



PROVO MUNICIPAL COUNCIL

Budget Work Meeting

3:00 PM, Tuesday, May 25, 2021

Hybrid meeting: [youtube.com/provocitycouncil](https://www.youtube.com/provocitycouncil) or 351 W Center Street, Provo, UT 84601

This meeting will be conducted as a hybrid meeting, with some in-person components as well as continued virtual meeting access. 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 both services are down or unavailable, after a reasonable (but short) time waiting to see if the services resume, the remainder of the meeting will be postponed to the next week, with appropriate public notice given of the rescheduled date. If you do not have access to the Internet, you can join via telephone following the instructions below. The in-person meeting will be held in the **Council Chambers** with limited seating to accommodate social distancing and related public health measures.

To listen to the meeting by phone: May 25 Work Meeting: Dial 346-248-7799. Enter Meeting ID 872 5785 8298 and press #. When asked for a participant ID, press #.

Agenda

Roll Call
Prayer

Approval of Minutes

October 20, 2020 Work Meeting
November 10, 2020 Work Meeting
May 18, 2021 Work Meeting

Business

1. A discussion regarding Fiscal Year 2022 Proposed Budget Revenues. (21-015)
2. A discussion regarding a FY2022 Budget Supplemental Request for additional Parking Enforcement Personnel. (21-015)
3. A presentation regarding a plan to phase-in sworn police officer to reach the desired number of FTE's need for public safety ratios of 1.22 police officers per 1000 residents. (21-015)
4. A presentation from the Carryover Committee regarding budget carryovers. (21-015)

5. A presentation regarding transfers from all the different utility funds to the General Fund for FY 2022. (21-015)
6. A presentation on the FY 2022 Supplemental Budget Request submitted by various city departments. (21-015)
7. A discussion regarding next steps in adopting the FY 2022 Provo City Budget. (21-015)

Adjournment

Hybrid Meeting Protocol

For the past year, the Provo City Municipal Council has been meeting without an anchor location, pursuant to Utah's *Open and Public Meetings Act*, and has instead conducted all meetings online. Notwithstanding the ongoing coronavirus pandemic and Utah County's moderate level of coronavirus transmission, **the Municipal Council has determined to hold its meetings at an anchor location AND online**. We invite interested persons to participate:

- in the Council Chambers located at the City Center building; OR
- online by watching the live broadcasts at youtube.com/provocitycouncil and facebook.com/provocouncil.

There will be limited seating available in the Council Chambers and we encourage attendees to maintain appropriate health protocols such as wearing masks and social distancing.

Public comment may be received in person OR online (by calling in or logging onto the Zoom Webinar) which are detailed in meeting notices and agendas, and on the broadcasts. Follow the instructions provided on public notices of each meeting.

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 1, 2021. The meeting will be conducted **as a hybrid meeting**. 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 aides and services) during this meeting are invited to notify the Provo Council Office at 351 W. Center, Provo, Utah 84601, phone: (801) 852-6120 or email evanderwerken@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 52-4-202 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 minutes – awaiting approval

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

Work Meeting Minutes

1:00 PM, Tuesday, October 20, 2020

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

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

Roll Call

The following elected officials participated:

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

Prayer

Councilor Travis Hoban offered the prayer.

Business

1. A presentation regarding the 2020 4th Quarter Financial Report. (20-137) ([0:11:34](#))

John Borget, Administrative Services Director, presented. He noted that this particular report was not audited, as the audit was currently underway for the past fiscal year. Mr. Borget shared revenue updates from the final quarter of Fiscal Year 2020. He highlighted the challenges posed by the coronavirus pandemic and how this has impacted revenues over the last several months. Sales tax revenue has been strong as the recovery has been felt in the local economy, coming in above the previous year's sales tax revenue, as well as higher than the budget projections. Fiscal year 2022 will be the third year with the Recreation, Arts, and Parks tax in place. Mr. Borget reviewed other revenue categories, noting that property tax and vehicle fees came in strong. Mr. Borget reviewed the total appropriations, which he felt reflected good management on the part of the Council and Mayor. Mr. Borget reviewed the library and golf course revenues, noting the impacts of the pandemic to these facilities' operations. Mr. Borget also reviewed the utility revenues in detail. Several funds' revenues were up due to the related utility rate increases associated with capital projects for those functions at the city. Council Chair George Handley thanked Mr. Borget for the presentation. *Presentation only.*

Pending minutes – awaiting approval

2. An update from Fire Chief Miguel regarding protective equipment purchased with CARES Act funding, plans for Fire Station 21, and needs for the Airport. (20-136) (0:26:18)

Fire Chief Jim Miguel presented. Chief Miguel shared updates on the Provo Fire Department's involvement in the recent fire in Provo Canyon. He addressed the Range Fire specifically and also answered several questions from Councilors regarding the origins of various wildfires.

Chief Miguel shared an update on how the COVID-19 pandemic has affected their operations. The Fire Department purchased CPR equipment with CARES Act funds, which was beneficial to the department's COVID-19 response, as well as providing an ongoing benefit to the community. Chief Miguel expressed their hope to invest in further protective clothing and equipment for firefighters, which could offer additional protection against carcinogens and viral infections. The Fire Department continued work with their master plan consultant; Chief Miguel hoped to bring a more substantive update to the Council in the fall. *Presentation only.*

3. A discussion regarding proposed amendments from the Sign Committee to Provo City Code regarding electronic sign hold times and permitted locations. (20-101) (0:55:24)

Hannah Salzl, Policy Analyst, and Javin Weaver, Planner, presented. Ms. Salzl reviewed the logic and rationale behind the proposals. She reviewed the policy considerations with different-length hold times, to which areas of the city they would apply, and responded to questions and feedback from Councilors. Ms. Salzl first outlined the competing interests and goals of the committee with regard to these hold time standards; primary purposes included promoting safety and preserving community aesthetics, as well as facilitating business-friendly conditions. The current code uses the phrase "churn" but hold time was more the industry standard, so these changes would align Provo's code with this more widely used term. Ms. Salzl outlined the proposed changes to hold times, noting that multi-tenant signs in the SC3 zone representing 20 or more tenants would have a slightly shorter hold time than the proposed standard, to facilitate wayfinding and ease of identifying a business in a large complex. Electronic signs were prohibited in residential and agricultural zones and the downtown area had its own standalone sign ordinance and regulations. Otherwise, long hold times were permitted anywhere except agricultural and residential areas, and short hold times were designated in certain areas only.

In response to a question from Councilor Shannon Ellsworth about how the standards would apply in a corridor containing both residential and commercial properties, Ms. Salzl explained that signs would be allowed for the commercial properties, and not for residential properties. This raised a point of discussion which the Council discussed in more detail, specifically as regarded sections of north University Avenue and south State Street. Councilor David Sewell, who served on the committee, elaborated on the intent of the ordinance to regulate external characteristics. He noted that the committee was wary of banning digital signs completely (besides in the downtown area due to historic design standards), lest such a ban not prove legally defensible. Ms. Ellsworth asked about the distinctions between residential zones versus areas; Mr. Sewell noted that the current intent was to leave the code as it was, in specifying a listed set of agricultural and residential zones in which electronic signs were not permitted.

Pending minutes – awaiting approval

Other Councilors shared comments and feedback, including:

- Further clarification was needed regarding whether LDR, MDR, and HDR zones were included in the residential zone prohibition. Additionally, the impacts to the design corridors in the city was unclear. The committee would examine these issues in more detail.
- Councilor David Harding noted that there were many people who may not experience signs as a driver, but rather as a pedestrian or cyclist. He also expressed concerns about the rationale for the hold times of multiple-tenant properties.
- Councilor Travis Hoban, one of the Sign Committee members, suggested that the Council table discussions of specific streets or roads and focus on the broad strokes for which the committee had hoped to receive input—notably, the hold time lengths, broad policies for downtown, and other big-picture questions.
- Ms. Ellsworth thought the one-minute hold time was still too short. She also requested further clarification or distinctions between residential zones vs. areas. Mr. Sewell noted that the committee intended to leave the code as it was, listing a specific set of residential zones in which digital signs were banned. He noted the committee would revisit the questions regarding the LDR, MDR, etc. zones.
- Councilor George Handley said he could support the hold times as presented.
- Councilor Bill Fillmore supported the recommendations and thanked them for their work.

Presentation only. This item will return to the Sign Committee for further refinement.

Policy Items Referred from the Planning Commission

4. *****CONTINUED*** An ordinance amending the zone map classification of approximately 5.33 ac of property, generally located at 1724 S State St, from Agricultural (A1.5) & Residential (R1.6) to Community Shopping Center (SC2). Spring Creek Neighborhood. (PLRZ20190426)**

Business

5. **A discussion regarding a Council policy intent statement for Center Street. (20-138) ([1:43:00](#))**

Councilor David Harding introduced this item and offered background details on this proposal. Center Street in downtown Provo was already designated as a pedestrian mall. He hoped to introduce a policy intent statement to help guide future policy towards that end; the policy intent statement was brief and at a high level to offer the most flexibility in how it was applied.

Councilors shared comments and feedback on the statement, including:

- Councilor George Handley was very supportive of these policies and hoped they could be more widely promoted downtown.
- Councilor David Shipley serves as the Council liaison with the City's Transportation and Mobility Advisory Committee. TMAC supported the policy but they had encountered pushback from the City engineers when pursuing practical application of the policies.

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- Councilor Shannon Ellsworth hoped TMAC and the Planning Commission could share their best solutions and recommendations as regarded the policy intent statement and she hoped that the Public Works department could also help facilitate solutions.
- Mr. Harding hoped that Public Works was doing the best they could with the direction they have been given by the City Administration.
- Councilor David Sewell noted his one hesitation was that he wanted to better understand the financial and practical costs of rerouting vehicular traffic to 100 North.
- Councilor Travis Hoban asked if the Administration had given feedback on the statement. Wayne Parker, CAO, indicated that the City Administration did not object in principle and that they have been looking for more comprehensive policy guidance.

Motion: David Harding moved to adopt the Center Street policy intent statement as presented. Seconded by George Handley.

Vote: Approved 7:0.

6. A presentation regarding the Central Corridor Transit Study's findings. (20-133) (2:02:55)

Mary DeLaMare-Schaefer, UTA Regional General Manager, and Claire Woodman, senior planner at Parametrix, presented. Ms. Woodman shared an update on the Central Corridor Transit Study (CCTS), which examined the 850 bus on State Street through Utah County from Provo to Lehi. A driving tenet of this project was to evaluate high-capacity transit improvements from Lehi to Provo, preferred alternative for transit (alignment and mode), and to have a transparent and collaborative process with the cities involved. The study resulted in a desired route and it would utilize a bus rapid transit system with a similar technology as UVX.

Ms. DeLaMare-Schaefer responded to a concern from Councilor George Handley about large population areas and access to transit and shared some of UTA's philosophies on the subject. Ms. Woodman noted that the CCTS was not intended to solve every transit problem in the County, but that UTA would continue to explore more options for service. She noted some of the land use planning resources available for cities to consider so that they can support transit infrastructure as a cohesive part of their land use and transportation planning. *Presentation only.*

7. A discussion regarding the renewal of certain requirements related to the COVID-19 pandemic responses, including face coverings and public gatherings. (20-118) (2:21:10)

Cliff Strachan, Council Executive Director, highlighted the State's new transmission index (in which Provo and Utah County are listed as high transmission). Brian Jones, Council Attorney, outlined some possible policy approaches and actions the Council could take based on recent events and the timeline enacted in the previous ordinance passed by the Council. Councilors shared comments and discussed the various policy approaches. Their comments included:

- Councilor George Handley noted the recent state action was helpful and hoped that a new governor in January would continue to take a proactive approach.
- Councilor David Shipley was interested in reducing confusion that could arise from having different mandates in effect from the state and the city. He suggested that the Council examine in the coming weeks whether there was any confusing guidance.

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- Mr. Jones highlighted some issues that could perhaps arise. Councilors discussed different options for moving forward, such as a repeal, letting the ordinance expire, as well as a possible referendum advanced by members of the public. Several Councilors thought a repeal would allow the City to exclusively promote the state's requirements.
- Councilors Bill Fillmore and David Harding both favored a repeal and turning educational efforts toward promotion of the state's mandate.
- Some Councilors were concerned that repealing the City ordinance would send a conflicting message, whereas letting the ordinance expire as planned would hopefully move things to a more natural conclusion with the state mandate as the primary guidance.
- Councilor David Sewell felt there was value and clarity to be had in combining educational efforts toward one set of standards but shared the conflicting feelings about whether to repeal the ordinance or let it expire.
- Mr. Shipley was concerned that the messaging may be confusing with a repeal of the mandate. He wondered why the City Administration could not just simply communicate the state rules and their support of the State's approach, even with Provo's ordinance in place for several more weeks. He much preferred that approach rather than introduce more confusion through the potential for erroneous messaging about a repeal.
- Councilor Travis Hoban was fine with either a repeal or expiration.
- Mayor Michelle Kaufusi and Isaac Paxman, Deputy Mayor, supported moving toward clarity by promoting the state's message.
- Ms. Ellsworth noted that she was elected to protect Provo citizens; she felt the state was being reactive in its approach and preferred taking a proactive approach for the Provo community. She wanted to demonstrate through the Council's action that the Council still takes seriously all the precautions that they felt were serious before.
- Mr. Handley echoed the concern about a repeal potentially sending the wrong messages. He thinks the State and County have failed by not acting sooner; the Council took a proactive approach to their decisions in consultation with medical experts and advice.

Motion: David Harding moved to make an ordinance repealing the mask ordinance the exhibit for the implied motion. Seconded by Bill Fillmore.

Mr. Handley clarified some of his earlier remarks, noting that the City had tried to make decisions understanding that the context in which those decisions would take effect would change dramatically with the return of university students at the end of the summer.

Vote: Approved 6:1, with Shannon Ellsworth opposed.

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.

Pending minutes – awaiting approval

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PROVO MUNICIPAL COUNCIL

Work Meeting Minutes

1:00 PM, Tuesday, November 10, 2020

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

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

Roll Call

The following elected officials participated:

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

Prayer

The prayer was given by Councilor David Harding.

Business

1. A resolution appointing an audit firm. (20-239) ([0:12:38](#))

Cliff Strachan, Council Executive Director, presented. Mr. Strachan highlighted some of the challenges during the pandemic of engaging a new auditor who would need to spend a lot of time onsite with staff and learning how the City's systems work. The City's current auditing firm, HBME, has offered a three-year contract extension for a reduced rate which was before the Council for consideration. *Presentation only. This item was already scheduled for the Council Meeting on November 10, 2020.*

2. An update on Utah Valley Hospital. (20-237) ([0:16:33](#))

Kyle Hansen, Utah Valley Hospital Administrator, and Janet Frank, Marketing and Communications Manager for Intermountain Healthcare, presented. Mr. Hansen shared information about the network's COVID-19 pandemic response. They have faced unique challenges with the proliferation of misinformation about the novel coronavirus and needed the support of city and business leaders to effect change in attitude and behaviors. Mr. Hansen highlighted some of the trends with COVID-19 cases they have treated locally. He also outlined

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details of the hospital's surge plan to expand ICU care beyond the ICU as need has increased. Staffing remains their biggest challenge during the pandemic, as many staff members are COVID-positive and unable to work in the hospital while they are in quarantine. Their staffing models are not designed to run at full capacity all the time and combined with the surge in employee illness and absences, they have been hit hard by the pandemic. Intermountain has contracted traveling nurses and staff to help cover the shortages. Mr. Hansen also shared an update on mobile testing through Intermountain. Mr. Hansen responded to several questions from Councilors, including the nature of testing operations and future equipment needs to facilitate vaccination efforts. *Presentation only.*

3. A presentation on Carterville Parking Permit Program. (19-108) (0:49:05)

Javin Weaver, Planner, presented. Mr. Weaver shared a brief overview of the staff analysis of the proposed permit parking program. He noted that the permit fee did not cover the cost of operating the program; as a result, staff felt it would be appropriate to continue to enforce the 72-hour regulation. Mr. Weaver invited questions and discussion from Councilors. Councilor Shannon Ellsworth noted that the main issues in this area seemed related to enforcement, rather than arising from a need for a permit program. Councilor David Harding shared comments on parking sharing and how this was successful in other places. Councilor David Sewell asked how many properties of the 93 impacted were supportive; Mr. Weaver did not have a percentage. Councilor George Handley wanted to make sure to address the problems raised by the Gales, who originally proposed the permit parking area. Mr. Handley indicated he would be happy to continue the discussion with the Gales and Mr. Weaver to ensure their concerns had been addressed. *Presentation only. The Council may schedule a public hearing at a future date.*

4. A presentation on Slate Canyon Drive parking permit proposal. (18-084) (1:01:13)

Javin Weaver, Planner, presented. Mr. Weaver shared a summary of conditions and observations for Slate Canyon Drive. He noted that several areas had 2-hour parking during daytime hours. The permit parking program was requested to help address occupancy issues, and he noted that the permit fee would not cover the operating cost; as such, the Parking division would need additional staff to enforce the standards. Mr. Weaver noted that there was an overall 51% utilization rate; there were still many vacant spots on the street. He suggested that a two-hour parking limitation during the day could help improve visibility and safety along the corridor, as well as address the trailers, RVs, and boat trailers which were routinely parked on the street for long periods of time. Staff did not recommend adopting the permit area as proposed by the initial applicant, but parking staff did feel that some other interventions would be helpful. Councilors shared comments and feedback. Councilor Bill Fillmore had ideas for possible safety interventions on Slate Canyon Drive. Councilor Shannon Ellsworth, who serves in district 3 which includes the affected area, shared her insights as a resident and from constituents in the area. She noted that occupancy was not such a major issue in this area as it had been several years previously; she thought that enforcing speeding and parking laws already on the books would be the most beneficial. Councilor David Harding also shared on parking enforcement and free parking and how it impacted the area. *Presentation only. The Council may schedule a public hearing at a future date.*

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5. A presentation on University Gardens parking permit proposal. (20-240) ([1:28:18](#))

Javin Weaver, Planner, presented. This particular proposal was from an applicant in the neighborhood who proposed extending an existing permit parking area to address additional parking problems on the street in question. Councilor David Harding, who serves on the parking committee, shared comments on the nature of the proposal. Councilor David Sewell indicated that he was still unclear whether there was sufficient public support. Mr. Weaver indicated that he would work with Council staff on scheduling public hearings for the various permit parking program areas over the course of the next several months. *Presentation only. The Council may schedule a public hearing at a future date.*

6. A discussion regarding the renewal of the Urban Deer Program. (20-224) ([1:44:19](#))

Camille Williams, Assistant City Attorney, presented. Ms. Williams shared data from the past several years of the urban deer program, noting factors within and outside of the City's control. She also cited the range of lethal and nonlethal population control methods used. Councilors shared comments and feedback on the program. Councilor Bill Fillmore expressed that many constituents in his area were interested in continuing the program. Councilor George Handley expressed that his priority in maintaining any type of program was in preventing accidents and injury, rather than simply preventing a nuisance. *Presentation only. This item was already scheduled for the Council Meeting on November 10, 2020.*

7. A discussion regarding proposed amendments from the Sign Committee to Provo City Code regarding electronic sign hold times. (20-101) ([2:20:56](#))

Hannah Salzl, Policy Analyst, presented. Ms. Salzl expressed the Sign Committee's intent to clarify long and short hold times and the general policies before getting into specifics about the areas in which they applied, which would be covered in future discussions. After reviewing the hold times and several other items of basic code cleanup, Ms. Salzl reviewed examples of the different signage types. Javin Weaver, Planner, reviewed the impacted areas in the proposal.

Councilor Shannon Ellsworth reiterated her continuing concern the signage designations for South State Street, much of which was residential. She had recently discussed with staff several edits to the Southeast Area Plan, and she hoped such changes could direct more appropriate sign standards for the residential areas along this corridor. Ms. Salzl invited Ms. Ellsworth to participate in a future committee discussion where she could share suggestions. Councilor David Harding shared insight about the past policy direction the Council had taken with regards to electronic signs. Mr. Harding noted several lingering questions or concerns he hoped the committee could address in the future, but he was generally supportive of the concepts presented and supported forwarding the proposal for more public feedback. In response to one of Mr. Harding's questions, Councilor David Sewell clarified how the short-hold time areas applied to multi-tenant signs of a certain volume in the SC3 zone only. Mr. Sewell thanked the Councilors for their feedback and indicated that the committee planned to forward these proposals for public feedback through an Open City Hall topic. *Presentation only.*

Pending minutes – awaiting approval

Policy Items Referred from the Planning Commission

- 8. An ordinance amending the zone map classification of approximately 18 acres of real property, generally located at 1920 South 500 West, from Agricultural (A1.20) to Low Density Residential (LDR). Lakewood Neighborhood. (PLRZ20190182) (2:46:41)**

Aaron Ardmore, Planner, presented and shared details of the rezone proposal. Councilor David Harding voiced a concern that the housing types were not as varied as the Council had hoped for this area. Councilor Shannon Ellsworth asked whether the developer had adequately addressed the concerns raised by staff during the review process. Mr. Ardmore indicated that the applicant had indeed addressed the concerns, but he felt that the City's design standards needed to be revised with more precise details in order to get the desired results. Ms. Ellsworth also commented on the parking and sidewalks for the proposed project. *Presentation only. This item was already scheduled for the Council Meeting on November 10, 2020.*

- 9. An ordinance amending Provo City Code to increase the permissible lot coverage in the Del Coronado PRO Zone. Maeser Neighborhood. (PLOT20200318) (2:55:13)**

Dustin Wright, Planner, presented. The applicant had requested a minor amendment to raise the permissible lot coverage area from 30% to 35% in order to make for a more feasible project due to the unique lot width of the subject property. Mr. Wright indicated that the Planning Commission had asked for a site plan from the applicant, and based on the proposed site plan, the Planning Commission has recommended approval. The Planning Commission had suggested a possible change to 40% lot coverage in the future. Councilors shared questions and feedback on this idea. Councilor David Shipley asked about the nature of the recommendation. Mr. Wright noted that many other residential zones permit 40% so it would create consistency with other zones. Mr. Wright thought that the practical impact was not very obvious to the average resident. Councilor Shannon Ellsworth noted that raising the limit to 40% would make it more feasible to phase out this PRO zone at some time in the future. *Presentation only. This item was already scheduled for the Council Meeting on November 10, 2020.*

- 10. An ordinance amending the zone map classification of approx. 1.7 acres of real property, generally located at 1320 South 1080 East, from Residential (R1.10) to Low Density Residential (LDR). Spring Creek Neighborhood. (PLRZ20200319) (3:02:48)**

Aaron Ardmore, Planner, presented. The subject property was recently surplus by the city and the applicant has proposed some twin homes and some single-family homes located around general green area. Mr. Ardmore indicated that the LDR zone designation has usually brought many townhomes, but this proposal offered very different product types and staff were pleased with the proposal. Staff and the Planning Commission have both recommended approval. Councilor Shannon Ellsworth echoed the comments that this was a great development proposal for the area. She thanked staff for their efforts in helping to diversify the housing stock being built in Provo. *Presentation only. This item was already scheduled for the Council Meeting on November 10, 2020.*

- 11. An ordinance amending the Zone Map classification of approximately 1.07 acres of real**

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property, generally located at 50 East 3900 North, from Residential (R1.10) to Low Density Residential (LDR). Riverbottoms Neighborhood. (PLRZ20190265) (3:06:00)

Aaron Ardmore, Planner, presented. Staff and the Planning Commission have worked with the developer through several iterations of this project to address various concerns. The developer has proffered a development agreement which would limit the project to 10 units, in order to better situate this LDR parcel within the neighborhood. Staff felt the layout was appropriate considering its location near University Avenue. Councilor George Handley asked if there was a sense of the distribution of other projects of a similar density in the vicinity. Councilor Shannon Ellsworth asked how these units were classified; Mr. Ardmore noted that LDR allowed either twin homes or townhomes, though these were a twin home layout. *Presentation only. This item was already scheduled for the Council Meeting on November 10, 2020.*

- 12. An ordinance amending the Zone Map classification of approximately 0.25 acres of real property, generally located at 189 South 500 West, from Residential Conservation (RC) to Low Density Residential (LDR). Franklin Neighborhood. (PLRZ20200124) (3:10:04)**

Brandon Larsen, Planner, presented. Mr. Larsen reviewed the proposal and noted that the developer has proffered a development agreement. Councilor Shannon Ellsworth asked whether the development agreement would prohibit having an accessory dwelling unit. Mr. Larsen indicated that the LDR zone actually prohibited accessory dwelling units. Councilor David Sewell said he liked the overall project, but wondered whether locating a small LDR zone in a single-family residential neighborhood would create a problematic precedent. He asked if any other zones would accommodate the project. Mr. Larsen noted that there was already an LDR zone on this block and he was not aware of a different zoning designation that would accommodate this request and the proposed project. *Presentation only. This item was already scheduled for the Council Meeting on November 10, 2020.*

- 13. An ordinance amending Provo City Code to Section 15.03 to update Engineering Design Standards for 2021. Citywide application. (PLOT20201348) (3:15:11)**

Aaron Ardmore, Planner, presented. This was a routine item which came to the Council for annual approval to update the reference to the year's engineering design standards. David Day, Development Engineering Coordinator, noted that there had been one minor change since this item went to the Planning Commission, in regard to utilities. Mr. Day would also be present at the Council Meeting that evening to address any further questions. *Presentation only. This item was already scheduled for the Council Meeting on November 10, 2020.*

- 14. An ordinance amending Provo City Code regarding permitted uses in the Neighborhood Shopping Center (SC1), Community Shopping Center (SC2), And Regional Shopping Center (SC3) Zones and related provision. Citywide application. (PLOT20190429) (3:18:40)**

Javin Weaver, Planner, presented. Mr. Weaver reviewed the changes proposed to the code. The intent was to improve the city code to make it more user-friendly for developers and users within the city. The City Code already contains many of the codified standards for conditional uses;

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rather than maintain these uses as conditional, the proposed language would shift these to permitted uses and retain the existing standards as outlined in the code. For a couple of uses not addressed in current code, new code sections would be introduced to address those items. This particular code format would allow the City to add additional conditions through the standard legislative process. Staff have also identified some duplication in the code and streamlined these instances as well. Mr. Weaver responded to several questions from Councilor David Harding and offered additional clarification on several points of the proposal. ***Presentation only. This item was already scheduled for the Council Meeting on November 10, 2020.***

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.

Pending minutes – awaiting approval

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

Work Meeting Minutes

1:30 PM, Tuesday, May 18, 2021

Hybrid meeting: [youtube.com/provocitycouncil](https://www.youtube.com/provocitycouncil) or 351 W Center Street, Provo, UT 84601

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, arrived 1:38 PM
Councilor Shannon Ellsworth
Councilor David Harding
Councilor Travis Hoban
Mayor Michelle Kaufusi

Prayer

Michael Sanders, Council Intern, offered the prayer.

Approval of Minutes

October 6, 2020 Work Meeting
April 13, 2021 Special Work Meeting
Approved by unanimous consent.

Business

1. A presentation regarding utility billing. (21-062) ([0:10:01](#))

Wayne Parker, CAO, presented. He shared history of the Provo 360 project, which replaced the legacy software programs used by the City with updated, integrated systems. There are still intricacies within the new system for the utility billing components. Mr. Parker refreshed the group on the activities of last summer's software transition and implementation, impacts of the pandemic, and timing of rate changes. A combination of factors created a perfect storm for the errors which occurred as a result. Mr. Parker reviewed details of some of the specific transition issues experienced relative to utility billing, and the actions taken by the City to address issues, correct problems, and to proactively avert further issues in the future. The City contracted with Squire & Company to conduct an external audit of the utility billing system. Dave Brown worked on the audit and shared more details about the process for the audit. Squire & Company

Pending minutes – awaiting approval

were in the process of preparing their final audit report; Mr. Brown indicated that the results were promising and did not reveal any major ongoing issues.

Mr. Parker reiterated the lessons learned from the process. In the future, they intend to introduce rate increases at times that avoid peak usage. Mr. Parker also indicated that in the future, if circumstances for similar transitions are uncertain, more caution will be taken. More extensive testing with vendors will also be a key benchmark for future projects. Communicating expectations in a timely manner to the community is also a key aspect. Ensuring the accuracy and integrity of billing information will also be a top priority in launching a new system. He also noted that better focus at the leadership level in the midst of chaos was critical; the pandemic lent uncertainty to a situation with a great deal of confusion. Mr. Parker indicated that they were happy to respond to further questions about the implementation or the external review.

Councilor David Harding thanked Mr. Parker for this report and the additional context surrounding the issues. Constituent reports suggest the errors have subsided and the City has sufficiently addressed the issues. Councilor David Shipley likewise thanked Mr. Parker on this feedback and the work that has been done. He commended Mr. Parker and city staff for being proactive in reaching out to citizens and customers. He was also impressed at the step to invite an external audit; he felt those decisions were made in good taste. Mr. Shipley had lingering concerns about tiered rate structures in a variable-length billing cycle, and he hoped the City could continue to find a way to reconcile those incongruencies. Mr. Parker noted that the City's practice for varied service dates was not unusual; there are other entities that also have tiered rates and variable dates of service. Mr. Parker acknowledged the challenges of the setup and noted some of the tradeoffs that existed for this issue. *Presentation only.*

2. A presentation regarding Google Fiber. (21-008) ([0:38:19](#))

Dixon Holmes, Assistant CAO, presented. Mr. Holmes shared an update on Google Fiber and he highlighted several notable changes with Google Fiber:

- Discontinuance of TV services (which have moved to streaming vendors exclusively)
- Franchise fee restructured to factor internet usage only
- The first payment of this restructured franchise fee will be received in the fall. It is anticipated the total will increase; the rate is lower, but due to a greater number of internet users the final total will likely be higher.
- Google Fiber had initially offered seven years of free basic service. On a rolling basis, this free basic service is discontinuing. Individual contracts may vary depending on when the free service was initially installed in a particular area. *Presentation only.*

3. A Resolution Appropriating \$140,000 in the Ice Sheet Fund for Replacement of a Zamboni. (21-058) ([0:43:59](#))

Scott Henderson, Parks and Recreation Director, presented. Mr. Henderson shared background information on this necessary equipment replacement. In the tight budget, no funding was allocated on a year-to-year basis. He hoped this demonstrated the proactivity of the department in addressing their needs. They have proposed appropriating \$140,000 in excess revenues to purchase an electric Zamboni, which would reduce emissions and provide a better user

Pending minutes – awaiting approval

experience. Mr. Henderson noted the successful operations throughout the pandemic of the Peaks Ice Arena and their services. Councilor David Harding asked about where the funds would originate. Mr. Henderson explained that in bringing revenue in over the budget projections, the ability to allocate these funds through an appropriation was subject to Council approval. Mr. Henderson clarified that the turf replacement appropriation was before the Council at that evening's meeting, and the Zamboni appropriation would return to the Council in two weeks. Mr. Harding asked which of the machines would be replaced; Mr. Henderson explained that they would retain the machine in better condition and longevity and wait to replace it in several years; in the future they would be able to stagger their equipment replacement to occur at different times. ***Presentation only. This item will return to the Council Meeting on June 1, 2021.***

4. A discussion regarding Elected Officials Compensation. (21-026) ([0:48:31](#))

Cliff Strachan, Council Executive Director, presented. Mr. Strachan referenced a report presented in April from the Elected Officials Compensation Commission. He indicated that the two proposals addressing Mayoral and Councilor compensation were on the agenda for the Council Meeting that evening. The Commission recommended slight adjustments as a result of their study. Although the changes may seem significant, these changes account for any changes in the market and in similarly situated cities over the last several years, as the commission is only convened every four years. Mr. Strachan displayed the draft ordinances and reviewed the proposed revisions to the Councilor compensation and expenses in detail, item by item.

Councilor Travis Hoban asked for his colleagues' opinions on the proposed changes. With it being a tough year for many people during the pandemic, he was concerned about the optics of making such changes. He was interested in other Councilors' thoughts on the timing and general concept. Mr. Hoban acknowledged the amount of work that Councilors do. Mr. Strachan added additional context on the history of the commission, which was structured in part after the model used at the state level for the legislature and the governor. Mr. Strachan noted that the recommendations were made by outside commission members.

Councilor Shannon Ellsworth acknowledged the awkwardness inherent in the situation. Ms. Ellsworth noted the competing argument, of wanting to do right by the people who will run after her. Economic and professional stability is an important factor for potential Council candidates and future Councilors; she hoped that these changes would facilitate having a broader and more inclusive pool of candidates in the future. This income could make a significant difference for an individual who would need to reduce their working hours to meet the commitments of being a Councilor. Councilor David Harding thanked his colleagues for their comments. In the past, he has only ever served in volunteer roles in civic settings. He endorsed Councilor Ellsworth's remarks; Council service should not be the domain of only people who could afford to take time off of work to serve. Mr. Harding suggested there were other ways to reinvest in the community with this additional compensation. Ms. Ellsworth hoped the Council could have a public hearing and plenty of citizen input. This item was only a small element of the budget, but it meant a lot to citizens and she hoped the Council could offer plenty of opportunities to hear about and comment on it. Councilor David Sewell shared his recollection of the history of the commission as well, noting the institutional history involving former Mayor John Curtis, who introduced the idea of a commission which was later adopted by the Council. ***Presentation only. This item was already scheduled for the Council Meeting on May 18, 2021.***

Pending minutes – awaiting approval

5. A discussion on the tentative budget for the Provo City Stormwater Service District for the fiscal year beginning July 1, 2021 & ending June 30, 2022. (21-015) ([1:07:12](#))

Michael Sanders, Council Intern, presented. Mr. Sanders shared a brief overview of the Stormwater Service District and the functions that the City's Stormwater division fulfills. Mr. Sanders reviewed the changes to the revenue, expenditures, and capital improvement budgets. He covered utility sales revenue in more detail, and in covering capital projects, noted that some continued on over the course of several fiscal years. *Presentation only. This item was already scheduled for the Council Meeting on May 18, 2021.*

6. A discussion on tentatively adopting a tentative budget for Redevelopment Agency of the Provo City Corporation for the fiscal year beginning July 1, 2021 and ending June 30, 2022. (21-015) ([1:26:02](#))

John Magness, Policy Analyst, presented. Mr. Magness reviewed the Redevelopment Agency budget. He displayed a chart showing projections alongside actuals for both revenues and expenditures. Some costs were paid late in the calendar year and consequently appeared on the following fiscal year actuals. Mr. Magness highlighted the tax increment fund revenues and expenditures and noted some of the changes to this taking place over time. Mr. Magness responded to questions from Councilors. Councilor David Shipley asked for clarification on the drop-off in revenue in FY17. Mr. Magness did not have the details readily available but indicated he would share more data following the meeting. Councilor David Harding expressed concern about revenue being received in a different fiscal year than initially projected; such variations in the budgeted vs. actual figures made it difficult to track whether the financials were on track for the Agency. Mr. Magness indicated that they did look at fund balance overall as a more comprehensive figure; he noted that the fund balance depicted on his slides demonstrated simply what was being added or taken out from fund balance (as opposed to the total amount of fund balance). The total fund balance number was helpful to understand the larger picture. *Presentation only. This item was already scheduled for the Council Meeting on May 18, 2021.*

7. A discussion on tentatively adopting the tentative budget for Provo City Corporation for the fiscal year beginning July 1, 2021 & ending June 30, 2022. (21-015) ([1:37:30](#))

Cliff Strachan, Council Executive Director, presented. Mr. Strachan explained that he planned to present a review in terms of the original budget from FY21 compared to the Tentative Budget for FY22, noting a percentage of change and dollar-amount difference. In the explanation column, Mr. Strachan highlighted the general nature of the changes to the budget categories. Mr. Strachan reviewed each department and function in detail. Throughout the presentation, he responded to questions from Councilors. The general comments and questions included:

- Councilor David Harding asked about Council neighborhood matching grants. Mr. Strachan indicated that this area was restored to the pre-pandemic figure.
- Mr. Harding asked for clarification about cuts to certain legal functions. Brian Jones, City Attorney, noted it was likely an error in the formula the department uses to allocate the time of each of their staff members, who each serve in different roles or functions across many departments. When Mr. Jones was promoted to City Attorney and another attorney

Pending minutes – awaiting approval

moved to the deputy role, Mr. Jones suspected that an error was made in the formula allocation; however, it did not reflect any practical changes in terms of legal staffing.

- Mr. Harding asked if the market rate adjustments to the firefighter positions were reflected in the Fire budget. Mr. Strachan indicated that the budget included this change.

Mr. Strachan invited the Councilors' suggestions as to what topics they would most like covered, as well as any potential changes, before the future budget adoption. Councilors asked additional questions and noted several topics, including:

- Councilor Shannon Ellsworth asked whether any concerns stood out to Mr. Strachan and staff in the budget. Mr. Strachan indicated there were no areas of concern; the Council's biggest challenge would continue to be the limited nature of funds. Staff planned to continue work analyzing revenues. If the Council wished to make any changes, naturally those would come with other tradeoffs, and Mr. Strachan indicated that the American Rescue Plan funds and Legacy CIP funds would continue to be major discussion areas.
- Mr. Harding requested that the Carryovers Committee meet in the next few days in order to prepare their recommendations to share at the next Budget Work Meeting.
- Councilor George Handley hoped for more guidance and direction from the City Administration regarding the staffing projections for the police department. Mr. Handley felt that a rough timeline would assist the Council in prioritizing funds appropriately.
- Councilor David Sewell was interested in a more detailed projection of the impact (in terms of revenues as well as expenditures) of adding two parking enforcement officers. Mr. Sewell also noted that past revenue forecasts have been conservative, allowing higher actuals to contribute to fund balance. As the City's fund balance is in a health position, Mr. Sewell was curious whether a different approach in forecasting would result in the extra funds needed to pursue some of the additional police officers needed.
- Councilor David Shipley requested clarification on the current fund balance limits permitted by state law. He also wanted to explore the possibilities with the disaster fund.

Mr. Strachan highlighted questions from the last Budget Work Meeting and shared details on where and when Councilors could anticipate receiving answers. ***Presentation only. This item was already scheduled for the Council Meeting on May 18, 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.

Brian Jones, City Attorney, outlined the statutory basis for the closed meeting.

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

Vote: Approved 7:0.

Adjournment

Adjourned by unanimous consent.

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: DMORTENSEN
Department: Finance
Requested Meeting Date: 05-25-2021

SUBJECT: A discussion regarding Fiscal Year 2022 Proposed Budget Revenues. (21-015)

RECOMMENDATION: Presentation and discussion; Council may by majority vote propose changes to the tentatively adopted budget that would need to be adopted in a regular meeting.

BACKGROUND: The purpose of this presentation is to give additional information and insight concerning the estimation of FY 2022 budget revenues at a high level for all City funds and then in more detail for the General Fund.

FISCAL IMPACT:

PRESENTER'S NAME: John Borget, Administrative Services Director and David Mortensen, Provo City Budget Officer/Controller

REQUESTED DURATION OF PRESENTATION: 40 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 21-015

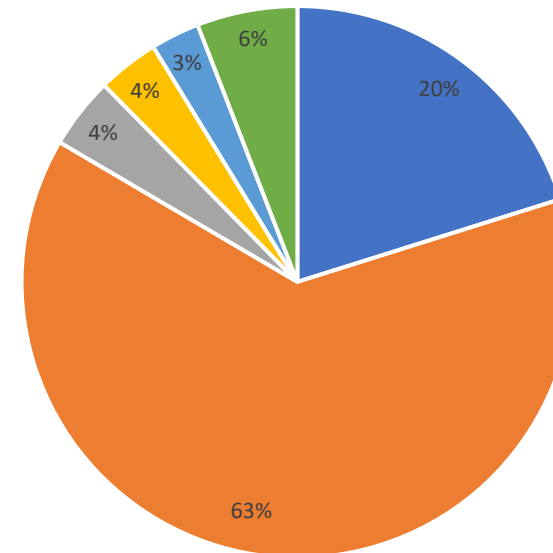


Provo City 2022 Budgeted Revenues

City-wide Budgeted Revenues

General	\$ 60,235,064
Enterprise	189,235,193
Capital Improvement	12,527,499
Special Revenue	10,770,062
Debt Service	8,549,706
Internal Service	17,615,540
	\$ 298,933,064

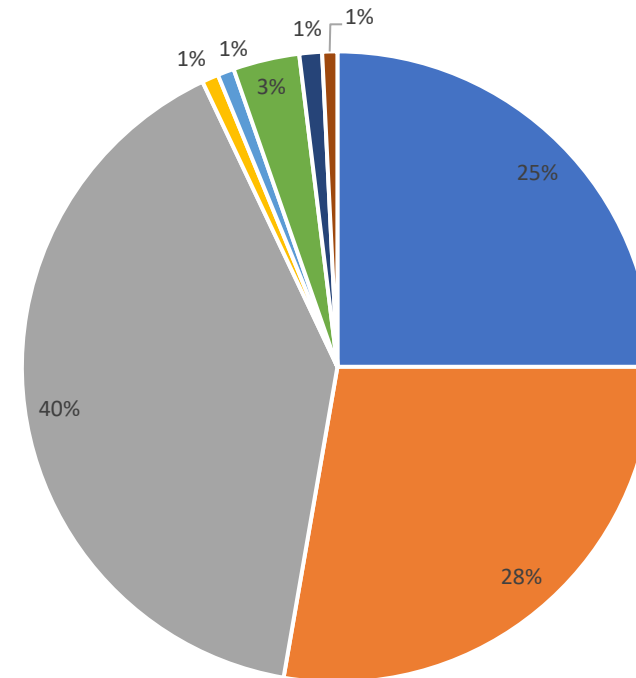
City-wide Budgeted Revenues



■ General ■ Enterprise ■ Capital Improvement ■ Special Revenue ■ Debt Service ■ Internal Service

Enterprise Fund Budgeted Revenues

Water	\$ 47,309,530
Wastewater	52,475,875
Energy	76,138,463
Golf Course	1,611,100
Peaks Ice Arena	1,600,000
Sanitation	6,436,500
Utility Transportation	2,200,000
Airport	1,463,725
	\$ 189,235,193

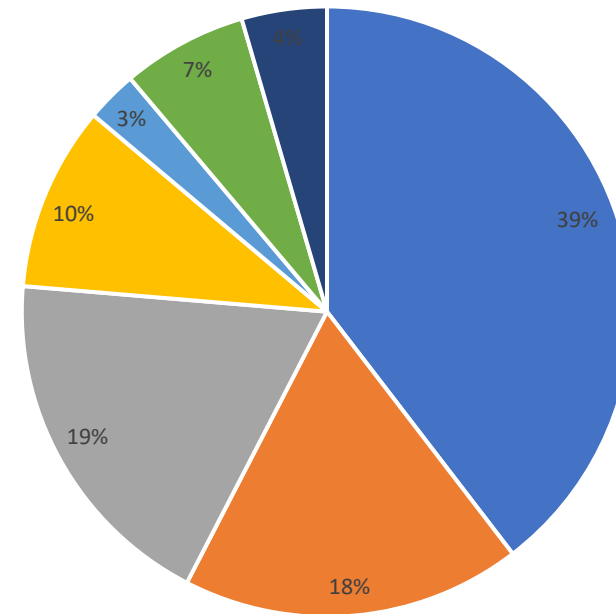


■ Water ■ Wastewater ■ Energy ■ Golf Course ■ Peaks Ice Arena ■ Sanitation ■ Utility Transportation ■ Airport

General Fund Budgeted Revenues

General Fund Budgeted Revenues

Sales tax	\$ 23,843,437
Franchise	10,848,000
Fees	11,291,205
Property tax	5,900,000
RAP tax	1,633,532
Roads	4,000,000
Other	2,718,890
	\$ 60,235,064
Transfers from Enterprise Funds	\$ 13,097,954

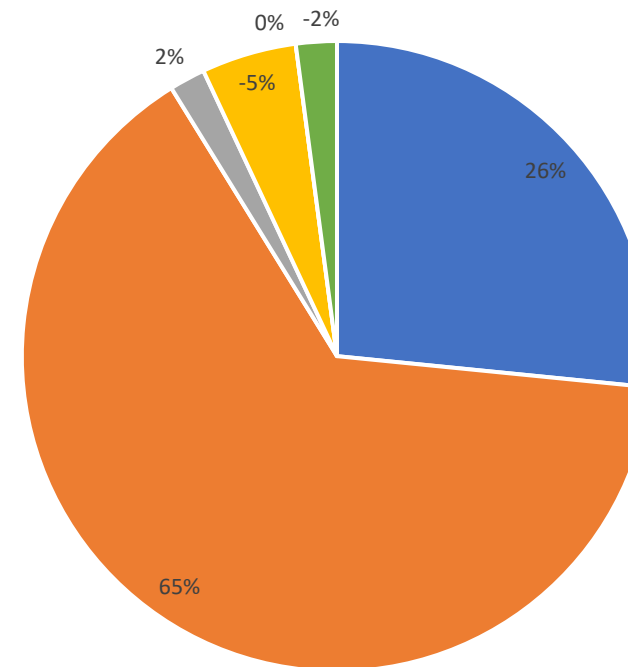


■ Sales tax ■ Franchise ■ Fees ■ Property tax ■ RAP tax ■ Roads ■ Other

City-wide increase in Budgeted Revenues

City-wide Increase in Budgeted Revenues

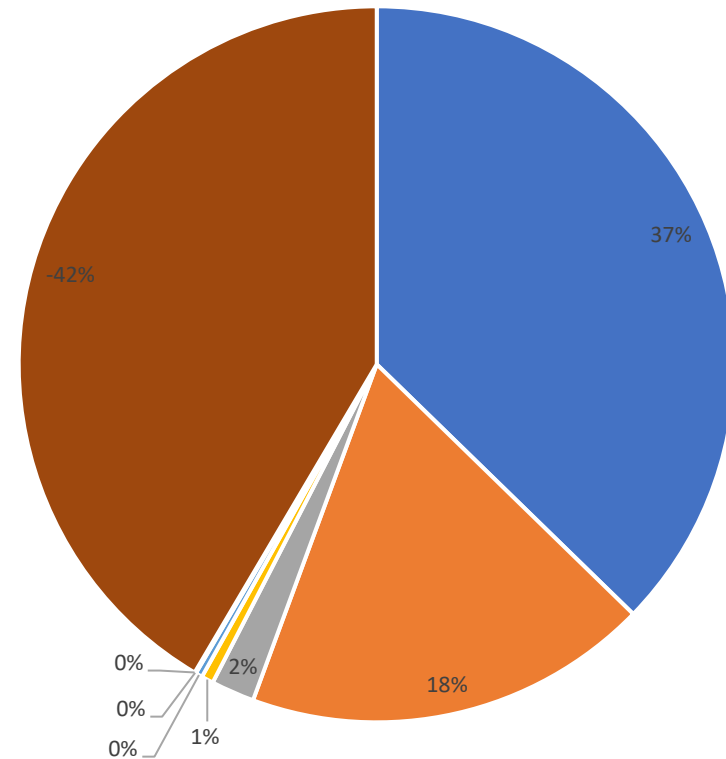
General	\$ 5,761,718
Enterprise	14,006,364
Capital Improvement	398,498
Special Revenue	(1,056,771)
Debt Service	-
Internal Service	(454,106)
	\$ 18,655,703



■ General ■ Enterprise ■ Capital Improvement ■ Special Revenue ■ Debt Service ■ Internal Service

Enterprise Funds increase in Budgeted Revenues

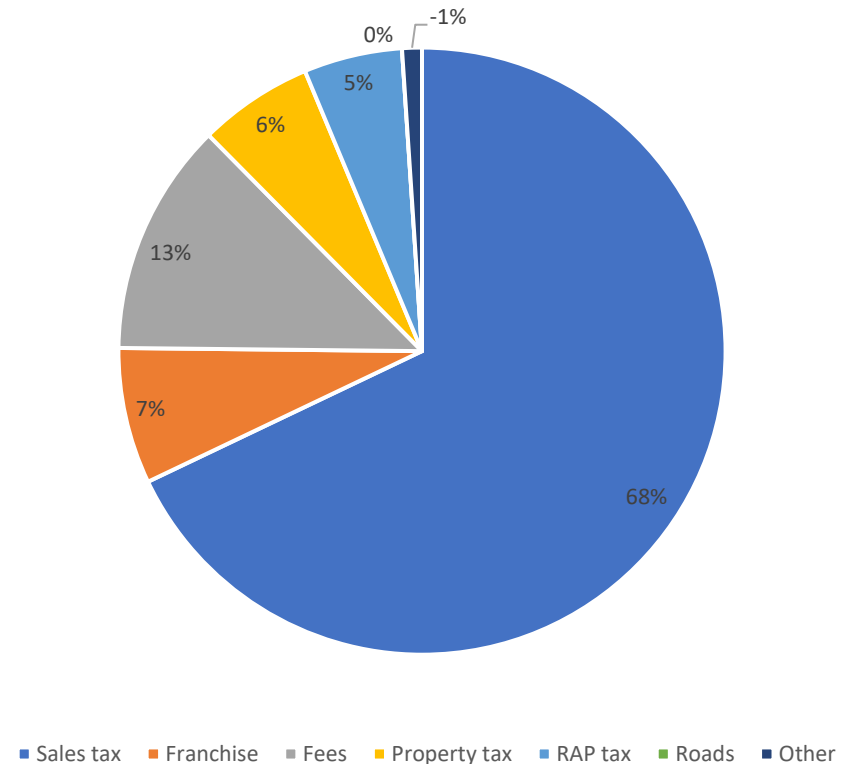
Water	\$ 30,741,930
Wastewater	15,113,125
Energy	1,615,496
Golf Course	448,413
Peaks Ice Arena	257,000
Sanitation	51,150
Utility Transportation	-
Airport	(34,220,750)
	\$ 14,006,364



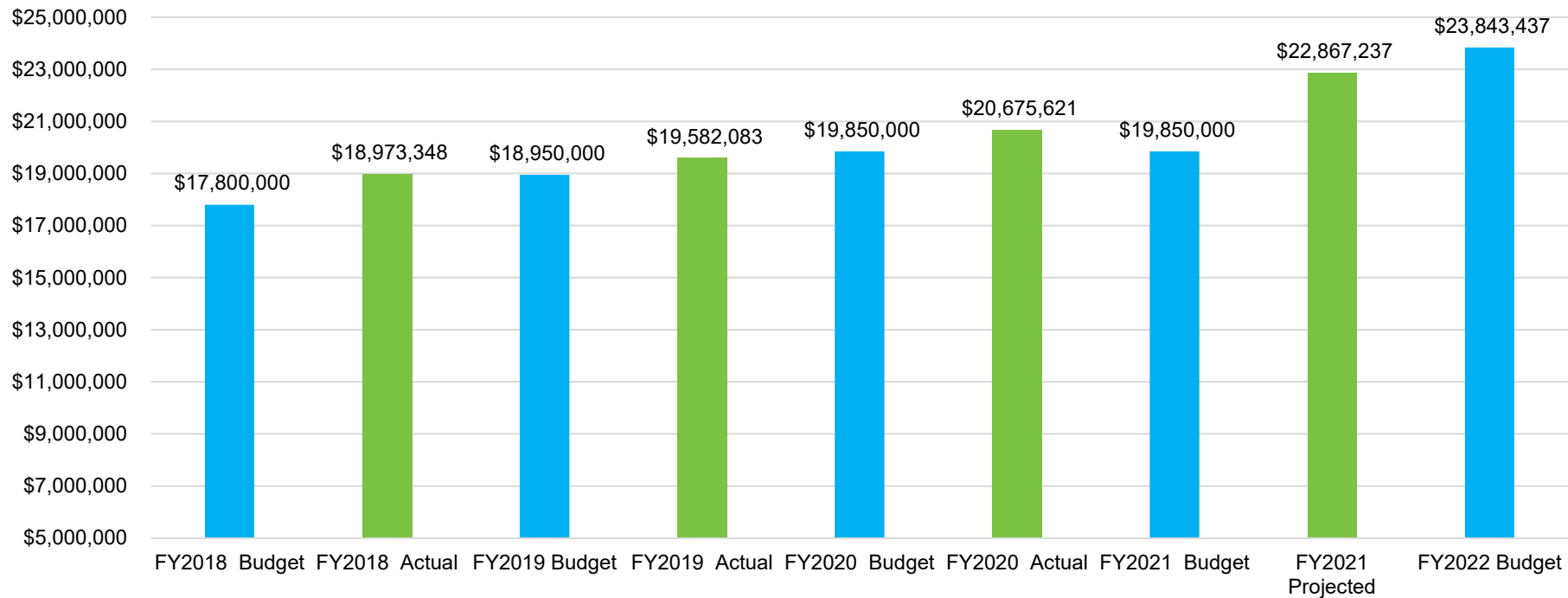
General Fund increase in Budgeted Revenue

Sales tax	\$	3,993,437
Franchise		426,053
Fees		730,705
Property tax		358,901
RAP tax		308,532
Roads		-
Other		(61,910)
	\$	5,755,718
Transfers from Enterprise Funds	\$	458,516

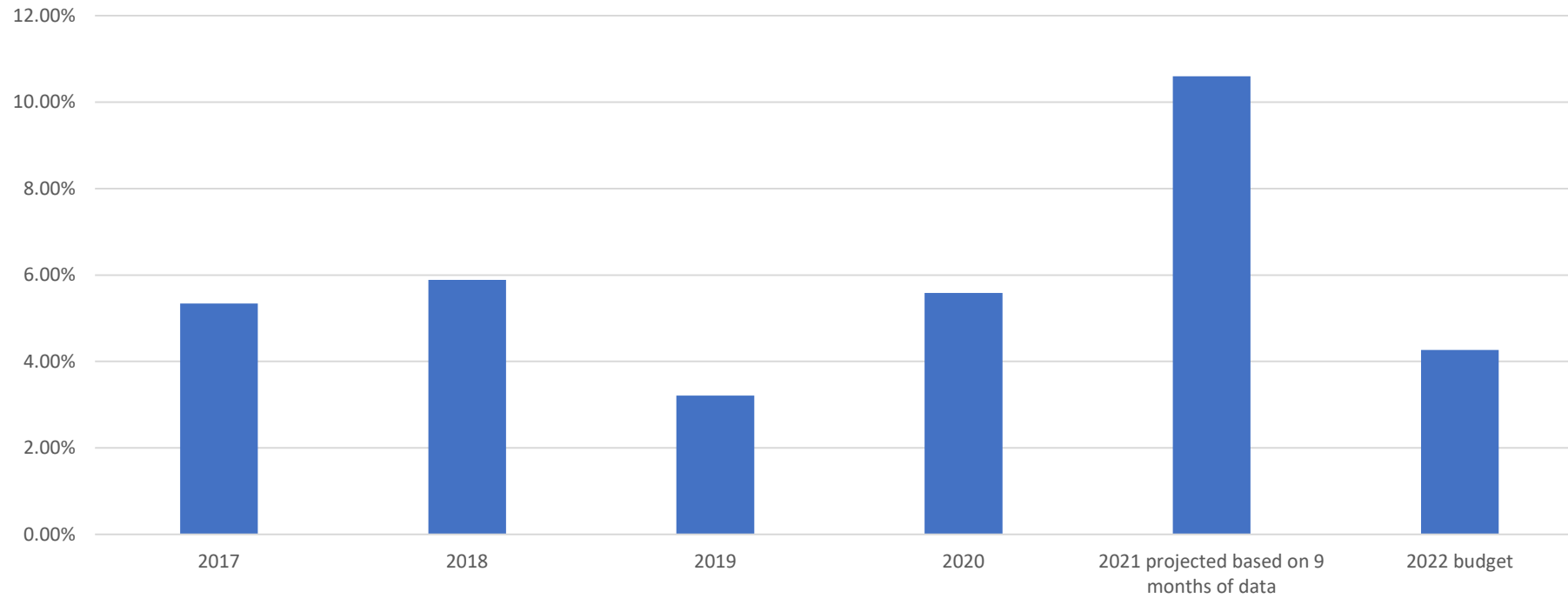
General Fund increase in Budgeted Revenues



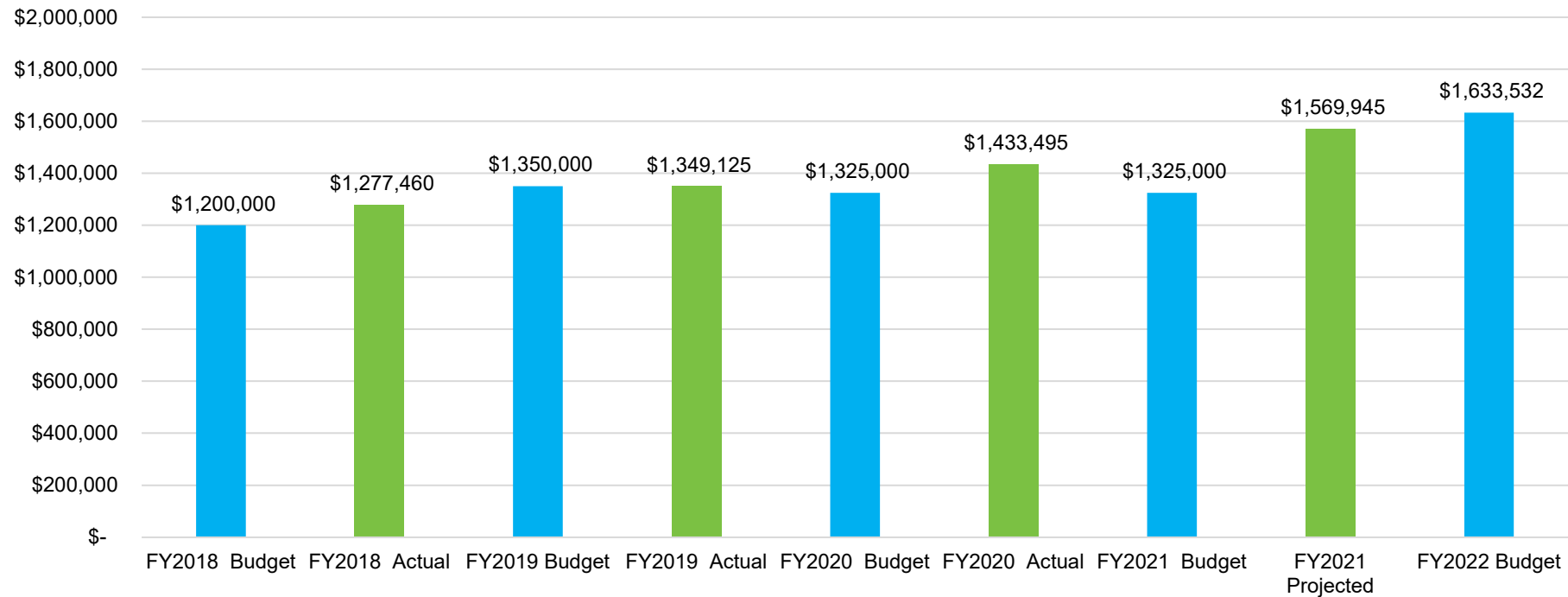
Sales Tax Revenue Comparison



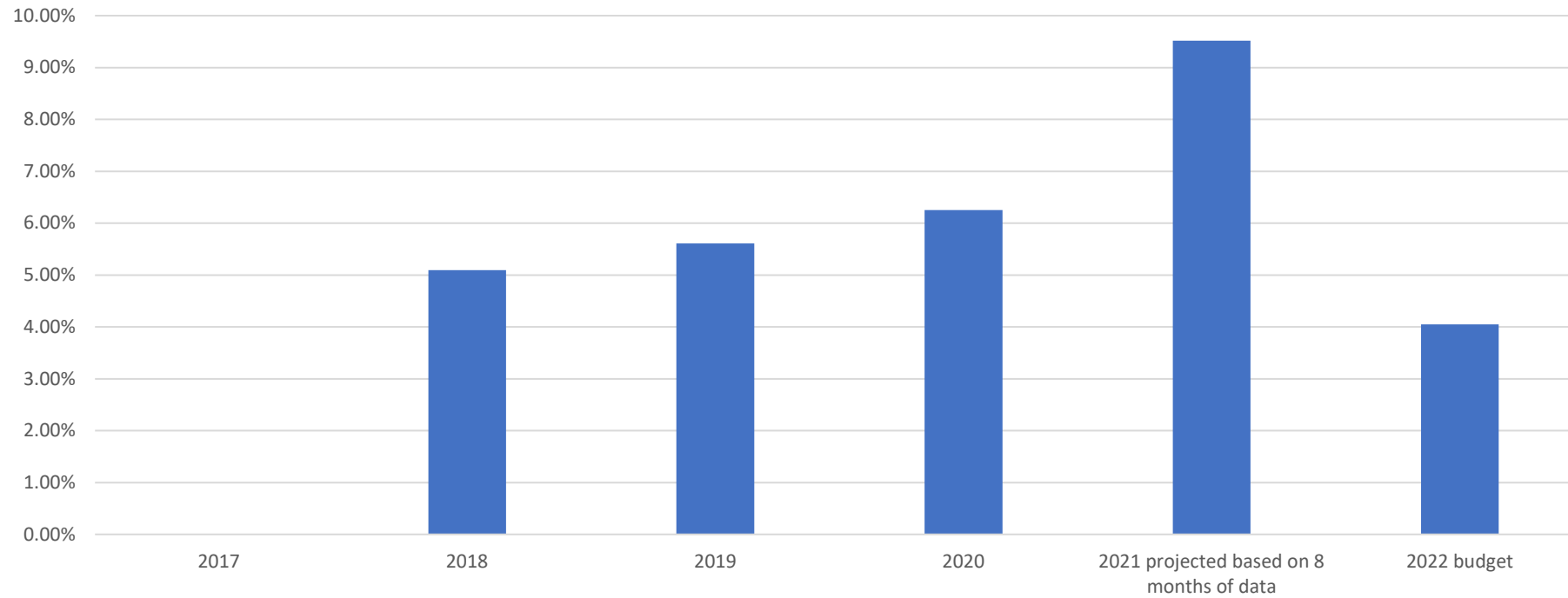
Sales Tax % increases



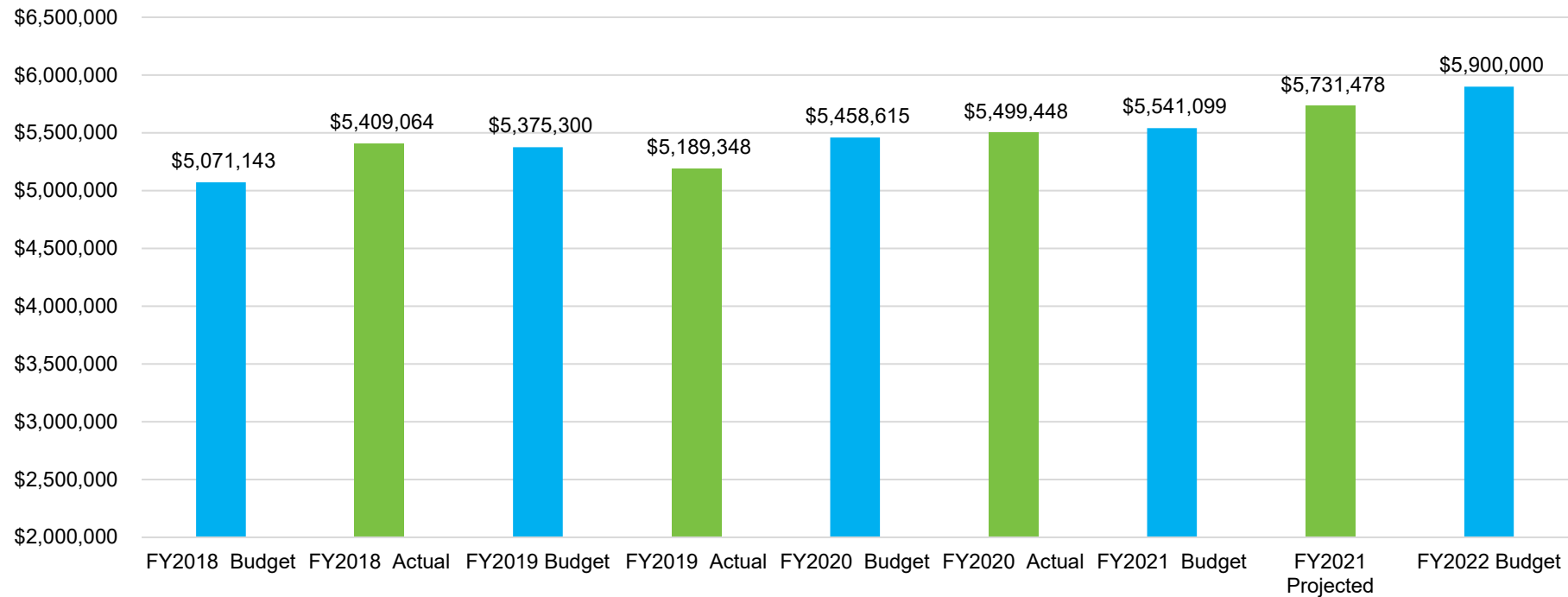
RAP Tax Revenue Comparison



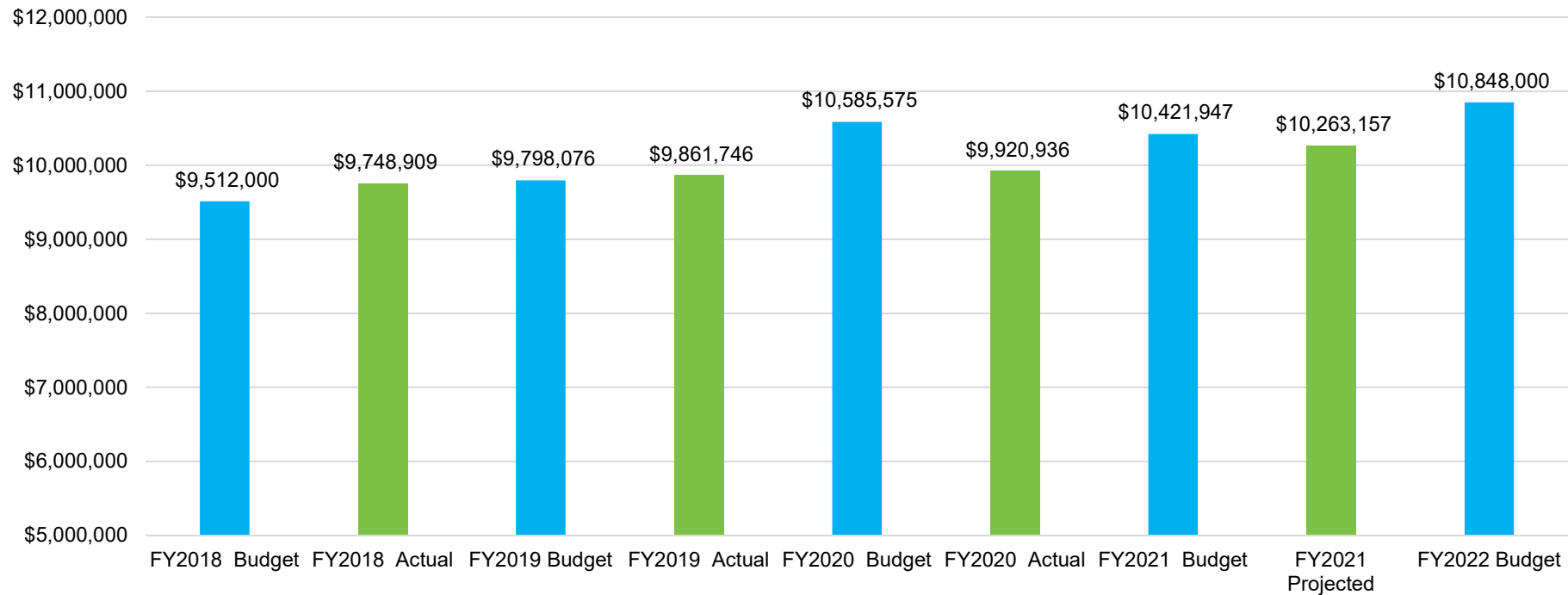
RAP Tax % increases



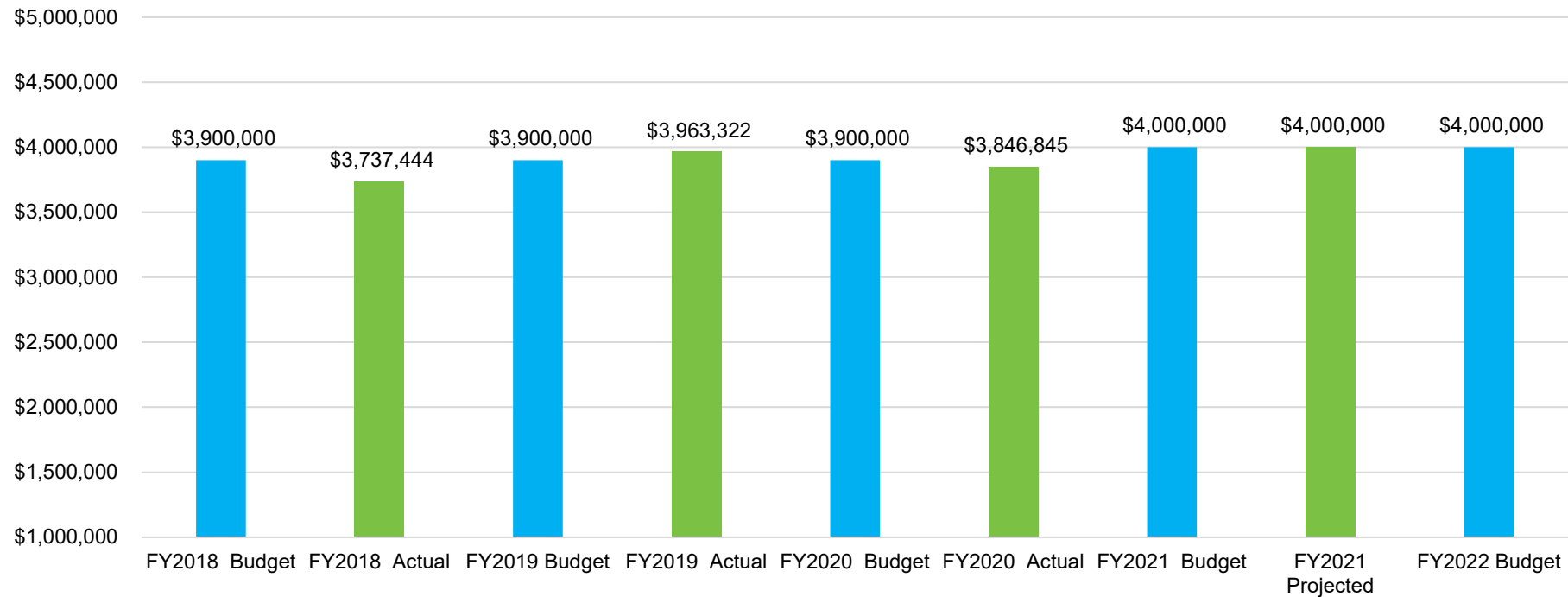
Property Tax Revenue Comparison



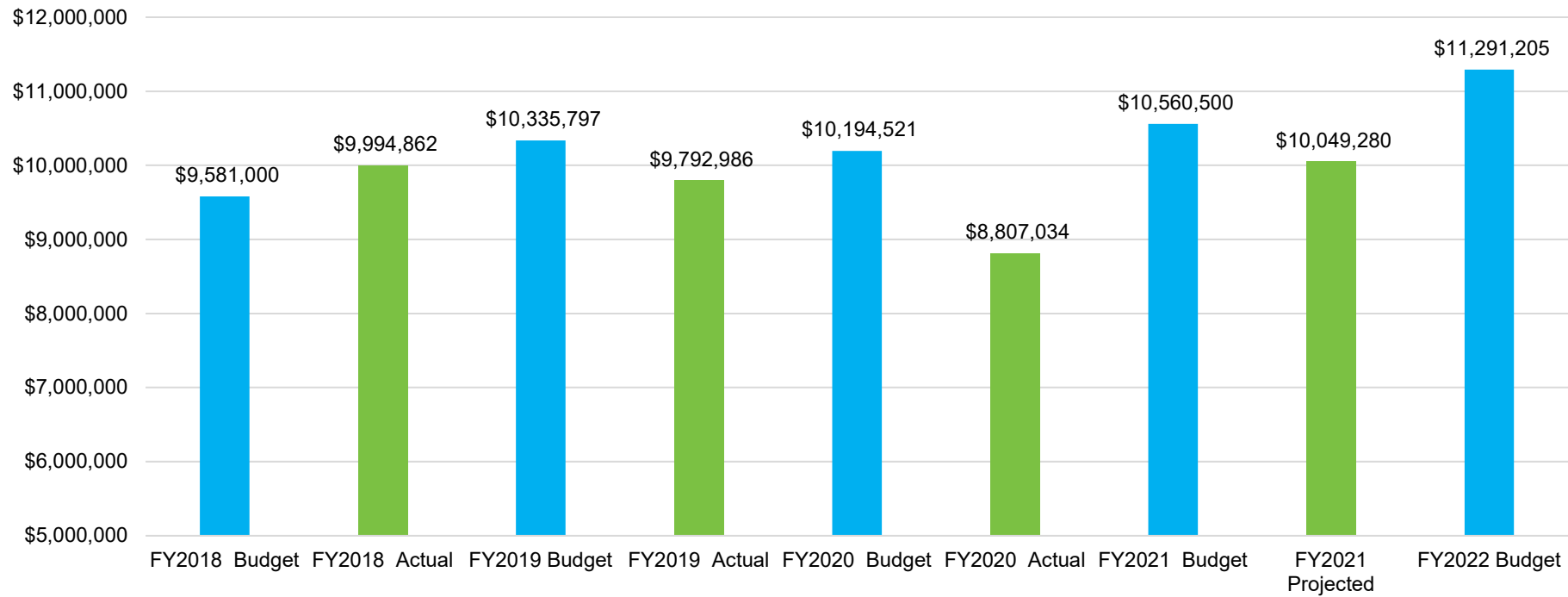
Franchise Fee Revenue Comparison



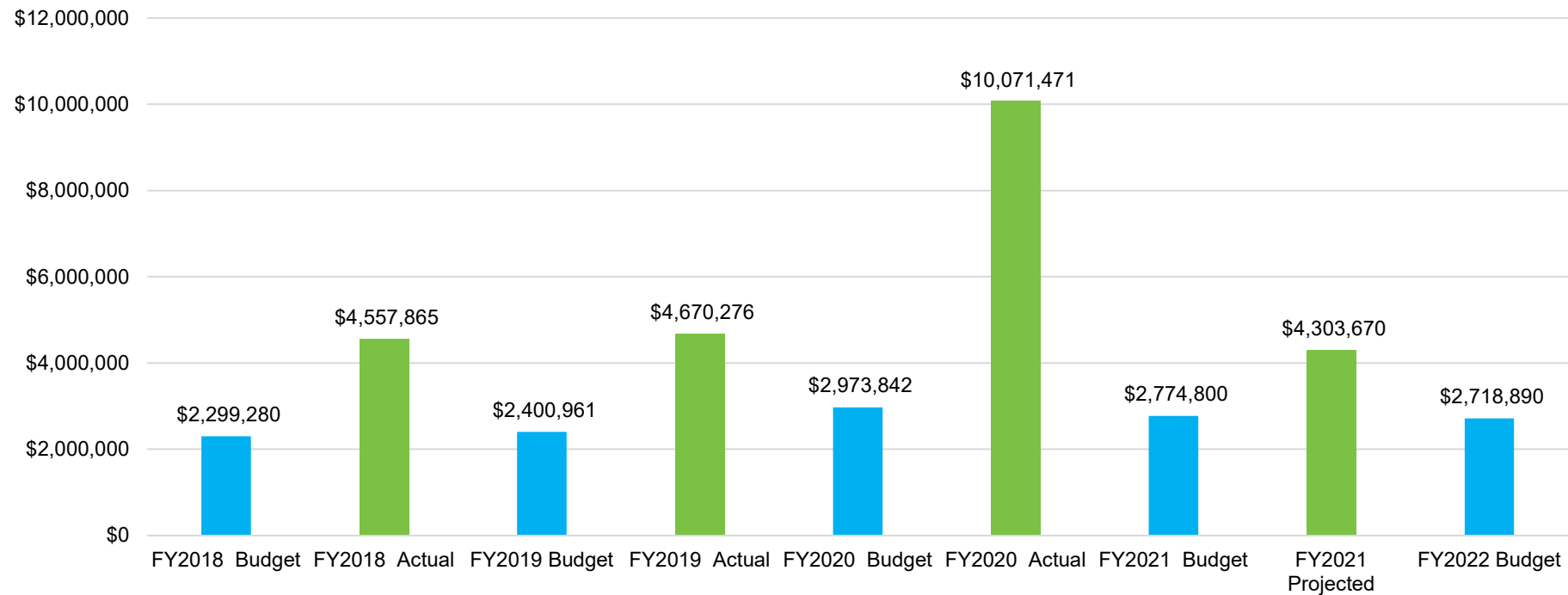
B&C Roads Revenue Comparison



Fees Revenue Comparison



Other Revenues Comparison



ARPA Revenues

- Positions Lost Due to COVID-19 Currently Included in the Proposed Budget - \$481,469
 - 2 FT Engineers
 - 1 FT Economic Development Management Analyst
 - 1.5 FT Code Compliance Officers
 - 1 FT Recreation Program Coordinator
- Positions Lost Due to COVID-19 Currently Not Included in the Proposed Budget - \$166,485
 - 1 FT Economic Development Management Analyst
 - 0.5 FT Code Compliance Officer
 - 1 PT IS Technician
- Public Safety Behavioral Health Services - \$85,000
 - To cover cost of 1 year contract for Police & Fire (Supplemental Request)

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: DMORTENSEN
Department: Finance
Requested Meeting Date: 05-25-2021

SUBJECT: A discussion regarding a FY2022 Budget Supplemental Request for additional Parking Enforcement Personnel. (21-015)

RECOMMENDATION: Presentation and discussion; Council may by majority vote propose changes to the tentatively adopted budget that would need to be adopted in a regular meeting.

BACKGROUND: During the May 11, 2021 Budget Work Meeting, Community and Neighborhood Services staff presented estimated revenue and expenditure impacts of approving a budget supplemental request for two additional parking enforcement officers and one additional office clerical staff member. The Council asked Finance staff to conduct an independent analysis of the revenue and expenditure impact of this supplemental request, which analysis is to be reported in this meeting.

FISCAL IMPACT:

PRESENTER'S NAME: David Mortensen, Provo City Controller

REQUESTED DURATION OF PRESENTATION: 25 Minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 21-015

Parking Enforcement Positions Analysis:

Position	Potential Revenue	Revenue Factor	Estimated Revenue Impact	Salary Cost	Benefits Cost	Equipment Cost	Estimated Net Impact
Code Enforcement Officer	126,080	90%	113,472	36,654	33,946	4,199	38,673
Code Enforcement Officer	126,080	80%	100,864	36,654	33,946	4,199	26,065
Part-Time Office Specialist I			0	14,630	1,120		(15,750)
Totals	252,160		214,336	87,938	69,012	8,398	48,988

Revenue calculation:

Used average of tickets issued for the last 3 years by a parking officer that is primarily on patrol and not on special assignment.

Calculated how many tickets were written, paid, unpaid and had no fine amount (warnings, voids, and dismissals.)

The fine for a parking ticket is \$55 with a \$15 reduction if paid within 7 days. After 14 days unpaid, \$68.75 is due.

The average number of paid tickets per officer (3,152) was multiplied by \$40 for a conservative estimate.

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JMAGNESS
Department: Council
Requested Meeting Date:

SUBJECT: A presentation regarding a plan to phase-in sworn police officer to reach the desired number of FTE's need for public safety ratios of 1.22 police officers per 1000 residents. (21-015)

RECOMMENDATION: Presentation and discussion; the Council may by majority vote propose changes to the tentatively adopted budget that would need to adopted in a regular meeting.

BACKGROUND: Council members requested a phase-in plan regarding the number of sworn police officers.

Provo Police Department is asking for 4 new positions for sworn officers to meet the recommendations from the 2012 Police Executive Research Forum (aka PERF report). Currently, the FY 2022 Budget funded 1 new sworn officer directly, and funding a second sworn officer by eliminating 2 civilian FTEs. This leaves the Police Department request short by 2 FTEs in the sworn officer category.

As Provo City's population continues to grow the number of sworn officer will need to keep increasing to meet the demands. Part of the discussion is how, as a city, do we plan for the funding of future sworn officers.

FISCAL IMPACT: Approximately \$117,000 per sworn officer

PRESENTER'S NAME: Wayne Parker, Chief Administrative Officer

REQUESTED DURATION OF PRESENTATION: 15 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

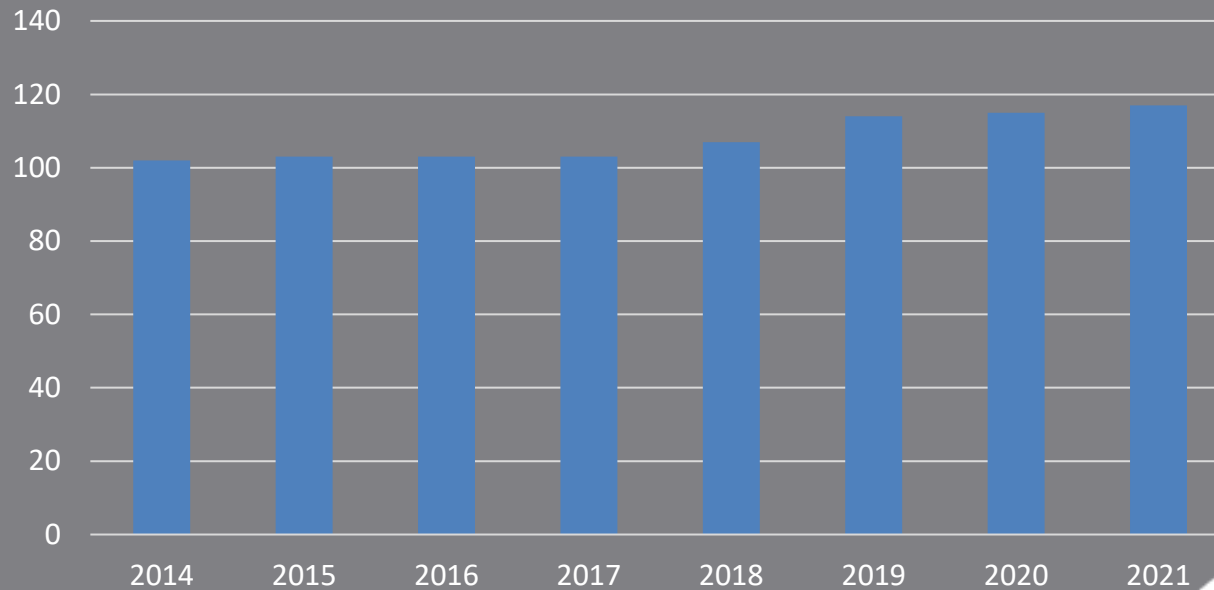
CITYVIEW OR ISSUE FILE NUMBER: 21-015

Police Staffing Modeling



Staffing Statistics

Sworn Officers 2014-2021



Ways to Think About Staffing

- Population base and growth
- Workload
- Citizen satisfaction
- Crime rates
- Minimum staffing
- Response times



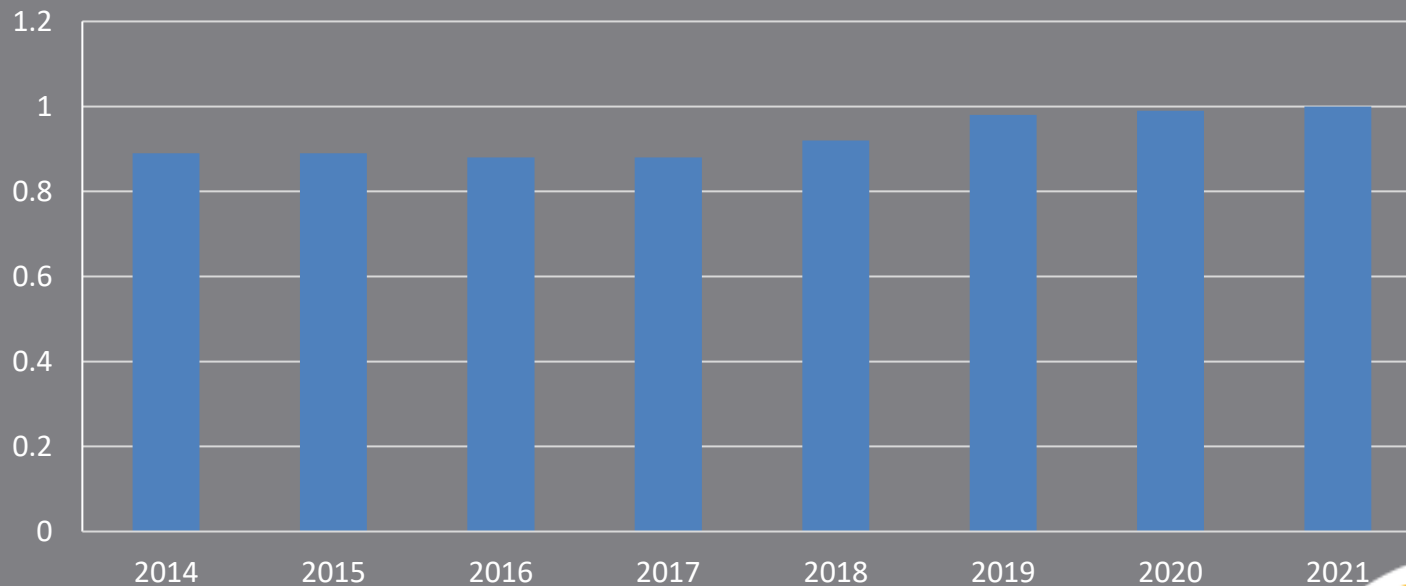
Population Base

- Good indicator
- Some weaknesses
 - Doesn't take into account other agencies
 - Tough to compare with other communities



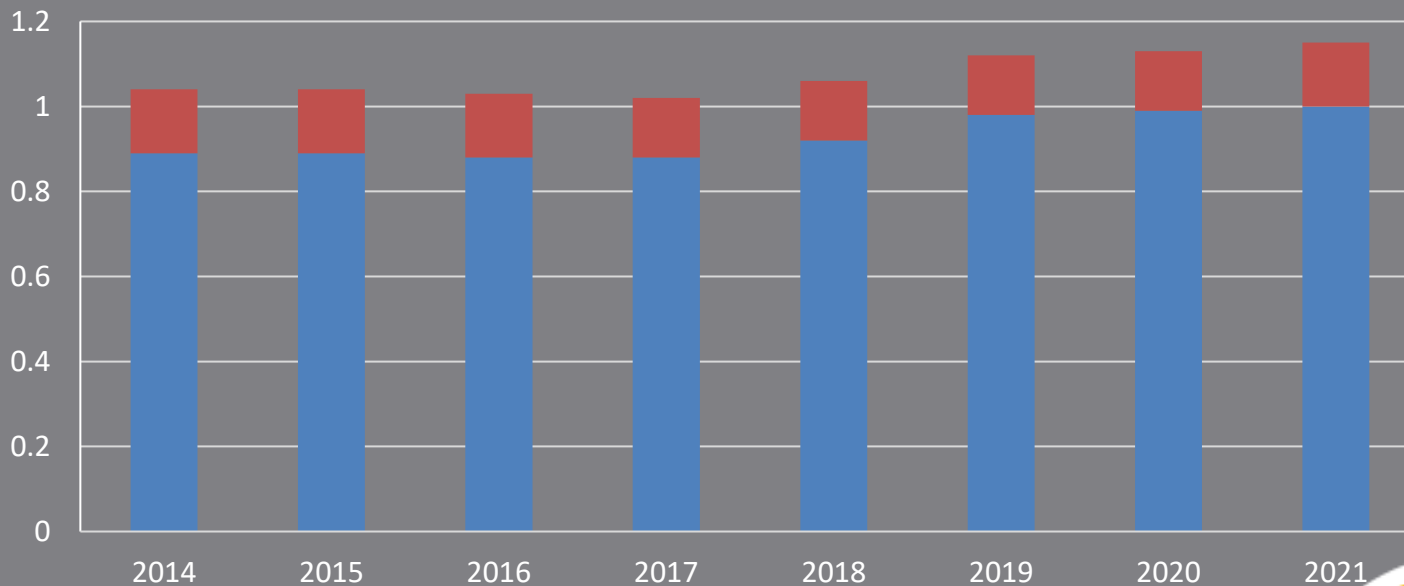
Staffing per population over time

Officers per 1000 population



Staffing per population over time

Officers per 1000 population including BYU PD



Workload

- Examines average officer workload measures
- Basis of the 2012 PERF report
 - Patrol officers spent 52.3% of time on calls for service
 - Target should be 40%
 - Leaves more time for community policing and self-directed activities



Workload

- Staffing recommendations in 2012
 - 14 additional patrol officers
 - 3 additional detectives
 - Greater use of civilian staffing
 - Police Investigative Aides
 - More use of volunteers



Citizen Satisfaction

- Better gather citizen satisfaction information
- Use citizens advisory board



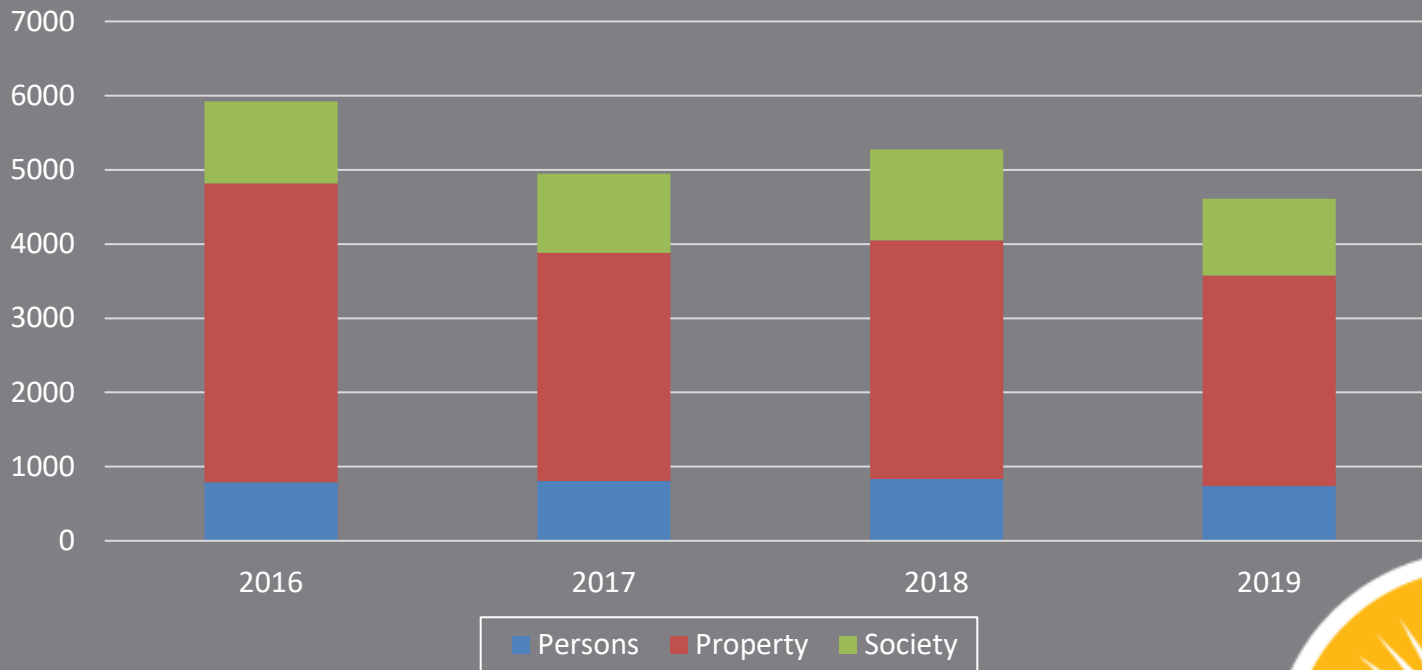
Crime Statistics

- Evaluation specific crime statistics over time
- Benchmark against other similar cities
- Focus on key indicators



Crime Statistics

Reported Crimes



Minimum Staffing Models

- Based on officer safety
- Consider overlapping shifts at peak times
- How many patrol officers do we need at key times and days?



Response Times

- Detailed stats could define a standard
- Increase staffing when response times are nearing the standard level



Support Staffing/Services

- Information Systems
- Facilities
- Employee Assistance/HR
- Dispatch Services



Police Staffing Model

- Develop a series of key indicators based on the model
- Determine when we should add staffing (sworn or civilian) based on indicators
- Updated staffing study incorporating the standards/methods



PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JMAGNESS
Department: Council
Requested Meeting Date:

SUBJECT: A presentation from the Carryover Committee regarding budget carryovers.
(21-015)

RECOMMENDATION: Presentation and discussion; the Council may by majority vote propose changes to the tentatively adopted budget that would need to be adopted in a regular meeting, however, the Council will be reviewing the proposed budget resolution at the June 1 work meeting.

BACKGROUND: The Carryover Committee has discussed the past and future use of surplus monies, specifically the use of encumbrances and carryover decisions, with senior Administration staff. The committee plans to report and discuss its findings with a view to consideration of future decisions on the use of surplus monies and the use of intent statements.

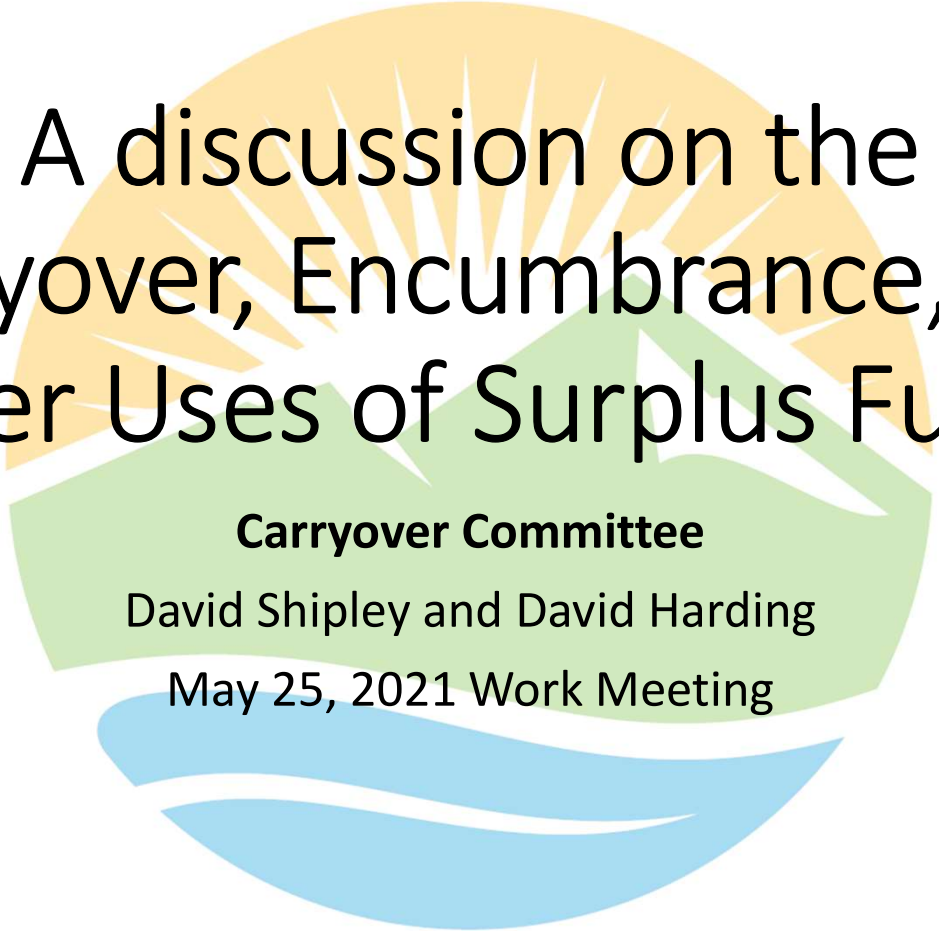
FISCAL IMPACT: TBD

PRESENTER'S NAME: Councilor David Shipley

REQUESTED DURATION OF PRESENTATION: 20 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 21-015



A discussion on the Carryover, Encumbrance, and other Uses of Surplus Funds

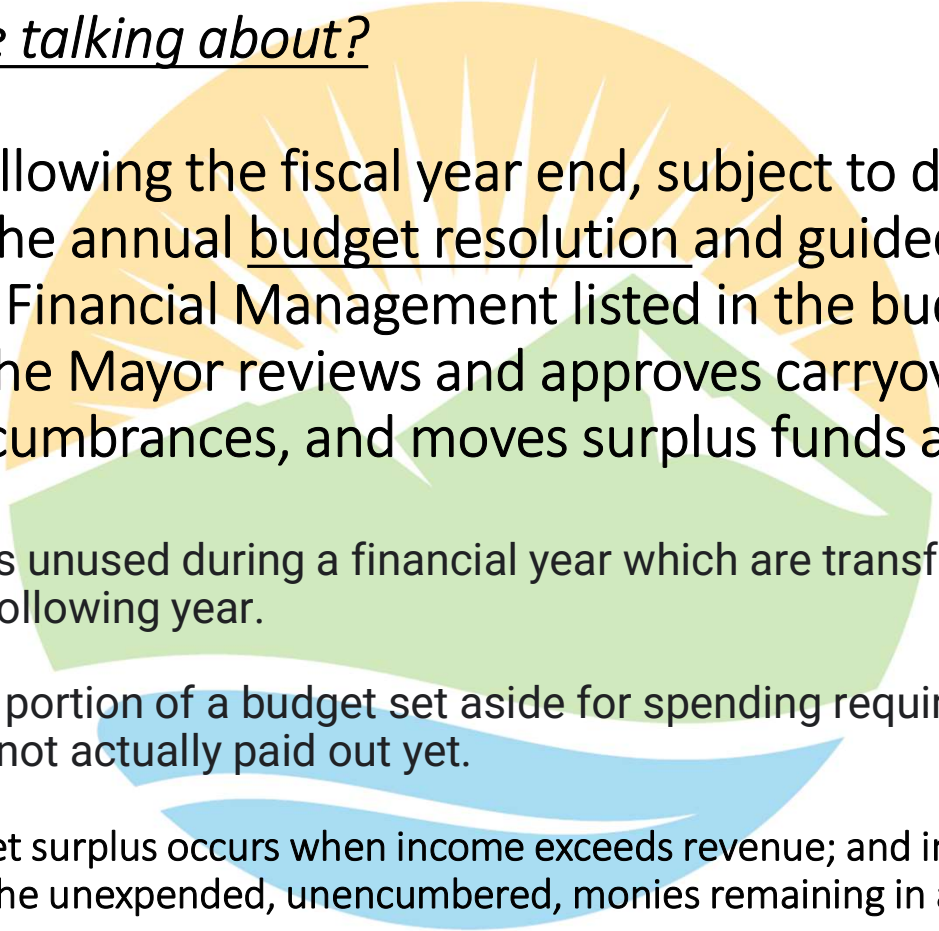
Carryover Committee

David Shipley and David Harding

May 25, 2021 Work Meeting

Budget
Carryover
requests,
encumbrances,
etc.

FY19 to FY20 Operating Budget Carryover Requests					
Function	Source	Purpose	Amount	Available Budget	Balance
Council					
	Operational Savings	Professional services re legal	\$ 10,000		
	Operational Savings	Urban Deer Program (Appropriated)	7,500		
	Operational Savings	Neighborhood Matching Grants	12,398		
	Operational Savings	Computer Bank	7,500		
	Operational Savings	Code books	1,020		
			\$ 38,418	\$ 95,522	\$ 57,104
Mayor's Office					
	Operational Savings	Urban Deer Program	\$ 7,500		
	Operational Savings	Lobbyist	80,950		
	Operational Savings	Christmas lights	20,000		
	Operational Savings	Census promotion	10,000		
	Operational Savings	Furniture	5,000		
	Operational Savings	Golf Course Flag	4,000		
	Operational Savings	Golf Course Consultant	25,000		
			\$ 152,450	\$ 159,321	\$ 6,871
Recorder					
	Payroll & Oper. Savings	Employee Recognition	\$ 1,500		
	Payroll & Oper. Savings	Scanner	1,000		
	Payroll & Oper. Savings	Election Funds	76,577		
	Payroll & Oper. Savings	Onbase workflows	15,000		
	Operational Savings	Travel Expenses	3,000		
			\$ 97,077	\$ 98,582	\$ 1,505
Human Resources					
	Operational Savings	Provo 360 Consulting	65,000		
	Payroll & Oper. Savings	Employee Recognition	2,400		
			\$ 67,400	\$ 67,428	\$ 28
Finance					
	Payroll & Oper. Savings	Training and Travel	\$ 7,500		
	Payroll & Oper. Savings	Indigent Defense	14,590		
	Payroll & Oper. Savings	Computer Replacement	7,500		
	Payroll & Oper. Savings	Consulting	3,000		
	Payroll & Oper. Savings	Employee Recognition	7,000		
			\$ 39,590	\$ 39,601	\$ 11
Key:					
	Encumbered on a Purchase Order				
	Historically-universally-agreed-upon carryover				
	Related to an ongoing job, project, program, or commitment				
	Other critical equipment need				



What are we talking about?

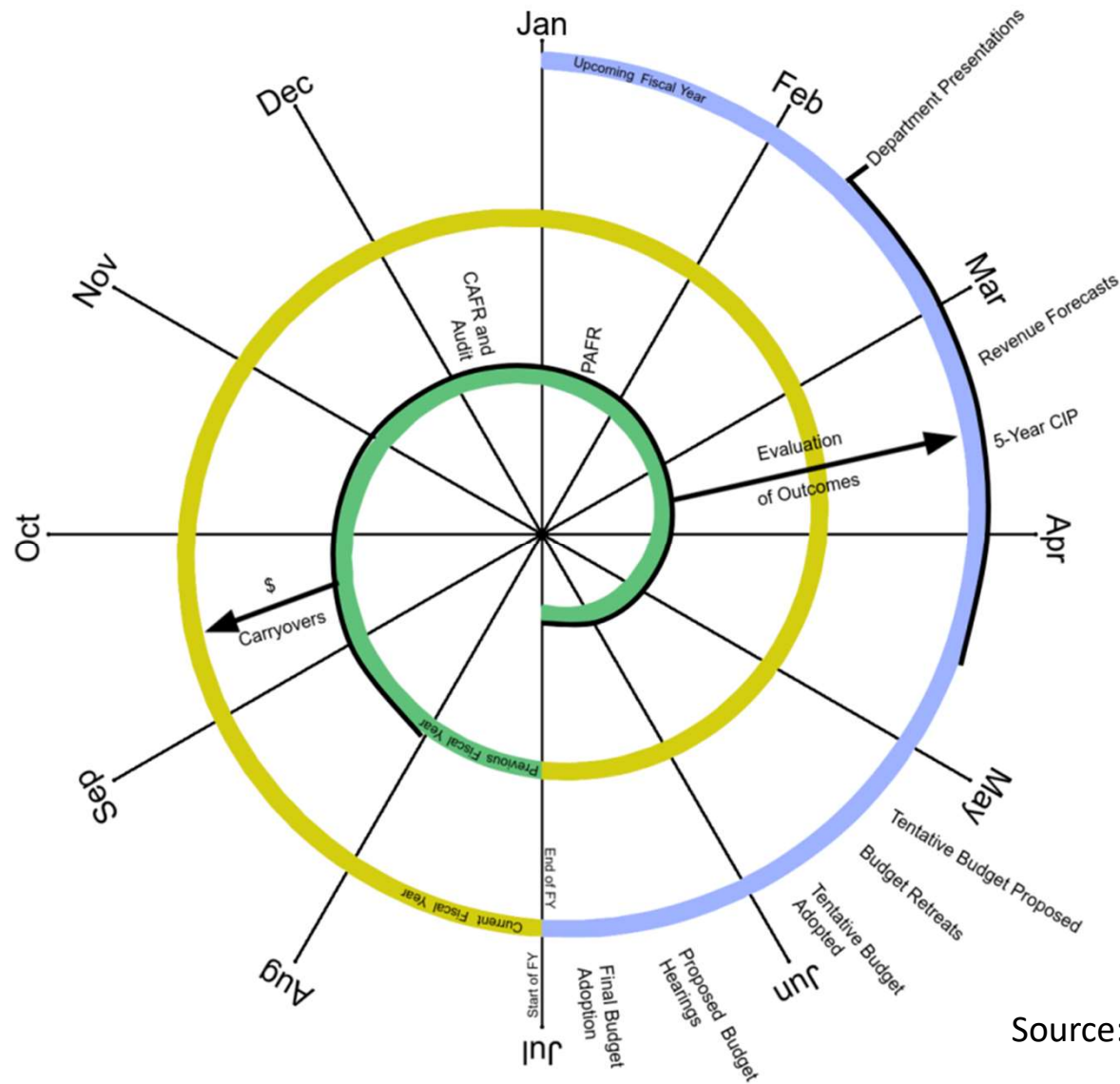
Each year, following the fiscal year end, subject to directions included in the annual budget resolution and guided by the Principles of Financial Management listed in the budget document, the Mayor reviews and approves carryovers, confirms encumbrances, and moves surplus funds as directed.

Carryover - Funds unused during a financial year which are transferred to a budget for the following year.

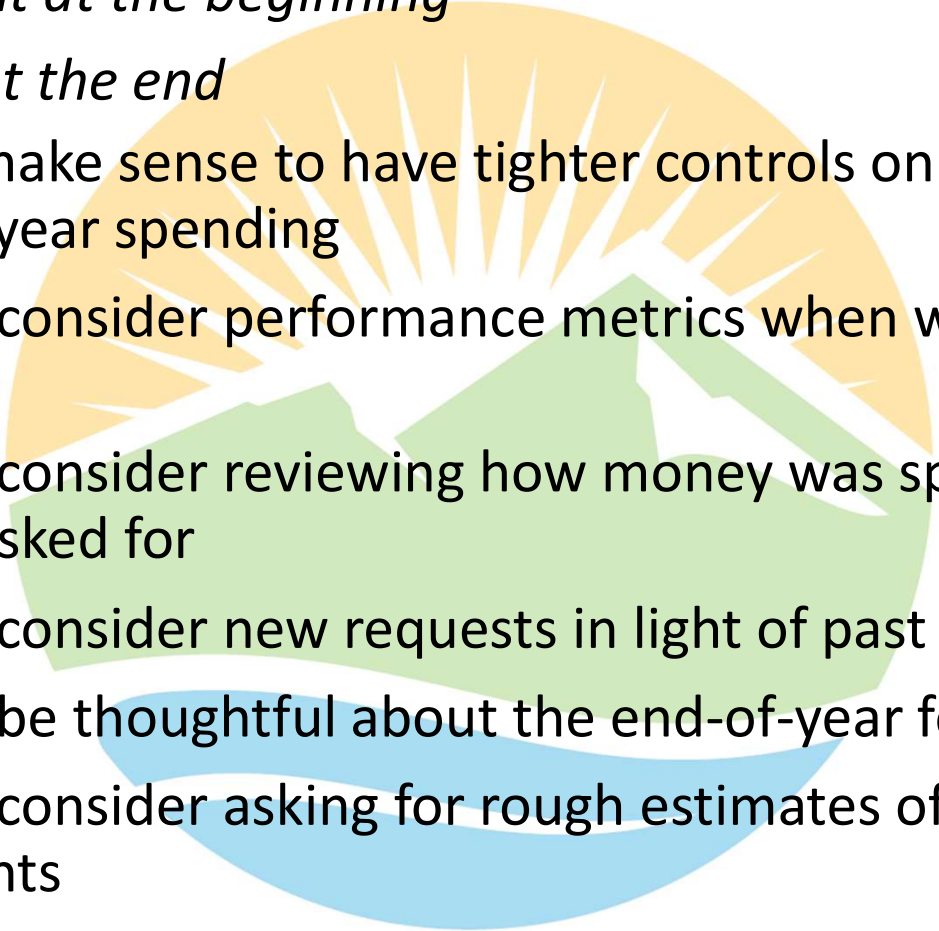
Encumbrance - A portion of a budget set aside for spending required by law or contract, but is not actually paid out yet.

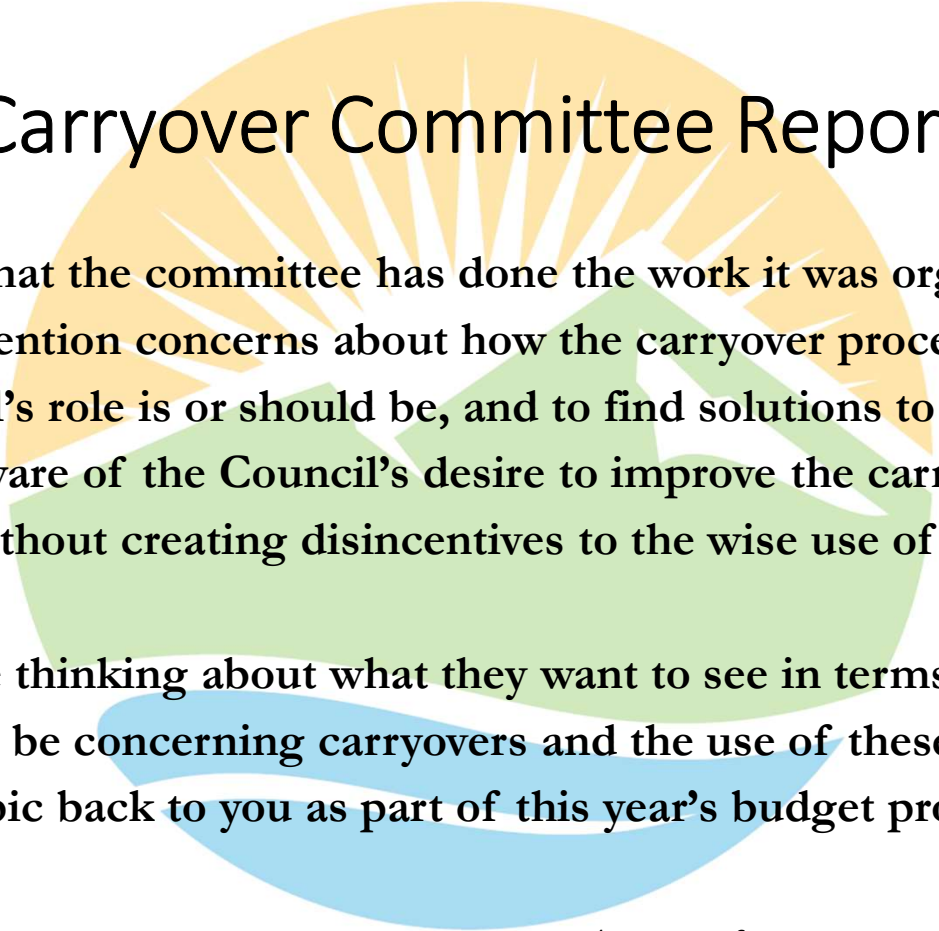
Surplus – A budget surplus occurs when income exceeds revenue; and in our context usually refers to the unexpended, unencumbered, monies remaining in a budget.

Interplay between Budget Cycles



Source: David Harding, 2021

- 
- *How we thought at the beginning*
 - *How we think at the end*
 - It doesn't make sense to have tighter controls on carry-over than on intra-fiscal year spending
 - We should consider performance metrics when we appropriate new money
 - We should consider reviewing how money was spent, compared with what was asked for
 - We should consider new requests in light of past performance
 - We should be thoughtful about the end-of-year formula
 - We should consider asking for rough estimates of anticipated carry-over amounts

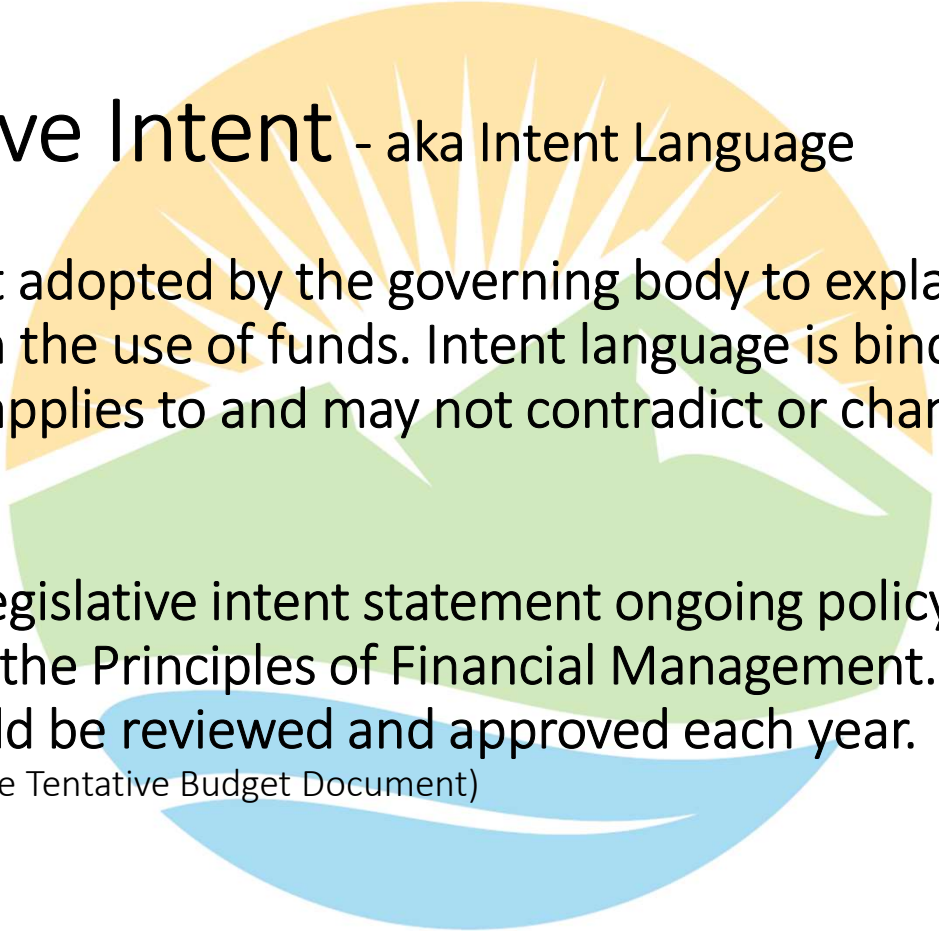


Carryover Committee Report

“We have concluded that the committee has done the work it was organized to do – to bring to the administration’s attention concerns about how the carryover process is carried out, to discuss what the Council’s role is or should be, and to find solutions to those concerns. The administration is aware of the Council’s desire to improve the carryover process and to be involved without creating disincentives to the wise use of taxes and fees.

Councilors need to be thinking about what they want to see in terms of intent statements and what the policy might be concerning carryovers and the use of these. We will be bringing this topic back to you as part of this year’s budget process.”

(Excerpt from Carryover Committee Notes, May 10, 2021)

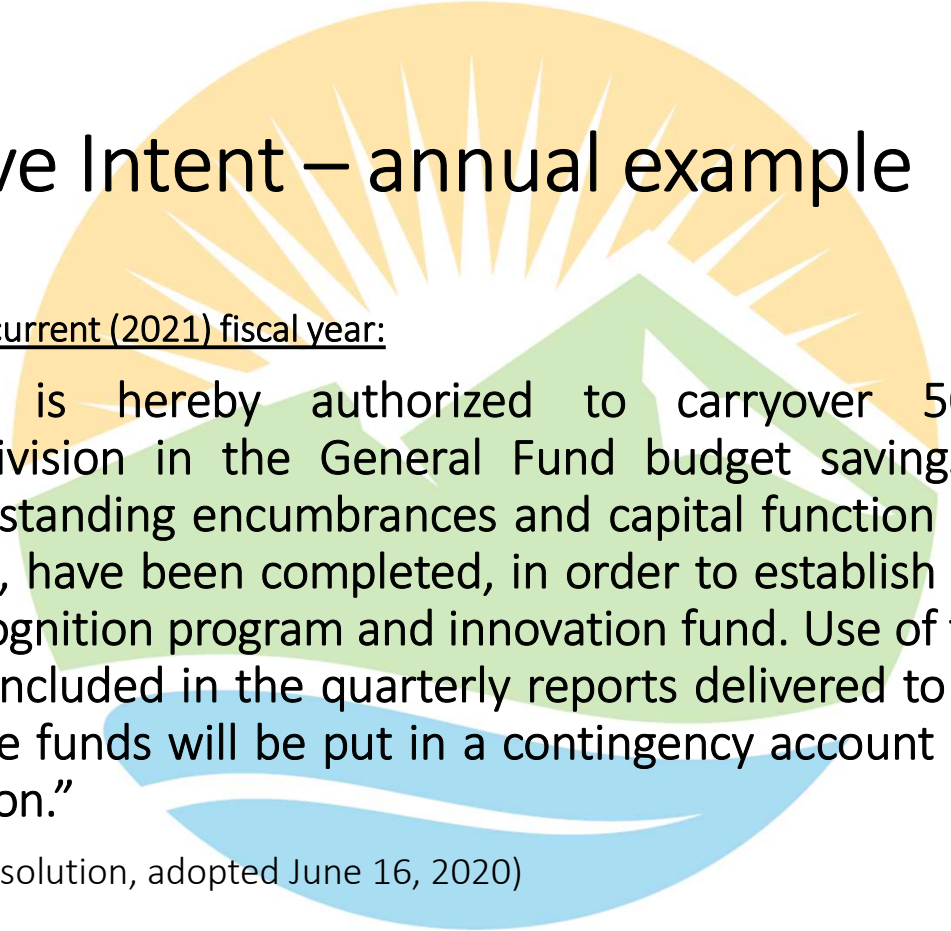


Legislative Intent - aka Intent Language

- A statement adopted by the governing body to explain or place conditions on the use of funds. Intent language is binding for the fiscal year it applies to and may not contradict or change statutory language.

- To make a legislative intent statement ongoing policy, include it in Code or in the Principles of Financial Management. These policies should be reviewed and approved each year.

(See page 137 of the Tentative Budget Document)

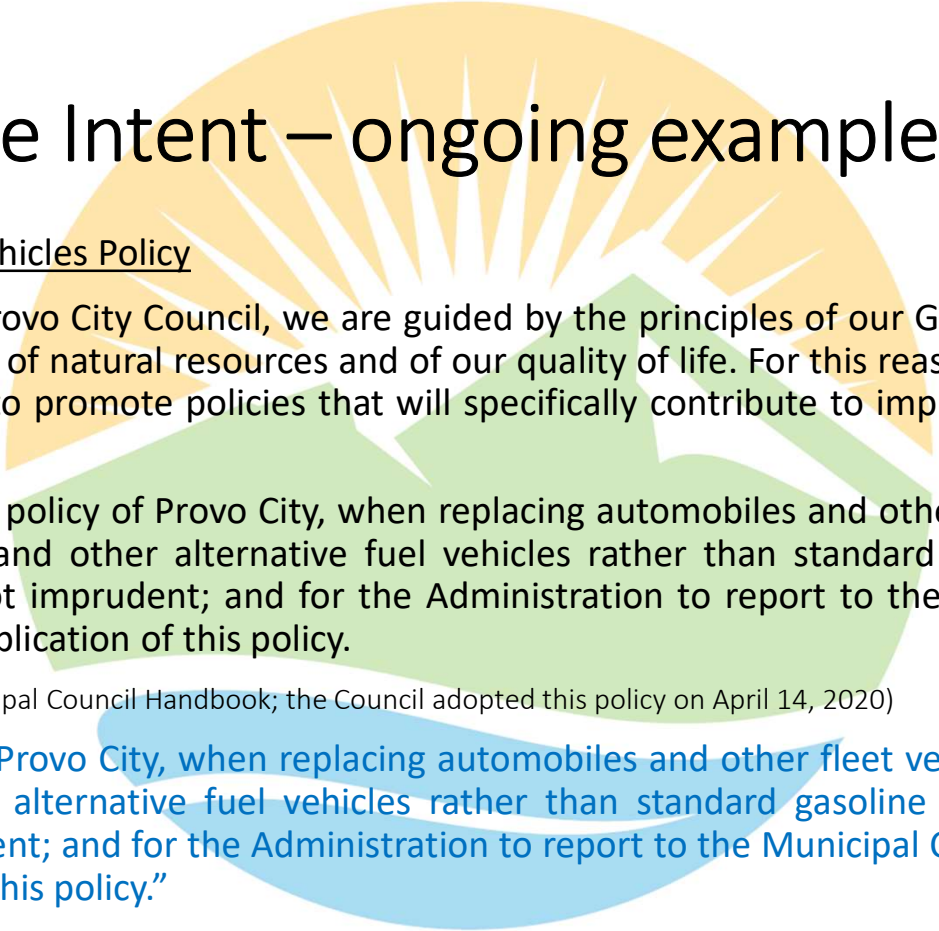


Legislative Intent – annual example

Example from the current (2021) fiscal year:

“The Mayor is hereby authorized to carryover 50% of each department/division in the General Fund budget savings, after other applicable outstanding encumbrances and capital function balances as of June 30, 2020, have been completed, in order to establish funding for an employee recognition program and innovation fund. Use of the innovation funds will be included in the quarterly reports delivered to the Municipal Council. These funds will be put in a contingency account in the General Services Division.”

(FY2021 Budget Resolution, adopted June 16, 2020)



Legislative Intent – ongoing example

Alternative Fuel Vehicles Policy

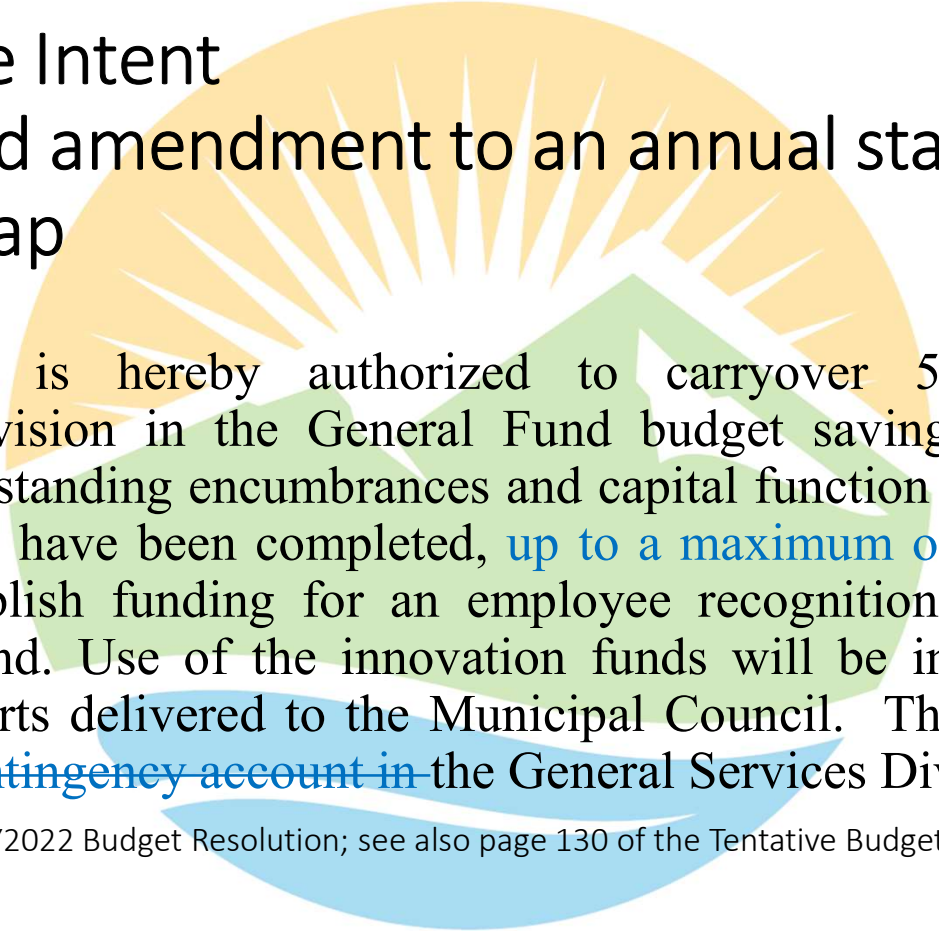
Whereas, as the Provo City Council, we are guided by the principles of our General Plan related to our stewardship of natural resources and of our quality of life. For this reason, we believe it is our responsibility to promote policies that will specifically contribute to improved air quality in Utah Valley.

Therefore, it is the policy of Provo City, when replacing automobiles and other fleet vehicles, to purchase electric and other alternative fuel vehicles rather than standard gasoline or diesel vehicles, where not imprudent; and for the Administration to report to the Municipal Council annually on the application of this policy.

(Excerpt from the Municipal Council Handbook; the Council adopted this policy on April 14, 2020)

“It is the policy of Provo City, when replacing automobiles and other fleet vehicles, to purchase electric and other alternative fuel vehicles rather than standard gasoline or diesel vehicles, where not imprudent; and for the Administration to report to the Municipal Council annually on the application of this policy.”

(Excerpt from the Principles of Financial Management under Procurement on page 134 of the Tentative Budget Document)

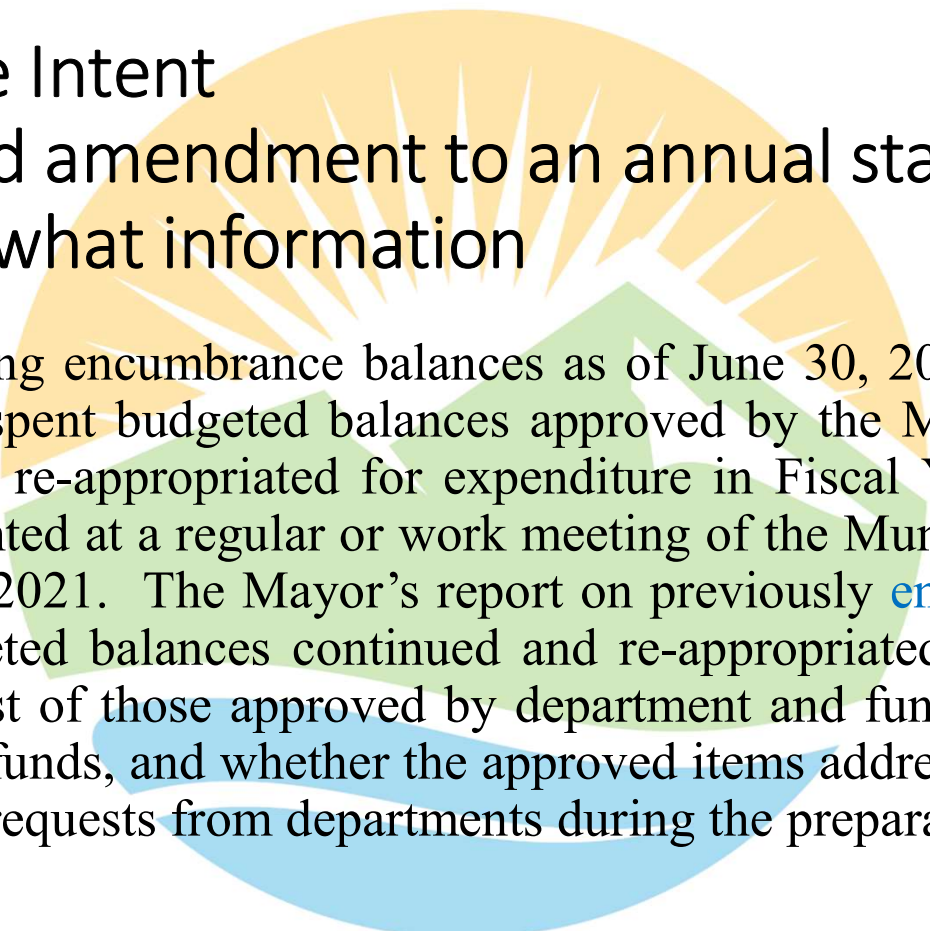


Legislative Intent

- proposed amendment to an annual statement
- adds a cap

“The Mayor is hereby authorized to carryover 50% of each department/division in the General Fund budget savings, after other applicable outstanding encumbrances and capital function balances as of June 30, 2021 have been completed, **up to a maximum of \$400,000**, in order to establish funding for an employee recognition program and innovation fund. Use of the innovation funds will be included in the quarterly reports delivered to the Municipal Council. These funds will be put in ~~a contingency account in~~ the General Services Division.”

(Excerpt from draft FY2022 Budget Resolution; see also page 130 of the Tentative Budget Document)



Legislative Intent

- proposed amendment to an annual statement
- clarifies what information

“All outstanding encumbrance balances as of June 30, 2021, as well as previously unspent budgeted balances approved by the Mayor, shall be continued and re-appropriated for expenditure in Fiscal Year 2022 and shall be presented at a regular or work meeting of the Municipal Council in September 2021. The Mayor’s report on previously **encumbered and** unspent budgeted balances continued and re-appropriated shall include an itemized list of those approved by department and fund, the purpose for use of the funds, and whether the approved items addressed unfunded supplemental requests from departments during the preparation of the FY 2021 budget.”

(Excerpt from draft FY2022 Budget Resolution)

Legislative Intent

- proposed addition of an ongoing statement
- uses caps and percentages for allocations

“The Mayor is hereby authorized to:

...

Increase budget authority related to the Recreation Facilities Capital Fund according to the following formulas: Each year after the completion of the fiscal year, revenues will be compared with expenses at the Recreation Center to determine net income. The General Fund will contribute to the Recreation Facilities Capital Fund the first \$400,000 of net income. If net income for the recreation center exceeds \$400,000, the general fund will contribute half of the amount that exceeds \$400,000 to the Recreation Facilities Capital Fund, the other half will fall to General Fund balance. If fund balance at the Peaks Ice Arena or the Timpanogos Golf Club exceeds 25% of revenues, a transfer of the excess will be made to the Recreation Facilities Capital Fund.”

(Excerpt from draft FY2022 Budget Resolution; this language has also been added to the Principles of Financial Management on page 130 of the Tentative Budget Document)

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JMAGNESS
Department: Council
Requested Meeting Date:

SUBJECT: A presentation regarding transfers from all the different utility funds to the General Fund for FY 2022. (21-015)

RECOMMENDATION: Presentation and discussion; the Council may by majority vote propose changes to the tentatively adopted budget that would need to be adopted in a regular meeting.

BACKGROUND: There will be a required public hearing on utility funds transfers on June 1. This is a review of transfers included in the tentatively adopted tentative budget.

FISCAL IMPACT:

PRESENTER'S NAME: David Mortensen, Provo City Budget Officer/Controller

REQUESTED DURATION OF PRESENTATION: 20 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 21-015

NOTICE TO PROVO CITY UTILITY CUSTOMERS

State law requires that Provo City provide an annual disclosure of funds transferred from the utility enterprise funds to other funds. The following paragraphs explain the various transfers from enterprise funds to other funds in the proposed 2022 budget.

Historically, Provo has budgeted for the transfer of 10% of utility fund revenues to the General Fund as a “dividend” to Provo taxpayers as the result of the taxpayers’ investment in the City’s utility infrastructure. These funds are used each year to help cover the costs of important City services like police, fire, parks and recreation, and other city functions. The utility transfer, together with franchise fees, helps keep property taxes in Provo low. If City utility services were provided by private utility owners, these dividends would instead be paid to investor-owners. Because Provo taxpayers are the investor-owners, these dividends are used to offset what otherwise would be a significant increase in property tax rates. The 10% transfer totals \$11,907,231 in the proposed 2022 budget.

Since 2013, a 1% transfer from utility fund revenues has been transferred to the General Fund to be used to enhance available funding for road maintenance. The 2022 budget proposes that \$1,190,723 be transferred to the General Fund.

It is more cost effective and operationally efficient for certain administrative functions such as legal, human resources, information technology and finance to be administered on a city-wide basis. Transfers from the funds receiving the benefit of these administrative services to the General Fund totaling \$1,258,504 have been included in the proposed 2022 budget.

A resolution was passed on November 15, 2011, allowing for an Energy rate increase for Telecom Debt Service fee. These fees provide funding for Telecom Debt Service payments. The transfer to the Telecom Debt Service fund totals \$3,250,000 in the proposed 2022 budget.

Provo City is in the process of implementing a city-wide system known as Provo 360. The system will benefit residents, customers and all departments of the City. The proposed 2022 budget includes transfers of \$894,190 to the Provo 360 Fund.

A transfer of \$583,820 from the Wastewater Fund to the Water Fund has been included in the 2022 proposed budget. The transfer is a reimbursement for management services provided to the Wastewater Fund by the Water Fund.

This table outlines the transfers described above:

Transfer From	Transfer to General Fund			Transfer to Other Funds			Total	% of Rev
	10% Transfer	1% Road Transfer	Administrative Overhead	Telecom Debt Service	Provo 360	Water		
Energy	\$ 6,812,341	\$ 681,234	\$ 474,997	\$ 3,250,000	\$ 447,095	\$ -	\$ 11,665,667	15%
Water	1,590,453	159,045	330,691	-	188,572	-	2,268,761	13%
Wastewater	2,324,437	232,444	245,755	-	118,307	583,820	3,504,763	14%
Sanitation	612,500	61,250	110,791	-	83,253	-	867,794	13%
Storm Drain	567,500	56,750	96,270	-	56,963	-	777,483	13%
Total	\$ 11,907,231	\$ 1,190,723	\$ 1,258,504	\$ 3,250,000	\$ 894,190	\$ 583,820	\$ 19,084,468	15%

A public hearing regarding transfers from the enterprise funds to other funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022 will be held during the Council Meeting on Tuesday, June 15, 2021. The meeting starts at 5:30 p.m. and will be held in the Council Chambers of the Provo City Center Building, 351 W Center Street, Provo, Utah. The meeting will also be available to the public for live broadcast and on-demand viewing at: [youtube.com/provocitycouncil](https://www.youtube.com/provocitycouncil). Those who would like to participate in the meeting virtually may do so via Zoom. To join the Zoom meeting, visit zoom.us/join and enter Meeting ID 856 1978 6985 and Passcode 581042. To listen or comment via phone, dial 346-248-7799, enter Meeting ID 856 1978 6985 and press #. Press # again for participant ID. Once connected, press *9 to indicate that you would like to comment.

Thank you for your support and involvement as a customer of Provo City's utilities.

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JMAGNESS
Department: Council
Requested Meeting Date:

SUBJECT: A presentation on the FY 2022 Supplemental Budget Request submitted by various city departments. (21-015)

RECOMMENDATION: Presentation and discussion; the Council may by majority vote propose changes to the tentatively adopted budget that would need to be adopted in a regular meeting.

BACKGROUND: Review the supplemental list to identify what items, if funding were to be available, either through a revenue review, future consideration of carryovers, or if one-time monies became available through the ARP or other funding, would be consistent with the Council's stated priorities.

FISCAL IMPACT: TBD

PRESENTER'S NAME: Cliff Strachan, Council Executive Director, and David Mortensen, Provo City Budget Officer/Controller

REQUESTED DURATION OF PRESENTATION: 25 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 21-015

2022 Supplementals																			
														Funded					
Department	Div	Request	Dept Priority	GF	Other	Total Increase Requeste	FTI	FY2021	FY2022 Non-C	Total FY2021	2021 Carryover	Unfunded	One Time	Ongoing	Funding Source				
Dev Services	Building Inspection	Travel (110 0903.4414)	Necessary	500		500		500		500				500	General Fund Balance				
Dev Services	Building Inspection	Business Meals (110 0903.4108)	Necessary	750		750		750		750				750	General Fund Balance				
Dev Services	Building Inspection	Certifications & Testing (110 0903.4407)	Critical	2,900		2,900		2,900		2,900				2,900	General Fund Balance				
Dev Services	Building Inspection	Training (110 0903.4413)	Critical	4,600		4,600		4,600		4,600				4,600	General Fund Balance				
Dev Services	Current Planning	Travel (110 0902.4414)	Necessary	1,000		1,000		1,000		1,000				1,000	General Fund Balance				
Dev Services	Current Planning	Training (110 0902.4413)	Necessary	2,000		2,000		2,000		2,000				2,000	General Fund Balance				
Dev Services	Current Planning	Membership Dues & Subscriptions (110 0902.4413)	Critical	2,700		2,700		2,700		2,700				2,700	General Fund Balance				
Dev Services	Dev Serv Admin	Printing (110 0901.4102)	Necessary	500		500		500		500				500	General Fund Balance				
Dev Services	Dev Serv Admin	Equipment (110 0901.4151)	Necessary	500		500		500		500				500	General Fund Balance				
Dev Services	Dev Serv Admin	Travel (110 0901.4414)	Necessary	500		500		500		500				500	General Fund Balance				
Dev Services	Dev Serv Admin	Postage (110 0901.4110)	Necessary	1,000		1,000		1,000		1,000				1,000	General Fund Balance				
Dev Services	Dev Serv Admin	Computer Replacement (110 0901.4551)	Necessary	1,000		1,000		1,000		1,000				1,000	General Fund Balance				
Dev Services	Dev Serv Admin	Cellular Bills (110 0901.4210)	Critical	4,100		4,100		4,100		4,100				4,100	General Fund Balance				
Dev Services	Dev Serv Admin	Business Meals (110 0901.4108)	Necessary	8,000		8,000		8,000		8,000				8,000	General Fund Balance				
Fire	Fire Administration	Public Safety Behavioral Health Services	Critical	85,000		85,000		85,000		85,000				85,000	ARPA Funds until 2024, then General Fund Balance				
Parks & Recreation	Parks and Grounds	Cougar Blvd Landscape Maintenance	Critical	43,350		43,350		21,675		21,675		21,675		43,350	General Fund Balance				
Parks & Recreation	Parks and Grounds	Bus Rapid Transit Landscape Maintenance	Critical	93,120		93,120		46,560		46,560		46,560		93,120	General Fund Balance				
Police	Patrol & Airport	9 Police Officer I Positions	Critical	1,051,614		1,051,614	9.0	233,692		233,692		817,922		1,051,614	General Fund Balance				
Public Works	Wastewater	Wastewater Overtime	Necessary		10,000	10,000			10,000	10,000				10,000	Wastewater Fund Balance				
Public Works	Fleet	Fleet Intern Positions	Necessary		42,158	42,158	1.3		42,158	42,158				42,158	Fleet Fund Balance				
CNS	Long-Range Planning	Changing a Management Analyst II Position to	Critical	1,876		1,876						1,876			General Fund Balance				
CNS	Long-Range Planning	Monetary Gift for Interns	Aspirational	1,000		1,000						1,000	1,000		General Fund Balance				
CNS	Long-Range Planning	Planner Continuing Education (Training) Budget	Necessary	3,000		3,000						3,000		3,000	General Fund Balance				
CNS	Long-Range Planning	Sustainability Plan	Critical	60,000		60,000						60,000	60,000		General Fund Balance				
CNS	Long-Range Planning	Wayfinding Signage	Necessary	322,918		322,918						322,918	322,918		General Fund Balance				
CNS	Code Compliance	Staff Uniforms and Equipment	Critical	14,250		14,250						14,250		14,250	General Fund Balance				
CNS	Code Compliance	Code Compliance Continuing Education (Training)	Critical	7,000		7,000						7,000		7,000	General Fund Balance				
CNS	Code Compliance	Graciosa/Host Compliance Data Scraping	Necessary	11,000		11,000						11,000		11,000	General Fund Balance				
CNS	Parking Enforcement	2 Additional Parking Enforcement Officers	Critical	142,400		142,400	2.0					142,400		142,400	General Fund Balance				
CNS	Parking Enforcement	1 Office Specialist I	Necessary	65,000		65,000	1.0					65,000		65,000	General Fund Balance				
CNS	Parking Enforcement	ATV Side by Side for Downtown Enforcement	Necessary	17,000		17,000						17,000	17,000		General Fund Balance				
CNS	Parking Enforcement	LPR (License Plate Reader)	Necessary	45,000		45,000						45,000	45,000		General Fund Balance				
CNS	Parking Enforcement	Handheld Radios	Necessary	21,000		21,000						21,000	21,000		General Fund Balance				
CNS	Operations	Airport Overtime	Critical	37,000		37,000								37,000	General Fund Balance				
Fare	Dispatch	Pro QA Medical Information System	Critical		111,336	111,336						111,336	111,336		Dispatch Fund Balance				
Fare	Operations	Upgraded Fire Alerting System	Necessary	322,000		322,000						322,000	322,000		General Fund Balance				
Admin Services	Recorder	Replacement Records Specialist	Necessary	4,800		4,800						4,800	4,800		General Fund Balance				
Admin Services	IS	Training and Travel	Critical	17,754		17,754								17,754	General Fund Balance				
Admin Services	IS	Workday HCM Analyst - 1 FTE Position	Critical	140,133		140,133	1.0					140,133		140,133	General Fund Balance				
Admin Services	IS	Email Gateway	Critical	116,640		116,640						116,640		116,640	General Fund Balance				
Admin Services	IS	Server Infrastructure Hardware Support	Critical	19,772		19,772						19,772		19,772	General Fund Balance				
Admin Services	IS	Ivanti Patch Manager	Critical	6,000		6,000						6,000		6,000	General Fund Balance				
Admin Services	IS	Aerial Imagery	Necessary	7,000		7,000						7,000		7,000	General Fund Balance				
Admin Services	IS	Citywide E3 Office 365 Standard	Necessary	113,950		113,950						113,950		113,950	General Fund Balance				
Admin Services	IS	Backup Archive	Necessary	84,420		84,420						84,420		84,420	General Fund Balance				
Admin Services	IS	CityView FTE	Necessary	107,000		107,000	1.0					107,000		107,000	General Fund Balance				
Admin Services	IS	Web Automation Tool	Aspirational	30,000		30,000						30,000	18,000	12,000	General Fund Balance				
Dev Services	Economic Development	Membership Dues & Subscriptions (110 2101.4108)	Critical	53,635		53,635						53,635		53,635	General Fund Balance				
Dev Services	RDA	Membership Dues & Subscriptions (274 6901.4108)	Critical		19,400	19,400								19,400	Tax Increment Fund Balance				
Parks & Recreation	Projects	Seasonal Position Supplemental Workforce	Necessary	32,347		32,347								32,347	General Fund Balance				
Parks & Recreation	Cemetery	Veterans Memorial Enhancement	Aspirational	683,949		683,949						683,949	683,949		General Fund Balance				
Parks & Recreation	Covey Center	Studio Stage Remodel	Aspirational		25,000	25,000						25,000		25,000	Covey Fund Balance				
Parks & Recreation	Covey Center	Budget for a Full-Time Marketing Staff Position	Necessary		40,000	40,000	1.0					40,000		40,000	Covey Fund Balance				
Public Works	Airport	2 New Airport Positions for Increased Service	Necessary		163,000	163,000	2.0					163,000		163,000	Airport Fund Balance				
Public Works	Airport	Airport Wildlife Biologist	Necessary		60,000	60,000	1.0					60,000		60,000	Airport CARES funding				
Public Works	Engineering/Wtr/WW/S	Lead Surveyor Position - 25% Each Eng, Wtr	Necessary	29,000		87,000	116,000	1.0				116,000		116,000	Water, Wastewater, Stormwater, and General Fund Balance				
Public Works	Streets/Storm	Streets Maintenance Worker - 75% Streets, 25% Storm	Necessary	56,250		18,750	75,000	1.0				75,000		75,000	General Fund Balance				
Public Works	Engineering	Engineering Uniforms	Necessary	2,100		2,100						2,100		2,100	General Fund Balance				
Public Works	Engineering	Engineering Software Maintenance	Necessary	8,000		8,000						8,000		8,000	General Fund Balance				
Public Works	Engineering	Engineering Contract Services	Necessary	13,962		13,962						13,962		13,962	General Fund Balance				
Public Works	Engineering	Engineering Cell Phone	Necessary	3,000		3,000						3,000		3,000	General Fund Balance				
Public Works	Engineering	Engineering Equipment	Necessary	11,500		11,500						11,500		11,500	General Fund Balance				
Public Works	Fleet	Fleet Overtime	Necessary		15,040	15,040						15,040		15,040	Fleet Fund Balance				
Totals				3,914,790	591,684	4,506,474	21.3	416,977	52,158	469,135	0	4,037,339	1,632,003	2,874,471					
				Requested	4,506,474														
				Funded FY:	469,135														
				Funded FY:	-														
				Unfunded:	4,037,339														

2022 Supplementals (Critical)															
								Funded							
Department	Div	Request	Dept Priority	GF	Other	Total Increase Requested	FTE	GF FY2022	FY2022 Non-GF	Total FY2022	2021 Carryover	Unfunded	One Time	Ongoing	Funding Source
Police	Patrol & Airport	9 Police Officer I Positions	Critical	1,051,614		1,051,614	9.0	233,692		233,692		817,922		1,051,614	General Fund Balance
Fire	Fire Administration	Public Safety Behavioral Health Services	Critical	85,000		85,000		85,000		85,000				85,000	ARPA Funds until 2024, then General Fund Balance
Parks & Recreation	Parks and Grounds	Bus Rapid Transit Landscape Maintenance	Critical	93,120		93,120		46,560		46,560		46,560		93,120	General Fund Balance
Parks & Recreation	Parks and Grounds	Cougar Blvd Landscape Maintenance	Critical	43,350		43,350		21,675		21,675		21,675		43,350	General Fund Balance
Dev Services	Building Inspection	Training (110 0903.4413)	Critical	4,600		4,600		4,600		4,600				4,600	General Fund Balance
Dev Services	Dev Serv Admin	Cellular Bills (110 0901.4210)	Critical	4,100		4,100		4,100		4,100				4,100	General Fund Balance
Dev Services	Building Inspection	Certifications & Testing (110 0903.4407)	Critical	2,900		2,900		2,900		2,900				2,900	General Fund Balance
Dev Services	Current Planning	Membership Dues & Subscriptions (110 0902.4105)	Critical	2,700		2,700		2,700		2,700				2,700	General Fund Balance
CNS	Parking Enforcement	2 Additional Parking Enforcement Officers	Critical	142,400		142,400	2.0					142,400		142,400	General Fund Balance
Admin Services	IS	Workday HCM Analyst - 1 FT Position	Critical	140,133		140,133	1.0					140,133		140,133	General Fund Balance
Admin Services	IS	Email Gateway	Critical	116,640		116,640						116,640		116,640	General Fund Balance
Fire	Dispatch	Pro QA Medical Interrogation System	Critical		111,336	111,336						111,336	111,336		Dispatch Fund Balance
CNS	Long-Range Planning	Sustainability Plan	Critical	60,000		60,000						60,000	60,000		General Fund Balance
Dev Services	Economic Development	Membership Dues & Subscriptions (110 2101.4105)	Critical	53,635		53,635						53,635		53,635	General Fund Balance
Fire	Operations	Airport Overtime	Critical	37,000		37,000						37,000		37,000	General Fund Balance
Admin Services	IS	Server Infrastructure Hardware Support	Critical	19,772		19,772						19,772		19,772	General Fund Balance
Dev Services	RDA	Membership Dues & Subscriptions (274 6901.4105)	Critical		19,400	19,400						19,400		19,400	Tax Increment Fund Balance
Admin Services	IS	Training and Travel	Critical	17,754		17,754						17,754		17,754	General Fund Balance
CNS	Code Compliance	Staff Uniforms and Equipment	Critical	14,250		14,250						14,250		14,250	General Fund Balance
CNS	Code Compliance	Code Compliance Continuing Education (Training) Budget Increase	Critical	7,000		7,000						7,000		7,000	General Fund Balance
Admin Services	IS	Ivanti Patch Manager	Critical	6,000		6,000						6,000		6,000	General Fund Balance
CNS	Long-Range Planning	Changing a Management Analyst II Position to Planner III Position	Critical	1,876		1,876						1,876		1,876	General Fund Balance
													\$ 171,336		

2022 Supplementals (Necessary)

								Funded							
Department	Div	Request	Dept Priority	GF	Other	Increase R	FTI	GF FY20	2022 N	total FY2	2021 Carryov	Unfunded	One Time	Ongoing	Funding Source
Public Works	Fleet	Fleet Intern Positions	Necessary		42,158	42,158	1.3		42,158	42,158				42,158	Fleet Fund Balance
Public Works	Wastewater	Wastewater Overtime	Necessary		10,000	10,000			10,000	10,000				10,000	Wastewater Fund Balance
Dev Services	Dev Serv Admin	Business Meals (110 0901.4108)	Necessary	8,000		8,000		8,000		8,000				8,000	General Fund Balance
Dev Services	Current Planning	Training (110 0902.4413)	Necessary	2,000		2,000		2,000		2,000				2,000	General Fund Balance
Dev Services	Current Planning	Travel (110 0902.4414)	Necessary	1,000		1,000		1,000		1,000				1,000	General Fund Balance
Dev Services	Dev Serv Admin	Postage (110 0901.4110)	Necessary	1,000		1,000		1,000		1,000				1,000	General Fund Balance
Dev Services	Dev Serv Admin	Computer Replacement (110 0901.4551)	Necessary	1,000		1,000		1,000		1,000				1,000	General Fund Balance
Dev Services	Building Inspection	Business Meals (110 0903.4108)	Necessary	750		750		750		750				750	General Fund Balance
Dev Services	Building Inspection	Travel (110 0903.4414)	Necessary	500		500		500		500				500	General Fund Balance
Dev Services	Dev Serv Admin	Printing (110 0901.4102)	Necessary	500		500		500		500				500	General Fund Balance
Dev Services	Dev Serv Admin	Equipment (110 0901.4151)	Necessary	500		500		500		500				500	General Fund Balance
Dev Services	Dev Serv Admin	Travel (110 0901.4414)	Necessary	500		500		500		500				500	General Fund Balance
CNS	Long-Range Planning	Planner Continuing Education (Training) Budget In	Necessary	3,000		3,000						3,000		3,000	General Fund Balance
CNS	Long-Range Planning	Wayfinding Signage	Necessary	322,918		322,918						322,918	322,918		General Fund Balance
CNS	Code Compliance	Granicus/Host Compliance Data Scraping	Necessary	11,000		11,000						11,000		11,000	General Fund Balance
CNS	Parking Enforcement	1 Office Specialist I	Necessary	65,000		65,000	1.0					65,000		65,000	General Fund Balance
CNS	Parking Enforcement	ATV Side by Side for Downtown Enforcement	Necessary	17,000		17,000						17,000	17,000		General Fund Balance
CNS	Parking Enforcement	LPR (License Plate Reader)	Necessary	45,000		45,000						45,000	45,000		General Fund Balance
CNS	Parking Enforcement	Handheld Radios	Necessary	21,000		21,000						21,000	21,000		General Fund Balance
Fire	Operations	Upgraded Fire Alerting System	Necessary	322,000		322,000						322,000	322,000		General Fund Balance
Admin Services	Recorder	Replacement Records Specialist	Necessary	4,800		4,800						4,800	4,800		General Fund Balance
Admin Services	IS	Aerial Imagery	Necessary	7,000		7,000						7,000		7,000	General Fund Balance
Admin Services	IS	Citywide E3 Office 365 Standard	Necessary	113,950		113,950						113,950		113,950	General Fund Balance
Admin Services	IS	Backup Archive	Necessary	84,420		84,420						84,420		84,420	General Fund Balance
Admin Services	IS	CityView FTE	Necessary	107,000		107,000	1.0					107,000		107,000	General Fund Balance
Parks & Recreation	Projects	Seasonal Position Supplemental Workforce	Necessary	32,347		32,347						32,347		32,347	General Fund Balance
Parks & Recreation	Covey Center	Budget for a Full-Time Marketing Staff Position	Necessary		40,000	40,000	1.0					40,000		40,000	Covey Fund Balance
Public Works	Airport	2 New Airport Positions for Increased Service at	Necessary		163,000	163,000	2.0					163,000		163,000	Airport Fund Balance
Public Works	Airport	Airport Wildlife Biologist	Necessary		60,000	60,000	1.0					60,000		60,000	Airport CARES funding
Public Works	Engineering/Wtr/WW	Lead Surveyor Position - 25% Each Eng, Wtr, W	Necessary	29,000	87,000	116,000	1.0					116,000		116,000	Water, Wastewater, Storm
Public Works	Streets/Storm	Streets Maintenance Worker - 75% Streets, 25%	Necessary	56,250	18,750	75,000	1.0					75,000		75,000	General Fund Balance
Public Works	Engineering	Engineering Uniforms	Necessary	2,100		2,100						2,100		2,100	General Fund Balance
Public Works	Engineering	Engineering Software Maintenance	Necessary	8,000		8,000						8,000		8,000	General Fund Balance
Public Works	Engineering	Engineering Contract Services	Necessary	13,962		13,962						13,962		13,962	General Fund Balance
Public Works	Engineering	Engineering Cell Phone	Necessary	3,000		3,000						3,000		3,000	General Fund Balance
Public Works	Engineering	Engineering Equipment	Necessary	11,500		11,500						11,500		11,500	General Fund Balance
Public Works	Fleet	Fleet Overtime	Necessary		15,040	15,040						15,040		15,040	Fleet Fund Balance
													\$ 732,718		

2022 Supplementals (Necessary)

								Funded							
Department	Div	Request	Dept Priority	GF	Other	Increase R	FTI	GF FY20	2022 N	total FY20	2021 Carryov	Unfunded	One Time	Ongoing	Funding Source
Public Works	Fleet	Fleet Intern Positions	Necessary		42,158	42,158	1.3		42,158	42,158				42,158	Fleet Fund Balance
Public Works	Wastewater	Wastewater Overtime	Necessary		10,000	10,000			10,000	10,000				10,000	Wastewater Fund Balance
Dev Services	Dev Serv Admin	Business Meals (110 0901.4108)	Necessary	8,000		8,000		8,000		8,000				8,000	General Fund Balance
Dev Services	Current Planning	Training (110 0902.4413)	Necessary	2,000		2,000		2,000		2,000				2,000	General Fund Balance
Dev Services	Current Planning	Travel (110 0902.4414)	Necessary	1,000		1,000		1,000		1,000				1,000	General Fund Balance
Dev Services	Dev Serv Admin	Postage (110 0901.4110)	Necessary	1,000		1,000		1,000		1,000				1,000	General Fund Balance
Dev Services	Dev Serv Admin	Computer Replacement (110 0901.4551)	Necessary	1,000		1,000		1,000		1,000				1,000	General Fund Balance
Dev Services	Building Inspection	Business Meals (110 0903.4108)	Necessary	750		750		750		750				750	General Fund Balance
Dev Services	Building Inspection	Travel (110 0903.4414)	Necessary	500		500		500		500				500	General Fund Balance
Dev Services	Dev Serv Admin	Printing (110 0901.4102)	Necessary	500		500		500		500				500	General Fund Balance
Dev Services	Dev Serv Admin	Equipment (110 0901.4151)	Necessary	500		500		500		500				500	General Fund Balance
Dev Services	Dev Serv Admin	Travel (110 0901.4414)	Necessary	500		500		500		500				500	General Fund Balance
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Public Works	Engineering/Wtr/WW/	Lead Surveyor Position - 25% Each Eng, Wtr, W	Necessary	29,000	87,000	116,000	1.0					116,000		116,000	Water, Wastewater, Storm
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Public Works	Fleet	Fleet Overtime	Necessary		15,040	15,040						15,040		15,040	Fleet Fund Balance
													\$ 732,718		

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JMAGNESS
Department: Council
Requested Meeting Date:

SUBJECT: A discussion regarding next steps in adopting the FY 2022 Provo City Budget. (21-015)

RECOMMENDATION: Presentation and discussion; the Council may by majority vote propose changes to the tentatively adopted budget that would need to be adopted in a regular meeting.

BACKGROUND: This is an opportunity for the Council to signal what more they want to hear about, consider, and possibly provide direction with respect to any proposed amendments to the tentatively adopted tentative budget.

FISCAL IMPACT: TBD

PRESENTER'S NAME: Cliff Strachan, Council Executive Director

REQUESTED DURATION OF PRESENTATION: 30 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 21-015