



## PROVO MUNICIPAL COUNCIL

### Budget Work Meeting

2:00 PM, Tuesday, June 13, 2023

Provo Peak Meeting Room (next to the Council Chambers)

Hybrid meeting: 445 W. Center Street, Provo, UT 84601 or

<https://www.youtube.com/provocitycouncil>

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: June 13 Work Meeting: Dial 346-248-7799. Enter Meeting ID 871 1050 1716 and press #. When asked for a participant ID, press #.**

### Agenda

#### Business

1. A training on Council meeting procedures. (23-002)
2. A discussion regarding unencumbered ARPA funds. (23-049)
3. A presentation regarding FY24 tentative budget amendments. (23-008)
4. A discussion regarding property tax (23-008)
5. A discussion regarding the FY24 budget adoption process. (23-008)
6. A presentation regarding FY24 supplemental budget requests. (23-008)
7. A presentation of the FY24 tentative budget and council priorities (23-008)

#### 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](mailto:council@provo.org) or using their contact information listed at: [provo.org/government/city-council/meet-the-council](https://provo.org/government/city-council/meet-the-council)

Materials and Agenda: [agendas.provo.org](https://agendas.provo.org)

Council meetings are broadcast live and available later on demand at [youtube.com/ProvoCityCouncil](https://youtube.com/ProvoCityCouncil)

To send comments to the Council or weigh in on current issues, visit [OpenCityHall.provo.org](https://OpenCityHall.provo.org).

The next Work Meeting will be held on Tuesday, June 20, 2023. The meeting will be held in the Council Chambers, 445 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 445 W. Center, Provo, Utah 84601, phone: (801) 852-6120 or email [evanderwerken@provo.org](mailto: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](https://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](https://agendas.provo.org). Council meeting agendas are available through the Utah Public Meeting Notice website at [utah.gov/pmn](https://utah.gov/pmn), which also offers email subscriptions to notices.

# PROVO MUNICIPAL COUNCIL STAFF REPORT



**Submitter:** MDAYLEY  
**Department:** Council  
**Requested Meeting Date:** 06-13-2023

**SUBJECT:** A training on Council meeting procedures. (23-002)

**RECOMMENDATION:** Discussion only

**BACKGROUND:** A discussion and training regarding Council motions and direction to Council and city staff.

**FISCAL IMPACT:**

**PRESENTER'S NAME:** Justin Harrison, Council Exec. Director & Brian Jones, Council Attorney

**REQUESTED DURATION OF PRESENTATION:** 5 minutes

**COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:**

**CITYVIEW OR ISSUE FILE NUMBER:** 23-002

---

## Appendix 9 – Roberts Rules – Simplified Rules and Practice Pointers

### Roberts Rules of Order – Simplified

#### Guiding Principle:

Everyone has the right to participate in a discussion before anyone may speak a second time.

Everyone has the right to know what is happening, always. Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is a formal proposal by a member of a deliberative body that the body take certain action (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the chair or presiding leader of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second by another member to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely) before the chair may allow another motion before the body.

#### How to do things:

##### **You want to raise a new question or topic for the group to discuss.**

After recognition by the Chair of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

##### **You want to change some of the wording in a motion under discussion.**

After recognition by the chair, move to amend by

- adding words,
- striking words or
- striking and inserting words.

##### **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion on both motions will continue and eventually the body will vote on which motion they prefer.

##### **You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee. Try to be specific as to the charge to the committee.

##### **You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date.

##### **You are tired of the current discussion.**

Move to limit debate to a set period or to a set number of speakers. Requires a 2/3<sup>rds</sup> vote.

##### **You have heard enough discussion.**

Move to close the debate. Requires a 2/3<sup>rds</sup> vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rds</sup> vote.

---

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rds</sup> vote. A majority is required to table a motion without killing it.

**You want to take a short break.**

Move to recess for a set period.

**You want to end the meeting.**

Move to adjourn.

**You are confused about a procedure being used and want clarification.**

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The Chair of the board will ask you to state your question and will attempt to clarify the situation.

**You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, which would be required by the Open and Public Meetings Act, except possibly for an emergency meeting, a simple majority is required. If no notice is given, a 2/3<sup>rds</sup> vote is required.

**You may INTERRUPT a speaker for these reasons only:**

to get information about business – **point of information**

to get information about rules – **parliamentary inquiry**

if you can't hear, safety reasons, comfort, etc. – **question of privilege**

if you see a breach of the rules – **point of order**

if you disagree with the Chair of the board's ruling – **appeal**

| Quick Reference          |                     |                        |                   |                                   |                                        |
|--------------------------|---------------------|------------------------|-------------------|-----------------------------------|----------------------------------------|
|                          | Must Be<br>Seconded | Open for<br>Discussion | Can be<br>Amended | Vote Count<br>Required to<br>Pass | May Be<br>Reconsidered or<br>Rescinded |
| Main Motion              | √                   | √                      | √                 | Majority                          | √                                      |
| Amend Motion             | √                   | √                      |                   | Majority                          | √                                      |
| Kill a Motion            | √                   |                        |                   | Majority                          | √                                      |
| Limit Debate             | √                   |                        | √                 | 2/3 <sup>rds</sup>                | √                                      |
| Close Discussion         | √                   |                        |                   | 2/3 <sup>rds</sup>                | √                                      |
| Recess                   | √                   |                        | √                 | Majority                          |                                        |
| Adjourn (End meeting)    | √                   |                        |                   | Majority                          |                                        |
| Refer to Committee       | √                   | √                      | √                 | Majority                          | √                                      |
| Postpone to a later time | √                   | √                      | √                 | Majority                          | √                                      |
| Table                    | √                   |                        |                   | Majority                          |                                        |
| Postpone Indefinitely    | √                   | √                      | √                 | Majority                          | √                                      |

---

---

### **Rules of Order Practice Pointers**

- A motion to Refer to Committee may be used to refer a pending question to a Council committee or city board for a recommendation. Any specific instructions for the committee should be specified in the motion. The motion carries by majority vote.
- A motion to Postpone to a Certain Time may be used to delay further debate or action on a pending question to a specified meeting date. This motion suspends debate on the pending question if the date specified is less than one month in the future. The motion carries by majority vote.
- A motion to Postpone Indefinitely may be used to kill a measure. Postpone Indefinitely carries by majority vote but does not suspend debate on the prior pending question.
- If debate has not started on a question, a motion for Objection to the Consideration of a Question may be used instead of Postpone Indefinitely. It requires a two-thirds majority vote of those present to carry.
- A motion to Postpone (either to a Certain Time or Indefinitely) an agenda item made prior to the usual time for Council discussion of the item (which is after any scheduled presentations and after any public comment) should be treated as a specialized case of a motion to Suspend the Rules and therefore requires a two-thirds majority vote to carry.
- A motion for the Previous Question may be used to close debate on the pending question and bring it to an immediate vote. It requires a two-thirds majority vote of those present to carry. The proper wording for this motion is “I move the previous question.”

# PROVO MUNICIPAL COUNCIL STAFF REPORT



**Submitter:** MDAYLEY  
**Department:** Council  
**Requested Meeting Date:** 06-13-2023

**SUBJECT:** A discussion regarding unencumbered ARPA funds. (23-049)

**RECOMMENDATION:** Discussion and possible motion

**BACKGROUND:** In Fall 2022, the Council set aside remaining unspent ARPA dollars for the general purpose of water conservation. Due to the recent debt ceiling negotiations and the subsequent Fiscal Responsibility Act of 2023, the federal government is set to "rescind certain unobligated funds that were provided to address COVID-19." While rules have not been released regarding specifics, the Council found it prudent to discuss the status and plans for the specifically unobligated funds the city has remaining.

**FISCAL IMPACT:**

**PRESENTER'S NAME:** Justin Harrison, Council Executive Director

**REQUESTED DURATION OF PRESENTATION:** 25 minutes

**COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:**

**CITYVIEW OR ISSUE FILE NUMBER:** 23-049

1 RESOLUTION 2022-.

2  
3 A RESOLUTION APPROPRIATING \$57,635 IN THE GENERAL FUND FOR  
4 WATER CONSERVATION. (22-017)

5  
6 WHEREAS, the Municipal Council of Provo City Corporation has received a recommendation  
7 that \$57,635 be appropriated in the General Fund for water conservation; and

8  
9 WHEREAS, the funding source for the appropriation is a portion of Provo's America Rescue  
10 Plan Act (ARPA) allocation from the federal government; and

11  
12 WHEREAS, on November 1, 2022, the Municipal Council met to ascertain the facts regarding  
13 this matter and receive public comment, which facts and comments are found in the public record of the  
14 Council's consideration; and

15  
16 WHEREAS, all persons for and against the proposed appropriation were given an opportunity to  
17 be heard; and

18  
19 WHEREAS, after considering the recommendation, and facts and comments presented to the  
20 Municipal Council, the Municipal Council finds the proposed appropriation reasonably further the  
21 health, safety, and general welfare of the citizens of Provo City.

22  
23 NOW, THEREFORE, be it resolved by the Municipal Council of Provo City, Utah as follows:

24  
25 PART I:

26  
27 The Mayor is hereby authorized to appropriate \$57,635 in the General Fund, applying to the  
28 fiscal year ending June 30, 2023.

29  
30  
31 PART II:

32  
33 This resolution shall take effect immediately.

34  
35 END OF RESOLUTION.

# PROVO MUNICIPAL COUNCIL STAFF REPORT



**Submitter:** JUHARRISON  
**Department:** Council  
**Requested Meeting Date:**

**SUBJECT:** A presentation regarding FY24 tentative budget amendments. (23-008)

**RECOMMENDATION:** Presentation and discussion.

**BACKGROUND:** The city's finance team had prepared a presentation regarding changes to the FY24 Tentative Budget. This presentation will go over the associated reconciliations regarding those changes.

**FISCAL IMPACT:**

**PRESENTER'S NAME:** Kelsey Zarbock, Budget Officer

**REQUESTED DURATION OF PRESENTATION:** 15 minutes

**COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:**

**CITYVIEW OR ISSUE FILE NUMBER:** 23-008

# PROVO MUNICIPAL COUNCIL STAFF REPORT



**Submitter:** MISANDERS  
**Department:** Council  
**Requested Meeting Date:** 06-06-2023

**SUBJECT:** A discussion regarding property tax (23-008)

**RECOMMENDATION:** Presentation and discussion

**BACKGROUND:** If the Council wishes to enact the Truth in Taxation process, it must adopt a proposed tax rate on or before June 22, 2023. The purpose of this presentation is to inform the Council on a variety of options to increase revenue via property tax. Council Staff will present a variety of scenarios and forecasts. The last property tax increase occurred last year and consisted of a 2.9% increase in the General Operations portion of the property tax levy.

**FISCAL IMPACT:**

**PRESENTER'S NAME:** Justin Harrison, Council Executive Director

**REQUESTED DURATION OF PRESENTATION:** 30 minutes

**COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:**

**CITYVIEW OR ISSUE FILE NUMBER:** 23-008

# **FY2024 Property Tax**

---

June 6, 2023



# Important Dates



- Before June 8, 2023 - County Auditor to provide certified tax rates, forms, instructions and valuation information to each taxing entity.
- Before June 22, 2023 – Adopt tentative budgets and proposed tax rates and report them to the County Auditor.
- On or before June 22, 2023 – Enter proposed tax rates in the Certified Tax Rate system so they may be finalized by the Utah State Tax Commission or begin the Truth in Taxation process for fiscal year entities.
- July 2023 - Publishing of notices
- After August 1, 2023, or at least 10 days after mailing of Valuation Notice – Hold public hearing(s) on property tax increase before adopting final budget.



# Fiscal Year Entity Property Tax Increase Requirements (TNT)

(Section 59-2-919, 59-2-919.1 & 59-2-919.2)

Special Service Districts & Local Districts may be subject to additional requirements; Please contact the Property Tax Division if considering a tax increase

| DATE                                                                                      | Action                                                                                     | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On or Before June 22nd                                                                    | Entity Adopt a tax rate & budget                                                           | (1) Taxing entity shall adopt a final or <b>proposed</b> tax rate, (2) Entity shall adopt a tentative budget. (59-2-924), (3) <b>If</b> an entity wants to increase the certified tax rate the county auditor must be notified.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2 Weeks before Public Hearing                                                             | County Auditor 1 <sup>st</sup> Newspaper Advertisement                                     | <b>If two or more entities are going through TNT</b> , the auditor must publish a combined newspaper ad and post on the public notice websites: <a href="http://www.utah.gov/pmn/index.html">www.utah.gov/pmn/index.html</a> , <a href="http://www.utahlegals.com">www.utahlegals.com</a> . It must also be posted to the county website. It is recommended to post it on the entity websites. The form can be completed on the Certified Tax Rate System ( <a href="http://www.taxrates.utah.gov">www.taxrates.utah.gov</a> ); hover on the View tab, click on T-in-T Admin, and then click on Combined Ad. This ad must run twice. (59-2-919.2) |
| On or Before July 22 <sup>nd</sup>                                                        | County Auditor                                                                             | The Auditor <b>must</b> include the date, time, and location of public hearings on the "Notice of Property Valuation and Tax Changes." The date of the public hearing can be no earlier than 10 days after the notice has been mailed. (59-2-919.1). <b>The only other hearings allowed on the same day are budget, fee, and enterprise fund hearings. Any meetings on the same day must end before the TNT hearing. The TNT hearing must be held BEFORE September 1<sup>st</sup>.</b>                                                                                                                                                            |
| 2 weeks before Public Hearing<br><b>(Not required if auditor published a combined ad)</b> | Entity (if only entity in county raising taxes)<br>1 <sup>st</sup> Newspaper Advertisement | Publish a newspaper advertisement and post on the public notice websites: <a href="http://www.utah.gov/pmn/index.html">www.utah.gov/pmn/index.html</a> , <a href="http://www.utahlegals.com">www.utahlegals.com</a> . It is also recommended to post on the county and entity websites. TNT ad's must be completed on the Certified Tax Rates System ( <a href="http://www.taxrates.utah.gov">www.taxrates.utah.gov</a> ); hover over the Data Entry tab click on Tax Rate Summary (693), then click on the gold Truth in Taxation button. <b>A combined ad published by the county auditor counts as the 1<sup>st</sup> newspaper Ad.</b>        |
| 1 Week before Public Hearing                                                              | Entity <b>and Auditor</b> 2nd Newspaper Advertisement                                      | Same advertisement as was used the week before. <b>This is required regardless if the Auditor published a combined ad. All copies of newspaper advertisements must be sent in to county auditor and tax commission. The combined ad must run again this week. (59-2-919.2)</b>                                                                                                                                                                                                                                                                                                                                                                    |
| Public Hearing                                                                            | Adopt the Property Tax Increase                                                            | <b>***Public Hearing must be held at or after 6PM***</b> After the public hearing, the property tax increase may be adopted by the governing body. <b>Resolution (PT-800) must be sent in to tax commission before rate can be finalized.</b>                                                                                                                                                                                                                                                                                                                                                                                                     |

**PLEASE SEND A COPY OR PROOF OF ALL THE REQUIREMENTS TO THE COUNTY AUDITOR AND THE TAX COMMISSION!!!**

Exception: A taxing entity is not required to meet the advertising notice requirements if the taxing entity budgeted less than \$20,000 for the previous fiscal year and sets a budget during the current fiscal year of less than \$20,000 of ad valorem tax revenues.

Judgment Levy: Section 59-2-918.5



# Provo City Property Taxes

- General Operations
- Interest and Sinking Fund/Bond
- Library
- Discharge of Judgement

| Budget Code | Budget Name                    | 2021 Year End Budgeted Revenue | 2021 Year End Adjusted Budgeted Revenue | Calc. Certified Tax Rate | 2021 Year End Final Tax Rate | % Change | Certified Tax Rate Revenue W/O New Growth | New Growth Revenue | Certified Tax Rate Revenue W/ New Growth | Auditor's Certified Tax Rate | Auditor's Certified Rate Revenue | Proposed Tax Rate | Budgeted Revenue | Final Tax Rate | Final Budgeted Revenue |
|-------------|--------------------------------|--------------------------------|-----------------------------------------|--------------------------|------------------------------|----------|-------------------------------------------|--------------------|------------------------------------------|------------------------------|----------------------------------|-------------------|------------------|----------------|------------------------|
| ▶ 10        | General Operations             | \$ 4,999,835                   | \$ 4,999,391                            | 0.000524                 | 0.000683                     | -23.28 % | \$ 5,003,047                              | \$ 87,272          | \$ 5,090,319                             | 0.000524                     | \$ 5,090,319                     | 0.000539          | \$ 5,237,938     | 0.000539       | \$ 5,237,938           |
| ▶ 20        | Interest and Sinking Fund/Bond | \$ 7,691,106                   | \$ 7,691,106                            |                          | 0.001051                     |          |                                           |                    |                                          | 0.000791                     | \$ 7,688,856                     | 0.000791          | \$ 7,688,856     | 0.000791       | \$ 7,688,856           |
| ▶ 30        | Library                        | \$ 3,630,920                   | \$ 3,630,597                            | 0.000380                 | 0.000496                     | -23.39 % | \$ 3,628,164                              | \$ 63,289          | \$ 3,691,453                             | 0.000380                     | \$ 3,691,453                     | 0.000380          | \$ 3,691,453     | 0.000380       | \$ 3,691,453           |
| ▶ 190       | Discharge of Judgement         |                                |                                         |                          |                              |          |                                           |                    |                                          |                              |                                  |                   |                  |                |                        |
| ▶           | Grand Total                    | \$ 16,321,861                  | \$ 16,321,094                           | 0.000904                 | 0.002230                     |          | \$ 8,631,211                              | \$ 150,561         | \$ 8,781,772                             | 0.001695                     | \$ 16,470,628                    | 0.001710          | \$ 16,618,247    | 0.001710       | \$ 16,618,247          |

# Library

---

## Recommendation from the Library Board

- \$100,000 increase each of the next five (5) years
- Current library property tax rate: 0.000380
- Increase to average Provo home (\$453,129):
- \$100,000 = 2.57 /year
- \$250,000 = 6.41 /year
- \$500,000 = 12.83 /year



# Inflation

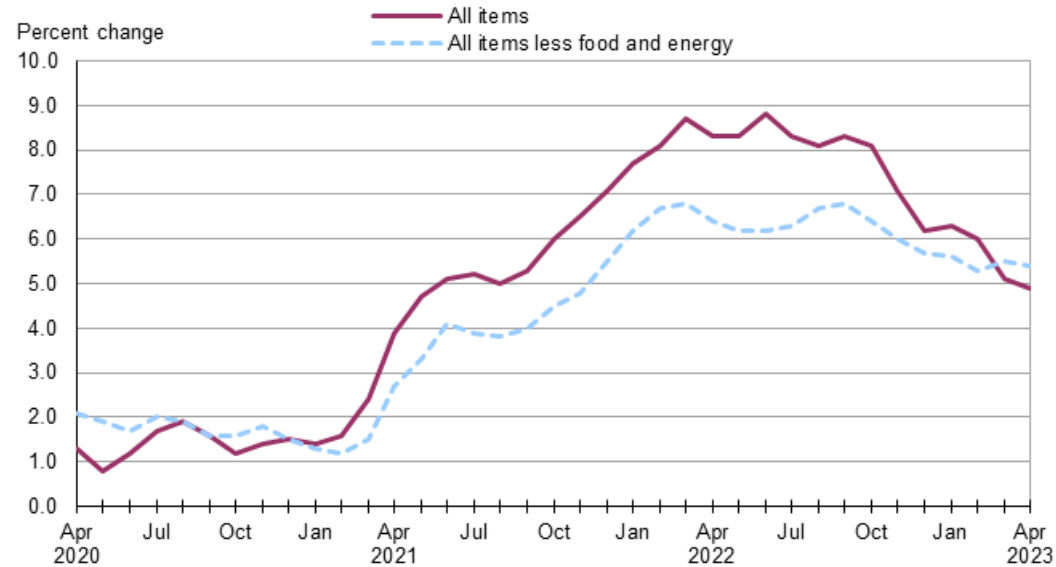
## Bureau of Labor Statistics United States Inflation

- 2022: 6.5%
- 5-year average: 4.42%
- 10-year average: 2.97%

## Bureau of Labor Statistics Western United States Inflation

- 2022: 7.4%
- 5-year average: 5.18%
- 10-year average: 3.46%

Chart 1. Over-the-year percent change in CPI-U, West region, April 2020–April 2023



# General Operations

- Current general operations property tax rate: 0.000539

Increase to average Provo home (\$453,129):

- 2022: 6.5% = \$ 7.16/year
- 5-year average: 4.42% = \$ 4.37/year
- 10-year average: 2.97% = \$ 2.42/year
  
- 2022: 7.4% = \$ 8.37/year
- 5-year average: 5.18% = \$ 5.39/year
- 10-year average: 3.46% = \$ 3.08/year



# PROVO MUNICIPAL COUNCIL STAFF REPORT



**Submitter:** JUHARRISON  
**Department:** Council  
**Requested Meeting Date:**

**SUBJECT:** A discussion regarding the FY24 budget adoption process. (23-008)

**RECOMMENDATION:** Presentation and discussion.

**BACKGROUND:** There are several different options for how the budget approval process will proceed depending on the decision whether or not to do Truth in Taxation. This presentation will go over those options and their implications.

**FISCAL IMPACT:**

**PRESENTER'S NAME:** Justin Harrison, Council Executive Director and Kelsey Zarbock, Budget Officer

**REQUESTED DURATION OF PRESENTATION:** 10 minutes

**COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:**

**CITYVIEW OR ISSUE FILE NUMBER:** 23-008

# PROVO MUNICIPAL COUNCIL STAFF REPORT



**Submitter:** JUHARRISON  
**Department:** Council  
**Requested Meeting Date:**

**SUBJECT:** A presentation regarding FY24 supplemental budget requests. (23-008)

**RECOMMENDATION:** Presentation and discussion.

**BACKGROUND:** A presentation to review the supplemental list to identify what items would be consistent with the Council's stated priorities. Possible funding sources for supplemental requests include a review and reallocation of existing revenues, future consideration of carryovers, or use of one-time funds.

**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:** 23-008

# PROVO CITY MUNICIPAL COUNCIL

## Staff Memorandum

Melia Dayley, Policy Analyst

## Supplemental Requests

June 6, 2023



During budget preparation, Finance gathered all supplemental requests including important details such as if the funding is one-time or recurring, a General Fund appropriation or otherwise, the total increase required to fulfill the request, and other information.

### Summary Statistics

- Total number of requests: 63
- Grand Total (General and Other Funds together): \$5,274,746
  - General Fund: \$3,840,504
  - Other Funds: \$1,434,242
- Critical Requests: 25
- Aspirational Requests: 4
- Necessary Requests: 32

### Funded Requests

- Requests currently funded in the FY2024 Tentative Budget (*as seen in chart below*):
  - Funded through...
    - General Fund: requests totaling \$1,041,986
    - Other Fund: requests totaling \$543,184
    - Grand Total (General and Other Funds together): requests totaling \$1,585,170
  - Type of Appropriation
    - Ongoing: 17
    - One-time: 0

| Department        | Request                                                                       | Dept Priority | General Fund | Other Fund | One-Time or Recurring | FTE |
|-------------------|-------------------------------------------------------------------------------|---------------|--------------|------------|-----------------------|-----|
| Admin Services    | Public Works/Airport Analyst                                                  | Critical      | 36,250       | 108,750    | Recurring             | 1.0 |
| Admin Services    | Email Gateway                                                                 | Critical      | 89,387       | 35,613     | Recurring             |     |
| Admin Services    | Patch/Endpoint Management                                                     | Critical      | 32,179       | 12,821     | Recurring             |     |
| Fire              | Airport Staffing (3 captains + \$46,692 in equipment + \$65,344 for OT)       | Critical      | 470,418      |            | Recurring             | 3.0 |
| Public Works      | Pretreatment Specialist                                                       | Necessary     |              | 116,000    | Recurring             | 1.0 |
| Public Works      | Instrumentation Technician                                                    | Necessary     |              | 111,000    | Recurring             | 1.0 |
| Public Works      | Create Flood Plain Manger Position                                            | Necessary     |              | 143,000    | Recurring             |     |
| Public Works      | Create an Deputy Director of Admin position by modifying an existing position | Necessary     |              | 16,000     | Recurring             | 1.0 |
| Parks & Rec       | Part Time Studio Coordinator Position                                         | Necessary     | 22,500       |            | Recurring             |     |
| Parks & Rec       | Recreation Instructors                                                        | Necessary     | 4,000        |            | Recurring             |     |
| Parks & Rec       | Usher Staffing                                                                | Necessary     | 23,500       |            | Recurring             |     |
| Parks & Rec       | Harbor Park Lease                                                             | Critical      | 3,000        |            | Recurring             |     |
| Municipal Council | Resident Communications and Programing                                        | Critical      | 25,000       |            | Recurring             |     |
| Police            | Flock Safety                                                                  | Critical      | 52,500       |            | Recurring             |     |
| Police            | Officer                                                                       | Critical      | 127,158      |            | Recurring             | 1.0 |
| Police            | Officer                                                                       | Critical      | 127,158      |            | Recurring             | 1.0 |
| Develop. Services | Increase in PTE Personnel budget                                              | Critical      | 28,936       |            | Recurring             |     |
| TOTAL             |                                                                               |               | \$ 1,041,986 | \$ 543,184 |                       | 9   |

|                            |              |
|----------------------------|--------------|
| TOTAL Requested & Included | \$ 1,585,170 |
|----------------------------|--------------|

## Not Funded Requests

- Requests currently NOT funded in the FY2024 Tentative Budget (*as seen in chart below*):
  - Potentially funded through...
    - General Fund: \$2,798,518
    - Other Funds: \$891,058
    - Grand Total (General and Other Funds together): \$3,689,576
  - Type of Appropriation
    - Ongoing: 36
    - One-time: 8

| Potentially fund with FY2023-FY2024 Carryover |                                                                                               |               |              |            |                       |      |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------|---------------|--------------|------------|-----------------------|------|
| Department                                    | Request                                                                                       | Dept Priority | General Fund | Other Fund | One-Time or Recurring | FTE  |
| Admin Services                                | Cayenta Analyst                                                                               | Critical      | 110,600      | 47,400     | Recurring             | 1.0  |
| Admin Services                                | East West Firewall & Internal Threat Prevention                                               | Critical      | 73,655       | 29,345     | One-time & Recurring  |      |
| Admin Services                                | Citywide Office 365 Standard                                                                  | Necessary     | 72,841       | 41,136     | Recurring             |      |
| Admin Services                                | Server Infrastructure Hardware Support                                                        | Necessary     | 14,139       | 5,633      | Recurring             |      |
| Admin Services                                | Wireless Networking Upgrade                                                                   | Necessary     | 80,240       | 37,760     | One-Time              |      |
| Admin Services                                | Fully Funded Training Budget                                                                  | Necessary     | 18,102       | 7,212      | Recurring             |      |
| Admin Services                                | Full Time Administrative Assistant                                                            | Necessary     | 57,923       | 23,077     | Critical              | 1.0  |
| Admin Services                                | Improved Access Control                                                                       | Necessary     | 115,765      | 78,235     | One-Time              |      |
| Admin Services                                | Cyber Security Analyst                                                                        | Necessary     | 112,986      | 45,014     | Recurring             | 1.0  |
| Admin Services                                | Website Quality Tools                                                                         | Aspirational  | 13,840       | 3,460      | Recurring             |      |
| Admin Services                                | Infrastructure Resiliency Utilizing Cloud Services                                            | Aspirational  | 12,014       | 4,786      | Recurring             |      |
| Admin Services                                | Mapping Licensing Optimization                                                                | Aspirational  | 48,000       | 12,000     | Recurring             |      |
| Admin Services                                | Public Safety Social Security -Increase in police 401K to be comparable to surrounding Cities | Critical      | 316,000      |            | Recurring             |      |
| Fire                                          | Capital Equipment                                                                             | Critical      | 85,000       |            | Recurring             |      |
| Public Works                                  | Reclassify Airport Admin Assistant position to Executive Office Assistant                     | Necessary     | 8,000        |            | Recurring             |      |
| Public Works                                  | Laboratory Technician at the Reclamation Plant                                                | Necessary     |              | 107,000    | Recurring             | 1.0  |
| Public Works                                  | Add one Wastewater Collections Maintenance worker                                             | Necessary     |              | 95,000     | Recurring             | 1.0  |
| Public Works                                  | Engineering Uniform Allowance                                                                 | Necessary     | 3,300        |            | Recurring             |      |
| Public Works                                  | Replacement of current fleet maintenance and repair software                                  | Necessary     |              | 180,000    | One-time              |      |
| Public Works                                  | Add one Full-time Streets Maintenance worker                                                  | Necessary     | 90,000       |            | Recurring             | 1.0  |
| Public Works                                  | Add Full-time Stormwater Operator position                                                    | Necessary     |              | 90,000     | Recurring             | 1.0  |
| Public Works                                  | Public Works Dedicated IS Resource                                                            | Critical      | 28,000       | 84,000     | Recurring             | 1.0  |
| Parks & Rec                                   | Full Time Marketing Specialist                                                                | Necessary     | 80,000       |            | Recurring             | 1.0  |
| Parks & Rec                                   | String Trimming Assistance                                                                    | Necessary     | 10,500       |            | Recurring             |      |
| Parks & Rec                                   | Center Street Turf Conversion                                                                 | Critical      | 70,000       |            | One-Time              |      |
| Parks & Rec                                   | Foothill and Trails                                                                           | Critical      | 62,555       |            | One-Time              |      |
| Parks & Rec                                   | Mobile Stage                                                                                  | Critical      | 109,463      |            | One-Time              |      |
| Parks & Rec                                   | Epic 100 Seasonal Staff                                                                       | Critical      | 38,400       |            | Recurring             |      |
| Parks & Rec                                   | Epic 100 Utilities                                                                            | Critical      | 45,000       |            | Recurring             |      |
| Legal                                         | Computer Bank Reconciliation                                                                  | Critical      | 10,000       |            | Recurring             |      |
| Council                                       | Communications Consultant                                                                     | Critical      | 25,000       |            | One-Time              |      |
| Police                                        | Officers                                                                                      | Critical      | 127,158      |            | Recurring             | 1.0  |
| Police                                        | Axon OSP10+ Program                                                                           | Necessary     | 276,083      |            | Recurring             |      |
| Police                                        | Axon Fleet Program                                                                            | Necessary     | 221,476      |            | Recurring             |      |
| Police                                        | Right Sized Overtime                                                                          | Necessary     | 193,267      |            | Recurring             |      |
| Police                                        | Full Time Victim Advocate                                                                     | Necessary     | 74,793       |            | Recurring             | 1.0  |
| Police                                        | Limited English Proficiency Program                                                           | Aspirational  | 36,600       |            | Recurring             |      |
| Mayor                                         | Combine 2 part-time positions for 1 full-time position                                        | Critical      | 60,000       |            | Recurring             | 1.0  |
| Develop. Services                             | Provo Jurisdictional cash assessment for MAG                                                  | Critical      | 6,333        |            | Recurring             |      |
| Develop. Services                             | Training                                                                                      | Necessary     | 5,000        |            | Recurring             |      |
| Develop. Services                             | Travel                                                                                        | Necessary     | 2,000        |            | Recurring             |      |
| Develop. Services                             | Building Inspector Travel                                                                     | Necessary     | 4,500        |            | Recurring             |      |
| Develop. Services                             | Uniforms                                                                                      | Necessary     | 1,000        |            | Recurring             |      |
| Develop. Services                             | Full-Time Parking                                                                             | Necessary     | 78,985       |            | Recurring             |      |
| TOTALS                                        |                                                                                               |               | \$ 2,798,518 | \$ 891,058 |                       | 12.0 |

|                            |              |
|----------------------------|--------------|
| TOTAL Requested & Excluded | \$ 3,689,576 |
|----------------------------|--------------|

## Critical Requests

Summary statistics for “Critical” budget requests:

- **Total number of requests:** 25
- **Total # of Ongoing Requests:** 20
- **Total # of One-Time Requests:** 5
- **# of Requests that could be funded through FY2022-2023 Carryovers:** 7
- **# of Requests included in Tentative Budget (as seen in the chart below):** 10

FY 2024 Supplemental Requests- Funded Critical Requests

| Department        | Request                                                                 | Dept Priority | General Fund | Other Fund | One-Time or Recurring | FTE |
|-------------------|-------------------------------------------------------------------------|---------------|--------------|------------|-----------------------|-----|
| Admin Services    | Public Works/Airport Analyst                                            | Critical      | 36,250       | 108,750    | Recurring             | 1.0 |
| Admin Services    | Email Gateway                                                           | Critical      | 89,387       | 35,613     | Recurring             |     |
| Admin Services    | Patch/Endpoint Management                                               | Critical      | 32,179       | 12,821     | Recurring             |     |
| Fire              | Airport Staffing (3 captains + \$46,692 in equipment + \$65,344 for OT) | Critical      | 470,418      |            | Recurring             | 3.0 |
| Parks & Rec       | Harbor Park Lease                                                       | Critical      | 3,000        |            | Recurring             |     |
| Council           | Resident Communications and Programing                                  | Critical      | 25,000       |            | Recurring             |     |
| Police            | Flock Safety                                                            | Critical      | 52,500       |            | Recurring             |     |
| Police            | Officer                                                                 | Critical      | 127,158      |            | Recurring             | 1.0 |
| Police            | Officer                                                                 | Critical      | 127,158      |            | Recurring             | 1.0 |
| Develop. Services | Increase in PTE Personnel budget                                        | Critical      | 28,936       |            | Recurring             |     |
| TOTAL             |                                                                         |               | \$ 991,986   | \$ 157,184 |                       | 6   |
| TOTAL Requested   |                                                                         |               | \$ 1,149,170 |            |                       |     |

## Necessary Requests

Summary statistics for “Necessary” budget requests:

- **Total number of requests:** 32
- **Total # of Ongoing Requests:** 29
- **Total # of One-Time Requests:** 3
- **# of Requests that could be funded through FY2021-2022 Carryovers:** 2

### Funded Necessary Requests

- **# of Requests included in Tentative Budget (as seen in the chart below):** 7

FY 2024 Supplemental Requests- Funded Necessary Requests

| Department      | Request                                                                       | Dept Priority | General Fund | Other Fund | One-Time or Recurring | FTE |
|-----------------|-------------------------------------------------------------------------------|---------------|--------------|------------|-----------------------|-----|
| Public Works    | Pretreatment Specialist                                                       | Necessary     |              | 116,000    | Recurring             | 1.0 |
| Public Works    | Instrumentation Technician                                                    | Necessary     |              | 111,000    | Recurring             | 1.0 |
| Public Works    | Create Flood Plain Manger Position                                            | Necessary     |              | 143,000    | Recurring             |     |
| Public Works    | Create an Deputy Director of Admin position by modifying an existing position | Necessary     |              | 16,000     | Recurring             | 1.0 |
| Parks & Rec     | Part Time Studio Coordinator Position                                         | Necessary     | 22,500       |            | Recurring             |     |
| Parks & Rec     | Recreation Instructors                                                        | Necessary     | 4,000        |            | Recurring             |     |
| Parks & Rec     | Usher Staffing                                                                | Necessary     | 23,500       |            | Recurring             |     |
| TOTAL           |                                                                               |               | \$ 50,000    | \$ 386,000 |                       | 3   |
| TOTAL Requested |                                                                               |               | \$ 436,000   |            |                       |     |

Aspirational Requests

Summary statistics for “Aspirational” budget requests:

- Total number of requests: 4
- Total # of Ongoing Requests: 4
- Total # of One-Time Requests: 0
- # of Requests that could be funded through FY2021-2022 Carryovers: N/A
- # of Requests included in Tentative Budget: 0

FY 2024- All Aspirational Requests

| Department     | Request                                            | Dept Priority | General Fund    | Other Fund | One-Time or Recurring | FTE |
|----------------|----------------------------------------------------|---------------|-----------------|------------|-----------------------|-----|
| Admin Services | Website Quality Tools                              | Aspirational  | 13,840          | 3,460      | Recurring             |     |
| Admin Services | Infrastructure Resiliency Utilizing Cloud Services | Aspirational  | 12,014          | 4,786      | Recurring             |     |
| Admin Services | Mapping Licensing Optimization                     | Aspirational  | 48,000          | 12,000     | Recurring             |     |
| Police         | Limited English Proficiency Program                | Aspirational  | 36,600          |            | Recurring             |     |
| TOTAL          |                                                    |               | \$ 110,454      | \$ 20,246  |                       | -   |
|                |                                                    |               | TOTAL Requested | \$ 130,700 |                       |     |



# **Supplemental Requests FY2024**

---

**Melia Dayley**

Council Policy Analyst

June 6, 2023

# Summary Statistics

---

- Total number of requests: 63
- Grand Total (General and Other Funds together): \$5,274,746
  - General Fund: \$3,840,504
  - Other Funds: \$1,434,242
- Critical Requests: 25
- Necessary Requests: 32
- Aspirational Requests: 4



# Funded Supplementals

---

Requests currently funded through...

- General Fund: \$1,041,986
- Other Fund: \$543,184
- **Grand Total (General and Other Funds together): \$1,585,170**
- Type of Appropriation
  - Ongoing: 17
  - One-time: 0

# Unfunded Supplementals

---

Requests currently NOT funded through...

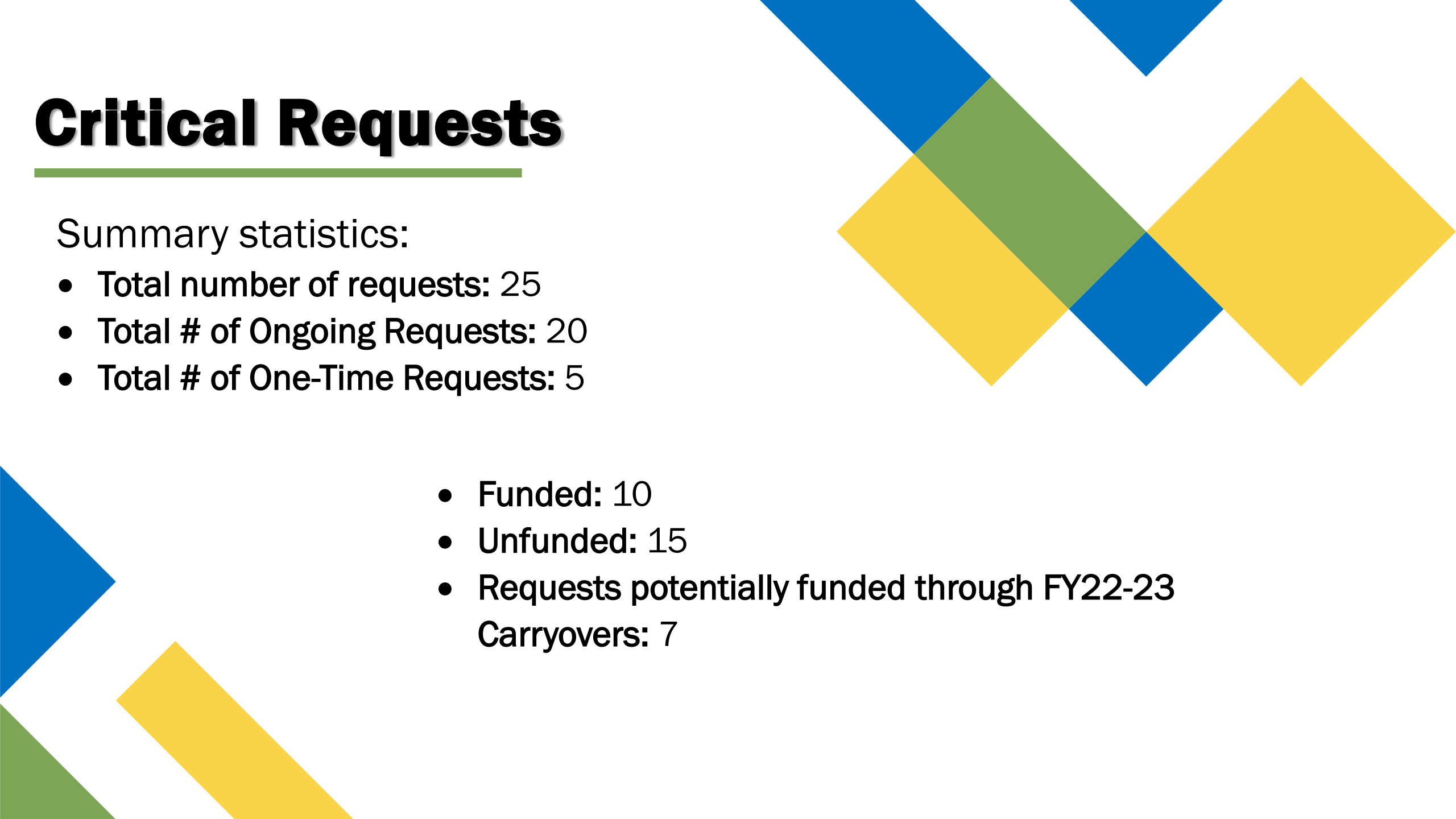
- General Fund: \$2,798,518
- Other Funds: \$891,058
- **Grand Total (General and Other Funds together): \$3,698,576**
- Type of Appropriation
  - Ongoing: 36
  - One-time: 8

# Funded Supplementals

| Department        | Request                                                                       | Dept Priority | General Fund | Other Fund | One-Time or Recurring | FTE |
|-------------------|-------------------------------------------------------------------------------|---------------|--------------|------------|-----------------------|-----|
| Admin Services    | Public Works/Airport Analyst                                                  | Critical      | 36,250       | 108,750    | Recurring             | 1.0 |
| Admin Services    | Email Gateway                                                                 | Critical      | 89,387       | 35,613     | Recurring             |     |
| Admin Services    | Patch/Endpoint Management                                                     | Critical      | 32,179       | 12,821     | Recurring             |     |
| Fire              | Airport Staffing (3 captains + \$46,692 in equipment + \$65,344 for OT)       | Critical      | 470,418      |            | Recurring             | 3.0 |
| Public Works      | Pretreatment Specialist                                                       | Necessary     |              | 116,000    | Recurring             | 1.0 |
| Public Works      | Instrumentation Technician                                                    | Necessary     |              | 111,000    | Recurring             | 1.0 |
| Public Works      | Create Flood Plain Manger Position                                            | Necessary     |              | 143,000    | Recurring             |     |
| Public Works      | Create an Deputy Director of Admin position by modifying an existing position | Necessary     |              | 16,000     | Recurring             | 1.0 |
| Parks & Rec       | Part Time Studio Coordinator Position                                         | Necessary     | 22,500       |            | Recurring             |     |
| Parks & Rec       | Recreation Instructors                                                        | Necessary     | 4,000        |            | Recurring             |     |
| Parks & Rec       | Usher Staffing                                                                | Necessary     | 23,500       |            | Recurring             |     |
| Parks & Rec       | Harbor Park Lease                                                             | Critical      | 3,000        |            | Recurring             |     |
| Municipal Council | Resident Communications and Programing                                        | Critical      | 25,000       |            | Recurring             |     |
| Police            | Flock Safety                                                                  | Critical      | 52,500       |            | Recurring             |     |
| Police            | Officer                                                                       | Critical      | 127,158      |            | Recurring             | 1.0 |
| Police            | Officer                                                                       | Critical      | 127,158      |            | Recurring             | 1.0 |
| Develop. Services | Increase in PTE Personnel budget                                              | Critical      | 28,936       |            | Recurring             |     |
| TOTAL             |                                                                               |               | \$ 1,041,986 | \$ 543,184 |                       | 9   |

|                            |              |
|----------------------------|--------------|
| TOTAL Requested & Included | \$ 1,585,170 |
|----------------------------|--------------|

# Critical Requests



## Summary statistics:

- Total number of requests: 25
  - Total # of Ongoing Requests: 20
  - Total # of One-Time Requests: 5
- 
- Funded: 10
  - Unfunded: 15
  - Requests potentially funded through FY22-23  
Carryovers: 7

# Funded Critical Requests

| Department         | Request                                                                 | Dept<br>Priority | General Fund | Other Fund | One-Time or<br>Recurring | FTE |
|--------------------|-------------------------------------------------------------------------|------------------|--------------|------------|--------------------------|-----|
| Admin Services     | Public Works/Airport Analyst                                            | Critical         | 36,250       | 108,750    | Recurring                | 1.0 |
| Admin Services     | Email Gateway                                                           | Critical         | 89,387       | 35,613     | Recurring                |     |
| Admin Services     | Patch/Endpoint Management                                               | Critical         | 32,179       | 12,821     | Recurring                |     |
| Fire               | Airport Staffing (3 captains + \$46,692 in equipment + \$65,344 for OT) | Critical         | 470,418      |            | Recurring                | 3.0 |
| Parks & Rec        | Harbor Park Lease                                                       | Critical         | 3,000        |            | Recurring                |     |
| Council            | Resident Communications and Programing                                  | Critical         | 25,000       |            | Recurring                |     |
| Police             | Flock Safety                                                            | Critical         | 52,500       |            | Recurring                |     |
| Police             | Officer                                                                 | Critical         | 127,158      |            | Recurring                | 1.0 |
| Police             | Officer                                                                 | Critical         | 127,158      |            | Recurring                | 1.0 |
| Develop. Services  | Increase in PTE Personnel budget                                        | Critical         | 28,936       |            | Recurring                |     |
| TOTAL              |                                                                         |                  | \$ 991,986   | \$ 157,184 |                          | 6   |
| TOTAL<br>Requested |                                                                         |                  | \$ 1,149,170 |            |                          |     |

# Unfunded Critical Requests

Potentially fund with FY2023-FY2024 Carryover

| Department        | Request                                                                                       | Dept Priority | General Fund | Other Fund | One-Time or Recurring | FTE |
|-------------------|-----------------------------------------------------------------------------------------------|---------------|--------------|------------|-----------------------|-----|
| Admin Services    | Cayenta Analyst                                                                               | Critical      | 110,600      | 47,400     | Recurring             | 1.0 |
| Admin Services    | East West Firewall & Internal Threat Prevention                                               | Critical      | 73,655       | 29,345     | One-time & Recurring  |     |
| Admin Services    | Public Safety Social Security -Increase in police 401K to be comparable to surrounding Cities | Critical      | 316,000      |            | Recurring             |     |
| Fire              | Capital Equipment                                                                             | Critical      | 85,000       |            | Recurring             |     |
| Public Works      | Public Works Dedicated IS Resource                                                            | Critical      | 28,000       | 84,000     | Recurring             | 1.0 |
| Parks & Rec       | Center Street Turf Conversion                                                                 | Critical      | 70,000       |            | One-Time              |     |
| Parks & Rec       | Foothill and Trails                                                                           | Critical      | 62,555       |            | One-Time              |     |
| Parks & Rec       | Mobile Stage                                                                                  | Critical      | 109,463      |            | One-Time              |     |
| Parks & Rec       | Epic 100 Seasonal Staff                                                                       | Critical      | 38,400       |            | Recurring             |     |
| Parks & Rec       | Epic 100 Utilities                                                                            | Critical      | 45,000       |            | Recurring             |     |
| Legal             | Computer Bank Reconciliation                                                                  | Critical      | 10,000       |            | Recurring             |     |
| Council           | Communications Consultant                                                                     | Critical      | 25,000       |            | One-Time              |     |
| Police            | Officers                                                                                      | Critical      | 127,158      |            | Recurring             | 1.0 |
| Mayor             | Combine 2 part-time positions for 1 full-time position                                        | Critical      | 60,000       |            | Recurring             | 1.0 |
| Develop. Services | Provo Jurisdictional cash assessment for MAG                                                  | Critical      | 6,333        |            | Recurring             |     |
| TOTAL             |                                                                                               |               | \$ 1,167,164 | \$ 160,745 |                       | 4   |
| TOTAL Requested   |                                                                                               |               | \$ 1,327,909 |            |                       |     |

# Necessary Requests

---

Summary statistics:

- Total number of requests: 32
- Total # of Ongoing Requests: 29
- Total # of One-Time Requests: 3

- Funded: 7
- Unfunded: 25
- Requests potentially funded through FY22-23  
Carryovers: 2

# Funded Necessary Requests

| Department      | Request                                                                       | Dept Priority | General Fund | Other Fund | One-Time or Recurring | FTE |
|-----------------|-------------------------------------------------------------------------------|---------------|--------------|------------|-----------------------|-----|
| Public Works    | Pretreatment Specialist                                                       | Necessary     |              | 116,000    | Recurring             | 1.0 |
| Public Works    | Instrumentation Technician                                                    | Necessary     |              | 111,000    | Recurring             | 1.0 |
| Public Works    | Create Flood Plain Manger Position                                            | Necessary     |              | 143,000    | Recurring             |     |
| Public Works    | Create an Deputy Director of Admin position by modifying an existing position | Necessary     |              | 16,000     | Recurring             | 1.0 |
| Parks & Rec     | Part Time Studio Coordinator Position                                         | Necessary     | 22,500       |            | Recurring             |     |
| Parks & Rec     | Recreation Instructors                                                        | Necessary     | 4,000        |            | Recurring             |     |
| Parks & Rec     | Usher Staffing                                                                | Necessary     | 23,500       |            | Recurring             |     |
| TOTAL           |                                                                               |               | \$ 50,000    | \$ 386,000 |                       | 3   |
| TOTAL Requested |                                                                               |               | \$ 436,000   |            |                       |     |

# Unfunded Necessary Requests

Potentially fund with FY2023-FY2024 Carryover

| Department        | Request                                                                   | Dept<br>Priority | General Fund | Other Fund | One-Time or<br>Recurring | FTE |
|-------------------|---------------------------------------------------------------------------|------------------|--------------|------------|--------------------------|-----|
| Admin Services    | Citywide Office 365 Standard                                              | Necessary        | 72,841       | 41,136     | Recurring                |     |
| Admin Services    | Server Infrastructure Hardware Support                                    | Necessary        | 14,139       | 5,633      | Recurring                |     |
| Admin Services    | Wireless Networking Upgrade                                               | Necessary        | 80,240       | 37,760     | One-Time                 |     |
| Admin Services    | Fully Funded Training Budget                                              | Necessary        | 18,102       | 7,212      | Recurring                |     |
| Admin Services    | Full Time Administrative Assistant                                        | Necessary        | 57,923       | 23,077     | Critical                 | 1.0 |
| Admin Services    | Improved Access Control                                                   | Necessary        | 115,765      | 78,235     | One-Time                 |     |
| Admin Services    | Cyber Security Analyst                                                    | Necessary        | 112,986      | 45,014     | Recurring                | 1.0 |
| Public Works      | Reclassify Airport Admin Assistant position to Executive Office Assistant | Necessary        | 8,000        |            | Recurring                |     |
| Public Works      | Laboratory Technician at the Reclamation Plant                            | Necessary        |              | 107,000    | Recurring                | 1.0 |
| Public Works      | Add one Wastewater Collections Maintenance worker                         | Necessary        |              | 95,000     | Recurring                | 1.0 |
| Public Works      | Engineering Uniform Allowance                                             | Necessary        | 3,300        |            | Recurring                |     |
| Public Works      | Replacement of current fleet maintenance and repair software              | Necessary        |              | 180,000    | One-time                 |     |
| Public Works      | Add one Full-time Streets Maintenance worker                              | Necessary        | 90,000       |            | Recurring                | 1.0 |
| Public Works      | Add Full-time Stormwater Operator position                                | Necessary        |              | 90,000     | Recurring                | 1.0 |
| Parks & Rec       | Full Time Marketing Specialist                                            | Necessary        | 80,000       |            | Recurring                | 1.0 |
| Parks & Rec       | String Trimming Assistance                                                | Necessary        | 10,500       |            | Recurring                |     |
| Police            | Axon OSP10+ Program                                                       | Necessary        | 276,083      |            | Recurring                |     |
| Police            | Axon Fleet Program                                                        | Necessary        | 221,476      |            | Recurring                |     |
| Police            | Right Sized Overtime                                                      | Necessary        | 193,267      |            | Recurring                |     |
| Police            | Full Time Victim Advocate                                                 | Necessary        | 74,793       |            | Recurring                | 1.0 |
| Develop. Services | Training                                                                  | Necessary        | 5,000        |            | Recurring                |     |
| Develop. Services | Travel                                                                    | Necessary        | 2,000        |            | Recurring                |     |
| Develop. Services | Building Inspector Travel                                                 | Necessary        | 4,500        |            | Recurring                |     |
| Develop. Services | Uniforms                                                                  | Necessary        | 1,000        |            | Recurring                |     |
| Develop. Services | Full-Time Parking                                                         | Necessary        | 78,985       |            | Recurring                |     |
| TOTAL             |                                                                           |                  | \$ 1,520,900 | \$ 710,067 |                          | 8   |

|                    |              |
|--------------------|--------------|
| TOTAL<br>Requested | \$ 2,230,967 |
|--------------------|--------------|

# Unfunded Aspirational Requests

Summary statistics:

- Total number of requests: 4
- Total # of Ongoing Requests: 4
- Total # of One-Time Requests: 0
- Funded: 0
- Unfunded: 4
- Requests potentially funded through FY22-23 Carryovers: 0

| Department      | Request                                            | Dept Priority | General Fund | Other Fund | One-Time or Recurring | FTE |
|-----------------|----------------------------------------------------|---------------|--------------|------------|-----------------------|-----|
| Admin Services  | Website Quality Tools                              | Aspirational  | 13,840       | 3,460      | Recurring             |     |
| Admin Services  | Infrastructure Resiliency Utilizing Cloud Services | Aspirational  | 12,014       | 4,786      | Recurring             |     |
| Admin Services  | Mapping Licensing Optimization                     | Aspirational  | 48,000       | 12,000     | Recurring             |     |
| Police          | Limited English Proficiency Program                | Aspirational  | 36,600       |            | Recurring             |     |
| TOTAL           |                                                    |               | \$ 110,454   | \$ 20,246  |                       | -   |
| TOTAL Requested |                                                    |               |              | \$ 130,700 |                       |     |

# PROVO MUNICIPAL COUNCIL STAFF REPORT



**Submitter:** JUHARRISON  
**Department:** Council  
**Requested Meeting Date:**

**SUBJECT:** A presentation of the FY24 tentative budget and council priorities (23-008)

**RECOMMENDATION:** Presentation and discussion.

**BACKGROUND:** This presentation will review the FY2024 Tentative Budget and the Municipal Council priorities that have been included. The purpose is to discuss the Municipal Council priorities that have been funded and unfunded and evaluate the need for any changes to the Final Budget.

**FISCAL IMPACT:**

**PRESENTER'S NAME:** Justin Harrison, Council Executive Director

**REQUESTED DURATION OF PRESENTATION:** 30 minutes

**COMPATIBILITY WITH GENERAL PLAN POLICIES, GOALS, AND OBJECTIVES:**

**CITYVIEW OR ISSUE FILE NUMBER:** 23-008

|    | Council Priority                        | Status                    | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----|-----------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Long-Range Plans                        | Ongoing - Funded          | General Plan (Adopted) (Funded)<br>Downtown Master Plan Update - 5/16/2023 (Funded)<br>Conservation and Resiliency Plan - July 2023 (Funded)<br>Gateways Plan - August 2023 (Funded)<br>Canyons and Hillsides - October 2023 (Funded)<br>River and Lakeshore - October 2023 (Funded)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2  | Provo Specific Housing Audit/Study      | Ongoing                   | Council Staff is looking into a potential software solution (up to \$4,000 software licensing cost per year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3  | Five-Year Staffing Plan (Police & Fire) | Ongoing - Partial Funding | FY24<br>Fire -three captains (airport) \$443,486 (Funded)<br>Police - two officers (patrol) \$254,316 and Flock Safety Program \$52,500 (Funded)<br>Police - one officer (patrol) \$127,158 (Unfunded)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4  | IS/Cybersecurity Enhancements           | Partial Funding           | <b>Cybersecurity - Supplemental Requests</b><br>Email Security Gateway - \$125,000 (Critical/Ongoing) (Funded)<br>Patch Management Tools -\$45,000 (Critical/Ongoing) (Unfunded)<br>Internal Threat Preventions - \$186,000 (Critical/Ongoing) (Unfunded)<br>Total - \$125,000 funded/\$231,000 unfunded<br><br>Access Control Upgrade - \$194,000 (Necessary/One-time) (Unfunded)<br>Cyber Security Analyst - \$158,000 (Necessary/Ongoing) (Unfunded)<br>Total - \$352,000 unfunded<br><br><b>IS - Supplemental Requests</b><br>Airport/PW Analyst - \$158,000 (Critical/Ongoing) (Funded)<br>Cityview Upgrade - \$191,000 (Critical/One-time) (Funded)<br>Cayenta Analyst - \$158,000 (Critical/Ongoing) (Unfunded)<br>Total - \$349,000 funded/\$158,000 unfunded<br><br>Citywide O365 Standard - \$114,000 (Necessary/Ongoing) (Unfunded)<br>Server Hardware Support - \$19,800 (Necessary/Ongoing) (Unfunded)<br>Wireless Network Upgrade - \$118,000 (Necessary/One-time) (Unfunded)<br>Training Budget - \$25,300 (Necessary/Ongoing) (Unfunded)<br>FT Admin Assistant - \$81,000 (Necessary/Ongoing) (Unfunded)<br>Total - \$358,100 (Unfunded) |
| 5  | Employee Retention                      | Funded                    | <b>COLA</b><br>4% -\$1,910,256 includes General Fund departments and the Covey Center, Justice Court and Emergency Response. (Funded)<br><br><b>Merit Increase</b><br>2.5% - \$885,305 - includes General Fund departments and the Covey Center, Justice Court and Emergency Response. (Funded)<br><br><b>Health Insurance Cost Increase (January 1, 2024)</b><br>4.6% - \$121,797 - includes General Fund departments and the Covey Center, Justice Court and Emergency Response. (Funded)<br><br><b>Market Grade Study</b> \$262,804 - citywide (Funded)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6  | City Debt Reduction                     |                           | Currently, the City has only one variable interest rate as part of the debt portfolio (3 mo. LIBOR+ .20%)<br>Principal balance \$1,679,000, current fiscal year payment of \$246,500 has not yet been paid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7  | Provo App                               | Funded                    | Cost of app included in new City website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8  | Rock Canyon Master Plan                 | Ongoing - Partial Funding | FY24 - \$2,953,397 (Parks & Rec. CIP -Pg.75 - dependent on outside funding) Rock Canyon Trailhead (2d/B)<br>\$1,953,397 from grants, \$500,000 from transfers, \$500,000 from impact fees (Funded)<br>\$500,000 Outside Fundraising Campaign - city to match (Unfunded)<br><br>FY25 - \$825,000 (Engineering CIP - Pg. 48) Rock Canyon Trailhead Roundabout (Funded)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9  | Slate Canyon Master Plan                | Ongoing - Partial Funding | Slate Canyon Master Plan (Parks & Rec. CIP - Pg. 74 - dependent on outside funding) (2d/B)<br>Cost to date - \$250,000 (Funded)<br>FY24 - \$300,000 (Planning/Construction Docs - RAP Tax) (Funded)<br>FY25 - \$1,200,000 (Impact fees) (Funded)<br>FY26 - \$1,000,000 (Impact fees) (Funded)<br>FY27 - \$1,200,000 (Impact fees) (Funded)<br>Total - \$3,950,000 (Funded)<br>Park balance - TBD (Unfunded)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10 | Peaks Ice Arena/Fieldhouse Updates      | Ongoing - Partial Funding | \$6,000,000 allocated from the State in increments for upgrades, refurbishment, and olympic readiness. (Funded)<br><br>\$6-8M (Initial estimate for fieldhouse expansion and ice ribbon) (Unfunded)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 11 | Sidewalk Repair and Replacement         | Ongoing - Partial Funding | <b>Sidewalk Repair</b> - \$6,000,000 (estimated)<br><b>ADA Ramps</b> - \$10,000,000 (estimated)<br><b>Missing Sidewalk</b> - LTAP Sidewalk Study (494,000 feet of missing sidewalk)<br><br>FY24 - Sidewalk Replacement - \$500,000 (B&C Roads CIP - Pg. 80) (1/B) (Funded)<br>FY24-28 - New Sidewalk, Curb, and Gutter - \$500,000 per year (B&C Roads CIP - Pg. 99) (1e/B) (Unfunded)<br>FY24 -Shoreline Middle School Temporary Asphalt Path - FY24 \$150,000 (B&C Roads CIP - Pg. 100) (1e/B) (Unfunded)<br>FY24-28 - School Related Sidewalk Funding - \$500,000 per year (B&C Roads CIP - Pg. 101) (1e/B) (Unfunded)<br>FY24 -Trail behind Walmart (Carterville) - \$70,000 (B&C Roads CIP - Pg. 102) (2e/B) (Unfunded)<br><br>FY25 - Canyon Rd. Sidewalk 4380 N to Foothill Dr. - \$250,000 (B&C Roads CIP - Pg. 95) (2e/B) (Unfunded)<br>FY25 - Canyon Rd. Sidewalk 3450N to 3540 N - \$250,000 (B&C Roads CIP - Pg. 96) (2e/B) (Unfunded)<br>FY25 - 600 S Sidewalk - \$1,000,000 (B&C Roads CIP - PG. 97) (2e/B) (Unfunded)<br>FY24 - Slate Canyon Street Improvement - \$500,000 (B&C Roads CIP - Pg. 93) (2e/B) (Unfunded)                     |
| 12 | Traffic Calming                         | Unfunded                  | FY24 - \$250,000 Center Street Phase 1 (Engineering CIP - Pg. 50) (2/B) (Funded)<br>FY24 - Center Street Improvements Option 2 - \$2,500,000 (B&C Roads CIP - Pg. 92) (2e/B) (Unfunded)<br><br>FY25 - \$2,500,000 (B&C Roads CIP - Pg. 92) (2e/B) (Unfunded)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13 | Center Street Improvements              | Ongoing - Partial Funding |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 14 | Southeast Grocery Store                 | Ongoing                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 15 | Open Space Preservation                 | Ongoing - Funded          | Strategies for preserving open space will be included in the long-term plans. (Funded)<br>Acrage and % of the city that is currently open space.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

Classification Levels: **1** - Critical Health and Safety, **2** - Necessary Infrastructure, **3** - Aspirational Projects  
c - Projects with conditional funding, **d** - Projects depending on outside funding, **e** - No funding specified  
Operating Impact: **A** - Potential decrease, **B** - Little to no impact, **C** - Potential increase, **D** - Current budget increase needed