

CITY OF OREM
CITY COUNCIL MEETING
56 North State Street Orem, Utah
February 13, 2024

3:30 P.M WORK SESSION - CITY COUNCIL CONFERENCE ROOM

CONDUCTING

Mayor David A. Young

ELECTED OFFICIALS David Young, David Spencer, LaNae Millett, Chris Killpack, Jeff Lambson, Tom Macdonald and Jenn Gale
APPOINTED STAFF Brenn Bybee, City Manager; Ryan Clark, Assistant City Manager/Development Services Director; Steve Earl, City Attorney; Brandon Nelson, Finance Director; Keri Rugg, Management Services Director; Chris Tschirki, Public Works Director; Marc Sanderson, Fire Chief; BJ Robinson, Deputy Police Chief; Bryce Merrill, Library and Recreation Director; Reed Price, Assistant Public Works Director; Jesse Riddle, Director of Legislative Counsel; Tyler Peay, Public Services Division Manager; Jason Bench, Assistant Development Services Director; Carlo Okolowitz, IT Division Manager; Peter Wolfley, Communications Manager, PIO; Carson Hardy, Management Analyst; Teresa McKitrick, City Recorder

NOTE: The referenced report and presentation documents for each discussion may be viewed at [orem.org/meetings](https://www.orem.org/meetings) under “City Council Presentations”

<https://www.youtube.com/watch?v=Y6LXCbPumSc&t=717s>

Introduction of Makenna Thompson *Presenter: Brenn Bybee, City Manager*

Mr. Bybee introduced the new Office Administrator for City Council and the City Manager's Office. She will be working with the City Council. He also explained that Teresa McKitrick will be taking on additional responsibilities as Executive Assistant.

<https://www.youtube.com/watch?v=Y6LXCbPumSc&t=919s>

MGT Study Updatesd for Legal, Facilities and Management Services *Presenter: Keri Rugg, Management Services Director, Carson Hardy, Management Analyst, Bruce Cowan and Ricardo Cepin, MGT Consulting*

Ms. Rugg introduced the three sections that will be discussed today, which are Legal Services, Facilities and Maintenance, and Management Services. Mr. Cowan and Mr. Cepin are here from MGT Consulting by zoom. Mr. Cowan reminded the group that they are evaluating specific departments for efficiency in the City of Orem. He also reviewed what efficiency means and what department the City has asked them to look at.

Mr. Cepin began with the Management Services Department, The two areas of focus were (1) analyze staffing structure and recommend staffing levels in the division of Human Resources and Communications and (2) comment on the creation of a Division of Strategy and Innovation. The findings from MGT were that the HR division should hire an HR Specialist and the Communications division should hire a Deputy Public Information Officer. MGT also found that the new Strategies and Innovations division is recommended and that this division can be established by reorganizing the existing staff at a minimal fiscal impact. Mr. Hardy explained that the City has increased the HR staff with savings to the City. Ms. Rugg explained that an employee retired and that allowed the City to hire two HR Generalists without an increased cost. The City will also be hiring a full-time Communications Deputy PIO. Funds to pay for this position will come out of the Deputy City Manager position that has been reserved. Mr. Hardy believes these changes will benefit the employees and City. Mayor Young expressed his gratitude for the improvement in communications. Ms. Rugg informed the City Council that the Strategies and Innovations division has been organized and at a minimal cost to the City by using savings from Kena Mathews position.

Mr. Cepin spoke next about the Legal Services department. The questions MGT focused on were (1) are there delegations of workload to non-attorney staff that can be leveraged to improve attorney time efficiency, (2) is the prosecution caseload per staff reasonable and (3) is the civil attorney caseload per staff reasonable? The findings were that hiring two part time law clerks to expand the capacity of attorneys is recommended over adding another attorney. They found that law clerks could meet the need for efficiency at a lower cost to the City. MGT found in the evaluation of prosecutor workload that the resident per prosecutor ration is much higher in the City of Orem vs. the peer average. This suggests a need for more staff. Finally, MGT recommended deferring any decisions on staffing for civil attorneys to the Department depending on caseload data.

The next step for the Legal Department is to acquire case management software. This software could help make staffing decisions by giving caseload data. The City Council asked Mr. Earl about adding law clerks to the staff. Mr. Earl believes law clerks would be helpful, if the department can find good candidates. The City Council asked about the case management software. Mr. Earl reported that the software has been chosen and that it should be available shortly.

Mr. Cowan reported on the Facilities and Management Services division. The focus for this study is staffing levels, shift schedules and software support to the division. This department cleans, repairs and maintains the City facilities. MGT reported that their findings showed that the division did not have staffing problems, but that some of the data they needed is not currently being tracked. This leads to the recommendation to track more types of staffing efforts, this will allow supervisors to better track needs. Concerning shift schedules, MGT found that current shift schedules and allocation of staff to shifts appears to be effective. Finally, MGT recommends software support for the division. This can be done by using the program that is currently being used by Public Works for a minimal cost to the City. Mr. Hardy updated the City Council that the software is now being used and it will allow facilities to track every single asset. The City Council and City Managers are supportive of the new software and believe this will result in savings to the City. Mr. Clark explained that the plan is to hire an intern to start populating the data. Mr. Tschirki informed the Council that this has been implemented in the Public Works and has been beneficial in tracking.

<https://www.youtube.com/watch?v=Y6LXCbPumSc&t=2845s>

AMI (Automated Metering Infrastructure) Update *Presenter: Chris Tschirki, Public Works Director, Mr. Reed Price, Assistant Public Works Director and Ty Penrod, Public Works Field Supervisor*

Mr. Tschirki reported that several years ago the master plan identified the need to be able to monitor neighborhood water on a more effective basis. The recommendation was to move to an automated metering program. The new meters have been installed and the city is ready to launch the AMI project. Mr. Price explained that the AMI project allows the City to get the information of water uses of all Orem citizens from the City offices. He reviewed the water utility group responsibilities. They gather and provide billable monthly reads, they complete daily work orders, they upgrade and replace all meter parts necessary to be AMI compatible, and they maintain the meters throughout the City. Currently there are about 22,330 residential meters and 1,300 commercial meters. Mr. Price spoke of the AMI project history, which began prior to 2021. In 2017, the AMI project was funded and the project began. The installation was completed in 2023. The project cost \$7.3 million and the City received a grant for \$1.5 million to help with the cost. The city saved money for this project which resulted in no bonds.

Mr. Penrod explained the AMI technology. The endpoint collectors talk to the network which feeds into the software system. The endpoint is on the meter itself. The City Council asked questions about the installation of these devices. Mr. Penrod showed pictures of the devices and meters. He explained the process used to complete the installation project. Mr. Price spoke about the MyWater portal benefits. The reads will be more accurate and will be received quicker, it is a tool for the customers in water usage and leak detection, and it is secure and private for users. Mayor Young asked if this can be used to turn off services. Mr. Price explained that a different device would need to be installed for that capability. He showed images from the MyWater

portal pages. Mr. Okolowitz was a test employee/resident and he noticed an anomaly in the water usage. He was able to find the leak and make the repairs in a timely manner.

Mr. Price spoke about moving forward in four steps: send a welcome letter to residents, test the login process for ease and clarity, strategic rollout, and all customers will have access within 4 months. Each quadrant will start with 1,000 residents and will continue until all residents have access. Mr. Wolfley suggested training videos would be helpful as a resource. The City Council would like to see social media used to educate residents. Mr. Spencer asked about Service Line Warranties information being available for residents to insure the water and sewer lines. Mr. Tschirki believes these AMI meters will be a benefit to residents by allowing them to find and fix leaks quicker. Mr. Bybee is inviting the City Council to pass any complaints, recommendations and feedback to Public Works.

<https://www.youtube.com/watch?v=Y6LXCbPumSc&t=5131s>

Youth Fire Education Programs *Presenter: Brandon Byers, Fire Inspector and Scott Beardall, Fire Inspector*

Mr. Beardal presented on the Youth Firesetting program. This program is for kids who may act out by starting fires or have an unsafe relationship with fire. Youth Firesetters are classified into three groups. First, those under 7 years old who start fires accidentally out of curiosity. Second, children 8-12 who may start fires due to psychosocial conflicts or behavior issues. Third, youth ages 13-18 who engage in criminal arson at the peak of a childhood history or firesetting. Flyers were sent to all school administrators in Orem, Vineyard and Lindon. The education and intervention programs start early with the “Fire Smart” program. Children and teams that need further help will be referred to the Youth Firesetting Program. The outline for the program is 5 steps: (1) interview with the guardian and child, (2) identify the motivation for the firesetting behavior, (3) educate the child on the dangers of fire play, (4) have child complete interactive workbook at home, (5) 2 week follow-up where the child will turn in the completed workbook. Additional resources include Orem PD representative, school resource officers and counselors, Orem victim advocates and local counseling professionals. Ms. Millett asked about the program’s effectiveness and Mr. Beardal explained that this program is newly organized and there are no results to report as of yet. Ms. Gale asked how many children would they expect in this program and Mr. Beardal answered that he expects between 5 to 10 each year. Chief Sanderson expressed his belief that prevention is the key to this program.

<https://www.youtube.com/watch?v=Y6LXCbPumSc&t=5804s>

Mr. Byers spoke about the Youth Fire Smart Program. This program is an educational program for children to learn fire safety principles. He taught that children can develop a strong awareness of fire safety from an early age. Children are often highly receptive to learning and can easily absorb information. They can learn good fire safety habits and behaviors. A proactive

approach to fire prevention through education can lead to a significant reduction in fire incidents. Mr. Byers explained that the fire education plan is to start with 1 class per week of first graders. This will ramp up as staffing and schedules permit. The firefighters will teach the children fire safety. They would like to expand to larger audiences in assemblies. The goals of the program are to help children gain comfort with firefighters, to teach them about the dangers of fire, work on an home escape plan, and to teach children to stay low in smoke.

Chief Sanderson spoke about the impact that preventing one or two fires can have. He gave a short preview of the upcoming high school explorers program that they will be presenting in the future.

CITY COUNCIL REPORTS (BOARDS & COMMISSIONS, NEW BUSINESS, ETC.) *Report by: David Spencer*

Mr. Spencer serves on the Planning Commission, Recreation Advisory, Senior Citizen Advisory Commission, Public Safety Advisory Commission and CARE Advisory Commission.

AGENDA REVIEW & PREVIEW OF UPCOMING AGENDA ITEMS

6:00 P.M. REGULAR SESSION - COUNCIL CHAMBERS

CONDUCTING

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<https://www.youtube.com/watch?v=EUVvQ1ijIVg&t=159s>

CALL TO ORDER

INVOCATION / INSPIRATIONAL THOUGHT – Jared Churchill
PLEDGE OF ALLEGIANCE – Liz Churchill

MAYOR’S REPORT/ ITEMS REFERRED BY COUNCIL

<https://www.youtube.com/watch?v=EUVvQ1ijIVg&t=310s>

Highlights of the Fire Award Banquet *Presenter: Marc Sanderson, Fire Chief*

Chief Sanderson recapped the annual Fire Award Ceremony. He showed a video that illustrated the event. The theme of the event was “White and Bright”. He presented the city council with the annual fire report and award booklet, which can be found online. He spoke of the awards that were presented at the banquet, which is the purpose of the event.

<https://www.youtube.com/watch?v=EUVvQ1ijIVg&t=885s>

Employees Love Orem *Presenter: Peter Wolfley, Communications Division Manager*

Mr. Wolfley expressed that love is in the air and his team went and asked employees “Why do you love Orem?” He showed a video of different employees expressing their love of the City of Orem. The City Council was given valentines from Orem.

<https://www.youtube.com/watch?v=EUVvQ1ijIVg&t=1180s>

PERSONAL APPEARANCES

Opened at 6:23 PM

Angelo and Willy are concerned about, what they believe is, harassment of Willy’s food truck in the City of Orem. He parks it at 1600 and State and has permission from the property owners.

Mayor Young recommends they speak with the police department or the development services department.

Mark Porter is here to speak about the map amendment on the scheduled items. He believes that individual rights are important and that they should be respected. He believes that the street connections should be removed.

Closed at 6:29 PM

<https://www.youtube.com/watch?v=EUVvQ1ijIVg&t=1630s>

CONSENT ITEMS

Approval of Meeting Minutes January 23, 2024

Appointment to Oremfest Advisory Commission - Bill Blyel, Debby Lauret and Paula Pilivi

Appointment to Cultural Arts Council - Lia Collins

Appointment to CDBG Advisory Commission - Steve Heaps

Appointment to Orem Neighborhood Advisory Commission - Rob Shaw, Tami Moore, Jenny Scribner, Kim Anderson, Amy Green, Rachele Holmberg, Debbie Lamb, Carolyn Blossil and Truman Van Cott

Ms. Millett moved to approve all consent items. **Seconded by** Mr. Macdonald. Those voting yes: David Young, LaNae Millett, Chris Killpack, David Spencer, Jeff Lambson, Tom Macdonalds and Jenn Gale. The motion **passed**.

SCHEDULED ITEMS

<https://www.youtube.com/watch?v=EUVvQ1ijIVg&t=1753s>

Resolution to Approve the Conditional Use Permit of an Accessory Building Located at 1014 North 1280 East in PD18 Zone *Presenter: Jason Bench, Assistant Development Services Director*

Mr. Bench spoke about the current zone located at 1014 North and 1280 East. The applicants are here tonight to request a conditional use permit for this area. Their plan is to build a private family recreation exercise building/business. The planning commission recommends the City Council approve the conditional use permit.

Mr. Macdonald moved to approve by resolution the approval of a conditional use permit of an accessory building located at 1014 North 1280 East in the PD18 Zone. **Seconded by** Mr. Killpack. Those voting yes: David Young, LaNae Millett, Chris Killpack, David Spencer, Jeff Lambson, Tom Macdonalds and Jenn Gale. The motion **passed**.

<https://www.youtube.com/watch?v=EUVvQ1ijIVg&t=1953s>

Ordinance to Amend the Sign Zone for Property located at 1249 South Geneva Road
Presenter: Jason Bench, Assistant Development Services Director

Mr. Bench explained that Maverik has requested that the sign zone be amended to allow a sign for their business. The site plan has been approved. The planning commission is recommending the amendment of the sign zone. Ms. Millett asked if the sign will be a problem for the neighborhoods. Mr. Bench said the sign will not be near the bordering homes with the setbacks. Mr. Bench suggested that the frontage setback be 50 feet. The applicant was not in attendance.

PUBLIC HEARING OPENS 6:42 PM

No comments

PUBLIC HEARING CLOSED 6:42 PM

Mr. Lambson moved to approve by ordinance the amending of the sign zone for property located at 1249 South Geneva Road in the C2 zone by adding sign zone C to the property with setback of 50 feet on both frontages. Mr. Macdonald **seconded** the motion. Those voting yes: David Young, LaNae Millett, Chris Killpack, David Spencer, Jeff Lambson, Tom Macdonals and Jenn Gale. The motion **passed**.

<https://www.youtube.com/watch?v=EUVvQ1ijIVg&t=2469s>

Resolution to Amend the Lakeview Area Street Connection Master Plan to Eliminate the Street Connections between 1430 South and 400 West *Presenter: Jason Bench, Assistant Development Services Director*

Mayor Young spoke about this resolution being a continuation from the last City Council meeting. At that meeting and in the planning commission meeting there were public comments. Many of the City Council members have gone to the area, spoke with residents, as well as read numerous emails on this proposed resolution.

Mr. Bench reviewed the proposed elimination of street connections between 1430 South and 400 West. Mr. Leichty is the applicant and he wanted to express that his intention is to preserve the neighborhood with this development. Mr. Kyle Spencer wanted to thank the city council members who came out and toured the area in question. He appreciates the council for their time and consideration. Mr. Macdonald expressed gratitude for the civil manner in which the neighbors have expressed their desires. Ms. Millett appreciated that neighbors can disagree and still remain friends which was demonstrated by this neighborhood. Mayor Young explained that this is a complicated issue.

Mr. Spencer moved to deny the amendment of the Lakeview area street connection master plan to eliminate the street connection between 1430 South and 400 West, **seconded** by

Mr. Macdonald. Those voting yes: David Young, LaNae Millett, Chris Killpack, David Spencer, Jeff Lambson, Tom Macdonals and Jenn Gale. The motion **passed**.

CITY MANAGER INFORMATION ITEMS


Mr. Bybee shared that this is the fourth year in a row that the City of Orem is in the top five cities with a population of over 90,000. Specific areas that were highlighted are: #1 in community resilience, #2 in job growth, #2 in GDP and wage growth and top 15% in housing affordability.

Mr. Bybee reported that in the last 2 years, Orem has had 880 new businesses come into the City and there are upcoming ribbon cuttings for some of these new businesses.

ADJOURN MEETING

Mr. Lambson moved to adjourn, **seconded** by Ms. Millett. Those voting yes: David Young, LaNae Millett, Chris Killpack, David Spencer, Jeff Lambson, Tom Macdonals and Jenn Gale. The motion **passed**.

PASSED and APPROVED this 27th day of February 2024.


David A. Young, Mayor

ATTEST:


Teresa McKittrick, City Recorder



COUNCIL MEMBER

AYE NAY ABSTAIN

Mayor David A. Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Killpack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jenn Gale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LaNae Millett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

