

AMERICAN FORK CITY COUNCIL
MARCH 7, 2023
WORK SESSION MINUTES

Members Present:

Bradley J. Frost	Mayor
Kevin Barnes	Council Member
Staci Carroll	Council Member
Ryan Hunter	Council Member
Rob Shelton	Council Member
Clark Taylor	Council Member

Staff Present:

David Bunker	City Administrator
Camden Bird	Assistant City Administrator
Derric Rykert	Community Service Director
Stephanie Finau	Deputy Recorder
Cherylyn Egner	Legal Counsel
Susan Goebel-Canning	Public Works Director
Patrick O'Brien	Development Services Director
Cameron Paul	Police Chief
Aaron Brems	Fire Chief
George Schade	IT Director
Anna Montoya	Finance Director

Also present: Eric Hyde and Peter Buhls.

The American Fork City Council met in a work session on Tuesday, March 7, 2023, in the City Administration Conference Room, located at 51 East Main Street, commencing at 4:02 p.m.

WORK SESSION

The purpose of City Work Sessions is to prepare the City Council for upcoming agenda items on future City Council Meetings. The Work Session is not an action item meeting. No one attending the meeting should rely on any discussion or any perceived consensus as action or authorization. These come only from the City Council Meeting.

1. Discussion on a sidewalk management plan.

Susan Goebel-Canning went over the sidewalk program and future plans. She reported the number of sidewalks that were replaced included 2,230 linear feet sidewalk and 880 linear feet of curb and gutter. She explained how they established a ranking system as there wasn't a policy currently in place. The ranking system would identify who the responsible parties are for various situations. The ranking process will evaluate defects and causes due to the severity of the

damage that's been done. She mentioned that there are funding, custom materials, staffing and resources that will fluctuate year to year.

Ms. Goebel-Canning went over the 50/50 sidewalk program where the homeowners who wanted to improve their sidewalk would share the cost of repairing them. She explained that there will be a list of high prioritized projects as they go throughout neighborhoods and identify them. If a resident wants to be moved higher up on the list, they can do so through the 50/50 program or doing it themselves. She mentioned requesting funds for this program specifically and then roll over into the maintenance program and start chipping away at the list of priorities. The 50/50 sidewalk replacement program would define eligibility, criteria, and the process.

Discussion ensued in depth among the council and Ms. Goebel-Canning pertaining to eligibility, prioritization, costs of repairs (budget) and other capital improvement projects. Concerns were brought up about curb/gutter and damages in that area. Mr. Bunker assured that this program is geared toward sidewalks. If it is a drainage issue then it would be a storm drain issue.

Ms. Goebel-Canning stated that there is not enough sidewalk funding to address all the sidewalks in need of repair. She added that the ADA sidewalk effort is to try to bring connectivity and walkability to the city and to complete what is required for that through the road project. Mr. Bunker stated that each sidewalk project would have to be evaluated on a case-by-case basis.

Ms. Goebel-Canning explained how the program will work. The homeowner will make a request, the city goes out to check for eligibility, then the homeowner would enter into an agreement with the city and negotiate to hire and pay a contractor. We would waive the right-of-way fees and the homeowner would have 60 days from the signed agreement to complete the work (as in inspections and request for a reimbursement). The funding is available on a first come basis and it would be evaluated every year. Unused funds would roll over into our program if the homeowner didn't make the cut this year, it would roll over into the next years priority list. The homeowner could use the city contractor, get their own contractor, or do it by themselves with the city only paying a portion.

Discussions amongst staff and council ensued in detail about the 50/50 process and on different scenarios and how it would apply to this program.

Ms. Goebel-Canning went over the budget for this program and noted they will be asking for more funds for the 50/50 program and additional funding for the CIP projects.

2. Discussion on the Fiscal Year 2024 Perpetual Care, IT, Broadband, Fitness Center, and RDA funds.

Anna Montoya discussed different recommendations, specific department requests, and strategic goals pertaining to the budget. She went over the budget timeline and mentioned that there will be two more work sessions on the budget in April and May. In June will be the final budget presented to council for approval and by June 22nd have it adopted.

UNAPPROVED MINUTES

Ms. Montoya went over the Fitness Center revenues and expenditures. Revenues were up 5.5% and decreased in transfer from the general fund. Personnel went up slightly, operations are up 15.5% and transfer for capital went down keeping revenues in line with the expenditures. She discussed in detail line by line items of expenditures for the fitness center.

Ms. Montoya reported on the broadband revenues and expenditures. Lease revenue increased slightly. The city is at capacity with the leasing for NOC. The transfer and contribution went down a bit and the general fund subsidy is down slightly, but still subsidizing a little more than half the cost of the NOC in broadband.

George Schade and Council Member Shelton discussed leases on NOC pertaining to renewals and bringing in revenues.

Ms. Montoya reported on the Technology Fund, which is an internal fund where we collect charges and then allocate them to different departments. She mentioned that this year she would like to do something different and have each department direct their own IT charges. It will be more transparent, and they will be accountable for their budget versus being allocated. The only change in the budget is for accounting software. That allocation is based on number of users, computers, and phone lines.

Discussions ensued about using a new phone company service, phone equipment (headsets and cellphones) and maybe into looking into a texting service for utilities in the future.

Ms. Montoya went over the Perpetual Care. There was a little increase in lots sold. As far as the loan payments, the more lots sold, the shorter the life of the loan is. With an average of 131 lots sold each year there is about 10.5 years to pay off the loan.

Ms. Montoya then reported on the RDA's. The active RDAs are the Egg Farm and the Patriot Station. She reported on projects completed and anticipated projects as well. The council and staff discussed the 1100 South project, 1500 South and other projects around the city that needs to be done. Mr. Bunker stated that they need to have discussion with UDOT about the 1500 South project. He also mentioned the Vineyard Connector and the master plan for 1500 South going all the way through and keep the track going east and west.

3. Adjourn.

Meeting adjourned at 5:10 p.m.



Stephanie Finau, Deputy Recorder