



PROVO MUNICIPAL COUNCIL

Work Meeting

1:00 PM, Tuesday, May 03, 2022

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

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

To listen to the meeting by phone: May 03 Work Meeting: Dial 346-248-7799. Enter Meeting ID 853 7191 9173 and press #. When asked for a participant ID, press #.

Agenda

Roll Call

Prayer

Approval of Minutes

March 29, 2022 Work Meeting

April 12, 2022 Council Priorities Retreat

April 19, 2022 Work Meeting

Business

1. A discussion regarding Sierra Vista Way extension road at Mountain Vista Business Center. (22-042)
2. A discussion regarding the construction of Fire Station 1 on the City Center parcel. (22-043)
3. A presentation regarding the FY2023 Budget- Mayor's Office (22-016)
4. A presentation on the FY2023 Budget Presentation and Report Timeline (22-016)
5. A presentation regarding General Plan Goals Implementation Status Report (22-016)
6. A presentation on budget fund types. (22-016)
7. A discussion regarding General Fund per capita expenditures in Utah cities. (22-106)

8. A discussion regarding the Council's budget priorities. (22-016)

Closed Meeting

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

Adjournment

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

Materials and Agenda: agendas.provo.org

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

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

The next Budget Work Meeting will be held on Tuesday, May 10, 2022. The meeting will be held in the Council Chambers, 351 W. Center Street, Provo, UT 84601 with an online broadcast. Work Meetings generally begin between 12 and 4 PM. Council Meetings begin at 5:30 PM. The start time for additional meetings may vary. All meeting start times are noticed at least 24 hours prior to the meeting.

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

In compliance with the ADA, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting are invited to notify the Provo Council Office at 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 52-4-207(4), which supersedes some requirements listed in Utah Code 52-4-202 and Provo City Code 14.02.010. Agendas and minutes are accessible through the Provo City website at agendas.provo.org. Council meeting agendas are available through the Utah Public Meeting Notice website at utah.gov/pmn, which also offers email subscriptions to notices.

Pending 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

12:30 PM, Tuesday, March 29, 2022

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 Travis Hoban, conducting
Council Vice-chair George Handley
Councilor Katrice MacKay
Councilor David Shipley
Councilor Rachel Whipple
Councilor Shannon Ellsworth
Councilor Bill Fillmore

Excused: Mayor Michelle Kaufusi and

Prayer

The prayer was given by Isaac Paxman.

Approval of Minutes ([0:08:41](#))

March 10, 2022 Joint Meeting with Orem City Council

February 1, 2022 Council Meeting Minutes

Approved by unanimous consent.

Business

1. A discussion regarding redistricting adjustments to City Council District maps. (22-003) ([0:09:26](#))

Karen Tapahe, Community Relations Coordinator, presented. Ms. Tapahe provided an update on the Open City Hall survey topic. Councilors shared comments on maps included in the final selection. Several Councilors indicated they did not support the map which resembled the status quo. The Council discussed the remaining maps to identify maps without broad support to cut those from the running. There was mixed support for map 34 so the Council moved on to discussing other maps. Maps 75 and 67 were both eliminated. Many Councilors expressed similar concerns about how both maps divided areas of the city which had common interests. Several Councilors also felt that map 75 looked gerrymandered.

Pending minutes – awaiting approval

Regarding Map 31, Councilor Shannon Ellsworth was concerned about grouping the southeast with the northwest, as well as the amount of growth happening in this area. Other Councilors agreed and map 31 was eliminated. Wayne Parker, CAO, commented on the process of providing feedback to the county about how they drew precinct boundaries; the County made some changes based on the City's feedback but unfortunately some of the precinct boundaries still did not fully meet the City's needs. Maps 64 and 28 were eliminated, and map 33 stayed in the running. Councilors Ellsworth and Rachel Whipple both opposed map 93, as they felt it changed the southeast area district too much. Councilor Bill Fillmore did not support map 85; he felt it bifurcated Provost and Provost South from other areas of the southeast. Map 100 was eliminated. Councilors shared further comments comparing maps 93 and 85; several preferred elements of map 93, so that stayed in the running and map 85 was eliminated.

Ms. Whipple thought that Map 113 had a strong downtown area and did not disrupt the west side. She noted one change she would make to the east side of district 5. Mr. Fillmore and Councilor Katrice MacKay also indicated support for this map. Ms. Ellsworth did not favor this map as she felt it did not preserve communities of interest. Ms. Whipple noted that with this map, there were still very distinct areas of the city in each district—the east, the north, Grandview, the west side, and a central hub. She noted that while the southeast was no longer a standalone area, this map did group the areas along Provo's eastern foothills which shared some common concerns due to the geography. Mr. Handley supported this map as well—he thought it moved the Tree Streets area into a diverse and vibrant voting body they were not previously in; he also felt it aligned that district such that the councilor in that district would be answerable to a significant population south of Center Street.

Motion: Katrice MacKay moved to approve map 113. Seconded by Bill Fillmore.

Mr. Handley noted that he was not ready to support this map unless his first choice was eliminated. He made a substitute motion to that effect to move the discussion along.

Substitute Motion: George Handley moved to approve map 34. Seconded by Shannon Ellsworth.

Mr. Handley shared the reason he preferred map 34—it was less disruptive to the southeast, it mitigated some of the issues with district 2, and it has a solid downtown district. He knew there were some Councilors with concerns about including Grandview with the west side; he was open to hearing more from Councilors with concerns about this map. Ms. Whipple noted that this map's district 1 was closest to the status quo—there were only two precincts that were different for district 1. Mr. Shipley felt that this map moved in the right direction from the status quo; it was his least favorite from the west side perspective, but it moved in the right direction. He said that he had a slight preference for map 113 over this one. With the growth and connectivity issues facing the west side, he felt it was an area that needed a Councilor who could be hyper-focused as it is built out and connected into existing city services. Mr. Fillmore did not like map 34 due to the boundaries of district 1 which felt unnatural to him.

Substitute motion: Travis made a motion to eliminate map 93. Seconded by Rachel Whipple.

Motion: Approved 7:0.

Pending minutes – awaiting approval

Brian Jones, Council Attorney, suggested that the Councilors might want to try ranking the maps and reviewing the rankings to help inform the discussion.

Motion: Travis Hoban moved for the Council to rank the remaining 3 maps (maps 33, 34, and 113) to bring back for discussion at Council Meeting that evening. Seconded by George Handley.

Vote: Approved 7:0.

2. A presentation regarding the FY2023 Budget-Council Office. (22-016) ([1:41:02](#))

Melia Dayley, Policy Analyst, presented. Ms. Dayley highlighted several key achievements of the Council over the past fiscal year, including preservation of open space, redistricting, the general plan update, and passing a southwest intent statement. The fiscal year 2022 budget made several restorations to the Council budget, including the internship position, contract services, and the travel and training budget for attending conferences. Notable requests for the fiscal 2023 budget include upgrades to the new Council Chamber for Zoom meetings, a small inflationary increase for goods and services, and reclassification of the policy analyst position.

Councilor Travis Hoban felt that given the nature of hybrid meetings moving forward, it was imperative to have a Zoom room-style facility with the technology to do this easily. Council staff have had a preliminary discussion with Information Systems about the current plans for the new building—the decisions about the technology were made before the pandemic, so these needs had not been anticipated during those early discussions. Councilor Shannon Ellsworth suggested the Council do this prior to the formal budget process so the changes could be implemented before the new building is complete. She hoped the Council could vote on this in April. Chair Hoban indicated that he sensed there was unanimous support for this on the Council. Ms. Dayley shared additional details on the likely amount for an appropriation. Brian Jones, Council Attorney, highlighted the process for bringing forward an appropriation. Mr. Hoban also noted that this building was going to be used for the next 50-70 years—it was important to easily accommodate resident participation in public meetings as well as easily accommodating hybrid meetings for future councilors and staff. In response to a discussion on some of the logistics, Wayne Parker, CAO, said they have not yet received the change order for this request. He also noted that the Legacy CIP in general fund balance was a potential funding source the Council could use. Scott Henderson, Project Manager, felt this was a positive development and he noted the infrastructure to facilitate this was already in place.

Regarding the reclassification of the policy analyst position, Mr. Hoban explained how this would work—it would not place a limit on the earning potential of a staff member who was at the high end of the range. John Magness, Interim Executive Director, would be working with Human Resources on this. *Presentation only.*

3. A presentation regarding Downtown Provo Inc.'s yearly plans and budget. (22-035) ([1:55:44](#))

Pending minutes – awaiting approval

Quinn Peterson, Downtown Provo Inc. Director, presented. He presented on the main areas of work that Downtown Provo, Inc. does in the downtown area, in five overarching categories:

1. Residential awareness
 - a. Weekly emails to 12,000 individuals with a 23% open rate (above average)
 - b. Instagram (growing quickly with high engagement) with 17,200 followers
2. Tourism awareness
 - a. Printed guides and tourism marketing
3. Creating a space
 - a. Events: art stroll, car show, Halloween downtown trick-or-treating, and more
 - b. Café lights
 - c. Mural program
 - d. Propane heaters for restaurants (key for outdoor dining during the pandemic)
4. Business services
 - a. Link 'n Lunch
 - b. Training & resources (connecting businesses with resources during the pandemic)
5. Advocacy
 - a. Current projects include downtown walkability, gateway to the city (concerned about no design standards between 500 W and I-15), and building codes (reviewing and addressing needs of specific areas of downtown)

Mr. Peterson reviewed the funding that Downtown Provo, Inc. has received from the city in the past. DPI received \$150,000 in 2011. This later decreased to \$125,000 and was down to \$75,000 in 2015. He took over as director of DPI six years ago and have been operating with a budget of \$75,000 every year since then. As the offerings and programs run by DPI become more robust, they are trying to do a lot with very little resources. He formally requested the Council to increase their funding from \$75,000 to \$100,000. He noted that part of what makes DPI so successful is that they are a scrappy program and a non-profit. As a result, an additional \$25,000 would go a very long way for DPI compared to other potential uses. He noted this budget would be used for recurring programs like murals and possibly vinyl wraps for utility boxes.

Councilors were very supportive and thanked Mr. Peterson for the work he does and the impact DPI has had in revitalizing the downtown area. *Presentation only.*

4. A presentation regarding the FY2023 Budget- Parks & Recreation (including Golf, Peaks, Recreation Center, Covey, Parks Administration and Maintenance, etc.) (22-016) ([2:36:56](#))

Scott Henderson, Parks and Recreation Director, presented. Mr. Henderson played a video presentation showing many Parks and Recreation projects and how these have supported various elements of the general plan. Following the video presentation, Mr. Henderson reviewed Parks and Recreation operations and their vision in more detail. The Provo Recreation Center has been deemed the most successful recreation center in the nation in a study by an external agency, with over 2 million visitors annually and 25,000 memberships. Mr. Henderson shared the successes of the Peaks Ice Arena and the Timpanogos Golf Course.

Pending minutes – awaiting approval

Councilor Katrice MacKay shared that she is not a golfer but has received constituent feedback with complaints about the golf course; she is aware of the recent redesign and remodeling of the course, so she wondered whether those complaints were from people unfamiliar with those updates. Mr. Henderson said that it was very true that many people remembered the issues with the old golf course; he shared details of the rebranding and redesign, with which they hoped to win people over with their new reputation and celebrate the history and success of golf in Provo. He also noted that the golf course was financially self-sufficient.

Mr. Henderson then reviewed the Covey Center for the Arts operations. He noted that Paul Duerden, the general manager at the Covey, has been dealing with some health challenges; thoughts and support for Paul were very appreciated. Mr. Henderson shared that a benchmarking study of the western United States shows that the Covey has a 90% booking rate for the main hall, with over 100,000 visitors to downtown Provo each year. One opportunity to show support for the arts was to increase the staffing level to support the high booking schedule of the facility. Mr. Henderson shared some of the community benefits of a well-run Parks and Recreation department. He reviewed the funding for each of the department's facilities and operations and how these were impacted by budget subsidies or benefitted the city by the revenues brought in. He noted that the Parks and Recreation's special events were one of their most popular offerings.

Doug Robins, Parks and Recreation Assistant Director, shared additional information. He reviewed the adult and youth sports programs, parks operations (including city parks and trails), and parks projects (including Canyon Road Park, upgrades to Provo River Trail, and the regional sports park). The regional sports park will have a tremendous impact on the community in providing more space for tournament events and long-term economic benefits. Mr. Robins also addressed the Provo Cemetery and the recent cemetery expansion which will continue to provide an important public service. They have a supplemental request to enhance the area surrounding the veterans monument to improve that site which hosts the city's annual Memorial Day events. They have also received good feedback that Provo's cemetery database is one of the best in the state, so they are proud to offer that service as well.

Mr. Henderson reviewed the department's recent accreditation—they are one of 190 accredited agencies in the country out of over 10,000. They had a 98% score and now they would get a 100% score. Accreditation is challenging and shows their commitment to a high level of operation. They received the gold medal award which is a recognition for their field from the American Academy of Parks and Recreation Administration. Parks and Recreation are committed to continual improvement and are grateful for the continued support from the Council and Administration. The Council expressed appreciation to Mr. Henderson and his staff for the superb job they do providing Provo residents with important services. ***Presentation only.***

5. A presentation regarding the FY2023 Budget- Customer Service. (22-016) ([3:10:59](#))

Amanda Ercanbrack, Customer Service Director, presented. She thanked the Council for having them and she was looking forward to showing the Council more about what they do. Their budget is very straightforward and closely related to what they do.

Customer Service is open Monday through Friday. The many services they offer include:

Pending minutes – awaiting approval

- Utility billing
- 311 call center
- Licensing
- Airport security badging
- Passport services (no appointment needed)
- Other city inquiries

They are celebrating their 10-year anniversary in May. They have overcome many challenges and been able to grow into a great operation.

Their primary goal with billing is to distribute utility bills on time with correct information. The billing division's seven employees have 102 years of combined experience. Ms. Ercanbrack outlined details of the billing operations—there are 18 different billing cycles so payments come in on a regular basis rather than on the same day. They are considering consolidating this a bit, but it involves two different meter management systems for power and water. It's a complex operation and the staff do a great job. She highlighted several recent or in-progress projects including Neptune 360 (a water metering and billing system) and the recent launch of Time of Use and SharedSolar rates with the Energy Department. They are also looking into condensing their billing cycle to avoid weekends and holidays.

The call center has 17 employees and a very detailed training program. Laramie Gonzales, Business Manager, handles their stats and analytics. He reviewed call center metrics and highlighted some of the types of data they track in the call center. They answer an average of 91,000-112,000 calls per year; about 75% of calls are utility-related and the other 25% is anything from zoning, business licensing, parking, to sanitation. In 2020 during the pandemic, there was an increase of calls up to 111,000. They also implemented a new billing system that year. People got used to doing business online and call volumes have since decreased slightly. Mr. Gonzales reviewed details of the Customer Service budget and how this is broken out to the different operations. Their budget is planned to decrease by about \$132,000 due to several maintenance contracts which are no longer needed. Councilor Rachel Whipple asked about Information Systems staffing as it relates to Customer Service; IS provides support to Customer Service. Council Chair Travis Hoban thanked them for the great job they do. ***Presentation only.***

6. A resolution adopting the Mountainland Pre-Disaster Hazard Mitigation Plan. (22-036) ([3:28:11](#))

Chris Blinzinger, Emergency Management Coordinator, presented. In the event of a natural disaster, the FEMA response is contingent on the hazard mitigations that Provo has in place.

Councilor Bill Fillmore asked for some clarification about some information in the plan; Mr. Blinzinger indicated that this figure referred to infrastructure and facilities that could be potentially damaged in a catastrophic event. Mr. Fillmore also asked about failure of Deer Creek Dam. Mr. Blinzinger explained that they do not have concerns about dam failure—it is well-constructed and routinely evaluated. The primary concern is if something catastrophic were to happen upstream of Deer Creek, that Deer Creek is not designed for flood control and that is what could cause issues. Fire Chief Jim Miguel also explained that there are hundreds of people from throughout the region who share these concerns and are planning for these potentialities.

Pending minutes – awaiting approval

Each year there is a complex management strategy employed during spring runoff to mitigate issues associated with higher river and water flows.

Councilor Rachel Whipple expressed that she is concerned about the hazards presented by unreinforced masonry building. Mr. Blinzinger highlighted a mitigation program called “Fix the Bricks,” which was started in Salt Lake City and has gained recognition by federal partners. He suggested asking the State of Utah to support this program; it involves a combination of funding sources including grants and insurance money. Having a program at the state level would help with getting more resources and exposure about the opportunities.

Mr. Blinzinger indicated some of the training he has done with department directors about emergency operations; when the Council hires a new executive director, he would like to provide some additional training for them. Mr. Fillmore asked about Provo’s possible liquefaction issues. Mr. Blinzinger highlighted the geographic and terrain issues that impact Provo. He noted that mud slides are more of an issue with serious burn scars from wildfires and subsequent rainstorms; Provo is relatively safe in that regard. Jared Penrod, Engineer, said they have some monitoring sites on the east benches of the city; there have not been any significant changes in the last several years. They also have a consultant who works with them on this monitoring. Public Works does watch for potential problems when reviewing new developments and retention basins, but in Provo they have not had any major fires. Ms. Whipple asked what types of factors they evaluate when issuing permits. Mr. Penrod noted the 30% slope prohibition and restrictions against creating steep slopes. ***Presentation only. This item is already scheduled for the Council Meeting on March 29, 2022.***

Closed Meeting

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John Magness, Interim Council Executive Director, said the purpose for the closed session was to discuss personnel matters.

Motion: George Handley moved to close the meeting. Seconded by Travis Hoban.

Vote: Approved 6:0, with Shannon Ellsworth excused.

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

3:00 PM, Tuesday, April 12, 2022

Provo Power Board Room, 251 W 800 N, Provo, UT 84601

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

Roll Call

The following elected officials participated:

Council Chair Travis Hoban, conducting
Council Vice-chair George Handley
Councilor Shannon Ellsworth
Councilor David Shipley
Councilor Katrice MacKay
Councilor Rachel Whipple
Councilor Bill Fillmore
Mayor Michelle Kaufusi

Prayer

Councilor Bill Fillmore offered the prayer.

Closed Meeting

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Brian Jones, Council Attorney, outlined the statutory basis for the closed session.

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

Vote: Approved 7:0.

Business

The Council reconvened in the open meeting at 4:15 PM.

1. A discussion regarding the Council's budget priorities for FY 2022-2023. (22-037) ([0:07:00](#))

John Magness, Interim Council Executive Director, presented. He introduced the presentation on the Council's actionable priorities for the next two years. They would like to narrow the list to

Pending minutes – awaiting approval

10-15 items. Staff will review the related policies and funding issues as they relate to the Council's budget priorities which will be addressed during discussions in May. The initial priorities which the Council submitted have been put in alphabetical order for the discussion.

AIRPORT (0:08:21)

- Increase destinations
- Increase carriers

Mr. Magness indicated that these areas were primarily budget-related rather than legislative. Councilor George Handley said that he shared this objective, but he felt there wasn't a specific role for the Council as the airport was headed in this direction already. Councilor David Shipley thought it would be helpful to ask the Administration if they felt any budget or legislation was needed; did the Council need to budget for new destinations for the airport or any other needs.

Deputy Mayor Isaac Paxman noted the new airport would continue to have CIP improvements and there may be additional budget needs in the future. Wayne Parker, CAO, indicated that in the early stages of a new airport, the municipality is often trying to recruit airlines to the airport. The airline industry is still recovering after the pandemic. He indicated that there is a lot of planning taking place and the airport grand opening would be happening in the near future. Mr. Shipley asked about county participation with regional airports and what was typical. Mr. Parker indicated it can vary, but Utah County contributed \$4.5 million to the terminal construction.

CANYON ENHANCEMENTS (0:19:11)

The Council discussed gravel pits. Mr. Magness noted that one of the best tools is rezoning; the Council could also explore budgetary options. Councilor Katrice MacKay asked who owned the gravel pit property. Dixon Holmes, Deputy CAO, explained that there were three gravel pits in Provo Canyon; the City owned a piece of ground located below the shooting range.

Councilor George Handley raised a potential legislative issue the Council may need to address. He noted that the Critical Hillside Overlay Zone has a limited disturbance provision. The process for rehabilitating a gravel pit would likely violate that particular provision of the law; this is something the Council may need to address in the future. Councilor Bill Fillmore suggested a feasibility study may be a good way to learn more about the possibilities for the gravel pit property. Councilor Shannon Ellsworth asked whether the gravel pits issue was written into the scope of the foothills and canyons plan. She also asked to add Slate Canyon to this list. Mr. Magness noted that Slate Canyon was included in the parks and recreation priorities list. Mr. Shipley felt comfortable deferring this item to the supplementary plans to the general plan, which would likely include some short-term recommendations. Mr. Handley had questions about the lifespan of a gravel pit and when it is exhausted. Mr. Fillmore asked Dave Decker, Public Works Director, if the city still needs the gravel pit. Mr. Decker said the site is not currently used as a gravel pit, however it is sometimes used to store materials, but it is not really utilized or needed. Mr. Magness noted the Council could also look at different incentives regarding gravel pits.

Mayor Michelle Kaufusi and Mr. Holmes shared an update on the extension of the Provo River Trail through Provo Canyon up to Wasatch County.

Pending minutes – awaiting approval

COMMUNITY DEVELOPMENT (0:30:48)

One of the main items in this section is to make sure the neighborhood program functions for all neighborhoods and citizens. Mr. Magness indicated that revisions to the neighborhood program were in progress. Another item on the list was a diversity and inclusion committee. Mr. Magness noted this was included in the draft general plan, but the Council could always act on this sooner as a legislative item. Councilor David Shipley thought this would be good to do as a legislative item. Councilor Shannon Ellsworth asked the Council what they envisioned. She saw it as a more permanent advisory body that could make recommendations. Councilor George Handley said there had been lots of concern in summer 2020 about diversity and representation in the community. Mayor Kaufusi had talked about creating a neighborhood committee of diverse leaders in the community at one point. Mr. Handley had several ideas for the committee and its possible objective; it could examine the practices of the city itself as an organization, or it could have an outward focus on the community. Mr. Handley also noted that research has shown that decision-making is better when it involves a more diverse group of voices (both in business and government contexts). Mr. Magness indicated he attended a recent conference and made some contacts at some different universities which may be helpful resources for ideas that could work for Provo. He indicated that staff could work on a proposal to bring back to the Council. Mr. Shipley thought an ad hoc committee might be helpful in evaluating the proposals. Another item on the list for this priority was creating unity/social capital; Mr. Magness indicated this would follow from the diversity and inclusion committee and neighborhood program.

ECONOMIC DEVELOPMENT (0:40:11)

Councilors shared comments about making the downtown area more pedestrian-friendly. This was an item which could be addressed by the budget. Dave Decker, Public Works Director, referenced the recommendations from the Transportation and Mobility Advisory Committee, which included some temporary adjustments which could serve as a beta-test for more permanent measures. Councilors were supportive of this effort.

Councilor Bill Fillmore had suggested working with the BYU incubator for startups. Mr. Fillmore shared some of the opportunities the city could have to attract some of these startup incubators. Councilor George Handley referenced comments from developers who have indicated that certain zoning designations would make development projects more feasible.

Regarding westside commercial development, Mr. Magness noted there was \$1 million set aside in the Legacy CIP for recruiting a west side grocer. Councilor Travis Hoban asked if the city was doing any market analysis; Wayne Parker, CAO, said the city had contracted with a firm to do some market analysis on the west side and at the mall. This data is helpful to share in proactive ways with developers, grocers, and retailers. Redevelopment of the Provo Towne Center mall was important to all the Councilors. Councilor Shannon Ellsworth had a rough draft of an intent statement emphasizing commercial and retail, true mixed-use, in redevelopment of the mall. Mr. Fillmore also emphasized the role of incentives and the Redevelopment Agency.

GENERAL PLAN (0:55:41)

The Council briefly discussed the gateways and suggested that the gateways plan include design standards for South State Street, South University Avenue, 1860 South, and West Center Street.

Pending minutes – awaiting approval

Councilor George Handley asked about the timing of the general plan—he hoped the subsidiary plans were not greatly delayed by the general plan process. Mr. Magness indicated that the Administration has sent out the final survey to Provo residents about the general plan. One of the changes being made to the general plan is consolidating information on housing into one section.

There has been a suggestion of possibly updating the Provo City Codes after the General Plan is adopted. Councilor Shannon Ellsworth suggested outsourcing this review to a consultant. Mr. Magness noted that the underlying code includes important design standards. Councilor Rachel Whipple asked if there would be public input for the additional chapters of the General Plan. Wayne Parker, CAO, indicated that the plan for the additional chapters is to go to the Planning Commission again for feedback before coming to the Council for a public hearing.

GOVERNMENTAL ADMINISTRATION (1:10:06)

Councilor Shannon Ellsworth shared a scholarship that Orem City does for women staff to promote opportunities to advance more women to management and leadership positions. Councilor Katrice MacKay noted that right now, more women graduate from college than men. Ms. Ellsworth noted that cities provide public services and women's voices often aren't represented even though women pay taxes. There is a tremendous benefits in corporations and governments when women are parts of conversations.

Another item on this list was keeping Provo competitive in the labor market—similar discussions are taking place around the state in city government. Councilor Travis Hoban expressed frustration after an interaction with HR that he did not feel was very helpful in outlining what the Council could do. The Administration indicated this would be an important conversation to inform budgeting decisions. Councilors were supportive of these efforts to keep Provo's compensation competitive and to prevent loss of talent to other organizations.

Another priority was ensuring fees for services are keeping up with inflation. Councilor David Shipley thought it was concerning that in spite of city revenues increasing, the general fund balance was decreasing. He felt that cyber-security and a competitive labor market were really important initiatives to fund—both of these issues represent risks to the city and how it operates.

Councilor Shannon Ellsworth submitted “use key performance indicators for budget process” as another priority. She noted the Council has been using the General Plan to analyze the budget, but she did not feel this was the most relevant or helpful process. She suggested picking several KPIs for each department that are measurable and matter to constituents, then use them as a tool for analysis. She thought this would make the budget analysis more germane to the departments. Councilor Bill Fillmore also supported this idea. Wayne Parker, CAO, indicated the City Administration would support this as well and could help to collaborate with the Council on it.

Ms. Ellsworth had also submitted a priority to retain a lobbyist. She noted Deputy Mayor Isaac Paxman did some lobbying during the session and that the Mayor's office also contracts a lobbyist. She wondered if the Council and Mayor are aligned to use the same lobbyist, or would it be beneficial to the Council to retain an independent lobbyist. Mr. Paxman shared details on the lobbyist, Paul Rogers, who was instrumental in securing state funds for the Provo Airport. Mr. Parker also noted that the cost of the lobbyist fluctuates but typically the lobbyist works on

Pending minutes – awaiting approval

appropriations or other financial issues, rather than other topics or priorities. Councilor David Shipley noted that the Council already has a line item that is funded that could be used for hiring a lobbyist independent of the administration. Ms. Ellsworth noted that one idea was to revisit this item in the fall and discuss what the Council wanted; just because the Council issued a resolution highlighting their position on a policy issue did not bind the Administration (and therefore their lobbyist) to that particular position.

HOUSING (1:25:15)

Single-family housing priority issues submitted by Councilors include: increase housing stock, neighborhood protections, increasing homeownership, decreasing the number of rentals, and controlling short-term rentals. Councilor Katrice MacKay shared an example of what she meant by neighborhood protections—in historic neighborhoods like Dixon, homes are often sold and then sit empty for long periods of time as investors buy up properties in a given area to redevelop. This creates a predatory situation which limits housing available to first-time or permanent resident homebuyers. Mr. Magness said he could draft a memo on suggestions for neighborhood protections. Ms. MacKay also had ideas to share, including some ideas from when John Curtis was mayor. Councilor Bill Fillmore suggested zoning enforcement also had a role.

Councilor George Handley commented that the city still does not have a housing inventory. Staff indicated that one staff member in Community and Neighborhood Services was working on this, but it would take a long time at that rate. Mr. Handley suggested the Council fund a formal housing audit. He noted many actionable parts of the general plan relied on this data. Councilor Travis Hoban agreed that this was a keystone task or objective that will then impact so many other things; he agreed with prioritizing this.

Councilor Rachel Whipple was interested in expanding opportunities for city employees to buy houses; she noted this could also help with retention. Melia Dayley, Policy Analyst, shared that several years ago, Representative Steve Waldrip helped run a bill for a pilot program in Weber County for workforce housing and it was later expanded to include schoolteachers. Mr. Magness noted there were other similar programs throughout the country.

PARKS AND RECREATION (1:33:08)

The Regional Sports Park is slated to be done in 2026. For the park to be finished by 2024, there is a gap in funding of \$8 million to accomplish it on that timeline. Councilors were interested in the economic impact of finishing the park early. Wayne Parker, CAO, noted that part of the challenge was the utility infrastructure in some of the later CIP projects which has a direct impact on the project. Mr. Parker also wanted to be careful not to equate economic impact with city revenue—the economic impact is probably most felt by others in the city not the city itself.

The Slate Canyon Recreation Area Plan and Rock Canyon Master Plan were also submitted by Councilors as priority items. Councilor George Handley indicated that the Rock Canyon Master Plan was already drafted and identifies several funding needs for its implementation. There is an old draft plan for Slate Canyon, but it needs revision to the data and recent property purchases. There is a lot of citizen interest and volunteer potential to implement these ideas. Councilor Shannon Ellsworth also supported moving plans forward at both canyons. Mr. Magness indicated this would relate to the Council's funding decisions.

Pending minutes – awaiting approval

Councilor Rachel Whipple felt strongly that if a park has a playground it needs to have a bathroom. Councilor Ellsworth thought that had been added to the Parks master plan. Ms. Whipple also highlighted the need for an additional dog park in the city. She also welcomed more education efforts from the Administration regarding the waterwise efforts in city parks. Ms. Whipple also supported planting more trees in the City. The Mayor is running a project to this effect. Elizabeth VanDerwerken, Matching Grant Coordinator, also highlighted a project the Timp Neighborhood did in recent years with matching grant funds to install sprinkler infrastructure for aging/historic homes.

The Council did not have time to discuss the remaining priority items (public safety, public works, and transportation), so those items were deferred to the Work Meeting on April 19, 2022, for further discussion. ***Presentation and discussion only.***

2. A discussion on American Rescue Plan Act (ARPA) funds. (22-017) ([1:43:22](#))

John Magness, Interim Council Executive Director, highlighted some ideas for how the Council could guide the use of these funds. He invited input from the Council regarding the criteria, how to measure priorities, and any other ways the Council would like to evaluate potential uses of the funds. Councilor George Handley thought it would be helpful to understand the alternatives and what the opportunity costs might be of choosing one project versus another. He also suggested the Administration clearly outline their process for evaluating uses of the funds which would help the Council understand how certain recommendations were reached. Wayne Parker, CAO, indicated the Administration was working on developing criteria.

Councilors Shannon Ellsworth and David Shipley gave some context of what the Council ARPA Committee has been discussing so far—the main point for feedback from the group was what lenses the Council would use for evaluating projects. Mr. Magness indicated they can also discuss this as part of the Council’s discussion of budget priorities. There was more discussion about the vetting process and the challenges inherent to the process. ***Discussion only.***

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

12:00 PM, Tuesday, April 19, 2022

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 Vice-chair George Handley, conducting

Councilor Bill Fillmore

Councilor Rachel Whipple

Councilor David Shipley

Councilor Katrice MacKay

Councilor Travis Hoban, arrived 12:15 PM

Mayor Michelle Kaufusi

Prayer

Councilor David Shipley offered the prayer.

Approval of Minutes ([0:11:49](#))

February 15, 2022 Council Meeting Minutes

March 15, 2022 Council Meeting Minutes

March 15, 2022 Work Meeting

Approved by unanimous consent.

Business

1. A discussion regarding the combining of the Council Water Conservation and Foothills Protection Committees into one Natural Resources Committee. (22-005) ([0:12:28](#))

John Magness, Interim Council Executive Director, presented. Mr. Magness highlighted the overlap of these committees; the Foothills Protection Committee discussed consolidating these committees and the committee members were supportive of that proposal.

Motion: Katrice MacKay moved to consolidate the two committees into one Natural Resources Committee. Seconded by Rachel Whipple.

Vote: Approved 5:0, with Travis Hoban and Shannon Ellsworth excused.

Pending minutes – awaiting approval

2. **A resolution approving a substantial amendment to the Program Year 2019 Annual Action Plan reprogramming CDBG-CV funds for Covid-19 public health response. (22-038) ([0:15:01](#))**

Dan Gonzalez, Management Analyst, presented. This substantial amendment to the annual action plan will detail how the funds have been used. Mr. Gonzalez highlighted the funding recommendations and noted areas they have tried to avoid duplication of funding in order to facilitate more projects with CDBG funds.

Councilor Katrice MacKay asked who decides where the money goes and how often they do this. Mr. Gonzalez indicated that they work closely with nonprofits about what needs they have. The funding decisions are made by the administrators for the three endowments. Councilor George Handley asked Mr. Gonzalez to clarify and he indicated this report is summarizing what has happened with funds so far, as well as what will happen. Councilor Rachel Whipple asked how CDBG funds were impacted by the CARES Act. Mr. Gonzalez said there was no negative impact; the City received extra money to do these projects as a result of the CARES Act. ***Presentation only. This item was already scheduled for the Council Meeting on April 19, 2022.***

3. **A resolution approving the Year Three, Annual Action Plan of the 2020-2024 Five-Year Consolidated Plan. (22-038) ([0:27:06](#))**

Dan Gonzalez, Management Analyst, presented. He reviewed Provo's designation from the Department of Housing and Urban Development, and how the city receives CDBG and HOME funds. The actual allocation amounts will be released in May, at which point there may be some slight changes, but they expect to receive \$1.9 million in CDBG funding and \$2.2 million in HOME funding. He reviewed details of some of the programs sponsored by CDBG and HOME.

Councilor Katrice MacKay asked who was the committee overseeing the regular CDBG dollars. Mr. Gonzalez indicated there are three representatives each from Provo and Utah County, and two to three from Orem. Every five years with the consolidated plan, they submit a citizen participation plan and at that time they establish who will be part of those committees. The group includes several neighborhood chairs and vice chairs, and at least 3 other individuals. In this case, John Borget, Brad Bishop (Self Help Homes), and Karen McCandless (Community Action Services) are representatives on the committee. ***Presentation only. This item was already scheduled for the Council Meeting on April 19, 2022.***

Policy Items Referred from the Planning Commission

4. **An ordinance amending design standards for the West Gateway Zone. Citywide application. (PLOT20220010) ([0:36:09](#))**

Bill Peperone, Development Services Director, presented. This ordinance amendment was initiated by a member of the Design Review Commission. The West Gateway doesn't have same standards as the other gateways and rest of downtown—this amendment makes the code more consistent by applying the same design standards to this area to the west of the corridor.

Pending minutes – awaiting approval

Councilor Katrice MacKay asked whether the higher design standards would set back commercial redevelopment of the area due to increasing costs of construction. Mr. Peperone indicated they have met with several developers about the design standards; costs are increasing in general regardless of the design standards—there would probably be an incremental increase based on the design standards. Whether or not those marginal increases by themselves are enough to cause a redesign of a project, he thought it was certainly possible during these unprecedented times in the construction industry. *Presentation only. This item was already scheduled for the Council Meeting on April 19, 2022.*

- 5. An ordinance amending the zone map classification of approximately 0.17 acres of real property, generally located at 1029 West 1020 North, from One-Family Residential (R1.8) to Low-Density Residential (LDR). Rivergrove Neighborhood. (PLRZ20220075) (0:39:23)**

Bill Peperone, Development Services Director, presented. The property owner has submitted this rezone request in order to add an accessory dwelling unit to the main dwelling unit. Based on recent Council discussions encouraging ADUs, Mr. Peperone suspected this type of request will probably come more often to the Council. If the Council was not comfortable with this request, it would be helpful to staff to have feedback on that.

Councilor George Handley indicated that the Council was looking at implementing an increase of ADUs incrementally, however a proposal has not yet been discussed or voted on. Mr. Handley asked if this rezone was an isolated case. Councilor Katrice MacKay said she watched the Planning Commission proceedings for this item—it was an isolated case, and the neighborhood had no issues except parking, which was addressed by the applicant. John Magness, Interim Council Executive Director, said only three people attended the neighborhood meeting, so it can be hard to determine whether there is broad support. Mr. Handley asked if the neighborhood decided to pursue an overlay zone in the future, whether it would change this particular property. Staff indicated this property would not be impacted unless the proposal specifically addressed it. *Presentation only. This item was already scheduled for the Council Meeting on April 19, 2022.*

Business

- 6. A presentation regarding the FY2023 Budget- Airport (22-016) (0:43:46)**

Dave Decker, Public Works Director, presented. The airport has been subsidized by the general fund from time to time—Mr. Decker shared a graph showing the history of this general fund transfer. Mr. Decker also shared a history of significant changes in the airport budget and highlighted the supplemental requests from the last budget cycle. A security request for the airport has been included in the Police Department’s supplemental requests. Mr. Decker highlighted FY23 budget changes including increases for security, software systems, utility costs, equipment costs, and new maintenance, supplies, and janitorial services contracts at the airport. Councilor Katrice MacKay asked about the airport director being marked as new. Mr. Decker gave clarification—there is an airport manager right now and it’s been altered into an operations manager. The Division Director of the Airport would be a new position and the Airport Division would be part of Public Works.

Pending minutes – awaiting approval

Councilor David Shipley asked if the revenues line included grants. Mr. Decker responded and indicated that typically federal grants are just for capital improvement projects and were not listed as revenue. The revenue listed includes actual revenues from the airport as well as the transfer from the general fund. Some CARES Act funds can be used for operations. This revenue amount also does not include the interfund loan repayment for the airport that is transferred from the general fund to Energy. Ms. MacKay asked whether revenues account for the increased prices; Mr. Decker noted that the budgeted revenues for FY2023 includes captures the increased fees he noted earlier. Mr. Decker outlined major funding sources for the airport terminal, including Provo City (which includes utility contributions for the airport infrastructure), FAA, State of Utah, Mountainland Association of Governments, and Utah County. Mr. Decker outlined the terminal area costs for different components of the project and he also noted items on the CIP—some funding was dependent on FAA grants and there were also unfunded projects. Mr. Decker outlined future projects at the airport, including piping the moat, parking lot expansion, Provo River Delta restoration, future staffing needs, hangar expansion (and related infrastructure), utility extensions, master plan updates, maintenance of documentation, continued training, long-term terminal expansion, and additional services. ***Presentation only.***

7. A presentation regarding the FY2023 Budget- Vehicle Fleet (including vehicle replacement) (22-016) ([1:06:47](#))

Warren Merritt, Fleet Manager, presented. Each area under Public Works has special vehicle and equipment needs. The fleet advisory committee includes individuals from several departments and makes recommendations based on the needs of the fleet and of individual departments. Mr. Merritt highlighted best practices for fleet vehicle replacement cycles.

Councilor Rachel Whipple asked about increasing gas prices versus the increased cost for electric vehicles. Mr. Merritt indicated the cost would be eventually offset by the savings for fuel costs. Councilor George Handley asked for a more detailed estimate of the costs and savings. The cost difference seems to be changing rapidly whereas the presentation only reflects standard prices. Mr. Merritt said the City has two electric vehicles right now as well as 20 hybrid vehicles in the Police Department right now; Police plans to add 17 more this coming fiscal year. This is a great option for the Police Department since those vehicles do a lot of idling. In response to a question from Mr. Handley, Mr. Merritt indicated that the current fleet replacement budget does not factor in the addition of more police officers—these projections would need to be updated accordingly if there were more officers in the city. Jimmy McKnight, Public Works Budget Analyst, clarified that the fleet replacement list includes only replacements to the current fleet. When a police officer is added in the budget, they work with them to make sure the associated costs are added to the related part of the budget. The fleet replacement fund includes all vehicle purchases in the city, then fleet essentially charges the cost of the loan to the department where a vehicle was purchased. Mr. McKnight addressed forecasting for fuel budgets—their current forecast results in an overall increase of \$640,000 to citywide fuel budgets.

Ms. Whipple asked about the fuel budget versus fleet budget. Mr. McKnight indicated that each department pays for its own fuel and its own maintenance. She also asked about the vehicle selection for certain uses and if Fleet has considered any alternatives to vehicles. Mr. Merritt

Pending minutes – awaiting approval

indicated the types of things they evaluate when considering electric and hybrid vehicles, as well as what non-vehicle options they have looked at. Councilor Katrice MacKay asked if the city has looked into leasing versus outright purchasing of vehicles. Mr. Merritt is meeting next week regarding leasing options and whether that would be a good fit for certain vehicle needs. She asked whether the City utilizes the warranty on vehicles—Mr. Merritt said they do take advantage of the manufacturers' warranties as much as possible. Mr. Handley asked for clarification about the fuel budget and some of the potential cost savings; Mr. Merritt highlighted details of a case study he did with some police vehicles in a designated time period. Mr. Handley asked for thoughts from Travis Ball, Provo Power Director, about the infrastructure challenges of increased electric and hybrid vehicles in the city fleet. Mr. Ball said they have installed over 35 charging stations around the city. If the whole fleet was electrical (not hybrid), that might cause some issues. ***Presentation only.***

8. A presentation regarding the FY2023 Budget- Energy (22-016) (1:54:15)

Travis Ball, Provo Power Director, presented. Provo Power's goal is to be the safest and most reliable energy company in the country. Mr. Ball shared highlights of their strategic plan and reviewed the core values of Provo Power. They appreciate the support that the Council and Administration have given them—they have enough funds to provide reliable services and have not had to submit supplemental requests. They also maintain a very proactive capital improvements plan and schedule—over the last decade, they have invested over \$60 million into capital projects. Mr. Ball highlighted the supply chain issues impacting their operations. He also highlighted some efforts for conservation and sustainability, including their LEED-certified building, hybrid vehicles, public electric vehicle charging stations, and community solar project.

Mr. Ball reviewed Provo Power's resource mix from FY20 compared to FY23. A total of 15% of energy now comes from solar. Coal has decreased quite a bit and hydroelectric sources have also decreased due to water shortages throughout the state. Mr. Ball shared details of several of the department's conservation programs, including GreenXchange, SharedSolar, and rebates. The department also powers 5934 city streetlights at no charge to the City's General Fund (in comparison, Orem residents have a \$3/month charge for streetlights from the power company). Provo Power also maintains 55,000 trees in the city.

Ned Hill, Energy Board Member, said he has served on many organizations and he did not know of one better-managed than the Provo Energy Department. He complimented several aspects of the Provo Power operations, including competitive rates (despite equipment and fuel increases) and high reliability. The Energy Board went over this presentation in great detail at the last board meeting and they are recommending a 2% rate increase to keep rates at pace for now. A gentle rate increase will keep the department's goals realistic and insight. The Energy Board voted unanimously to recommend a 2% rate increase for the coming year. Mr. Ball indicated their cost of service study recommended a very small increase for the next 3 years. A residential rate comparison with other cities shows Provo as right in the middle (and less than Rocky Mountain Power). The commercial/industrial rate is close to the bottom of the comparison range.

Kat Linford, Management Analyst, and Scott Bunker, Assistant Energy Director, did a demonstration on how the Energy budget is set up and allocated. Councilor David Shipley asked

Pending minutes – awaiting approval

about the bond rating analysis for Provo Power. Mr. Ball said with the planned 2% increase, that raised Provo Power's bond rating to a better position. Their operations are self-funded but a good bond rating is important in the event that they need to go out for a loan. Bond agencies usually look at energy operations quite negatively because they tend to be very volatile. Mr. Shipley said a question he hears a lot is why does the Energy Department need such an important reserve and why the City maintains a reserve instead of lowering rates with the savings. Mr. Ball said it was critical to have 120 days' cash in hand for the bond rating. The power crisis in Texas in February 2021 was a real-life illustration of this principle—the power companies there spent their entire yearly budget in a matter of days due to the costs of electricity skyrocketing. Many agencies there are still trying to recover and repay the money they had to expend in an emergency situation. These types of possibilities are why this aspect of financial preparedness is so important for Provo Power.

Councilor Rachel Whipple asked whether Provo Power has any utility hardship programs. Mr. Ball said the program is facilitated through Customer Service. He did not think additional funds were needed for that program with the rate increases, as they have not seen as much need for that during the economic recovery after the pandemic. Councilor Katrice MacKay loved that Ned Hill came from their board to speak to the presentation and recommendation. Mr. Ball shared appreciation for the Energy Board members—they are very engaged and knowledgeable. Councilor George Handley thanked them as well. ***Presentation only.***

9. A presentation regarding the FY2023 Budget- Library (22-016) ([2:29:23](#))

Gene Nelson, Library Director, presented. Mr. Nelson reviewed the library budget, which is almost entirely funded by property taxes and some revenues from library services and fees. The meeting room revenues have begun stabilizing after the pandemic. Mr. Nelson shared their plans to expand their outreach services by using a van to provide literary resources in the Provo community. There are no major changes to their budget; a small change is a slight increase to personnel. Councilor David Shipley thanked Mr. Nelson for his service to Provo and the library staff for being present. Councilor Rachel Whipple supported the outreach initiatives—she said she would love to see story times and programming throughout the city. ***Presentation only.***

10. A presentation regarding the FY2023 Budget- Legal (22-016) ([2:48:47](#))

Brian Jones, City Attorney, presented. He highlighted the different divisions and what they do:

- City Legal Services
- Claims, Litigation, Risk Management, and Safety
- Criminal Prosecution

Mr. Jones clarified for the public that the City's legal department is not a law firm for the city's citizens. Their non-personnel operating budget is only 5% of their total budget, with 95% of their budget going toward personnel. Since 1996, in the last 28 years they have added only 2.5 positions—adding two positions and one paralegal, while reducing one half-time employee. These increases have been occasioned by additional responsibilities being given to their office (including Council legal responsibilities, risk management, and safety responsibilities).

Pending minutes – awaiting approval

Mr. Jones noted that their budget had an increase in 2015, but it was due to reallocation of certain funds and where they were being paid from; the years after this on the chart split out this differential to make the comparisons more visible. Due to inflation, they also do not have the same purchasing power as nearly 30 years ago. The largest expenses were for software (software for accessing criminal records, police databases, legal research, and case files). They also have a line item for contracting outside professional services—occasionally they need to hire an independent attorney to provide advice to a city board and commission due to the conflict of interest of the City Attorney providing counsel in that capacity. The next largest cost is for equipment, including computers, supplies, and paper/printing costs (the last of which continue to diminish each year but are still an expense). The Legal budget is the same as last year; not including the years they made cuts during the pandemic, this has stayed static for the last 5-6 years. Legal is asking for the same budget this year as pre-pandemic.

Mr. Jones outlined the challenges he foresees for the Legal Department, which fit into two categories: personnel and equipment. The personnel-related challenges include hiring constraints and heavy workloads for staff. Their workload is challenging but manageable as it is; adding additional responsibilities would not be possible. There are also some unknown factors which will impact their staffing, including a grant-funded criminal position for domestic violence work (which currently diverts some of the overall caseload to this attorney and allows them to absorb a higher workload in other areas) and the possible impacts of recent state legislation on their cases. Mr. Jones outlined the equipment challenges and Legal's plan for replacing outdated and out-of-warranty equipment. Moving forward, they will fund computer replacement in portions each year so that all computers get replaced on a rolling basis.

Councilor Rachel Whipple asked if the Justice Court's use of video meetings had impacted their caseloads. Mr. Jones indicated this had more of an impact on the court itself than on their office, but it definitely created a backlog. They have been working with the Justice Court to identify other ways to catch up on this backlog of cases. *Presentation only.*

11. A discussion regarding the Council's budget priorities for FY 2022-2023. (22-037) (3:05:40)

John Magness, Interim Council Executive Director, introduced the continued discussion about the Council's actionable priorities for the next two years.

PUBLIC SAFETY

Councilor David Shipley felt the Council agreed about the importance of properly staffing public safety operations. He hoped the Council could get some guidance from the Administration about how to increase staffing appropriately with the city's current resources. Councilor George Handley recalled comments made by the retired Police Chief Rich Ferguson about staffing levels. Mr. Handley and Councilor Shannon Ellsworth had met recently with Police Chief Fred Ross regarding some safety issues in the area south of BYU campus; Mr. Handley wanted to flag this issue as an immediate need. Mr. Fillmore agreed that was an important issue; he also noted the need to fund security and police at the airport. Mr. Magness indicated these were mostly budget issues rather than policy-related.

Pending minutes – awaiting approval

PUBLIC WORKS

Priority items in this category included a culinary water treatment facility and sidewalk replacement. Councilor David Shipley thought a culinary water treatment plant was critical financially and for Provo to be self-sufficient. Councilor Bill Fillmore expressed that public safety is always his first priority, followed closely by water security. Councilor Katrice MacKay thought sidewalk replacement was important and was really a financial issue. With most of Provo's tax revenue going toward roads, she wondered how the City can put more towards sidewalks; she suggested using some ARPA funds for this purpose. Councilor Rachel Whipple thought even if it was not possible to dedicate more money to sidewalk repair, she supported having a clear and accountable process by which sidewalk issues are reported and tracked. The current process, which often takes years, does not instill confidence among residents that the concern is being addressed—better communicating about the timeline and prioritization would be helpful. She and several other Councilors noted that there are some areas that need sidewalks that do not currently have any pedestrian infrastructure.

Mr. Fillmore asked Public Works to do a study on how to slow down speeding on Slate Canyon Drive. He thought installing traffic circles on Slate Canyon Drive was an important safety issue. Ms. MacKay suggested an app that would easily allow residents to report potholes, sidewalks, and other city issues. Mr. Magness indicated that staff could talk with the Administration and Public Works to see if something can be developed. Brian Jones, City Attorney, noted some of the liability issues implicated in a customer service app.

TRANSPORTATION

Councilors all shared concerns about traffic as a priority issue. Mr. Fillmore asked about the status of a proposed bus stop on 900 East. The Administration did not have an update but could follow up on this question. Mr. Jones provided background information about the City's involvement in the other UVX stops—the city leased the space on the streets for UTA's dedicated bus lanes and bus stops. The value of the lease was used for matching funds to secure federal dollars. He suspected the City's involvement on this bus stop would be similar. Several Councilors were interested in encouraging BYU to address structured parking needs, particularly with the new music building taking out existing parking at the university.

Councilor George Handley noted that the roundabout at North Temple Drive and 1450 East is a key component in the Rock Canyon Master Plan. He also asked about any last mile solutions such as an e-bike share. Isaac Paxman, Deputy Mayor, indicated the Administration is currently meeting with scooter providers and discussing the various options available. Ms. Whipple was glad the City adds bike lanes while redoing roads, but she would love to see some transportation funds specifically dedicated to building out this bicycle network proactively.

Another priority item was traffic around the Provo Towne Center Mall—Mr. Magness indicated the Council could address traffic flow in their redevelopment intent statement. Mr. Fillmore reiterated his interest in enhancing gateways into the City, including west Center Street. Mr. Handley also referred to the recommendations for Center Street—the Council may want to consider the costs of the most effective options. Mr. Fillmore shared insight from the Transportation and Mobility Advisory Committee regarding some temporary pilot projects. Ms. MacKay asked for clarification about the designation of Center Street. Dave Decker, Public

Pending minutes – awaiting approval

Works Director, indicated that Center Street is a state road under UDOT from Geneva Road to 500 West, and east of 500 West it is a city road. **Discussion only.**

Closed Meeting

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

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

Motion: Bill Fillmore moved to close the meeting. Seconded by David Shipley.

Vote: Approved 6:0 with Shannon Ellsworth excused.

Adjournment

Adjourned by unanimous consent.

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: DIXONH
Department: Mayor Office
Requested Meeting Date: 05-03-2022

SUBJECT: Sierra Vista Way extension road at Mountain Vista Business Center (22-042)

RECOMMENDATION: Information only for the Council

BACKGROUND: Sierra Vista Way extension road at Mountain Vista Business Center - Street vacation, property surplus, inter local boundary line adjustment, UDOT access modification

The redevelopment of the former Iron-ton property has been taking place for the last 20 plus years. The City has secured a matching grant to build a road from the roundabout at Mountain Vista Parkway to SR 75 or 1400 North in Springville. This final stretch of road, approximately 3/4 of a mile long, has some complications at the southern end. In order to connect a City street to the UDOT right of way (SR 75) there are multiple access points that need to be consolidated into one location. This will also result in some remnant parcels of property that currently belong to Provo City and the Provo City Redevelopment Agency. These parcels of ground will be on the east side of the road and will act effectively as nuisance strips because of the narrowness, length and inability to be developed as stand alone parcels. As the City is requesting cooperation with three additional property owners, working out the details of timing, compensation and construction is a complicated matter.

FISCAL IMPACT: to be determined

PRESENTER'S NAME: Dixon Holmes, Deputy CAO

REQUESTED DURATION OF PRESENTATION: 30 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:
Economic Development

CITYVIEW OR ISSUE FILE NUMBER: 22-042



REMARKS
1.

BOUNDARY LINE ADJUSTMENT
MARCH 2022
SPROVO-BOUNDARY LINE ADJ.

Engineering File Number: —

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: JMagness
Department: Council Office
Requested Meeting Date: 05-03-2022

SUBJECT: A discussion regarding the construction of Fire Station 1 on the City Center parcel. (22-043)

RECOMMENDATION: Presentation and discussion, if the Council desires to move forward with the construction an appropriation would need to be made at the May 17, 2022 Council meeting.

BACKGROUND: The administration wants to discuss the possibility of cost savings by moving forward with the construction of Fires Station 1 on the City Center parcel now. This would mean that construction of Fire Station 1 would happen outside the redevelopment of the City Center Parcel.

FISCAL IMPACT: Approximately \$1.5 million.

PRESENTER'S NAME: Wayne Parker, Chief Administrative Officer, Chief Miguel, Provo City Fire.

REQUESTED DURATION OF PRESENTATION: 20 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 22-043

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: MDAYLEY
Department: Council
Requested Meeting Date: 04-19-2022

SUBJECT: A presentation regarding the FY2023 Budget- Mayor's Office (22-016)

RECOMMENDATION: Presentation and Discussion.

BACKGROUND: In preparation for the drafting and approval of the FY 2022-2023 budget, each department has been asked to present to the Council. Departments have been asked to identify their priorities, needs, wants, and potential costs.

FISCAL IMPACT:

PRESENTER'S NAME: Wayne Parker, CAO

REQUESTED DURATION OF PRESENTATION: 30 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 22-016

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: MDAYLEY
Department: Council
Requested Meeting Date: 05-03-2022

SUBJECT: A presentation on the FY2023 Budget Presentation and Report Timeline (22-016)

RECOMMENDATION: Presentation only.

BACKGROUND: A presentation outlining the budget process and timeline for Fiscal Year 2022-2023, including upcoming reports and presentations.

May 3- Work Meeting

- General Plan Goals Implementation Report
- Council Budget Priorities
- General Fund Per Capita Budget Comparisons of Utah Cities
- Fund Types

May 3- Council Meeting

- Proposed Tentative Budget

May 10- Special Budget Work Meeting

- Supplemental Requests
- All Fund Revenue Forecast
- FTE Gains & Losses Status

May 17- Work Meeting

- Non-General Fund Expenditures
- Budget Intent Statements
- Utilities, Property Tax, Fees; History and Current Status
- FY21-22 to FY22-23 Increases
- Budget Revenue Forecast
- Transfers

June 7- Work Meeting

- Municipal Council Budget Changes
- Citizen Budget
- Consolidated Fee Schedule

June 7- Council Meeting

- Transfers (formal adoption)
- FY22-23 Budget Public Hearing

June 17- Council Meeting

- FY22-23 Budget Public Hearing and adoption

FISCAL IMPACT:

PRESENTER'S NAME: John Magness, Interim Council Executive Director

REQUESTED DURATION OF PRESENTATION: 20 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 22-016

FY 22-23 Budget Reports

Report	Target Council Meeting Date	Description
General Plan Goals Implementation for 2021	3 May- Work Mtg	"Staff surveyed department directors about progress on the General Plan goals during 2020 and will be providing a summary report indicating changes since 2019."
Council Budget Priorities	3 May- Work Mtg	"Review of the Council's budget priorities and highlight of relevant items from the Mayor's proposed budget."
General Fund Per Capita Budget Comparisons	3 May- Work Mtg	
Tentative Budgets	3 May- Council Mtg	Presentation on 3rd- no adoption; May 17th- tentatively adopt the tentative budget; June 7th and June 21st public hearings (citizen budget done by the 7th)
Fund Types	3 May- Work Mtg	"A presentation regarding the different types of Fund Accounts the city uses to pay for projects, services, debt and other functions required of the city"
Supplemental Requests	10 May- Special Mtg	"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."
All Fund Revenue Forecast	10 May- Special Mtg	A presentation looking at projected revenues for FY 23. Analyzing pervious years forecasted revenue against actual revenues to see if projects have held true.
FTE Gains & Losses Status	10 May- Special Mtg	Accountning of the FTE and PT gains and losses in the previous FY.
Non-General Fund Expenditures	17 May- Work Mtg	
Budget Intent Statements	17 May- Work Mtg	The Council has had previous discussions concerning budget priorities, carryover funds, supplemental requests and the use of federal recovery funds. In creating a Budget Intent Statement, it gives the public and the administration an understanding how the Council thinks revenue should be spent and the priority given to programs within the City. In this item, staff will present and discuss the various parts of the proposed budget ordinance and seek direction on any changes requested or proposed by the Council. Any additional intentions should also be discussed at this time.
Utilities, Property Tax, Fees History & Current Status	17 May- Work Mtg	
FY21-22 to FY22-23 Increases	17 May- Work Mtg	
Budget Revenue Forecast	17 May- Work Mtg	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.
Transfers	17 May- Work Mtg; June 7th adoption in Council Mtg	This is a review of transfers included in the tentatively adopted tentative budget.
Consolidated Fee Schedule	June 7- Work Mtg	As part of the FY 2022 budget the Council needs to adopt a Consolidated Fee Schedule. The Consolidated Fee Schedule is an exhibit for the ordinance adopting the FY 2022 Provo City Budget. The Fee Schedule include all the rate increases for Provo Utilities as well as any other fees that will be increasing in the coming fiscal year. This presentation is for the purposes of discussing any proposed changes.
Budget Changes (from Council)	7 June- Work Mtg	
Citizen Budget	7 June- Work Mtg	Citizen/resident friendly budget aka simplified and no jargon

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: MDAYLEY
Department: Council
Requested Meeting Date: 05-03-2022

SUBJECT: A presentation regarding General Plan Goals Implementation Status Report (22-016)

RECOMMENDATION: Presentation and discussion.

BACKGROUND: Provo City Code 2.50.130(0) directs the Municipal Council Executive Director to “Coordinate an annual Council review of the priorities and implementation strategies of the General Plan.” Pursuant to that mandate, Council staff reached out to all City departments and division that have elements within the General Plan. The departments self-reported about the progress of the goals that fell within the purview of their operations and provided a brief update about their work towards each goal.

FISCAL IMPACT:

PRESENTER’S NAME: Melia Dayley, Policy Analyst

REQUESTED DURATION OF PRESENTATION: 25 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 22-016



Provo City Municipal Council

2021 General Plan Implementation Report

Council Staff

Executive Summary

Full Report

See the [2021 General Plan Goals - Google Sheets](#) the full report or contact John Magness at the Council Office. Each column of the spreadsheet for the full report can be filtered (e.g. show only goals with a status of “In Progress”) by selecting the inverted pyramid next to each column header, clicking on “Clear” under “Filter by Values,” and then selecting the categories you want shown. When you are finished, please remove your filters for the next person who uses the spreadsheet.

Background

[Provo City Code 2.50.130\(o\)](#) directs the Municipal Council Executive Director to “Coordinate an annual Council review of the priorities and implementation strategies of the General Plan.” Pursuant to that mandate, Council staff reached out to all City departments and division that have elements within the General Plan. The departments self-reported about the progress of the goals that fell within the purview of their operations and provided a brief update about their work towards each goal.

Of the 420 goals outlined in the General Plan, 29 have been completed, 327 are ongoing with no anticipated end date, 12 need clarification from City Council, 6 are redundant with other goals, 4 are unattainable, and 9 have not been started (see Table 1 on page 2).

Table 1: Status Summary

Status	Meaning	Number of Goals with this Status
Not Started	No progress made toward this goal	9
Ongoing	Goal is in progress with no expected end date	359
Clarification	Goal needs Council input	12
Completed	Goal is completed	29
Unattainable	Goal conflicts with local authority	5
Redundant	Goal is the same as another goal in the General Plan	6
TOTAL		420

Most of the goals in the General Plan relate to the daily operations of various City departments, and so many of those goals have been reported as “ongoing.”

In the last year Provo has completed a few milestones that cover several areas of the General Plan.

**Table 2:
Preserving and Improving Natural Resources Milestone**

Goal Reference	Goal Statement	Responsibility	Notes
4.4.3	Work effectively as a city and with other governmental agencies and private organizations to protect, preserve, and restore its natural resources in the surrounding mountains, canyons, foothills, wetlands, shorelines, riverbanks and associated wildlife corridor; agricultural lands; and in all city parks; and develop a citywide culture of proactive stewardship to preserve the ecological integrity of these resources.	Parks and Recreation; Sustainability and Natural Resources Committee	Parks and Recreation leads the City in sustainability practices. Parks and Recreation is an active partner with State and Federal land agencies in protecting and preserving natural spaces around Provo. In addition, the Sustainability and Natural Resources Committee works with UCAIR (clean air partnership), the Utah Valley Clean Air Task Force, The Nature Conservancy, and the Natural Resource Conservation Service to preserve and enhance these kinds of natural resources in Provo.
4.4.10	Identify and evaluate the urban and other forest and habitat areas with the city and develop policies and ordinances that would protect plant life, encourage planting, maintain a green belt and preserve habitats for wildlife.	Parks and Recreation; Community and Neighborhood Services; Public Works; Power	Provo Parks and Recreation works in step with our city Forester to manage, sustain, and improve Urban Forest resources within the city and adjacent federal lands. This work included working with Public Works to protect the Provo River Delta and the wildlife that live there, especially in the light of the new airport terminal and runway.
4.4.10.2	Provide guidance to citizens regarding the selection, planting, and	Parks and Recreation; Power	Parks and Recreation has certified arborists on staff who frequently share

	proper maintenance of trees citywide, including the avoidance of “topping,” which creates an unnatural appearance for deciduous trees and eventual decline in the health of individual trees and the urban forest.		best practices with the public. The Power Department and City Forester are primarily responsible for the City's street trees and related education of residents about street tree selection and care. City Forester is re-writing the selection guide. He has completed the street tree inventory and will provide a comprehensive report to the board and Council.
4.4.13.3	Ensure and communicate the needs of all parties, including adjacent homeowners, water users, and the fishing and recreating public to maintain aquatic and riparian ecosystems.	Public Works	Provo City staff have worked to facilitate the Delta Restoration Project at the mouth of the Provo River and are developing strategies to manage water in such a way that it is available when needed.
4.4.20	Coordinate with state and federal fish and wildlife officials and adopt land use regulations as necessary to protect land areas frequented by wildlife.	Public Works; Parks and Recreation	Conservation easements are maintained by Parks and Recreation on nearly 200 acres south of the golf course that provide wildlife habitat and protections in wetland areas. <i>PUBLIC WORKS:</i> Provo City Code Chapter 9.20 (Urban Forestry) regulates the management of Provo's urban forest resources. Provo City has also been an active participant in discussions regarding the Provo River Delta Restoration project. Parks and Recreation is an active partner with State and Federal land agencies in protecting and preserving natural spaces in and around Provo. In addition, the Sustainability and Natural Resources Committee collaborates with the Nature Conservancy and the Natural Resource Conservation Service to protect these City resources. Public Works is required to coordinate with state and federal agencies during specific CIP and road projects in this manner, especially when there is a wetland issue on a project. It should be noted that Public Works does not generally coordinate with these agencies unless a construction project requires this coordination.
4.4.30	Enact land use regulations that will limit development in areas subject to rock fall, landslides, and strata expansion.	Public Works; City Council	Provo City Code requires that extra care be taken in the development of sensitive lands and Public Works has frequently required that guidelines for the study and minimization of risk as promulgated by the State of Utah Geological Survey Circular 122 be followed. Updated hillside standards were approved through City Council.

**Table 3:
Drafting the General Plan and Adopting Various Master Plans Milestone**

Goal Reference	Goal Statement	Responsibility	Notes
1.4.11.3	Identify exceptional areas that would benefit from area specific master plans, where the city would conduct a detailed land-use analysis. The objective is for a plan for every neighborhood.	Community and Neighborhood Services	Primary research was conducted during the initial drafting of the General Plan and additional efforts will be made after the updated General Plan is adopted.
2.4.3.4	Incorporate Complete Streets policy into the Transportation Master Plan to demonstrate Provo City's commitment to providing a safe, comfortable, and convenient transportation network for all users and all modes.	Public Works (Engineering); Community and Neighborhood Services	The updated Transportation Master Plan adopted in 2021, includes an Active Transportation Plan which identifies a core network, a city-wide network, and a neighborhood network of streets.
3.4.2.2	Identify exceptional areas that would benefit from area specific master plans, where the city would conduct a detailed land-use analysis. The objective is for a plan for every neighborhood.	Community and Neighborhood Services	It is the expectation of the department that all areas of Provo will eventually be included in a specific neighborhood plan once the General Plan is adopted. The data gathering and drafting process of the General Plan will aid in the creation of area-specific plans. A prioritized list can be created and then followed to achieve this goal.
8.4.1.7	Update the Parks and Recreation Master Plan on five-year intervals to assure that it provides for the current needs of the community.	Parks and Recreation	Completed 2021

**Table 4:
Economic Development Milestone**

Goal Reference	Goal Statement	Responsibility	Notes
1.4.12.4	Revitalize blighted, dilapidated neighborhoods and distressed commercial centers.	Economic Development; Redevelopment Agency; Community and Neighborhood Services	Econ. Development: Economic Development is still working with the distressed commercial centers. The Mix has begun its revitalization, the Provo Towne Centre is engaging developers to add commercial and residential, the old IFA has been torn down clearing the way for the Millrace project which will be a mix of residential and commercial. Other projects like the Prove Towne Square are under new ownership and will be upgraded as the owners make improvements. CNS: In 2021, The Plumtree Shopping Center began construction on redevelopment. This was one of the most prominent blighted areas in the city.
1.4.13	Prioritize areas within the city for economic development	Economic Development	Economic Development is focused on business development and expansion in key areas such as Mountain Vista, around the new airport terminal, downtown Provo and key retail areas like the Provo Towne Center, Riverwoods, East Bay, The Rivers Edge and grocery opportunities for the west and south sides of Provo.
7.4.3.2	Look for ways to help grow/leverage the city assets to improve economic development.	Economic Development	The current rate of development and redevelopment in Provo is a strong indicator that the market has already identified Provo as a prime development opportunity and are moving to capitalize on that opportunity. Economic Development has launched a Provo Advantage campaign that highlights the benefits of living and working in Provo. This campaign will provide monthly updates to residents and key stakeholders.
7.4.4	Foster the entrepreneurial spirit and reality of Provo as the preeminent place to start a business in Utah Valley.	Economic Development	Economic Development is working with all the incubator space providers to insure their long term sustainability in our community. We have also been working with Ryan Smith on a new startup environment he will be building on the north end of Provo and with Kiln that will build a new startup environment in the Rivers Edge project.
7.4.12	Develop Provo as the leader in the State of Utah and Mountain West in entrepreneurial support and the preeminent place to start and grow a business.	Economic Development	Economic Development reviews regulation to reduce the challenges of starting a new business. They also support private sector initiatives such as the Chamber of Commerce and Downtown Provo, Inc. The City currently has a revolving loan fund to provide limited funding for certain businesses. Recent accolades ranking Provo as one of the best places to do business are a reflection of success in this area.

Notable examples of goals completed include those listed in the table below.

Table 5:
Notable “Completed” and Ongoing” Goals

Goal Reference	Goal Statement	Responsibility 1/2/3	Notes
1.4.3.5	Encourage housing of diverse design in order to adequately accommodate all types of users (singles, young couples, families, and the elderly).	Development Services	Progress was made towards this goal with the updated Southwest Area Plan, specifically the intent statement Council created. It was later edited by a working group and adopted in early 2022.
2.4.3.9	Define, identify and beautify the major entrances to the community.	Redevelopment Agency Parks and Recreation Community Development, Public Works	The Downtown Streetscape Standards adopted uniform standards for Downtown.
3.4.2.5	Provide sufficient housing options for single professionals as a means to increase family occupancy in the single-family areas.	Development Services	In the last 5-6 years the City has approved almost 4,000 apartment and townhome units. This housing types are available to single professionals.
2.4.1.11	Upgrade facilities and market the Provo Airport for commuter airline service.	Public Works (Airport)	Construction has commenced on the new terminal building and facilities.
5.4.3	Focus on maximizing our airport for business and increasing recreational vacation traffic.	Public Works (Airport)	Construction has commenced on the new terminal building and facilities which will allow for increased opportunities for recreational and business travel to and from Provo.
8.4.1.1	Promote efficiency and resource conservation in the selection, design, operation, and maintenance of parks and recreation facilities.	Parks and Recreation	Parks and Recreation leads the nation in efficient delivery and operation of Parks and Recreation facilities. As demonstrated by our National Gold Medal Award.
8.4.1.2	Plan for and manage a system of non-motorized trails and multi-use pathways that connect recreation facilities and encourage walking and bicycling as alternative modes	Parks and Recreation	The first RAP funded project was completed this year. That included widening the trail, lighting, improved railroad crossings, and completion of the Fort Utah Greenway project

	of transportation and for recreation. These trails should complement and align with the transportation Master Plan.		
8.4.1.4	Develop funding sources and strategies to supplement appropriation from the City general fund to provide parks and recreation facilities.	Parks and Recreation	Parks and Recreation has received over \$3 million in grant funding for trail improvements, \$2 million for Delta Gateway Park development, and \$4 million in materials for the Regional Sports Park project.
4.4.18.2	Maintain and improve the quality of our water through constantly updating and modernizing our treatment plants and protecting our water supply.	Public Works (Water Resources)	Provo City is investing heavily in a new water reclamation plant, which will virtually eliminate the discharge of nutrients and other contaminants of emerging concern to Utah Lake, going far beyond what is required by regulation at this time.
2.4.2.1	Reduce reliance on automobiles by encouraging alternative modes of transportation when cost effective and appropriate; Maintain and increase the allocation of resources toward the development of a Transportation Demand Management (TDM) program in Provo that encourages employees to utilize alternative modes of transportation (other than the single-occupant vehicle). Encourage incentives for major employers to participate in rideshare, car pool or other employee trip reduction programs.	Public Works	The City's e-scooter programs has continued to expand their services. Public Works added bike lanes and/or bike sharrows to Canyon Road, 900 West, 300 West, 940 North, and 150 East. Neighborhood meetings were held regarding adding a UVX bus stop on 900 East, which UTA modeling shows would increase ridership by ±16%.

Implications for the Budget

General Plan items can have implications for annual budgets as some items require additional funds. Please refer to the rest of this section for a selection of examples.

Provo's Redevelopment Agency worked to improve housing affordability (1.4.3) by an effort to "Disperse the increasing demand for affordable housing throughout the City and the County," however they noted that while the "Agency will have the opportunity look at using set aside funds to help around the City. The Redevelopment Agency has no ability or leverage to push affordable

housing to other areas of the County.” To achieve this goal, the Council can work as a partner with the Agency to promote state and county-wide policies that will to improve housing stock and variability in Utah County and by extension, Provo.

The Provo Parks and Recreation department has created plans for addressing goals related to the preservation and enhancement of the Provo River (4.4.14 and 4.4.15). To support these efforts, the Council can provide needed funding for the staffing and resources the plans outline. They also can work to help draft and adopt a Rivers and Lake Master Plan to help provide more guidance.

Economic Development through their ongoing outreach to Provo businesses and the launch of the Provo Advantage initiative, have identified goals (7.4.6 and 7.4.6.1) that, given Council clarification, could help maintain and grow positive economic impacts for the city.

And Public Works- Engineering, in concerning the goal to “Encourage a pedestrian-friendly environment throughout Provo” (1.4.1.1) reported that while they “installed several new cross walks, added pedestrian signs, installed new ADA ramps, installed a new pedestrian refuge island on Center St @ 600 East, fixed broken sidewalk in the Franklin Neighborhood, and added pedestrian walking time to signals near the Convention Center,” there is still more to do for this goal. “Public Works and Development Services [continue to] work with the Transportation and Mobility Advisory Committee (TMAC) on ideas for increased pedestrian safety on Downtown Center Street.” If the Council desires to accelerate this goal, additional funding will likely be necessary.

Table 6: Notes for “Goals other than Completed or Ongoing.”

Note Type	Number of Goals with this Note
Need Policy Clarification	12
Not Started	9
Redundant	6
Unattainable	5

The most frequently noted reasons for not making progress toward a goal are that the department felt they needed a policy decision or clarification to be made before taking action (12 goals- an increase from 10 goals in the 2020 General Plan Implementation Report), or not started (9 goals- a one goal decrease from the previous year’s report). Please see the tables on the following pages for a complete list of goals in each category.

Table 7: Goal Noted as Needing Clarification

Departments are looking for policy guidance from the Council to begin or continue going forwards with these goals.

Goal Reference	Goal Statement	Responsibility 1/2/3	Notes
1.4.3.1	Initiate actions necessary to encourage other cities within the county to accommodate a share of the rental housing market.	Community and Neighborhood Services City Council Administrative Services	Clarification
1.4.5.2	Discourage “cookie-cutter” (overly repetitive) designs.	Community and Neighborhood Services	CNS and DS should work together to ensure code provides necessary regulations to prevent overly repetitive designs.
2.4.3.15	Create a comprehensive safety management system for traffic.	Public Works (Engineering)	Please provide further clarification of this goal and the related objectives.
3.4.1.3	Increase direct, landlord responsibility and accountability for overuse of city resources.	Community Development	We are unclear on how this could be implemented.
3.4.1.6	Encourage diversity of age groups in neighborhoods.	Community and Neighborhood Services	The only way this can be implemented under current policy is through a diversity of housing types and design. If a specific policy to encourage age diversity is desired, it will need further research.
3.4.2.6	Promote low-cost land or subsidies in the form of reduced impact fees and down payment and financing assistance.	Community and Neighborhood Services	Policy direction from Council on surplus property and impact fees. Down Payment and financing assistance is provided through CDBG Funds, Cares Act and the Home program.
7.4.3.1	Work to significantly reduce the barriers to growing/expanding/doing business in Provo.	Economic Development	The Council needs to explore this area to determine the appropriate level of regulation.
7.4.4.1	Create a fertile environment for business ideas for products and services to progress more rapidly through the business cycle.	Economic Development & Council	The Council needs to explore this area to determine the appropriate level of regulation.

7.4.14	Require high-quality commercial development.	Economic Development	While Economic Development maintains high standards, they also want their standards to be achievable without placing too heavy a burden on businesses. What standards would the City Council like to see?
7.4.14.1	Encourage performance standards for commercial developments.	Economic Development	Economic Development would like the Council to clarify what they mean by performance standards. Are these measured in sales tax, property tax, capital investment, job creation, or quality of life? A policy decision needs to be explored.
7.4.15	Develop business facilities and locations to encourage new business growth and job formation.	Economic Development	Economic Development works with a variety of business from business parks to incubator spaces (ex: Duncan Aviation, Startup Building, Mountain Vista). Many areas in Provo are already built out, with the notable exception of the west side. The level of development in these areas is largely determined by the City Council.
7.4.16.5	Target land uses that bring more people to the downtown area.	Redevelopment Agency	Redevelopment worked with Neighbor Hood Services before the recession in 2008 when many of their homes were rented. They have not had any recent efforts toward this goal specifically, though they are aware of Council discussion regarding a renewed focus on home ownership. One option discussed has been a community land trust.

Table 8: Not Started

Goal Reference	Goal Statement	Responsibility 1/2/3	Notes
3.4.5.6	Provo City will set aside a reasonable and effective minimum of any new commercial or residential development for affordable housing units or redevelopment in the City (inclusionary zoning).	City Council	Prior efforts to consider inclusionary zoning and impact fee waivers stalled. These items will be revisited by the Housing Committee in 2021.
3.4.6.3	Encourage homes for sale to list their energy ratings to empower buyers to make wiser choices and to incentivize higher standards of energy efficiency.	City Council	
3.4.6.4	Encourage new construction that meets standards for low-impact construction materials, energy-efficiency, and use of clean and renewable energy that are consistent with state code.	City Council	
6.4.1.2	Establish a program for placing monuments or signs at historic sites, in historic districts, or in neighborhoods.	Landmarks	Funds would be needed for this to happen and so far, there are no funds set aside for this goal.
6.4.2.1	Revise the city's Landmark Preservation Ordinance to strengthen the city's ability to prevent the destruction of Provo's unique historic resources.	Landmarks	The Landmarks Preservation Ordinance is very capable of preventing the destruction of Provo's union the Landmarks Register. The City's largest historic resources that are actually listed obstacle to the protection of these resources is the unwillingness of the Council to nominate resources to the register over the objection of property owners and the Council's willingness to remove resources from the register at the request of property owners. If we can get properties on the register and keep them on the register, the ordinance will protect them.
6.4.3.2	Identify and preserve important cultural resources.	Landmarks	This is outside of the scope of the Landmarks Commission. The Commission tries to work with the Provo Library and BYU to ascertain resources to their collections, but the Commission does not have any active efforts in this area.
6.4.8	Preserve historic or unique historic homes and buildings.	Landmarks	Because of political sensitivity, no new districts have been created.
7.4.7	Maximize the vast second language skill set in the community.	Economic Development	There are no current initiatives to pursue this goal and no specified aim. Economic Development would gladly receive input from the Council and Administration.

7.4.7.1	Take better advantage of Provo's second language resources to improve business opportunities and services. Provo City and the business community enjoy a relationship based on mutual need, trust, and cooperation. Provo City and the business community understand and realize that each relies on the other to be successful and healthy.	Economic Development	There are no current initiatives to pursue this goal and no specified aim. Economic Development would gladly receive input from the Council and Administration. There are local translation companies that have communicated their interest in helping Provo with any initiative like this the city may want to pursue.
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Table 9: Redundant

Redundant Goals are the same as another General Plan Goal in the notes it references the other goal that makes the listed goal redundant. All of the "Redundant" goals are "Ongoing"

Goal Reference	Goal Statement	Responsibility 1/2/3	Notes
1.4.13.4	Encourage site-specific designs to take into account the uniqueness of the surroundings.	Development Services	Same as 1.4.11.7
4.4.8.3	Encourage synchronization of semaphores at intersections to reduce the stopping, starting, and idle time of vehicles.	Public Works (Engineering)	Same goal as 4.4.7.5
7.4.4.3	Make it easier to expand a business	Economic Development	Same as 7.4.3.1
7.4.16.4	Draw new cultural activities into the downtown area.	Economic Development	Same as 7.4.16.1
7.4.17.1	Encourages non-polluting business and industry to locate in Provo.	Economic Development	Same as 4.4.4.1
7.4.17.2	Provide regulations and incentives to encourage established businesses to improve air quality.	Economic Development	Same as 4.4.4.2

Table 10: Unattainable

The classification of "Unattainable concerns the control of rental property, Provo does not have the means or ability to limit housing rentals.

Goal Reference	Goal Statement	Responsibility 1/2/3	Notes
1.4.11.5	Limit additional rental housing outside areas specifically planned for higher density development.	Community and Neighborhood Services	Any property can be rented.
3.4.2.4	Limit additional rental housing outside areas specifically planned for higher density development.	Community and Neighborhood Services	Any property can be rented.

3.4.3.1	Nearly 60 percent of Provo's housing inventory is not owner occupied. Owner occupancy or long-term residency in new housing developments should be encouraged, especially in developments designed and marketed as non-student, multi-family, or attached, housing.	Community and Neighborhood Services	Again, any unit can be rented, but efforts are made to encourage owner-occupied dwellings.
3.4.3.3	Encourage a diverse population within Provo, blend home ownership with rental housing in developments that are not meant for college-student housing.	Community and Neighborhood Services	Any property can be rented.
3.4.3.4	Avoid concentrating large numbers of rental housing, either in one development or within one neighborhood, outside of areas intended for college student housing.	Community and Neighborhood Services	Any property can be rented.

Next steps

The Provo City Council staff will:

- Continue to support the data gathering for and drafting of the new General Plan and periodically provide guidance as needed throughout the process.
- Provide a list of current General Plan goals that are unclear, not started, require policy direction, etc. to the City Administrative Staff and Planning Commission for their consideration during the drafting of the updated General Plan, and to the Council
- Work with City Departments to specifically identify impediments to goal completion and, in conjunction with the Council as needed, find solutions to these problematic goal statements.
- Consistently report back to the Council with recommended changes to the goals of the current General Plan and provide updates on the goals of the updated Plan.
- The General Plan is currently going through an update. We anticipate it will be done prior to next year's General Plan Goals review.

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: MDAYLEY
Department: Council
Requested Meeting Date: 05-03-2022

SUBJECT: A presentation on budget fund types. (22-016)

RECOMMENDATION: Presentation only.

BACKGROUND: A presentation regarding the different types of Fund Accounts the city uses to pay for projects, services, debt and other functions required of the city.

FISCAL IMPACT:

PRESENTER'S NAME: Kelsey Zarbock, Budget Officer

REQUESTED DURATION OF PRESENTATION: 20 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 22-016

PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: MDAYLEY
Department: Council
Requested Meeting Date: 05-03-2022

SUBJECT: A discussion regarding General Fund per capita expenditures in Utah cities.
(22-106)

RECOMMENDATION: Presentation and discussion.

BACKGROUND: During last years budget presentations and discussions Council asked staff to prepare an analysis of Provo's budget compared to other cities in Utah County on a per capita basis. What staff has prepared is a report using the comprehensive Annual Fiscal Report from all the cities included in the report to compare the different functions within the cities.

FISCAL IMPACT:

PRESENTER'S NAME: John Mgness, Policy Analyst

REQUESTED DURATION OF PRESENTATION: 35 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 22-016

PROVO CITY MUNICIPAL COUNCIL

Staff Memorandum

Michael Sanders, Council Intern

Governmental Activities Expenses Comparison

June 22, 2021



SUMMARY

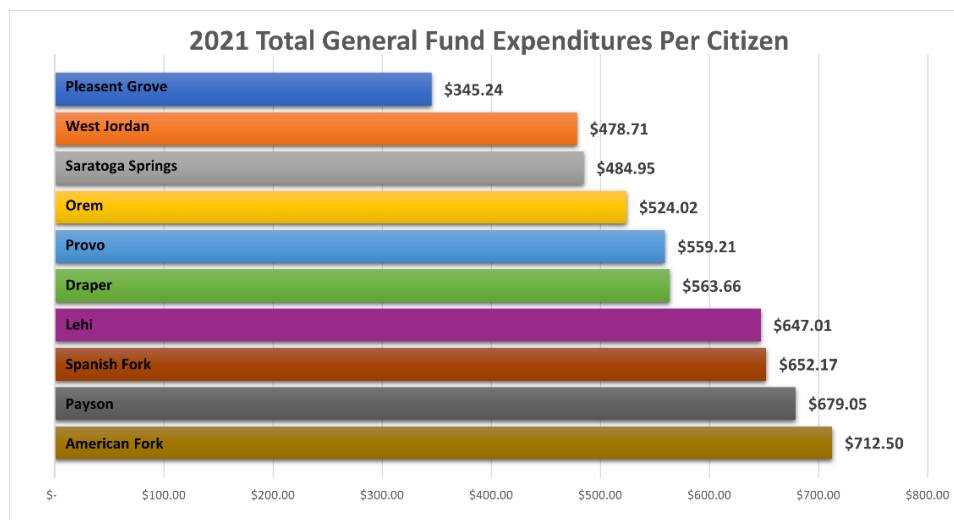
We compared Provo's general fund expenses to Utah County cities: Orem, Lehi, American Fork, Spanish Fork, Pleasant Grove, Saratoga Springs, Payson, and Draper. Additionally, we compared Provo to West Jordan (most similar in population and government type in the state).

Amounts were taken from the financial reports contained in the 2021 Annual Comprehensive Financial Reports of each city. It is important to note that every city is different and allocates their general fund expenditures in different ways. For example, Provo uses a special revenue fund to operate the Cemetery, but Lehi and Payson use their general fund. Efforts were made to standardize other city's general fund expenditure categories to match the ones used by Provo.

Overall, the average spent on total governmental expenses was \$566; Provo spends below average in this area. Provo spends below average in general government and public services which average \$121 and \$69 respectively. Public safety and community revitalization receive more than average in Provo wherein the average city spends \$258 and \$19. Provo is on par for general fund expenditures in culture and recreation spending which averages \$99.

TOTAL GOVERNMENTAL EXPENSES

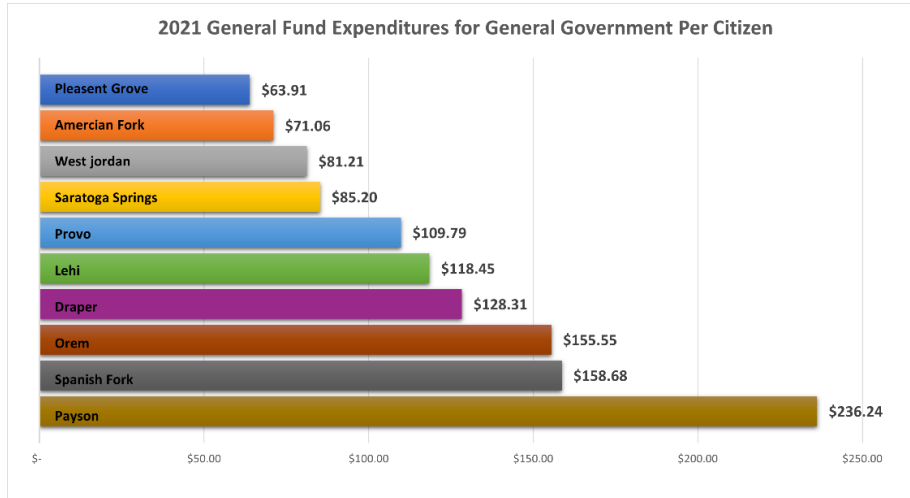
Provo spent \$559 per capita on governmental expenses from the general fund in total. Compared to the cities studied, Provo was the 4th lowest spender overall. The highest spender was American Fork at \$712 and the lowest spender was Pleasant Grove at \$345.



Governmental Activities Expense Comparison

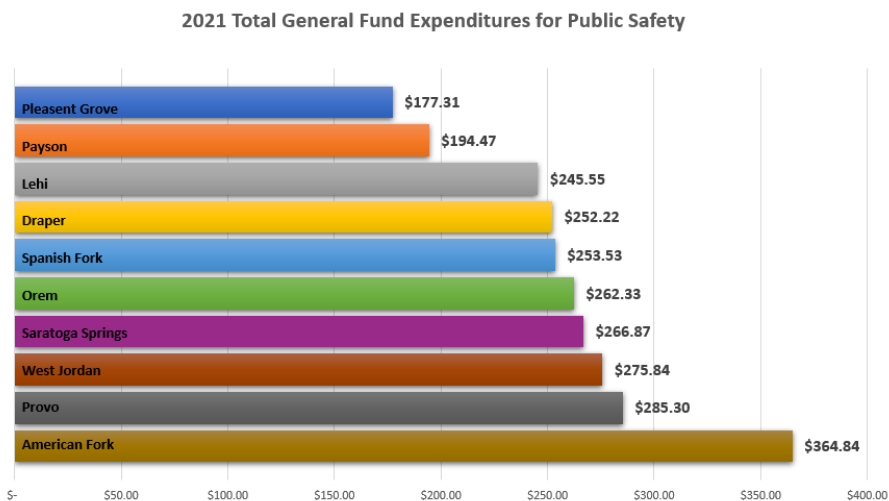
GENERAL GOVERNMENT

The General Government category includes expenses for the following areas: Mayors Office, Municipal Council, Finance, Human Resources, Recorder, Justice Court, Legal, Information Systems, Non-departmental. Provo spent \$110 per capita on general government. In this area, Provo was the 5th highest spender. The highest spender was Payson at \$236 and the lowest was Pleasant Grove at \$63.



PUBLIC SAFETY

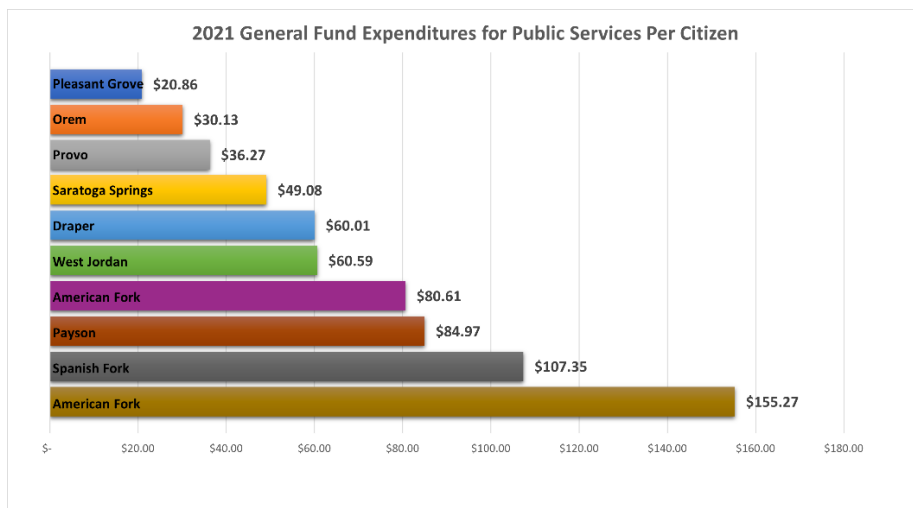
The Public Safety category includes expenses from Police, Fire, and Emergency Response. Provo spent \$285 per capita on public safety. Of all the governmental expenses of from the general fund, this was Provo's highest expenditure. Compared to the cities analyzed, Provo is the 2nd highest spender in public safety. The city that spends the most on public safety per capita from the general fund is American Fork at \$364 and the lowest is Pleasant Grove at \$177.



Governmental Activities Expense Comparison

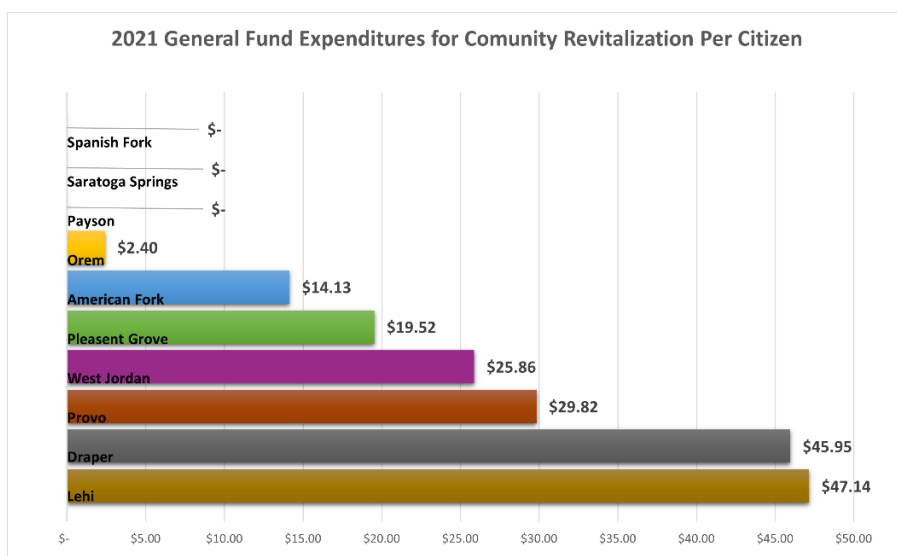
PUBLIC SERVICES

The Public Services category includes expenses from Streets and Engineering. Provo spent \$36 per capita on public services. Provo was the third lowest spender in this category. The highest spender was American Fork at \$155 and the lowest spender was Pleasant Grove at \$21.



COMMUNITY REVITALIZATION

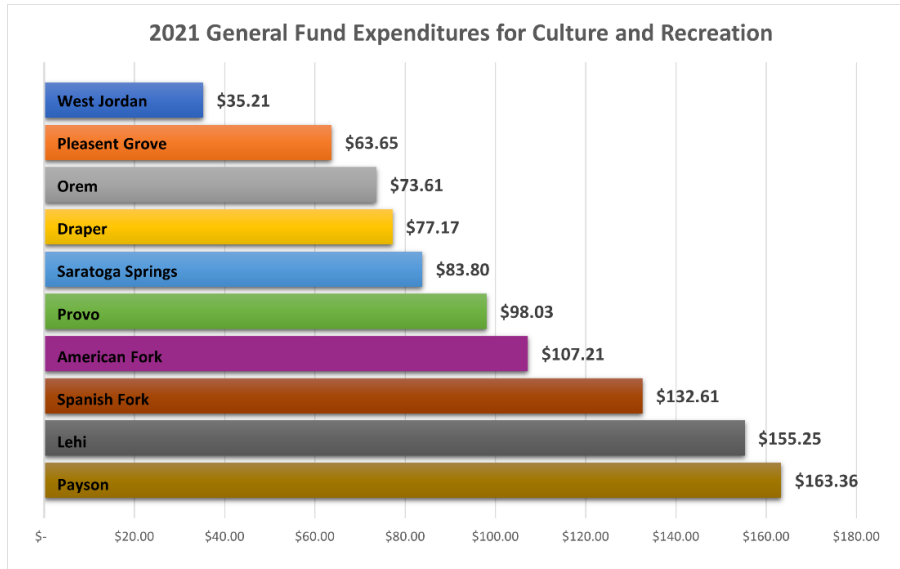
Several cities in the analysis do not fund community revitalization efforts from their general fund. The Community Revitalization category includes expenses from Community & Neighborhood Services and Developmental Services as well as special revenue funds from the Commercial Rehabilitation, Rental Rehabilitation, Community Development Block Grant, Housing Rehabilitation, Tax Increment, Housing Consortium and the Provo Business Development Fund. Provo spent \$30 per capita on community revitalization. Of all the general fund categories, Provo spent the least on public services. Of those who spent general fund monies on this category, the highest spender was Lehi at \$47 and the lowest was Orem at \$3.



Governmental Activities Expense Comparison

CULTURE AND RECREATION

This includes Parks and Recreation and Covey Center from the General Fund and Library and Special Purpose Grants from Special Revenue Funds. Provo spent \$98 per capita on culture and recreation. Payson spent the most in this category at \$163 and West Jordan spent the least at \$35. Provo was the 4th highest spender.



PROVO MUNICIPAL COUNCIL STAFF REPORT



Submitter: MDAYLEY
Department: Council
Requested Meeting Date: 05-03-2022

SUBJECT: A discussion regarding the Council's budget priorities. (22-016)

RECOMMENDATION: Presentation and discussion.

BACKGROUND: As part of the Priorities Retreat the Council discussed actionable items they would like to achieve in the next two years. Some of those priorities involved making expenditures, what we are going to discuss is the list of priorities the Council would like the Administration to considering when developing the FY 2023 budget for Provo City.

FISCAL IMPACT: Depends on what priorities get funded for FY 23.

PRESENTER'S NAME: John Magness, Interim Council Executive Director

REQUESTED DURATION OF PRESENTATION: 35 minutes

COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:

CITYVIEW OR ISSUE FILE NUMBER: 22-016



PROVO CITY MUNICIPAL COUNCIL

Staff Memorandum

John Magness

Council Budget Priorities FY 23

April 25, 2022

After the Council Priorities Retreat and the April 19, 2022, Work Meeting, Council staff reviewed the different actionable priorities for the next two years. Staff took all the input from Council and broke the priorities down by areas and then again by legislative or budgetary actions. The Council's budget priorities for FY23 are listed below.

- Housing
 - Housing Inventory Audit- for the Council to work on housing issues in general it was decided that Provo needs to have an up to date and accurate Housing Inventory to get a clear picture of what the housing situation currently is in Provo. After the Housing Audit is complete then recommendations about what policy issues should be pursued can take place.
- Public Safety
 - Council would like to have a five-year plan for staffing of both police and fire. The goal is to ensure that adequate staffing levels can be planned with a financing mechanism in place to ensure proper funding. The last study was done in 2012 for police staffing.
 - Public Safety Around BYU
 - Additional police officer for student safety.
 - Street lighting in Joaquin Neighborhood for student safety.
- Governmental Administration / Operations
 - Cyber Security- The Council would like to ensure that Provo's Cyber Security is kept up to date with adequate resources to guard against cyber-attack. In addition, the Council discussed that in the event of a cyber security breach, Provo's systems need to be robust enough to ensure Provo would recover quickly from any disruptions caused by a security breach.
 - Provo's employees
 - Council wants to ensure that Provo stays competitive in the market regarding salaries and benefits, so Provo can retain and attract the best possible employees.
 - Council wants to ensure that Provo has the appropriate staffing levels to ensure current employees are not over-worked, ensure the best customer service possible, and public safety and security needs are met.
 - Fees - Council wants fees for services set at appropriate levels to ensure cost recovery.
 - General Fund Reserves - Council would like to keep increasing the General Fund Balance to reach the maximum levels allowed by State statute in a responsible manner.
- Parks and Recreation
 - Regional Sports Park- the Council would like to explore the possibility of financing and completing construction of the Regional Sports Park within the next two years.
- Public Works
 - Culinary Water Treatment Facility- the Council would like for this project to move forward to reduce our dependency on outside agencies to meet Provo's culinary water needs. In addition, this project would help with long-range planning for water resources to ensure that Provo will have the water required for both current citizens and future growth.
 - The Council would like to explore the possibility of increasing funds available for sidewalk repair and replacement.
- Transportation
 - The Council discussed the need for traffic circles for Slate Canyon Drive and the intersection of 1450 E and N Temple.