

Pleasant Grove City
City Council 2023 Planning and Budget Meeting Minutes
February 3, 2023
8:30 a.m.

Mayor: Guy L. Fugal

Council Members: Dianna Andersen
Brent Bullock
Eric Jensen
Cyd LeMone
Todd Williams (joined the meeting at 9:41 a.m.)

Staff Present: Scott Darrington, City Administrator
Deon Giles, Parks Director
Tina Petersen, City Attorney
Kathy Kresser, City Recorder
Denise Roy, Finance Director
Drew Engemann, Fire Chief
Sheri Britsch, Library and Arts Director
Neal Winterton, Public Works Director
Kyler Brower, Assistant to the City Administrator
David Packard, Human Resources Manager
Keldon Brown, Police Chief
Shawn Whitaker, Recreation Assistant Director
Lisa Flinders, Public Relations Manager

The City Council and staff met in the Fire Station Training Room, 71 East 200 South, Pleasant Grove, Utah.

Mayor Guy Fugal called the meeting to order at 8:30 a.m.

1. Continental Breakfast Served.

Mayor Fugal welcomed those present and announced that the City is on-track with the four-year plan. All are working as a team. He acknowledged the multiple staff and director changes and the many projects completed and in the works. These included developments in The Grove and changes and the potential for expansion on Main Street. The past year has consisted of significant accomplishments including the Hale Center Theater Project and new businesses such as Tesla, the G Mountain Project, and the planning and work on the Kindness Park Project. A tax increase was implemented the previous year while holding the rates somewhat. They were now talking about doing something similar this year. Although they had to shelve the Public Works Facility, they will continue to work on the plans and funding.

The Mayor reported that road issues remain key. The Road Fee issue was to be decided in February hopefully March, which will provide guidance. Road development and repairs are major topics among the residents of Pleasant Grove. The City will be working through those issues. He thanked the Public Works Department for all of the work done on the streets to keep them as intact as they are. He noted that the Mountainland Association of Governments (“MAG”) met the previous night and approved a 10% contingency to be used on the 2600 North Project. It can now be bid and an additional \$2.6 million can be used for project overruns. A few things still need to be accomplished but the residents support it being completed. Mayor Fugal added that the Pleasant Grove Interchange is funded but he expects the cost to increase. He thanked staff for their exceptional work and expressed his appreciation for the Council’s support.

City Administrator, Scott Darrington, led the City Council in playing a game called Guilty Pleasure.

2. Communications Plan – Kyler Brower, and Lisa Flinders

Administrator Darrington reported that six or seven years ago when the City Council wanted a more robust Communication Plan, Public Relations Manager, Lisa Flinders, was hired part-time to run the City’s social media and assist with other public relations issues. She willingly responds to every request for assistance. Assistant to the City Administrator, Kyler Brower, was also recently hired and has public relations experience. Both individuals were asked to create a Communications Plan for the City and have developed a list of 15 focus areas or options. They were present to obtain feedback from Council identifying what they consider most important so that the list can be prioritized.

Mr. Brower presented the written Communications Plan Introduction and Update for review. He reported that development includes input from all departments and is intended to address how the City communicates with residents and internally with one another. The plan will make the public information offered meet the goals and objectives of the City by prioritizing needs, identifying audiences, determining how messages are delivered, and measuring their success. He noted that communication is not always a top priority. Taking care of residents comes first but it is important to let residents know what goes on behind the scenes. Residents understand what services are provided but do not always realize how those services are provided. For example, with Public Works, residents know that streets are fixed but may not be aware of the steps to prepare for the actual work to be done. They are tasked with determining how to best share that information with residents.

Mr. Brower provided a summary of the plan elements, which included the following:

- Purpose: To highlight the Internal Mission Vision and Value Slogan Statement;
- Resident Overview and Key Statistics: Demographics and household makeup;
- Strategic Communication Principles (Seven Bs): Include what they want to be known for such as transparency and clear communications and identifying internal and external audiences;
- List of current communication outreach resources: Allow for communications to be streamlined;

- Branding: Use of identifiable logos, uniformity of presentations, and professionalism;
- Department Process: To request communication or public relations support and internal channels;
- Key Performance Indicators: Data to be collected and the creation of measurable goals and outcomes;
- Long-Range Plans: Preparation of departmental long-range goals including budgetary issues; and
- Status of Communication Upgrades: A list of communication ideas and upgrades to be considered. This is the area that they will focus on today in reviewing the various options.

Administrator Darrington commented that the actual plan will not be reviewed today, however, the task will be to focus on a list of options and identify those that are considered a priority. Additionally, he noted that other ideas are welcome as the list is not exhaustive.

The first topic identified by Mr. Brower was to refresh or build a new website. As part of that option, he reported that they are working to determine better ways to use the City's website calendar to alert residents of what is happening in Pleasant Grove. Currently, only City Council and Planning Commission Meetings are listed. Suggestions included having a central location listing important events or activities for each City department and a "Report A Problem" website to allow the residents to report issues. The information would be sent directly to the affected department for action. Other website and social media uses to be considered could include taking advantage of social media algorithms, data mining, and increasing resident contact. It is also necessary to consolidate old social media accounts and eliminate those that are no longer used.

Options to facilitate input from residents included the use of resident satisfaction software on a department scale. To that end, there is a Request for Proposals ("RFP") for an automated satisfaction software program to be used in the Recreation Department. The use of resident-satisfaction measures will gradually expand to other departments. He suggested that they consider adding additional community competitions to increase engagement and input.

Various options were discussed to increase or expand the City's announcements, advertisements, and marketing presence. He recommended identifying better locations for City banners and event reminders. Currently, there are a few locations that are used temporarily but there could potentially be a main location that would become known for providing the type of information listed. Additional marquee locations would be helpful. Media offerings could include:

- Department videos showing staff and the various services the departments offer;
- A "Live, Work and Play" showplace advertisement to show why Pleasant Grove should be where you live, work and play; and
- Spotlight features regarding residents such as students, teachers, and business leaders or City features such as parks and playgrounds.

Suggestions also included a Year-End Review Letter; City announcements of new businesses; and the creation of new and exciting public relations campaigns focused city-wide or in specific

departments. Ms. Flinders added that there are activities downtown that could be used to the City's advantage. She suggested a yearly business donation campaign such as the Twelve Days of Christmas that would provide advantages for all. Mr. Brower reported that the monthly newsletter will be consistent starting in March.

One of the options included City branding. Mr. Brower stated that the City's identity could be strengthened through a uniform presentation of materials sent out by the City such as uniform headings or signature blocks. That use would immediately identify the material being sent out by the City as recognizable and create the sense that the City is a unified team. The City could also hire a full-time Communications Manager to take on this entire list and work on the needs identified by staff and the City Council. He noted that Ms. Flinders is very capable and can accomplish a great deal on a part-time basis. If, however, the Council desires to maximize communications in the City, a full-time position is needed.

There was discussion on the list. It was noted that some of the items were currently being worked on. Administrator Darrington stated that re-webbing has been put on pause for the time being. Council Member Andersen reported that many of the questions she gets pertain to road repairs or lack thereof. Letting citizens know what the process involves and the related funding issues would be valuable. It was noted that they could offer a "Government 101" class on how funding works.

Council Member Jensen stated that information is key but it is difficult to keep the website updated. Difficulties with department access also need to be explored. Council Member LeMone commented that the website needs to be refreshed and could potentially be outsourced at an additional cost. She considered outsourcing to be a good option. Administrator Darrington confirmed that that option was being explored. The comment was made that the branding issue comes with associated costs and department videos could be produced in-house.

Administrator Darrington stated that they want to do all these things but need feedback from the Council to identify priorities. Council Member Andersen stressed the importance of resident education. City Attorney, Tina Petersen, commented that communication experts might also be aware of additional options. There was discussion regarding how citizens can best be advised of activities taking place in the City and streamlining the City's website. Mr. Brower ended the presentation by identifying the process staff will follow moving forward with the priorities selected by the City Council. The process would include reviewing department needs, presenting the needs to the City Council, creating key performance indicators, crafting long-range plans, and moving forward with upgrades.

3. Elected Official Input for Upcoming Year

a. Review 2022 – Scott Darrington.

Administrator Darrington provided a synopsis of the activities/events last year.

- The Utah Supreme Court argument on Road Fees was heard in March 2022. They are waiting for the written opinion. If successful, the fee will be revisited. If not successful, the court's opinion will likely provide guidance on what will constitute

a Transportation Fee. The written opinion is typically issued within six to 12 months but there is no actual requirement.

- The Public Works Building Project was put on pause.
- The employee pay rate for last year was within the market amount at 8%. Employee positions added included a Parks Operator, a Human Resource Manager, a Permit Technician, two Police Officers, and two Firefighters.
- The Old Town Hall Project is slated to begin in the Spring pending additional funding but will be discussed later in the meeting.
- The need for a greater social media presence was revisited and discussed.
- The Popular Annual Financial Report (“PAFR”) was a one-page document describing the City’s accomplishments in 2022. It would be mailed out to residents in February or early March.
- Revamping of the Community Emergency Response Team (“CERT”) Program, which is now back up and running.
- The public relations firm XFactor Strategic Communications was hired to help address the property tax issue.
- The Volunteer Recognition Dinner, which was to be held in the Fall of 2022 was postponed to the Spring. Laurel Cunningham was on board to help with that event.
- Efforts to invite Boards and Commissions to City Council Meetings had been successful. They also met with other cities, including Lehi and American Fork. All have agreed to hold joint meetings.

Administrator Darrington noted that Code Enforcement is also on the list but will be addressed later in the day.

b. 2023 Input.

Council Member Jensen suggested that the website be redone.

Council Member Andersen recommended that the Pipe Plant be nailed down. She also hoped that the judicial system, the Utah League of Cities and Towns (“ULCT”), and the Legislators act more quickly on the Road Fee issue. Attorney Petersen stated the ULCT is not interested in helping until the court makes a ruling. Administrator Darrington stated that the Legislature could be approached but the better tact would be to wait for the decision.

Council Member Bullock asked how the City will advertise its plan of the pipe plant to the citizens since it has not been finalized. Administrator Darrington explained that typically a General Plan covers a three-year period. He stated that they could improve by providing more information but the site is difficult to operate and not particularly user-friendly. For the year's anticipated road projects, updates could be provided on social media websites.

There was discussion regarding road projects and what information can be posted on the website such as issues pertaining to repairs or such things as garbage collection glitches and who is to be called when a problem arises. Council Member Andersen stated that the City Council should be informed when something likely to generate calls is posted. Council Member Williams agreed that the Council can work better with City staff if they are aware of something being posted or anticipated. Administrator Darrington stated that such notifications could be transmitted by email or text. The group notification system, called PG Emergency notifies the City Council and staff and is to be used for major incidents or information. It was noted that perhaps the name should be changed. There was discussion about the role of the City in alerting the community to scams or taking action when material needs to be removed from the site. It was noted that if a Council Member is made aware of a major issue such as a large pothole in a roadway, notice is to be sent to Administrator Darrington or to the affected department. If the information is received after hours there is a non-emergency dispatcher or 911.

Administrator Darrington reported that Code Enforcement Officer, Gail Connelly was hired a few years ago and has done a great job. Last year, there were 500 cases opened with all but 10 having been closed out. The City has habitual offenders, which is where he believes the City needs to improve particularly in follow-up and court intervention. He noted that Code Enforcement was discussed last year and progress has been made but additional areas need to be addressed. They are currently in the process of training Ms. Connelly to get on the system to obtain case numbers and be able to potentially issue citations, however, during training it has become evident that she still does not have access to all of the needed information. This issue has been of concern to the Council.

Administrator Darrington reported that during the review of a few cases and the applicable Codes, staff concluded that there may not be enough restrictions and specifics in the Code to clean up a few downtown business areas. He suggested they create more specific criteria. He noted that enforcement can go no further than what the Code provides for.

Administrator Darrington raised the issue of the dirt pile that was discussed last year. The City has been in discussions with the owner for the past 2 to 3 ½ years during which substantial progress on getting it removed has been made. Last year, the owner was asked to have the work done by October, which did not happen, despite great progress having been made. Thereafter, he spoke with the owner and extended the time because of the substantial progress made but did not advise the City Council. It was his opinion that they should continue to work with the owner to get the dirt pile removed without imposing a fine. He would pursue that option if directed to do so by the Council. The dirt pile was estimated to be 10 feet tall.

Council Member LeMone did not know what the incentive would be to get the dirt removed if there is no compliance date or fine. The area does not look good and the pile has been there for

years. Mayor Fugal stated that the City bears the responsibility for allowing the dirt pile to be there in the first place. He stated that the City needs to acknowledge that responsibility. They all know the owners and if told to move the dirt pile tomorrow, the matter will end up in court. There is also a substantial cost of moving the dirt. Administrator Darrington commented that at the time they did not have Code Enforcement and the dirt accumulated incrementally over time. It was not noticed until it visually became a significant issue. Mayor Fugal stated that it is a current Council issue even though the problems occurred in the past. He noted that the decisions they make today will impact future Mayors and City Councils.

Attorney Petersen stated that it is always contrary to Code to have a pile of dirt that large. In general, the goal of Code Enforcement in Pleasant Grove has been compliance. Typically, the City is patient with people if they can see significant progress being made. The City, however, is within its rights to issue a citation based on the following:

- The pile has been present for three years;
- Being given a deadline in October to correct the infraction; and
- Non-compliance with that deadline.

In some cases, that action is a strategic move as it enforces the seriousness of the City in obtaining compliance.; however, once the citation is issued, the court will give the person time to come into compliance. At the court hearing, the person will say time is needed and the court will ask how much time to allow that to occur. Reasonableness is weighed and the court determines the deadline. The deadline provided may or may not be met. If not met, additional court action will be required. Attorney Petersen commented that the Mayor suggested that continuing to work with the owner is the best option. That is a policy decision. She stated that taking them into court is the best way to impress on the owner that they are serious, which may get them moving. Currently, there are no consequences for them not taking action. The Council, however, needs to decide how serious they are and how much pressure they want to bear. The choices are a deadline without extension or a citation and court intervention.

Council Member Bullock stated that the court gets the attention of those cited but people know how the system works and there are few consequences. Mayor Fugal stated that to move the dirt quickly would cost hundreds of thousands of dollars. There was discussion regarding whether the owner is benefitting financially from the dirt pile. Council Member LeMone identified the citizen complaints she hears that beyond the unsightly appearance relate to dirt going into the nearby townhome windows. She also wanted to see the area look esthetically pleasing. Council Member Andersen agreed but stated that the intent is to remove the dirt. She supported giving the property owners until October of 2023 to resolve the issue. Attorney Petersen described the different approaches that could be taken by issuing an Administrative Citation with a fine or a Criminal Citation, both of which require court intervention. It was agreed that a letter would be sent to the property owner outlining the penalties of administrative or criminal citations and a date certain of October 1 when the work must be completed. If there is no compliance by that date, the City will determine the type of citation based on what will yield the best compliance.

4. Year in Review.

Parks Director, Deon Giles, and shared information pertaining to the Parks and Cemetery Division Report. In 2022, 176 lots were sold, 78 headstones were inspected (evaluating the proper location and correct depth), and 878 hours were spent trimming. The Cemetery Expansion Project Punch List was completed and they were working on ordinance and policy changes. The damage from an automobile accident included the destruction of 10 to 15 headstones and damage to the building. It was fortunate that no one other than the driver, was injured.

With regard to the 2022 Custodial Accomplishments, Director Giles reported that they are having difficulty keeping custodial personnel this year, which has increased the staff workload. The Recreation Center Custodian has been replaced. He also noted that the custodial supply costs have increased substantially. Supplies referenced included 123 cases of toilet paper and 16,875 trash bags. Work done at the Recreation Center included deep cleaning and various improvements. Custodial hours included 94 hours for events and 117 hours for projects. The 2022 Facilities Accomplishments were shared. They included 40 hours on events and 534 hours on projects. That work centered around Recreation Center improvements.

For the Parks and Trails accomplishments, Director Giles reported that they worked with seasonal lights on the Clock Tower and highlighted the time spent on Tree Maintenance (916 hours) and Special Events (826 hours). Other hours were provided with his presentation. Assistance was provided to the Public Works Department for the following:

- The 300 South Locust Sidewalk Project;
- Completion of the 900 West Mow Strips; and
- Starting on the 2600 North Manilla Sign Project.

The Trail Volunteer Work included the Valley Vista Phase III Post Rail Fencing. He noted that volunteers helped with some of the work but with Jason being gone, the trail maintenance was left to them. The number of volunteer days declined from over 100 to 47 last year. There also was a lot of snow damage from that first snow including some of the park trails and vandalism. They helped Public Works with the booster pump at Manila Creek and have worked on the pickleball courts at Discovery Park. Administrator Darrington stated that there are still some clean-up items remaining at the pickleball courts involving repainting and resurfacing. Director Giles provided photos of the department's new equipment and provided a visual presentation of the work being done on the G Project, including a film showing a helicopter transport. He identified the 121 events involving his department as well as other accomplishments.

Recreation Director, Shawn Whitaker, presented the Pleasant Grove Recreation 2022 Report and shared highlights from that report. He stated that the pool season began as planned but shortly thereafter the boiler broke down, which ended the season. Refunds were given to season holders. He noted that great projects got underway last year. There was a full remodel of the Main Lobby Area and the Locker Rooms. He shows slides of tiles, ceilings, walls, pipes, and painted lockers. The benches were covered with an epoxy coat and looked new. The flooring will be redone to create a brand-new space. In the pool area, the tile will be covered with epoxy. Designs were being finalized for the Lobby desk and there will be digital signage. He noted that the leak repair

is ongoing and will hopefully be finished next week. In the Recreation Center, all of the lights were changed to LED bulbs, which is more efficient. They were able to replace 75% of the Weight Room equipment and were waiting on a few more pieces that were on backorder. They now have a new conference table for staff meetings. The Gymnastics Program was canceled this year and a Tumbling class was offered in its place. It was off to a great start. The new water heater and water softener were installed. There was a Fitness Fair last year that resulted in \$188,000 in memberships that included pool passes. Without the pool passes this year they sold \$217,000 in memberships. When Pool Memberships are offered later in the year that number will increase. He provided photos showing what the Front Desk Area will look like and explained how the entry lanes are to be used to provide more security. Television monitors will feature advertisements for various programs.

Community Development Director, Daniel Cardenas, presented the Community Development Year in Review (2022) Report. He reported that growth patterns were changing in planning and zoning. Applications for new subdivisions and site plans have been relatively stable over the past three years. Building Permits, however, have declined from 647 in 2021 to 548 in 2022. Last year 2,740 Building Inspections were performed, which was an average of 11 per day, which represents a decline. He also showed a graph revealing that Building Permits for single-family residential development declined from 117 in 2021 to 59 in 2022. That same graph for Building Permits for multi-family residential development showed 147 permits in 2022 and 23 permits this year, which represented a shift from residential family dwellings. It was noted that Pleasant Grove no longer has large tracts of land for such development and there are 100,000 outstanding Building Permits in the State of Utah where developers have chosen to not move forward with development. In addition, the increased cost of materials may have an impact.

Business License Applications remained steady with 177 New Business Licenses. With regard to Code Enforcement, Director Cardenas stated that the total number of Code Enforcement cases was 533. Half of all cases arise when the Code Enforcement Officer is making rounds and observes violations and stops to discuss how to bring them into compliance. They are doing a better job of closing cases but they will be evaluating how repeat cases are handled. He described Code Enforcement's individualized approach and how the cases are documented. In 2022, the focus of Code Enforcement was on trailers parked in rights-of-way. This year, the focus will be on storage shipping containers. There was discussion about enforcement issues and compliance problems with repeat offenders.

Finance Director, Denise Roy, presented the Finance-2022 Year in Review Report and announced that last month, Pleasant Grove became a Triple Crown Winner by the Government Finance Officers Association ("GFOA") when all three of their financial documents were certified. All documents were submitted one year ago and were reviewed by a National Selection Committee. She stressed that this is a huge accomplishment. She also had the responsibility of preparing a 50-page Continuing Disclosure Document Filing required by the U.S. Securities and Exchange Commission ("SEC") because the City has bonded. It is filed with the Utah Telecommunication Open Infrastructure Agency ("UTOPIA"). She also prepares monthly financial reporting and reconciliations for the Pleasant Grove Irrigation Company and the Metropolitan Water District. She serves on the Irrigation Company Board but prepares the documents for both. A list of the various projects was displayed.

Director Roy reported that she has also done work on Kindness Park in an effort to work out the funding, which included work on storm drain outfall to the lake funding and secondary water meter funding. She located additional funding sources in the amount of \$500,000, which reduced the amount of money they will have to borrow. Administrator Darrington acknowledged her hard work in issuing the bonds for the Hale Center Theater, which was challenging. Director Roy reported that she also worked on the Comprehensive Financial Stability Plan component of the General Plan. Revisions were made and returned for incorporation into the General Plan which will be presented to City Council in March. Lastly, she continues to work on financial policy and procedural updates, and yearly lease proposals.

Fire Chief, Drew Engemann, presented the Fire Chief's Presentation for 2022 and stated that they received the brush truck. With the two additional firefighters, they now have five people on the A and B shifts and four on the C shift. Last year they received approximately 1,900 calls with more being medical calls. The daily average number of calls was 5.26. He reported that calls have increased by 7% over the past three years and that trend was expected to continue. He City has received mutual aid from neighboring communities on 13% of calls and their station also responds in certain circumstances to other communities as well through a mutual aid connection. He showed a breakdown of the types of calls they respond to between Emergency Medical Services ("EMS") and types of fires. On fire loss, they estimate a loss of \$2.6 million for structure fires and property loss. He referenced community involvement, which documented 7,219 total citizen contacts and 10 Cardiopulmonary Resuscitation ("CPR") classes. They plan to offer more CPR classes and anticipate having a day at the station where residents can take CPR classes for free. The Fire Department also conducts business inspections. He commented that last year they tried to staff two ambulances but were only able to accomplish that 42% of the time. He was hard-pressed to keep one ambulance staffed based on staffing issues. The hope was that this will improve with more staff being trained.

Attorney Petersen presented the Legal – Year in Review 2022 Report and reported that Prosecutor, Rob Higginson, has been with the City for one year and is building rapport with the victims and Victim Advocate. Their case numbers are consistent at this point but may increase with the addition of more police officers. Their Paralegal, Karen Felt, is working on updating the records and was recently certified as a Terminal Agency Coordinator ("TAC") for the Bureau of Criminal Investigation ("BCI") so that she can get her own criminal history record information. She also plans to become a Certified Notary. For her, the Hale Center Theater was the most complicated project she has worked on and was difficult to get accomplished. She noted that the City was originally going to own the ground and the building but that changed. There were difficulties with the three other partners and their legal positions and trying to ensure that the City was protected. In addition, there were 20 contracts, 25 Land Use Agreements, and issues pertaining to the Pipe Plant. The Deer Mitigation Program was brought in-house, which raised several legal issues. For a time, she and Director Roy handled Human Resource issues and were involved in hiring new directors. There was also paperwork regarding Policy and Procedure Manual revisions, ordinance amendments, engineering and projects, remodels, and St. John Properties issues. She was also busy handling citizen complaints and noted that the projects on 4000 North and 100 East required about 15 private property agreements to be negotiated.

Director Darrington commended both Attorney Petersen and Director Roy who each have complex roles, for their valuable service to the City.

Police Chief, Keldon Brown, presented the Police – Overview of 2022 Report and announced that they now have 39 employees. They still need police officers to bring staff up to full capacity. He identified the community policing efforts his department has been involved in, including but not limited to, the Public Safety Cadet Program, CERT Training, Public Safety Fairs, Navajo Nations fundraisers, meet and greet events, and Christmas gift baskets, which all went well. He discussed new equipment the department has received and shared information about the critical incidents that occurred in 2022 including homicide, attempted murder, traffic fatalities, and accidents, as well as the case numbers identified by neighborhoods. With regard to Police Activity Surveys, their rating is about 90% for December. They did get one “one-star” response. He stated that they are committed to building positive relationships in the community and believe they are making headway.

Public Works Director, Neal Winterton, shared the Council Retreat 2023 Public Works Report and discussed work done in 2022. His department staff is involved in leadership activities, expanding the mission vision and values, and incorporating that into the teamwork activity. Projects completed in 2022 included the following:

- Micro-surfacing projects;
- The Manila Pump Station’s Final Walk-Thru;
- The 1150 East Paving;
- 600 North and 700 West, which were done with the help of in-house staff;
- Sidewalks on 400 East;
- Work between Center Street and 500 North;
- The Boulevard Well, which is moving forward and will be a good addition; and
- The Hale Center Theater.

They are anticipating many more projects this coming year.

Library and Arts Director, Sheri Britsch, presented a one-page summary of work done by the Library in 2022. She noted that their overall numbers are slightly lower than the 2019 numbers, which shows that they are almost back to normal. There were 126,000 visits to the Library, and 364,000 items circulated. 220 volunteers provided 2,948 hours of assistance. She noted that Police Officer, Chris Ruiz helps with the children's classes and is very effective. They had 400 programs with 22,763 in attendance. Good use was made of the public internet sessions. There was a staff training in October at the Golf Course Clubhouse. Examples of public announcements were shared as well as the different things offered, including the Harry Potter Halloween and the PG Players Concerts in the Park. Council Member Williams asked what the Council could do to help the Library. He commented that they have come up with new ideas and executed them well. Director Britsch stated that they are thinking of developing a Library of Things that would involve checking items out such as ROKU). There was also mention of starting a Seed Library. Director Britsch stated that hiring additional part-time staff would be beneficial.

5. Budget – Scott Darrington and Denise Roy.

a. Review FY 22 Budget Outcomes.

Director Roy reported that for 2022 Sales Tax Revenue remained strong at 13% over the prior year. She expects the City to experience a decrease in Building revenue as reflected in Director Cardenas' report since the City is getting close to being built out. She reported that the price of gas adversely impacted the budget but the departments have been conserving as best they can.

The City's ending Fund Balance was \$5.7 million. Of that, they try to maintain a \$3 million balance in the General Fund, which is about 14% of the annual General Fund revenues. The Rainy Day Fund is restricted to be no less than 5% or more than 25% of the yearly General Fund revenues. Over the past two years, due to COVID and the receipt of Coronavirus Aid, Relief and Economic Security Act ("CARES") funds, the ceiling restriction was temporarily raised to 35%. She was not sure how long that would last.

b. Review FY 23 Budget Projections.

For 2023, Director Roy reported that they received the Sales Tax Revenue amount for November but have not yet received the property tax revenue. She reminded the Council that the Sales Tax Revenues are received 60 days after the November Report. Council Member LeMone asked if there were figures showing Tesla's contribution. Director Roy stated that they have not yet been able to open the November files but noted that the business opened in October for which there was \$2,000. When asked what Amazon brings in she stated that actual figures cannot be provided, as it is proprietary information. She was, however, able to provide a Top-10 list showing where the various companies stand.

She estimated that the overall revenue for the City will be less because of the reduction in Building Permit requests. There are a few large ongoing commercial projects in The Grove but the difference is notable. All of the other revenue streams remained about the same. She expected there to be less than \$1 million in one-time money in 2023. With the Sales Tax being 13% over last year they can finish the year strong. The department's supplementary requests for the 2024 budget for both Operations and Capital have been completed and will be reported once they are in the normal format. She and Director Darrington will meet with the department heads in the near future and expect to make a presentation in March. There is a possibility of having \$2.7 million one-time money that Administrator Darrington will discuss later.

c. FY 2024 Kickoff.

• Budget Timeline

Director Roy provided the budget timeline for this year and noted that the Audit was conducted in December. They can now analyze the financials and be comfortable with the hard numbers.

- January: The supplemental requests for Capital and Operational are sent to the departments that return them in a timely fashion. Increases for medical, property,

and liability insurance based in part on usage were requested. She indicated that she does not use a broker for medical insurance. She performs an independent evaluation to select the policy that is best for the City. They have used GBS brokers for the past seven years. The data will be available by March.

- February: The Budget Retreat with the Mayor, Council, and staff, is held. Supplemental and Capital Improvement summaries are prepared and discussed with the Director.
- March: Capital and Operating Budget discussions take place during Work Sessions. Revenue (Sales and Property Taxes) are continually reviewed for growth. Assessed property values will not be available until June.
- April: Evaluation of Utility Fees to determine if an increase is warranted. Work is done on the proposed budget based on recommendations received in March. Work begins on the Tentative Budget, which is presented in May.
- May: The Tentative Budget is presented and adopted by the City Council with additional discussion as needed.
- June: If there is no Truth in Taxation Hearing, the Budget is to be adopted by June 30, 2023. The public hearing is to take place at the first City Council Meeting, with adoption at the last meeting. If a Truth in Taxation Hearing is required, it is to be held in July with adoption in August. The Final Budget needs to be adopted in August and then submitted to State and GFOA.

Director Darrington reported that the Work Sessions in March are intensive. There is only one City Council Meeting scheduled in April but additional meetings can be arranged, if needed. Council Member Williams asked if the City is still earning interest on the Road Fee Funds. Director Darrington confirmed that they are at an interest rate of less than 3%.

- **One Pager**
 - **Full-Time Firefighter**
 - **Police Wages**
 - **Property Tax**

Administrator Darrington reported that using the document entitled Pleasant Grove City Revenue/Uses 2024 usually means the City has negative balances. They use the current sales tax revenue as a guide to determine if there is an opportunity to increase that projection in the future. Property taxes are still unknown but will remain unless Truth in Taxation is used and new growth captured. New businesses or residences will eventually be counted.

For wages, they are looking at a 5% increase in wages across the board. In the past, they have designated half of the amount of the Cost-of-Living Adjustment (“COLA”) and half in a merit increase, which is what they intend to do again. Currently, they are tying that figure to the

Consumer Price Index (“CPI”), which is currently just over 6%. The other factor they consider is a comparison to other cities. Part-time wages would be 5% across the board. They are estimating medical insurance to increase by one-half of 1%. They will have firmer information within the next few months. He noted that a big ticket item is the funding for the Pipe Plant Project, which is about \$200,000 short. Money for the Park, Cemetery, and Storm Drain all come from General Funds.

Staff entertained the idea of doing a property tax Truth in Taxation again. The second page of the document shows staff’s estimate if they were to do an average rate hike for set amounts ranging from \$1 to \$5 per month. Of those choices, staff’s recommendation was for a \$4 per month increase. Using the \$4 rate as an example, he explained the figures, which ultimately provided \$587,535 in new revenue. If the Council chose the \$5 increase, the new revenue would increase by an additional \$150,000. The additional funds could be used to fund supplemental requests, which would likely result in increased employee numbers. There was some discussion about how many additional employees that extra money would fund. Council Member Bullock stated that with the last increase, the residents were in favor of the tax increase. Administrator Darrington explained that the \$4 figure would cover what they plan to do but they could always use more money.

Administrator Darrington asked for the Council’s position on using Truth in Taxation again this year. Both Council Member Bullock and Mayor Fugal were in favor of the \$5 amount as they would be able to help other departments. Council Member Andersen stated that the money becomes General Fund revenue and is available to any department. However, because water and sewer are funded differently, the General Fund money cannot be used to pay Public Works Department personnel. Water, sewer, storm drain, and secondary water, are all funded by a rate increase. Council Member Williams asked what the money is spent on, how it is spent, how it is managed, and the accountability to the citizens. He commented that it is easy to ask for more money but they need to let citizens know how the money will be used.

Administrator Darrington reported that for \$4 per month, staff identified the following:

- One full-time Firefighter;
- An increase in Police Officer wages; and
- Additional funds for Kindness Park.

Council Member Williams stated that the need for funding should be addressed first. His opinion was that police wages need to be increased. If they are raised they could also potentially fund another firefighter position. Administrator Darrington reported that looking at the supplemental requests by the departments demonstrates that there is an additional need. He did not, however, want to consider the \$5 amount if the City Council is not going to approve it. He recognized that the Council has not yet seen the supplemental requests. If the Council is agreeable to the \$5 amount, they will prepare additional options. Council Member Andersen was comfortable with the \$5 amount and would like to know which department will receive the funding. Council Member Jensen was comfortable with the \$5 amount. In relation to Kindness Park, the residents can be told what that money will be used for such as roads, walking paths, small parks, and the

Cemetery. With regard to police salaries, Administrator Darrington stated that they have preliminary information on that issue.

The possibility of using a Public Relations Consultant for the Truth in Taxation process was raised. Last year, the Budget for such assistance was \$50,000 with \$15,000 being spent. There was discussion regarding the pros and cons of using a Consultant. Administrator Darrington thought that the consultants might provide help in certain areas but the extent of that assistance will become clearer once they determine what they want. Council Member Andersen reported that a group of citizens believe that tax revenue should not be spent on parks. The donated space will require infrastructure, which was why she felt strongly about the importance of public relations.

Administrator Darrington reported that additional funds are needed for two potential projects one of which is already underway. In the additional funds needed column, there is one-time capital of \$3.1 million plus \$2.7 in revenue over expenditures last year and \$400,000 from Hammons/Atrium/St. John Properties. The Cemetery Project was discussed previously. An additional \$180,000 is needed to complete it, which will come out of the \$3.1 million. They received the guaranteed maximum price from the Contractor on the Historic Town Hall Project last week. The project initially was budgeted at \$370,000. The initial proposed cost response came in well above what was budgeted and steps were taken to negotiate a lower price. An Architect was retained and the design was completed a few months earlier. A contractor was also retained. The City recently met with the Architect and the Construction Manager who finalized the project plans with a total cost of \$330,000 over the initial budget. Using an RFP is standard for this type of project because the potential issues are not always known. The matter was before the Council on February 7, 2023, with an intended start date in March.

The third project identified was the G Mountain Project, which is mostly covered by fundraising. The City contributed \$100,000 last year. It is an expensive project but will be a legacy for the City that will last for many years in the future. The base of the letter G will be enhanced and made safer. The overage on the work is \$300,000 to \$400,000 and may increase. The Mayor has taken the lead on fundraising and the high school has raised \$100,000. A couple of large donations were also received. The project should be part of the supplemental request if the City wants to put more money into it. Director Roy reported that the City has spent \$85,000 of the \$100,000 and she has \$100,000 in a fund holding money from a donor. She has not received any other outside money. Council Member Andersen asked if the cost of materials is expected to remain at this level going forward. It was noted that costs will fluctuate based on supply and demand. Administrator Darrington expected the costs to continue to rise. He commented that the Federal Government has contributed a lot of funding to Utah through CARES and the American Rescue Plan Act ("ARPA"). Cities are completing projects that they never have before because there is money available. It is difficult to see what is coming. If there is a recession, prices will fall.

Historically the Old Town Hall is a good project and makes a political statement showing that they are taking care of historical buildings. The building could serve as a gathering place but needs updating, which could cost up to \$700,000.

A question was raised about the CARES Tax status. It was noted that the ongoing plan will be submitted when they submit the Capital Projects and Supplemental Requests. The fund balance

reserve is \$500,000. When Hale Center Theater becomes operational, they will take \$150,000 out yearly. The revenues last year were \$555,000. Director Roy reported that there is \$440,000 in balance. The original budget was \$486,000.

6. Working Lunch.

a. Opening and Public Meetings Training – Tina Petersen.

The above item was tabled.

7. Current Projects/Issues Updates – Staff.

• Mission/Vision/Values – Scott Darrington.

Administrator Darrington described a series of meetings held about 18 months ago with staff, the department heads, and Council Member Williams. The intent was to facilitate discussions regarding how employees can be more effective by addressing the City's Mission Statement, vision, and stated values. Since then, he has had the opportunity to meet with every department and review the statements during a session where they discuss why employees chose to work in Pleasant Grove and why they stay. The discussion includes defining the meaning of the mission statement and how that can be accomplished. The departments have also been asked to identify goals to accomplish the mission statement, the vision, and the values. He reported that some services already meet the exceptional services as defined but other services need work, which results in goals to raise the level of service. They need to recognize the need for improvement and take steps to remedy the situation.

The Vision Statement reinforces how the City operations fit within the community. The community, which is comprised of businesses, schools, churches, residents, and visitors is seen as the City's business, and the City employees become the basic structure that makes the community strong. They explored what is successfully done by the City to enhance how citizens feel about living here. His experience was that people are very proud to say that they are from Pleasant Grove. The Vision Statement is intended to cultivate a safe and thriving community that gives all a sense of pride and accomplishment. During the discussion, the department heads were tasked with helping City employees define what it means for their department. Goals were set and incorporated into the budget items. City employees were also asked to submit tag lines. 35 responses were received. The two finalists came up with "Growing Together" and "We are Pleasant Grove". The winning tagline was "Growing Together". He commented that this work helps the departments see that they are part of the larger organization and noted that steps are being taken to create opportunities for interaction between the departments.

Administrator Darrington stated that the process was well received and has made a difference. There is an increased sense that City employees make a difference in the lives of the residents.

- **2023 Public Works Projects – Neal Winterton.**

Director Winterton reported that his department does good work. He identified staffing changes in the Public Works Department and identified the following projects for 2023:

- Annual micro-surfacing and mineral-bonding projects. Favorable bids were received for the micro-surfacing project, which will be on the City Council's next agenda.
- Boulevard Well Building Construction. Includes test pumping and the pump, motor, and equipment.
- 300 East. Installation of a new water line and roadway to be bid in the spring with summer construction.
- 1000 South. Street rehabilitation with geotechnical work to be done. The road is bad for driving. The work was to be bid in March with work to be completed in the summer.
- 1300 East. Bids were opened the previous week with the winning bid being \$1.9 million. The average bid was \$2.3 million. The estimate was \$2.1 million. Seven bids were received. It was noted that the bidding climate is stabilizing but the cost of lumber, concrete, and steel continue to rise.
- 1300 West. Currently under construction. The bid was \$2.3 million with an estimate of \$2.3 million. The average bid was \$2.5 million. The contractor was expected to complete the work by July 2023. The project was being paid for with MAG funding with County involvement. It was noted that all prior projects were City funded. A signalized intersection was planned.
- 2600 North. There were originally two funding sources with one fund now available. The second source will be available in 2024. There was also a third funding source that was now available. As a City, they can bid on the project, build it, and float the balance that MAG will eventually pay. That amount will be \$1.7 million. The decision will need to be made and he will provide further advice at the next City Council Meeting. Some rights-of-way are proving to be extremely challenging. The project estimate included a very large contingency. If they plan to construct the road this year, the plans are ready for March or April, however, 10 signatures need to be obtained. The funds would have to be floated from Class C Road Funds until the funds are available.
- 100 East. Is under construction and signal poles placed. The sidewalk should be torn up between now and May.

- The Channel to Utah Lake is 90% planned. The intention was to get it done this year pending the receipt of funding. Additional funding sources were sought.
- Four Pressure Regulating Valves (“PRV”) were installed at 400 South to help add continuity between water systems.
- Gibson and Atwood Building Chlorinators were being installed to provide permanent chlorination to both sites.
- High school/200 South. They plan to connect water pressure regulating valves in the two water systems in the area where two different zones are joined.

With regard to the secondary meters, Director Winterton heard about another funding source of \$500,000 to reduce the loan amount from \$4.25 million to \$3.825 million, which will reduce the out-of-pocket expense by \$75,000. The State will allocate 500,000 more on the grant. Director Darrington explained that initially, the State planned to fund up to 70%. The most the City could ask for was \$10 million from the grant. 70% was determined to be \$10.5 million, so the state indicated that the City could ask for that \$500,000, which was done. Director Winterton stated that the main hurdle for the secondary water meters will be supply chain issues. A few approvals from the State will also be needed.

Director Winterton identified an additional list of construction-related items to be repaired. He commented that the work they do is repetitive. He noted that the crews are diligent about safety equipment practices, which he attributes to an emphasis on training. He referenced their daily activities.

- **HCT – Scott Darrington.**

Director Darrington reported that a hole has been dug on the Hale Center Theater site. The project is on schedule with an opening anticipated for November 2024. They will continue to monitor the progress. The project consumed a lot of time and effort on the part of the City. Staff was to be commended for their assistance and work on the project. When it is finished, it will be a legacy project for the community. Updates were to follow.

- **G. Mountain – Deon Giles and Mayor Fugal.**

Mayor Fugal reported that they will be back up on the mountain in March to pour more concrete for the walls. They will need more volunteers to get involved in the project. Both materials and labor have been donated as well as discounts on helicopter work. They have had to spend more money than anticipated, but the finished project will be permanent. Mayor Fugal complimented the Parks Department for their hard work. They also want to give other City employees the opportunity to work on it as well. The project is just getting started and has a long way to go.

- **Pipe Plant Development – Scott Darrington.**

Administrator Darrington presented the framework of activity on the project for the next 18 months. He noted that there are several items stored on site, which are being addressed. The designs for the playground and storm drain system were being developed. The preference was to complete them as soon as possible and go out to bid. On February 15 they will close on the bonds. As the buildings on site need to be sold as surplus, scrap metal contractors will be contacted. The Authorization for Surplus Sale is on the agenda for February 21. As the plans are finalized, they will advertise bids for buildings, grubbing, grading, finish tree removal, and installation of the piping.

A question was raised regarding the City Clean Up, which normally takes place in April. Most Council Members expressed support for the event. Council Member Bullock stated there had been discussion about placing large bins in specific locations. Administrator Darrington commented that this year they should do the clean-up as normal. Council Member Bullock stated that they needed to check IDs to prohibit those from out of town from leaving trash. That had been a problem in the past. It was recommended that the date be published.

Administrator Darrington reported that the property will be grubbed in April and the perimeter tanks and tree and stump removals done in May. Grading of the storm drains and general grading will take place in June. The drains and pipes will be installed during the Summer and Fall. The installation of irrigation, hydroseeding and installation of the playground will take place in the Spring and Summer of 2024. There was discussion regarding the safety of equipment and salt during the current winter season. Local fencing, monitoring cameras, and police monitoring for safety purposes were being considered. He hoped to have renderings to present in the next two weeks.

- **Swimming Pool Update – Shawn Whitaker.**

Mr. Whitaker reported that the pool leak and deck should be repaired by the end of March. The new boilers for the main pool should be delivered by next month, and the old boiler removed. Heating of the pool will start by April 12, 2023. Everything was on schedule for the 2023 season. They received approval from the Utah County Health Department for this season. If they provide construction plans for the work to be done next off-season, the County Health Department will approve that next season as well. Mayor Fugal asked how confident they were that the leak was repaired and that it was the only one. Mr. Whitaker reported that he used a second leak detection company to re-evaluate the area. The report was the same as the first. The first company was found to be unreliable in their response but not in detection. The leak turned out to be a baseball-sized hole in a 10-inch pipe, which resulted in the loss of 80,000 gallons of water per day. Previous work in that area was done in early 2021. Pressure testing was to be done to ensure that the leaks have been properly repaired. He did not think the settling was due to the leaking. The settling will be included in the 2023-2024 budget. Early cost estimates for future work were estimated at \$1.5 to \$2.0 million. Administrator Darrington suggested that this issue remains on the City's financial radar.

- **Rec Center Lobby – Shawn Whitaker.**

Mr. Whitaker presented showed renderings of the Lobby, which should be complete by March. The communication system will be installed and take about one week to complete. He was unsure of the exact date but would provide a better timeline after meeting with the contractors. Administrator Darrington commended Mr. Whitaker for his work.

- **Bathrooms at Kiwanis – Deon Giles.**

Director Giles reported that they are waiting for the contractors to start potholing so that they can run the utilities and sewer from the trailhead to 200 South. The Restroom Building is under construction right now and will be delivered in April. The project was expected to be completed by May 1.

- **Cemetery Sprinklers – Deon Giles.**

Director Giles reported that they plan to start the sprinkler project next week with completion in two to three weeks, prior to Memorial Day weekend. The sprinklers will be installed in sections so that watering can be done where needed. This addition will be a huge improvement to that section of the Cemetery.

- **Old Town Hall – Scott Darrington and Kyler Brower.**

The above project was addressed previously. Mr. Brower was identified as the Project Manager.

- **Deer Mitigation – Kyler Brower and Neal Winterton.**

Administrator Darrington reported that Director Winterton and Mr. Brower have been working together and have the program up and running. Mr. Brower reported that they have brought everything in-house and have a procedure for residents to call to request deer removal. The process includes tracking and sending a team from the City to set traps. Residents are required to sign a waiver. They were able to respond to resident calls this past year and expect more success next year. The Council and staff acknowledged that there were more deer this year than last. The current permit has expired and plans are underway to submit the necessary data to obtain a new three-year permit.

The operational season is between August 1 and December 31 with most calls being received in March and April. In the past, they were unable to respond to calls. They have since improved the inoperable traps they were given from the DWR in early December and now have functional traps. There was also vandalism with people cutting the trap and freeing the deer. Next year, they may incorporate monitoring cameras. They considered this year to be a learning opportunity. The three traps they have are the most they can handle currently. It was noted that it is important that the deer being removed are true City-acclimated deer and not mountain deer.

- **Dirt Pile – Scott Darrington.**

The above item was discussed earlier in the meeting.

8. Economic Development Update – Scott Darrington and Daniel Cardenas.

a. St. John Development.

Administrator Darrington reported that St. John Properties continues to work to address feedback the Council provided a few months earlier and is still in the design process. Their representative will likely be present at a March Work Session to discuss the project further.

Director Cardenas reported that there is a Chipotle Restaurant proposed to be located between a coffee shop and the hotel. The Planning Commission approved the project, which is going through the process.

b. Larry Myler Project.

Administrator Darrington reported that Popeye's Restaurant has been approved but they have not yet broken ground. Director Cardenas reported that there will also be a Seven Brothers Burgers going in next to Crust Club. It will go to the Design Review Board for approval before a Building Permit is issued. There was discussion regarding a possible hotel next to one of the towers. A question was raised about digging occurring on the Myler property on State Street, which was suspected to be utility work. All of the pads in the area had been approved for a subdivision.

c. McKay Christensen Project.

Attorney Petersen reported that the Council was willing to remove the 64-foot commercial parking buffer on the project if there was an approved Development Agreement in place. They continued to work on that agreement. Mr. Christensen sent a draft the previous week that was reviewed by Director Cardenas. A meeting was scheduled for February 13 with Mr. Christensen to discuss it further. If they can come to terms, it will be presented to the City Council. The major feature of the Agreement was that Mr. Christensen will be depositing \$50,000 upfront, to secure his intent to build 10,000 square feet of commercial space simultaneously with the residential units. The City wants the commercial property to be built in a timely fashion. There is no tenant information or details regarding the size of the apartments. Approximately 200 units were proposed.

d. Aaron Wagner Project.

Director Cardenas reported that the above project is a new Piano School Business that will have 10 rooms for instruction.

Mayor Fugal asked about Drew Armstrong's project. It was reported that the land use is approved and they are working with Engineering on the final details. The project has received a Building Permit. The parking will not be underground but located to the West on the street.

Council Member Andersen raised an issue regarding zoning on Main Street. Director Cardenas reported that commercial and residential uses are allowed but not offices. Currently, the entire

zone is being revamped. A new corridor on Main and Center Streets will eliminate the downtown requirements for residential areas not on the main roads. In addition, the standards will be increased for the two streets and the permitted use list will be modified to eliminate some services. The General Plan was expected to be available by the end of March. Council Member Andersen expressed concern about protection of the historical design. Attorney Petersen stated that they declared the entire downtown area as a historical district, which offers some protection. If the property is on Historical Register, state approval is needed. Director Cardenas commented that they can dictate architectural standards.

9. Final Thoughts.

Mayor Fugal complimented all the new staff and those involved in the Hale Center Theater Project. He commented that the project will be Pleasant Grove's gain and Orem's loss. He informed Chief Brown that he sees a positive change in the Police Department and thanked him for his work. He thanked all of the Departments and loves seeing people using the Library. City staff is excellent, and he appreciates Administrator Darrington's leadership. He also noted that the City Council deserves credit for all the development taking place in the City.

Council Member Andersen was grateful and appreciative of the exceptional work staff does. Council Member Jensen echoed Council Member Andersen's remarks and agreed that staff is exemplary. Thanks were expressed by all.

10. Adjournment.

Council Member LeMone moved to ADJOURN. Council Member Bullock seconded the motion. Council Members votes: Dianna Andersen, Yes; Brent Bullock, Yes; Eric Jensen, Yes; Cyd LeMone, Yes; Todd Williams, Yes. The motion passed unanimously.

The meeting adjourned at approximately 2:45 p.m.

The City Council Planning and Budget Retreat minutes of February 3, 2023, were approved by the City Council on February 21, 2023.



Kathy T. Kresser, MMC

City Recorder

(Exhibits are in the City Council Minutes binders in the Recorder's office.)

