resolution. Seconded by Bill Fillmore.

Vote: Approved 7:0.

This item was already scheduled for the Council Meeting on March 16, 2021.

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.

Motion: Shannon Ellsworth moved to close the meeting. Seconded by David Shipley.

Vote: Approved 7:0.

Adjournment

Adjourned by unanimous consent.