



CITY OF OREM
CITY COUNCIL MEETING
56 North State Street, Orem, Utah
June 16, 2020

*This meeting may be held electronically
to allow a Councilmember to participate.*

NOTICE OF ALL-ELECTRONIC MEETING & PUBLIC COMMENTS

To minimize the potential spread of COVID-19, and as authorized by Utah Governor Gary Herbert's March 18, 2020 Executive Order, the Orem City Council meeting on June 16, 2020 will be an all-electronic meeting. There will be no public access to the Orem City Council chambers. Those desiring to view or participate in the meeting must do so electronically.

Those wishing to make comment should submit through:
orem.org/comments

OR

CityCouncilPublicComments@orem.org

Comments will be accepted before and during the meeting. All comments received will be read into the record during the live meeting. Once an item has been voted on, that item will be closed to additional comments. The live meeting event may be streamed at orem.org/meetings.

Thank you for your cooperation during these challenging times.

4:00 P.M. WORK SESSION - CITY COUNCIL CONFERENCE ROOM

DISCUSSION - Storm Water Code Amendment (30 min)

Amend Sections 23-2-1 and 23-4-8(7) B. of the Orem City Code defining an 80th percentile rainfall requirements.

Presenter: Chris Tschirki

ANNUAL REPORT - Gang Loitering Areas (5 min)

Orem Police Department will present an annual report on gang loitering areas in the city.

Presenter: Chief Gary Giles

DISCUSSION - Law Enforcement Accountability Update (30 min)

The Council will review and discuss Law Enforcement Accountability

Presenter: Chief Gary Giles

DISCUSSION - City Retention Schedule (5 min)

Presentation and Discussion of a proposed City of Orem Retention Schedule for the Library and Recreation Departments

Presenter: Jody Bates

[Library.docx](#)

[1.Recreation.docx](#)

[2.Senior Center.docx](#)

DISCUSSION - Mayor Pro Tem assignment July through December 2020 (5 min)

Mayor and Council will discuss the Mayor Pro Tem assignment to serve July through December 2020.

Presenter: Mayor Brunst

[2010-Current -- MAYOR PRO TEM.docx](#)

1. AGENDA REVIEW & PREVIEW OF UPCOMING AGENDA ITEMS

The City Council will review the items on the agenda.

2. CITY COUNCIL REPORTS (BOARDS & COMMISSIONS, NEW BUSINESS, ETC.)

This is an opportunity for members of the City Council to raise issues of information or concern.

Presenter: Tom Macdonald

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

3. CALL TO ORDER

4. INVOCATION/INSPIRATIONAL THOUGHT: BY INVITATION

5. PLEDGE OF ALLEGIANCE: BY INVITATION

6. MAYOR'S REPORT/ITEMS REFERRED BY COUNCIL

6.1. REPORT - Senior Advisory Commission

The chair of the Senior Advisory Commission will present the annual report

Presenter: Kaye Bradford, Committee Chair

7. PERSONAL APPEARANCES – 15 MINUTES

Time has been set aside for the public to express their ideas, concerns, and comments on items not scheduled as public hearings on the Agenda. Those wishing to speak are encouraged to show respect for those who serve the city. Comments should focus on issues concerning the city. Those wishing to speak should have signed in before the beginning of the meeting. (Please limit your comments to 3 minutes or less.)

8. CONSENT ITEMS

8.1. APPROVAL OF MEETING MINUTES

Minutes of City Council Meeting - May 26, 2020

[05.26.2020.ccmin--Draft.docx](#)

8.2. ORDINANCE – Approving the Amounts to be Awarded to the CARE Grant Recipients for the 2020 CARE Granting Round

The Deputy City Manager recommends the City Council, by ordinance, approve the amounts to be awarded to CARE grant recipients for the 2020 granting round.

[ORD--CARE 2020.docx.pdf](#)

8.3. RESOLUTION - Approval of Amended and Restated Interlocal Agreement

City Council Approve of the Amended Interlocal Agreement with Utah Risk Management Agency

Presenter: Jamie Davidson

[RES.urma.interlocal.2020.docx](#)

[First Amended and Restated Interlocal Agreement v.5 \(Clean\) \(002\).docx](#)

[URMA First Amended Agreement -Redlines May 2020.pdf](#)

9. SCHEDULED ITEMS

9.1. PUBLIC HEARING

RESOLUTION - The City will receive Public Comment on the Community Development Block Grant (CDBG) Projected Use of Funds for CARES ACT CDBG-CV funding and consider approval of a substantial amendment to the 2019-2020 Annual Action Plan.

The Community Services Manager recommends that the City Council hold a public hearing to receive public comment on the projected uses of the funds for the CARES ACT CDBG-CV funding, adopt the recommendations of the CDBG Advisory Commission, and approve a substantial amendment to the 2019-2020 Annual Action Plan.

Presenter: Kena Jo Mathews, Community Services Manager, and Ken Ransom, CDBG Advisory Commission Chairperson

[RES--CDBG-CV 2020.hjs reviewed.6.8.2020.DOC](#)

[Copy of Prioritization of Public Service Needs for CDBG-CV funding.xlsx](#)

9.2. PUBLIC HEARING

ORDINANCE – Amending Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon Crossing District (CXD) zone.

The Planning Commission recommends that the City Council, by ordinance, amend Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon Crossing District (CXD) zone.

Presenter: Jason Bench

[Agenda-CXDZone-AccessoryStructures.docx](#)

[Map.pdf](#)

[District Boundary Map.pdf](#)

[Zoning Vicinity Map.pdf](#)

[Aerial Imagery.pdf](#)
[Proposed amendments.docx](#)
[Existing State Street Standards_22-8-8\(7\).pdf](#)
[Planning Commission Minutes_5.20.20.docx](#)
[Resolution-CXDZone-AccessoryStructures.docx](#)

9.3. PUBLIC HEARING

ORDINANCE – Amending Section 22-11-33(F) PD-21 Zone, Student Housing Village, 1200 South Geneva Road of the Orem City Code to allow drive-thru windows.

The Planning Commission recommends the City Council, by ordinance, amend Section 22-11-33(F) PD-21 Zone, Student Housing Village, 1200 South Geneva Road by allowing drive-thru windows.

Presenter: Jason Bench

[Agenda-PD21-DriveThru.docx](#)

[Map.pdf](#)

[Vicinity Map.pdf](#)

[Street View.pdf](#)

[Street View2.pdf](#)

[Street_View_3.pdf](#)

[Concept_Plan.pdf](#)

[Section 22-11-33\(F\) PD21 PC Minutes 5.20.20.docx](#)

[Resolution-PD21-DriveThrus.docx](#)

9.4. PUBLIC HEARING

ORDINANCE – Amending Chapter 10 Flood Damage Prevention of the Orem City Code pertaining to updating the ordinance to comply with the State of Utah and FEMA (Federal Emergency Management Agency) standards as it relates to the revised Flood Insurance Rate Map (FIRM) and other requirements outlined by the State and FEMA.

The Development Services Department, recommends the City Council, by ordinance, amend Chapter 10 Flood Damage Prevention of the Orem City Code.

Presenter: Jason Bench

[Agenda-Chapter10-FloodplainAmendments.docx](#)

[Ordinance-Chapter10-FEMA3.docx](#)

[Resolution-Chapter10-FloodplainAmendments.docx](#)

9.5. PUBLIC HEARING - Enterprise Fund Transfers

The City Manager recommends the City Council hold a public hearing to consider input from Orem residents regarding proposed transfers from Enterprise Funds to the General Fund in the Fiscal Year 2020-2021 Budget.

Presenter: Brandon Nelson

[Budget Transfer Presentation - FY 2021.pptx](#)

9.6. PUBLIC HEARING

ORDINANCE - Approve and Adopt Fiscal Year 2020-2021 City of Orem Budget

The City Manager recommends the City Council, by ordinance, approve and adopt the Fiscal Year

2020-2021 Budget, adopt the compensation programs, adopt the fees and charges schedule, set the property tax, franchise tax, municipal energy sales and use tax, telecommunications license tax, transient room tax, and E-911 fee rates.

Presenter: Brandon Nelson

[ORD - Final Budget - City - FY 2021.docx](#)

[Budget - Tentative Budget - FY 2021.pdf](#)

9.7. RESOLUTION - Authorizing the Pick-Up of Specified Employee Contributions to the New Public Safety and Firefighter Tier II Contributory Retirement System.

The City Manager recommends that the City Council, by resolution, authorize the pick-up of specified employee contributions to the New Public Safety and Firefighter Tier II Contributory Retirement System.

Presenter: Jamie Davidson

[RES.urs.tier_2.ps_pickup.docx](#)

[urs.tier 2.ps pickup.exhibit a.pdf](#)

9.8. RESOLUTION - Approving the Interlocal Cooperation Agreement between Utah County and the City of Orem for Disbursement from the Coronavirus Relief Fund

The City Manager recommends that the City Council, by resolution, approve the Interlocal Cooperation Agreement between Utah County and the City of Orem for Disbursement from the Coronavirus Relief Fund and authorize the Mayor to sign the interlocal agreement.

Presenter: Jamie Davidson

[RES--CARES Act.interlocal.docx](#)

10. COMMUNICATION ITEMS

10.1. MONTHLY FINANCIAL SUMMARY - May 2020

For Review

[Monthly Financial Summary - May 2020.pdf](#)

11. CITY MANAGER INFORMATION ITEMS

This is an opportunity for the City Manager to provide information to the City Council. These items are for information and do not require action by the City Council.

12. ADJOURN TO A MEETING OF THE OREM REDEVELOPMENT AGENCY (RDA)

13. RDA CONSENT ITEMS

13.1. APPROVAL OF RDA MEETING MINUTES

Minutes of Redevelopment Agency Meeting - May 12, 2020

[05.12.20-RDAmin - DRAFT.docx](#)

13.2. ANNUAL REVIEW - Redevelopment Agency of the City of Orem (RDA) Bylaws

The RDA Bylaws stipulate that the bylaws "shall be reviewed by the Board of Directors at each annual meeting" and may be amended "by majority vote of the Board of Directors of the Authority

at a regular or special meeting." The Chief Executive Officer is not recommending any changes to the bylaws at this time and recommends the Board of Directors adopt the bylaws as written.

[RDA Bylaws.pdf](#)

14. RDA SCHEDULED ITEMS

14.1. PUBLIC HEARING

RESOLUTION - Adopt Redevelopment Agency of the City of Orem Fiscal Year 2020-2021 Budget

The Chief Executive Officer of the Redevelopment Agency of the City of Orem (RDA) recommends the Board of Directors, by resolution, approve and adopt the Fiscal Year 2020-2021 budget and amend the Fiscal Year 2019-2020 budget.

Presenter: Brandon Nelson

[RES--Final Budget--RDA--2021 - With Amendment.docx](#)

[Budget - FY 2021 - RDA - Tentative.pdf](#)

15. ADJOURN TO A MEETING OF THE OREM SPECIAL SERVICE LIGHTING DISTRICT (SSLD)

16. SSLD CONSENT ITEMS

16.1. APPROVAL OF SSLD MEETING MINUTES

Minutes of Special Service Lighting District Meeting - May 12, 2020

[05.12.20.SSLDmin - DRAFT.docx](#)

16.2. ANNUAL REVIEW - Special Service Lighting District of the City of Orem (SSLD) Bylaws

The SSLD Bylaws stipulate that the bylaws "shall be reviewed by the Board of Directors at each annual meeting" and may be amended "by majority vote of the Board of Directors of the Authority at a regular or special meeting." The Chief Executive Officer is not recommending any changes to the bylaws at this time and recommends the Board of Directors adopt the bylaws as written.

[SSLD Bylaws.pdf](#)

17. SSLD SCHEDULED ITEMS

17.1. PUBLIC HEARING

RESOLUTION - Adopt Special Service Lighting District of Orem Fiscal Year 2020-2021 Budget

The Executive Director recommends the SSLD Board hold a public hearing. Then, by resolution, adopt the Fiscal Year 2020-2021 Budget.

Presenter: Brandon Nelson

[RES--Final Budget--SSLD--2021.docx](#)

[Budget - FY 2021 - SSLD - Tentative.pdf](#)

18. ADJOURN TO A MEETING OF THE OREM MUNICIPAL BUILDING AUTHORITY (MBA)

19. MBA CONSENT ITEMS

19.1. APPROVAL OF MBA MEETING MINUTES

Minutes of Municipal Building Authority Meeting - May 28, 2019
[05.28.19--MBAmin. Draft.docx](#)

19.2. ANNUAL REVIEW - Municipal Building Authority of the City of Orem (MBA) Bylaws

The MBA Bylaws stipulate that the bylaws "shall be reviewed by the Board of Directors at each annual meeting" and may be amended "by majority vote of the Board of Directors of the Authority at a regular or special meeting." The Chief Executive Officer is not recommending any changes to the bylaws at this time and recommends the Board of Directors adopt the bylaws as written.

[MBA Bylaws.pdf](#)

20. ADJOURN TO AN OREM CITY COUNCIL CLOSED-DOOR MEETING - ELECTRONIC MEETING VIA ZOOM

The City Council will adjourn to a closed-door meeting pursuant to Utah Code Annotated Section 52-4-205(1)(a); discussion of the character, professional competence, or physical or mental health of an individual. The meeting will be held electronically via a private Zoom meeting.

21. ADJOURNMENT

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS.
If you need a special accommodation to participate in the City Council Meetings and Study Sessions,
please call the City Recorder's Office at least 3 working days prior to the meeting.
(Voice 801-229-7000)**

This agenda is also available on the City's webpage at orem.org

SCHEDULE 6 – LIBRARY DEPARTMENT

Section 1: Library Records

6.101: ANNUAL OR OFFICIAL REPORT

These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed regularly. They may include statistics, narrative reports, graphics, and diagrams.

RETENTION – Retain permanently. Records may be transferred to the archives.

6.102: CIRCULATION RECORDS

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION – Until administrative need ends and then destroy.

6.103: COMMISSION AGENDA FILES

These files document the public notification of regular and special commission meetings. The files include agenda (containing date, time location of meeting, items to be discussed) and completed forms requesting items to be included on the agenda.

RETENTION – Retain permanently.

6.104: CONTRACT RECORDS

These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records bids, and the signed contract.

RETENTION – Retain for ten years after expiration of contractual agreement, and then destroy.

6.105: CUSTOMER REQUEST OR COMPLAINTS

These records document customer complaints or requests for service received and answered by the governmental entity. Information includes requester or complainant details, description of the request or problem, and actions taken by the agency.

RETENTION – Retain for three years and then destroy.

SCHEDULE 6 – LIBRARY DEPARTMENT

Section 1: Library Records

6.106: EMPLOYEE AND PROGRAM PRODUCTIVITY RECORDS

Reports documenting work productivity of employees or an office. Includes weekly activity or production reports, monthly activity reports, etc.

RETENTION – Retain for two years and then destroy.

6.107: FIXED ASSETS RECORDS

These records relate to tangible assets such as property and equipment owned by a governmental entity. Information includes substantiation, purchases, depreciation, inventories, and related records.

RETENTION – Retain for ten years after disposition of asset and then destroy.

6.108: GRANT RECORDS

These records document grants received or awarded by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.

RETENTION – Retain for seven years after final action and then destroy.

6.109: HOLDINGS CATALOG

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many libraries with online catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).

RETENTION - Until administrative need ends and then destroy.

6.110: INTERLIBRARY LOAN RECORDS

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron is willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

SCHEDULE 6 – LIBRARY DEPARTMENT

Section 1: Library Records

RETENTION – Retain until final action and then destroy.

6.111: LIBRARY REGISTRATION RECORDS

This registration card is completed by patrons applying for a library card. This information is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Non-expiring library cards normally become inactive after one year of nonuse. The card may be retained for verification purposes. The card includes patron name, home and business addresses and telephone numbers, application date, and birth date.

RETENTION – Retain for one year and then destroy.

6.112: LOCAL GOVERNMENT ACCOUNTS PAYABLE AND RECEIVABLE RECORDS

These are records related to monies collected, paid, or invested in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.

RETENTION – Retain for four years and then destroy.

6.113: OPEN MEETING MINUTES

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken. This includes any public materials distributed at the meeting.

RETENTION – Retain permanently. Records may be transferred to the archives.

6.114: **OPEN MEETING RECORDING

Audio or video recording documenting what transpired in an open meeting of a public body and are the official record of the meeting until and unless written meeting minutes are approved. Recordings used in place of written minutes in accordance with Utah Code 52-4-203(2)(b) are meeting minutes and are subject to the general retention schedule for open meetings and public materials (GRS-109), per Utah Code 52-4-203 (6) (2018).

RETENTION – Retain for three years after approval of written minutes then destroy.

SCHEDULE 6 – LIBRARY DEPARTMENT

Section 1: Library Records

6.115: OPERATIONAL PROCEDURES AND GUIDELINES

These records document actions taken to achieve objectives and implement policies through day to day operations. They govern routine business activities that do not impact the rights of an individual.

RETENTION – Retain for two years after superseded and then destroy.

6.116: PATRON REQUEST

These are requests by library patrons for materials currently checked out or to add new materials to the library collection. They may include library card number; patron’s name, address, telephone number, and signature; call number, author, and title of material requested; patron’s signature, and indication of material’s status (checked out, overdue, reordered, out-of-print).

RETENTION – Retain for one year and then destroy.

6.117: PROGRAM AND POLICY DEVELOPMENT RECORDS

These records are created by executive decision-makers to document the establishment and dissemination of agency programs, policies, and procedures. Executive decision-makers may include the Chair, Director, Chief Administrative Office, Public Information Office, Commissioner, Mayor, or other internal administrator as identified by the executive office. Related correspondence and email is included.

RETENTION – Permanent. Retain for three years after final action, then transfer to the archives.

6.118: PUBLICATIONS

Any record of enduring value, regardless of format or platform that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101 (7) (2017) and 9-7-208 (4) (2006).

RETENTION – Retain permanently. Transfer records to the archives.

6.119: TIMEKEEPING RECORDS

Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation or other reasons as outlined by policy are included in this schedule.

SCHEDULE 6 – LIBRARY DEPARTMENT

Section 1: Library Records

RETENTION – Retain for three years and then destroy.

6.120: WORKING FILES

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION – Retain until one year after end of project or program, then destroy.

SCHEDULE 9 – RECREATION DEPARTMENT

Section 1: Recreation Records

9.101: CLASS ROLLS

These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, and exercise). They include program or activity title, date, and participant's name.

RETENTION - Retain for 1 year and then destroy

9.102: CONSTRUCTION PROJECT FILES

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION - Permanent. May be transferred to the State Archives after park closure

9.103: MAINTENANCE COMPLAINTS

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION - Retain for 1 year after resolution of complaint and then destroy

9.104: PARKS AND RECREATION FACILITY FILES

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

RETENTION - Permanent, may be transferred to the State Archives

9.105: RECREATION PROGRAM FILES

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, and copies of receipts for fees paid. They also include an accounting of

SCHEDULE 9 – RECREATION DEPARTMENT

Section 1: Recreation Records

participants and receipt numbers.

RETENTION - Retain for 2 years and then destroy

9.106: RECREATIONAL ACTIVITY RELEASE RECORDS

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION - Retain for 2 years or until all litigation is resolved and then destroy

9.107: RECREATIONAL FACILITY FILES

These files document each municipal recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, and photographs.

RETENTION - Permanent. May be transferred to the State Archives after closure of park

9.108: RECREATIONAL FACILITY MAPS

These maps document the layout of all parks, trails, open spaces, recreational facilities, and golf courses. They are used for planning purposes.

RETENTION - Permanent, may be transferred to the State Archives

9.109: REGISTRATION RECORDS

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION - Retain for 2 years and then destroy

9.110: RESERVATION RECORDS

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer).

SCHEDULE 9 – RECREATION DEPARTMENT

Section 1: Recreation Records

The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION - Retain for 1 year and then destroy

9.111: SPECIAL EVENTS PERMITS

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION - Retain for 1 year after event and then destroy

9.112: SPORTS TEAMS RECORDS

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; regular play schedules; and tournament schedules.

RETENTION - 2 years and then destroy

SCHEDULE 9 – RECREATION DEPARTMENT

Section 2: Senior Center Records

9.201: ANNUAL MEMBERSHIP FORMS

These forms are filed annually to establish or renew membership at the Senior Center for a set fee. Forms contain information like name, contact phone number and/or email, residential address, etc. and expire December 31 each year. Membership is open to all individuals 55 years of age and older without restriction as to race, religion, creed, sex, national origin, political belief, or income.

RETENTION - Retain for 2 years and then destroy

9.202: LIFETIME / GOLDEN MEMBERSHIP RECORDS

Members reaching the “golden age” of 80 years are considered Golden Members and are not required to pay a membership due.

RETENTION – Retain until member deceased

9.203: PUBLIC PRESENTATION FILES

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies.

RETENTION - Permanent

9.204: SENIOR CENTER ATTENDANCE ROLLS

These are created by instructors or administrators to track class or activity attendance.

RETENTION – Retain for 1 year and then destroy

9.205: SENIOR CENTER EMERGENCY CARDS

These are cards on all senior center members. They are used to contact senior center member's next of kin. They include member's name, address, birth date, telephone, whether they are a member, health information, name and telephone number of next of kin.

RETENTION - Retain for 2 years and then destroy

9.206: SENIOR CENTER FOOD DELIVERY REPORT

This is a report on the condition of foods delivered to senior centers. It is used for compiling reports and for future planning. The report includes center name, date, time food arrived at center, temperatures for milk and hot and cold foods, homebound and congregate meals, time

SCHEDULE 9 – RECREATION DEPARTMENT

Section 2: Senior Center Records

homebound meals left kitchen, a list of any missing items, a list of any additional foods, any comments from center staff and clients, and suggestions.

RETENTION – Retain until completion of publication or report and then destroy

9.207: SENIOR CENTER MEAL RESERVATION LIST

This list records reservations made for meals served at senior centers. It is used for meal planning and to create reports. The form includes center's name, dates, participant's names, days of week, indication of dates reservations made, whether meal served, and whether individual is a volunteer.

RETENTION - 1 year after final action and then destroy

9.208: SENIOR CENTER'S MONTHLY REPORT

This is a monthly report on senior center activities. It is used to compile quarterly reports for the Mountainland Association of Governments (MAG). This report includes senior center name, date, actual service units provided, service (general category access service, in-home, community service, other services, meals, and transportation), year-to-date budget, actual budget, and current budget

RETENTION - Retain for 4 years and then destroy

9.209: SENIOR CENTER PARTICIPANT CARDS

These are cards on all participants in senior center programs. These programs include both those held at the center and any others provided (e.g., friendly visits, homebound meals, reassurance calls). The cards record the individual's participation for four quarters. They are used to compile an annual report. They include participant's name, quarter and year, and code for services provided.

RETENTION – Retain for 2 years and then destroy (Gena recommendation)

9.210: TITLE V PERSONNEL CASE FILES

These files document the participation of persons in the Senior Service Employment Program under 20 CFR 641 (2008). This program provides for the hiring of low-income persons over the age of fifty-five. The files include income certification form, client intake form, any related correspondence, and if applicable termination forms.

RETENTION - Retain for 4 years after separation and then destroy

SCHEDULE 9 – RECREATION DEPARTMENT

Section 2: Senior Center Records

9.211: TITLE V QUARTERLY REPORT

This is a quarterly report that is submitted to the U.S. Department of Health and Human Services on persons employed through the Senior Community Service Program. It includes the sponsor's name and address, month and year, program number, agreement number, subproject number, project period, number of enrolled positions established, unsubsidized placement goal, number of enrollees and enrollment levels, job inventory, categories indicating services to general community and services to elderly community, enrollee characteristics (sex, education, race/ethnic group, income, age), signature, date, and may include an attached narrative report.

RETENTION – Retain for 2 years after final action and then destroy

9.212: VAN DRIVER'S STATEMENT

This is a form signed by all senior center van drivers. It is used to inform the driver of all driving policies. The statement includes a listing of driving policies, general statement on van insurance information, comments on winter driving, driver's signature and date.

RETENTION - Retain for 1 year after separation and then destroy

9.213: VOLUNTEER CALENDAR

This calendar documents the scheduling of volunteers at the senior centers. It is a monthly calendar containing notations indicating volunteer's name and specific times scheduled to work at center.

RETENTION – Retain for 1 year and then destroy

MAYOR PRO TEM

2010 — Current

Year	January-June	July-December
2010	Margaret Black	Karen McCandless
2011	Brent Sumner	Carl Hernandez
2012	Mary Street	Mark Seastrand
2013	Karen McCandless	Margaret Black
2014	Brent Sumner	Hans Andersen
2015	Tom Macdonald	David Spencer
2016	Mark Seastrand	Brent Sumner
2017	Debby Lauret	Sam Lentz
2018	Tom Macdonald	Mark Seastrand
2019	David Spencer	Brent Sumner
2020	Debby Lauret	

DRAFT

CITY OF OREM
CITY COUNCIL MEETING
56 North State Street Orem, Utah
May 26, 2020

*This meeting was held electronically
to allow Councilmembers and Staff to participate.*

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

CONDUCTING Mayor Richard F. Brunst

ELECTED OFFICIALS Jeff Lambson, Tom Macdonald, Terry Peterson, David Spencer, and Brent Sumner

EXCUSED Debby Lauret

APPOINTED STAFF Jamie Davidson, City Manager; Brenn Bybee, Assistant City Manager; Steven Downs, Deputy City Manager; Greg Stephens, City Attorney; Gary Giles, Police Chief; Karl Hirst, Recreation Department Manager; Ryan Clark, Development Services Director; Charlene Crozier, Library Director; Chris Tschirki, Public Works Department Manager; Brandon Nelson, Finance Department Manager; Jason Bench, Planning Division Manager; Ernesto Lazalde, IT Division Manager; Pete Wolfley, Communication Specialist; JoD’Ann Bates, City Recorder; and Jackie Lambert, Deputy City Recorder

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

PRESENTATION – CARE Deliberations

Mr. Downs presented information regarding the CARE Advisory Commission’s recommendations for CARE awards in 2020. He said this had been a year unlike any other, and the COVID-19 pandemic had a profound effect on the City’s sales tax revenues; recent data suggested a decrease of approximately 12% in sales tax revenues for CARE awards. Mr. Davidson added that while the sales tax information was not completely up to date, the information they did have was more positive than anticipated. Unfortunately, they were not as optimistic for sales tax figures from April and May, and so recommended a reduction in CARE awards.

Mr. Macdonald commented that since final CARE money amounts were fluid it may be wise to adjust award amounts to quarterly payments or something similar. He was concerned with being

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1 faced with a shortfall after committing funds that may never exist. Mr. Nelson said that was a
2 possibility they could consider.

3
4 Mr. Downs continued sharing the information on CARE awards from previous years as well as
5 2020, and thanked Mr. Lambson for putting the information together. Mr. Downs pointed out that
6 some award amounts looked much different from recent years, but cancellations and postponement
7 of events were typically the reasons for the change. For example, the Colonial Heritage Festival
8 would not be held this year but they had expenses for storage of the equipment and vehicles used
9 throughout the festival, so the amount they would receive would go toward storage fees. Mr.
10 Downs said the 2020 recommendations represented a 10.5% decrease for the mini and mid-major
11 grant applicants, and major applicants would see an equal cut of approximately 2.4% from last
12 year.

13
14 Mr. Downs briefly addressed the recreation side of the CARE funding, including cosponsored
15 sports like baseball and soccer, and the Fitness Center project. There was continued discussion
16 regarding CARE award recommendations. Mr. Spencer made a clerical correction on the
17 presentation. Mr. Peterson said the participation numbers for the Hale organization had remained
18 static while numbers for the SCERA had climbed annually. For that reason, Mr. Peterson felt the
19 SCERA deserved a larger award amount. Discussion ensued; Mayor Brunst said the SCERA
20 organization already received around 50% more than Hale annually, thus that concern had been
21 addressed.

22
23 Mr. Downs said both organizations were facing challenges because of COVID-19. Mayor Brunst
24 asked representatives for Hale and SCERA to share any additional information. Jeff Fisher of Hale
25 and Adam Robertson of SCERA both said they were working toward reopening safely, and they
26 understood that the City would need to adjust award amounts according to revenues received. It
27 was a fair approach, and both organizations expressed appreciation to the City for their support.

28
29 The Council continued to discuss details of the CARE awards. Mr. Downs said they would adjust
30 the agreements with all award recipients reflecting a change in how the awards would be given.
31 They would provide 75% of the award amount upfront, and 25% would be awarded when the final
32 data was in place. He thanked the Council for their feedback and said they planned to bring final
33 recommendations forward at the next scheduled meeting.

34 35 36 DISCUSSION – Amended and Restated Interlocal Agreement

37
38 Mr. Davidson shared information regarding changes to the Utah Risk Management Mutual
39 Association (URMMA). He said URMMA was created by Interlocal Agreement and Orem had
40 been a member since its creation in 1985. It was proposed that the Interlocal Agreement be
41 amended to reflect some key changes, including but not limited to:

- 42 1. The “association” as originally defined has been redefined as an “agency” subject to the
43 recommendations of the Utah Code and the State of Utah. Prospectively, the organization
44 shall be known as the “Utah Risk Management Agency” or “URMA”
- 45 2. All votes of the agency shall be weighted votes per \$1,000 of contribution paid by each
46 member (excluding outstanding claims).
- 47 3. The agency’s board of directors shall determine the number of members to serve on the
48 executive committee.

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1 4. The board of directors shall conduct quarterly meetings or as often as directed by a
2 majority of the board or chairman of the board. The board should hold at least one regular
3 meeting annually.

4 5. The agency's board of directors shall establish criteria for new members and has the
5 authority to admit new members on such terms and conditions as it deems appropriate.

6 6. Any member which has formally provided its notice of intent to withdraw its
7 membership in the agency shall: (a) not be able to rescind its withdrawal notice without
8 the approval of the board of directors; (b) pay or repay the agency any monies owing to
9 the agency even though the member has withdrawn or is withdrawing; and (c) not serve as
10 a member of the executive committee or any other agency committees.

11 7. The first amended agreement may not be amended, changed, modified or altered except
12 by an instrument in writing which shall be: (a) submitted, approved and executed by each
13 member's governing body and in accordance with the Utah Code; (2) reviewed and
14 approved by the attorney authorized to represent each member, in accordance with the Utah
15 Code; and (c) filed with the person who keeps each member's records

16 8. The board of directors may amend the First Amended Agreement without following the
17 procedures of the agreement if the proposed amendment is minor, insignificant, or clerical.
18 The board's decision to amend the agreement must be unanimous.

19
20 Mr. Davidson clarified the reasons for the proposed changes. Mayor Brunst asked how many
21 entities were involved with the URMMA organization; Mr. Davidson said his recollection was
22 there were 11 entities that were members of the agency. Mayor Brunst clarified that Mr. Davidson
23 sat on the Board of Directors for the agency. Discussion ensued regarding the proposed changes
24 and self-insurance policies for cities. Mr. Davidson anticipated bringing the amended agreement
25 before the Council at the next scheduled meeting.

26
27 *Note: Debby Lauret was excused from the meeting at 4:10 p.m.*
28
29

30 DISCUSSION – Recycling Market Update

31
32 Mr. Bybee introduced Brad Mertz, Executive Director for the Recycling Coalition of Utah (RCU),
33 to present information regarding the City's recycling program. Mr. Mertz said Utah disposed of
34 2.1 million tons of municipal solid waste (MSW) per year, with approximately 38,000 tons per
35 year were recycled; that represented about 1.78% of municipal waste according to the Department
36 of Environmental Quality (DEQ). Mr. Mertz said the cost of recycling had gone up in recent years
37 for a variety of reasons, but a big factor was that China no longer accepted recycled MSW from
38 the United States because of contamination. To solve issues of contamination, the RCU
39 recommended standardizing recycling and educating people on clean recycling.

40
41 Mr. Mertz shared an educational mailer with information and graphics that explained the top 10
42 items that could be recycled in curbside bins, and specifically identified items that were not
43 accepted in curbside recycling bins. Other items were commonly confused for recyclable items
44 but were in fact waste, like pizza boxes and Styrofoam. Mr. Mertz said education would go a long
45 way to reducing or eliminating issues of contamination.

46
47 Mr. Mertz shared information from a survey RCU conducted which showed that residents were
48 willing to pay for recycling services. Nearly 80% of respondents supported recycling outright, and

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1 about 17% would support recycling as long as the fee was less than the fee to send materials to the
2 landfill. He said it was interesting how numbers were conveyed to the public about the increasing
3 costs of recycling, and shared an example from Ogden City where an increase was identified as
4 47% increase but the amount of the increase was \$0.12 per household per month. Mr. Mertz said
5 Orem already did many of the things the RCU suggested, and said they were eager to help the City
6 educate residents about recycling programs.

7
8 Discussion continued regarding Orem’s recycling programs and the Recycle Coach app available
9 on residents’ phones. Mr. Mertz explained ways the app helped users with convenience of
10 information and education. Mr. Macdonald expressed apprehension about mandatory recycling
11 programs; Mr. Bybee said the City had an opt-out recycling program since 2012 but in May of
12 2018 the City Council passed a resolution making curbside recycling mandatory for new utility
13 customers.

14 15 16 DISCUSSION – Southwest Area General Plan Review

17
18 Mr. Bench said planning staff held an electronic neighborhood meeting regarding the Southwest
19 Area General Plan; 2,600 notices were sent to residents in the area and 34 residents “attended” the
20 online meeting. He shared land use maps reflecting current requirements and the proposed options
21 that were discussed at the meeting, and reviewed the differences between them. He also shared
22 results from a survey conducted after the meeting, and said the majority of respondents were in
23 favor of Option 2.

24
25 Mr. Bench and the Council discussed specifics of certain areas near Geneva Road, the train tracks,
26 and the incoming LDS Orem temple. There was continued discussion regarding PRD
27 requirements, HOAs and property landscaping, density and land use options, UDOT plans for the
28 area and nearby transit systems, trail connections, and infrastructure/lift station needs. Mr. Bench
29 pointed out that some of the land in the southwest area was part of agricultural or conservation
30 easements but they wanted to have established land uses for the whole area for any future planning.

31
32 The Council thanked Mr. Bench and his staff for their efforts in developing the options and
33 working with the public to find fitting solutions. Mr. Bench said not everyone was in favor of
34 Option 2, but there was a majority behind that proposal. Mayor Brunst said he liked Option 2,
35 though with a handful of adjustments. Mr. Bench said they would continue with the area planning
36 and encouraged the Council to reach out to him for additional information or with any questions.

37 38 39 DISCUSSION – City Retention Schedule

40
41 Mrs. Bates said in the last several years the State Archives had been reviewing, changing, updating,
42 and grouping agency specific records into one schedule. This forced municipalities who had not
43 adopted their own retention schedule to use the State’s voluminous retention schedule, which had
44 combined records for entities like municipalities, special service districts, school districts,
45 counties, and more. Mrs. Bates said this was a good idea in theory, but the realities of using a “one
46 size fits all” retention schedule were constant changes and confusion. She shared examples from
47 the State’s retention schedule and the discrepancies in record title and length of retention.

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1 In June of 1992, Orem City adopted, by ordinance, a Records Access and Management Policy,
2 Retention and Classification Schedule which would allow the City to manage and control city
3 records according to Utah Code 63G-2-701. A municipal retention schedule would provide:

- 4 • A tailored plan that classified records specific to municipalities
- 5 • Control over how long municipalities retained their own records
- 6 • Municipal-specific language
- 7 • User-friendly, searchable definitions that would not be confused with records specific to
8 other entities

9
10 For the past year, staff started a project to revise and tailor a records retention schedule specific to
11 Orem's records. The project involved support and cooperation from records officers from each
12 department, department heads, and city administration. Mrs. Bates shared the proposed look of the
13 schedule, and of the City's records management computer program. She emphasized that records
14 management included destruction when records have met their assigned retention dates. She said
15 there were currently four archive rooms in which city records were stored, and space was limited.
16 In an increasingly paperless world, the goal was to maintain a majority of records electronically
17 and downsize to only two archive rooms.

18
19 Mayor Brunst said having electronic access to records was a good thing, and asked about the
20 requirements for paper records. Mrs. Bates said only a handful of records had physical paper
21 requirements, and staff would work toward maintaining most city records electronically. She said
22 the City's retention schedule would be considered in pieces according to department records, and
23 would be proposed resolutions in upcoming City Council meetings until the full retention schedule
24 was considered and adopted.

25 26 27 Agenda Review & Preview of Upcoming Agenda Items

28
29 The City Council reviewed the evening's agenda. Discussion ensued regarding the scheduled items
30 that would be considered.

31 32 33 City Council Reports (Boards and Commissions, New Business, Etc.)

34
35 There was no City Council report or new business discussed.

36 37 38 **6:00 P.M. REGULAR SESSION – COUNCIL CHAMBERS**

39
40
41 CONDUCTING

Mayor Richard F. Brunst

42
43 ELECTED OFFICIALS

Jeff Lambson, Tom Macdonald, Terry Peterson, David
44 Spencer, and Brent Sumner

45
46 EXCUSED

Debby Lauret

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APPOINTED STAFF

Jamie Davidson, City Manager; Brenn Bybee, Assistant City Manager; Steven Downs, Deputy City Manager; Greg Stephens, City Attorney; Gary Giles, Police Chief; Jason Earl, Deputy Fire Chief; Ryan Clark, Development Services Director; Charlene Crozier, Library Director; Brandon Nelson, Finance Department Manager; Karl Hirst, Recreation Department Manager; Chris Tschirki, Public Works Department Manager; Jason Bench, Planning Division Manager; Ernesto Lazalde, IT Division Manager; Kena Jo Mathews, Community Services Manager; Pete Wolfley, Communications Specialist; JoD'Ann Bates, City Recorder; and Jackie Lambert, Deputy City Recorder

CALL TO ORDER

INVOCATION /

INSPIRATIONAL THOUGHT

Rajan Zed

PLEDGE OF ALLEGIANCE

Mayor Brunst

MAYOR'S REPORT/ITEMS REFERRED BY COUNCIL

There were no Mayor's Items.

PERSONAL APPEARANCES

Time was allotted for the public to express their ideas, concerns, and comments on items not scheduled as public hearings on the agenda. Those wishing to make a comment provided staff with written comments.

There were no personal appearances submitted.

CONSENT ITEMS

- Approval of the May 12, 2020 City Council Meeting Minutes

Mayor Brunst moved to approve the Consent Agenda as listed. **Mr. Spencer seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Tom Macdonald, Terry Peterson, David Spencer, and Brent Sumner. The motion **passed**.

SCHEDULES ITEMS

PUBLIC HEARING

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1 RESOLUTION – The City will receive Public Comment on the Community Development
2 Block Grant (CDBG) Projected Use of Funds for Fiscal Year 2020-2021

3 RESOLUTION – The City Council will receive public comment and adopt the 2020-2024
4 Community Development Block Grant Consolidated Plan and the 2020 Annual Action Plan

5
6 Ms. Mathews, Community Services Manager, presented a recommendation that the City Council
7 hold the second of two public hearings to receive public comment on the projected uses of the
8 funds for the 2020-2021 Community Development Block Grant and adopt the recommendation of
9 the CDBG Advisory Commission. Additionally, the Community Services Manager recommended
10 the City Council receive public comment and adopt, by resolution, the 2020-2024 Community
11 Development Block Grant Consolidated Plan and the 2020 Annual Action Plan.

12
13 During March 2020, the Orem CDBG and Joint CDBG Commissions reviewed and heard funding
14 proposals from community organizations and others who wish to receive CDBG funding for Fiscal
15 Year 2020-2021. Ken Ransom, CDBG Commission Chair, presented their recommendations. Ms.
16 Mathews said the public hearing would be the second of two opportunities for public comment on
17 the recommendations before the City Council officially adopts the Final Statement of Projected
18 Uses of Funds for Orem's 2020-2021 Community Development Block Grant.

19
20 Public Services Recommendations: \$5,000 Orem Police Mental Health Response Team, \$5,000
21 Kids on the Move, Rocky Mountain University Foundation \$20,000, RAH \$45,000. Non Public
22 Services Recommendations: Neighborhood Housing Services of Provo \$100,000, City of Orem
23 Critical Home Repair and Home Rehab Program \$100,000, City of Orem CDBG Administration
24 \$130,000, City of Orem Section 8 Loan Repayment \$88,000, City of Orem Neighborhood
25 Revitalization \$15,950, City of Orem Code Enforcement \$155,000, City of Orem Eligible Park
26 Project \$40,813, City of Orem, United Way of Utah County \$43,867, Wasatch Mental Health
27 \$51,670.

28
29 Mayor Brunst opened the public hearing for the 2020 Annual Action Plan.

30
31 Sharlene Wilde, Executive Director at NeighborWorks, said she was grateful to work with the City
32 of Orem to help those most in need in the community. A recent project the City had contributed to
33 was the building of a housing 4-plex for low-income seniors, which had been particularly
34 successful. Ms. Wilde hoped to continue collaborating with the City on needed projects and
35 programs for the community.

36
37 Seeing no further comments, Mayor Brunst closed the public hearing. Mr. Ransom said the CDBG
38 Commission would reconvene later in the year to discuss the best ways to utilize additional funding
39 received for COVID-19 relief. They would come before the Council at a later date with those
40 recommendations.

41
42 Ms. Mathews continued her presentation. In accordance with the planning requirements of the
43 Department of Housing and Urban Development (HUD), the City of Orem prepared a
44 Consolidated Plan for its Community Development Block (CDBG) program. This planning
45 document outlined priorities and strategies for meeting the needs of low-income residents and
46 special populations within the community. The plan had been developed with input from citizens
47 and various community groups and had been available for public inspection during a publicized
48 comment process from April 14, 2020 to May 25, 2020.

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1
2 Mayor Brunst opened the second public hearing. No public comments were received, so Mayor
3 Brunst closed the public hearing.

4
5 **Mayor Brunst moved**, by resolution, to approve the CDBG Fiscal Year 2020-2021 action plan
6 and adopt the 2020-2024 CDBG Consolidated Plan. **Mr. Macdonald seconded** the motion. Those
7 voting aye: Richard F. Brunst, Jeff Lambson, Tom Macdonald, Terry Peterson, David Spencer,
8 and Brent Sumner. The motion **passed**.

9
10
11 PUBLIC HEARING

12 ORDINANCE – Amending Sections 22-1-5(G) and 22-14-20(I), of the Orem City Code
13 pertaining to neighborhood meeting and noticing requirements

14
15 Mr. Bench presented the Planning Commission’s recommendation that the City Council, by
16 ordinance, amend Sections 22-1-5(G) and 22-14-20(I), Orem City Code pertaining to
17 neighborhood meeting and noticing requirements.

18
19 Under current requirements, a neighborhood meeting must be held prior to the submission of an
20 application to rezone any property for new commercial development adjacent to residentially
21 zoned property, or as required by specific PD zone text. This amendment would require a
22 neighborhood meeting to be held prior to the rezoning of any property. It also would change the
23 area notification requirements from three hundred feet to one thousand feet if the proposed site
24 contained attached residential units or from three hundred feet to five hundred feet if the proposed
25 site did not contain attached residential units. This will codify the policy currently being followed
26 by staff as it pertains to neighborhood noticing. This amendment also required an applicant
27 applying for a site plan either in or adjacent to a residential zone to comply with the distance
28 requirements as outlined above. It would require that all notices be provided at least one week
29 prior to the date of the meeting.

30
31 Mayor Brunst opened the public hearing. No public comments were received, so he closed the
32 public hearing.

33
34 **Mayor Brunst moved**, by ordinance, to amend Sections 22-1-5(G) and 22-14-20(I), of the Orem
35 City Code pertaining to neighborhood meeting and noticing. **Mr. Spencer seconded** the motion.
36 Those voting aye: Richard F. Brunst, Jeff Lambson, Tom Macdonald, Terry Peterson, David
37 Spencer, and Brent Sumner. The motion **passed**.

38
39
40 RESOLUTION – Establishing a formal and uniform policy regarding the naming of City
41 facilities and streets by adopting the “Facility and Street Naming Policy” for the City of
42 Orem

43
44 Mr. Bench said the proposed policy outlined general guidelines and criteria pertaining to the
45 naming of city facilities and streets. The policy outlined criteria for naming a city facility or a street
46 after an individual or entity and outlines the application process and procedure pertaining to
47 naming a facility or street after an individual or entity. The policy also outlined the procedure to
48 name new streets through the subdivision process and the Planning Commission using coordinate

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1 addressing as the primary method and only using descriptive names for diagonal, curvilinear or
2 other reason and would be limited to topographical or historical feature.

3
4 **Mayor Brunst moved**, by resolution, to establish a formal and uniform policy regarding the
5 naming of City facilities and streets by adopting the “Facility and Street Naming Policy” for the
6 City of Orem. **Mr. Lambson seconded** the motion. Those voting aye: Richard F. Brunst, Jeff
7 Lambson, Tom Macdonald, Terry Peterson, David Spencer, and Brent Sumner. The motion
8 **passed**.

9
10
11 RESOLUTION – Declaring the City of Orem’s intent to purchase the Hillcrest Elementary
12 School property from Alpine School District

13
14 Mr. Davidson presented the city’s recommendation to declare the intent to purchase the Hillcrest
15 school property. Utah Code Section 53G-4-902 gives cities the right to purchase surplus school
16 district real property within their jurisdictions. In a letter dated March 11, 2020, Alpine School
17 District declared the former Hillcrest Elementary School property to be surplus and asked the City
18 to express its intent regarding the potential purchase of the property. If the City desired to purchase
19 surplus school district property, Utah Code Section 53G-4-902 required the City adopt a resolution
20 declaring its intent to purchase the property. The proposed resolution declared that intent.

21
22 Alpine School District received an appraisal estimating the value of the Hillcrest Elementary
23 School property at \$6 million as is, or \$8.5 million if rezoned commercial. Utah Code Section
24 53G-4-901(2) provided that the purchase price for a city’s purchase of school district surplus
25 property shall be the average of the School District’s appraisal and the City’s appraisal, based on
26 the predominant zone in the surrounding area. If the City proceeded with the purchase of the
27 property, the next step would be to deliver an earnest money offer to the school district within
28 ninety (90) days of the date the school district received the resolution declaring the City's intent to
29 purchase the property. Once purchased, the City may only use the property for the following
30 purposes: (a) a county, city, or town hall; (b) a park or other open space; (c) a cultural center or
31 community center; (d) a facility for the promotion, creation, or retention of public or private jobs
32 within the state through planning, design, development, construction, rehabilitation, business
33 relocation, or any combination of these, within a county, city, or town; (e) office, industrial,
34 manufacturing, warehousing, distribution, parking, or other public or private facilities, or other
35 improvements that benefit the state or a county, city, or town; or (f) a facility for a charter school.

36
37 If the City decided to resell the property, it must first offer it to the school district at the price paid
38 by the City, plus the cost of existing improvements that the City made to the property after
39 purchase. If the school district did not repurchase the property, the City must equally share with
40 the school district any sale proceeds that exceeded the amount of the City's original purchase price
41 plus the cost of existing improvements that the City made to the property after purchase.

42
43 Mr. Davidson said in March, the Board expressed that they would declare it as surplus and there
44 began a process whereby the City may purchase that property. The City had first right of refusal,
45 as well as an agreement with Alpine School District from 1990 that allowed the City to lease a
46 section of the property for a park and the City had operated the Hillcrest park. He said the City had
47 engaged its own appraiser to determine the value of the property and was waiting for those results.
48 Mr. Davidson reiterated that the resolution before the Council did not commit the City to a

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1 purchase, but notified the Alpine School District of the intent to potentially purchase the property.

2
3 Mayor Brunst shared his thoughts about the purchase of the property. He had concerns about the
4 cost Alpine School District had shared, and felt it was appropriate for the City to get its own
5 appraisal. He did not want the City to purchase the property for development, particularly
6 development of high density housing. Additionally, he was concerned about costly adjustments to
7 existing traffic intersections onto University Parkway. He was not interested in purchasing the land
8 for development, and did not feel like this was the right time for this purchase.

9
10 Mr. Peterson said he lived in this area and his children attended Hillcrest. It was a tight-knit
11 neighborhood that he felt would benefit from a city park in the southeast part of the City. He agreed
12 that the appraisal from Alpine School District seemed exceptionally high, and he looked forward
13 to receiving the data from the City's own appraisal. Mr. Peterson said if you have the opportunity
14 to build a park, you take it; it was much more than just a matter of dollars and cents.

15
16 Mr. Macdonald commented that the resolution did not require the purchase of the land, but without
17 the resolution the City would forfeit the option to purchase; Mr. Davidson said that was the case.
18 Mr. Lambson commented that the appraisal and notification of intent to purchase seemed to be
19 part of the City's due diligence in deciding whether the purchase the Hillcrest property.

20
21 **Mayor Brunst then moved**, by resolution, to declare the City of Orem's intent to purchase the
22 Hillcrest Elementary School property from Alpine School District. **Mr. Spencer seconded** the
23 motion. Those voting aye: Jeff Lambson, Tom Macdonald, Terry Peterson, David Spencer, and
24 Brent Sumner. Those voting nay: Richard F. Brunst. The motion **passed**.

25 26 27 CITY MANAGER INFORMATION ITEMS

28
29 Mr. Davidson said last week the City transitioned to the yellow COVID-19 risk category, and was
30 in the process of reopening and adjusting the availability of city facilities. The SCERA pool was
31 opened on Memorial Day, the library was operating on modified hours, and city employees were
32 returning to work but still had the opportunity to work remotely. He said they anticipated this
33 yellow stage staying in place until further instruction came from the Governor's office.

34
35 Mr. Davidson provided information regarding Utah County's reimbursement approach to COVID-
36 19 funding from the federal government. He said money was given to the State and divided among
37 the counties. There was not clear criteria established for the reimbursement, which put the city in
38 a difficult position as the County "held all the cards", or relief funding dollars. Thus far no money
39 had come from Utah County for small business relief, and all of the mayors in Utah County had
40 signed a letter demanding action and clarification from County officials.

41
42 Mayor Brunst said both physical and mental as well as economic health had been attacked during
43 this pandemic. Domestic violence cases had increased, sales tax revenue had decreased, and
44 unemployment levels continued to rise. It had been over ten weeks since the COVID-19 pandemic
45 had shut most businesses down, but they had not yet received aid they qualified for. They did not
46 want to lose small and home-grown businesses in the City. Orem particularly relied on the
47 generation of sales tax revenue for its economy, and businesses needed the promised aid to rebound
48 and get the economy going again. Mayor Brunst said there was also a deadline on spending the

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1 relief money, and they did not want to lose that resource. It was criminal for the County to just sit
2 on this money while so many were in desperate need.
3

4

5 **ADJOURNMENT**

6

7 **Mayor Brunst moved** to adjourn to the meeting. **Mr. Lambson seconded** the motion. Those
8 voting aye: Richard F. Brunst, Jeff Lambson, Tom Macdonald, Terry Peterson, David Spencer,
9 and Brent Sumner. The motion **passed**.

10

11 The meeting adjourned at 6:57 p.m.

12



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Steven Downs

Submitting Department: City Manager' s Office

Item Type: Ordinance

Agenda Section:

Subject:

ORDINANCE – Approving the Amounts to be Awarded to the CARE Grant Recipients for the 2020 CARE Granting Round

Suggested Action:

The Deputy City Manager recommends the City Council, by ordinance, approve the amounts to be awarded to CARE grant recipients for the 2020 granting round.

Presenter:

Background:

On November 8, 2005, a majority of City of Orem voters voted in favor of enacting a local sales and use tax of 0.1% as a means of enhancing financial support for recreational and cultural facilities, and cultural organizations within the City of Orem. Known as the Cultural Arts and Recreation Enrichment tax (CARE), the Orem City Council enacted the tax by ordinance on November 22, 2005. The tax went into effect April 1, 2006, and was authorized for a period of eight years. On November 5, 2013, a majority of City of Orem voters voted to continue collecting the CARE tax for an additional 10 years.

Applications for this CARE granting round were due on February 28, 2020. The City Council, along with the CARE Tax Advisory Commission, met in a series of public meetings in March and April to hear from applicants and to consider their grant requests. On May 26, 2020, the City Council met together to deliberate the CARE Tax Advisory Commission's recommendations & recommend funding for the 2020 granting round. Utah law requires that the entire amount of revenues and interest collected as a result of the imposition of the tax be distributed in a manner consistent with Utah Code Ann. 59-12-1403, which allows for granting to one or more facilities or organizations. Utah law also requires the City to provide for that distribution by ordinance.

Potentially Affected Area:

Citywide

Attachments:

[ORD--CARE 2020.docx.pdf](#)

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE
DISTRIBUTION OF FISCAL YEAR 2019/2020 CARE
TAX REVENUES

WHEREAS on November 8, 2005, Orem residents voted to support the Cultural Arts and Recreation Enrichment Tax (CARE tax); and

WHEREAS the Orem City Council subsequently enacted the CARE tax and the CARE tax became effective on April 1, 2006; and

WHEREAS on November 5, 2013, Orem residents voted to continue their support the Cultural Arts and Recreation Enrichment Tax (CARE tax); and

WHEREAS the City Council recognizes that recreation and the arts enrich the quality of life in a community; and

WHEREAS the City Council desires to encourage and support the advancement of recreational and cultural facilities and cultural arts organizations in Orem; and

WHEREAS the purpose of this ordinance is to provide for the distribution of the Fiscal Year 2019/2020 CARE Tax Revenues.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OREM, as follows:

1. The Orem City Council hereby authorizes the distribution of Fiscal Year 2019/2020 CARE tax revenues to the entities and in the amounts set forth in Exhibit “A,” which is attached here and incorporated herein by reference.

2. No CARE tax revenues shall be distributed to an entity for operational expenses until the entity has signed a contract with the City meeting the requirements of the City’s CARE Program Policies and Procedures.

3. The City will pay seventy-five percent of the CARE tax distribution awarded to individual Major Grant recipients upon signing of the contract between the City and the Major Grant recipient (but no sooner than July 1, 2020). The City will pay the remaining twenty-five percent of the CARE tax distribution awarded to individual Major Grant recipients after the City has received its final CARE tax distribution from the State of Utah. If the final total CARE tax distribution from the State of Utah to the City is less than the total amount of CARE tax distributions awarded to all CARE tax recipients pursuant to this ordinance, then the City will withhold the twenty-five percent payment to Major Grant recipients

until the City Council has had a chance to reallocate Major Grant awards based on the final amounts distributed from the State of Utah.

4. CARE tax revenues in future fiscal years will also be awarded after a competitive application process based on merit and availability of funds. Receipt of CARE tax funding in this round of applications does not guarantee CARE tax funding in future years.

5. The City Manager is hereby authorized to sign any documents required to proceed with the distribution of CARE tax revenues as set forth in this ordinance.

6. All acts, orders, resolutions, ordinances, and parts thereof, in conflict with this ordinance are hereby rescinded.

7. If any portion of this ordinance is for any reason held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

8. This ordinance shall become effective immediately after a summary of this ordinance has been published or posted as required by law.

PASSED, APPROVED, and ORDERED PUBLISHED this **16th** day of **June** 2020.

Richard F. Brunst, Mayor

ATTEST:

JoD’Ann Bates, City Recorder

COUNCIL MEMBERS VOTING “AYE”

COUNCIL MEMBER VOTING “NAY”

EXHIBIT “A”

Mini & Mid-Major Grant Applicants	PROPOSED ALLOCATION
Garden Valley Pipe Band	\$ 4,999
Wasatch Contemporary Dance	\$ 3,000
Freedom Vehicles	\$ 1,500
Utah Storytelling Guild	\$ 3,500
Utah Brazilian Festival	\$ 4,000
Utah Theatre Bloggers Association	\$ 500
Utahns for Culture	\$ 2,000
The Orem Chorale	\$ 4,500
Utah Shakespeare Festival	\$ 2,000
Heart & Soul	\$ 4,000
Utah Baroque Ensemble	\$ 4,500
Grassroots Shakespeare	\$ 4,000
Colonial Heritage Foundation	\$ 1,800
Utah Symphony & Opera	\$ 9,999
Cantorum Chamber Choir	\$ 4,500
Roots of Freedom Foundation	\$ 1,300
Chauntenette’s Women’s Chorus	\$ 6,550
Major Grants Applicants	
Hale Center Foundation for the Arts and Education	\$ 322,048
Utah Metropolitan Ballet	\$ 20,494
SCERA	\$ 531,868
Other Award	
Library Auditorium Interest	\$ 166,141
Recreation	
Fitness Center Improvements	\$ 933,200
Operational Offset for Co-Sponsored Groups	\$ 30,000
Fitness Center Interest	\$ 140,000
Administration	
Administration	\$ 33,600

DRAFT

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT OF THE UTAH RISK MANAGEMENT AGENCY.

WHEREAS, Sections 11-13-102 and 202 of the Interlocal Cooperation Act (U.C.A. § 11-13-101, et seq.) authorize two or more public agencies to enter into an agreement for joint or cooperative action, to provide services that they are each authorized by statute to provide, to make the most efficient use of their powers by enabling them to cooperate with other public agencies on a basis of mutual advantage, and to do anything they are authorized by statute to do; and

WHEREAS, U.C.A. § 11-13-203 provides that two or more Utah public agencies may enter into an interlocal agreement to approve the creation of a Utah interlocal entity to accomplish the purpose of their joint or cooperative action; and

WHEREAS, in 1985, Orem and several other municipalities entered into an interlocal agreement creating the Utah Risk Management Mutual Association “in order to provide more comprehensive and economical risk coverage, to reduce the amount and frequency of Municipalities’ losses, and to decrease the cost incurred by municipalities in the handling and litigation of claims;” and

WHEREAS, the members of the Utah Risk Management Mutual Association desire to amend the 1985 interlocal agreement by changing the name of their interlocal entity to the Utah Risk Management Agency and by making various changes, updates, corrections and additions as set forth in the proposed First Amended and Restated Interlocal Agreement of the Utah Risk Management Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OREM, as follows:

1. The City Council hereby approves the First Amended and Restated Interlocal Agreement of the Utah Risk Management Agency attached hereto as Exhibit “A” and incorporated herein by reference (the “Agreement”), and authorizes the Mayor to sign the Agreement on behalf of the City.
2. The Agreement will become effective upon approval and signing by each member’s governing body and filing with each member’s record keeper.

DRAFT

3. The City Council declares its intent to continue the operation of the interlocal entity (URMA) established in the Agreement.
4. The public purposes of the interlocal entity (URMA) and its powers, duties and functions are set forth in the Agreement.
5. All acts, orders, resolutions, ordinances, and parts thereof, in conflict with this Resolution are hereby rescinded.
6. This Resolution shall become effective immediately upon passage.

PASSED and APPROVED this 16th day of June 2020.

Richard F. Brunst, Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT OF THE
UTAH RISK MANAGEMENT AGENCY

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**FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT OF THE
UTAH RISK MANAGEMENT AGENCY**

THIS AGREEMENT is made and entered into in the State of Utah among the Members of the Utah Risk Management Agency, a political subdivision of the State of Utah. Each party agrees to abide by the terms of this agreement. The parties to this agreement are collectively referred to as “Members” or “parties” and individually as “Member” or “party.”

RECITALS

WHEREAS, the Interlocal Cooperation Act, Utah Code Ann. § 11-13-101 *et seq.*, permits two or more public agencies to enter into an agreement with one another for joint or cooperative action, to provide services they are each authorized by statute to provide, to make the most efficient use of their powers by enabling them to cooperate with other public agencies on a basis of mutual advantage, and to do anything they are each authorized by statute to do;

WHEREAS, Utah Code Ann. §11-13-203 provides that two or more Utah public agencies may enter into an agreement to approve the creation of a Utah interlocal entity to accomplish the purpose of their joint or cooperative action;

WHEREAS, Utah Code Ann. §63G-7-801(1) provides that a governmental entity may purchase commercial insurance, self-insure, or self-insure and purchase excess commercial insurance;

WHEREAS, Utah Code Ann. §63G-7-801(2) provides that any government entity may self-insure by establishing a trust account to expend principal and earnings of the trust account solely to pay the cost of investigation, discovery, and other pretrial and litigation expenses including attorneys’ fees, and pay all sums for which the governmental entity may be adjudged liable or for which a compromise settlement may be agreed upon;

WHEREAS, on or about September 30, 1985, the governing bodies of certain public agencies formed the Utah Municipal Risk Management Association and began operations by entering into an agreement titled Interlocal Agreement Creating the Utah Risk Management Association; and

WHEREAS, the parties now desire to amend the Interlocal Agreement Creating the Utah Municipal Risk Management Association to make various changes, updates, corrections and additions by approving and adopting this First Amended and Restated Interlocal Agreement of the Utah Risk Management Agency (“First Amended Agreement”).

Now, THEREFORE, for and in consideration of all of the mutual benefits, covenants and agreements contained herein, the parties mutually hereto agree as follows:

ARTICLE 1 (Definitions)

1.1 The following definitions shall apply to the provisions of this First Amended Agreement:

- (a) “Agency” shall mean the Utah Risk Management Agency;
- (b) “Board of Directors” or “Board” shall mean the governing body of the Agency;
- (c) “Claims” shall mean demands made against the Agency or its Members arising out of occurrences which are within the Agency’s Joint Protection Program;
- (d) “Excess insurance” shall mean that insurance which may be purchased on behalf of the Agency to protect the funds of the Agency against catastrophes or an unusual frequency of losses during a single year;
- (e) “Executive Director” shall mean the person appointed by the Board of Directors who is the chief executive officer of the Agency, and is responsible for, among other things, the management and administration of the Joint Protection Program of the Agency;
- (f) “Fiscal year” shall mean that period of twelve months which is established as the fiscal year of the Agency;
- (g) “Joint Protection Program” shall mean the program of establishing the risk protection provided for in this First Amended Agreement;
- (h) “Risk Coverage” shall mean and include joint protection through a funded program or any commercial insurance contract.

ARTICLE 2 (Purposes)

2.1 This First Amended Agreement is entered into by the Members to provide more comprehensive and economical risk coverage, to reduce the amount and frequency of Members’ losses, and to decrease the cost incurred by Members in the handling and litigation of claims. This purpose shall be accomplished through the exercise of the powers of the Members jointly in operating the Agency and administering the Joint Protection Program, whereby Members pool their resources to protect against losses and claims, jointly purchase excess insurance (if available) and obtain administrative services including claims adjusting, data processing, risk management consulting, loss prevention, legal and related services.

ARTICLE 3 (Non-Wavier of Immunity)

3.1 It is the express intent of the Members in entering into this First Amended Agreement that they do not waive and are not waiving any immunity or limitation on liability provided to the Members or their officials, employees, or agents by any law, including any such

immunity or limitation appearing in the Governmental Immunity Act of Utah, Utah Code Ann. §63G-7-101 *et seq.*

ARTICLE 4 (Parties to Agreement)

4.1 Each party to this First Amended Agreement certifies that it intends to and does contract with all other Members that are signatories of this First Amended Agreement and, in addition, with such other Members as may later be added to and become signatories of this First Amended Agreement pursuant to Article 23. Each party to this First Amended Agreement also certifies that the deletion of any Member from this First Amended Agreement, pursuant to Articles 24 and 25, shall not affect this First Amended Agreement nor such party's intent to contract with the other parties to the First Amended Agreement then remaining.

ARTICLE 5 (Term of Agreement)

5.1 This First Amended Agreement shall become effective upon:

- (a) submission, approval, and execution of this First Amended Agreement by each Member's governing body and in accordance with Utah Code Ann. §11-13-202(2);
- (b) review and approval by the attorney authorized to represent each Member, in accordance with Utah Code Ann. §11-13-202.5; and
- (c) filing of this First Amended Agreement with the person who keeps each Member's records.

5.2 The term of this First Amended Agreement shall be fifty (50) years, pursuant to Utah Code Ann. §11-13-204, unless renewed as permitted by law, or until the Members dissolve the Agency.

ARTICLE 6 (Creation of Agency)

6.1 The Agency, a separate and independent governmental organization, was formed by agreement by Members pursuant to the provisions of the Interlocal Cooperation Act, Utah Code Ann. §11-13-1 *et seq.*

ARTICLE 7 (Powers of Agency)

7.1 The Agency has the powers common to governmental entities and is hereby authorized to do all acts necessary for the exercise of said common powers, including, but not limited to, any or all of the following:

- (a) To make and enter into contracts;
- (b) To incur debts, liabilities or obligations;

- (c) To acquire, hold, or dispose of: property, contributions and donations of property, funds, services and other forms of assistance from persons, firms, corporations or governmental entities;
- (d) To sue and be sued in its own name; and
- (e) To exercise all powers necessary and proper to carry out the terms and provisions of this First Amended Agreement, or otherwise authorized by law.

All powers of the Agency shall be exercised pursuant to the terms hereof, the By-Laws, and any governing laws.

ARTICLE 8 (Voting Rights of Members)

8.1 All votes of the Agency shall be weighted votes. Each Member shall be entitled to one vote for each One Thousand Dollars (\$1,000.00) of contribution paid by that Member for the Joint Protection Program coverage then in effect. The votes will be calculated and implemented effective July 1st of each year.

ARTICLE 9 (Liabilities and Obligations of the Agency)

9.1 This First Amended Agreement shall not relieve any Member of any obligation or responsibility imposed upon it by law except to the extent of actual and timely performance thereof by the Agency, said performance may be offered in satisfaction of the obligation or responsibility.

ARTICLE 10 (Board of Directors)

10.1 The Agency shall be governed by a Board of Directors, which is composed of a representative from each Member. The Board of Directors shall be an elected or appointed official of the Member. The manner of filling vacancies on the Board of Directors as well as the powers and responsibilities of the Chairman of the Board is established in the By-Laws.

10.2 The Board of Directors shall determine the number of members to serve on the Executive Committee and may delegate an Executive Committee such powers and responsibilities as the Board deems appropriate. The composition, manner of selection, and powers and responsibilities of the Executive Committee are established in the By-Laws.

10.3 In all matters voted upon by the Board of Directors, each member of the Board may cast the same number of votes as the Member they represent may cast under Article 8.

ARTICLE 11 (Powers and Duties of the Board of Directors)

11.1 The Board of Directors of the Agency shall have the following powers and duties:

- (a) The Board of Directors shall appoint an Executive Director and any other officers as appropriate;

- (b) The Board of Directors shall determine and select a Joint Protection Program for the Agency;
- (c) The Board of Directors shall determine and select all coverage, including excess insurance (if available), necessary to carry out the Joint Protection Program of the Agency;
- (d) The Board of Directors shall have authority to contract for or develop various services for the Agency, including claims adjusting, legal services, loss control, and risk management consulting services;
- (e) The Board of Directors shall cause to be prepared the operating budget of the Agency for each fiscal year;
- (f) The Board of Directors shall have the authority to appoint committees;
- (g) The Board of Directors shall receive and act upon reports of appointed committees and the Executive Director;
- (h) The Board of Directors shall have the power to hire such persons as the Board deems necessary for the administration of the Agency, including the “borrowing” of employees from one or more of the Members, subject to the approval of the Member. Any Member whose employee is so “borrowed” according to this provision shall be reimbursed by the Agency for that employee’s time spent or services rendered on behalf of the Agency;
- (i) The Board of Directors shall have the general supervisory and policy control over the day-to-day decisions and administrative activities of the Executive Director of the Agency;
- (j) The Board of Directors shall provide for the investment and disbursement of funds;
- (k) The Board of Directors shall receive and review periodic accountings of all funds of the Agency;
- (l) The Board of Directors shall have the authority to establish contributions by the Members;
- (m) The Board of Directors shall have the authority to establish criteria for new Members;
- (n) The Board of Directors shall have the authority to admit new Members on such terms and conditions as it deems appropriate;
- (o) The Board of Directors may establish membership standards that promote commitment to the Agency’s risk management requirements;
- (p) The Board of Directors shall have the authority to establish rules governing its own conduct and procedure consistent with the By-Laws;
- (q) The Board of Directors shall have the authority to amend the By-Laws by a two-thirds (2/3) vote of the Board;
- (r) The Board of Directors shall have other powers and duties that are necessary for the operation or dissolution and winding up of the Agency and for the

implementation of the By-Laws subject to the limits of this First Amended Agreement and the By-Laws.

ARTICLES 12 (Meetings of the Board of Directors)

12.1 The Board of Directors shall provide for its regular, adjourned regular, special and adjourned special meetings. Such meetings shall be conducted quarterly or as often as directed by a majority of the Board or the Chairman of the Board. The Board should hold at least one regular meeting annually.

12.2 Meetings may be conducted by telephonic or other technological means of communication in accordance with the Open and Public Meetings Act, Utah Code Ann. § 52-4-101 *et seq.*

12.3 The Secretary of the Agency shall cause minutes of regular, adjourned regular, special, and adjourned special meetings to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be available to each member of the Board.

12.4 The presence of Board members entitled to cast a majority of the votes of the entire Board shall constitute a quorum for the transaction of the business, except that less than a quorum may adjourn from time to time. A majority vote of the total votes entitled to be cast by Board members shall constitute action by the Board.

ARTICLE 13 (Meetings of Members)

13.1 The frequency, format, method of voting, quorum requirements, and other rules governing Member meetings are established by the By-Laws of the Agency.

ARTICLE 14 (Officers, Agents and Personnel of the Agency)

14.1 Executive Director. The Executive Director shall be appointed by the Board and shall have the general administrative responsibility for the activities of the Joint Protection Program. The Executive Director is the chief executive officer of the Agency, and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and officers of the Agency, and shall have such other and related duties as may be prescribed by the Board of Directors or the By-Laws.

14.2 Secretary. The Secretary shall be appointed by the Executive Director and shall be responsible for all minutes, notices and records of the Agency and shall perform such other duties as may be assigned by the Executive Director.

14.3 Treasurer. The Treasurer shall be appointed by the Executive Director and confirmed by the Board. The duties of the Treasurer are set forth in Articles 17 and 18 of this First Amended Agreement.

14.4 Legal Counsel. The Executive Director may select an attorney for the Agency who may be a Member employee, or the Executive Director may employ independent counsel as the attorney for the Agency. The attorney shall serve at the pleasure of the Executive Director.

14.5 Other Officers, Agents, and Personnel. The Executive Director shall have the power to appoint such other officers, agents and personnel as may be necessary in order to carry out the purposes of this First Amended Agreement.

14.6 Terms of Office, Removals and Resignations, Filling of Vacancies. Terms of office, provisions for removal and resignation, and provisions for filling vacancies, and so forth are established by the By-Laws.

ARTICLE 15 (Joint Protection Program Coverage)

15.1 The Joint Protection Program coverage provided for Members by the Agency may include protection for Personal Injury, Property Damage, Errors and Omissions, Comprehensive Liability, Property Insurance coverages, and such other types of coverage required by law or adopted by the Board of Directors.

15.2 The Agency shall maintain a Joint Protection Program limit for Members determined by the Board of Directors to be appropriate. The Board of Directors may arrange for the purchase of insurance for Members interested in obtaining additional coverage above this limit, at additional cost and fees to those participating Members.

15.3 The Board of Directors may arrange for the purchase of any insurance deemed necessary to protect the funds of the Agency against catastrophes.

15.4 Each Member shall be required to purchase the Joint Protection Program coverages defined by the Board of Directors as the “core joint protection coverage package.” The Agency may provide other coverage to Members in addition to the core joint protection coverage package.

15.5 The requirements of Section 15.4 may be waived by the Board at its option or, for the first year of membership of any Member, the requirements of Section 15.4 may be waived if that Member has otherwise purchased coverage.

ARTICLE 16 (Development of the Joint Protection Program)

16.1 The Board of Directors shall develop criteria for determining each Member's annual share of pooled losses, capitalization needs, expenses, and contribution to a catastrophe fund which may include the Member's individual loss experience and such other criteria as the Board of Directors may determine to be relevant.

16.2 The annual calculation of the amount of estimated contributions for the up-coming fiscal year will be provided when requested by each Member.

ARTICLE 17 (Accounts and Records)

17.1 Annual Budget. The Agency shall annually adopt an operating budget, pursuant to Article 11 of this First Amended Agreement.

17.2 Funds and Accounts. The Treasurer of the Agency shall establish and maintain such funds and accounts as may be required by good accounting practice or by the Board of Directors. Books and records of the Agency in the hands of the Treasurer shall be open to any inspection at all reasonable times by Member representatives.

17.3 Treasurer's Report. Within ninety (90) days after the close of each fiscal year, the Treasurer shall give a complete written report of all financial activities for such fiscal year to the Board.

17.4 Annual Audit. The Board of Directors shall provide for a certified, annual audit of the accounts and records of the Agency, which audit shall conform to generally accepted auditing standards. Such audit of the accounts and records made by a Certified Public Accountant(s) shall be open to any inspection at all reasonable times by Member representatives. Any costs of the audit, including contracts with, or employment of Certified Public Accountants, in making an audit pursuant to this Article, shall be borne by the Agency and shall be included within the term "administrative costs."

ARTICLE 18 (Responsibility for Monies)

18.1 The Treasurer of the Agency or their designee shall have the custody of and shall disburse the Agency's funds. The Treasurer shall have the authority to delegate the signatory function of the Treasurer to such persons as are authorized by the Executive Director.

18.2 A bond in the amount set by the Board of Directors shall be required of personnel of the Agency consistent with Utah law. The cost of such bond will be paid by the Agency.

18.3 The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct financial records of the Agency, including accounts of its assets, liabilities, receipts and disbursements, and shall have such other duties as are provided for in this First Amended Agreement or by law.

ARTICLE 19 (Responsibilities of the Agency)

19.1 The Agency shall have the responsibility to:

- (a) Provide coverage as agreed upon and deemed necessary, including a self-protection fund and commercial insurance, as well as excess coverage and umbrella insurance (if available), by negotiation or bid, and purchase, as necessary;
- (b) Assist Members in obtaining insurance coverage for risks not included within the core coverage of the Agency;
- (c) Assist each Member's designated risk manager with the implementation of that function within the Member organization;

- (d) Provide risk management related services to Members as deemed appropriate;
- (e) Provide claims adjusting and subrogation services for claims covered by the Agency's Joint Protection Program;
- (f) Provide loss runs and other loss control information and services as deemed appropriate;
- (g) Provide for the defense of any civil action or proceeding brought against any officer, employee, board member, or other agent of the Agency, in his or her official or individual capacity or both, on account of an act or omission within the scope of his or her agency as an agent of the Agency;
- (h) Act in all other manners deemed necessary and appropriate by the Board of Directors in order to carry out the purpose of this First Amended Agreement.

ARTICLE 20 (Responsibilities of Members)

20.1 Each Member shall have the responsibility to:

- (a) Pay its contribution and any other assessments promptly to the Agency when due. Any delinquent payments shall be paid with interest which shall be equivalent to the prevailing rate of investment interest. Payments will be considered delinquent immediately after the due date;
- (b) Designate in writing an elected or appointed official to serve as a member of the Board of Directors. This designation may be changed from time to time;
- (c) Designate a voting representative and alternate for Member meetings. A Member's voting representative must be an elected official, employee or officer of the Member organization but may be changed from time to time. Each Member shall submit in writing the name of its voting representative and alternate to the Board of Directors;
- (d) Appoint an employee of the Member to be responsible for the risk management function within that Member organization and to serve as a liaison between the Member and the Agency as to risk management;
- (e) Provide the Agency with all information or assistance as may be necessary for the Agency to carry out the Joint Protection Program adopted by the Board of Directors, which includes reporting to the Agency as soon as reasonably possible the addition of new programs and facilities or the significant reduction or expansion of existing programs and facilities or other acts which will cause material changes in the Member's accidental loss, and providing the Agency periodically, as requested, with information on the value of buildings and contents and other real and personal properties;
- (f) Allow the Agency reasonable access to all facilities of the Member organization and all records relating to the operation of the Agency;

- (g) Report to the Agency as promptly as possible all incidents or occurrences which could reasonably be expected to result in the Agency being required to consider a claim against the Member, its agent, officer, or employees, or for casualty losses to the Member's property within the scope of coverage undertaken by the Agency;
- (h) Allow attorneys or other persons designated by the Agency to represent the Member in the investigation, settlement and litigation of any claim made against the Member within the scope of loss protection furnished by the Agency;
- (i) Cooperate with and assist the Agency, its attorneys, claims adjusters, and insurers, and any other agent, employee, or officer of the Agency in all matters relating to the Agency, and comply with all By-Laws, rules, and regulations adopted by the Board of Directors.

ARTICLE 21 (Effective Date of the Interlocal Agreement)

(Intentionally Omitted)

ARTICLE 22 (Commencement of Operations)

(Intentionally Omitted)

ARTICLE 23 (Membership)

23.1 New Members may be admitted to the Agency upon approval of the Board of Directors and execution of a counterpart of this First Amended Agreement.

23.2 Members entering under this Article will pay their share of organizational expenses as determined by the Board, including those necessary to analyze their loss data and determine their contributions.

23.3 As set forth in Article 11, the Board of Directors establishes the criteria for new Members and has the authority to admit new Members on such terms and conditions as it deems appropriate.

ARTICLE 24 (Withdrawal)

24.1 A Member that enters the Joint Protection Program may not withdraw as a party to this First Amended Agreement and as a member of the Agency for a one-year period beginning on the effective date of membership.

24.2 After the initial one-year noncancelable membership in the program, a Member may withdraw only at the end of any fiscal year, provided it has given the Agency a twelve-month written notice of its intent to withdraw from this First Amended Agreement and the Joint Protection Program.

24.3 Any Member that has formally provided its notice of intent to withdraw its membership in the Agency shall:

- (a) not be able to rescind its withdrawal notice without the approval of the Board of Directors;
- (b) pay or repay the Agency any monies owing to the Agency even though the Member has withdrawn or is withdrawing; and
- (c) not serve as a member of the Executive Committee or any other Agency committees.

ARTICLE 25 (Cancellation)

25.1 The Agency shall have the right to cancel any Member's participation in the Joint Protection Program upon a two-thirds (2/3) vote of the entire Board of Directors giving ninety (90) days written notice to that Member. Any Member so cancelled, on the effective date of the cancellation, shall for the purposes of Article 26, be treated as if it had voluntarily withdrawn.

ARTICLE 26 (Effect of Withdrawal)

26.1 The withdrawal of any Member from this First Amended Agreement shall not terminate this First Amended Agreement.

26.2 The withdrawal of any Member after the effective date of the Joint Protection Program shall not terminate that Member's responsibility to make any contributions or payments owing to the Agency.

ARTICLE 27 (Termination and Distribution)

27.1 This First Amended Agreement may be terminated by the written consent of the Members having two thirds (2/3) of the voting rights of the Association, provided, however, that this First Amended Agreement and the Agency shall continue to exist for the purpose of disposing of all claims, distribution of assets, and all other functions necessary to wind up the affairs of the Agency.

27.2 Upon termination of this First Amended Agreement, all assets of the Agency shall be distributed only among the parties that have been Members of the Joint Protection Program, including any of those parties which previously withdrew pursuant to Article 24 of this First Amended Agreement, but not including Members cancelled pursuant to Article 25, in accordance with and proportionate to their contribution payments and property (at market value when received) contributions made to the Agency. The Board of Directors shall determine such distribution within six months after the last pending claim or loss covered by this First Amended Agreement has been finally disposed of.

27.3 The Board of Directors is vested with all powers of the Agency for the purpose of winding up and dissolving the business affairs of the Agency.

ARTICLE 28 (Provision for By-Laws and Manual)

(Intentionally Omitted)

ARTICLE 29 (Notices)

29.1 Notices to Members hereunder shall be sufficient if delivered in writing to the designated representative of the respective Member, at the address provided.

ARTICLE 30 (Amendment)

30.1 Except as described in Section 30.2, this First Amended Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be:

- (a) submitted, approved, and executed by each Members' governing body and in accordance with Utah Code Ann. §11-13-202(2);
- (b) reviewed and approved by the attorney authorized to represent each Member, in accordance with Utah Code Ann. §11-13-202.5; and
- (c) filed with the person who keeps each Member's records.

30.2 The Board of Directors may amend this First Amended Agreement without following the procedures of Section 30.1 if the proposed amendment is minor, insignificant, or clerical. The Board's decision to amend this Agreement must be unanimous.

ARTICLE 31 (Prohibition Against Assignment)

31.1 No Member may assign any right, claim, or interest it may have under this First Amended Agreement, and no creditor, assignee, or third party beneficiary of any Member shall have any right, claim or title to any part, share, interest, fund, contribution, or asset of the Agency.

ARTICLE 32 (Severability Clause)

32.1 If any article, provision, clause, or other part of this First Amended Agreement is held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of other articles, clauses, applications, or occurrences, and this First Amended Agreement is expressly declared to be severable.

ARTICLE 33 (Agreement Complete)

33.1 This First Amended Agreement, along with the Agency's By-Laws, constitute the full and complete agreement of the parties. There are no oral understandings or agreements not set forth in either this First Amended Agreement or the Agency's By-Laws. This First Amended Agreement may be executed in counterparts, each of which will be deemed an original and all of

which together will constitute one instrument. A signature transmitted by facsimile, e-mail, or other comparable means will be deemed an original.

ARTICLE 34 (Liability and Indemnification)

34.1 The Agency's Board of Directors, officers, and employees shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties.

34.2 The Agency's Board of Directors, officers, and employees shall not be liable for any action made, taken, or omitted, provided the action was made, taken, or omitted in good faith.

34.3 The Agency's Board of Directors, officers, and employees shall not be liable for any action made, taken, or omitted by any other person.

34.4 Agency funds shall be used to defend and indemnify the Agency's Board of Directors, officers, and employees against claims made against them, provided the claims arise out of their operation of, administration of, or involvement with the Agency. The Agency may purchase insurance providing similar coverage for such directors, officers, and employees.

IN WITNESS WHEREOF, the parties hereto have executed this First Amended Agreement by authorized officials thereof on the date indicated on the following pages.

FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT

~~CREATING OF~~ THE

~~UTAH MUNICIPAL RISK MANAGEMENT ASSOCIATION~~ UTAH RISK MANAGEMENT
AGENCY

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FIRST AMENDED AND RESTATED INTERLOCAL AGREEMENT
OF CREATING THE
UTAH MUNICIPAL RISK MANAGEMENT ASSOCIATION/UTAH RISK
MANAGEMENT AGENCY

THIS AGREEMENT is made and entered into in the State of Utah ~~by and~~ among the ~~Municipalities~~Members of the Utah Risk Management Agency, a political subdivision of the State of Utah. Each party agrees to abide by the terms of this agreement. ~~organized and existing under the Constitution or laws of the State of Utah which are parties signatory to this Agreement and listed in Appendix A, which is attached hereto and made a part hereof and which may be amended from time to time.~~ The ~~Municipalities~~parties to this agreement are hereinafter collectively referred to as “~~Member Municipalities~~Members;” or “~~Municipalities,~~” or “parties” and individually as “~~member Municipality~~Member” or “~~Municipality,~~” or “party.”

RECITALS

WHEREAS, ~~the Utah Interlocal Co-operation Action, Utah Code Ann. §Sections 11-13-101 et seq., Utah Code Ann. (1953, as amended) provides permits that~~ two or more public agencies ~~to enter into an agreement with one another for joint or cooperative action, to provide services they are each authorized by Statute to provide, to make the most efficient use of their powers by enabling them to cooperate with other public agencies on a basis of mutual advantage, and to do anything they are each authorized by Statute to do; may by agreement jointly exercise any power common to the contracting parties; and~~

WHEREAS, ~~Utah Code Ann. §11-13-203 provides that two or more Utah public agencies may enter into an agreement to approve the creation of a Utah interlocal entity to accomplish the purpose of their joint or cooperative action;~~

WHEREAS, ~~Section Utah Code Ann. §-63G-730-801(1)28, Utah Code Ann. (1953, as amended) provides that a local public governmental entity may purchase commercial insurance, self insureself-insure, or self insureself-insure and purchase excess commercial insurance; and~~

WHEREAS, ~~Utah Code Ann. §63G-7-801(2) provides that any government entity may self-insure by establishing a trust account to expend principal and earnings of the trust account solely to pay the cost of investigation, discovery, and other pretrial and litigation expenses including attorneys’ fees, and pay all sums for which the governmental entity may be adjudged liable or for which a compromise settlement may be agreed upon;~~

WHEREAS, ~~Section 63-30-26, Utah Code Ann. (1953, as amended) provides that any political subdivision may create and maintain a reserve fund or may jointly with one or more other~~

~~political subdivisions make contributions to a joint reserve fund, for the purpose of making payment of claims against the cooperating subdivisions when they become payable; and~~

~~_____ WHEREAS, on or about September 30, 1985, the governing bodies of certain public agencies formed the Utah Municipal Risk Management Association and began operations by entering into an agreement titled Interlocal Agreement Creating the Utah Municipal Risk Management Association; and~~

~~_____ WHEREAS, the parties now desire to amend the Interlocal Agreement Creating the Utah Municipal Risk Management Association to make various changes, updates, corrections and additions by approving and adopting this First Amended and Restated Interlocal Agreement of the Utah Municipal Risk Management Agency (“First Amended Agreement”).~~

~~WHEREAS, each of the parties to this Agreement desires to join together with other parties for the purpose of pooling their resources to protect against self-insured losses, jointly purchasing excess insurance (if available), establishing a meaningful and effective risk management program and providing administrative services in connection with a joint protection program; and~~

~~_____ WHEREAS, it appears economically feasible and practical for the parties to this Agreement to do so.~~

COVENANTS

~~_____ Now, THEREFORE, for and in consideration of all of the mutual benefits, covenants and agreements contained herein, the parties mutually hereto agree as follows:~~

ARTICLE 1 (Definitions)

~~1.1~~ The following definitions shall apply to the provisions of this ~~Agreement~~First Amended Agreement:

- ~~(a)~~ “AssociationAgency” shall mean the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency ~~created by this Agreement~~;
- ~~(b)~~ “Board of Directors” or “Board” shall mean the governing body of the ~~Association~~Agency;
- ~~(c)~~ “Claims” shall mean demands made against the ~~Association~~Agency or its ~~Member Municipalities~~Members arising out of occurrences which are within the ~~Association~~Agency’s ~~Joint Protection Program~~ as developed by the Board of Directors;
- ~~(d)~~ “Excess Insurance” shall mean that insurance which may be purchased on behalf of the ~~Association~~Agency to protect the funds of the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency against catastrophes or an unusual frequency of losses during a single year;

- (e) “Executive Director” shall mean ~~the~~ that person appointed by the Board of Directors who is the chief executive officer of the AssociationAgency, and is responsible for, among other things, the management and administration of the Jjoint Pprotection Pprogram of the AssociationAgency;
- (f) “Fiscal Year” shall mean that period of twelve months which is established as the fiscal year of the AssociationAgency;
- (g) “Joint Protection Program” shall mean the program of establishing the risk protection provided for in the Interlocal AgreementFirst Amended Agreement, ~~of determining the amount of initial payments, of adopting a precise cost allocation plan and formula, of preparing pro forma financial statements of the Association, and of determining the amount and type of excess insurance to be procured. Included within the term “joint protection program” is the identification of exposures to accidental loss, reduction or limitation of losses to municipal properties and from injuries to persons or property caused by the operations of municipalities, and prudent funding of these risks. Where claims arise, the Association will process or cause to be processed such claims, investigate their validity, settle or defend against such claims within the financial limits of the risk management agreement[MCA], tabulate such claims, costs and losses and carry out other assigned duties. Also included within the “joint protection program” is any other function necessary to the operation of the program;~~
- (h) “Risk Coverage” shall mean and include joint protection through a funded program ~~and~~/or any commercial insurance contract.

ARTICLE 2 (

Purposes)

2.1 This agreementFirst Amended Agreement is entered into by the MunicipalitiesMembers ~~in order~~ to provide more comprehensive and economical risk coverage, to reduce the amount and frequency of MunicipalitiesMembers’ losses, and to decrease the cost incurred by MunicipalitiesMembers in the handling and litigation of claims. This purpose shall be accomplished through the exercise of the powers of the MunicipalitiesMembers jointly in ~~the creation of a separation entity, operating~~ the Utah Municipal Risk Management AssociationUtah Risk Management Agency and ~~, to administering thea Jjoint Pprotection Pprogram, as provided herein~~ whereby MunicipalitiesMembers will pool their resources to protect against losses and claims, jointly purchase excess insurance (if available) and obtain administrative ~~and other~~ services including claims adjusting, data processing, risk management consulting, loss prevention, legal and related services.

~~It is also the purpose of this Agreement to provide, to the extent permitted by law, for the inclusion at a subsequent date of such additional municipalities organized and existing under the~~

~~laws of the State of Utah may desire to become parties to this Agreement and members of the Association, subject to approval by the Board of Directors.~~

ARTICLE 3 (

Non-Waiver of ~~Governmental or Other~~ Immunity)

3.1 It is the express intent of the ~~Member Municipalities~~Members in entering into this ~~Agreement~~First Amended Agreement that they do not waive and are not waiving any immunity ~~or limitation on liability~~ provided to the ~~Member Municipalities~~Members or their officials, employees, or agents by any law, including any such immunity or limitation appearing in the Utah Governmental Immunity Act of Utah, Utah Code Ann. §63G-7-101 et seq., Sections 63-30-1 et seq., Utah Code Ann. (1953, as amended), or by other law.

ARTICLE 4 (

Parties to Agreement)

4.1 Each party to this ~~Agreement~~First Amended Agreement certifies that it intends to and does contract with all other ~~Municipalities~~Members ~~who—that~~ are signatories of this ~~Agreement~~First Amended Agreement and, in addition, with such other ~~Municipalities~~Members as may later be added to and become signatories of this ~~Agreement~~First Amended Agreement pursuant to Article 232. Each party to this ~~Agreement~~First Amended Agreement also certifies that the deletion of any ~~Municipality~~Member from this ~~Agreement~~First Amended Agreement, pursuant to Articles 243 and 254, shall not affect this ~~Agreement~~First Amended Agreement nor such party's intent to contract with the other ~~Municipalities~~Members to the ~~Agreement~~First Amended Agreement then remaining.

ARTICLE 5 (

Term of Agreement)

~~— This Agreement shall become effective on September 26, 1985, and shall continue until and unless terminated as hereinafter provided, but not longer than is allowed by Section 11-13-17, Utah Code Ann. (1953, as amended) or similar provisions of the Utah Interlocal Co-operation Act.~~

5.1 This First Amended Agreement shall become effective upon:

- (a) submission, approval, and execution of this First Amended Agreement by each Member's governing body and in accordance with Utah Code Ann. §11-13-202(2);
- (b) review and approval by the attorney authorized to represent each Member, in accordance with Utah Code Ann. §11-13-202.5; and

(c) filing of this First Amended Agreement with the person who keeps each Member's records.

5.2 The term of this First Amended Agreement shall be fifty (50) years, pursuant to Utah Code Ann. §11-13-204, unless renewed as permitted by law, or until the Members dissolve the Agency.

ARTICLE 6 (

Creation of ~~Association~~Agency)

6.1 The ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency, a separate and independent governmental organization, ~~was hereby~~ formed by ~~inter-local~~ agreement by ~~Member Municipalities~~Members pursuant to the provisions of the Interlocal Cooperation Act, Utah Code Ann. Sections §11-13-1 et seq., Utah Code Ann., (1953, as amended).

ARTICLE 7 (

Powers of ~~Association~~Agency)

7.1 The ~~Association~~Agency shall ~~have~~has the powers common to ~~Municipalities~~governmental entities ~~and~~ is hereby authorized to do all acts necessary for the exercise of said common powers, including, but not limited to, any or all of the following:

- (a) To make and enter into contracts;
- (b) To incur debts, liabilities or obligations;
- (c) To acquire, hold, or dispose of: property, contributions and donations of property, funds, services and other forms of assistance from persons, firms, corporations ~~or~~and governmental entities;
- (d) To sue and be sued in its own name; ~~and~~
- (e) To exercise all powers necessary and proper to carry out the terms and provisions of this ~~Agreement~~First Amended Agreement, or otherwise authorized by law; ~~and~~.
- (f) All powers of the ~~Association~~Agency shall be exercised pursuant to the terms hereof, the By-Laws ~~to be adopted~~, and any governing laws.

ARTICLE 8 (

Voting Rights of ~~Member Municipalities~~Members)

8.1 All votes of the Agency shall be weighted votes. Each ~~Member MunicipalityMember~~ shall be entitled to one vote for each One Thousand Dollars (\$1,000.00) of ~~premiumcontribution~~ paid by that ~~Member MunicipalityMember~~ for the ~~Jjoint Pp~~rotection Program coverage then in effect. The votes will be calculated and implemented effective July 1st of each year.

ARTICLE 9 (

Liabilities and Obligations of the ~~Assoeiation~~Agency)

9.1 This ~~Agreement~~First Amended Agreement shall not relieve any ~~Member MunicipalityMember~~ of any obligation or responsibility imposed upon it by law except to the extent of actual and timely performance thereof by the ~~Assoeiation~~Agency, said performance may be offered in satisfaction of the obligation or responsibility.

ARTICLE 10 (

Board of Directors)

10.1 The ~~Assoeiation~~Agency shall be governed by a Board of Directors, ~~which is hereby established and which shall be~~which is composed of a representative from each ~~Member MunicipalityMember.~~; ~~The Board of Directors who~~ shall be an elected or appointed official of the ~~Member MunicipalityMember~~. The manner of filing vacancies on the Board of Directors as well as the powers and responsibilities of the Chairman of the Board ~~shall be~~is established in the By-Laws.

a)

10.2 The Board of Directors ~~may establish an Executive Committee of not more than nine (9) members of the Board~~shall determine the number of members to serve on the Executive Committee and may delegate to the Executive Committee such powers and responsibilities as the Board deems appropriate. The ~~c~~omposition of, the manner of selection of, and the powers and responsibilities of the Executive Committee ~~shall be~~are established in the By-Laws.

b)

10.3 In all matters voted upon by the Board of Directors, each member of the Board ~~shall have and~~ may cast the same number of votes as the ~~Member MunicipalityMember~~ he ~~or shethey~~ represents ~~is~~can entitled to cast under Article 8 ~~herein~~.

ARTICLE 11 (

Powers and~~or~~ Duties of the Board of Directors)

11.1 The Board of Directors of the ~~Assoeiation~~Agency shall have the following powers and~~or~~ duties:

a)(a) The Board of Directors ~~s~~hall appoint an Executive Director, ~~Secretary, Treasurer,~~ and ~~all~~any other officers as appropriate;

- ~~b)(b)~~ The Board of Directors shall determine and select a ~~J~~joint ~~P~~rotection ~~P~~rogram for the ~~Assoeiation~~Agency;
- ~~e)(c)~~ The Board of Directors shall determine and select all ~~necessary~~ coverage, including excess insurance (if available), necessary to carry out the ~~Joint~~ ~~P~~rotection ~~P~~rogram of the ~~Assoeiation~~Agency;
- ~~d)(d)~~ The Board of Directors shall have authority to contract for or develop various services for the ~~Assoeiation~~Agency, including ~~, but not limited to,~~ claims adjusting, legal services, loss control, and risk management consulting services;
- ~~e)(e)~~ The Board of Directors shall cause to be prepared the operating budget of the ~~Assoeiation~~Agency for each fiscal year;
- ~~f)(f)~~ The Board of Directors shall have the authority to appoint committees;
- ~~g)(g)~~ The Board of Directors shall receive and act upon reports of appointed committees and the Executive Director;
- ~~h)(h)~~ The Board of ~~f~~r Directors shall have the power to hire such persons as the Board deems necessary for the administration of the ~~Assoeiation~~Agency, including the “borrowing” of employees from one or more of the ~~Member Municipalities~~Members, subject to the approval of the ~~Member Municipality~~Member. Any ~~Member Municipality~~Member whose employee is so “borrowed” according to this provision shall be reimbursed by the ~~Assoeiation~~Agency for that employee’s time spent or services rendered on behalf of the ~~Assoeiation~~Agency;
- ~~i)(i)~~ The Board of Directors shall have the general supervisory and policy control over the day-to-day decisions and administrative activities of the Executive Director of the ~~Assoeiation~~Agency;
- ~~j)(j)~~ The Board of Directors shall provide for the investment and disbursement of funds;
- ~~k)~~ ~~The Board of Directors shall provide for a certified annual audit of the accounts and records of the Association, which audit shall conform to generally accepted auditing standards. Such audit of the accounts and records made by a Certified Public Accountant(s) shall be open to any inspection at all reasonable times by representatives of Member Municipalities. Any costs of the audit, including contracts with, or employment of, Certified Public Accountants, in making an audit pursuant to this Article, shall be borne by the Association and shall be included within the term “administrative costs”;~~[MC2]
- ~~(k)~~ The Board of ~~Directors~~ shall receive and review periodic accountings of all funds of the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency;
- ~~l)(l)~~ The Board of Directors shall have the authority to establish contributions by the ~~Member Municipalities~~Members;
- ~~m)(m)~~ The Board of Directors shall have the authority to establish criteria for new ~~Member Municipalities~~Members;

- ~~n) — The Board of Directors shall have the authority to establish rules governing its own conduct and procedure no inconsistent with the By-Laws;~~
- (n) The Board of Directors shall have the authority to admit new members on such terms and conditions as it deems appropriate;
- ~~o)~~(o) The Board of Directors may establish membership standards that promote commitment to the Agency’s risk management requirements;
- (p) The Board of Directors shall have the authority to establish rules governing its own conduct and procedure consistent with the By-Laws;
- ~~p)~~(q) The Board of Directors shall have the authority to amend the By-Laws by a two-thirds (2/3) vote of the Board;
- ~~q)~~(r) The Board of Directors shall have ~~such~~ other powers and duties ~~as that~~ are necessary for the operation or dissolution and winding up of the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency and for the implementation of the By-Laws subject to the limits of the ~~Agreement~~First Amended Agreement and the By-Laws.

ARTICLES 12 (

Meetings of the Board of Directors);

12.1 Meetings.—The Board ~~of Directors~~ shall provide for its regular, adjourned regular, special and adjourned special meetings. Such meetings shall be conducted quarterly or as often as directed by a majority of the Board or the Chairman of the Board. ~~The Board should hold at least one regular meeting annually.;~~ provided, however, that it shall hold at least one regular meeting annually.

a) 12.2 Meetings may be conducted by telephonic or other technological means of communication.

~~b) —~~ 12.3 Minutes.—The Secretary of the ~~Association~~Agency shall cause minutes of regular, adjourned regular, special, and adjourned special meetings to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be ~~available~~forwarded to each member of the Board.

~~Quorum.~~

~~c)~~ 12.4 The presence of Board Members entitled to cast a majority of the votes of the entire Board shall constitute a quorum for the transaction of the business, except that less than a quorum may adjourn from time to time. A majority vote of the total votes entitled to be cast by Board ~~M~~members shall constitute action by the Board.

ARTICLE 13 (

Meetings of ~~Member Municipalities~~Members)

13.1 The frequency, format, method of voting, quorum requirements, and other rules governing ~~Member Municipality~~Member meetings ~~shall be as~~are established by the By-Laws of the ~~Association~~Agency.

ARTICLE 14 (

Officers, Agents and Personnel of the ~~Association~~Agency)

14.1 Executive Director. The Executive Director shall be appointed by the Board and shall have the general administrative responsibility for the activities of the ~~J~~Joint Protection ~~P~~Program. The Executive Director ~~shall be~~is the chief executive officer of the ~~Association~~Agency, and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and officers of the ~~Association~~Agency, and shall have such other and related duties as may be prescribed by the Board of Directors or the By-Laws.

a)

14.2 Secretary. The Secretary shall be appointed by the Executive Director and shall be responsible for all minutes, notices and records of the ~~Association~~Agency and shall perform such other duties as may be assigned by the Executive Director.

b)

14.3 Treasurer. The Treasurer shall be appointed by the Executive Director and confirmed by the Board. The duties of the Treasurer are set forth in Articles 17 and 18 of this ~~Agreement~~First Amended Agreement.

c)

14.4 Legal Counsel. The Executive Director may select an attorney for the ~~Association~~Agency who may be a ~~municipal~~Member employee or the Executive Director may employ independent counsel as the attorney for the ~~Association~~Agency. The attorney shall serve at the pleasure of the Executive Director.

14.5 Other Officers, Agents, and Personnel. The Executive Director shall have the power to appoint such other officers, agents and personnel as may be necessary in order to carry out the purposes of this ~~Agreement~~First Amended Agreement.

e)

14.6 Terms of Office, Removals and Resignations, Filling of Vacancies, ~~etc.~~ Terms of office, provisions for removal and resignation, and provisions for filling vacancies, ~~etc and so forth~~ ~~shall be as~~are established by the By-Laws.

ARTICLE 15 (

Joint Protection ~~Program~~Program Coverage)

a) 15.1 The ~~J~~Joint Protection ~~P~~Program coverage provided for ~~Member Municipalities~~Members by the ~~Association~~Agency may include protection for Personal Injury, Property Damage, Errors and Omissions, Comprehensive Liability, Property Insurance coverages, and such ~~are~~ other types of coverage required by law or adopted by the Board of Directors.

b) 15.2 The ~~A~~Agency shall maintain a ~~j~~Joint Protection ~~P~~Program limit for ~~Member Municipalities~~Members determined by the Board of Directors to be appropriate. The Board of

Directors may ~~arrange~~arrange for the purchase of insurance for ~~Member Municipalities~~Members interested in obtaining additional coverage above this limit, at additional cost and fees to those participating ~~Municipalities~~Members.

e) 15.3 The Board of Directors may arrange for the purchase of any insurance deemed necessary to protect the funds of the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency against catastrophes.

d) 15.4 Each ~~Member Municipality~~Member shall be required to purchase the ~~j~~Joint Protection Program coverages defined by the Board of Directors as the ~~“core joint protection coverage package—.”~~“core joint protection coverage package.” The ~~Association~~Agency may provide other coverage to ~~Member Municipalities~~Members in addition to the core joint protection coverage package.

e) 15.5 The requirements of ~~subsection (d)~~Section 15.4 above may be waived by the Board at its option or, for the first year of membership of any ~~Municipality~~Member, the requirements of ~~subsection (d) above~~Section 15.4 may be waived if that ~~Municipality~~Member has otherwise purchased coverage.

ARTICLE 16 (

Development of the Joint Protection Program)

a) ~~—~~ 16.1 ~~As soon as practicable after the effective date of this Agreement, but prior to the effective date of the joint protection program, the Board of Directors shall establish the Association's joint protection program, including the joint protection coverage provided for in Article 15, the amount of initial premiums, the precise cost allocation plan and formula, the pro forma financial statement of the Association, and the amount and type of excess insurance (if available) to be procured.~~

The Board of Directors shall develop criteria for determining each ~~Municipality~~Member's annual share of pooled losses, capitalization needs, expenses, and contribution to a catastrophe fund which may include the ~~Municipality~~Member's individual loss experience and such other criteria as the Board of Directors may determine to be relevant.

b) 16.2 ~~The annual calculation of the amount of estimated contributions for the upcoming fiscal year will be provided when requested by each Member. shall be made and notices for estimated amounts for next year's contributions shall be distributed by April 1 of each year.~~

ARTICLE 17 (

Accounts and Records)

a) 17.1 Annual Budget. The ~~Association~~Agency shall annually adopt an operating budget, pursuant to Article 11 ~~€~~of this ~~Agreement~~First Amended Agreement.

b) 17.2 Funds and Accounts. The Treasurer of the ~~Association~~Agency shall establish and maintain such funds and accounts as may be required by good accounting practice

or by the Board of Directors. Books and records of the ~~Association~~Agency in the hands of the Treasurer shall be open to any inspection at all reasonable times by ~~Member~~ representatives ~~of Member Municipalities~~.

e) 17.3 Treasurer's Report. Within ninety (90) days after the close of each fiscal year, the Treasurer shall give a complete written report of all financial activities for such fiscal year to the Board.

d) 17.4 Annual Audit. The Board of Directors shall provide for a certified, annual audit of the accounts and records of the ~~Association~~Agency, which audit shall conform to generally accepted auditing standards. Such audit of the accounts and records made by a Certified Public Accountant(s) shall be open to any inspection at all reasonable times by ~~Member~~ representatives ~~of Member Municipalities~~. Any costs of the audit, including contracts with, or employment of Certified Public Accountants, in making an audit pursuant to this Article, shall be borne by the ~~Association~~Agency and shall be included within the term "administrative costs."

ARTICLE 18 (

Responsibility for Monies)

18.1 The Treasurer of the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency or ~~theirs~~ designee shall have the custody of and shall disburse the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency's funds. ~~He or she~~The Treasurer shall have the authority to delegate the signatory function of the Treasurer to such persons as are authorized by the ~~Board of Directors~~Executive Director.

a) 18.2^[MC3] A bond in the amount set by the Board of Directors shall be required of ~~personnel of the all officers, agents and personnel authorized to disburse funds of the Utah Municipal Risk Management Association~~Utah Risk Management Agency consistent with Utah law. The cost of such bond ~~may will to~~ be paid ~~for~~ by the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency.

b) 18.3 The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct financial records of the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency, including accounts of its assets, liabilities, receipts and disbursements, and shall have such other duties as are provided for in the ~~Agreement~~First Amended Agreement creating the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency.

ARTICLE 19 (

Responsibilities of the ~~Association~~Agency)

19.1 The ~~Association~~Agency shall have the responsibility to:

a)(a) Provide coverage as agreed upon and deemed necessary, including ~~but not limited to~~ a self-protection fund and commercial insurance, as well as excess

coverage and umbrella insurance (if available), by negotiation or bid, and purchase, as necessary;

- b)(b) Assist MunicipalitiesMembers in obtaining insurance coverage for risks not included within the core coverage of the AssoeiationAgency;
- e)(c) Assist each MunicipalityMember's ~~assigned-designated~~ risk manager with the implementation of that function within the MunicipalityMember organization;
- d)(d) Provide ~~certain-risk management related~~ services to MunicipalitiesMembers as deemed appropriate;
- e)(e) Provide claims adjusting and subrogation services for claims covered by the AssoeiationAgency's Joint Pprotection Pprogram;
- f)(f) Provide loss runs and other loss control information and services as deemed appropriate;
- g)(g) Provide for the defense of any civil action or proceeding brought against any officer, employee, board member, or other agent of the AssoeiationAgency, in his or her official or individual capacity or both, on account of an act or omission within the scope of his or her agency as an agent of the AssoeiationAgency.
- h)(h) Act in all other manners deemed necessary and appropriate by the Board of Directors in order to carry out the purpose of this AgreementFirst Amended Agreement.

ARTICLE 20 (

Responsibilities of Member MunicipalitiesMembers)

_____20.1 Each Member MunicipalityMember shall have the responsibility to:

- a)(a) Pay ~~promptly~~ its premiumcontribution and any other assessments promptly to the AssoeiationAgency when due. Any delinquent payments shall be paid with interest which shall be equivalent to the prevailing rate of investment interest. Payments will be considered delinquent immediately after the due date.
- b)(b) Designate in writing an elected or appointed official to serve as a member of the Board of Directors. This designation may be changed from time to time.;
- e)(c) Designate a voting representative and alternate for Member MunicipalityMember meetings. A Member MunicipalityMember's voting representative must be an elected official, employee or officer of the Member MunicipalityMember, ~~butorganization but~~ may be changed from time to time. Each Member MunicipalityMember shall submit in writing the name of their voting representative and alternate to the Board of Directors.;
- d)(d) Appoint an employee of the MunicipalityMember to be responsible for the risk management function within that MunicipalityMember organization and to

serve as a liaison between the MunicipalityMember and the AssociationAgency as to risk management.;

- e)(e) Provide the AssociationAgency with all information or assistance as may be necessary for the AssociationAgency to carry out the jJoint Pprotection Pprogram adopted by the Board of Directors, which includes ~~but is not limited to,~~ reporting to the AssociationAgency as soon as reasonably possible the addition of new programs and facilities or the significant reduction or expansion of existing programs and facilities or other acts which will cause material changes in the Member MunicipalityMember's accidental loss, and providing the AssociationAgency periodically, as requested, with information on the value of buildings and contents and other real and personal properties.;
- f)(f) Allow the AssociationAgency reasonable access to all facilities of the Member MunicipalityMember organization and all records relating to the operation of the AssociationAgency.
- g)(g) Report to the AssociationAgency as promptly as possible all incidents or occurrences which could reasonably be expected to result in the AssociationAgency being required to consider a claim against the MunicipalityMember, its agent, officer, or employees, or for casualty losses to the municipal-Member's property within the scope of coverage undertaken by the AssociationAgency.;
- h)(h) Allow attorneys or other persons designated by the AssociationAgency to represent the Member MunicipalityMember in the investigation, settlement and litigation of any claim made against the Member MunicipalityMember within the scope of loss protection furnished by the AssociationAgency.;
- i)(i) Cooperate with and assist the AssociationAgency, the AssociationAgency's attorneys, claims adjusters, insurers of the AssociationAgency, and any other agent, employee, or officer of the AssociationAgency in all matters relating to the AssociationAgency, and comply with all By-Laws, rules, and regulations adopted by the Board of Directors.

ARTICLE 21 (

Effective Date of the Interlocal Agreement)

~~(Intentionally Omitted)——The effective date of this Interlocal Agreement shall be September 26, 1985, provided that by that date, there has been deposited within or committed to the Utah Municipal Risk Management Association's account, as deposits by founding Member Municipalities to be applied toward their first year's estimated pre mi urns, (to be determined as part of the establishment of the Association's joint protection program) the sum of at least One Million Dollars (\$1,000,000.00). If \$1,000,000.00 has not been received or committed by September 26, 1985, then the Interlocal Agreement creating the Utah Municipal Risk~~

~~Management Association shall be effective on the date when at least that amount has been deposited or committed for. A municipality which has not deposited or committed funds by the effective date of this Agreement may join the Association during the first sixty (60) days following the effective date.~~

ARTICLE 22 (

Commencement of Operations)

(Intentionally Omitted)

- a) ~~— The Association shall begin its operations as soon as is reasonably practicable after the establishment of the Association's joint protection program, but in no case later than sixty (60) days following the establishment of the joint protection program.~~
- b) ~~— Member Municipalities may be given the option to obtain coverage retroactively to the date of their cancellation from their prior insurance carrier provided they meet criteria established by the Board of Directors in their joint protection program and upon payment of the appropriate premium.~~

ARTICLE 23 (

Membership)

a) ~~— 23.1 The Founding Member Municipalities are those Member Municipalities which are parties signatory to this Interlocal Agreement as of the effective date of this Agreement (See Appendix A).~~

New Members may become signatories to this Agreement~~First Amended Agreement~~ upon approval of the Board of Directors.

23.2 Municipalities~~Members~~ entering under this Article will ~~be required to~~ pay their share of organizational expenses as determined by the Board, including those necessary to analyze their loss data and determine their premium~~contributions~~.

23.3 As set forth in Article 11, the Board of Directors establishes the criteria for new members and has the authority to admit new members on such terms and conditions as it deems appropriate.

ARTICLE 24 (

Withdrawal)

a) 24.1 A Member Municipality~~Member~~ which enters the j~~Joint~~ P~~Protection~~ program may not withdraw as a party to this Agreement~~First Amended Agreement~~ and as a member of the Association~~Agency~~ for one-year period ~~commencing beginning~~ on the effective date of membership, ~~as determined by Article 22.~~

24.2 After the initial one-year noncancelable membership in the program, a ~~Member Municipality~~Member may withdraw only at the end of any fiscal year, provided it has given the ~~Association~~Agency a twelve month written notice of its intent to withdraw from this ~~Agreement~~First Amended Agreement and the ~~Joint P~~protection Pprogram.

24.3 Any Member which has formally provided its notice of intent to withdraw its membership in the Agency shall:

- (a) not be able to rescind its withdrawal notice without the approval of the Board of Directors;
- (b) pay or repay the Agency any monies owing to the Agency even though the Member has withdrawn or is withdrawing; and
- a.(c) not serve as a member of the Executive Committee or any other Agency committees.

ARTICLE 25 (

Cancellation)

25.1 The ~~Association~~Agency shall have the right to cancel any ~~Member Municipality~~Member's participation in the ~~Joint P~~protection Pprogram upon a two-thirds (2/3) vote of the entire Board of Directors giving ninety (90) days written notice to that ~~Municipality~~Member. Any ~~Municipality~~Member so cancelled, on the effective date of the cancellation, shall for the purposes of Article 26, be treated as if it had voluntarily withdrawn.

ARTICLE 26 (

Effect of Withdrawal)

26.1 The withdrawal of any ~~Municipality~~Member form this ~~Agreement~~First Amended Agreement shall not terminate this ~~First Amended Agreement.~~e same.

a)

b) 26.2 The withdrawal of any ~~Municipality~~Member after the effective date of the ~~Joint P~~protection Pprogram shall not terminate ~~its-that Member's~~ responsibility to make any contributions or payments owing to the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency.

ARTICLE 27 (

Termination and Distribution)

a) 27.1 This ~~agreement~~First Amended Agreement may be terminated ~~at any time during the first noncancelable year~~ by the written consent of all ~~Member Municipalities~~Members, and thereafter by the written consent of the ~~Member Municipalities having two-thirds (2/3) of the voting rights of the Association;~~ provided, however, that this ~~Agreement~~First Amended Agreement

and the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency shall continue to exist for the purpose of disposing of all claims, distribution of assets, and all other functions necessary to wind up the affairs of the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency.

b) 27.2 Upon termination of this ~~Agreement~~First Amended Agreement, all assets of the ~~Association~~Agency shall be distributed only among the parties that have been Members of the ~~Joint Protection Program~~, including any of those parties which previously withdrew pursuant to Article ~~243(b)~~ of this ~~Agreement~~First Amended Agreement, but not including Members cancelled pursuant to Article ~~254~~, in accordance with and proportionate to their contribution payments and property (at market value when received) contributions made ~~during the term of this Agreement to the Agency~~. The Board of Directors shall determine such distribution within six months after the last pending claim or loss covered by this ~~Agreement~~First Amended Agreement has been finally disposed of.

e) 27.3 The Board of Directors is vested with all powers of the ~~Utah Municipal Risk Management Association~~Utah Risk Management Agency for the purpose of winding up and dissolving the business affairs of the ~~Association~~Agency.

ARTICLE 28 (

Provision for By-Laws and Manual)

~~(Intentionally Omitted) — As soon as practicable after the first meeting of the Board of Directors, and within the first twelve months of the Utah Municipal Risk Management Association's existence, the Board shall cause to be developed Utah Municipal Risk Management Association By-Laws and a policy and procedure manual to govern the day-to-day operations of the Utah Municipal Risk Management Association. Each Member Municipality shall receive a copy of the By-Laws, policy statement, or manual developed under this Article.~~

ARTICLE 29 (

Notices)

29.1 Notices to ~~Member Municipalities~~Members hereunder shall be sufficient if delivered in writing to the designated representative of the respective ~~Member Municipality~~Member, at the address provided.

ARTICLE 30 (

Amendment)

30.1 ~~This Agreement may be amended at any time by the written approval of all Member Municipalities signatory to it. Except as described in Section 30.2, this First Amended Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be:~~

- (a) submitted, approved, and executed by each Members' governing body and in accordance with Utah Code Ann. §11-13-202(2);
- (b) reviewed and approved by the attorney authorized to represent each Member, in accordance with Utah Code Ann. §11-13-202.5; and
- (c) filed with the person who keeps each Member's records.

30.2^[MC4] The Board of Directors may amend this First Amended Agreement without following the procedures of Section 30.1 if the proposed amendment is minor, insignificant, or clerical. The Board's decision to amend this Agreement must be unanimous.

ARTICLE 31 (

Prohibition Against Assignment)

31.1 No MunicipalityMember may assign any right, claim, or interest it may have under this AgreementFirst Amended Agreement, and no creditor, assignee, or third party beneficiary of any MunicipalityMember shall have any right, claim or title to any part, share, interest, fund, premiumcontribution, or asset of the Utah Municipal Risk Management AssociationUtah Risk Management Agency.

ARTICLE 32 (

Severability Clause)

32.1 In the event thatIf any article, provision, clause, or other part of this AgreementFirst Amended Agreement should beis held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability with respect toof other articles, clauses, applications, or occurrences, and this AgreementFirst Amended Agreement is expressly declared to be severable.

ARTICLE 33 (

Agreement Complete)

33.1 The foregoing, along with the Agency's By-Laws, constitutes the full and complete aAgreement of the parties. There are no oral understandings or agreements not set forth in either writing hereinthis First Amended Agreement or the Agency's By-Laws.

ARTICLE 34 (Liability and Indemnification)

34.1 The Agency's Board of Directors, officers, and employees shall use ordinary care and reasonable diligence in the exercise of their power and in the performance of their duties.

34.2 The Agency's Board of Directors, officers, and employees shall not be liable for any action made, taken, or omitted, provided the action was made, taken, or omitted in good-faith.

34.3 The Agency's Board of Directors, officers, and employees shall not be liable for any action made, taken, or omitted by any other person.

34.4 Agency funds shall be used to defend and indemnify the Agency's Board of Directors, officers, and employees against claims made against them, provided the claims arise out of their operation of, administration of, or involvement with the Agency. The Agency may purchase insurance providing similar coverage for such directors, officers, and employees.

IN WITNESS WHEREOF, the parties hereto have executed this ~~Agreement~~First Amended Agreement by authorized officials thereof on the date indicated on following pages.

ADOPTED by Resolution No. 1047-85, this 1st day of October, 1985.
CITY OF OREM

DeLance W. Squire, Mayor

Phillip C. Goodrich, City Recorder

~~APPENDIX A~~

~~Founding Members~~

DATE: _____

By: _____

DATE: _____

DATE: _____

By: _____

DATE: _____

By: _____

DATE: _____

By: _____

DATE: _____

By: _____

DATE: _____

By: _____

DATE: _____

By: _____

DATE: _____

By: _____

DATE: _____

By: _____

By: _____

APPENDIX A CONTINUED
OTHER MEMBERS AS OF _____

DATE: _____

By: _____

DATE: _____

By: _____

DATE: _____

By: _____

DATE: _____

By: _____

DATE: _____

By: _____

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By: _____

DATE: _____

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By: _____

DATE: _____

By: _____

By: _____



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Kena Mathews

Submitting Department: City Manager' s Office

Item Type: Action Item

Agenda Section:

Subject:

PUBLIC HEARING

RESOLUTION - The City will receive Public Comment on the Community Development Block Grant (CDBG) Projected Use of Funds for CARES ACT CDBG-CV funding and consider approval of a substantial amendment to the 2019-2020 Annual Action Plan.

Suggested Action:

The Community Services Manager recommends that the City Council hold a public hearing to receive public comment on the projected uses of the funds for the CARES ACT CDBG-CV funding, adopt the recommendations of the CDBG Advisory Commission, and approve a substantial amendment to the 2019-2020 Annual Action Plan.

Presenter:

Kena Jo Mathews, Community Services Manager, and Ken Ransom, CDBG Advisory Commission Chairperson

Background:

In response to the Coronavirus Pandemic (COVID-19), the U.S. Department of Housing and Urban Development Community Development Block Grant has notified the City of Orem that it will receive an allocation of \$411,983 to be used to prevent, prepare for, and respond to COVID-19. Based on the recommendations from the CDBG Advisory Commission, the City of Orem would like to allocate approximately \$30,000 to program administration and planning costs and approximately \$42,950.34 to public services. The balance of the funding of approximately \$339,032.66 will be noticed and allocated at a future date.

Potentially Affected Area:

Attachments:

[RES--CDBG-CV 2020.hjs reviewed.6.8.2020.DOC](#)

[Copy of Prioritization of Public Service Needs for CDBG-CV funding.xlsx](#)

RESOLUTION NO. _____
A RESOLUTION APPROVING A SUBSTANTIAL AMENDMENT
TO THE CITY OF OREM ANNUAL ACTION PLAN
FOR FISCAL YEAR 2019-2020

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), signed in March 2020 authorized Community Development Block Grant Coronavirus (CDBG-CV) Funds made available from the United States Department of Housing and Urban Development (HUD) to be allocated to prevent, prepare for, and respond to the COVID-19 Pandemic; and

WHEREAS the City of Orem, a CDBG entitlement, has been allocated CDBG-CV funding in the amount of \$411,983; and

WHEREAS, the Orem City Manager is proposing Substantial Amendment to the City of Orem's Annual Action Plan and budget for FY 2019-2020; and

WHEREAS, the proposed amendment will incorporate \$72,950.34 of CDBG-CV Funds into the following projects: \$30,000 CDBG Program Administration, \$29,859.34 Family Support and Treatment Center, \$8,091.00 RAH, and \$5,000 for Kids on Move and;

WHEREAS, the balance of the allocated CDBG-CV funding of approximately \$339,032.66 will be noticed and allocated at a future date and will be included in a forthcoming Substantial Amendment to the City of Orem's Annual Action Plan and budget for FY 2019-2020.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OREM, UTAH, as follows:

1. That the City Council will approve the proposed Substantial Amendment to the City of Orem's Annual Action Plan and budget for FY 2019-2020 described above by adopting this Resolution.
2. This resolution shall take effect immediately upon passage.
3. All other resolutions and policies in conflict herewith, either in whole or in part, are hereby repealed.

PASSED AND APPROVED this 16th day of June 2020.

Richard F. Brunst, Jr., Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER AYE NAY ABSTAIN

Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Immediate needs

Organization	Needs	Breakdown of Residents Served	Amount Request	Can be funded by UC, Provo, and Orem	Utah County Cost	Provo Cost
Boys and Girls Club	Emergency child care for health Care and first responders, PPE collection, meals and snacks,	Provo: 80% Orem: 15% Utah County: 5% 5.5% Lehi (30)	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
Family Support and Treatment Center	Virtual Therapy	29% Orem (161) 18% Provo (97) 42% Utah County (231) 5.5% Outside UC (30)	\$ 42,000.00	\$ 37,380.00	\$ 7,520.66	\$ -
United Way of Utah County	FTE equivalent employee for 211 Center for one year to meet growing demand due to COVID-19	Orem 23% Provo 30% Utah County 47%	\$ 35,000.00	\$ 35,000.00	\$ -	\$ 35,000.00
		Housing Clients: Provo: 40% Orem: 32% Lehi: 3% Other Utah County: 25%	\$ 45,000.00	\$ 43,650.00	\$ 43,650.00	\$ -
Center for Women and Children in Crisis	PPE's for Shelter client and staff, provide for basic needs for transitional clients	20% Provo 28% Orem 44% Utah County (not Provo, Orem or Lehi) 6% Lehi 1% Other/Outside Utah County	\$ 8,795.00	\$ 8,090.60	\$ -	\$ -
RAH	Acquire needed digital technology (tablets, chromebooks, simple laptops, etc), salary for new employee (4 months)					
		Provo: 35% Orem: 24% Lehi: 1% Utah County (excluding Provo, Orem, and Lehi) : 31%	\$ 1,870.00	\$ 1,683.00	\$ -	\$ 1,683.00
Mountainlands Community Health Center	PPE's		\$ 6,192.00	\$ 4,809.56	\$ -	\$ -
Kids on the Move	PPE's	Provo 9% Orem 25% Lehi 16% Utah County 44% Outside Utah County 6%				

Tabitha's Way	PPE's, Food, Digital Technology, staff costs for additional employees to meet demand	Provo 11%, Lehi 9%, Orem 15%, Utah County 65%	\$ 8,050.00	\$ 7,325.50	\$ 7,326.00	\$ -
			Total	\$58,497	\$51,683	
			Remaining	\$0.00	\$233.28	
				\$58,496.66	\$51,916.28	

Future (wait and see what needs are)

Organization

Needs

Breakdown of Residents Served

Amount Request

Housing Authority of Utah County	Rental and Mortgage Assistance	New Program	Any amount would be helpful
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Not Recommending

Organization

Needs

Breakdown of Residents Served

Amount Request

Community Action Services and Food Bank	Housing assistance, assistance	Didn't provide	\$170,500
Share a Smile	Operation, provider, and supply costs, lab fees	Didn't provide	\$18,000

Public Services Total

Provo	\$51,916.28
Orem	\$42,526.90
Utah County	\$58,495.48

Amount

Orem Cost	Amount Per Entitlement	Budget	Other Federal State and Local Funding	Amount
\$ -	Provo \$12,000 Orem \$2,250 Utah County \$750	\$7500: Child Nutrition expenses \$2500: Personal Protection Equipment Donation Center \$5000: Childcare	Yes	\$6,000
\$ 29,859.34	Provo \$7,560 Orem \$12,180 Utah County \$17,640	Therapy services for additional clients. Purchase materials necessary to offer this service (10 webcam enabled laptops, an annual telehealth platform subscription, a DocuSign subscription, etc.)	None	
\$ -	Provo \$10,500 Orem \$8,050 Utah County \$16,450	Payroll costs	None	
\$ -	Provo \$18,000 Orem \$14,400 Utah County \$11,250	Two months of assistance for transitional clients in need, additional costs for PPE's	None	
\$ 8,091.00	Provo \$1,759 Orem \$2,462.60 Utah County \$3,869	Digital Technology \$3,500, internet access \$1,800, staff costs \$2,000.	Yes	\$3,750
\$ -	Provo \$654.50 Orem \$448.80 Utah County \$579.70	Waiting on machine cost. Flexal Nitrile Gloves \$21/box Mask Respirator Particulate \$18/box Mask Procedure LF BLU \$8/box Mask Procedure w/earloop \$14/box Gowns Impervious Isolation YLW \$31/box Hand Sanitizer \$95/case		
\$ 4,809.56	Provo \$557.28 Orem \$1,528 Utah County \$2,724.28	Hand Sanitizer \$924.20 Disinfectant \$883.24 Gloves \$569.40 Masks \$1550.00 Gel Sanitizer \$2,160.35 Solution \$103.98	Yes	\$1,400,000

\$ -
 Provo \$885.50 Orem \$1,207.50 Utah County \$5,232.50
 \$42,760
 (\$233.00)
 \$42,526.90

\$ 450.00 gloves
 \$ 860.00 Ipads (2)
 \$6,740 Labor for 5

Yes \$8,000

Budget	Other Federal State and Local Funding	Amount
Up to 3 months of payments, \$100.00 per application processed for operations costs	None	

Budget	Other Federal State and Local Funding	Amount
Food \$38,000, Utility Assistance \$10,000, Housing \$122,500	CSBG, HOME, ESG None	Over 2 million

Use

Child Care

payroll and operating costs for 2 months

payroll, utilities, mortgage

payroll, utilities, mortgage

Use

Use

All activities listed in request. CASFB can distribute to other providers as well.

Reason for Not Recommending

Duplication of benefits
Shortfall of revenue, supplanting



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Jake Harding

Submitting Department: Development Services

Item Type: Ordinance

Agenda Section:

Subject:

PUBLIC HEARING

ORDINANCE – Amending Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon Crossing District (CXD) zone.

Suggested Action:

The Planning Commission recommends that the City Council, by ordinance, amend Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon Crossing District (CXD) zone.

Presenter:

Jason Bench

Background:

Potentially Affected Area:

Canyon Crossing District

Attachments:

[Agenda-CXDZone-AccessoryStructures.docx](#)

[Map.pdf](#)

[District Boundary Map.pdf](#)

[Zoning Vicinity Map.pdf](#)

[Aerial Imagery.pdf](#)

[Proposed amendments.docx](#)

[Existing State Street Standards_22-8-8\(7\).pdf](#)

[Planning Commission Minutes_5.20.20.docx](#)

CITY OF OREM
CITY COUNCIL MEETING
JUNE 16, 2020



REQUEST:	ORDINANCE —Amending Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code pertaining to accessory buildings in the Canyon Crossing District (CXD) zone.
APPLICANT:	Development Services
FISCAL IMPACT:	None

NOTICES:

- Posted in 2 public places
- Posted on City webpage and City hotline
- Faxed to newspapers
- E-mailed to newspapers
- Posted at utah.gov/pmn

Area Information	
General Plan	MIX
Zone	CXD

PLANNING COMMISSION RECOMMENDATION
Vote: 4-0 for approval

PREPARED BY
Jake Harding Associate Planner

REQUEST: The Department of Development Services requests the City Council amend Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code pertaining to accessory buildings in the Canyon Crossing District (CXD) zone.

BACKGROUND: The Canyon Crossing District zone (encompassing the area around the intersection of 800 North and State Street), like the other State Street district zones, contains design standards that are intended to create an urban design feel and to maximize the development of properties in that zone. Two of the main development requirements are that buildings must be brought up close to the street with a maximum setback of ten feet and must also have a minimum of two stories.

As an exception to the above requirements, the current ordinance provides that one existing building on a parcel may be expanded by up to 15% of the floor area of the building without meeting the minimum height and maximum setback requirements. However, all other building additions as well as new buildings must comply with the minimum height and maximum setback requirements.

A property owner in the CXD zone recently expressed a desire to construct a large accessory structure in the back of his lot and behind the existing buildings on the parcel. Upon consideration of the request, staff realized that the current CXD zone does not allow the construction of an accessory building for things like storage unless it complies with the minimum height and maximum setback requirements. Since it would generally be impracticable to construct an accessory building that meets those requirements, staff believes that it is reasonable to allow an accessory building in the CXD zone to be built in the rear of a lot even though it does not meet the height and setback requirements. However, staff believes that the size of such an accessory building should be limited in order to avoid encouraging the construction of new buildings in the rear of a lot that ultimately may be devoted to primary uses since the intent of the ordinance is to bring the primary uses out to the front of the lot.

As staff considered what size of accessory building would be reasonable to allow as an exception to the height and setback requirements, staff looked to the exception that allows a building to be expanded by 15%, as referenced above, as an example. Staff therefore propose to amend the CXD zone to allow one accessory building that does not meet the minimum height and maximum

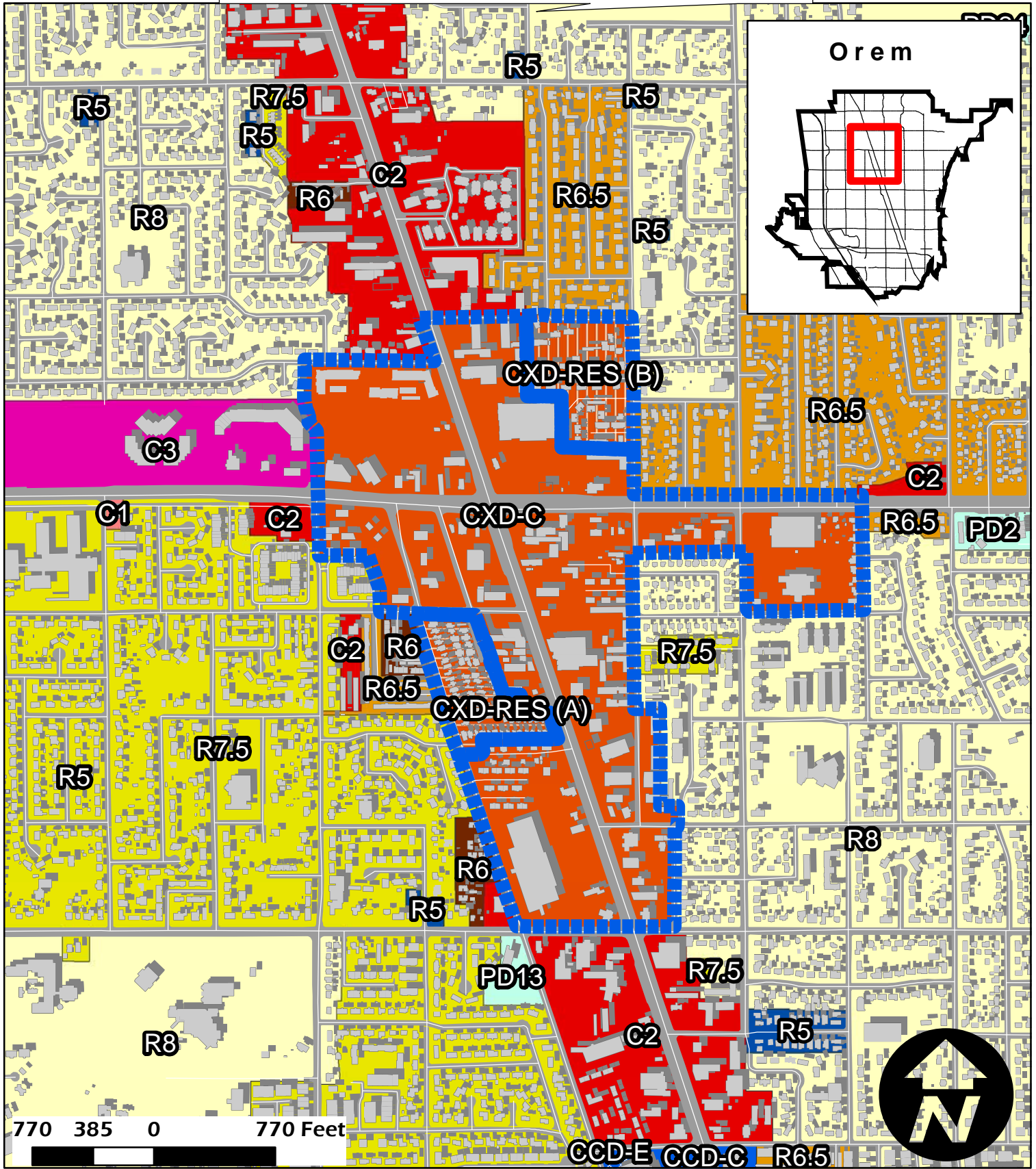
setback requirements to be constructed on a lot provided that the accessory building is no larger than 15% of the floor area of one primary building on the parcel. Staff believe that this will allow property owners to meet their legitimate need for storage while still preventing primary buildings or uses from being constructed in the rear of a lot.

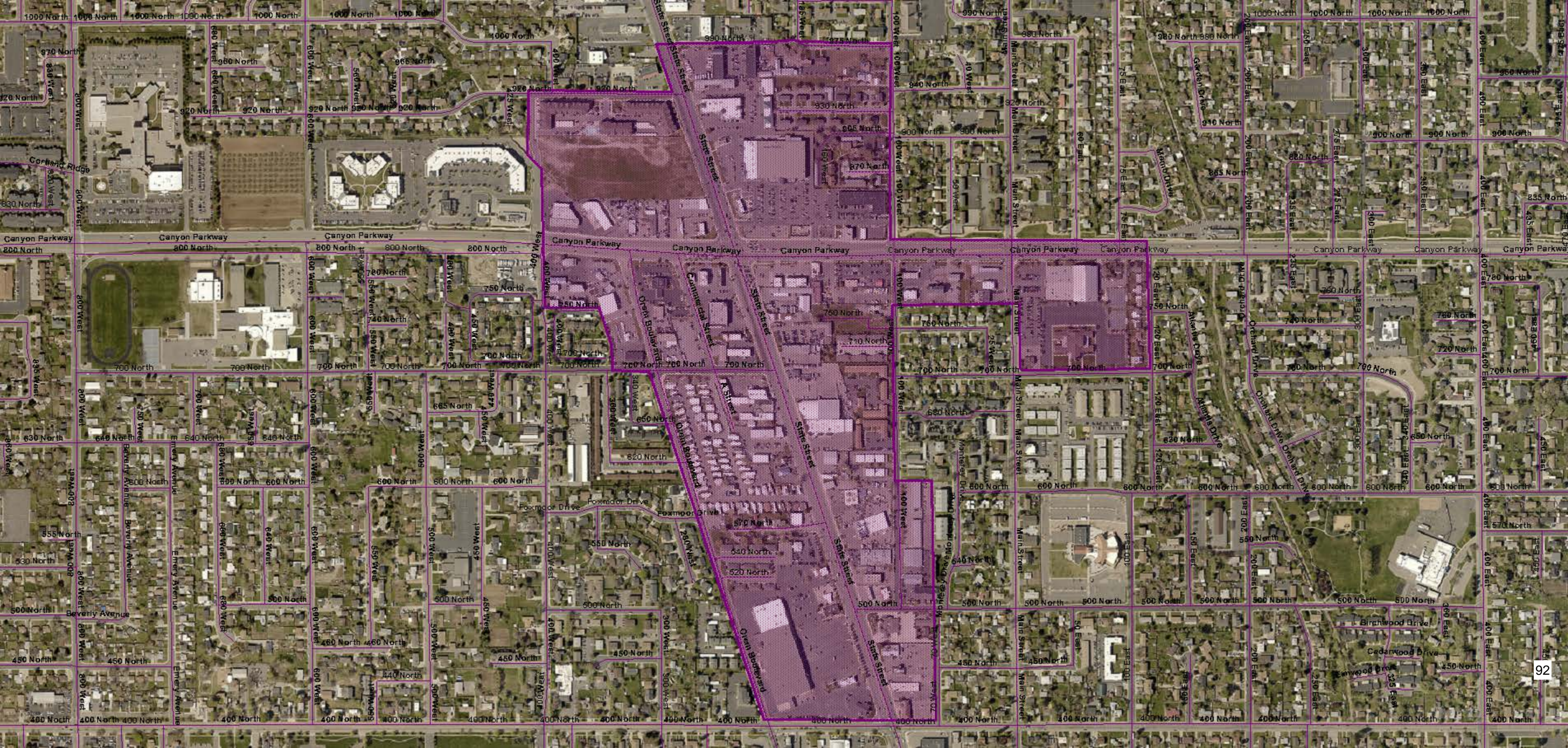
Under the proposed amendment, one accessory structure would be allowed on a parcel in the CXD zone provided it meets the following:

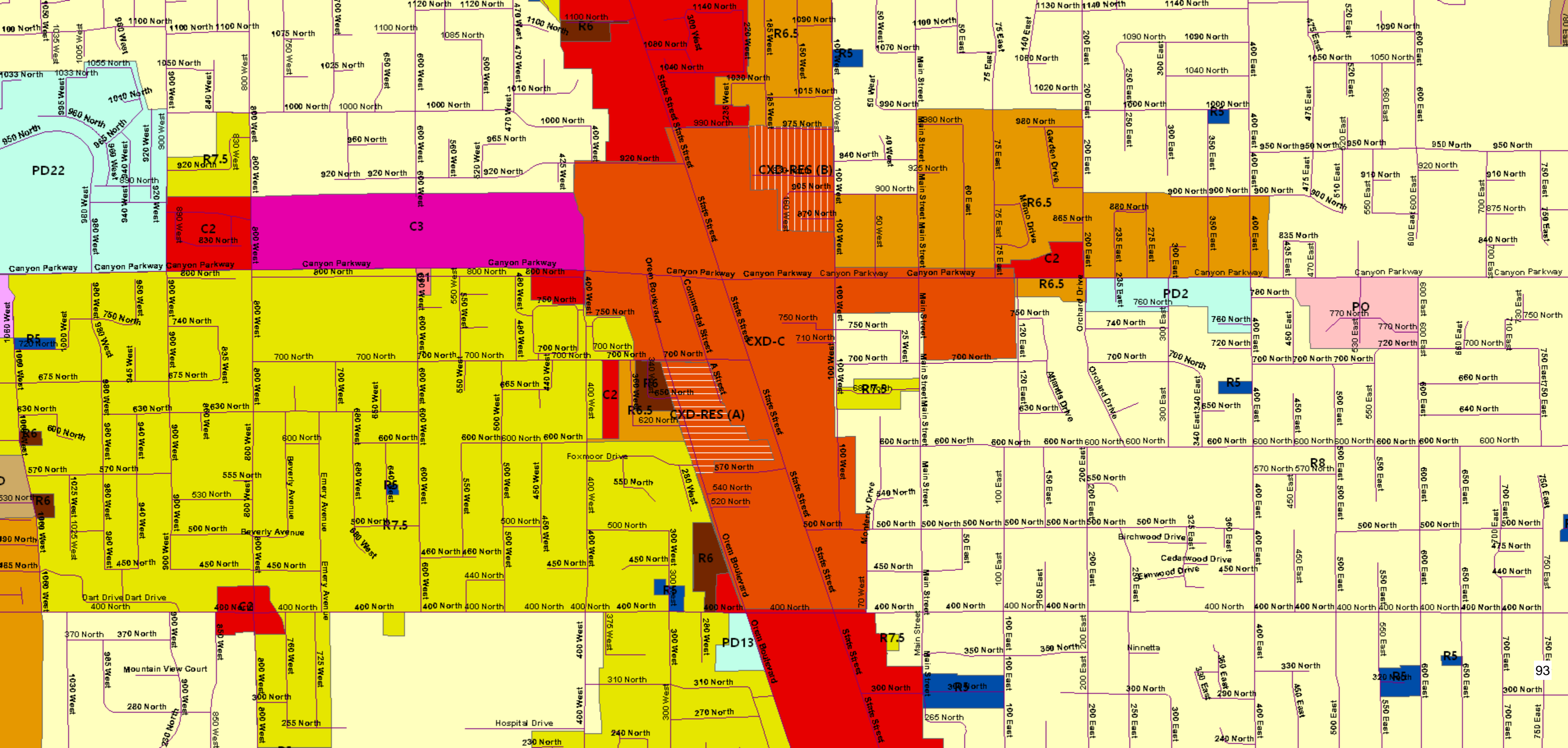
1. A maximum area of 15% of the gross leasable floor area (GLFA) of the primary structure on the property.
2. A maximum height of one story.
3. The use must be exclusively for storage in connection with the primary use of the property.
4. It must be an accessory use to the principal use of the property.
5. It must be located behind the primary structure.
6. It cannot be connected to water or sewer services.
7. The parcel on which it is located cannot have already used the one-time 15% building exception noted above.
8. It must comply with all other applicable City ordinances.

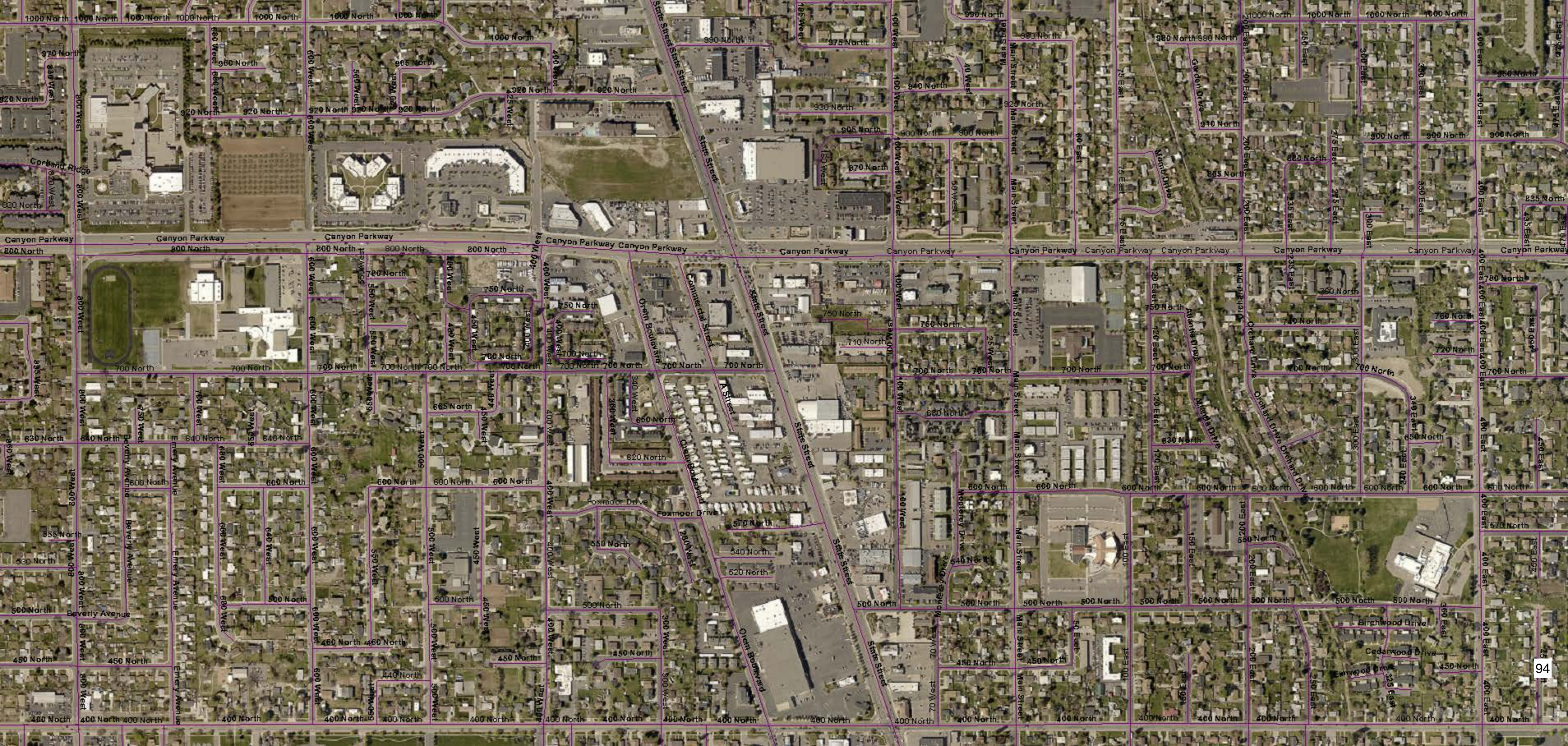
RECOMMENDATION: The Planning Commission recommends that the City Council, by ordinance, amend Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon Crossing District (CXD) zone.

Canyon Crossing District









Section 22-24-3(F)(1)(a)

F. Design Standards.

1. Building Height.

All buildings in the CXD zones except for buildings in the CXD-Res-B zone shall be at least two stories in height. Buildings in the CXD-Res-B zone shall have a maximum height of 35 feet. There is no maximum height requirement for the CXD-C and CXD-RES(A) zones. Each building story above the ground story shall be designed and constructed to have at least 60% of the Gross Leasable Floor Area of the story directly below. The ground story of every building, except for buildings in the CXD-Res (A&B) zones, shall have a floor to ceiling height of at least 14 feet.

a. Exception to Building Height Requirement. One accessory building that does not comply with the minimum height requirement may be constructed on a parcel provided that the accessory building:

(i) is no larger than fifteen percent (15%) of the Gross Floor Area (GFA) of (only) one primary building on the parcel;

(ii) is limited to one story in height;

(iii) is designed and used exclusively for storage in connection with the primary use of the parcel;

(iv) is an accessory use to the principal use(s) or structure(s) on the parcel;

(v) is located behind the primary structure(s) on the parcel;

(vi) has no connection to water or sewer service;

(vii) is located on a parcel that has not already taken advantage of the "small building addition" exception under section 22-8-8(B)(7)(a) and is constructed in lieu of said "small building addition" exception-- the "small building addition" exception under section 22-8-8(B)(7)(a) shall not be available for any parcel on which an accessory building has been constructed pursuant to this subsection (a); and

(viii) complies with all other applicable City ordinances.

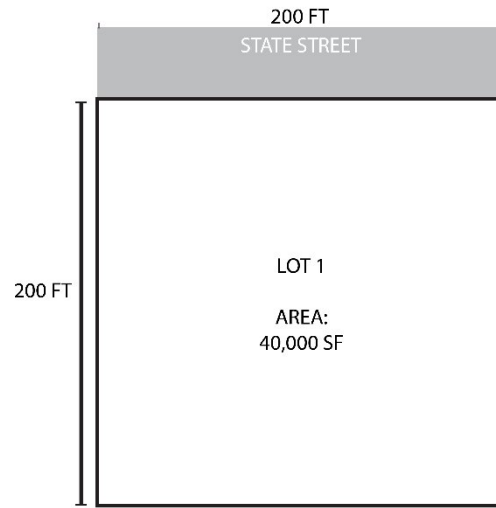
Section 22-24-3(F)(2)(d)

d. **Exceptions to Maximum Setback Requirement.** Except as otherwise provided herein, no building may be constructed on a lot that has frontage on a public street unless the building complies with the maximum setback requirements set forth above.

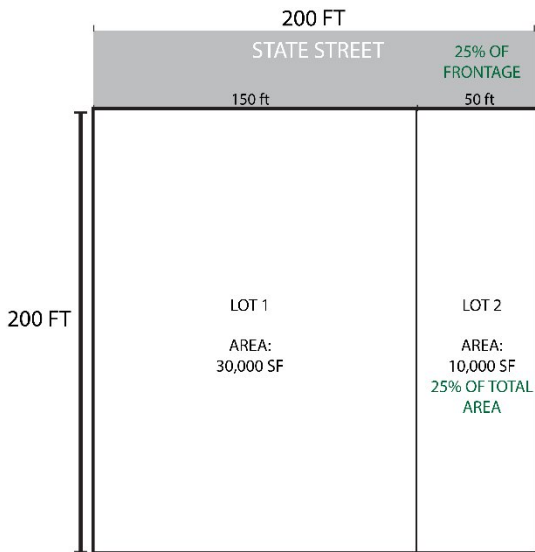
i. Notwithstanding the above, a building that does not meet the maximum setback requirements may be constructed on a parcel if at least 50% of that parcel's street frontage is occupied by a building(s) façade that is located within twenty feet (20') of the back of required sidewalk.

ii. A lot where less than fifty percent (50%) of the street frontage is occupied by a building(s) facade located within twenty feet (20') of the back of required sidewalk may not be subdivided in such way that creates a new lot (1) that has no street frontage, or (2) where the percentage of the street frontage of the original lot included in the new lot is less than the percentage of the area of the original lot included in the new lot. For example, if a lot has 200 feet of street frontage and 40,000 square feet of area, a lot that is subdivided off the original lot that has 50 feet of street frontage (25% of the total frontage of the original parcel) may not have a total lot area greater than 10,000 square feet (25% x 40,000). The intent of this requirement is to prevent circumvention of the maximum setback requirement.

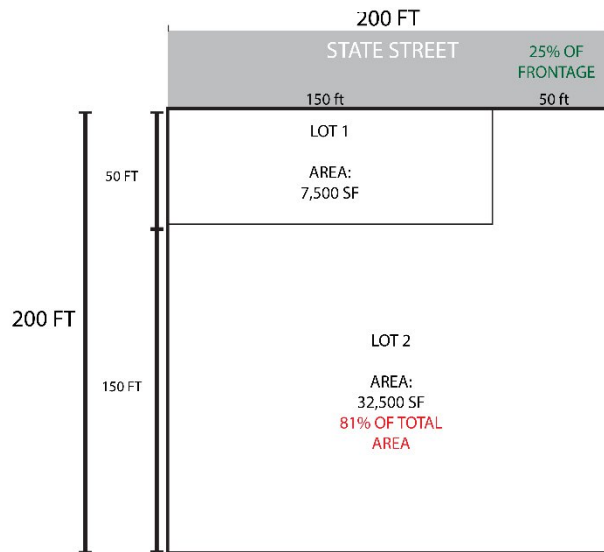
This example is demonstrated in the following graphics:



ORIGINAL LOT



PERMITTED SUBDIVISION



NON-PERMITTED SUBDIVISION

iii. The width of one required street access (up to a maximum of thirty feet (30')) may be subtracted from the total parcel width when calculating the 50% frontage occupancy requirement.

- iv. A building that does not meet the maximum setback requirements may be constructed before the 50% frontage occupancy requirement is met provided that buildings that will bring the lot into compliance with the 50% frontage occupancy requirement are constructed concurrently with the building that does not meet the maximum setback requirement.
- v. The maximum setback requirements do not apply to detached, single-family dwellings.

vi. One accessory building that does not comply with the maximum setback requirement may be constructed on a parcel provided that the accessory building:

(i) is no larger than fifteen percent (15%) of the GFA of (only) one primary building on the parcel;

(ii) is limited to one story in height;

(iii) is designed and used exclusively for storage in connection with the primary use of the parcel;

(iv) is an accessory use to the principal use(s) or structure(s) on the parcel;

(v) is located behind the primary structure(s) on the parcel;

(vi) has no connection to water or sewer service; (vii) is located on a parcel that has not already taken advantage of the “small building addition” exception under section 22-8-8(B)(7)(a) and is constructed in lieu of said “small building addition” exception--the “small building addition” exception under section 22-8-8(B)(7)(a) shall not be available for any parcel on which an accessory building has been constructed pursuant to this subsection (a); and

(viii) complies with all other applicable City ordinances.

22-8-8(7)

7. **Amended Sites.** Notwithstanding the provisions of Section 22-14-20(G)(2) or any other provision of City Code except as provided below, any amendment to an existing site or development in the State Street Corridor Area must comply with the requirements of this Section 22-8-8(B). Except for the minor amendments described in 22-14-20(C)(3)(b)(1)-(3) and (5)-(10) and Section 22-14-20(H) relating to modification of the landscaping requirement, an applicant proposing amendments to an existing site plan must bring the site into compliance with the requirements of this Section 22-8-8(B).

- a) **“Small building addition”** exception: The Gross Floor Area (GFA) of one primary building on a parcel may be expanded one time by an amount not to exceed 15% of the GFA of that building existing as of May 1, 2017, without complying with the maximum setback requirement of Section 22-8-8(B). This exception allows an addition to one existing building on a parcel and does not permit the construction of a new building that does not conform to the maximum setback. This one time “small building addition” must be constructed at the same time and may not be divided into multiple additions that combined add up to 15% or less. This small building addition shall not be available for any building located on a parcel or part thereof that has been subdivided after May 1, 2017. Any amendments to an existing site must otherwise comply with the current ordinance requirements in accordance with Section 22-14-20(C).

Planning Commission Minutes – June 3, 2020

Agenda Item 3.3 is a request by Development Services for the Planning Commission to amend Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon Crossing District (CXD) zone.

Staff Presentation: The City has been administratively approving small, one-time additions to existing buildings since the creation of the State Street Districts. The provision for these additions is allowed according to Orem City Code 22-8-8(B)(7)(a), which is included as a supplementary document to this report. Although this provision does permit small additions, it does not permit the construction of new accessory structures.

Currently, the State Street District codes do not allow any new accessory structures. In the spirit of the small addition exception that has already been in practice, staff is proposing that accessory structures be allowed under similar conditions to a small addition. However, a parcel would only be allowed one of the two exceptions. Not both. A property owner has expressed interest in doing such a structure in the CXD zone.

Staff is proposing that accessory structures be allowed in the CXD zone under the following conditions:

1. A maximum area size of 15% of the gross leasable floor area (GLFA) of the primary structure on the property.
2. A maximum height of one story.
3. They must be exclusively used as storage in connection with the primary use of the property.
4. They must be an accessory use to the principal use of the property.
5. They must be located behind the primary structure.
6. They cannot be connected to water or sewer services.
7. The parcel it is on cannot have already used the one-time addition 15% exception noted above.
8. They must comply with all other applicable City ordinances.

Recommendation: The Development Review Committee determined this request complies with the Orem City Code. Staff recommends the Planning Commission forward a positive recommendation to the City Council to amend Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon Crossing District (CXD) zone.

Chair Cochran asked if the Planning Commission had any questions for Mr. Harding. Mr. Cochran said before this change is considered in the other districts, it will be tested in the Canyon Crossing District.

Chair Cochran invited the applicant to speak up via telephone. Eric Watts introduced himself. Mr. Watts said this accessory building is important to the businesses on this site, the Super Lube and the car wash. They require a lot of accessory parts and pieces and this building is necessary to keep those businesses organized and for the operation of the businesses. Mr. Cochran said there are several businesses on this parcel and asked if the language is sufficient to support the several businesses that are there for a communal storage facility or is it just for one of the primary businesses. Mr. Earl said there would have to be one separate building per parcel. Mr. Watts said it would not be communal, it would be for the Super Lube and the car wash.

Mr. Bench said the fifteen percent would include all the square footages on this parcel, which are Marco’s pizza and the Super Lube. Whatever that square footage is, fifteen percent would be how large the accessory structure could be. Mr. Watts asked if they will be able to erect an accessory structure that is fifteen percent of the gross square footage. Mr. Bench said that is correct. These businesses are connected in one building. Fifteen percent is approximately nine hundred fifty square feet. This ordinance was not designed to be consistent with this particular building, it was written to be consistent with the District which is a fifteen percent exception.

Mr. Spencer said someone can have an eighteen hundred square foot building, but it would trigger a remodeling of the entire area so it would look how it is supposed to look for the Canyon Crossing District. Mr. Bench said there is a one-time exception for someone to come in and make a fifteen percent addition to their building without having to meet District standards. This ordinance allows someone now to add an accessory building, but it is consistent with what has been done in the past and allow the fifteen percent. Staff is not interested to proposing to do something that is contrary to what was proposed initially. Mr. Spencer asked what this property would have to do to have an eighteen square foot building. Mr. Bench said the ordinance would require them to bring it into compliance which would require them to bring the building to the front, meet materials and design standards and be a minimum of two stories high.

Mr. Earl said one of the major design standards that are in the Districts is the buildings need to be pulled up to the street. The buildings also need to be a minimum of two stories. If development is done in the District, it needs to meet the requirements. The principal development needs to be up front on the street and two stories, prohibiting people from getting around those standards and building large buildings in the rear. Mr. Clark added that this applies to every building in the district.

Mr. Earl said the fear is if a building larger than fifteen percent is allowed in the rear of the property and does not meet the design standards, people will start using them as primary uses instead of storage uses. Principle uses need to meet the District design standards. Mr. Cook said if someone wanted an accessory structure larger than fifteen percent of gross area there is a way they can do that, this is not limiting that, and he does not think that number should be changed.

Chair Cochran opened the public hearing and invited those who wanted to make a comment on this item to send in their comments via email or chat.

When there were no comments/chats, Chair Cochran closed the public hearing and asked if the Planning Commission had any more questions for staff. When none did, he called for a motion on this item.

Planning Commission Action: Mr. Cook moved to forward a positive recommendation to the City Council to amend Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon Crossing District (CXD) zone. Mr. Cochran seconded the motion. Those voting aye: Mickey Cochran, Carl Cook, Camille Jensen and Ross Spencer. The motion passed unanimously.

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ORDINANCE NO. _____

AN ORDINANCE BY THE OREM CITY COUNCIL AMENDING SECTIONS 22-24-3(F)(1)(a) AND 22-24-3(F)(2)(d) “DESIGN STANDARDS” OF THE OREM CITY CODE PERTAINING TO ACCESSORY BUILDINGS IN THE CANYON CROSSING DISTRICT (CXD) ZONE

WHEREAS on May 6, 2020, the Department of Development Services filed an application requesting that the City Council amend Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code pertaining to accessory buildings in the Canyon Crossing District (CXD) zone; and

WHEREAS a public hearing considering the subject application was held by the Planning Commission on May 20, 2020, and the Planning Commission recommended that the City Council approve the application; and

WHEREAS a public hearing considering the subject application was held by the City Council on June 16, 2020; and

WHEREAS the agenda of the Planning Commission meeting and the City Council meeting at which the request was heard were posted in the Orem Public Library, on the Orem City Webpage, and at the City Offices at 56 N State Street; and

WHEREAS the matter having been submitted and the City Council having fully considered the request as it relates to the health, safety and general welfare of the City; the orderly development of land in the City; the effect upon surrounding neighborhoods; and the special conditions applicable to the request.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OREM, UTAH, as follows:

1. The City Council finds that it is in the best interest of the City to amend Articles 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon Crossing District (CXD) zone because it will allow property owners in the CXD zone to meet their legitimate needs for storage while still requiring primary buildings and primary uses to meet the maximum setback and minimum height requirements of the zone.

2. The City Council hereby amends Sections 22-24-3(F)(1)(a) and 22-24-3(F)(2)(d) “Design Standards” of the Orem City Code, pertaining to accessory buildings in the Canyon

DRAFT

Crossing District (CXD) zone to read as shown in Exhibit “A” which is attached hereto and by reference is made a part hereof.

3. If any part of this ordinance shall be declared invalid, such decision shall not affect the validity of the remainder of this ordinance.

4. This ordinance shall take effect immediately upon passage and publication in a newspaper of general circulation in the City of Orem.

PASSED, APPROVED and ORDERED PUBLISHED this 16th day of June 2020.

Richard F. Brunst, Jr., Mayor

ATTEST:

JoD’Ann Bates, City Recorder

COUNCILMEMBER	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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EXHIBIT A

Section 22-24-3(F)(1)(a)

F. Design Standards.

1. Building Height.

All buildings in the CXD zones except for buildings in the CXD-Res-B zone shall be at least two stories in height. Buildings in the CXD-Res-B zone shall have a maximum height of 35 feet. There is no maximum height requirement for the CXD-C and CXD-RES(A) zones. Each building story above the ground story shall be designed and constructed to have at least 60% of the Gross Leasable Floor Area of the story directly below. The ground story of every building, except for buildings in the CXD-Res (A&B) zones, shall have a floor to ceiling height of at least 14 feet.

a. Exception to Building Height Requirement. One accessory building that does not comply with the minimum height requirement may be constructed on a parcel provided that the accessory building:

- (i) is no larger than fifteen percent (15%) of the Gross Floor Area (GFA) of (only) one primary building on the parcel;
- (ii) is limited to one story in height;
- (iii) is designed and used exclusively for storage in connection with the primary use of the parcel;
- (iv) is an accessory use to the principal use(s) or structure(s) on the parcel;
- (v) is located behind the primary structure(s) on the parcel;
- (vi) has no connection to water or sewer service;
- (vii) is located on a parcel that has not already taken advantage of the “small building addition” exception under section 22-8-8(B)(7)(a) and is constructed in lieu of said “small building addition” exception--the “small building addition” exception under section 22-8-8(B)(7)(a) shall not be available for any parcel on which an accessory building has been constructed pursuant to this subsection (a); and
- (viii) complies with all other applicable City ordinances.

Section 22-24-3(F)(2)(d)

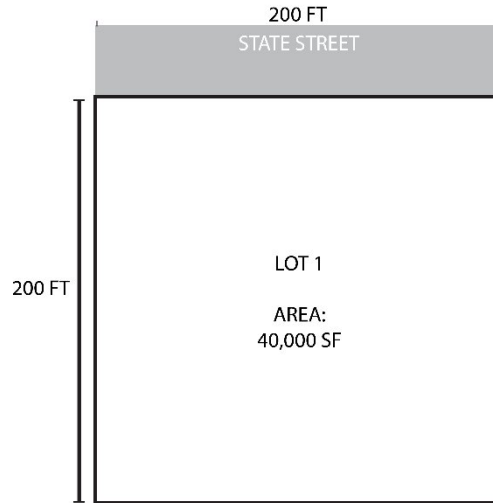
d. Exceptions to Maximum Setback Requirement. Except as otherwise provided herein, no building may be constructed on a lot that has frontage on a public street unless the building complies with the maximum setback requirements set forth above.

i. Notwithstanding the above, a building that does not meet the maximum setback requirements may be constructed on a parcel if at least 50% of that parcel's street frontage is occupied by a building(s) facade that is located within twenty feet (20') of the back of required sidewalk.

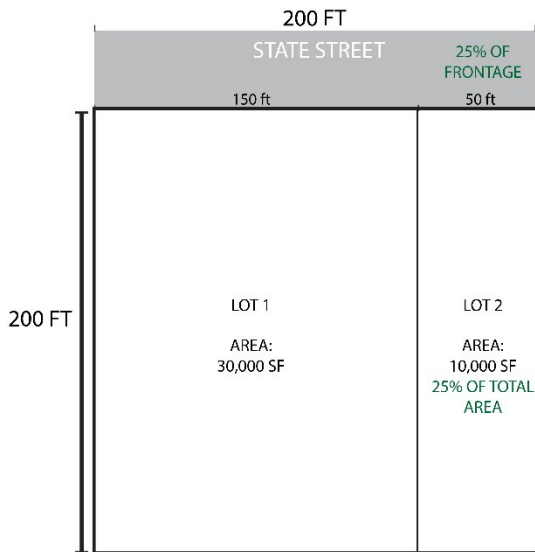
ii. A lot where less than fifty percent (50%) of the street frontage is occupied by a building(s) facade located within twenty feet (20') of the back of required sidewalk may not be subdivided in such way that creates a new lot (1) that has no street frontage, or (2) where the percentage of the street frontage of the original lot included in the new lot is less than the percentage of the area of the original lot included in the new lot. For example, if a lot has 200 feet of street frontage and 40,000 square feet of area, a lot that is subdivided off the original lot that has 50 feet of street frontage (25% of the total frontage of the original parcel) may not have a total lot area greater than 10,000 square feet (25% x 40,000). The intent of this requirement is to prevent circumvention of the maximum setback requirement.

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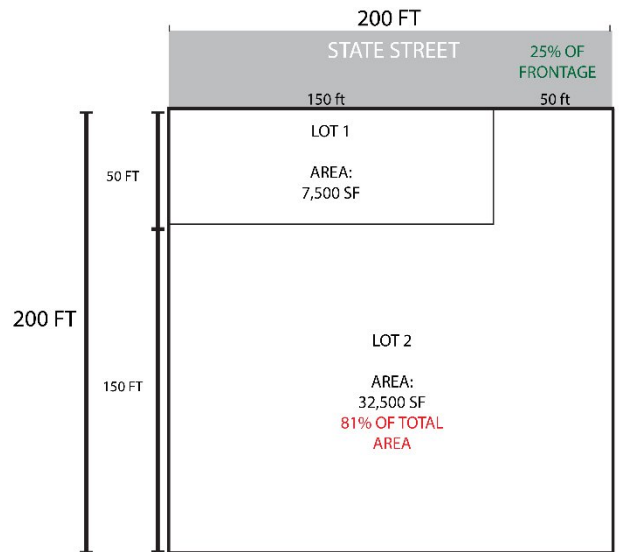
This example is demonstrated in the following graphics:



ORIGINAL LOT



PERMITTED SUBDIVISION



NON-PERMITTED SUBDIVISION

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iii. The width of one required street access (up to a maximum of thirty feet (30')) may be subtracted from the total parcel width when calculating the 50% frontage occupancy requirement.

iv. A building that does not meet the maximum setback requirements may be constructed before the 50% frontage occupancy requirement is met provided that buildings that will bring the lot into compliance with the 50% frontage occupancy requirement are constructed concurrently with the building that does not meet the maximum setback requirement.

v. The maximum setback requirements do not apply to detached, single-family dwellings.

vi. One accessory building that does not comply with the maximum setback requirement may be constructed on a parcel provided that the accessory building:

(i) is no larger than fifteen percent (15%) of the GFA of (only) one primary building on the parcel;

(ii) is limited to one story in height;

(iii) is designed and used exclusively for storage in connection with the primary use of the parcel;

(iv) is an accessory use to the principal use(s) or structure(s) on the parcel;

(v) is located behind the primary structure(s) on the parcel;

(vi) has no connection to water or sewer service;

(vii) is located on a parcel that has not already taken advantage of the “small building addition” exception under section 22-8-8(B)(7)(a) and is constructed in lieu of said “small building addition” exception--the “small building addition” exception under section 22-8-8(B)(7)(a) shall not be available for any parcel on which an accessory building has been constructed pursuant to this subsection (a); and

(viii) complies with all other applicable City ordinances.



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Cheryl Vargas

Submitting Department: Development Services

Item Type: Ordinance

Agenda Section:

Subject:

PUBLIC HEARING

ORDINANCE – Amending Section 22-11-33(F) PD-21 Zone, Student Housing Village, 1200 South Geneva Road of the Orem City Code to allow drive-thru windows.

Suggested Action:

The Planning Commission recommends the City Council, by ordinance, amend Section 22-11-33(F) PD-21 Zone, Student Housing Village, 1200 South Geneva Road by allowing drive-thru windows.

Presenter:

Jason Bench

Background:

Potentially Affected Area:

PD-21 Zone

Attachments:

[Agenda-PD21-DriveThru.docx](#)

[Map.pdf](#)

[Vicinity Map.pdf](#)

[Street View.pdf](#)

[Street View2.pdf](#)

[Street_View_3.pdf](#)

[Concept_Plan.pdf](#)

[Section 22-11-33\(F\) PD21 PC Minutes 5.20.20.docx](#)

[Resolution-PD21-DriveThrus.docx](#)

CITY OF OREM
CITY COUNCIL MEETING
JUNE 16, 2020



REQUEST:	ORDINANCE – Amending Section 22-11-33(F) of the Orem City Code (PD-21 Zone, Student Housing Village, 1200 South Geneva Road) to allow drive-thru windows.
APPLICANT:	Jared Osmond
FISCAL IMPACT:	None

NOTICES:

- Posted in 2 public places
- Posted on City webpage and City hotline
- Faxed to newspapers
- E-mailed to newspapers
- Posted at utah.gov/pm

SITE INFORMATION:

- General Plan Designation:
High Density Residential
- Current Zone(s): PD21
- Acres: 42.06
- Neighborhood: Sunset Heights West

PLANNING COMMISSION RECOMMENDATION
Vote: 4-0 for approval

PREPARED BY: Cheryl Vargas Orem City Associate Planner
--

REQUEST: The applicant requests the City Council amend Section 22-11-33(F) of the Orem City Code (PD-21 Zone, Student Housing Village, 1200 South Geneva Road) to allow drive-thru windows.

BACKGROUND: Section 22-11-33(F) of the City Code states that drive-thru windows are not allowed in the PD-21 zone. Fast food restaurants are allowed in the PD-21 zone and many restaurants prefer to have a drive-thru window, especially in today’s environment. The applicant would like to locate a drive-thru soda retail store at 1296 West University Parkway. The existing natural gas fuel station would be removed.

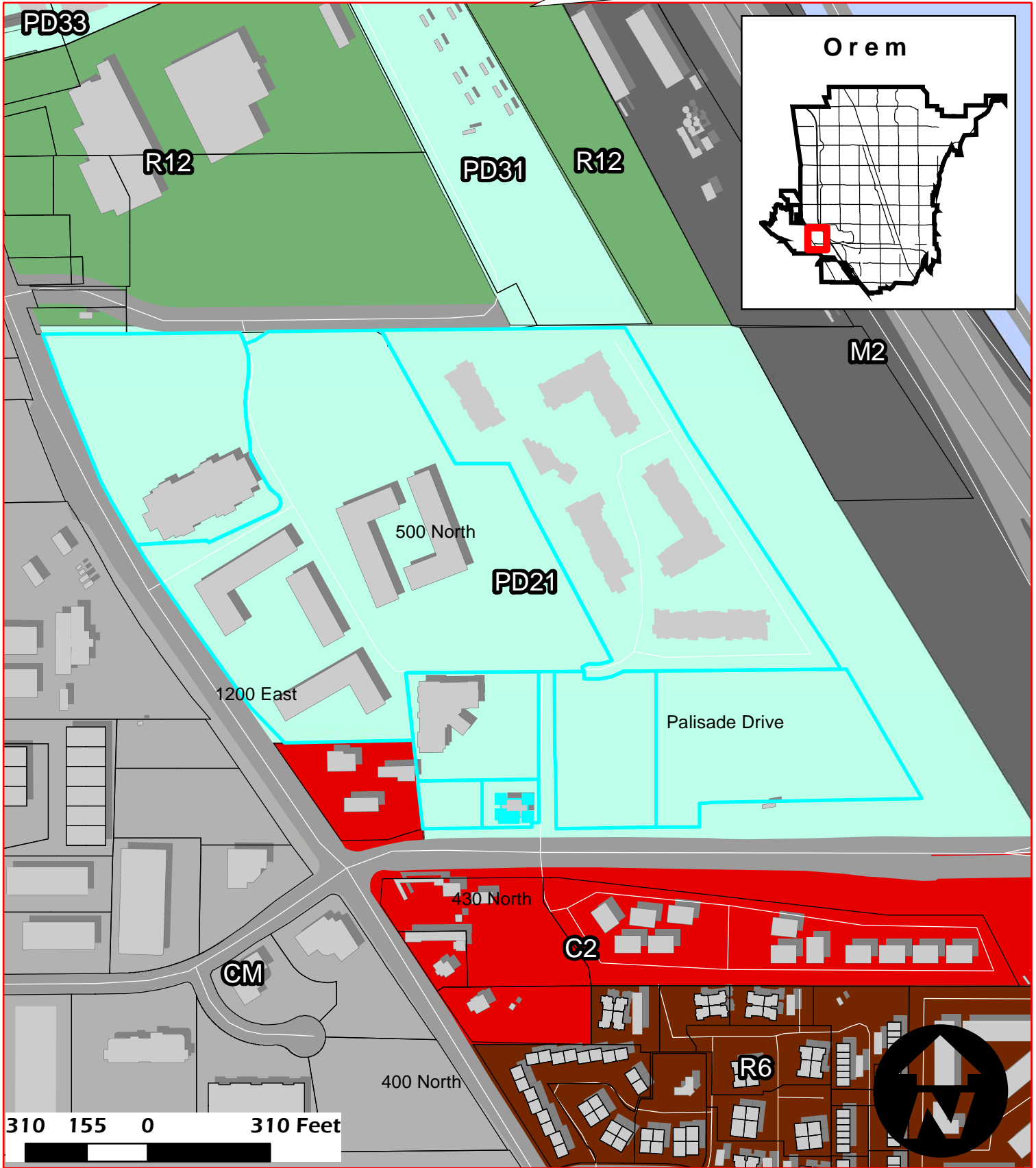
Another drive-thru was inadvertently approved in the PD-21 zone back in 2012 when the Subway sandwich store located directly to the east at 1278 W University Parkway was built with a drive-thru window. Because a drive-thru window was previously approved, staff supports the proposed change. The proposed amendment reads as follows:

Section 22-11-33(F)

F. **Prohibited Uses.** Any use not listed in subsection (E) above is prohibited. ~~Drive-up windows are prohibited.~~

RECOMMENDATION: The Planning Commission recommends the City Council, by ordinance, amend Section 22-11-33(F) of the Orem City Code (PD-21 Zone, Student Housing Village, 1200 South Geneva Road) by allowing drive-thru windows.

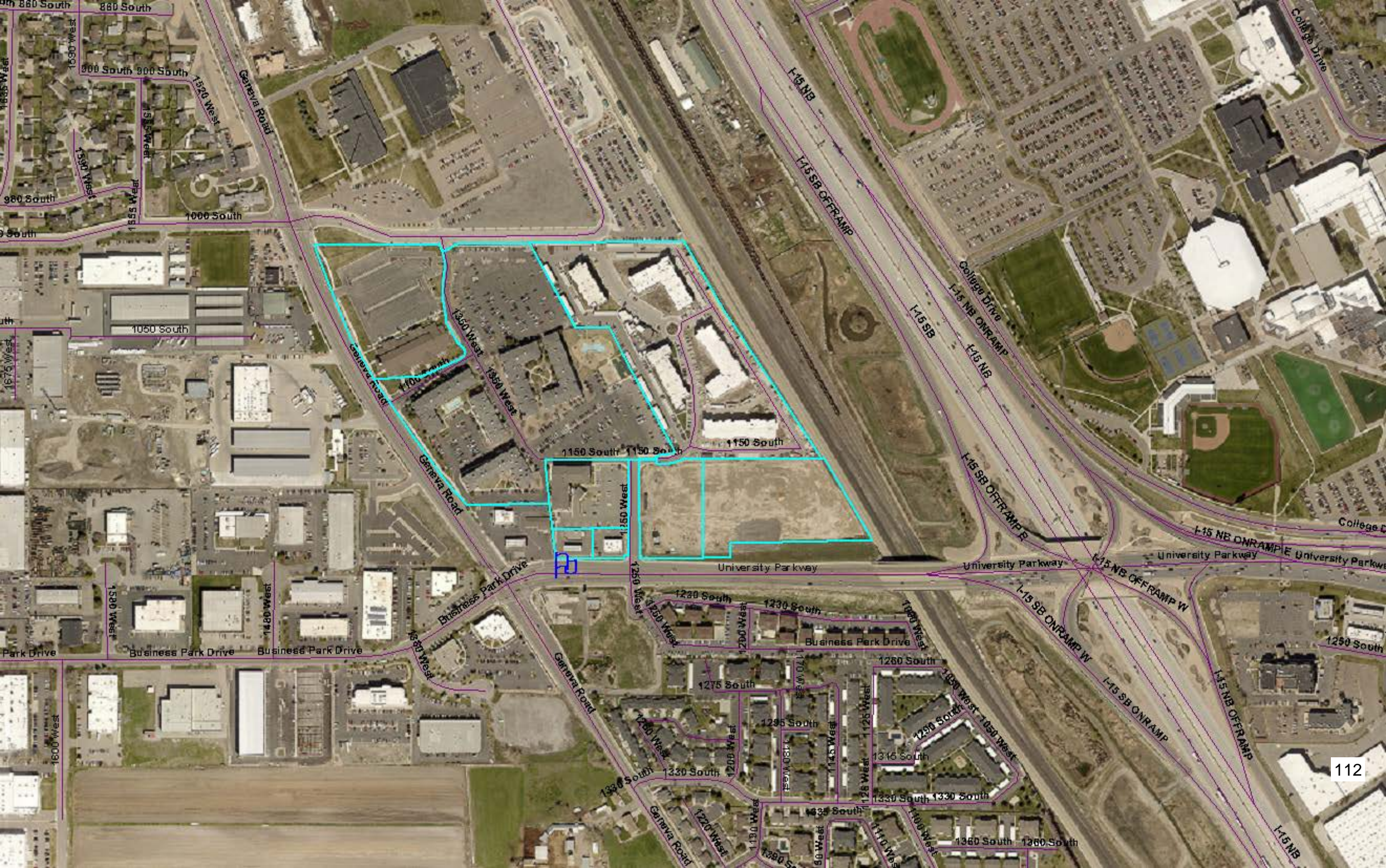
PD21 Zone



◆ Section 22-11-33(F)
PD21
42.06 Acres

NEIGHBORHOOD
Sunset Heights West

Legend
■ Parcels selection
□ Parcels
■ Buildings

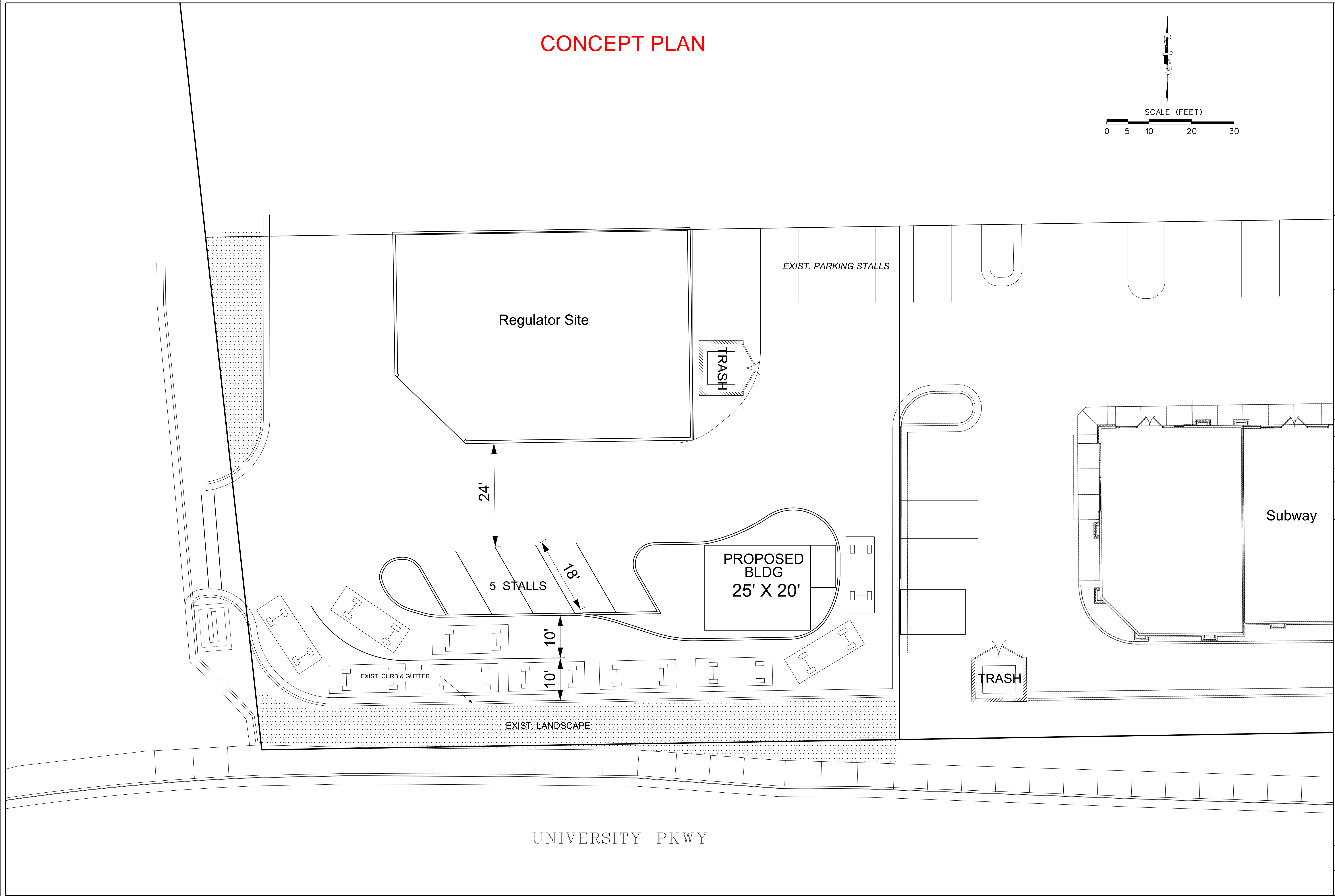
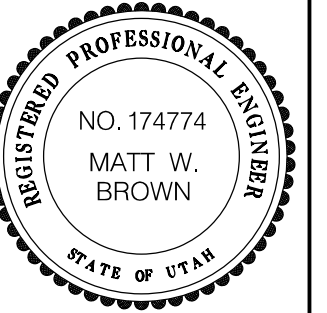
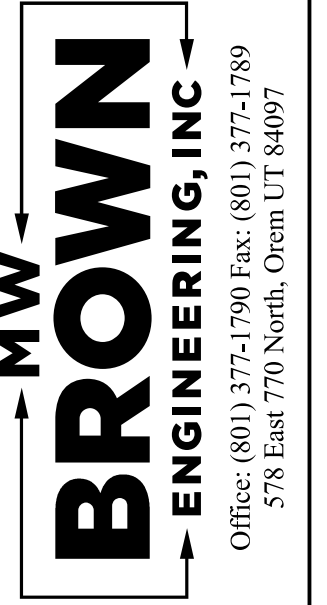
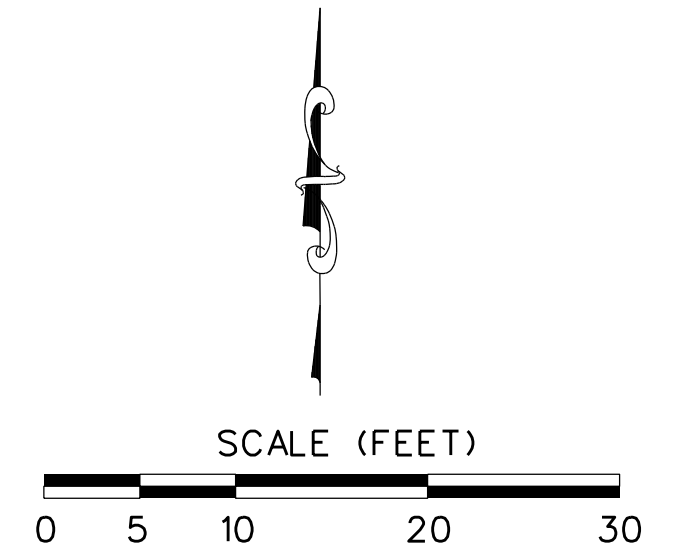








CONCEPT PLAN



NO.	DATE	BY	REVISIONS

Designed: _____
 Drawn: _____
 Checked: _____
 Date: _____

Title: OSMOND UNIVERSITY PARKWAY PROJECT
 Location: OREM, UTAH
 Drawing Name: TEXT AMENDMENT CONCEPT PLAN

PROJECT NO.
2020.013

SHEET NO.

CONCEPT

Planning Commission Minutes – June 3, 2020

Agenda Item 3.1 is a request by Jared Osmond for the City to amend Section 22-11-33(F) *PD-21 Zone, Student Housing Village, 1200 South Geneva Road* of the Orem City Code to allow drive-thru windows.



Staff Presentation: In 22-11-33(F) under Prohibited Uses, it specifically states that drive-thru windows are not allowed in the PD21 zone. The applicant would like to locate a drive-thru soda retail store at 1296 West University Parkway. This prohibited use was overlooked in 2012 when the Subway sandwich store located directly to the east at 1278 W University Parkway was built with a drive-thru window.

Fast food restaurants are allowed in the PD21 zone, and they typically have a drive-thru window such as the Subway store to the east.

Because a drive-thru window was previously approved, staff supports the proposed change. A drive-thru window is also conducive to the student housing in the area.

22-11-33(F). PD-21 Zone, Student Housing Village, 1200 South Geneva Road

F. **Prohibited Uses.** Any use not listed in subsection (E) above is prohibited. ~~Drive-up windows are prohibited.~~

Recommendation: The Development Review Committee determined this request complies with the Orem City Code. Staff recommends the Planning Commission forward a positive recommendation to the City Council to amend Section 22-11-33(F) PD-21 Zone, Student Housing Village, 1200 South Geneva Road by allowing drive-thru windows.

Chair Cochran asked if the Planning Commission had any questions for Mr. Harding. Mr. Spencer asked why this was prohibited in the first place. It looks like a business fast food kind of place. Mr. Bench said when the original Parkway Crossing was developed, it was with the idea that it would be student housing with walkways on the main streets. It was not envisioned that drive-thru windows would be needed so it was prohibited. Mr. Earl added that this area was intended to be walkable community. The intent was that most of the traffic that would visit these businesses would come from on-site. As it has evolved, it has changed and there is more off-site traffic than was anticipated.

Chair Cochran invited the applicant to speak up via telephone. He was not on the line.

Chair Cochran opened the public hearing and invited those who wanted to make a comment on this item to send in their comments via email or chat.

When there were no comments/chats, Chair Cochran closed the public hearing and asked if the Planning Commission had any more questions for staff. When none did, he called for a motion on this item.

Planning Commission Action: Ms. Jensen moved to forward a positive recommendation to the City Council to amend Section 22-11-33(F) PD-21 Zone, Student Housing Village, 1200 South Geneva Road by allowing drive-thru windows. Mr. Spencer seconded the motion. Those voting aye: Mickey Cochran, Carl Cook, Camille Jensen and Ross Spencer. The motion passed unanimously.

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ORDINANCE NO. _____

AN ORDINANCE BY THE OREM CITY COUNCIL AMENDING SECTION 22-11-3(F) OF THE OREM CITY CODE (PD-21 ZONE, STUDENT HOUSING VILLAGE, 1200 SOUTH GENEVA ROAD) TO ALLOW DRIVE-THRU WINDOWS

WHEREAS on April 13, 2020, Jared Osmond filed an application with the City of Orem requesting the City Council amend Orem City Code Section 22-11-33(F) of the Orem City Code (PD-21 Zone, Student Housing Village, 1200 South Geneva Road) to allow drive-thru windows; and

WHEREAS a public hearing considering the subject application was held by the Planning Commission on May 20, 2020, and the Planning Commission recommended that the City Council approve the application; and

WHEREAS a public hearing considering the subject application was held by the City Council on June 16, 2020; and

WHEREAS the agenda of the Planning Commission meeting and the City Council meeting at which the request was heard were posted in the Orem Public Library, on the Orem City Webpage, and at the City Offices at 56 N State Street; and

WHEREAS the matter having been submitted and the City Council having fully considered the request as it relates to the health, safety and general welfare of the City; the orderly development of land in the City; the effect upon surrounding neighborhoods; and the special conditions applicable to the request.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OREM, UTAH, as follows:

1. The City Council finds that it is in the best interest of the City to amend section 22-11-33(F) as requested because the City Council finds that drive-thru windows in connection with restaurants are appropriate in the PD-21 zone and that drive-thru windows have recently been increasingly viewed as necessary to promote public health.
2. The City Council hereby amends Section 22-11-33(F) of the Orem City Code (PD-21 Zone, Student Housing Village, 1200 South Geneva Road) pertaining to drive-thru windows as shown on Exhibit "A" which is attached hereto and incorporated herein by reference.
3. If any part of this ordinance shall be declared invalid, such decision shall not affect the validity of the remainder of this ordinance.

DRAFT

4. This ordinance shall take effect immediately upon passage and publication in a newspaper of general circulation in the City of Orem.

PASSED, APPROVED and ORDERED PUBLISHED this 16^h day of **June** 2020.

Richard F. Brunst, Jr., Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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EXHIBIT "A"

22-11-33(F). PD-21 Zone, Student Housing Village, 1200 South Geneva Road

F. **Prohibited Uses.** Any use not listed in subsection (E) above is prohibited. ~~Drive-up windows are prohibited.~~



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Jason Bench

Submitting Department: Development Services

Item Type: Ordinance

Agenda Section:

Subject:

PUBLIC HEARING

ORDINANCE – Amending Chapter 10 Flood Damage Prevention of the Orem City Code pertaining to updating the ordinance to comply with the State of Utah and FEMA (Federal Emergency Management Agency) standards as it relates to the revised Flood Insurance Rate Map (FIRM) and other requirements outlined by the State and FEMA.

Suggested Action:

The Development Services Department, recommends the City Council, by ordinance, amend Chapter 10 Flood Damage Prevention of the Orem City Code.

Presenter:

Jason Bench

Background:

The State Floodplain Manager in connection with FEMA has asked each community in the State of Utah who have a Flood plain ordinance to update the ordinance to reflect several modifications requested by both the State of Utah and FEMA as it relates to the management of the flood plain areas in their respective communities. The City of Orem is proposing to make the requested modifications in order to be in compliance with State and FEMA standards. These provision are required by FEMA in order to stay eligible for the National Flood Insurance Program (NFIP) for the City.

Modifications to the existing ordinance include adding additional definitions, designating of a Floodplain Administrator, and additional standards pertaining to reducing hazards within floodplain areas.

As part of the update new Flood Insurance Rate Maps (FIRM) have been updated and provide additional details and reflect updated scientific and engineering analysis. These maps will go into effect on June 19, 2020.

Potentially Affected Area:

Citywide

Attachments:

[Agenda-Chapter10-FloodplainAmendments.docx](#)

[Ordinance-Chapter10-FEMA3.docx](#)

CITY OF OREM
CITY COUNCIL MEETING
JUNE 16, 2020



REQUEST:	ORDINANCE – Amending Chapter 10 (Flood Damage Prevention) of the Orem City Code to update the ordinance to comply with the State of Utah and FEMA (Federal Emergency Management Agency) standards relating to the revised Flood Insurance Rate Map (FIRM) and other requirements outlined by the State and FEMA.
APPLICANT:	Development Services
FISCAL IMPACT:	None

NOTICES:

- Posted in 2 public places
- Posted on City webpage and City hotline
- Faxed to newspapers
- E-mailed to newspapers
- Posted at utah.gov/pm

SITE INFORMATION:

General Plan Designation:
N/A

Current Zone(s):
Citywide

PLANNING COMMISSION RECOMMENDATION
Vote: N/A

PREPARED BY: Jason Bench, AICP Planning Division Manager
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REQUEST: Development Services requests the City Council amend Chapter 10 (Flood Damage Prevention) of the Orem City Code.

BACKGROUND: The State Floodplain Manager in connection with FEMA has asked each community in the State of Utah who has a floodplain ordinance to update the ordinance to reflect several modifications requested by both the State of Utah and FEMA relating to the management of floodplain areas in their respective communities. Staff proposes to make the requested modifications in order to be in compliance with State and FEMA standards. These provision are required by FEMA in order to stay eligible for the National Flood Insurance Program (NFIP) for the City.

Modifications to the existing ordinance include adding additional definitions, designating a Floodplain Administrator, and additional standards pertaining to reducing hazards within floodplain areas.

As part of the update, new Flood Insurance Rate Maps (FIRM) have been updated and provide additional details and reflect updated scientific and engineering analysis. These maps will go into effect on June 19, 2020.

RECOMMENDATION: The Development Services Department, recommends the City Council, by ordinance, amend Chapter 10 (Flood Damage Prevention) of the Orem City Code.

CHAPTER 10. FLOOD DAMAGE PREVENTION

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Article 10-1. Purposes and Authorization.

Article 10-2. Definitions

Article 10-3. General Provisions

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Article 10-1. Purposes.

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10-1-2. Methods of Reducing Flood Losses.

10-1-3. Statutory Authorization.

10-1-4. Findings of Fact.

10-1-1. Statement of Purpose.

A. It is the purpose of this Chapter to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions to specific areas by provisions designed:

1. To protect human life and health;
2. To minimize expenditure of public money for costly flood control projects;
3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
4. To minimize prolonged business interruptions;
5. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
6. To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize blight to future flood-prone areas;
7. To ensure that potential buyers are notified that property is in an area of special flood hazard; and,

8. To ensure that those who occupy the areas of special flood hazards assume responsibility for their actions.

B. The City of Orem elects to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended) which is a voluntary program administered by the Federal Emergency Management Agency (FEMA), a component of the U.S. Department of Homeland Security, and the City of Orem has elected to join the program, participate, and enforce this Flood Damage Prevention Ordinance and the requirements and regulations of the NFIP. The NFIP, established in the aforesaid act, provides that areas of the City of Orem have a special flood hazard identified by FEMA, and that floodplain management measures should be applied in such flood hazard areas. Furthermore, the City of Orem may elect to administer the Flood Damage Prevention Ordinance to areas not identified as Special Flood Hazard Areas (SFHAs) by FEMA on the City's effective Flood Insurance Rate Map (FIRM), if the City has documentation to support that there is an inherent risk of flooding in such areas.

10-1-2. Methods of Reducing Flood Losses.

- A. In order to accomplish its purposes, this Chapter includes methods and provisions for:
 1. Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
 2. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
 3. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
 4. Controlling filling, grading, dredging, and other development which may increase flood damage; and,
 5. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.

10-1-3. Statutory Authorization. Utah Code section 10-9a-505 authorizes a municipality to enact an ordinance regulating land use and development in a floodplain to protect life and to prevent substantial damage or loss to real property.

10-1-4. Findings of Fact.

(1) The flood hazard areas of the [City of Orem](#) are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and

governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety, and general welfare.

(2) These flood losses are created by the cumulative effect of obstructions in floodplains that cause an increase in flood heights and velocities, and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, flood-proofed, or otherwise protected from flood damage.

Article 10-2. Definitions

Contents:

10-2-1. Definitions.

10-2-1. Definitions.

Unless specifically defined below, words or phrases used in this Chapter shall be interpreted so as to give them the meaning they have in common usage and to give this Chapter its most reasonable application. As used in this Chapter, the terms below shall have the following meanings:

Area of shallow flooding shall mean a designated AO, AH, AR/AO, AR/AH, or VO zone on the City's Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Areas of special flood hazard is the land in the flood plain within the City subject to a 1 percent or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Boundary Map (FHBM). After detailed ratemaking has been completed in preparation for publication of the flood insurance rate map, Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, or V1-30, VE, or V. For purposes of these regulations, the term "special flood hazard area" is synonymous in meaning with the phrase "area of special flood hazard".

Base flood shall mean the flood having a one percent chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE) is the water surface elevation of the one (1) percent annual chance flood. The height in relation to mean sea level expected to be reached by the waters of the base flood at pertinent points in the floodplains of coastal and riverine areas.

Development shall mean any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, demolition of buildings or structures, fences, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

Existing construction means for the purposes of determining rates, structures for which the “start of construction” occurred before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. “Existing construction” may also be referred to as “existing structures.”

Existing manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Expansion to an existing manufactured home park or subdivision means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood or flooding shall mean a general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters and/or
2. The unusual and rapid accumulation or runoff of surface waters from any source.
3. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

Flood Insurance Rate Map (FIRM) shall mean an official map of a community on which the Flood Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

Flood Insurance Study or Flood elevation study means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

Flood proofing means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents. Wet floodproofing includes permanent or contingent measures applied to a structure or its contents that prevent or provide resistance to damage from flooding while allowing floodwaters to enter the structure or area and may be applied to residential or non-residential structures. Dry floodproofing is making a structure watertight below the level that needs flood protection to prevent floodwaters from entering. Making the structure watertight requires sealing the walls with waterproof coatings,

impermeable membranes, or a supplemental layer of masonry or concrete and can only be used for non-residential structures.

Floodway (Regulatory Floodway) means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Highest adjacent grade means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic reservation programs which have been approved by the Secretary of the Interior; or
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (1) By an approved state program as determined by the Secretary of the Interior or
 - (2) Directly by the Secretary of the Interior in states without approved programs.

Lowest Floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor.

Manufactured home shall mean a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

Manufactured home park or subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

New construction means, for the purposes of determining insurance rates, structures for which the “start of construction” commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by the City and includes any subsequent improvements to such structures.

Recreational vehicle means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Special flood hazard area: see “area of special flood hazard”.

Special hazard area means an area having special flood, mudslide (i.e., mudflow), or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, A99, AH, VO, V1-30, VE, V, M, or E.

Start of Construction (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)), includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Structure, for insurance purposes, means:

- (1) a building with two or more outside rigid walls and a fully secured roof, that is affixed to a permanent site;
- (2) A manufactured home (“a manufactured home,” also known as a mobile home, is a structure - built on a permanent chassis, transported to its site in one or more sections, and affixed to a permanent foundation); or
- (3) A travel trailer without wheels, built on a chassis and affixed to a permanent foundation, that is regulated under the community's floodplain management and building ordinances or laws. For the latter purpose, “structure” does not mean a recreational vehicle or a park trailer or other similar vehicle, except as described in paragraph (3) of this definition, or a gas or liquid storage tank.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or
- (2) Any alteration of a “historic structure”, provided that the alteration will not preclude the structure's continued designation as a “historic structure.”

Violation means the failure of a structure or other development to be fully compliant with the provisions of this Chapter 10 and/or the failure to obtain and maintain the elevation certificate, other certifications, or other evidence of compliance for a structure or other development.

Article 10-3. General Provisions

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10-3-1. Application of this Chapter.

10-3-2. Basis for establishing the areas of Special Flood Hazard.

10-3-3. Compliance.

10-3-4. Abrogation and Greater Restrictions.

10-3-5. Interpretation.

10-3-6. Warning and Disclaimer of Liability.

10-3-7. Severability

10-3-1. Application of this Chapter.

This Chapter shall apply to all areas of special flood hazards identified by FEMA within the City of Orem.

10-3-2. Basis for establishing the areas of Special Flood Hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency in a scientific and engineering report entitled, "The Flood Insurance Study for Utah County and

Incorporated Communities," dated June 19, 2020, with accompanying FIRMs, and any revisions thereto are hereby automatically adopted by reference and declared to be a part of this ordinance. Annexation. This Chapter 10 shall be applicable to any land annexed into the City.

10-3-3. Compliance.

No structure or land shall hereafter be constructed, located, extended, or altered or have its use changed without full compliance with the terms of this Chapter and other applicable regulations.

10-3-4. Abrogation and Greater Restrictions.

This Chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this Chapter and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

10-3-5. Interpretation.

In the interpretation of this Chapter, all provisions shall be:

- A. Considered as minimum requirements;
- B. Liberally construed in favor of the governing body; and
- C. Deemed neither to limit nor repeal any other powers granted under State statutes.

10-3-6. Warning and Disclaimer of Liability.

This Chapter is not intended to and shall not create liability on the part of the City of Orem, any officer or employee thereof, or the Federal Emergency Management Agency for any flood damages that result from reliance on this Chapter or any administrative decision lawfully made thereunder including, but not limited to, a decision related to the enforcement or non-enforcement of the provisions of this Chapter. This Chapter shall not be construed to create any duties on the part of the City, FEMA or any of the employees and officers of either to any private person or entity. The degree of flood protection required by this Chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This Chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages.

10-3-7. Severability.

If any section, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court, the remainder of the ordinance shall not be affected.

Article 10-4. Administration

Contents:

10-4-1. Designation of the Floodplain Administrator

10-4-2. Duties & Responsibilities of the Floodplain Administrator

10-4-3. Establishment of Development Permit.

10-4-4. Permit Review Procedures.

10-4-5. Variance Procedures

10-4-1. Designation of the Floodplain Administrator

The Development Services Director or his/her designee is hereby appointed the Floodplain Administrator to implement the provisions of this Chapter and other applicable sections of 44 CFR (National Flood Insurance Program Regulations) pertaining to floodplain management.

10-4-2. Duties & Responsibilities of the Floodplain Administrator

The Floodplain Administrator shall:

1. Maintain and hold open for public inspection all records pertaining to the provisions of this Chapter.
2. Review permit applications to determine whether proposed building sites, including the placement of manufactured homes, will be reasonably safe from flooding.
3. Review, approve or deny all applications for development permits required by adoption of this ordinance.
4. Review permits for proposed development to assure that all necessary permits have been obtained from those Federal, State or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334) from which prior approval is required.
5. Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make the necessary interpretation.
6. Notify, in riverine situations, adjacent communities and the **State Coordinating Agency**, which is the Utah Division of Emergency Management, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.
7. Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
8. When base flood elevation data has not been provided, the Floodplain Administrator shall obtain, review and reasonably utilize any base flood elevation data and floodway data available from a Federal, State or other source, in order to administer the provisions of this ordinance.

9. When a regulatory floodway has not been designated, the Floodplain Administrator must require that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the City's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the City.
10. Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program regulations, the City may approve certain development in Zones A1-30, AE, AH, on the City's FIRM which increases the water surface elevation of the base flood by more than one foot, provided that the City **first** applies for a conditional FIRM revision through FEMA (Conditional Letter of Map Revision).

10-4-3. Establishment of Development Permit.

- A. A development permit (a preliminary plat, site plan and or building permit as applicable) shall be obtained before construction or development begins within any area of special flood hazard established in Section 10-3-2. Application for a development permit shall be made on forms furnished by the City of Orem and may include, but not be limited to:
 1. Plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the construction of fences, and the location of the foregoing in relation to areas of special flood hazard and areas of special erosion hazard;
 2. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;
 3. Elevation in relation to mean sea level to which any structure has been floodproofed;
 4. Certification by a registered professional engineer or architect that the floodproofing methods for any non-residential structure meet the floodproofing criteria in Section 10-5-2(B); and
 5. Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.
- B. A record of all of the above information shall be maintained by Floodplain Administrator.

10-4-4. Permit Review Procedures.

- A. The Development Review Committee shall review all development permits to determine:
 1. That the permit requirements of this Chapter have been satisfied.
 2. That all necessary permits have been obtained from those Federal, State or local governmental agencies from which prior approval is required.

3. If the proposed development adversely affects the flood carrying capacity of the area of special flood hazard. For the purposes of this Chapter, "adversely affects" means damage to adjacent properties because of rises in flood stages attributed to physical changes of the channel and the adjacent overbank areas.
 - a. If it is determined that there is no adverse effect and the development is not a building, then the permit shall be granted without further consideration.
 - b. If it is determined that there is an adverse effect, then technical justification, such as a registered professional engineer's certification, for the proposed development shall be required.
 - c. If the proposed development is a building, then the provisions of this Chapter shall apply.
- B. When base flood elevation data has not been provided in accordance with Section 10-3-2, the Development Review Committee shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring that new construction, substantial improvements, or other development in Zone A are administered in accordance with Section 10-5-2 of this Chapter.
- C. The following information shall be furnished to the City and kept on file with each development permit:
 1. The actual elevation in relation to mean sea level of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
 2. For all new or substantially improved floodproofed structures verification of the actual elevation in relation to mean sea level to which the structure has been floodproofed.
 3. Verification that adjacent communities and the Utah State Coordinator for Emergency Management have been notified prior to any alteration or relocation of a watercourse. Evidence of such notification shall be furnished to the Federal Emergency Management Agency.
- D. The developer shall provide maintenance within the altered or relocated portion of such watercourse, described in subparagraph (3) above, so that the flood carrying capacity is not diminished.
- E. The Development Review Committee shall make interpretations, where needed, as to the exact location of the boundaries of the areas of special flood hazards. For example: where there appears to be a conflict between a mapped boundary and actual field conditions.

10-4-5. Variance Procedures.

The **Board of Adjustment** shall hear and render judgment on requests for variances from the requirements of this Chapter.

1. Any person or persons aggrieved by the decision of the **Board of Adjustment** may appeal such decision to a court of competent jurisdiction.
2. The Floodplain Administrator shall maintain a record of all actions involving an appeal and shall report variances to the Federal Emergency Management Agency and the State Office of Emergency Management upon issuing a variance.
3. Variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in section 10-4-3 of this Article have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
4. Upon consideration of the factors noted above and the intent of this ordinance, the **Board of Adjustment** may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this ordinance.
5. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
6. Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
7. Prerequisites for granting variances:
 - a) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - b) Variances shall only be issued upon:
 - 1) showing a good and sufficient cause;
 - 2) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and
 - 3) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, the creation of nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 - c) Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
8. Variances may be issued by the Board of Adjustment for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

Article 10-5. Provisions for Flood Hazard Reduction

Contents:

10-5-1. General Standards.

10-5-2. Specific Standards.

10-5-3. Standards for Subdivision Proposal.

10-5-4. Standard for Areas of Shallow Flooding (AO/AH Zones).

10-5-5. Floodways.

10-5-6. Penalties for Violation.

10-5-1. General Standards. The following are required for all new construction and substantial improvements in areas of special flood hazards.

- A. All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure and resulting from hydrostatic and hydrodynamic loads, including the effect of buoyancy.
- B. All manufactured homes must be elevated and anchored to resist flotation, collapse or lateral movement and capable of resisting the hydrostatic and hydrodynamic loads. Methods of anchoring may include, but are not limited to use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces. Specific requirements may be:
 - 1. Over-the-top ties be provided at each of the four corners of the manufactured home, with two additional ties per side at intermediate locations, with manufactured homes less than fifty feet (50') long requiring one additional tie per side.
 - 2. Frame ties be provided at each corner of the home with five additional ties per side at intermediate points, with manufactured homes less than fifty feet (50') long requiring four additional ties per side.
 - 3. All components of the anchoring system be capable of carrying a force of 4,800 pounds.
 - 4. Any additions to the manufactured home be similarly anchored.
- C. All new construction and substantial improvements shall be constructed:
 - 1. With materials and utility equipment resistant to flood damage.
 - 2. Using methods and practices that minimize flood damage.
 - 3. With electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water

from entering or accumulating within the components during conditions of flooding.

- D. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- E. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters. All new construction shall be required to connect to City's sanitary sewer system.
- F. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.
- G. Base flood elevation data shall be provided for subdivision proposals and other proposed development which contain at least fifty (50) lots or five (5) acres, whichever is less. All subdivision proposals shall:
 - 1. Be consistent with the need to minimize flood damage.
 - 2. Have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
 - 3. Have adequate drainage provided to reduce exposure to flood damage.
- H. Encroachments, including fill, new construction, substantial improvements, and other development shall be prohibited in any floodway unless a technical evaluation demonstrates that the encroachments will not result in any increase in flood levels during the occurrence of the base flood discharge. No solid walls, solid fences, or other structures that could disrupt flowing water in an area of special flood hazard shall be constructed in a position or direction contrary to the direction of flowing water.

10-5-2. Specific Standards.

In all areas of special flood hazards where base flood elevation data has been provided as required by this Chapter, the following standards are required:

- A. Residential Construction - New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to one foot above the base flood elevation. A registered professional engineer, architect, or land surveyor shall submit a certification to the Floodplain Administrator that the standards of this ordinance are satisfied.
- B. Nonresidential Construction - New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor (including basement) elevated to the level of one foot above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:

1. Be floodproofed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water.
2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
3. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this paragraph. Such certifications shall be provided to the official as set forth in Section 10-4-3(C). A record of such certification which includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the Floodplain Administrator.

C. Enclosed Areas – including enclosures, crawlspaces, subgrade crawlspaces, and attached garages - new construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to:

1. Automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.
2. Flood vents meeting ICC-ES standards may be used with the bottom of all openings no higher than one foot above grade and a minimum of two openings, or
3. Vents certified by a registered professional engineer or architect must meet or exceed the following minimum criteria:
 - i. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - ii. The bottom of all openings shall be no higher than one foot above grade.
 - iii. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

Enclosures are areas that have a height greater than five feet from the enclosure floor to the finish floor elevation above.

Crawlspaces have at least one side of the crawlspace floor at or above the exterior grade. The crawlspace floor must be less than 5 feet from the finish floor elevation above.

Subgrade crawlspaces have an exterior grade that cannot be more than 2' above crawlspace floor elevation and a finish floor elevation of floor immediately above cannot be more than 5' above the crawlspace floor.

D. Manufactured Homes -

- a) All manufactured homes to be placed within Zone A in the City's FHBM or FIRM shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are

not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.

b) Manufactured homes that are placed or substantially improved within Zones A1-30, AH, and AE on the City's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

c) In the A-1-30, AH, and AE Zones, manufactured homes that are placed or substantially improved in an existing manufactured home park shall be elevated so that the lowest floor is at or above the Base Flood Elevation; OR the chassis is supported by reinforced piers no less than 36 inches in height above grade and securely anchored.

E. **Recreational Vehicles** - Recreational vehicles placed on sites within Zones A1-30, AH, and AE on the City's FIRM shall either:

- a) be on the site for fewer than 180 consecutive days and be fully licensed and ready for highway use, or
- b) meet the permit requirements of Section 10-4-2 and the elevation and anchoring requirements for "manufactured homes" of this section.

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.

10-5-3. Standards for Subdivision Proposal.

1. All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with the provisions of this Chapter 10.
2. All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet the Development Permit requirements of this Chapter 10.
3. Base flood elevation data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions which are greater than 50 lots or 5 acres, whichever is less.
4. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
5. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

10-5-4. Standard for Areas of Shallow Flooding (AO/AH Zones).

Located within the areas of special flood hazard established in section 10-3-2 are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths of 1 to 3 feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply in areas designated as shallow flooding:

1. All new construction and substantial improvements of **residential** structures shall have the lowest floor (including basement) elevated above the highest adjacent grade a height equal to or greater than the depth number specified in feet on the City's FIRM (at least two feet if no depth number is specified).
2. All new construction and substantial improvements of **non-residential** structures;
 - a) Shall have the lowest floor (including basement) elevated above the highest adjacent grade a height equal to or greater than the depth number specified in feet on the City's FIRM (at least two feet if no depth number is specified), or;
 - b) together with attendant utility and sanitary facilities be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads of effects of buoyancy.
3. A registered professional engineer shall submit a certification to the Floodplain Administrator that the standards of section 10-4-3 are satisfied.
4. Require within Zones AH or AO adequate drainage paths around structures on slope, to guide flood waters around and away from proposed structures.
 - a) FIRMs may also identify areas of shallow flooding hazards with an average depth less than 1 foot deep (shaded Zone X). These areas may be between the flood hazard boundaries defined for the 1- and 0.2-percent chance-annual-flood or associated with base flood depths less than 1 foot where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity may be evident. Such flooding is generally characterized by sheet flow; therefore all new construction or substantial improvements of residential and nonresidential structures in such areas shall:
 - i. have the lowest floor (including basement) elevated above the estimated depth of the base flood and above the highest groundwater level that is anticipated to occur during periods of flooding.
 - ii. within shaded X zones, have positive ground slopes away from structures and adequate drainage paths around structures on sloping ground to guide flood water around and away from proposed structures.

A registered professional engineer shall submit certification to the Floodplain Administrator that the standards of this Section are satisfied.

10-5-5. Floodways.

Floodways located within areas of special flood hazard established in Article 10-3 are extremely hazardous areas due to the velocity of flood waters which carry debris, potential projectiles and erosion potential.

1. All new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this Article 10-5. A designated regulatory floodway may not increase the Base Flood level more than 1 foot.
2. Encroachments are prohibited in floodways, including fill, new construction, substantial improvements and other development within an adopted regulatory floodway *unless* it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the City during the occurrence of the base flood discharge.
3. The Floodplain Administrator may, pursuant to the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Regulations, permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the City **first** applies for a conditional FIRM and floodway revision through FEMA.

10-5-6. Penalties for Violation.

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this Chapter 10 and other applicable regulations. Violation of any provision of this Chapter 10 (including violations of conditions and safeguards established in connection with conditions) shall constitute a Class C misdemeanor. Nothing contained herein shall prevent the City from taking such other lawful action as is necessary to prevent, remedy or abate any violation.

ORDINANCE NO. _____

AN ORDINANCE BY THE OREM CITY COUNCIL AMENDING
CHAPTER 10 (FLOOD DAMAGE PREVENTION) OF THE OREM
CITY CODE

WHEREAS on May 11, 2020, the Development Services Department filed an application to amend Chapter 10 (Flood Damage Prevention) of the Orem City Code; and

WHEREAS the City posted the City Council agenda in the Orem Public Library, on the Orem City Webpage, and at the City Offices at 56 N State Street; and

WHEREAS a public hearing considering the subject application was held by the City Council on June 16, 2020; and

WHEREAS the matter having been submitted and the City Council having fully considered the request as it relates to the health, safety and general welfare of the City; the orderly development of land in the City; the effect upon surrounding neighborhoods; and the special conditions applicable to the request.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OREM, UTAH, as follows:

1. The City Council finds that it is in the best interest of the City to amend Chapter 10 because the proposed amendments are necessary to come into compliance with the updated standards and requirements of the State Floodplain Manager and the Federal Emergency Management Agency (FEMA); and
2. The City Council hereby amends Chapter 10 (Flood Damage Prevention) of the Orem City Code as shown on Exhibit “A” which is attached hereto and incorporated herein by reference.
3. If any part of this ordinance shall be declared invalid, such decision shall not affect the validity of the remainder of this ordinance.
4. This ordinance shall take effect immediately upon passage and publication in a newspaper of general circulation in the City of Orem.

PASSED, APPROVED and ORDERED PUBLISHED this **16th** day of **May** 2020.

Richard F. Brunst, Jr., Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHAPTER 10. FLOOD DAMAGE PREVENTION**Contents:****Article 10-1. Purposes and Authorization.****Article 10-2. Definitions****Article 10-3. General Provisions****Article 10-4. Administration****Article 10-5. Provisions for Flood Hazard Reduction****Article 10-1. Purposes.****Contents:****10-1-1. Statement of Purpose.****10-1-2. Methods of Reducing Flood Losses.****10-1-3. Statutory Authorization.****10-1-4. Findings of Fact.****10-1-1. Statement of Purpose.**

A. It is the purpose of this Chapter to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions to specific areas by provisions designed:

1. To protect human life and health;
2. To minimize expenditure of public money for costly flood control projects;
3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
4. To minimize prolonged business interruptions;
5. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
6. To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize blight to future flood-prone areas;
7. To ensure that potential buyers are notified that property is in an area of special flood hazard; and,
8. To ensure that those who occupy the areas of special flood hazards assume responsibility for their actions.

B. The City of Orem elects to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended) which is a voluntary program administered by the Federal Emergency Management Agency (FEMA), a component of the U.S. Department of Homeland Security, and the City of Orem has elected to join the program, participate, and enforce this Flood Damage Prevention Ordinance and the requirements and regulations of the NFIP. The NFIP, established in the aforesaid act, provides that areas of the City of Orem have a special flood hazard identified by FEMA, and that floodplain management measures should be applied in such flood hazard areas. Furthermore, the City of Orem may elect to administer the Flood Damage Prevention Ordinance to areas not identified as Special

Flood Hazard Areas (SFHAs) by FEMA on the City’s effective Flood Insurance Rate Map (FIRM), if the City has documentation to support that there is an inherent risk of flooding in such areas.

10-1-2. Methods of Reducing Flood Losses.

A. In order to accomplish its purposes, this Chapter includes methods and provisions for:

1. Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
2. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
3. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
4. Controlling filling, grading, dredging, and other development which may increase flood damage; and,
5. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.

10-1-3. Statutory Authorization. Utah Code section 10-9a-505 authorizes a municipality to enact an ordinance regulating land use and development in a floodplain to protect life and to prevent substantial damage or loss to real property.

10-1-4. Findings of Fact.

(1) The flood hazard areas of the [City of Orem](#) are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety, and general welfare.

(2) These flood losses are created by the cumulative effect of obstructions in floodplains that cause an increase in flood heights and velocities, and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, flood-proofed, or otherwise protected from flood damage.

Article 10-2. Definitions

Contents:

10-2-1. Definitions.

10-2-1. Definitions.

Unless specifically defined below, words or phrases used in this Chapter shall be interpreted so as to give them the meaning they have in common usage and to give this Chapter its most reasonable application. As used in this Chapter, the terms below shall have the following meanings:

Area of shallow flooding shall mean a designated AO, AH, AR/AO, AR/AH, or VO zone on the City’s Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Areas of special flood hazard is the land in the flood plain within the City subject to a 1 percent or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Boundary Map (FHBM). After detailed ratemaking has been completed in preparation for publication of the flood insurance rate map, Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, or V1-30, VE, or V. For purposes of these regulations, the term “special flood hazard area” is synonymous in meaning with the phrase “area of special flood hazard”.

Base flood shall mean the flood having a one percent chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE) is the water surface elevation of the one (1) percent annual chance flood. The height in relation to mean sea level expected to be reached by the waters of the base flood at pertinent points in the floodplains of coastal and riverine areas.

Development shall mean any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, demolition of buildings or structures, fences, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

Existing construction means for the purposes of determining rates, structures for which the “start of construction” occurred before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. “Existing construction” may also be referred to as “existing structures.”

Existing manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Expansion to an existing manufactured home park or subdivision means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood or flooding shall mean a general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters and/or
2. The unusual and rapid accumulation or runoff of surface waters from any source.
3. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

Flood Insurance Rate Map (FIRM) shall mean an official map of a community on which the Flood Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

Flood Insurance Study or Flood elevation study means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

Flood proofing means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents. Wet floodproofing includes permanent or contingent measures applied to a structure or its contents that prevent or provide resistance to damage from flooding while allowing floodwaters to enter the structure or area and may be applied to residential or non-residential structures. Dry floodproofing is making a structure watertight below the level that needs flood protection to prevent floodwaters from entering. Making the structure watertight requires sealing the walls with waterproof coatings, impermeable membranes, or a supplemental layer of masonry or concrete and can only be used for non-residential structures.

Floodway (Regulatory Floodway) means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Highest adjacent grade means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic reservation programs which have been approved by the Secretary of the Interior; or
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (1) By an approved state program as determined by the Secretary of the Interior or
 - (2) Directly by the Secretary of the Interior in states without approved programs.

Lowest Floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor.

Manufactured home shall mean a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

Manufactured home park or subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

New construction means, for the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by the City and includes any subsequent improvements to such structures.

Recreational vehicle means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Special flood hazard area: see “area of special flood hazard”.

Special hazard area means an area having special flood, mudslide (i.e., mudflow), or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, A99, AH, VO, V1-30, VE, V, M, or E.

Start of Construction (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)), includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. **Structure**, for insurance purposes, means:

- (1) a building with two or more outside rigid walls and a fully secured roof, that is affixed to a permanent site;
 - (2) A manufactured home (“a manufactured home,” also known as a mobile home, is a structure - built on a permanent chassis, transported to its site in one or more sections, and affixed to a permanent foundation); or
 - (3) A travel trailer without wheels, built on a chassis and affixed to a permanent foundation, that is regulated under the community's floodplain management and building ordinances or laws.
- For the latter purpose, “structure” does not mean a recreational vehicle or a park trailer or other similar vehicle, except as described in paragraph (3) of this definition, or a gas or liquid storage tank.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to it's before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions or
- (2) Any alteration of a “historic structure”, provided that the alteration will not preclude the structure's continued designation as a “historic structure.”

Violation means the failure of a structure or other development to be fully compliant with the provisions of this Chapter 10 and/or the failure to obtain and maintain the elevation certificate, other certifications, or other evidence of compliance for a structure or other development.

Article 10-3. General Provisions

Contents:

10-3-1. Application of this Chapter.

10-3-2. Basis for establishing the areas of Special Flood Hazard.

10-3-3. Compliance.

10-3-4. Abrogation and Greater Restrictions.

10-3-5. Interpretation.

10-3-6. Warning and Disclaimer of Liability.

10-3-7. Severability

10-3-1. Application of this Chapter.

This Chapter shall apply to all areas of special flood hazards identified by FEMA within the City of Orem.

10-3-2. Basis for establishing the areas of Special Flood Hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency in a scientific and engineering report entitled, "The Flood Insurance Study for Utah County and Incorporated Communities," dated June 19, 2020, with accompanying FIRMs, and any revisions thereto are hereby automatically adopted by reference and declared to be a part of this ordinance. Annexation. This Chapter 10 shall be applicable to any land annexed into the City.

10-3-3. Compliance.

No structure or land shall hereafter be constructed, located, extended, or altered or have its use changed without full compliance with the terms of this Chapter and other applicable regulations.

10-3-4. Abrogation and Greater Restrictions.

This Chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this Chapter and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

10-3-5. Interpretation.

In the interpretation of this Chapter, all provisions shall be:

- A. Considered as minimum requirements;
- B. Liberally construed in favor of the governing body; and
- C. Deemed neither to limit nor repeal any other powers granted under State statutes.

10-3-6. Warning and Disclaimer of Liability.

This Chapter is not intended to and shall not create liability on the part of the City of Orem, any officer or employee thereof, or the Federal Emergency Management Agency for any flood damages that result from reliance on this Chapter or any administrative decision lawfully made thereunder including, but not limited to, a decision related to the enforcement or non-enforcement of the provisions of this Chapter. This Chapter shall not be construed to create any duties on the part of the City, FEMA or any of the employees and officers of either to any private person or entity. The degree of flood protection required by this Chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This Chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages.

10-3-7. Severability.

If any section, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court, the remainder of the ordinance shall not be affected.

Article 10-4. Administration

Contents:

10-4-1. Designation of the Floodplain Administrator

10-4-2. Duties & Responsibilities of the Floodplain Administrator

10-4-3. Establishment of Development Permit.

10-4-4. Permit Review Procedures.

10-4-5. Variance Procedures

10-4-1. Designation of the Floodplain Administrator

The Development Services Director or his/her designee is hereby appointed the Floodplain Administrator to implement the provisions of this Chapter and other applicable sections of 44 CFR (National Flood Insurance Program Regulations) pertaining to floodplain management.

10-4-2. Duties & Responsibilities of the Floodplain Administrator

The Floodplain Administrator shall:

1. Maintain and hold open for public inspection all records pertaining to the provisions of this Chapter.
2. Review permit applications to determine whether proposed building sites, including the placement of manufactured homes, will be reasonably safe from flooding.
3. Review, approve or deny all applications for development permits required by adoption of this ordinance.
4. Review permits for proposed development to assure that all necessary permits have been obtained from those Federal, State or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334) from which prior approval is required.
5. Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make the necessary interpretation.
6. Notify, in riverine situations, adjacent communities and the **State Coordinating Agency**, which is the Utah Division of Emergency Management, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.

7. Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
8. When base flood elevation data has not been provided, the Floodplain Administrator shall obtain, review and reasonably utilize any base flood elevation data and floodway data available from a Federal, State or other source, in order to administer the provisions of this ordinance.
9. When a regulatory floodway has not been designated, the Floodplain Administrator must require that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the City's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the City.
10. Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program regulations, the City may approve certain development in Zones A1-30, AE, AH, on the City's FIRM which increases the water surface elevation of the base flood by more than one foot, provided that the City **first** applies for a conditional FIRM revision through FEMA (Conditional Letter of Map Revision).

10-4-3. Establishment of Development Permit.

A. A development permit (a preliminary plat, site plan and or building permit as applicable) shall be obtained before construction or development begins within any area of special flood hazard established in Section 10-3-2. Application for a development permit shall be made on forms furnished by the City of Orem and may include, but not be limited to::

1. Plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the construction of fences, and the location of the foregoing in relation to areas of special flood hazard and areas of special erosion hazard;
2. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;
3. Elevation in relation to mean sea level to which any structure has been floodproofed;
4. Certification by a registered professional engineer or architect that the floodproofing methods for any non-residential structure meet the floodproofing criteria in Section 10-5-2(B); and
5. Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.

B. A record of all of the above information shall be maintained by Floodplain Administrator.

10-4-4. Permit Review Procedures.

A. The Development Review Committee shall review all development permits to determine:

1. That the permit requirements of this Chapter have been satisfied.
2. That all necessary permits have been obtained from those Federal, State or local governmental agencies from which prior approval is required.

3. If the proposed development adversely affects the flood carrying capacity of the area of special flood hazard. For the purposes of this Chapter, "adversely affects" means damage to adjacent properties because of rises in flood stages attributed to physical changes of the channel and the adjacent overbank areas.
 - a. If it is determined that there is no adverse effect and the development is not a building, then the permit shall be granted without further consideration.
 - b. If it is determined that there is an adverse effect, then technical justification, such as a registered professional engineer's certification, for the proposed development shall be required.
 - c. If the proposed development is a building, then the provisions of this Chapter shall apply.
- B. When base flood elevation data has not been provided in accordance with Section 10-3-2, the Development Review Committee shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring that new construction, substantial improvements, or other development in Zone A are administered in accordance with Section 10-5-2 of this Chapter.
- C. The following information shall be furnished to the City and kept on file with each development permit:
 1. The actual elevation in relation to mean sea level of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
 2. For all new or substantially improved floodproofed structures verification of the actual elevation in relation to mean sea level to which the structure has been floodproofed.
 3. Verification that adjacent communities and the Utah State Coordinator for Emergency Management have been notified prior to any alteration or relocation of a watercourse. Evidence of such notification shall be furnished to the Federal Emergency Management Agency.
- D. The developer shall provide maintenance within the altered or relocated portion of such watercourse, described in subparagraph (3) above, so that the flood carrying capacity is not diminished.
- E. The Development Review Committee shall make interpretations, where needed, as to the exact location of the boundaries of the areas of special flood hazards. For example: where there appears to be a conflict between a mapped boundary and actual field conditions.

10-4-5. Variance Procedures.

The **Board of Adjustment** shall hear and render judgment on requests for variances from the requirements of this Chapter.

1. Any person or persons aggrieved by the decision of the **Board of Adjustment** may appeal such decision to a court of competent jurisdiction.

2. The Floodplain Administrator shall maintain a record of all actions involving an appeal and shall report variances to the Federal Emergency Management Agency and the State Office of Emergency Management upon issuing a variance.
3. Variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in section 10-4-3 of this Article have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
4. Upon consideration of the factors noted above and the intent of this ordinance, the **Board of Adjustment** may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this ordinance.
5. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
6. Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
7. Prerequisites for granting variances:
 - a) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - b) Variances shall only be issued upon:
 - 1) showing a good and sufficient cause;
 - 2) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and
 - 3) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, the creation of nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 - c) Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
8. Variances may be issued by the Board of Adjustment for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

Article 10-5. Provisions for Flood Hazard Reduction

Contents:

10-5-1. General Standards.

10-5-2. Specific Standards.

10-5-3. Standards for Subdivision Proposal.

10-5-4. Standard for Areas of Shallow Flooding (AO/AH Zones).

10-5-5. Floodways.

10-5-6. Penalties for Violation.

10-5-1. General Standards. The following are required for all new construction and substantial improvements in areas of special flood hazards.

- A. All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure and resulting from hydrostatic and hydrodynamic loads, including the effect of buoyancy.
- B. All manufactured homes must be elevated and anchored to resist flotation, collapse or lateral movement and capable of resisting the hydrostatic and hydrodynamic loads. Methods of anchoring may include, but are not limited to use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces. Specific requirements may be:
 - 1. Over-the-top ties be provided at each of the four corners of the manufactured home, with two additional ties per side at intermediate locations, with manufactured homes less than fifty feet (50') long requiring one additional tie per side.
 - 2. Frame ties be provided at each corner of the home with five additional ties per side at intermediate points, with manufactured homes less than fifty feet (50') long requiring four additional ties per side.
 - 3. All components of the anchoring system be capable of carrying a force of 4,800 pounds.
 - 4. Any additions to the manufactured home be similarly anchored.
- C. All new construction and substantial improvements shall be constructed:
 - 1. With materials and utility equipment resistant to flood damage.
 - 2. Using methods and practices that minimize flood damage.
 - 3. With electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- D. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- E. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters. All new construction shall be required to connect to City's sanitary sewer system.
- F. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.
- G. Base flood elevation data shall be provided for subdivision proposals and other proposed development which contain at least fifty (50) lots or five (5) acres, whichever is less. All subdivision proposals shall:
 - 1. Be consistent with the need to minimize flood damage.
 - 2. Have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
 - 3. Have adequate drainage provided to reduce exposure to flood damage.

- H. Encroachments, including fill, new construction, substantial improvements, and other development shall be prohibited in any floodway unless a technical evaluation demonstrates that the encroachments will not result in any increase in flood levels during the occurrence of the base flood discharge. No solid walls, solid fences, or other structures that could disrupt flowing water in an area of special flood hazard shall be constructed in a position or direction contrary to the direction of flowing water.

10-5-2. Specific Standards.

In all areas of special flood hazards where base flood elevation data has been provided as required by this Chapter, the following standards are required:

- A. Residential Construction - New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to one foot above the base flood elevation. A registered professional engineer, architect, or land surveyor shall submit a certification to the Floodplain Administrator that the standards of this ordinance are satisfied.
- B. Nonresidential Construction - New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor (including basement) elevated to the level of one foot above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:
1. Be floodproofed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water.
 2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
 3. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this paragraph. Such certifications shall be provided to the official as set forth in Section 10-4-3(C). A record of such certification which includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the Floodplain Administrator.
- C. **Enclosed Areas – including enclosures, crawlspaces, subgrade crawlspaces, and attached garages** - new construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to:
1. Automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.
 2. Flood vents meeting ICC-ES standards may be used with the bottom of all openings no higher than one foot above grade and a minimum of two openings, or
 3. Vents certified by a registered professional engineer or architect must meet or exceed the following minimum criteria:
 - i. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - ii. The bottom of all openings shall be no higher than one foot above grade.

- iii. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

Enclosures are areas that have a height greater than five feet from the enclosure floor to the finish floor elevation above.

Crawlspaces have at least one side of the crawlspace floor at or above the exterior grade. The crawlspace floor must be less than 5 feet from the finish floor elevation above.

Subgrade crawlspaces have an exterior grade that cannot be more than 2' above crawlspace floor elevation and a finish floor elevation of floor immediately above cannot be more than 5' above the crawlspace floor.

D. Manufactured Homes -

- a) All manufactured homes to be placed within Zone A in the City's FHBM or FIRM shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.
- b) Manufactured homes that are placed or substantially improved within Zones A1-30, AH, and AE on the City's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- c) In the A-1-30, AH, and AE Zones, manufactured homes that are placed or substantially improved in an existing manufactured home park shall be elevated so that the lowest floor is at or above the Base Flood Elevation; OR the chassis is supported by reinforced piers no less than 36 inches in height above grade and securely anchored.

E. Recreational Vehicles - Recreational vehicles placed on sites within Zones A1-30, AH, and AE on the City's FIRM shall either:

- a) be on the site for fewer than 180 consecutive days and be fully licensed and ready for highway use, or
- b) meet the permit requirements of Section 10-4-2 and the elevation and anchoring requirements for "manufactured homes" of this section.

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.

10-5-3. Standards for Subdivision Proposal.

1. All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with the provisions of this Chapter 10.
2. All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet the Development Permit requirements of this Chapter 10.

3. Base flood elevation data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions which are greater than 50 lots or 5 acres, whichever is less.
4. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
5. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

10-5-4. Standard for Areas of Shallow Flooding (AO/AH Zones).

Located within the areas of special flood hazard established in section 10-3-2 are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths of 1 to 3 feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply in areas designated as shallow flooding:

1. All new construction and substantial improvements of **residential** structures shall have the lowest floor (including basement) elevated above the highest adjacent grade a height equal to or greater than the depth number specified in feet on the City's FIRM (at least two feet if no depth number is specified).
2. All new construction and substantial improvements of **non-residential** structures;
 - a) Shall have the lowest floor (including basement) elevated above the highest adjacent grade a height equal to or greater than the depth number specified in feet on the City's FIRM (at least two feet if no depth number is specified), or;
 - b) together with attendant utility and sanitary facilities be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads of effects of buoyancy.
3. A registered professional engineer shall submit a certification to the Floodplain Administrator that the standards of section 10-4-3 are satisfied.
4. Require within Zones AH or AO adequate drainage paths around structures on slope, to guide flood waters around and away from proposed structures.
 - a) FIRMs may also identify areas of shallow flooding hazards with an average depth less than 1 foot deep (shaded Zone X). These areas may be between the flood hazard boundaries defined for the 1- and 0.2-percent chance-annual-flood or associated with base flood depths less than 1 foot where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity may be evident. Such flooding is generally characterized by sheet flow; therefore all new construction or substantial improvements of residential and nonresidential structures in such areas shall:
 - i. have the lowest floor (including basement) elevated above the estimated depth of the base flood and above the highest groundwater level that is anticipated to occur during periods of flooding.
 - ii. within shaded X zones, have positive ground slopes away from structures and adequate drainage paths around structures on sloping ground to guide flood water around and away from proposed structures.

A registered professional engineer shall submit certification to the Floodplain Administrator that the standards of this Section are satisfied.

10-5-5. Floodways.

Floodways located within areas of special flood hazard established in Article 10-3 are extremely hazardous areas due to the velocity of flood waters which carry debris, potential projectiles and erosion potential.

1. All new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this Article 10-5. A designated regulatory floodway may not increase the Base Flood level more than 1 foot.
2. Encroachments are prohibited in floodways, including fill, new construction, substantial improvements and other development within an adopted regulatory floodway *unless* it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the City during the occurrence of the base flood discharge.
3. The Floodplain Administrator may, pursuant to the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Regulations, permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the City **first** applies for a conditional FIRM and floodway revision through FEMA.

10-5-6. Penalties for Violation.

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this Chapter 10 and other applicable regulations. Violation of any provision of this Chapter 10 (including violations of conditions and safeguards established in connection with conditions) shall constitute a Class C misdemeanor. Nothing contained herein shall prevent the City from taking such other lawful action as is necessary to prevent, remedy or abate any violation.



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Brandon Nelson

Submitting Department: City Manager' s Office

Item Type: Public Hearing

Agenda Section:

Subject:

PUBLIC HEARING - Enterprise Fund Transfers

Suggested Action:

The City Manager recommends the City Council hold a public hearing to consider input from Orem residents regarding proposed transfers from Enterprise Funds to the General Fund in the Fiscal Year 2020-2021 Budget.

Presenter:

Brandon Nelson

Background:

On May 12, 2020, the City Council received a draft of the Tentative Budget for the Fiscal Year 2020-2021. This budget contains a proposed transfer of funds from the utilities to cover non-administrative or overhead costs to cover the City's own use of City owned utilities.

The State Auditor requires that cities pay the retail rate for their own use of city owned utilities. The City of Orem uses water, sewer, storm water and street lighting to supply its own properties. These properties are primarily parks but also include the Cemetery, City Hall, Police Station, Fire Stations, and other city properties.

The City has long built the cost of supplying these properties into the utility rates. The reasoning behind this decision is that the taxpayers and the utility rate payers are almost always the same people. Therefore, the simplest way to cover these costs is to include them in the respective utility rates.

Now that the City is required to pay the utilities for these services, the options available to the City are:

- 1) Increase property taxes to cover the cost of these utilities
- 2) Cut services enough to free up the cash to pay for the utilities
- 3) Transfer the funds back to the General Fund.

The first two options involve either paying more for the same services or paying the same for lower service. By making the transfer the City can provide the same level of service for the same fees.

The amount proposed to be transferred are:

Transfer From Amount	% of Total Fund Expenditures
Water Fund \$900,000	4.4%
Sewer \$16,000	0.1%

Storm Water	\$141,000	2.5%
Street Lighting	\$15,000	1.6%
Total	\$1,072,000	

In the public hearing staff will review

- Specific administrative and overhead costs;
- Specific fund information
- The proposed transfers

Potentially Affected Area:

City-wide

Attachments:

[Budget Transfer Presentation - FY 2021.pptx](#)

Enterprise Fund Transfers Public Hearing



- The City provides basic services of water, sewer, storm drainage, street lighting to all residents, business **and City owned properties.**
- The cost of supplying these services to City properties is included in the utility rates.
- The State Auditor requires Cities to charge themselves the retail rate of these services and pay for these services from the general fund.
- To pay from the general fund the City has three choices 1) raise taxes, 2) cut services or 3) transfer funds
- The City has opted to transfer funds from the utilities since the cost of servicing City owned property is already encompassed in the utility rates.



How this works

- The General Fund pays the utility funds for the services provided as follows:
- Payment to Water for parks, cemetery, and internal building usage \$900,000
- Water Reclamation/Sewer charge \$16,000
- Storm Water fee \$141,000
- Street Lighting fee \$15,000



The Transfer



	Transfer to	Transfer Amount	% of Total Enterprise Fund Expenditures
Water Fund	General Fund	\$900,000	4.4%
Water Reclamation Fund	General Fund	\$16,000	0.1%
Storm Water Fund	General Fund	\$141,000	2.5%
Street Lighting Fund	General Fund	\$15,000	1.6%
Total		\$1,072,000	

- The General Fund pays the utilities. Through a transfer the same amount of money is sent back to the General Fund.
- The end result is the same services are provided for the same fee and taxes remain low and no services are cut.

Utility Revenue Information



	Water	Water Reclamation	Storm Water	Street Lighting
Sales of Service	\$16,825,000	\$11,285,000	\$4,830,000	\$866,000
Fees	568,500	228,000	40,500	-
Impact Fees	1,100,000	150,000	70,000	-
Interest	300,000	150,000	100,000	20,000
Contributions from	1,074,571	16,000	146,000	15,000
Misc.	469,535	204,694	12,695	50,000
Surplus	325,000	220,000	500,000	-
Total	\$20,662,606	\$12,253,694	\$5,699,195	\$951,000

Utility Expense Summary



	Personnel	Operations	Capital	Total
Water	\$2,642,432	\$11,117,765	\$6,902,409	\$20,662,606
Water Reclamation	2,419,855	4,838,440	4,995,399	12,253,694
Storm Water	1,044,285	2,132,410	2,522,500	5,699,195
Street Lighting	178,886	678,488	93,626	951,000

Admin, Internal Services & Transfer Info



	Water	Water Reclamation	Storm Water	Street Lighting
Administrative Charge	\$986,791	\$574,523	\$253,395	\$56,302
Purchasing/Warehouse	116,774	32,865	10,340	3,155
Information Technology	325,052	219,629	87,852	8,785
Insurance & Surety	169,781	388,515	21,542	568
Fleet Maintenance	64,386	57,667	48,637	5,017
Facilities Maintenance	200,109	121,771	61,488	791
Total	\$1,862,893	\$1,394,970	\$483,254	\$74,618
Transfer Fee Return	\$900,000	\$16,000	\$141,000	\$15,000
All others Transfers Out	458,544	505,081	161,258	68,692
Total	\$1,358,544	\$521,081	\$302,258	\$83,692



Utility Detailed Expense Information

	Water	Water Reclamation	Storm Water	Street Lighting
Personnel	\$2,642,432	\$2,419,855	\$1,048,406	\$178,886
Supplies & Maintenance	1,997,753	1,683,353	606,446	104,688
Administration & Insurance	1,156,572	963,038	274,937	56,870
Utilities	708,985	601,600	10,380	142,000
Contract Services	4,841,330	924,502	577,732	71,942
Misc	81,787	55,947	35,802	800
Debt	1,431,338	594,000	481,992	287,188
Capital	6,902,409	4,995,399	2,522,500	93,626
Transfers Out	900,000	16,000	141,000	15,000
Total	\$20,662,606	\$12,253,694	\$5,699,195	\$951,000

Contracted Services Information



	Water	Water Reclamation	Storm Water	Street Lighting
311 Center Service Charge	\$366,537	\$184,321	\$71,023	\$-
PW Secretaries	35,988	50,383	28,790	-
Engineering	352,946	249,032	198,736	-
Management Analyst	19,147	15,317	11,488	7,659
Professional & Technical	109,500	235,100	100,500	3,250
CUWCD & Other	3,957,212	190,349	167,195	61,033
Total	\$4,841,330	\$924,502	\$577,732	\$79,601

Questions?



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Brandon Nelson

Submitting Department: City Manager' s Office

Item Type: Public Hearing

Agenda Section:

Subject:

PUBLIC HEARING

ORDINANCE - Approve and Adopt Fiscal Year 2020-2021 City of Orem Budget

Suggested Action:

The City Manager recommends the City Council, by ordinance, approve and adopt the Fiscal Year 2020-2021 Budget, adopt the compensation programs, adopt the fees and charges schedule, set the property tax, franchise tax, municipal energy sales and use tax, telecommunications license tax, transient room tax, and E-911 fee rates.

Presenter:

Brandon Nelson

Background:

On May 12, 2020, the City Council received the Tentative Budget for the Fiscal Year 2020-2021. Various budget work sessions were held between January and April 2020. In addition, two public hearings were held to review CDBG budget requests.

The purpose of this hearing is to consider the budget for Fiscal Year 2020-2021, along with the compensation program and the fees, charges, and tax rates of the City.

Property taxes will not be increased, the franchise tax and municipal energy sales and use tax rates remain at 6%, and the transient room tax stays at 1%. The telecommunications license tax remains at 3.5% and the E-911 fee stays at the state allowed maximum rate per month. Various adjustments and/or additions to miscellaneous fees and charges are proposed in many departments.

Potentially Affected Area:

City-wide

Attachments:

[ORD - Final Budget - City - FY 2021.docx](#)

[Budget - Tentative Budget - FY 2021.pdf](#)

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OREM, UTAH, APPROVING AND ADOPTING A BUDGET FOR FISCAL YEAR 2020-2021, ADOPTING COMPENSATION PROGRAMS, ADOPTING THE FEES AND CHARGES SCHEDULE, SETTING THE PROPERTY TAX, FRANCHISE TAX, MUNICIPAL ENERGY SALES AND USE TAX, TELECOMMUNICATIONS LICENSE TAX, TRANSIENT ROOM TAX, AND E-911 FEE RATES.

WHEREAS on May 12, 2020, the City Manager of the City of Orem, Utah, presented the Tentative Budget for Fiscal Year 2020-2021 to the City Council; and

WHEREAS the City Council has, through prior public work sessions, reviewed the components of the Fiscal Year 2020-2021 Tentative Budget; and

WHEREAS the City Council, on due public notice, held a public hearing on Tuesday, June 16, 2020, in the Council Chambers of the Orem City Hall to receive input regarding the budget prior to adopting the final 2020-2021 Budget; and

WHEREAS the City Council considered the budget as submitted and all information presented at the public hearings and made all changes which the City Council desires to make; and

WHEREAS the Employee and Elected Official Compensation Programs have been established in accordance with Council desire; and

WHEREAS the fees and charges of the City have been set in accordance with Council desire; and

WHEREAS the City Council has developed a budget in which the anticipated revenues equal the total of appropriated expenditures; and

WHEREAS the budget has been revised to reflect each of the changes and modifications which the City Council believes should be made in the budget; and

WHEREAS the City Council desires to establish the property tax rate at the Certified Tax Rate; and

WHEREAS the City Council desires to maintain the Franchise Tax and the Municipal Energy Sales and Use Tax at the present rate of 6% (6 percent), and maintain the Telecommunications License Tax at the present rate of 3.5% (3.5 percent); and

WHEREAS the City Council desires to continue the Transient Room Tax at 1% (1 percent); and

WHEREAS the City Council desires to continue the enhanced 911 program and levy it at the state allowed maximum rate on all phone connections in the City; and

WHEREAS the public hearings required for a transfer from the enterprise funds to the general fund have been held; and

WHEREAS the public hearings required for the Community Development Block Grant Program have been held.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF OREM, UTAH, as follows:

1. The City of Orem budget for the Fiscal Year 2020-2021, as amended and revised, which budget is attached hereto as Exhibit "A," and incorporated herein by this reference, is adopted.

2. Exhibit "B" establishing all fees and charges for Fiscal Year 2020-2021, which is attached hereto and incorporated herein by this reference, is adopted.

3. Exhibit "C" containing the Elected Official and Employee Compensation Programs, attached hereto and incorporated herein by reference, is hereby adopted effective July 1, 2020.

4. The property tax rate for 2020 is hereby set at the Certified Tax Rate, plus the voted interest and sinking fund levy.

5. The Franchise Tax and the Municipal Energy Sales and Use Tax shall be maintained at 6% (6 percent) and the Telecommunications License Tax shall be maintained at 3.5% (3.5 percent).

6. The Transient Room Tax shall be 1% (1 percent), as adopted by ordinance.

7. The E911 surcharge shall be set at the maximum rate allowed by law.

8. The City Manager is directed to implement this budget in accordance with State laws and appropriate City procedures, including GAAP carry-overs and CIP carry-overs. All approved purchase orders in effect on June 30, 2020, all CIP projects previously budgeted but not completed, and all grant funds not yet expended will be carried over and re-budgeted in Fiscal Year 2020-2021.

10. A copy of the Orem City Budget shall be placed on file in the office of the City Recorder of the City of Orem, Utah, and in the Orem Public Library.

11. This ordinance shall take effect immediately upon passage and publication in a newspaper of general circulation in the City of Orem.

12. All other resolutions, ordinances, and policies in conflict herewith, either in whole or in part, are hereby repealed.

PASSED AND APPROVED this 16th day of June 2020.

Richard Brunst, Mayor

ATTEST:

JoD’Ann Bates, City Recorder

BOARD MEMBERS	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITY OF OREM
TENTATIVE
BUDGET

FISCAL YEAR
2020 - 2021



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

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EXHIBIT

“A”

**CITY OF OREM
TENTATIVE BUDGET**

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**BUDGET
MESSAGE**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

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**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021



May 12, 2020

To the City of Orem Mayor, City Council, and Citizens:

It is a pleasure to present the Fiscal Year (FY) 2020-2021 Tentative Budget for your comment and review. The State of Utah has established a two-step budget adoption process. Step one is the adoption of a Tentative Budget. This step is anticipated to be completed by the City Council at the May 12, 2020, regularly scheduled Council Meeting. The second step is to hold a public hearing for the purpose of adopting the final FY 2020-2021 budget on June 16, 2020, at 6:00 p.m. in the City of Orem Council Chambers at 56 North State Street, Orem, UT. The following is an overview of the proposed budget. Additional information about this document is available from Brandon C. Nelson CPA, Finance Director, who has oversight for the preparation of this document.

The budget is the financial plan for the 2020-2021 fiscal year (July 1, 2020 to June 30, 2021). It represents the financial guidance necessary to prudently implement the goals and plans of the Mayor and City Council. The budget is built with a conservative mind-set of underestimating revenues and overestimating expenses. All revenue collections and expenditures are monitored throughout the year by management and administrative controls. Safeguards have been developed to monitor, authorize, and analyze expenditures. These processes and safeguards allow staff the ability to amend the budget quickly, thereby allowing the City to respond to any unanticipated changes or due to economic circumstances as they become known.

BUDGET GUIDING PRINCIPLES

The Mayor and City Council has directed staff to prepare budgets consistent with the following guiding principles:

- City Council - Incorporate policies and vision of the Mayor and City Council.
- Self-Sustaining - Enterprise funds should be self-sustaining.
- One-Time Money - One-time revenues used for one-time expenses.
- Ongoing Money - Use sustainable, ongoing revenue sources to pay for ongoing expenses.

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- Asset Management - Develop capital facility master plans for buildings, utilities, and other significant city infrastructure. Master plans should include strategic operations, maintenance, and replacement guidelines with supporting financial plans. Financial plans should justify rate structures that support the implementation of a master plan. Adopt rate structures that support the implementation of a master plan for a five-year period and redevelop plans every five years.
- Compensation - Develop and follow a market-driven compensation plan that will entice and retain good, quality employees.
- Vehicle replacement - Fund an annual vehicle replacement plan that prioritizes the replacement of qualified vehicles.
- Revenue Sources - Evaluate the health of revenue sources on a regular basis. The General Fund should be supported by diverse, stable revenue sources that do not collectively result in dramatic fluctuations over time.
- Reserves - Develop and maintain healthy enterprise fund reserves to sustain the impacts of emergencies. Manage healthy General Fund reserves consistent with State law.
- Planning - Plan ahead with the big picture in mind. Provide a means for employees across department lines to consult with each other during planning processes. Seek community input through a variety of means (for example, social media outlets, surveys, and open houses).
- Debt - Debt will be issued for projects that are not reasonably funded on a pay-as-you-go basis. For example, a pay-as-you-go scenario may be rejected if to do so would require cutting services or increasing service fees higher than practical.

MAYOR & CITY COUNCIL “AREAS OF FOCUS”

The Mayor and City Council govern consistent with the City’s budget guiding principles as well as particular “Areas of Focus” that are set annually. The current Council’s “Areas of Focus” were developed in advance of the current COVID-19 pandemic and efforts have been made to include these priorities in the FY 2020-2021 Tentative Budget. They include the following:

- Homeowner Focus (including focusing attention on and the execution of neighborhood plans).
- Employee Compensation.
- Sustainability (revenues, expenditures, and infrastructure).
- Legislative Relationship Building.
- City Facilities.

ECONOMIC OVERVIEW

A sustainable budget provides for operations, human resources, and capital investment sufficient to meet the service-delivery needs and expectations of the citizens of Orem. This effort requires a stable mixed revenue stream that can weather the inevitable fluctuations of the economy without causing dramatic swings in service levels. The City continues to feel the pressures of its reliance on sales tax revenues as economic hardships have resulted from the COVID-19 pandemic.

Today, the local economy is struggling with the COVID-19 pandemic. While the City anticipates significantly reduced sales tax revenues as well as other revenues, the City remains hopeful that as we proceed through the new fiscal year things will improve or stabilize.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REVENUE HIGHLIGHTS

A few specific service fee increases are requested to bring various services more in line with their delivery costs. Each increase is highlighted in the Fees and Charges section of this document (see Exhibit “B”).

In the General Fund, sales tax revenues for FY 2019-2020 are expected to be significantly impacted although to what extent is still relatively unknown. For FY 2020-2021, sales taxes are anticipated to be \$18.8 million representing a twenty percent (20%) decrease. This decrease was calculated using a waterfall table whereby expected revenues earlier in the fiscal year were decreased by a larger percentage but then rise over the remainder of the fiscal year.

Building fees are understated in the General Fund normally but in this Tentative Budget they were cut by fifty percent (50%). These fees represent one-time revenues and in accordance with the City’s budget guiding principles, any excess revenues will be used this year to alleviate the budgeted use of fund balance reserves.

Water and sewer revenues are not going to be increased this fiscal year as the City will begin the process of updating master plans to address the needs of these utility systems for the coming years. As part of these master plan updates, rate structures will be reevaluated for both cash funding (cash only) and mixed funding (cash and debt) structures.

Storm water equivalent service unit (ESU) fees are proposed to increase to \$7.60 per ESU per month from the current \$7.35 per ESU per month.

Finally, residential solid waste (garbage) rates are scheduled to increase commensurate with cost of service increases from the City’s private solid waste hauler, Waste Management, Inc., as well as a higher processing standard for recycled materials. The increases are as follows:

Can Type	Current Rate	Proposed Rate
First Can	\$11.50 / month	\$11.85 / month
Second Can	\$10.50 / month	\$10.85 / month
Recycling	\$3.60 / month	\$3.90 / month
Green Waste	\$6.20 / month	\$6.40 / month
Combined First Can & Recycling Can (Mandatory for New Accounts)	\$15.10 / month	\$15.75 / month

EXPENDITURE HIGHLIGHTS

Operations

The operational portion of the budget has been adjusted in many areas due to the current COVID-19 economic climate. Various budget cuts and other operational budget adjustments are included throughout this budget.

**CITY OF OREM
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The following table highlights operational expansions included in this year's budget:

Item	Explanation	Ongoing Expense
Cash-in-Transit Service	Allows for safer pickup and delivery of cash/coin to the City Center and delivery of daily deposit to the bank.	\$ 7,500
Bluebeam Studio Prime Software	Allows building inspectors access to plans while on-site & with the City Inspector software program.	\$ 9,700
Fire/EMS Reporting Software	Current reporting software has been problematic. This new software will meet standard reporting requirements.	\$ 30,500
Skid Steer & Mini Excavator Lease	Parks crews have borrowed similar equipment from the Water Section at the cost of availability.	\$ 8,000
OWRF Electric Power	Increase budget for electric power costs due to biological nutrient removal process.	\$ 70,000
OWRF Asphalt Rehab	Provides annual funding for plant asphalt repair and maintenance due to bitumenous materials.	\$ 15,000

The following table highlights operational one-time changes included in this year's budget:

Item	Explanation	One-Time Expense
Numetrics Crash Data Analytics Software	Allows Traffic and Police personnel to easily highlight unsafe roadways and respond in a more timely manner.	\$ 12,500
AMI Network Equipment Rotation & Maintenance	Allows regular maintenance and rotation of equipment needed to maintain the I.T. AMI infrastructure.	\$ 10,000
Debris Crushing	Allows City crews to recycle fill materials on-site rather than having to find a disposal location.	\$ 15,000
Utility Master Plans	Update the City's water, sanitary sewer, and storm water master plans.	\$ 325,000
City Recorder Digitization Project	Digitizing files.	\$ 12,000

Personnel

Due to the COVID-19 pandemic and the associated impacts to City revenues, this FY 2020-2021 Tentative Budget does not include any market or merit increases. However, the City will continue to monitor revenues and make adjustments as conditions hopefully improve.

**CITY OF OREM
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One personnel adjustment has been recommended. The following adjustment recognizes the evolving needs of the City and its Engineering Division:

Position	Explanation
Staff Engineer	Provides career ladder type of promotion to the City's staff engineers and promotes internal growth.

Capital

Fleet

Included in this budget is the City's fleet replacement program which totals \$1,253,500 City-wide. The General Fund fleet replacement program was reduced by \$625,000 in response to the current COVID-19 crisis. Beyond the regular replacement of vehicles annually, this budget includes the accumulation of funds (referred to as sinking funds) over multiple years to eventually purchase large high-cost equipment including backhoes, a street sweeper, and a vac truck for Fiscal Year 2020-2021.

Infrastructure & Other Capital Items

A key element of the Mayor and City Council's stewardship is the maintenance of infrastructure – streets, parks, utilities, etc. The funding for the capital program is generated through General Fund reserves and the ongoing revenues from the City's Enterprise Funds. The General Fund portion of the capital program is adopted annually through a budget amendment that takes place in June. The Enterprise Fund portion of the capital program is proposed as part of this budget document.

A complete review of the City's capital program can be found in this budget document in the Capital Summary section (page 199) which outlines anticipated capital expenditures for Fiscal Years 2021-2025.

SUMMARY

Through adherence to sound financial principles and due to the efforts of the City's dedicated workforce, I believe the City of Orem is poised for a bright future despite the current challenges the City is facing with COVID-19.

If you have questions about the City's proposed Fiscal Year 2020-2021 Tentative Budget, I would invite you to contact Brandon C. Nelson CPA (Finance Director), Nicole Lareau (Budget Officer), or myself at your convenience.

Respectfully Submitted,

James P. Davidson
City Manager

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

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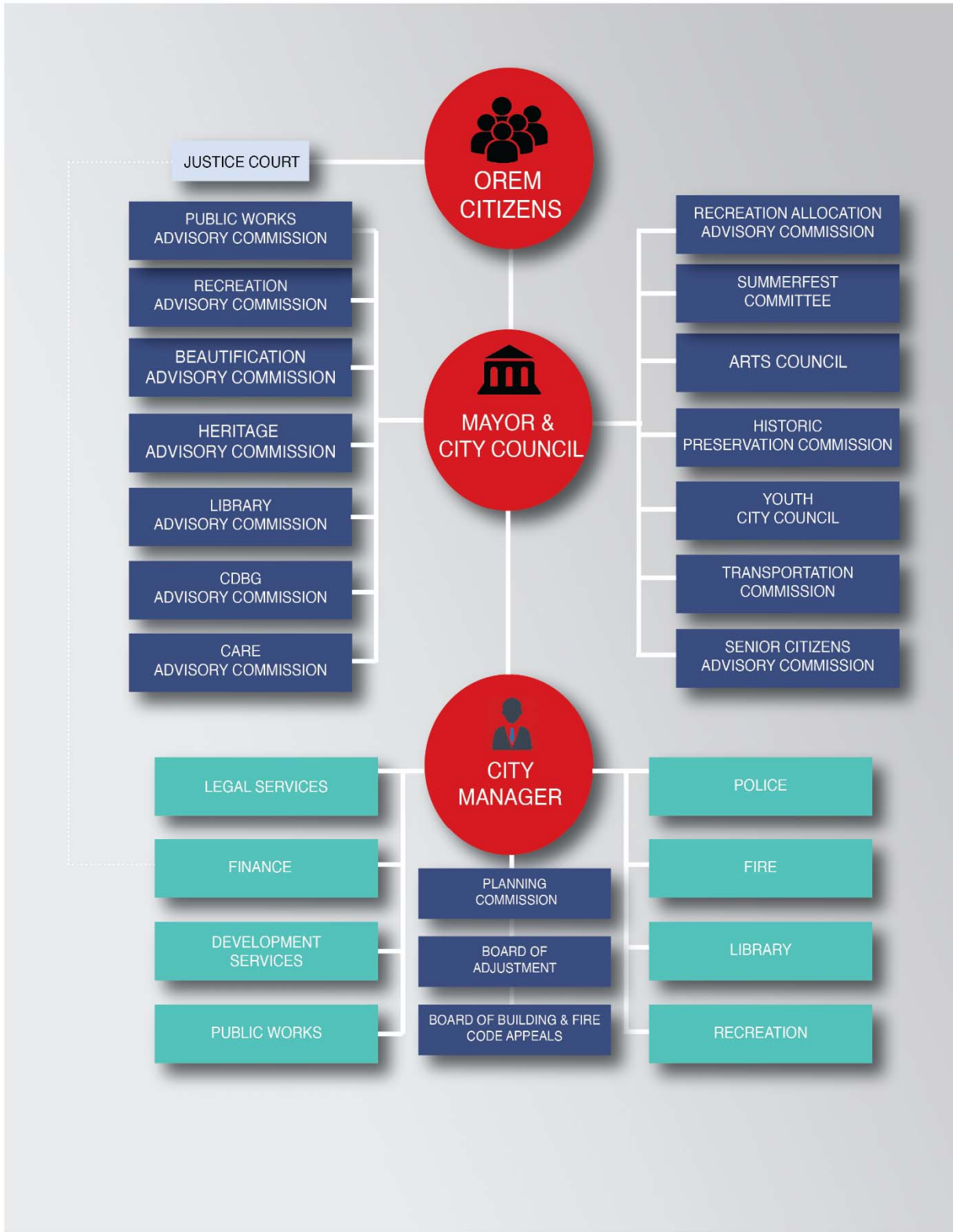
**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

OVERVIEW

CITY OF OREM TENTATIVE BUDGET

FISCAL YEAR 2020-2021



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**CITY OF OREM
REVENUES SUMMARY
FY 2020-2021**

FUND	REVENUES	INTERFUND TRANSFERS IN	APPROPRIATION OF SURPLUS	TOTAL REVENUES & SURPLUS
General	\$ 47,835,648	\$ 6,584,154	\$ 2,078,500	\$ 56,498,302
Road	2,960,000	-	-	2,960,000
CARE Tax	2,045,000	-	-	2,045,000
Telecommunications Billing	44,000	-	-	44,000
Transportation Sales Tax	1,915,000	-	-	1,915,000
Debt Service	1,474,796	4,248,348	807,917	6,531,061
Impact Fee Funds	1,515,000	-	-	1,515,000
CIP Fund	275,000	200,000	-	475,000
Water	19,263,035	1,074,571	325,000	20,662,606
Water Reclamation	12,017,694	16,000	220,000	12,253,694
Storm Water	5,053,195	146,000	500,000	5,699,195
Recreation	1,662,804	234,000	-	1,896,804
Solid Waste	4,250,000	-	-	4,250,000
Fleet Maintenance	-	830,000	30,000	860,000
Purchasing & Warehousing	-	380,000	-	380,000
Self-Insurance	-	2,125,000	-	2,125,000
Information Technology	8,136	2,430,000	-	2,438,136
Facilities Maintenance	-	1,635,000	-	1,635,000
Friends of the Orem Public Library	-	250	-	250
Orem Foundation Trust	200,000	-	-	200,000
Community & Neighborhood Services	903,500	-	-	903,500
Senior Citizens	39,000	-	-	39,000
TOTALS	\$ 101,461,808	\$ 19,903,323	\$ 3,961,417	\$ 125,326,548

Most of the City's funds are supported by taxes such as sales tax or property tax in the General Fund or utility charges such as water sales in the Water Fund. However, certain funds such as the Debt Service, Fleet Maintenance, Self-Insurance, Information Technology, and Facilities Maintenance funds receive all or a majority of their operating revenues through transfers from other funds. For the current fiscal year, the city-wide operating revenues total \$125,326,548 but only \$101,761,808 represents collections of new revenues.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**CITY OF OREM
ESTIMATE OF FUND BALANCES
AVAILABLE FOR APPROPRIATION**

FUND	ESTIMATED FUND BALANCE AVAILABLE * JUNE 30. 2020	FISCAL YEAR 2020-2021 APPROPRIATION OF SURPLUS	ESTIMATED FUND BALANCE AVAILABLE * JUNE 30. 2021	OPERATIONAL GOAL **
General	\$ 12,000,000	\$ (2,078,500)	\$ 9,921,500	\$ 8,162,970
Road	307,350	-	307,350	-
CARE Tax	-	-	-	-
Telecommunications Billing	-	-	-	-
Transportation Sales Tax	-	-	-	-
Debt Service	1,950,000	(807,917)	1,142,083	-
Impact Fee Funds	-	-	-	-
CIP Fund	-	-	-	-
Water	8,086,000	(325,000)	7,761,000	4,612,000
Water Reclamation	5,586,000	(220,000)	5,366,000	2,721,000
Storm Water	2,296,000	(500,000)	1,796,000	993,000
Recreation	388,000	-	388,000	300,000
Solid Waste	1,109,000	-	1,109,000	100,000
Fleet Maintenance	276,000	(30,000)	246,000	50,000
Purchasing & Warehousing	280,000	-	280,000	25,000
Self-Insurance	1,141,000	-	1,141,000	1,000,000
Information Technology	484,000	-	484,000	200,000
Facilities Maintenance	-	-	-	-
Friends of the Orem Public Library	-	-	-	-
Orem Foundation Trust	-	-	-	-
Community & Neighborhood Services	-	-	-	-
Senior Citizens	-	-	-	-
TOTALS	\$ 33,903,350	\$ (3,961,417)	\$ 29,941,933	\$ 18,163,970

* Estimated fund balance excludes any funds identified as nonspendable, restricted, committed, or assigned.

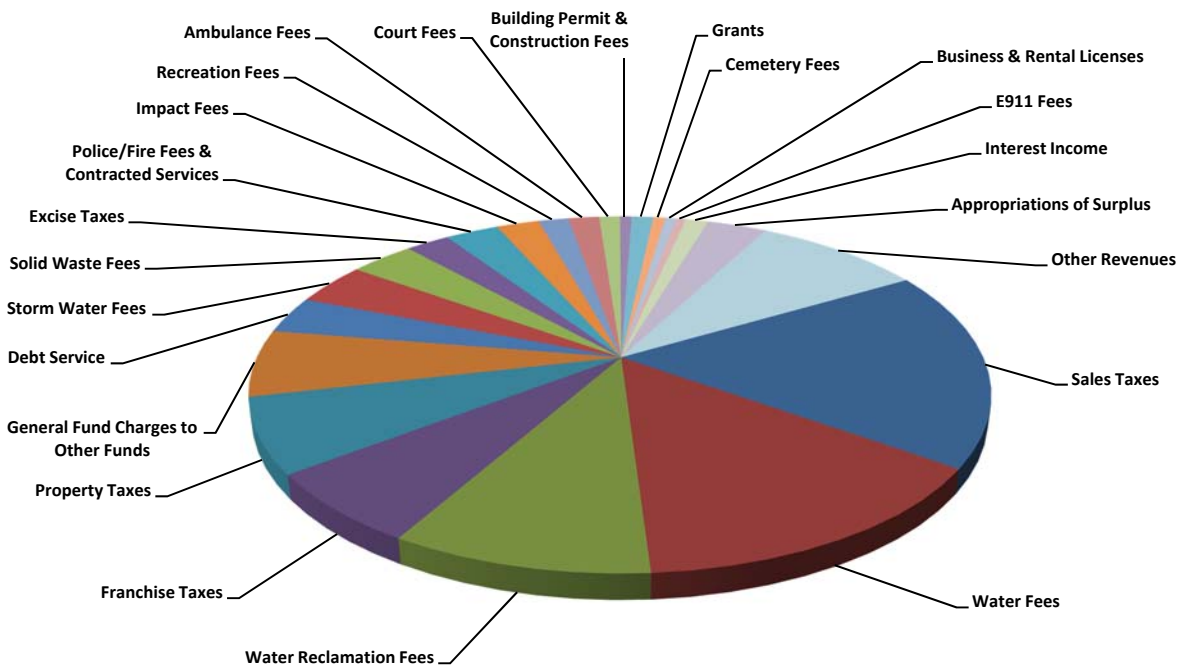
** General Fund operational goal is based on 15% of net budgeted revenues or the actual balance of the reserve, whichever is lower. The operational goal for all other funds is based upon need.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CITY-WIDE MAJOR REVENUE SOURCES

REVENUE DESCRIPTION	AMOUNT	PERCENT
Sales Taxes (includes CARE & Transportation)	\$ 22,686,000	18.10%
Water Fees	17,793,850	14.20%
Water Reclamation Fees	11,717,694	9.35%
Property Taxes	8,423,564	6.72%
Franchise Taxes	8,035,000	6.41%
General Fund Charges to Other Funds	7,627,172	6.09%
Storm Water Fees	4,860,000	3.88%
Debt Service	4,248,348	3.39%
Solid Waste Fees	4,238,000	3.38%
Police/Fire Fees & Contracted Services	3,544,610	2.83%
Excise Taxes	2,900,000	2.31%
Ambulance Fees	2,060,500	1.64%
Impact Fees	2,835,000	2.26%
Recreation Fees	1,997,279	1.59%
Grants	1,449,182	1.16%
Court Fees	1,401,000	1.12%
Cemetery Fees	805,000	0.64%
Building Permit & Construction Fees	763,000	0.61%
Business & Rental Licenses	743,500	0.59%
E911 Fees	630,000	0.50%
Interest Income	1,489,800	1.19%
Appropriations of Surplus	3,961,417	3.16%
Other Revenues	11,116,632	8.87%
TOTAL	\$ 125,326,548	100.00%

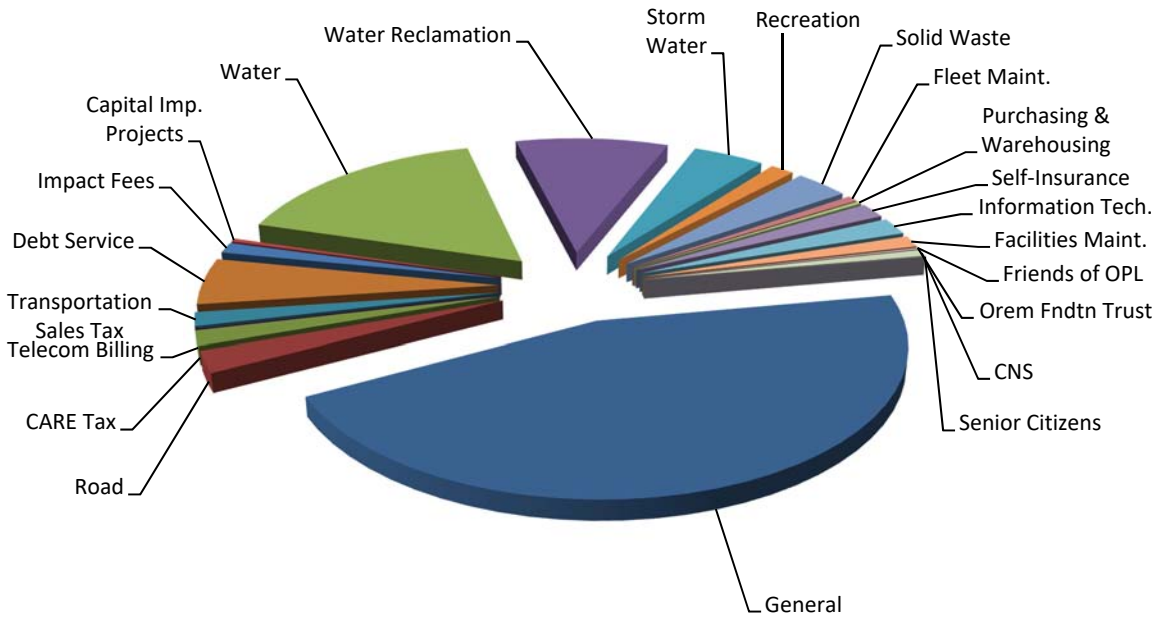


**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CITY-WIDE EXPENDITURES BY FUND

FUND	PERSONNEL	OPERATIONS	CAPITAL	TOTAL	PERCENT
General	\$ 37,485,365	\$ 18,018,657	\$ 994,280	\$ 56,498,302	45.1%
Road	105,000	794,062	2,060,938	2,960,000	2.4%
CARE Tax	-	1,039,750	1,005,250	2,045,000	1.6%
Telecommunications Billing	-	44,000	-	44,000	0.0%
Transportation Sales Tax	15,986	202,762	1,696,252	1,915,000	1.5%
Debt Service	-	6,531,061	-	6,531,061	5.2%
Impact Fee Funds	-	-	1,515,000	1,515,000	1.2%
Capital Improvement Projects	-	38,013	436,987	475,000	0.4%
Water	2,642,432	11,117,765	6,902,409	20,662,606	16.5%
Water Reclamation	2,419,855	4,838,440	4,995,399	12,253,694	9.8%
Storm Water	1,044,285	2,132,410	2,522,500	5,699,195	4.5%
Recreation	1,099,396	797,408	-	1,896,804	1.5%
Solid Waste	-	4,217,737	32,263	4,250,000	3.4%
Fleet Maintenance	519,480	340,520	-	860,000	0.7%
Purchasing & Warehousing	241,131	138,869	-	380,000	0.3%
Self-Insurance	111,765	2,013,235	-	2,125,000	1.7%
Information Technology	1,387,316	1,050,820	-	2,438,136	1.9%
Facilities Maintenance	801,030	778,918	55,052	1,635,000	1.3%
Friends of the Orem Public Library	-	250	-	250	0.0%
Orem Foundation Trust	-	200,000	-	200,000	0.2%
Community & Neighborhood Services	104,110	599,390	200,000	903,500	0.7%
Senior Citizens	-	39,000	-	39,000	0.0%
CITY TOTALS	\$ 47,977,151	\$ 54,933,067	\$ 22,416,330	\$125,326,548	100.0%
CITY PERCENT	38.3%	43.8%	17.9%	100.0%	



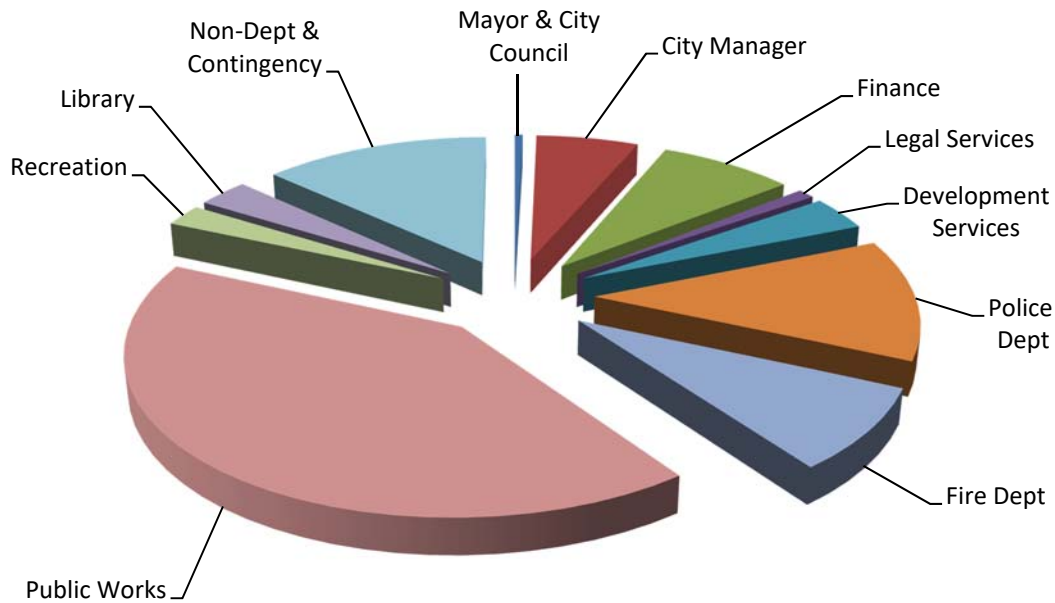
**CITY OF OREM
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CITY-WIDE EXPENDITURES BY DEPARTMENT

DEPARTMENT	PERSONNEL	OPERATIONS	CAPITAL	TOTAL	PERCENT
Mayor and City Council	\$ 346,477	\$ 239,280	\$ -	\$ 585,757	0.5%
City Manager	3,219,137	4,104,170	200,000	7,523,307	6.0%
Finance	2,262,750	7,625,319	-	9,888,069	7.9%
Legal Services	1,184,660	70,034	-	1,254,694	1.0%
Development Services	3,444,636	1,016,231	55,052	4,515,919	3.6%
Police Department	13,673,144	1,986,737	90,000	15,749,881	12.6%
Fire Department	7,940,440	2,331,283	227,000	10,498,723	8.4%
Public Works	10,819,755	21,037,258	20,220,765	52,077,778	41.6%
Recreation	1,834,711	1,022,183	-	2,856,894	2.3%
Library	2,916,780	800,785	15,000	3,732,565	3.0%
Non-Departmental *	334,661	14,699,787	1,608,513	16,642,961	13.3%
CITY TOTALS	\$47,977,151	\$54,933,067	\$22,416,330	\$125,326,548	100.0%
CITY PERCENTS	38.3%	43.8%	17.8%	100.0%	

* Expenditures of the CARE Tax Fund (\$2,045,000) & Solid Waste Fund (\$4,250,000) are included within the Non-Departmental expenditures since there is no specific department related to their operations.



**CITY OF OREM
TENTATIVE BUDGET**

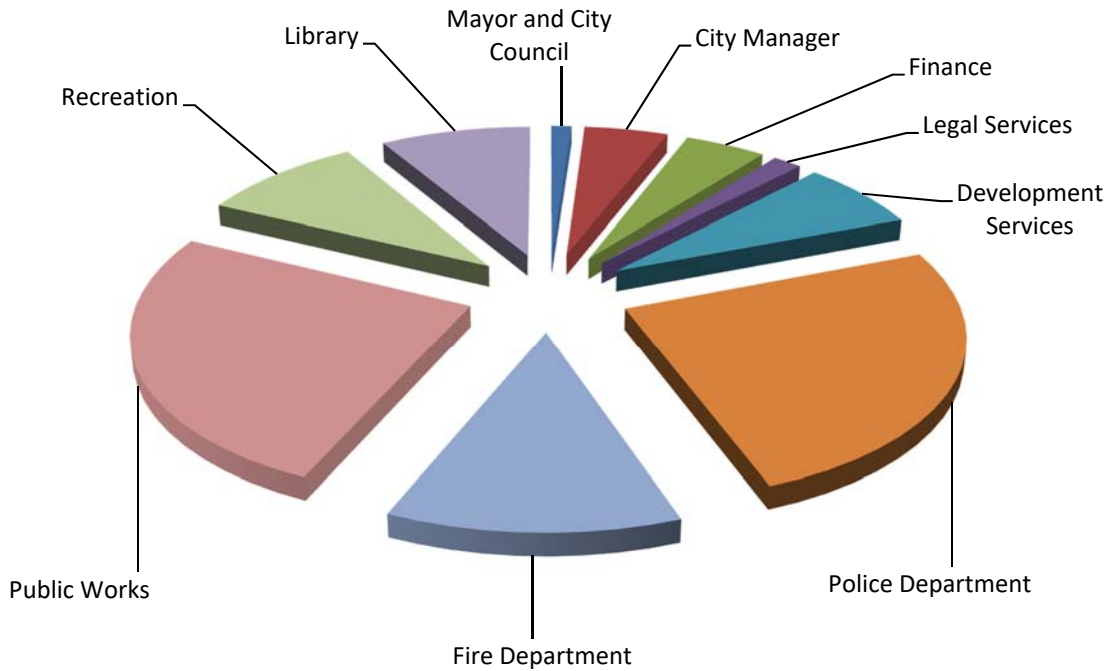
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CITY-WIDE STAFFING LIST BY DEPARTMENT

DEPARTMENT	FULL-TIME	PART-TIME	PART-TIME NON-BENEFITTED (FTE*)	TOTAL	PERCENT
Mayor and City Council **	-	7	-	7	1.2%
City Manager	27	-	2	29	4.8%
Finance	25	1	2	28	4.7%
Legal Services	9	-	1	10	1.7%
Development Services	29	1	12	42	7.0%
Police Department	130	4	18	152	25.2%
Fire Department	71	-	1	72	12.0%
Public Works	114	-	40	154	25.6%
Recreation	11	-	45	56	9.3%
Library	24	9	19	52	8.6%
CITY TOTALS	440	22	140	602	100.0%
CITY PERCENTS	73.1%	3.7%	23.3%	100.0%	

* FTE (full-time equivalent) is a measurement of how many part-time, non-benefitted employees are required to equal one staff person working a full-time work schedule for one year.

** The Mayor and City Council members are included as part-time employees for informational purposes only.



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

UTILITY AND TAX RATE COMPARISON

The following two pages contain a series of comparisons between the City of Orem and other Utah County cities and cities similar to the City throughout the state.

The purpose of these comparisons is to show how the City ranks against other cities for utility rates and tax levies. Although many cities calculate their utility fees and charges differently than the City of Orem, we have endeavored, as much as possible, to make a reasonable comparison.

For example, to compare water and sewer rates we have calculated the comparison using the water and sewer usage of an average City of Orem residential customer. The average City resident has a $\frac{3}{4}$ inch water meter, uses 28,000 gallons of water per month, and has an average sewer consumption of 9,000 gallons per month.

We calculated property tax levies based on the average City of Orem home value assessments. The average home value assessment is \$320,000.

The numbers used to generate the figures for other cities were derived from contacting the cities in the survey or by accessing information from the appropriate web sites.

The City of Orem amounts/rates INCLUDE any approved fee or tax increases while the amounts/rates listed for other cities are shown at what they currently charge.

**CITY OF OREM
TENTATIVE BUDGET**

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UTILITY FEES AND TAX RATE COMPARISONS – SELECTED UTAH CITIES

AVERAGE MONTHLY UTILITY FEES

<u>WATER *</u>		<u>SEWER **</u>		<u>STORM WATER</u>	
West Jordan	\$106.77	American Fork	\$48.15	Pleasant Grove	\$14.41
American Fork ¹	\$97.47	Provo	\$47.57	Provo	\$10.75
Sandy	\$91.25	Pleasant Grove	\$47.43	Lindon	\$10.08
South Jordan ¹	\$85.10	Payson	\$46.03	Spanish Fork	\$9.82
Ogden ¹	\$81.90	Lindon	\$44.25	Ogden	\$8.09
Pleasant Grove ¹	\$81.09	Lehi	\$37.00	Layton	\$7.60
AVERAGE CITY	\$69.25	Spanish Fork	\$36.48	OREM	\$7.60
West Valley	\$67.24	AVERAGE CITY	\$35.97	AVERAGE CITY	\$7.47
Lindon ¹	\$67.04	OREM	\$35.10	South Jordan	\$7.15
Spanish Fork ¹	\$60.98	West Jordan	\$35.03	Payson	\$6.19
Provo	\$55.71	Springville	\$33.54	American Fork	\$6.00
Payson ¹	\$54.09	Ogden	\$32.46	Sandy	\$6.00
Layton	\$53.19	Layton	\$29.45	Springville	\$5.80
Lehi ¹	\$52.05	South Jordan	\$25.00	West Jordan	\$5.58
OREM	\$51.72	West Valley	\$21.50	West Valley	\$4.00
Springville	\$33.21	Sandy	\$20.51	Lehi	\$3.00

AVERAGE MONTHLY UTILITY FEES/AVERAGE TAX RATES

<u>GARBAGE</u>		<u>PROPERTY TAX</u>		<u>FRANCHISE TAX ***</u>	
Ogden	\$20.85	West Valley	0.003508	American Fork	6.00%
Provo	\$17.25	Ogden	0.002876	Layton	6.00%
West Jordan	\$16.04	Provo	0.002560	Lehi	6.00%
Sandy	\$15.95	American Fork	0.002027	Lindon	6.00%
Springville	\$13.22	West Jordan	0.001999	Ogden	6.00%
AVERAGE CITY	\$13.14	AVERAGE CITY	0.001854	OREM	6.00%
Layton	\$13.05	South Jordan	0.001802	Payson	6.00%
West Valley	\$13.00	Layton	0.001780	Pleasant Grove	6.00%
Spanish Fork	\$12.39	Springville	0.001763	Provo	6.00%
OREM ²	\$11.85	Pleasant Grove	0.001734	Sandy	6.00%
Payson	\$11.77	Lehi	0.001538	South Jordan	6.00%
Pleasant Grove	\$11.00	Sandy	0.001456	Spanish Fork	6.00%
Lehi	\$10.50	Payson	0.001272	Springville	6.00%
Lindon	\$10.30	OREM	0.001260	West Jordan	6.00%
American Fork	\$10.00	Lindon	0.001241	West Valley	6.00%
South Jordan	\$9.93	Spanish Fork	0.000991	AVERAGE CITY	6.00%

* Based on the City of Orem average residential use of 28,000 gallons per month with a 3/4 inch meter. For cities charging varying summer and winter rates, a distribution of 19,000 gallons in the summer and 9,000 gallons in the winter was used.

** Based on the City of Orem average residential use of 9,000 gallons per month.

*** The cable television franchise tax rate is set at 5% by Federal Statute and the Utah Municipal Telecommunications License Tax is set at 3.5% by State Statute. Neither rate is included in this comparison table since tax laws render them meaningless.

¹ This city has pressurized irrigation (secondary) watering for all or a majority of its residents. For these cities, a mix of 12,000 gallons of culinary water to 16,000 gallons of secondary water was utilized. If charged by lot size, an average lot size of 0.33 acres was used.

² The City of Orem includes two free transfer station passes.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

ESTIMATED FEE & TAX IMPACT ON AVERAGE HOME

CITY	AVERAGE WATER	AVERAGE SEWER	AVERAGE STORM WATER	AVERAGE GARBAGE	TOTAL UTILITIES	PROPERTY TAX PER MO. *	TAX & FEE PER MO. AVERAGE
West Jordan	\$106.77	\$35.03	\$5.58	\$16.04	\$163.42	\$29.32	\$192.74
American Fork ¹	\$97.47	\$48.15	\$6.00	\$10.00	\$161.62	\$29.73	\$191.35
Ogden ¹	\$81.90	\$32.46	\$8.09	\$20.85	\$143.30	\$42.18	\$185.48
Pleasant Grove ¹	\$81.09	\$47.43	\$14.41	\$11.00	\$153.93	\$25.43	\$179.36
Provo	\$55.71	\$47.57	\$10.75	\$17.25	\$131.28	\$37.55	\$168.83
West Valley	\$67.24	\$21.50	\$4.00	\$13.00	\$105.74	\$51.45	\$157.19
Sandy	\$91.25	\$20.51	\$6.00	\$15.95	\$133.71	\$21.35	\$155.06
South Jordan ¹	\$85.10	\$25.00	\$7.15	\$9.93	\$127.18	\$26.43	\$153.61
AVERAGE CITY	\$66.57	\$36.03	\$7.61	\$12.93	\$123.15	\$27.04	\$153.02
Lindon ¹	\$67.04	\$44.25	\$10.08	\$10.30	\$131.67	\$18.20	\$149.87
Payson ¹	\$54.09	\$46.03	\$6.19	\$11.77	\$118.08	\$18.66	\$136.74
Spanish Fork ¹	\$60.98	\$36.48	\$9.82	\$12.39	\$119.67	\$14.53	\$134.20
Layton	\$53.19	\$29.45	\$7.60	\$13.05	\$103.29	\$26.11	\$129.40
Lehi ¹	\$52.05	\$37.00	\$3.00	\$10.50	\$102.55	\$22.56	\$125.10
OREM ²	\$51.72	\$35.10	\$7.60	\$11.85	\$106.27	\$18.48	\$124.75
Springville ¹	\$33.21	\$33.54	\$5.80	\$13.22	\$85.77	\$25.86	\$111.63

* Assumes \$320,000 home taxed at 55.0% of market value.

¹ These cities have a separate outside watering system (pressurized irrigation) for some or most of its residents.

² The City of Orem includes two free transfer station passes.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**CITY OF OREM
STATEMENT OF INDEBTEDNESS**

<u>TYPE & NAME OF INDEBTEDNESS</u>	<u>INTEREST RATES</u>	<u>FISCAL YEAR OF COMPLETION</u>	<u>TOTAL AMOUNT ISSUED</u>	<u>EXPECTED PRINCIPAL BALANCE JUNE 30, 2020</u>	<u>FISCAL YEAR 2020-2021 PAYMENTS</u>
<u>General Obligation Bonds</u>					
General Obligation Refunding Bonds, Series 2014	0.25% to 3.0%	2024-2025	\$ 9,645,000	\$ 5,120,000	\$ 1,093,601
General Obligation Bonds, Series 2019	3.625% to 5.0%	2047-2048	24,500,000	24,500,000	1,188,112
			34,145,000	29,620,000	2,281,713
<u>Revenue Bonds</u>					
Water Revenue Bonds, Series 2005B	1.48%	2025-2026	3,000,000	994,000	174,711
Sewer Revenue (Taxable) Bonds, Series 2010	0.00%	2031-2032	11,889,000	7,137,000	594,000
Water & Storm Sewer Rev Refunding Bonds, Series 2013	2.18%	2025-2026	12,801,000	7,627,000	1,356,156
Water & Storm Sewer Rev Refunding Bonds, Series 2016	2.00% to 4.50%	2028-2029	4,380,000	4,280,000	268,550
Sales Tax Revenue Refunding Bonds, Series 2017	1.94%	2022-2023	2,898,000	856,000	376,606
			34,968,000	20,894,000	2,770,023
<u>Lease / Purchase Obligations</u>					
Energy Improvements Lease - City Facilities - 2016	2.06%	2030-2031	6,739,000	5,460,000	552,284
Server Acquisition Lease/Purchase - Model 1914 - 2018	2.57% to 4.92%	2021-2022	71,031	32,254	24,691
			6,810,031	5,492,254	576,975
<u>Other</u>					
Parks and Open Space Land Purchase Note - 2000	6.00%	2020-2021	391,000	27,255	28,013
Section 108 Housing & Urban Development Loan - 2006	Variable	2025-2026	1,320,000	535,000	93,000
			1,711,000	562,255	121,013
Grant Total - All Indebtedness			\$ 77,634,031	\$ 56,568,509	\$ 5,749,724

TYPE & NAME OF INDEBTEDNESS

PURPOSE OF INDEBTEDNESS

General Obligation Bonds

General Obligation Refunding Bonds, Series 2014
General Obligation Bonds, Series 2019

Refunded 2005 & 2006 General Obligation Road Construction Bonds.
Construction of Library Hall and Reconstruction of Fitness Center

Revenue Bonds

Water Revenue Bonds, Series 2005B
Sewer Revenue (Taxable) Bonds, Series 2010
Water & Storm Sewer Rev Refunding Bonds, Series 2013
Water & Storm Sewer Rev Refunding Bonds, Series 2016
Sales Tax Revenue Refunding Bonds, Series 2017

Water line projects.
Treatment plant expansion.
Partially refunded the 2005A Water & Storm Sewer Revenue Bonds.
Partially refunded the 2008 Water & Storm Sewer Revenue Bonds.
Refunded the 2007 Sales Tax Revenue Refunding Bonds.

Lease / Purchase Obligations

Energy Improvements Lease - City Facilities - 2016
Server Acquisition Lease/Purchase - Model 1914 - 2018

Energy improvements for street lighting system and various city facilities.
Purchase of new server.

Other

Parks and Open Space Land Purchase Note - 2000
Section 108 Housing & Urban Development Loan - 2006

Recreation property purchase.
Economic development.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**GENERAL
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

GENERAL FUND

OVERVIEW

The General Fund is the major operating fund of the City. The fund supports administrative, finance, police, fire, library, commercial and residential development, traffic control, parks, cemetery, recreation programs, and legal activities of the City. It also partially supports street maintenance and construction.

General Fund activities are primarily supported by tax, fee, and fine revenues. Tax revenues include sales, property, franchise, and transient room taxes. Fees include charges for services such as building permits and inspections, business and rental licenses, cemetery interment and lot sales, justice court fees, fire inspections, 911 services, and ambulance services. Fines include justice court fines, library fines, false alarms, parking tickets, and nuisance abatement.

GENERAL FUND REVENUES

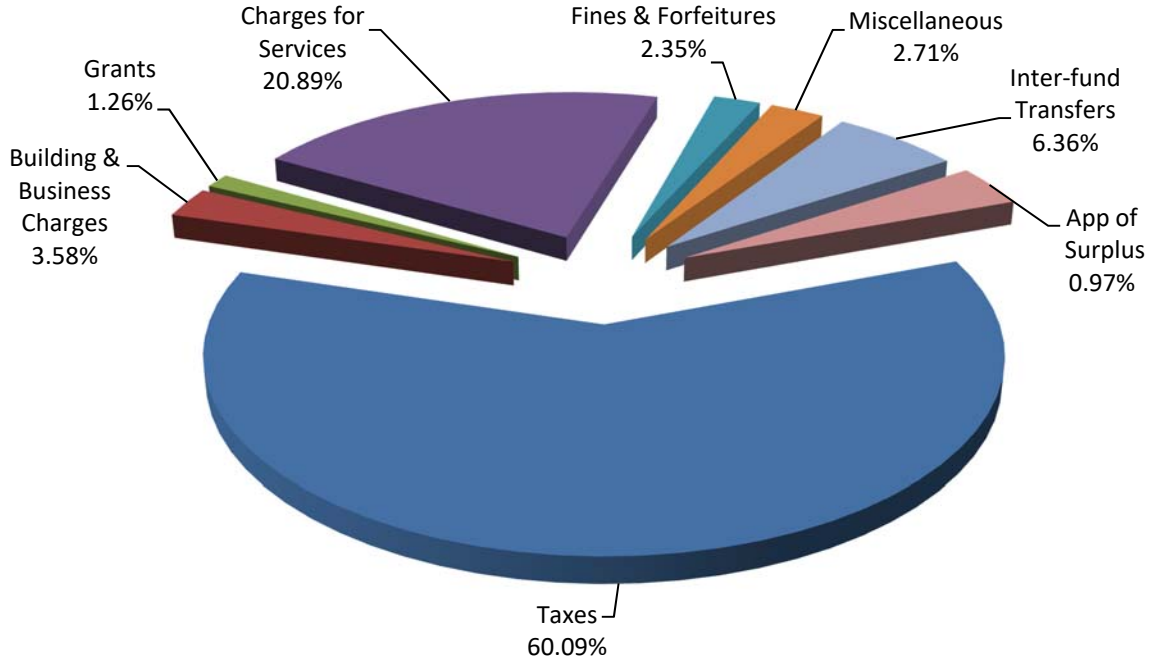
Total General Fund revenues consist primarily of taxes (60%). The percentage of total revenues related to taxes consists of sales taxes (33.2%), franchise taxes (14.2%), property taxes (12.3%), and transient room taxes (0.3%). Charges for services are also a significant source of city revenues. General Fund revenues are divided into eight operating types:

<u>Primary Revenue Description</u>	<u>Amount</u>	<u>Percent of Total Revenues</u>
Taxes	\$ 33,947,268	60.09%
Building and Business Services Charges	1,506,500	2.67%
Federal, State and Other Grants	712,682	1.26%
Charges for Services - Administrative, Recreation, Public Safety, Court, and Cemetery Services	11,802,245	20.89%
Fines and Forfeitures	1,326,600	2.35%
Miscellaneous (Interest, Library Charges, Asset Sales, Facility Rentals, etc.)	1,529,682	2.71%
Inter-fund Transfers	3,594,825	6.36%
Appropriations of Surplus	2,078,500	3.68%
Total	\$ 56,498,302	100.00%

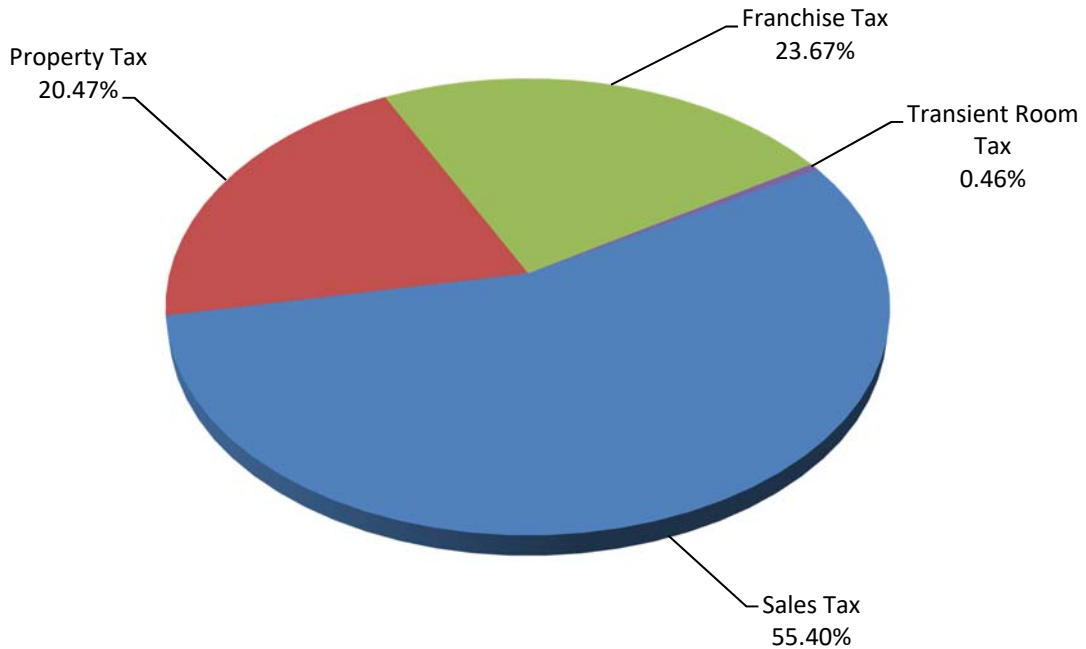
**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

GENERAL FUND REVENUES



GENERAL FUND TAXES



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

GENERAL FUND REVENUES

REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
<u>Taxes</u>				
Sales Taxes	\$ 22,198,446	\$ 22,736,417	\$ 22,000,000	\$ 18,806,000
Property Taxes	6,597,887	6,657,969	6,928,768	6,948,768
Franchise Taxes	7,961,936	7,887,331	8,035,000	8,035,000
Transient Room Taxes	169,051	170,161	160,000	157,500
	<u>36,927,320</u>	<u>37,451,878</u>	<u>37,123,768</u>	<u>33,947,268</u>
<u>Building & Business Services Charges</u>				
Business Licenses & Permits	678,552	810,348	715,000	743,500
Building Permits & Other Related Fees	1,941,945	2,916,221	1,429,000	763,000
	<u>2,620,497</u>	<u>3,726,569</u>	<u>2,144,000</u>	<u>1,506,500</u>
<u>Federal, State and Other Grants</u>				
Grant - Library Development - CLEF	21,400	21,500	20,000	20,000
Grant - EMPG	16,500	8,250	16,500	20,000
Grant - MCTF - JAG - SAFG/STFG	289,046	271,807	250,000	255,000
Grant - MCTF - HIDTA	260,600	286,497	-	-
Grant - Click It or Ticket / Highway Safety	40,082	31,374	-	-
Grant - Victims of Crime Act (VOCA)	114,910	70,286	-	133,182
Grant - Internet Crimes Against Children (ICAC)	20,000	15,000	-	-
Grant - Municipal Recreation Grant	49,870	49,197	-	-
Mountainlands / Senior Citizens	9,292	9,628	12,000	12,000
Liquor Allotment	92,164	104,571	100,000	100,000
Grant - All Other Grants	314,978	93,689	-	172,500
	<u>1,228,842</u>	<u>961,799</u>	<u>398,500</u>	<u>712,682</u>
<u>Charges for Services</u>				
Administration Charge	2,772,014	3,018,213	3,133,928	2,801,882
Fees - Planning	144,817	191,538	130,000	110,000
Fees - Notices	5,848	7,099	7,800	7,800
Fees - Passport Program	97,008	134,538	122,150	109,935
Fees - 311 Services / Utility Billing	617,539	654,426	717,943	776,185
Fees - Road Maintenance	209,000	226,447	240,568	254,280
Fees - Fingerprinting	-	20,770	12,000	10,800
Fees - Traffic School & Public Safety Reports	260,543	196,076	221,000	198,900
Fees - E911 Surcharge	736,851	744,019	630,000	630,000
Task Force Revenue - MCTF	415,596	384,375	178,082	177,878
Fees - Lindon & Vineyard Fire/Dispatch Services	2,154,048	2,260,264	2,776,186	2,885,000
Fees - Ambulance Services	1,908,691	2,063,642	2,060,500	2,060,500
Fees - Police Services - Other	334,082	395,634	406,754	405,710
Fees - Fire Services - Other	58,374	89,649	61,000	54,900
Fees - Justice Court	138,655	130,149	127,300	115,000
Fees - Recreation Programs	391,022	409,391	382,025	344,475
Fees - Cemetery	751,081	826,772	805,000	805,000
Fees - Utility Activation	59,830	55,685	60,000	54,000
	<u>11,054,999</u>	<u>11,808,687</u>	<u>12,072,236</u>	<u>11,802,245</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

GENERAL FUND REVENUES

(continued)

<u>REVENUE DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
<u>Fines and Forfeitures</u>				
Fines - District Court	\$ 41,632	\$ 44,029	\$ 45,000	\$ 32,300
Fines - Alcohol	-	-	100	100
Fines - Nuisance Abatement	-	2,163	200	200
Fines - Parking Tickets	24,509	28,715	30,000	31,500
Fines - Library	47,434	44,205	50,000	40,500
Fines - Justice Court	1,488,162	1,411,183	1,309,000	1,222,000
	<u>1,601,737</u>	<u>1,530,295</u>	<u>1,434,300</u>	<u>1,326,600</u>
<u>Miscellaneous Revenues</u>				
Interest and Investment Earnings	677,974	1,190,907	735,000	734,000
Rental and Lease Revenues	677,690	110,245	114,202	110,802
Sale of Fixed Assets	77,614	93,180	25,000	100,000
Library Sales and Fees	199,281	196,911	203,200	178,380
UIA / Utopia Operations Reimbursement	60,680	142,665	221,844	225,000
Miscellaneous Revenues	205,191	409,820	163,500	181,500
	<u>1,898,430</u>	<u>2,143,728</u>	<u>1,462,746</u>	<u>1,529,682</u>
<u>Inter-fund Transfers</u>				
Contributions from Other Funds	4,122,522	3,562,474	3,593,579	3,594,825
	<u>4,122,522</u>	<u>3,562,474</u>	<u>3,593,579</u>	<u>3,594,825</u>
<u>Appropriations of Surplus</u>				
App Surp - CIP Projects	-	-	-	18,500
App Surp - Operations	-	-	-	2,060,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,078,500</u>
TOTALS - GENERAL FUND	<u>\$ 59,454,347</u>	<u>\$ 59,068,155</u>	<u>\$ 59,750,129</u>	<u>\$ 56,498,302</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

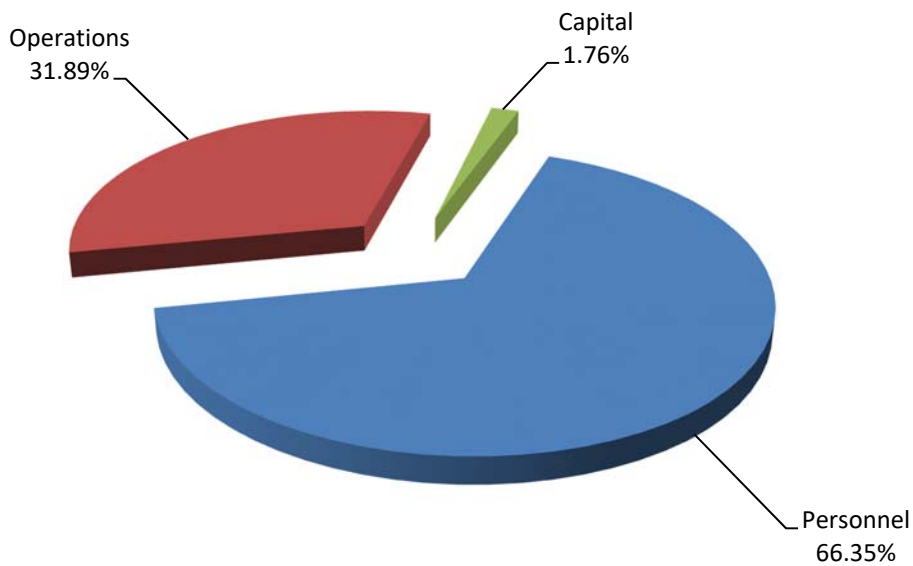
GENERAL FUND EXPENDITURES

The General Fund is the major operating fund of the City encompassing approximately 45% of all City expenditures. Of this total, approximately 66% of the operating costs are applied to salaries, wages, and benefits. The General Fund includes the activities of the following operating departments:

- Mayor and City Council
- City Manager
- Finance
- Legal Services
- Development Services
- Police Department
- Fire Department
- Public Works
- Recreation
- Library
- Non-Departmental

The following section includes information on all of the above departments' activities.

EXPENDITURES BY CATEGORY



TOTAL BUDGET = \$56,498,302

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

GENERAL FUND

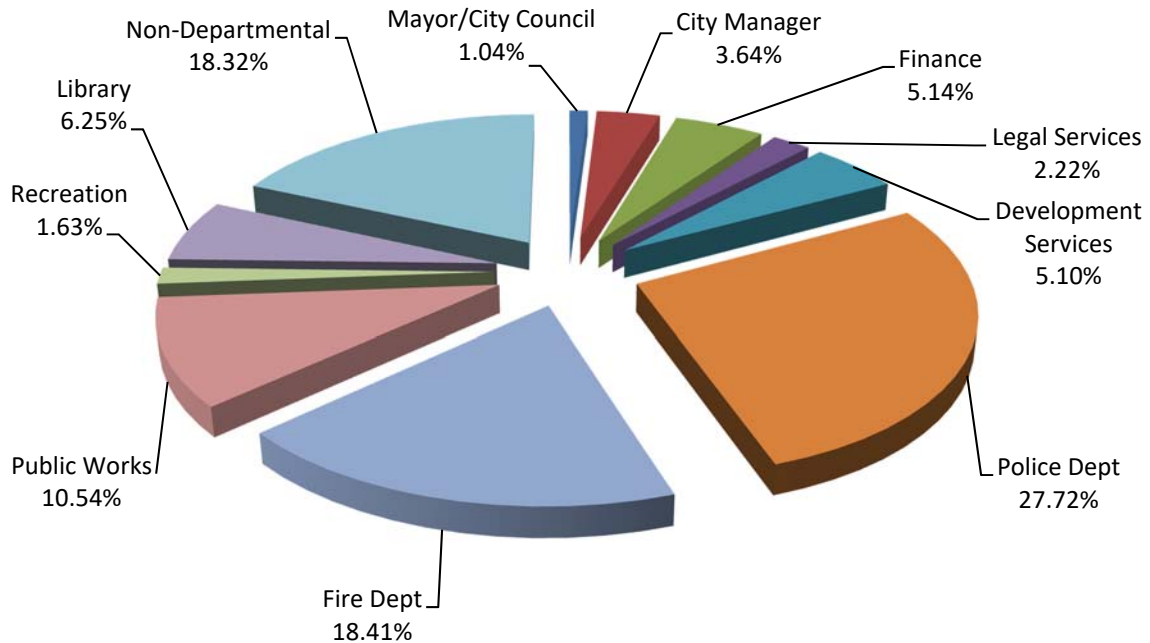
BUDGET SUMMARY

DEPARTMENT	# OF EMP. *	PERSONNEL	OPERATIONS	CAPITAL	TOTAL
Mayor and City Council	7	\$ 346,477	\$ 239,280	\$ -	\$ 585,757
City Manager	13	1,615,946	440,725	-	2,056,671
Finance	23	2,021,619	883,376	-	2,904,995
Legal Services	9	1,184,660	70,034	-	1,254,694
Development Services	25	2,643,606	237,313	-	2,880,919
Police Department	134	13,673,144	1,986,737	-	15,659,881
Fire Department	71	7,940,440	2,331,283	127,000	10,398,723
Public Works	39	4,072,717	1,601,299	281,280	5,955,296
Recreation	5	735,315	185,775	-	921,090
Library	33	2,916,780	600,535	15,000	3,532,315
Non-Departmental **	0	334,661	9,442,300	571,000	10,347,961
TOTALS	359	\$ 37,485,365	\$ 18,018,657	\$ 994,280	\$ 56,498,302

* Number of benefitted employees

** The Non-Departmental personnel costs relate to insurance benefits of retired employees

EXPENDITURES BY DEPARTMENT



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

MAYOR AND CITY COUNCIL



Back Row: Terry Peterson, David Spencer, Brent Sumner, Jeff Lambson
Front Row: Tom Macdonald, Mayor Richard Brunst, Debby Lauret

The City of Orem’s City Council consists of the Mayor and six Council members who are all elected at large. Although the Mayor leads the City Council, this position carries one vote equal to the rest of the City Council.

The City of Orem has a Manager/Council form of government which allows for a full-time City Manager and a part-time Mayor. The Mayor and Council members serve staggered four-year terms on a part-time basis. Elections in the City of Orem are non-partisan.

The Mayor and City Council members are as follows:

Mayor

Richard Brunst

City Council Members

Jeff Lambson
Debby Lauret
Terry Peterson

Tom Macdonald
David Spencer
Brent Sumner

The Mayor and City Council members serve on various commissions, committees, and councils. They include, but are not limited to, the following: Beautification Advisory Commission, Arts Council, Heritage Advisory Commission, Historic Preservation Commission, Public Works Commission, Library Advisory Commission, Recreation Advisory Commission, Senior Citizens Advisory Commission, Natural Resources Stewardship Committee, Youth City Council, Summerfest Committee, CARE Advisory Commission, CDBG Advisory Commission, and the Transportation Commission.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

MAYOR AND CITY COUNCIL

OVERVIEW

The Mayor and the six members of the City Council are elected to set policy for the City and to provide direction, resources, and leadership to the City Manager so he may accomplish his duties and responsibilities. The City Manager, in turn, supports the Mayor and City Council by assisting them in accomplishing their duties and responsibilities by identifying problem areas needing their attention, preparing an annual budget, and advising them of the financial condition and needs of the City.

The Mayor presides at all council meetings and serves as Chairperson. The Mayor executes all bonds, notes, contracts, and written obligations of the City, as required by law. The Mayor represents the City in its external affairs and acts as the City's chief ceremonial officer. The Mayor makes appointments to advisory boards, commissions, and committees. The Mayor has all of the same powers, duties, and privileges as other City Council members.

City Council members determine City policy directives by passing, modifying, or repealing ordinances and/or resolutions. They appropriate funds for City operations and authorize the issuance of bonds and other debt instruments. They are to hold regular meetings in accordance with Utah State law. They appoint, evaluate, and remove, if necessary, the City Manager.

The Mayor and City Council department includes the following divisions:

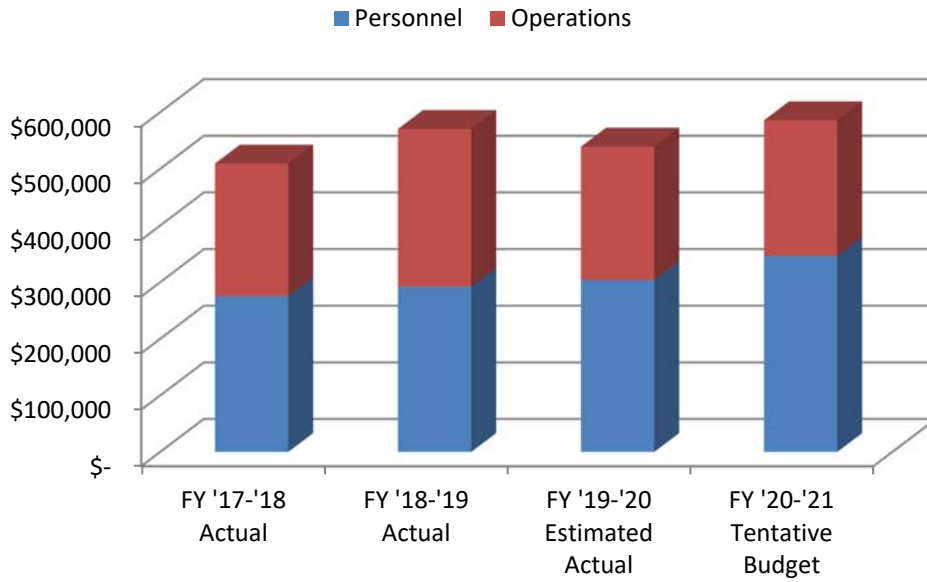
- Mayor and City Council
- Community Promotion
- Advisory Boards and Commissions

**CITY OF OREM
TENTATIVE BUDGET**

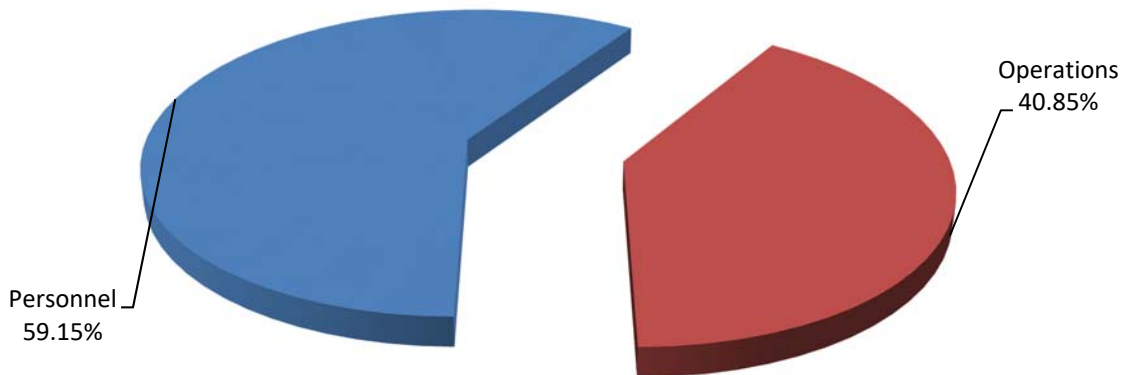
FISCAL YEAR 2020-2021

MAYOR AND CITY COUNCIL

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

MAYOR AND CITY COUNCIL

EXPENDITURES SUMMARY

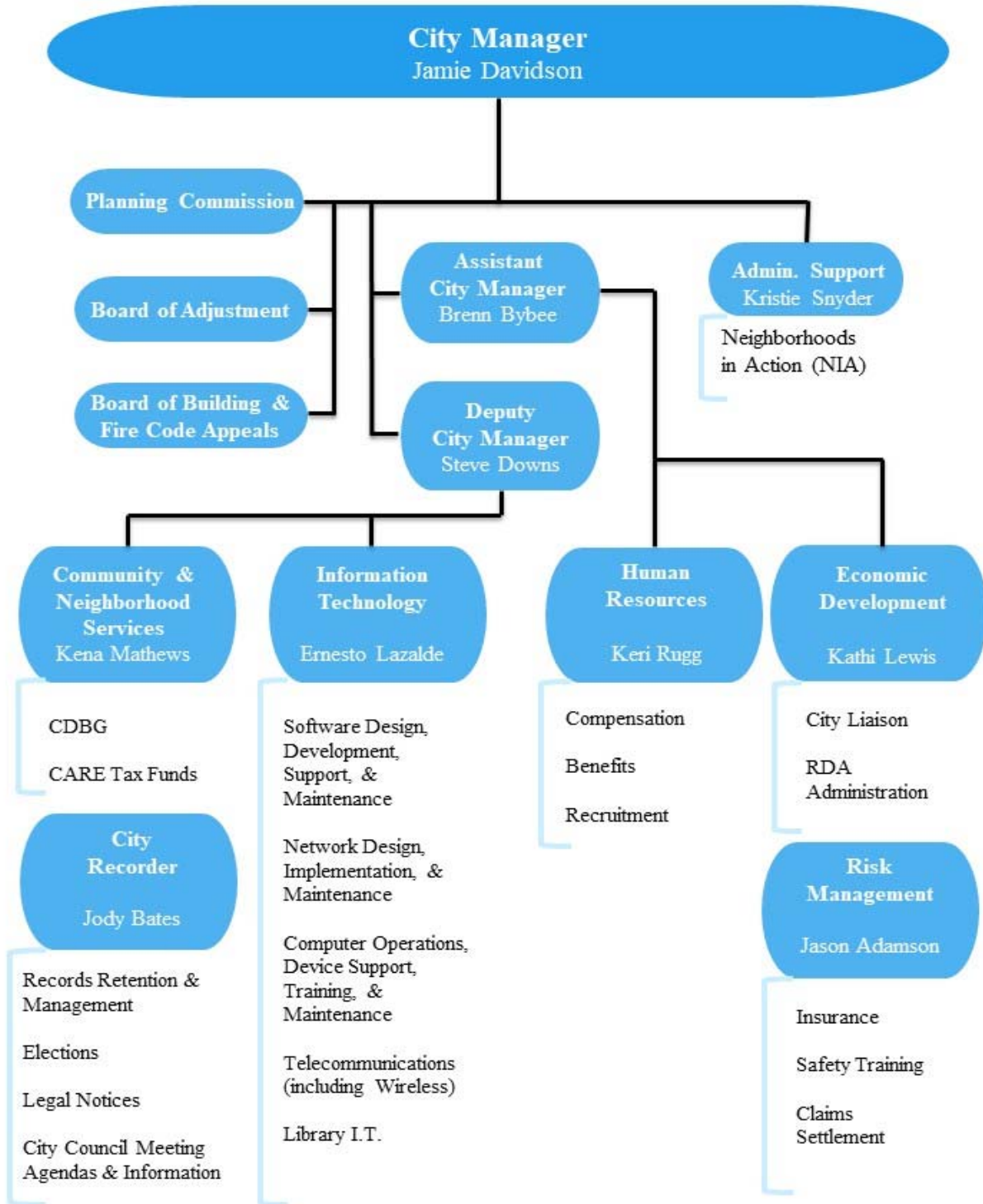
DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Mayor and City Council</u>					
Personnel	\$ 275,811	\$ 292,224	\$ 304,000	\$ 346,477	7
Operations	90,952	86,660	90,255	90,000	
Capital	-	-	-	-	
	<u>366,763</u>	<u>378,884</u>	<u>394,255</u>	<u>436,477</u>	
<u>Community Promotion</u>					
Personnel	-	-	-	-	0
Operations	123,720	173,151	124,000	124,230	
Capital	-	-	-	-	
	<u>123,720</u>	<u>173,151</u>	<u>124,000</u>	<u>124,230</u>	
<u>Advisory Boards & Commissions</u>					
Personnel	-	-	-	-	0
Operations	19,071	18,437	21,000	25,050	
Capital	-	-	-	-	
	<u>19,071</u>	<u>18,437</u>	<u>21,000</u>	<u>25,050</u>	
<u>TOTAL MAYOR & CITY COUNCIL</u>					
Personnel	\$ 275,811	\$ 292,224	\$ 304,000	\$ 346,477	7
Operations	233,743	278,248	235,255	239,280	
Capital	-	-	-	-	
TOTALS	<u>\$ 509,554</u>	<u>\$ 570,472</u>	<u>\$ 539,255</u>	<u>\$ 585,757</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CITY MANAGER



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CITY MANAGER

OVERVIEW

The City Manager's department, through the City Manager's Office, organizes and directs the management of the executive affairs of the City, provides oversight to the operating departments of the City, and ensures the policies, plans, and programs of the Mayor and City Council are implemented. The City Manager's Office also provides annual and special reports concerning the financial, administrative, and operational activities of the various offices, departments, boards, etc. of the City.

The City Manager's department includes the following divisions:

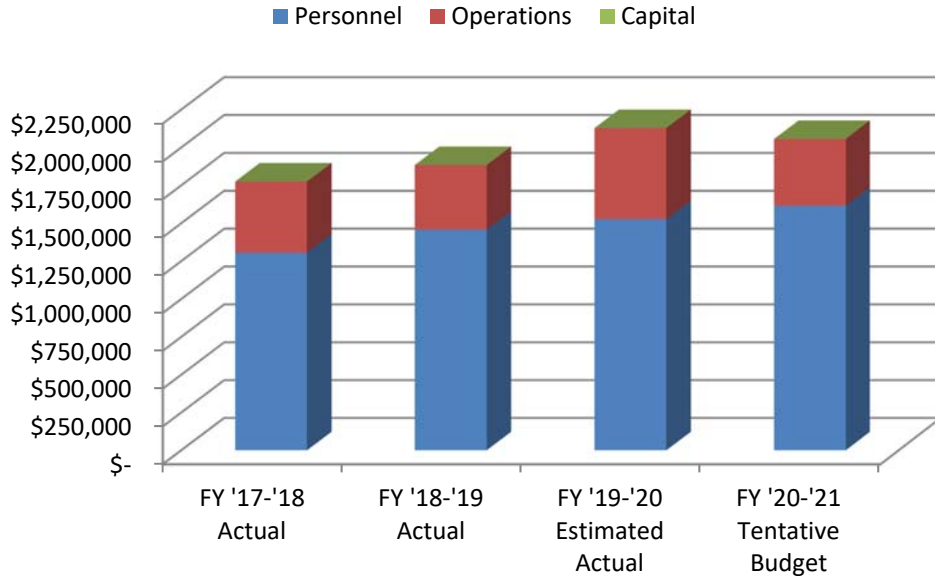
- City Manager's Office
- Neighborhoods in Action (NIA)
- Human Resources
- Economic Development
- City Recorder
- Risk Management (*Self-Insurance Fund*)
- Information Technology (*Information Technology Fund*)
- Solid Waste Contract Management (*Solid Waste Fund*)
- Community & Neighborhood Services (*Community & Neighborhood Services Fund*)

**CITY OF OREM
TENTATIVE BUDGET**

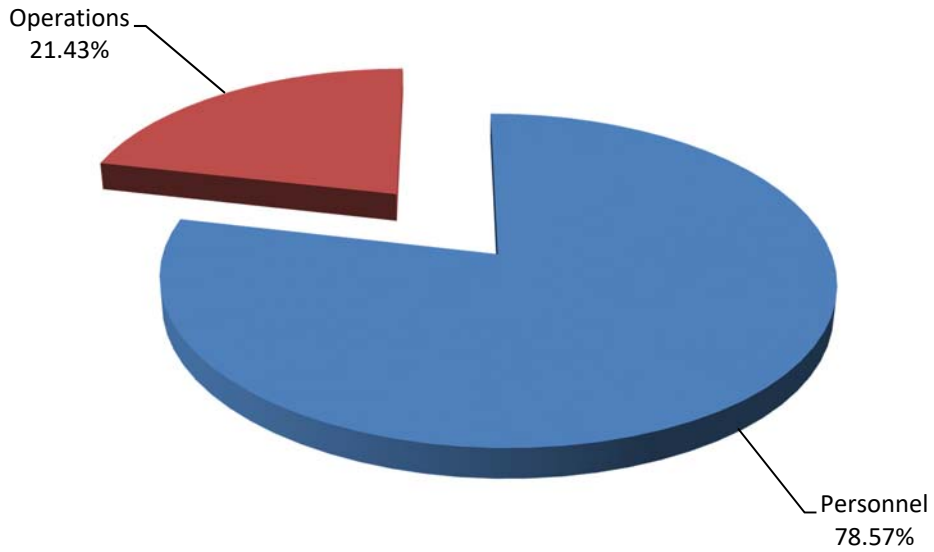
FISCAL YEAR 2020-2021

CITY MANAGER

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CITY MANAGER

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>City Manager's Office</u>					
Personnel	\$ 642,055	\$ 824,393	\$ 944,324	\$ 946,851	6
Operations	131,715	164,376	146,100	145,300	
Capital	-	-	-	-	
	<u>773,770</u>	<u>988,769</u>	<u>1,090,424</u>	<u>1,092,151</u>	
<u>Neighborhoods in Action</u>					
Personnel	-	-	-	-	0
Operations	50,307	34,131	38,800	44,500	
Capital	-	-	-	-	
	<u>50,307</u>	<u>34,131</u>	<u>38,800</u>	<u>44,500</u>	
<u>Human Resources</u>					
Personnel	315,252	323,155	326,100	304,934	3
Operations	111,624	130,869	145,895	198,075	
Capital	-	-	-	-	
	<u>426,876</u>	<u>454,024</u>	<u>471,995</u>	<u>503,009</u>	
<u>Economic Development</u>					
Personnel	171,135	164,058	101,000	197,360	2
Operations	30,541	51,125	55,000	16,850	
Capital	-	-	-	-	
	<u>201,676</u>	<u>215,183</u>	<u>156,000</u>	<u>214,210</u>	
<u>City Recorder</u>					
Personnel	177,151	146,183	155,017	166,801	2
Operations	145,579	46,184	215,850	36,000	
Capital	-	-	-	-	
	<u>322,730</u>	<u>192,367</u>	<u>370,867</u>	<u>202,801</u>	
<u>TOTAL CITY MANAGER</u>					
Personnel	\$ 1,305,593	\$ 1,457,789	\$ 1,526,441	\$ 1,615,946	13
Operations	469,766	426,685	601,645	440,725	
Capital	-	-	-	-	
TOTALS	<u>\$ 1,775,359</u>	<u>\$ 1,884,474</u>	<u>\$ 2,128,086</u>	<u>\$ 2,056,671</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CITY MANAGER

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>City Manager's Office</u>						
Full-time:						
City Manager	CM	\$64.78	\$97.17	1.00	1.00	1.00
Assistant City Manager	20	\$55.11	\$82.66	1.00	1.00	1.00
Deputy City Manager	18	\$45.31	\$67.96	1.00	1.00	1.00
Communications Spec./Webmaster	12	\$26.50	\$39.75	1.00	1.00	1.00
Management Analyst	12	\$26.50	\$39.75	0.00	1.00	1.00
Executive/NIA Assistant	9	\$20.27	\$30.40	1.00	1.00	1.00
				<u>5.00</u>	<u>6.00</u>	<u>6.00</u>
Variable-hour/Seasonal:						
Management Intern	N/A	\$10.00	\$14.00	0.75	0.75	0.75
Office Clerk	N/A	\$7.70	\$11.55	0.10	0.10	0.10
				<u>0.85</u>	<u>0.85</u>	<u>0.85</u>
				<u>5.85</u>	<u>6.85</u>	<u>6.85</u>
<u>Human Resources</u>						
Full-time:						
Human Resource Division Manager	16	\$37.89	\$56.84	1.00	1.00	1.00
Human Resource Generalist	9	\$20.27	\$30.40	2.00	2.00	2.00
				<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Variable-hour/Seasonal:						
Office Clerk	N/A	\$7.70	\$11.55	0.30	0.30	0.30
				<u>3.30</u>	<u>3.30</u>	<u>3.30</u>
<u>Economic Development</u>						
Full-time:						
Economic Development Manager	16	\$37.89	\$56.84	1.00	1.00	1.00
Economic Dev. Analyst/Prjct Mngr	12	\$26.50	\$39.75	1.00	1.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>City Recorder</u>						
Full-time:						
City Recorder	12	\$26.50	\$39.75	1.00	1.00	1.00
Deputy City Recorder	8	\$18.53	\$27.80	1.00	1.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Variable-hour/Seasonal:						
Assistant / Filing Clerk	N/A	\$7.25	\$13.89	0.75	0.75	0.75
				<u>2.75</u>	<u>2.75</u>	<u>2.75</u>
<u>TOTAL CITY MANAGER</u>						
Full-time				12.00	13.00	13.00
Variable-hour/Seasonal				1.90	1.90	1.90
TOTAL FULL-TIME EQUIVALENTS (FTE)				13.90	14.90	14.90

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CITY MANAGER



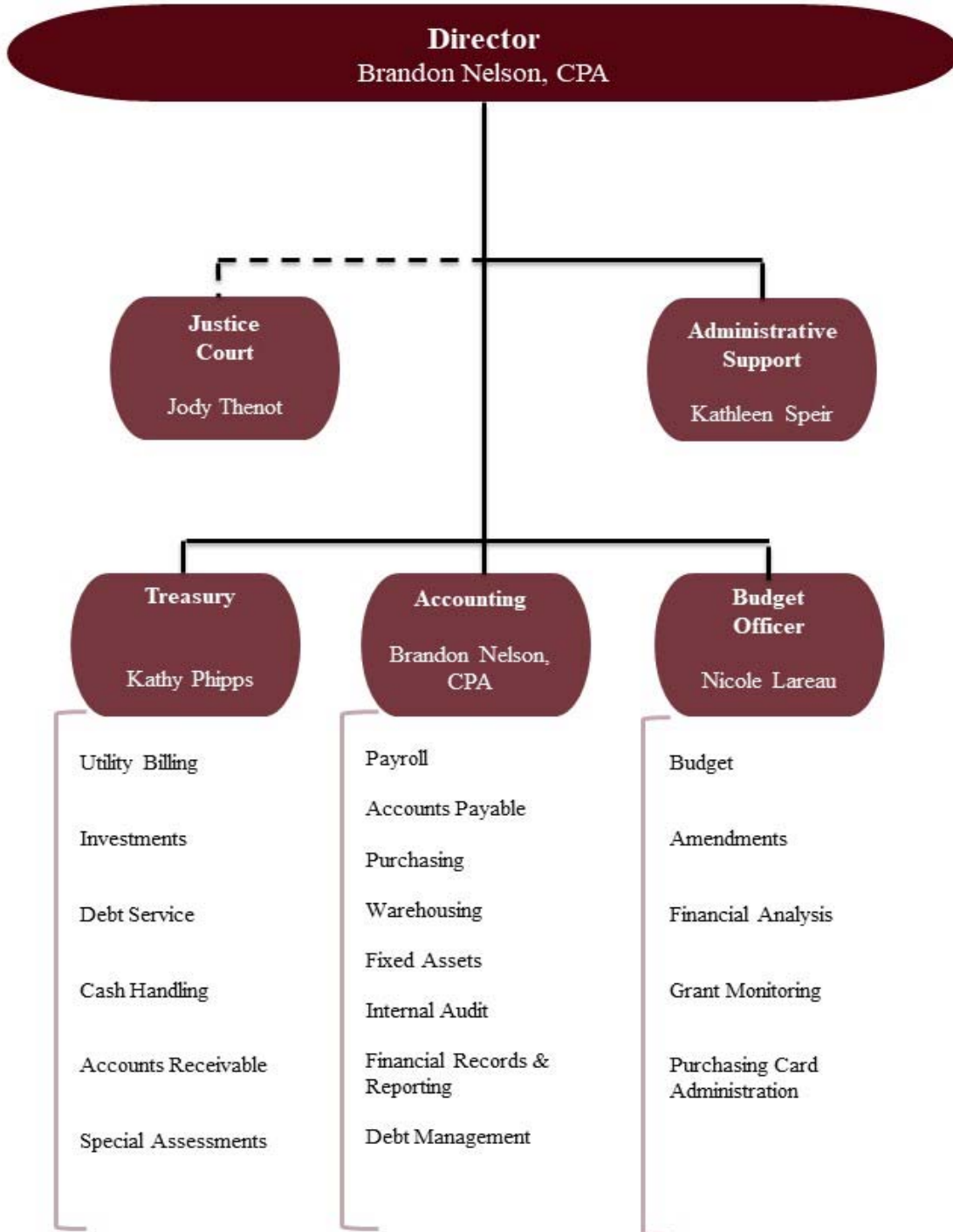
Jamie Davidson
City Manager



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FINANCE



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FINANCE

OVERVIEW

The Finance department provides treasury, budget, accounting, utility billing, procurement, and warehousing services to all departments of the City along with the administration of the Justice Court.

The Finance department includes the following divisions:

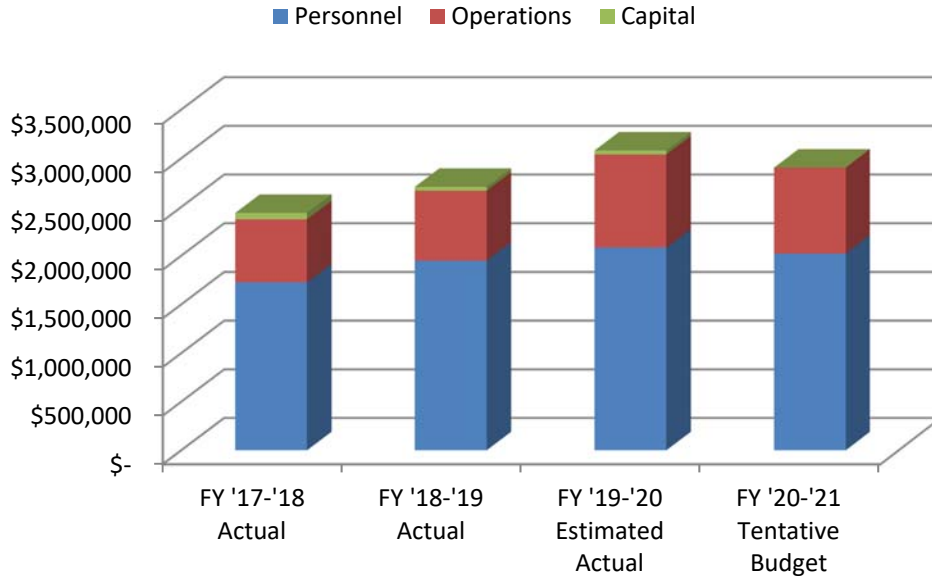
- Finance Department Administration
- City Treasurer
- Debt Service (*Debt Service Fund*)
- 311 Services / Utility Billing
- Accounting & Budget
- Purchasing (*Purchasing & Warehousing Fund*)
- Liaison to the Justice Court

**CITY OF OREM
TENTATIVE BUDGET**

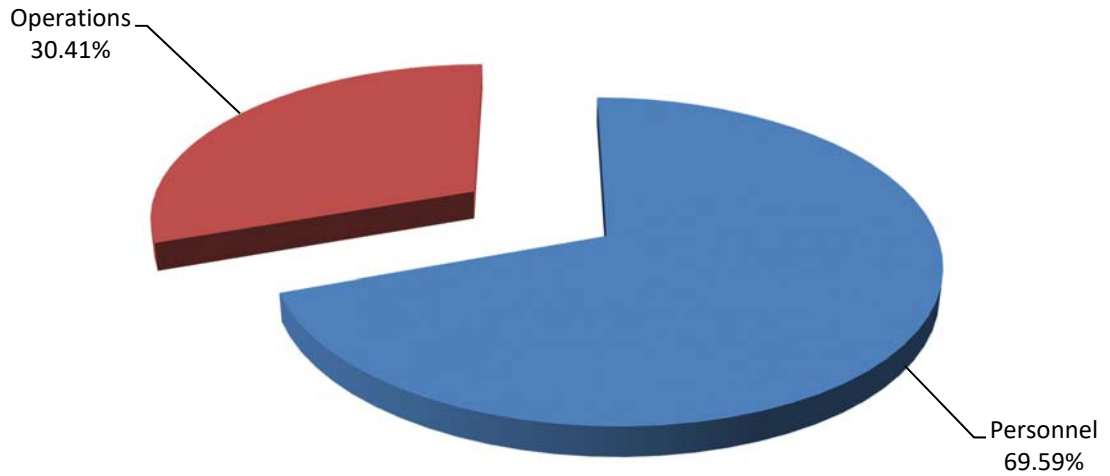
FISCAL YEAR 2020-2021

FINANCE

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FINANCE

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Finance Dept Administration</u>					
Personnel	\$ 277,485	\$ 297,994	\$ 305,110	\$ 273,683	2
Operations	109,747	89,048	171,417	117,686	
Capital	46,505	33,825	-	-	
	<u>433,737</u>	<u>420,867</u>	<u>476,527</u>	<u>391,369</u>	
<u>City Treasurer</u>					
Personnel	104,148	118,779	128,137	129,349	1
Operations	8,391	12,663	14,650	12,650	
	<u>112,539</u>	<u>131,442</u>	<u>142,787</u>	<u>141,999</u>	
<u>311 Services / Utility Billing</u>					
Personnel	441,264	579,615	651,432	710,327	10
Operations	332,973	333,436	312,800	340,300	
Capital	14,196	5,392	31,043	-	
	<u>788,433</u>	<u>918,443</u>	<u>995,275</u>	<u>1,050,627</u>	
<u>Accounting</u>					
Personnel	291,552	303,750	314,287	246,969	3
Operations	15,473	15,429	32,900	18,150	
Capital	-	-	10,000	-	
	<u>307,025</u>	<u>319,179</u>	<u>357,187</u>	<u>265,119</u>	
<u>Justice Court</u>					
Personnel	612,489	649,366	684,455	661,291	7
Operations	179,667	267,311	423,418	394,590	
Capital	4,806	-	-	-	
	<u>796,962</u>	<u>916,677</u>	<u>1,107,873</u>	<u>1,055,881</u>	
<u>TOTAL FINANCE</u>					
Personnel	\$ 1,726,938	\$ 1,949,504	\$ 2,083,421	\$ 2,021,619	23
Operations	646,251	717,887	955,185	883,376	
Capital	65,507	39,217	41,043	-	
TOTALS	<u>\$ 2,438,696</u>	<u>\$ 2,706,608</u>	<u>\$ 3,079,649</u>	<u>\$ 2,904,995</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FINANCE

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>Finance Dept Administration</u>						
Full-time:						
Finance Director	19	\$49.54	\$74.31	1.00	1.00	1.00
Administrative Secretary	8	\$18.53	\$27.80	1.00	1.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>City Treasurer</u>						
Full-time:						
Treasury Division Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
<u>311 Services / Utility Billing</u>						
Full-time:						
Lead Account Clerk	8	\$18.53	\$27.80	1.00	1.00	1.00
Account Clerk/Communications Agnt	7	\$16.95	\$25.43	7.00	8.00	9.00
				<u>8.00</u>	<u>9.00</u>	<u>10.00</u>
<u>Accounting</u>						
Full-time:						
Accounting Division Manager	16	\$37.89	\$56.84	1.00	1.00	0.00
Budget Officer	14	\$31.69	\$47.53	0.00	0.00	1.00
Accountant	9	\$20.27	\$30.40	1.00	1.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Part-time:						
Accountant	9	\$20.27	\$30.40	0.63	0.63	0.63
				<u>2.63</u>	<u>2.63</u>	<u>2.63</u>
<u>Justice Court</u>						
Full-time:						
Justice Court Judge	18	\$45.31	\$67.96	1.00	1.00	1.00
Justice Court Administrator	14	\$31.69	\$47.53	1.00	1.00	1.00
Justice Court Lead Clerk	8	\$18.53	\$27.80	2.00	2.00	2.00
Justice Court Clerk	7	\$16.95	\$25.43	3.00	3.00	3.00
				<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Variable-hour/Seasonal:						
Senior Court Clerk	N/A	\$14.38	\$21.57	0.25	0.25	0.25
Assistant Court Clerk	N/A	\$11.04	\$16.56	0.75	0.75	0.75
				<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
				<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<u>TOTAL FINANCE</u>						
Full-time				20.00	21.00	22.00
Part-time				0.63	0.63	0.63
Variable-hour/Seasonal				1.00	1.00	1.00
TOTAL FULL-TIME EQUIVALENTS (FTE)				21.63	22.63	23.63

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

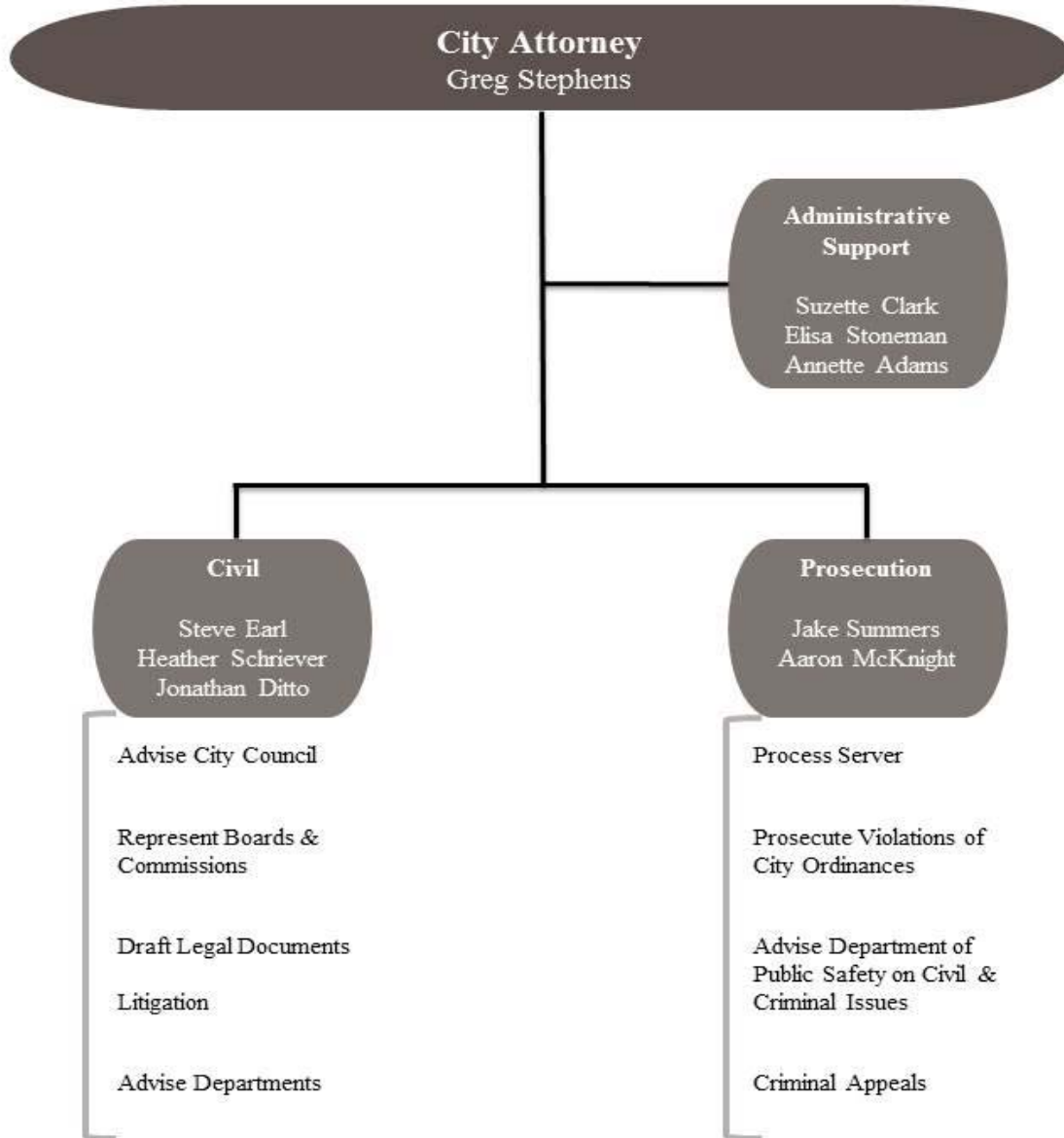
FINANCE



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

LEGAL SERVICES



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

LEGAL SERVICES

OVERVIEW

The Legal Services department provides legal counsel and support to the Mayor and City Council, City Boards, Commissions, and Agencies, the City Manager, and all City departments. They attend all meetings of the City Council, Planning Commission, and Board of Adjustment.

The department reviews and/or drafts all ordinances, resolutions, policies, contracts, legal opinions, and litigation documents. They provide legal training and attempt to minimize the City's exposure to adverse legal actions. They perform legal research and give legal advice to City departments. They frequently handle constitutional questions, planning and zoning issues, GRAMA requests, employment law issues, statutory compliance questions, and legal issues related to the City's various operations. The department also represents the City in lawsuits and claims brought against the City and serves as liaison between the City and its insurance defense counsel.

The department prosecutes all misdemeanor crimes committed in Orem. These crimes include domestic violence, DUI, assaults, disorderly conduct, drug and alcohol violations, lewdness, shoplifting and other thefts, nuisances, and animal violations. They also prosecute all traffic violations such as driving without insurance or on a suspended license, reckless driving, and moving violations such as speeding.

The Legal Services department consists of the following divisions:

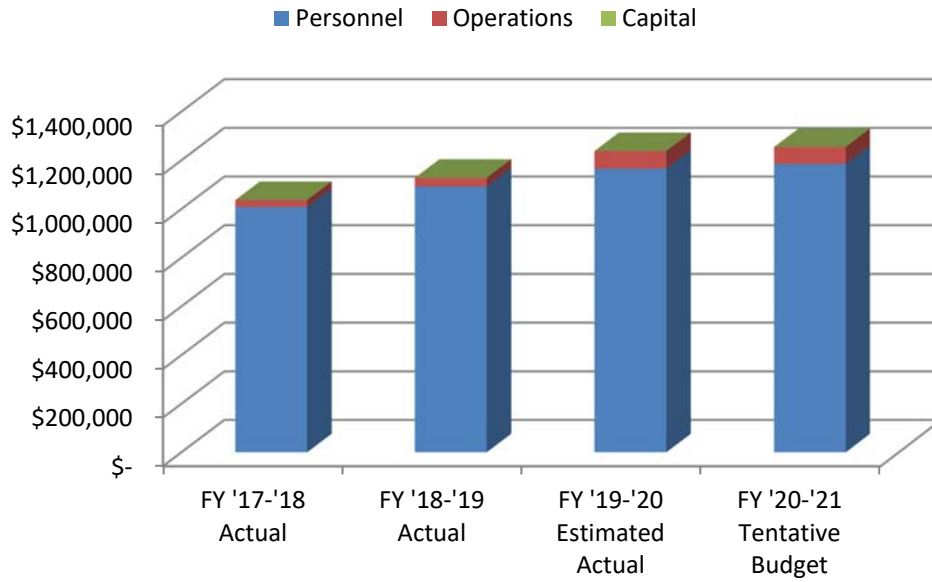
- Administration
- Prosecution
- Civil

**CITY OF OREM
TENTATIVE BUDGET**

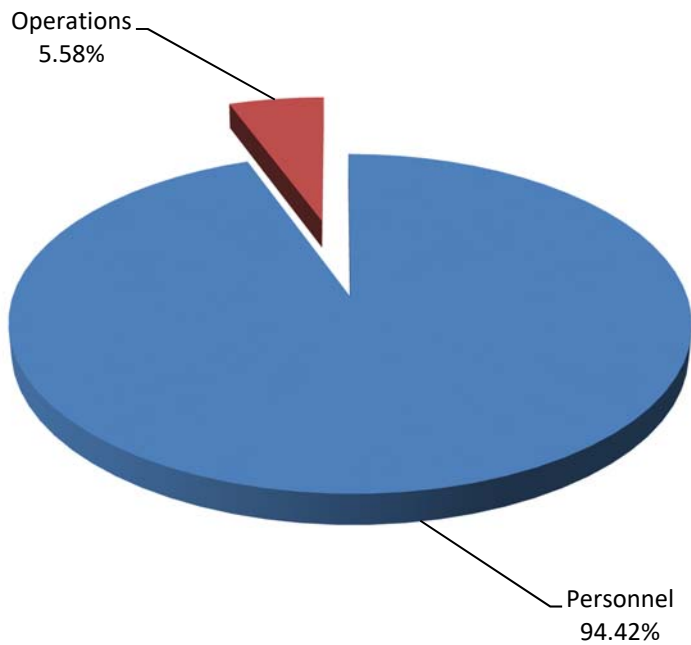
FISCAL YEAR 2020-2021

LEGAL SERVICES

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

LEGAL SERVICES

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Legal Services Administration</u>					
Personnel	\$ 443,834	\$ 487,866	\$ 523,464	\$ 530,075	4
Operations	10,249	12,332	37,350	47,684	
Capital	-	-	-	-	
	<u>454,083</u>	<u>500,198</u>	<u>560,814</u>	<u>577,759</u>	
<u>Prosecution</u>					
Personnel	277,621	303,045	323,853	325,241	3
Operations	7,604	8,127	17,600	13,100	
Capital	-	-	-	-	
	<u>285,225</u>	<u>311,172</u>	<u>341,453</u>	<u>338,341</u>	
<u>Civil</u>					
Personnel	287,091	301,563	318,697	329,344	2
Operations	10,559	15,314	17,250	9,250	
Capital	-	-	-	-	
	<u>297,650</u>	<u>316,877</u>	<u>335,947</u>	<u>338,594</u>	
<u>TOTAL LEGAL SERVICES</u>					
Personnel	\$ 1,008,546	\$ 1,092,474	\$ 1,166,014	\$ 1,184,660	9
Operations	28,412	35,773	72,200	70,034	
Capital	-	-	-	-	
TOTALS	<u>\$ 1,036,958</u>	<u>\$ 1,128,247</u>	<u>\$ 1,238,214</u>	<u>\$ 1,254,694</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

LEGAL SERVICES

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>Legal Services Administration</u>						
Full-time:						
City Attorney	19	\$49.54	\$74.31	1.00	1.00	1.00
Assistant City Attorney	15	\$34.65	\$51.98	1.00	1.00	1.00
Administrative Secretary	8	\$18.53	\$27.80	1.00	1.00	1.00
Secretary	6	\$15.50	\$23.25	1.00	1.00	1.00
				<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Prosecution</u>						
Full-time:						
Prosecutor	15	\$34.65	\$51.98	2.00	2.00	2.00
Secretary	6	\$15.50	\$23.25	1.00	1.00	1.00
				<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Variable-hour/Seasonal:						
Process Server	N/A	\$8.48	\$12.72	0.85	0.85	0.85
				<u>3.85</u>	<u>3.85</u>	<u>3.85</u>
<u>Civil</u>						
Full-time:						
Deputy City Attorney	16	\$37.89	\$56.84	2.00	2.00	2.00
<u>TOTAL LEGAL SERVICES</u>						
Full-time				9.00	9.00	9.00
Variable-hour/Seasonal				0.85	0.85	0.85
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>9.85</u>	<u>9.85</u>	<u>9.85</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

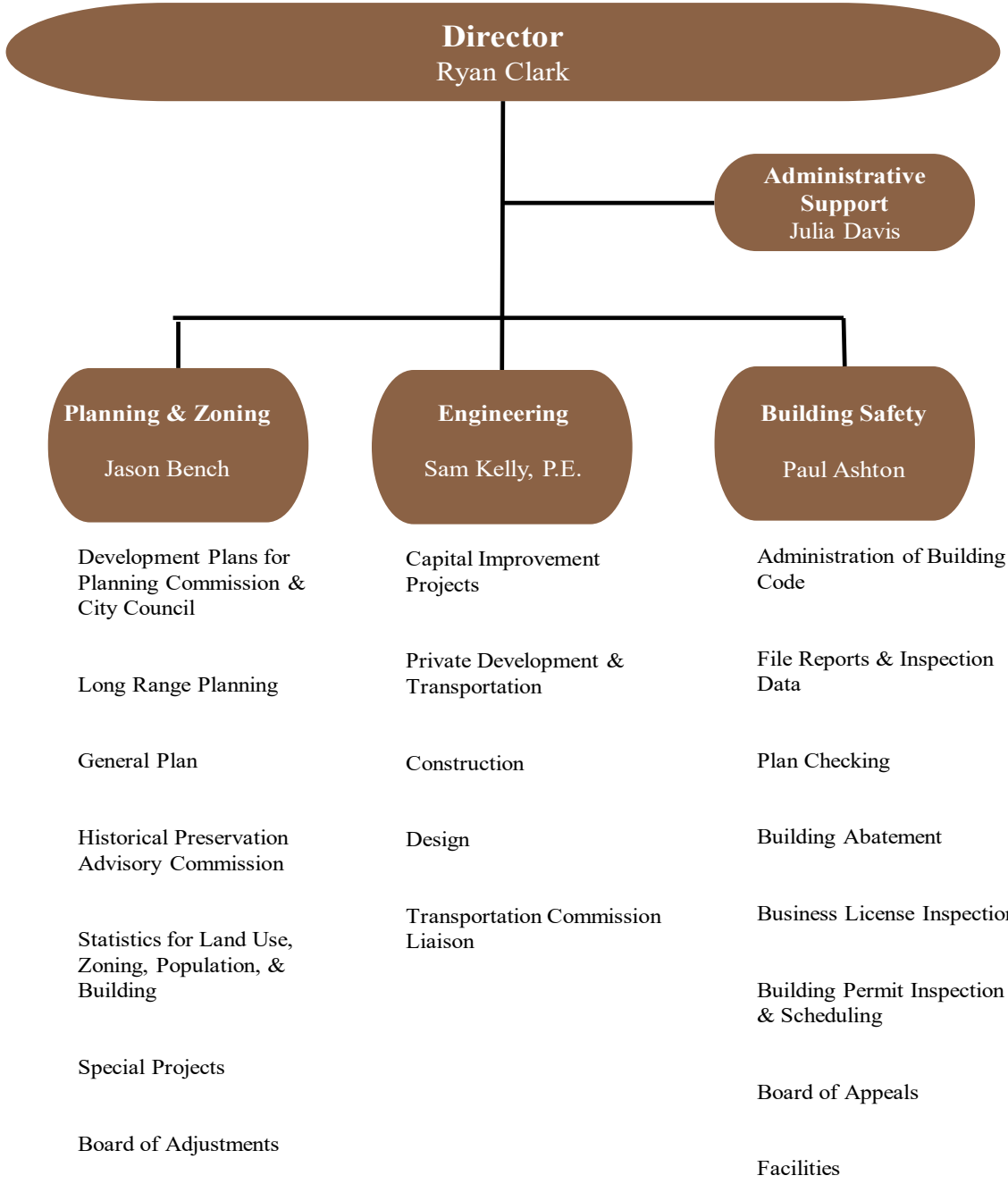
LEGAL SERVICES



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

DEVELOPMENT SERVICES



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

DEVELOPMENT SERVICES

OVERVIEW

The Development Services department guides Orem's growth in a planned and coordinated manner. The department provides support staff for the Planning Commission, Historical Preservation Commission, Board of Adjustment, Transportation Advisory Commission, and Board of Appeals.

The department is responsible for enforcing adopted building codes and standards in order to protect life and property of those who work, live, and visit the city. They review and approve residential and commercial plans for structural integrity and code compliance, issue permits, and perform progress inspections for all new construction.

The department also designs, inspects, and/or manages all new public or private development of water, sewer, storm drain, fiber optic, concrete, and asphalt construction in the city. They also plan, coordinate, and improve intersections and roads which often includes transportation studies involving a multitude of government agencies and the general public.

The Development Review Committee (DRC) consists of key personnel from Development Services and other city departments to ensure compliance with all applicable city codes. The DRC reviews all requests and makes recommendations to the Planning Commission on items such as preliminary and final plats, site plans, conditional use permits, rezones, general plan amendments, annexations, and city boundary adjustments.

The Development Services department includes the following divisions:

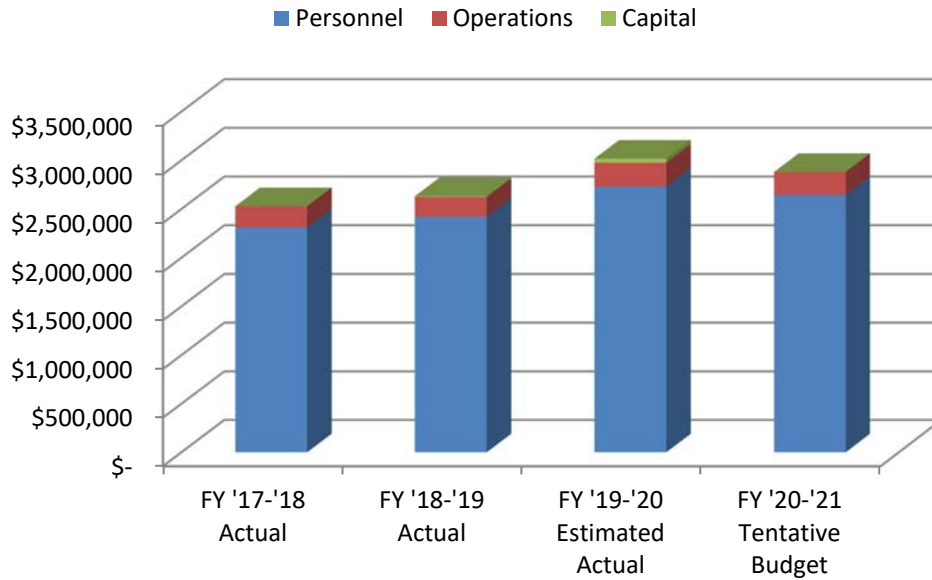
- Development Services Administration
- Planning and Zoning
- Engineering
- Building Safety
- Facilities Maintenance (*Facilities Maintenance Fund*)
- Capital Projects (*Capital Improvement Projects Fund*)

**CITY OF OREM
TENTATIVE BUDGET**

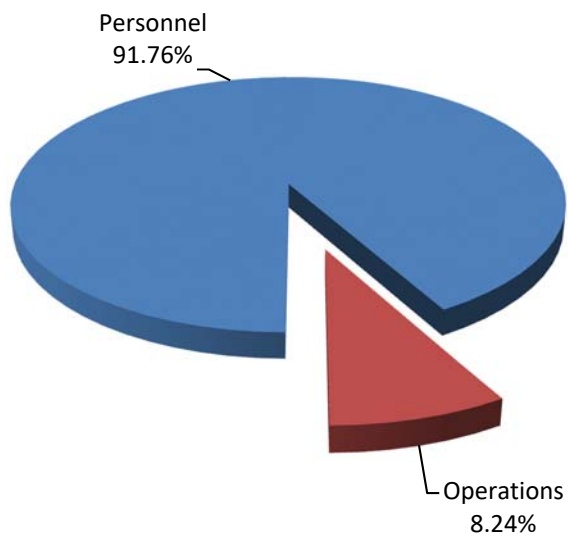
FISCAL YEAR 2020-2021

DEVELOPMENT SERVICES

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

DEVELOPMENT SERVICES

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Development Services Administration</u>					
Personnel	\$ 176,587	\$ 220,428	\$ 322,111	\$ 315,335	2
Operations	77,424	48,840	22,710	22,028	
	<u>254,011</u>	<u>269,268</u>	<u>344,821</u>	<u>337,363</u>	
<u>Planning</u>					
Personnel	417,022	444,050	504,580	493,025	5
Operations	33,836	43,630	56,375	54,684	
Capital	-	9,673	-	-	
	<u>450,858</u>	<u>497,353</u>	<u>560,955</u>	<u>547,709</u>	
<u>Engineering</u>					
Personnel	150,619	148,936	157,175	166,531	1
Operations	31,495	36,556	54,460	46,943	
Capital	-	-	33,500	-	
	<u>182,114</u>	<u>185,492</u>	<u>245,135</u>	<u>213,474</u>	
<u>Construction</u>					
Personnel	205,360	210,401	241,686	247,706	2
Operations	4,553	3,720	15,450	14,986	
	<u>209,913</u>	<u>214,121</u>	<u>257,136</u>	<u>262,692</u>	
<u>Design</u>					
Personnel	308,521	349,372	453,393	452,960	5
Operations	15,842	12,936	24,600	23,862	
	<u>324,363</u>	<u>362,308</u>	<u>477,993</u>	<u>476,822</u>	
<u>Transportation / PD Development</u>					
Personnel	252,980	260,724	270,353	179,991	2
Operations	7,675	6,267	11,100	10,767	
	<u>260,655</u>	<u>266,991</u>	<u>281,453</u>	<u>190,758</u>	
<u>Building Safety</u>					
Personnel	800,695	788,980	780,951	788,058	8
Operations	46,540	47,713	60,427	64,043	
Capital	-	-	8,500	-	
	<u>847,235</u>	<u>836,693</u>	<u>849,878</u>	<u>852,101</u>	
<u>TOTAL DEVELOPMENT SERVICES</u>					
Personnel	\$ 2,311,784	\$ 2,422,891	\$ 2,730,249	\$ 2,643,606	25
Operations	217,365	199,662	245,122	237,313	
Capital	-	9,673	42,000	-	
TOTALS	<u>\$ 2,529,149</u>	<u>\$ 2,632,226</u>	<u>\$ 3,017,371</u>	<u>\$ 2,880,919</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

DEVELOPMENT SERVICES

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL</u> <u>FY '18-'19</u>	<u>ACTUAL</u> <u>FY '19-'20</u>	<u>BUDGET</u> <u>FY '20-'21</u>
<u>Development Services Administration</u>						
Full-time:						
Development Services Director	19	\$49.54	\$74.31	1.00	1.00	1.00
Administrative Secretary	8	\$18.53	\$27.80	1.00	1.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Variable-hour/Seasonal:						
Intern	N/A	\$9.26	\$13.89	0.00	1.00	1.00
				<u>2.00</u>	<u>3.00</u>	<u>3.00</u>
<u>Planning</u>						
Full-time:						
Planning Division Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
Planner	12	\$26.50	\$39.75	1.00	1.00	1.00
Long Range Planner	12	\$26.50	\$39.75	2.00	2.00	2.00
Development Services Technician	7	\$16.95	\$25.43	1.00	1.00	1.00
				<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Variable-hour/Seasonal:						
Intern	N/A	\$9.26	\$13.89	0.40	0.40	0.40
				<u>5.40</u>	<u>5.40</u>	<u>5.40</u>
<u>Engineering</u>						
Full-time:						
City Engineer	16	\$37.89	\$56.84	1.00	1.00	1.00
<u>Construction</u>						
Full-time:						
Construction Engineer	12	\$26.50	\$39.75	2.00	2.00	2.00
Variable-hour/Seasonal:						
Engineering Intern	N/A	\$9.26	\$13.89	1.00	1.00	1.00
				<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>Design</u>						
Full-time:						
Engineering Section Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
City Surveyor	12	\$26.50	\$39.75	1.00	1.00	1.00
Associate Engineer	10	\$22.16	\$33.24	3.00	3.00	3.00
				<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
<u>Transportation / PD Development</u>						
Full-time:						
Engineering Section Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
Planner	12	\$26.50	\$39.75	1.00	1.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

DEVELOPMENT SERVICES

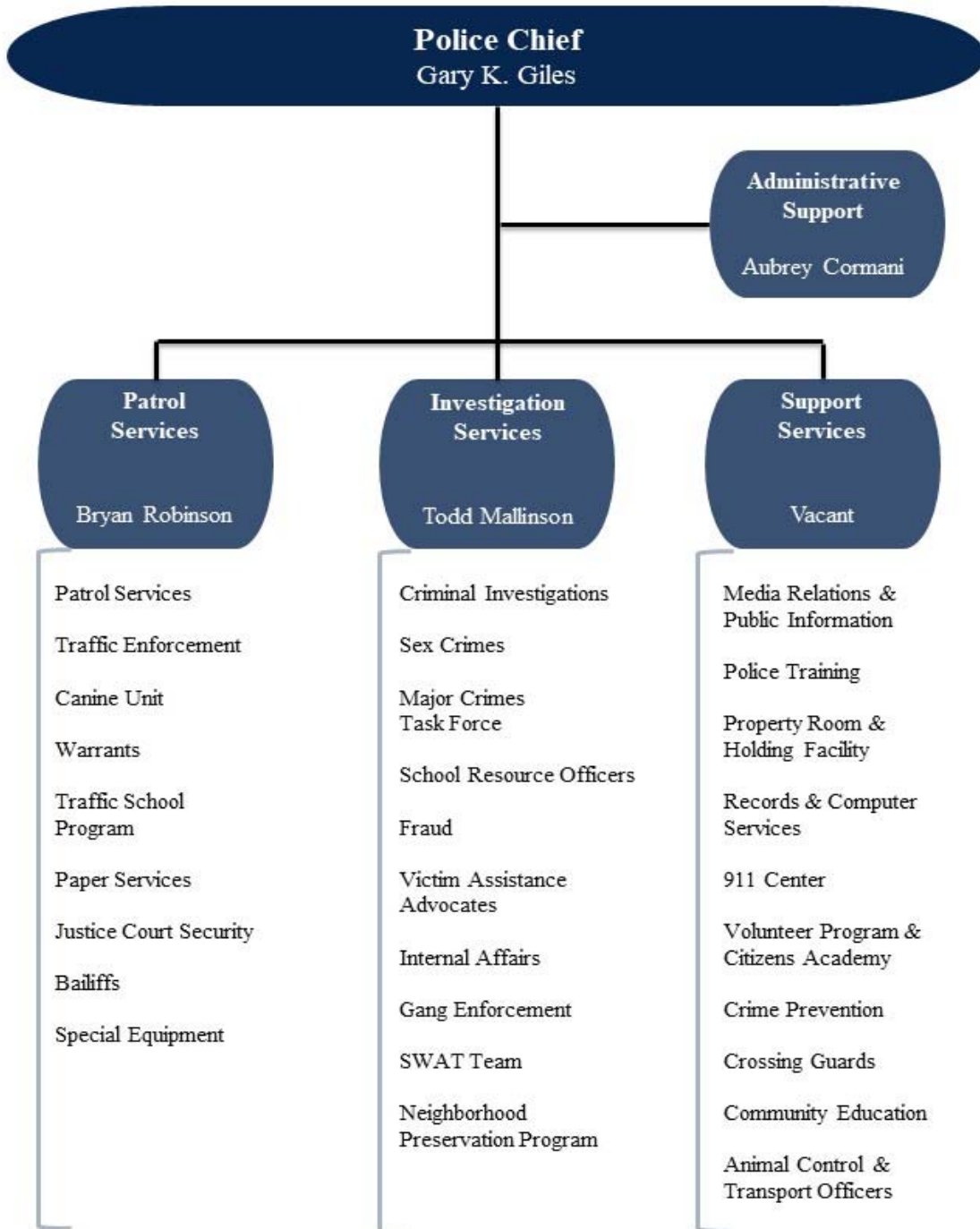
PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>Building Safety</u>						
Full-time:						
Chief Building Official	14	\$30.93	\$46.40	1.00	1.00	1.00
Senior Building Inspector	11	\$23.57	\$35.36	1.00	1.00	1.00
Plans Examiner	11	\$23.57	\$35.36	1.00	1.00	1.00
Building Inspector	10	\$21.53	\$32.30	3.00	3.00	3.00
Residential Plans Examiner	8	\$17.96	\$26.94	1.00	1.00	1.00
				<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Part-time:						
Building Inspector	10	\$21.53	\$32.30	0.63	0.63	0.63
Variable-hour/Seasonal:						
Office Assistant	N/A	\$11.04	\$16.56	0.50	0.50	0.50
				<u>7.50</u>	<u>7.50</u>	<u>7.50</u>
<u>TOTAL DEVELOPMENT SERVICES</u>						
Full-time				24.00	24.00	24.00
Part-time				0.63	0.63	0.63
Variable-hour/Seasonal				1.90	2.90	2.90
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>26.53</u>	<u>27.53</u>	<u>27.53</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

POLICE



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

POLICE

OVERVIEW

The Police department pro-actively serves and protects the community 24 hours a day, 7 days a week in order to make Orem a safe place to live, work, and play. The department provides police, investigation, and support services in partnership with the community to produce this safe environment and high quality of life for the citizens of Orem.

The 91 sworn officers deal with a variety of issues including traffic accidents, missing children, burglaries, medical emergencies, assaults, homicides, drug investigations, computer crimes, white collar crime, crimes against children, gang enforcement, and nuisance ordinance violations. The department maintains its own Public Safety Answering Point (PSAP) 911 Center and staff it 24/7 with 20 full-time and several part-time dispatchers. Two animal control officers enforce animal violations throughout the City.

The Police department includes the following divisions:

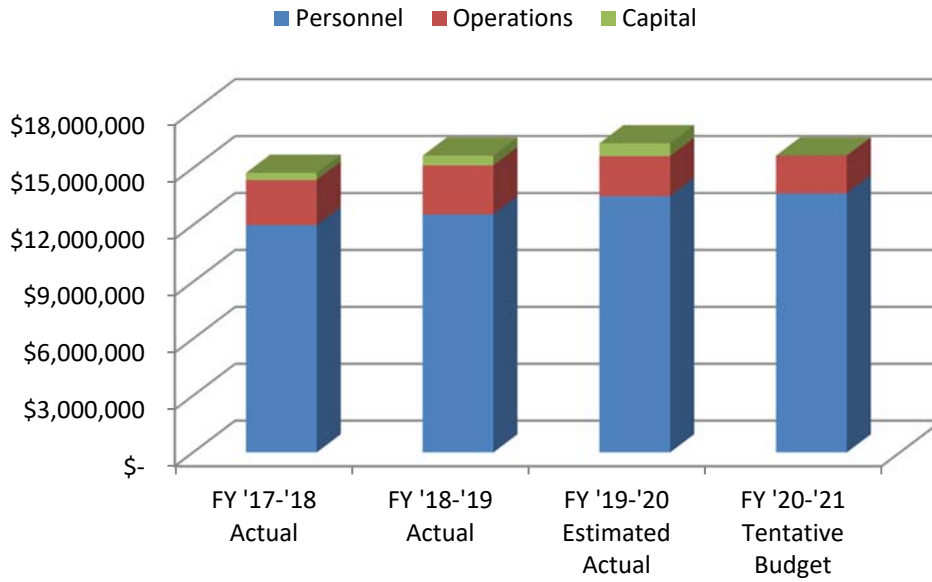
- Police Administration
- Patrol Services
- Alcohol Enforcement
- Traffic Enforcement
- Mental Health Unit
- Investigation Services
- Neighborhood Preservation Unit
- Major Crimes Task Force (Multi-jurisdictional)
- Metro SWAT Team
- Support Services
- Victims and Children Assistance
- Animal Control
- Communications – 911 Dispatch

**CITY OF OREM
TENTATIVE BUDGET**

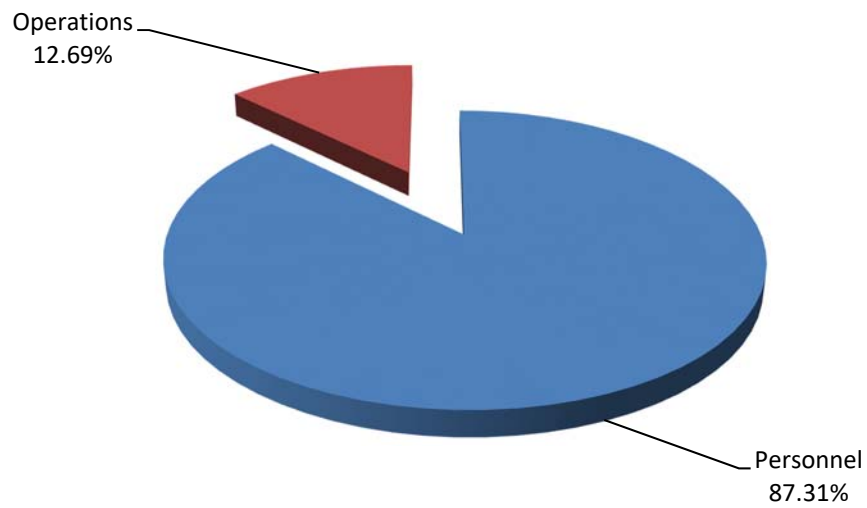
FISCAL YEAR 2020-2021

POLICE

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

POLICE

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Police Administration</u>					
Personnel	\$ 291,807	\$ 301,537	\$ 347,470	\$ 341,003	2
Operations	435,250	602,010	515,755	538,060	
Capital	38,989	109,983	13,426	-	
	<u>766,046</u>	<u>1,013,530</u>	<u>876,651</u>	<u>879,063</u>	
<u>Patrol Services</u>					
Personnel	5,195,942	5,610,651	6,087,118	6,278,474	63
Operations	596,216	652,806	671,436	533,461	
Capital	209,052	307,396	581,580	-	
	<u>6,001,210</u>	<u>6,570,853</u>	<u>7,340,134</u>	<u>6,811,935</u>	
<u>Alcohol Enforcement</u>					
Personnel	88,679	83,015	92,544	97,247	1
Operations	2,807	8,775	11,486	9,433	
	<u>91,486</u>	<u>91,790</u>	<u>104,030</u>	<u>106,680</u>	
<u>Investigation Services / NPU</u>					
Personnel	3,090,959	3,073,589	3,392,677	3,283,440	26
Operations	191,446	163,544	141,266	140,537	
Capital	97,851	97,207	81,240	-	
	<u>3,380,256</u>	<u>3,334,340</u>	<u>3,615,183</u>	<u>3,423,977</u>	
<u>Major Crimes Task Force</u>					
Personnel	326,315	326,315	142,000	147,000	1
Operations	708,889	708,889	286,082	285,878	
Capital	750	750	-	-	
	<u>1,035,954</u>	<u>1,035,954</u>	<u>428,082</u>	<u>432,878</u>	
<u>Victims / Children Assistance</u>					
Personnel	153,682	184,671	184,104	238,709	3
Operations	8,114	20,697	6,700	19,270	
	<u>161,796</u>	<u>205,368</u>	<u>190,804</u>	<u>257,979</u>	
<u>Support Services</u>					
Personnel	1,234,118	1,342,372	1,503,401	1,526,006	12
Operations	90,941	108,193	91,541	92,812	
	<u>1,325,059</u>	<u>1,450,565</u>	<u>1,594,942</u>	<u>1,618,818</u>	
<u>Communications</u>					
Personnel	1,410,550	1,471,698	1,637,611	1,620,655	24
Operations	156,080	156,161	213,695	210,695	
	<u>1,566,630</u>	<u>1,627,859</u>	<u>1,851,306</u>	<u>1,831,350</u>	
<u>Animal Control & Bailiffs</u>					
Personnel	205,084	165,855	136,562	140,610	2
Operations	184,989	159,796	165,314	156,591	
Capital	29,571	-	-	-	
	<u>419,644</u>	<u>325,651</u>	<u>301,876</u>	<u>297,201</u>	
<u>TOTAL POLICE DEPARTMENT</u>					
Personnel	\$ 11,997,136	\$ 12,559,703	\$ 13,523,487	\$ 13,673,144	134
Operations	2,374,732	2,580,871	2,103,275	1,986,737	
Capital	376,213	515,336	676,246	-	
TOTALS	\$ 14,748,081	\$ 15,655,910	\$ 16,303,008	\$ 15,659,881	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

POLICE

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>Police Administration</u>						
Full-time:						
Chief of Police	19	\$49.54	\$74.31	1.00	1.00	1.00
Administrative Secretary	8	\$18.53	\$27.80	1.00	1.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>Patrol Services</u>						
Full-time:						
Police Captain	16	\$37.89	\$56.84	1.00	1.00	1.00
Police Lieutenant	15	\$34.65	\$51.98	2.00	2.00	2.00
Police Sergeant	13	\$28.98	\$43.47	7.00	7.00	6.00
Police Officer	10	\$22.16	\$33.24	46.00	51.00	54.00
				<u>56.00</u>	<u>61.00</u>	<u>63.00</u>
Variable-hour/Seasonal:						
Police Officer	N/A	\$15.70	\$23.56	0.30	0.30	0.30
				<u>56.30</u>	<u>61.30</u>	<u>63.30</u>
<u>Alcohol Enforcement</u>						
Full-time:						
Police Officer	10	\$22.16	\$33.24	1.00	1.00	1.00
<u>Investigation Services / NPU</u>						
Full-time:						
Assistant Police Chief	17	\$41.43	\$62.15	1.00	1.00	1.00
Police Lieutenant	15	\$34.65	\$51.98	2.00	2.00	2.00
Police Sergeant	13	\$28.98	\$43.47	8.00	7.00	8.00
Police Officer	10	\$22.16	\$33.24	18.00	18.00	15.00
				<u>29.00</u>	<u>28.00</u>	<u>26.00</u>
Variable-hour/Seasonal:						
Intern	N/A	\$9.26	\$13.89	0.10	0.10	0.10
				<u>29.10</u>	<u>28.10</u>	<u>26.10</u>
<u>Major Crimes Task Force</u>						
Full-time:						
Administrative Secretary	8	\$18.53	\$27.80	1.00	1.00	1.00
<u>Victims / Children Assistance</u>						
Full-time:						
Victim Assistance Coordinator	9	\$20.27	\$30.40	2.00	2.00	2.00
Victim Advocate	6	\$15.50	\$23.25	0.00	0.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>3.00</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

POLICE

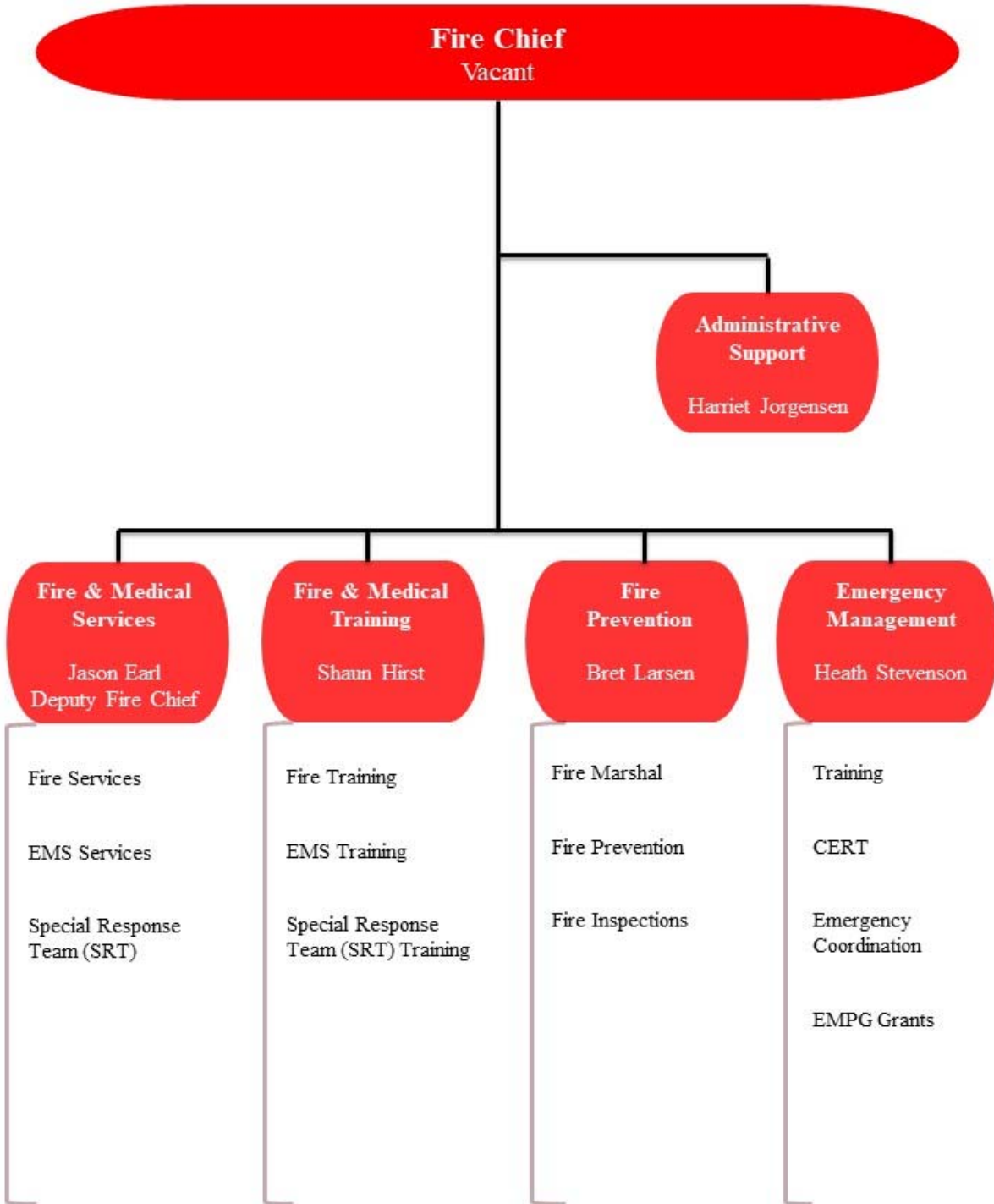
PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL FY '18-'19	ACTUAL FY '19-'20	BUDGET FY '20-'21
<u>Support Services</u>						
Full-time:						
Police Captain	16	\$37.89	\$56.84	1.00	1.00	1.00
Police Lieutenant	15	\$34.65	\$51.98	3.00	3.00	3.00
Police Sergeant	13	\$28.98	\$43.47	0.00	1.00	1.00
Crime Analyst/Body Camera Spclst	8	\$18.53	\$27.80	0.00	1.00	1.00
Evidence Custodian/Technician	8	\$18.53	\$27.80	1.00	1.00	1.00
Records Office Supervisor	7	\$16.95	\$25.43	1.00	1.00	1.00
Community Service Specialist	6	\$15.50	\$23.25	4.00	4.00	4.00
				<u>10.00</u>	<u>12.00</u>	<u>12.00</u>
Variable-hour/Seasonal:						
Evidence Technicain Assistant	N/A	\$10.00	\$14.00	0.50	0.50	0.25
Secretary	N/A	\$9.26	\$13.89	0.50	0.50	0.50
Crossing Guard	N/A	\$7.25	\$10.56	15.50	15.50	15.50
				<u>16.50</u>	<u>16.50</u>	<u>16.25</u>
				<u>26.50</u>	<u>28.50</u>	<u>28.25</u>
<u>Communications</u>						
Full-time:						
Police Lieutenant	15	\$34.65	\$51.98	0.00	0.00	0.00
Communications Supervisor	9	\$20.27	\$30.40	1.00	1.00	1.00
Lead Dispatcher	8	\$18.53	\$27.80	5.00	5.00	5.00
Dispatcher	7	\$16.95	\$25.43	15.00	15.00	14.00
				<u>21.00</u>	<u>21.00</u>	<u>20.00</u>
Part-time:						
Dispatcher	7	\$16.95	\$25.43	1.50	1.50	2.00
Variable-hour/Seasonal:						
Dispatcher - On-call	N/A	\$15.70	\$23.56	1.30	1.30	1.30
				<u>22.30</u>	<u>22.30</u>	<u>21.30</u>
<u>Animal Control & Bailiffs</u>						
Full-time:						
Animal Control Officer	7	\$16.95	\$25.43	2.00	2.00	2.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Variable-hour/Seasonal:						
NOVA Instructor	N/A	\$25.55	\$38.33	1.00	0.00	0.00
Senior Bailiff / Bailiff	N/A	\$13.17	\$21.57	2.00	0.00	0.00
				<u>3.00</u>	<u>0.00</u>	<u>0.00</u>
				<u>5.00</u>	<u>2.00</u>	<u>2.00</u>
<u>TOTAL POLICE</u>						
Full-time				124.00	130.00	130.00
Part-time				1.50	1.50	2.00
Variable-hour/Seasonal				21.20	18.20	17.95
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>146.70</u>	<u>149.70</u>	<u>149.95</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FIRE



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FIRE

OVERVIEW

The Fire department provides fire suppression, emergency medical (EMS), special rescue, fire prevention, and emergency management services. The department has three fire stations located within Orem City and operates a fourth station through a contract with Lindon City. The department also provides contracted fire and medical services to Vineyard City.

The department responds to over 6,900 calls for service annually. It also conducts approximately 1,750 business and construction fire inspections with approximately 655 plan reviews annually. The Fire department also hosts an annual fire prevention open house to educate the community about various safety topics. The department also participates regularly in fire and EMS education events when requested by community, religious, and special interest groups.

The Fire department includes the following divisions:

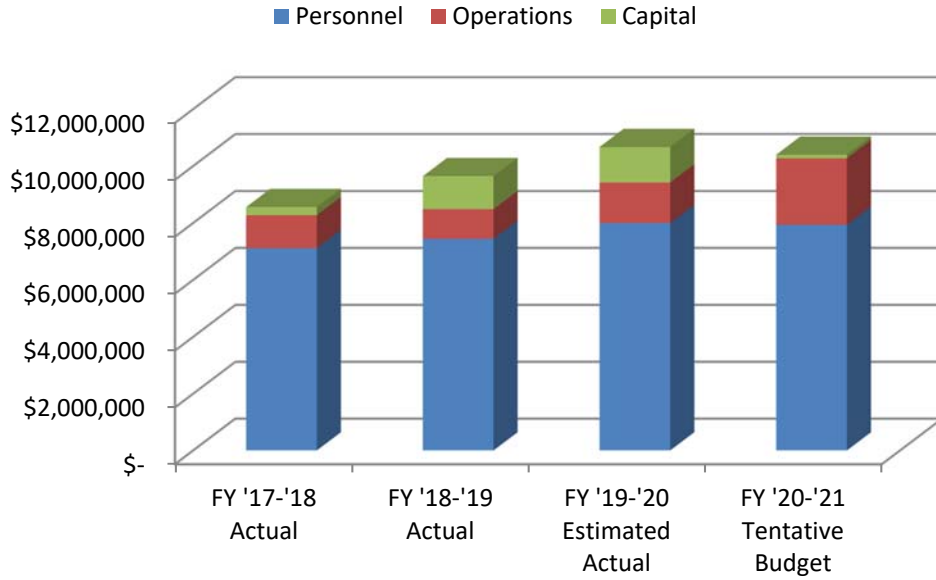
- Administration
- Operations – Fire / EMS / Special Response Rescue
- Fire Prevention – Investigations / Commercial & New Construction Inspections / Public Education
- Emergency Management

**CITY OF OREM
TENTATIVE BUDGET**

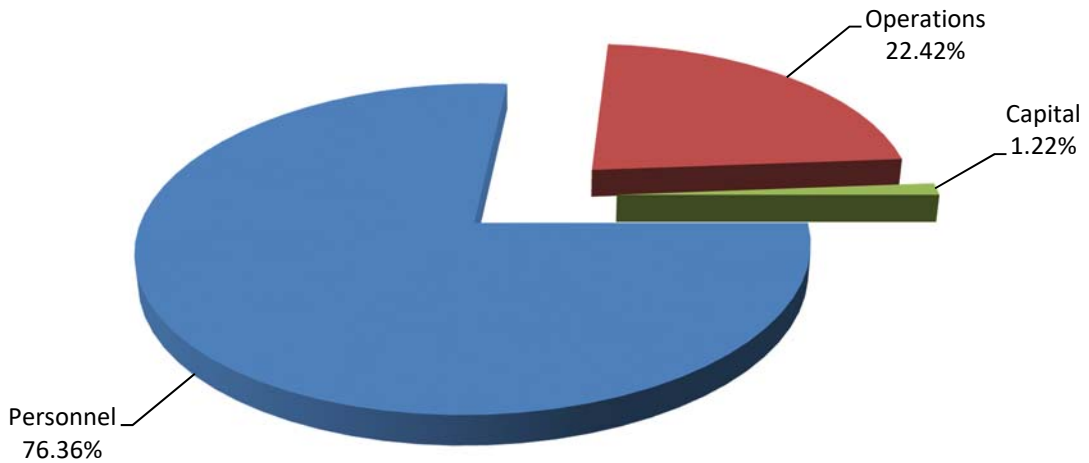
FISCAL YEAR 2020-2021

FIRE

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FIRE

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Fire Administration</u>					
Personnel	\$ 390,043	\$ 423,720	\$ 461,422	\$ 406,030	3
Operations	12,674	11,806	15,133	13,563	
Capital	35,673	5,277	-	-	
	<u>438,390</u>	<u>440,803</u>	<u>476,555</u>	<u>419,593</u>	
<u>Fire & Medical Services</u>					
Personnel	6,366,264	6,642,177	7,125,371	7,132,502	64
Operations	1,090,381	998,473	1,352,987	2,255,759	
Capital	237,751	1,123,123	1,247,165	127,000	
	<u>7,694,396</u>	<u>8,763,773</u>	<u>9,725,523</u>	<u>9,515,261</u>	
<u>Fire Prevention</u>					
Personnel	271,485	285,616	317,633	306,778	3
Operations	13,716	12,325	19,681	27,301	
Capital	-	30,149	-	-	
	<u>285,201</u>	<u>328,090</u>	<u>337,314</u>	<u>334,079</u>	
<u>EMS State Grant</u>					
Personnel	-	-	-	-	0
Operations	-	-	-	-	
Capital	9,293	-	-	-	
	<u>9,293</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<u>Emergency Management</u>					
Personnel	88,842	90,234	94,119	95,130	1
Operations	43,484	22,260	35,160	34,660	
Capital	-	-	-	-	
	<u>132,326</u>	<u>112,494</u>	<u>129,279</u>	<u>129,790</u>	
<u>TOTAL FIRE DEPARTMENT</u>					
Personnel	\$ 7,116,634	\$ 7,441,747	\$ 7,998,545	\$ 7,940,440	71
Operations	1,160,255	1,044,864	1,422,961	2,331,283	
Capital	282,717	1,158,549	1,247,165	127,000	
TOTALS	<u>\$ 8,559,606</u>	<u>\$ 9,645,160</u>	<u>\$ 10,668,671</u>	<u>\$ 10,398,723</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FIRE

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL</u> <u>FY '18-'19</u>	<u>ACTUAL</u> <u>FY '19-'20</u>	<u>BUDGET</u> <u>FY '20-'21</u>
<u>Fire Administration</u>						
Full-time:						
Fire Chief	19	\$48.65	\$72.98	1.00	1.00	1.00
Deputy Fire Chief	17	\$40.59	\$60.89	1.00	1.00	1.00
Administrative Secretary	8	\$17.96	\$26.94	1.00	1.00	1.00
				<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>Fire & Medical Services</u>						
Full-time:						
Fire Battalion Chief	15	\$33.86	\$50.80	4.00	4.00	4.00
Fire Captain	13	\$28.25	\$42.38	12.00	12.00	12.00
Fire Engineer	11	\$23.57	\$35.36	12.00	12.00	12.00
Firefighter/Paramedic	10	\$21.53	\$32.30	36.00	36.00	36.00
				<u>64.00</u>	<u>64.00</u>	<u>64.00</u>
Variable-hour/Seasonal:						
Firefighter/Paramedic	N/A	\$21.32	\$31.98	0.05	0.05	0.05
Fleet Mechanic	N/A	\$17.15	\$25.73	0.05	0.05	0.05
				<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
				<u>64.10</u>	<u>64.10</u>	<u>64.10</u>
<u>Fire Prevention</u>						
Full-time:						
Fire Marshal	14	\$30.93	\$46.40	1.00	1.00	1.00
Fire Prevention Specialist	9	\$19.66	\$29.50	2.00	2.00	2.00
				<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>Emergency Management</u>						
Full-time:						
Emergency Manager	12	\$25.80	\$38.71	1.00	1.00	1.00
Variable-hour/Seasonal:						
Emergency Manager-Flexible	N/A	\$25.55	\$38.33	0.00	0.00	0.00
				<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>TOTAL FIRE DEPARTMENT</u>						
Full-time				71.00	71.00	71.00
Variable-hour/Seasonal				0.10	0.10	0.10
TOTAL FULL-TIME EQUIVALENTS (FTE)				71.10	71.10	71.10

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

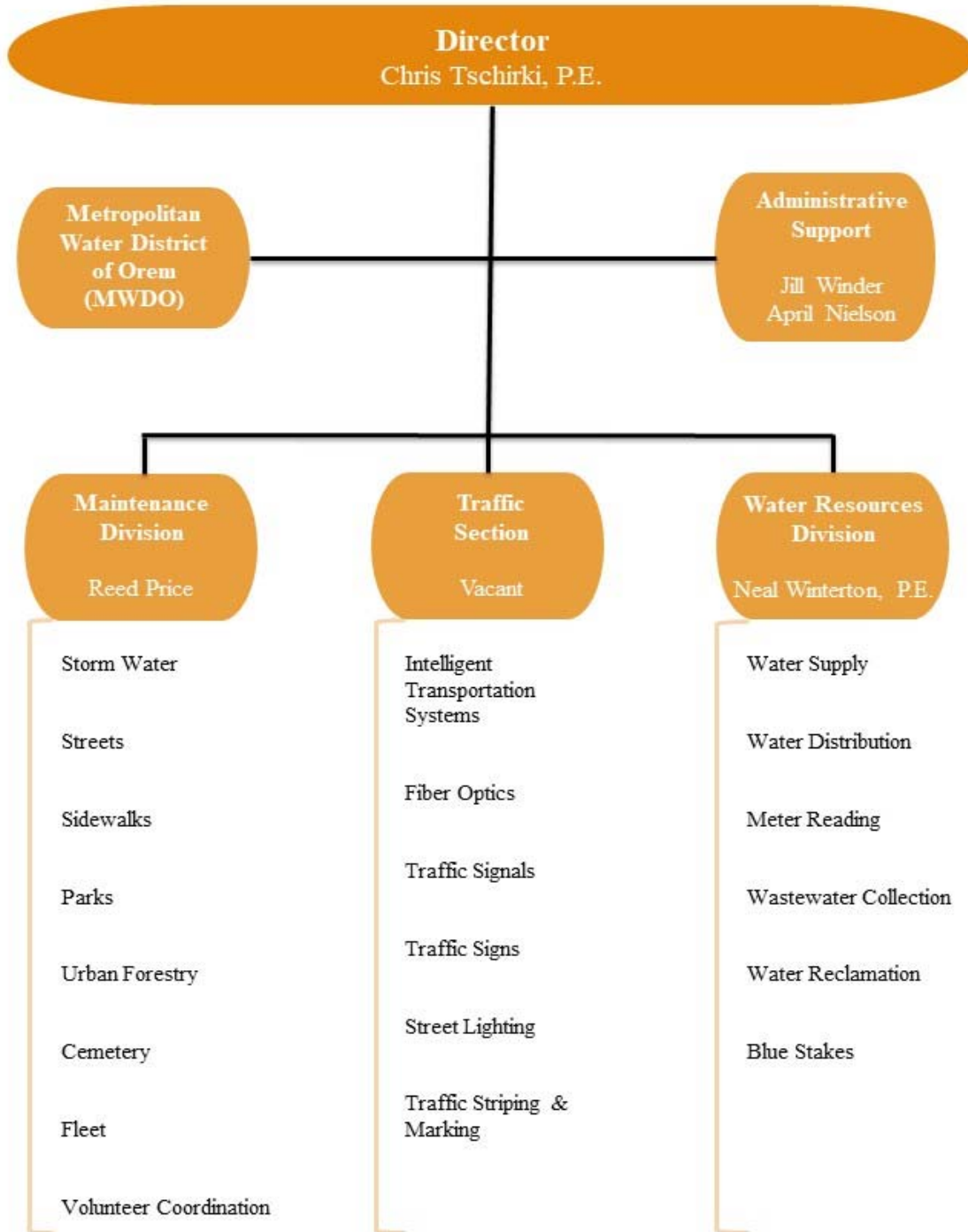
FIRE



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

PUBLIC WORKS



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

PUBLIC WORKS

OVERVIEW

The Public Works department is responsible for the maintenance of streets, sidewalks, parks, cemetery, street signs, street striping, fiber optics, fleet services, and the operation of water, sewer, storm water, and street lighting utilities.

The Public Works department includes the following divisions (some are not operated within the General Fund):

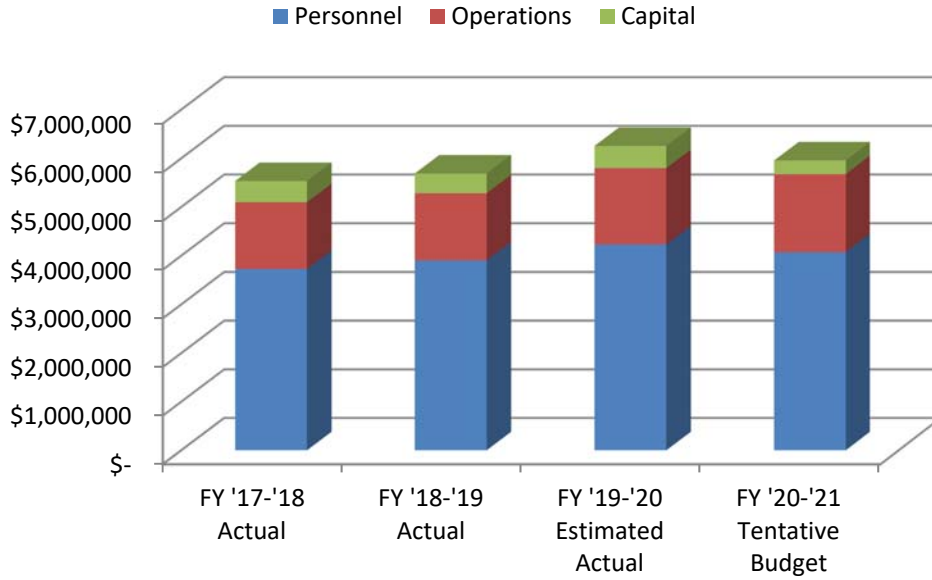
- Public Works Administration
- Intelligent Transportation Systems (ITS), Traffic and Street Signs, Signals, and Markings
- Street Lighting (*Street Lighting Special Service District*)
- Fleet Maintenance Services (*Fleet Maintenance Fund*)
- Streets and State Road Fund (*Road Fund*)
- Transportation System Fund (*Transportation Sales Tax Fund*)
- Parks, Cemetery, and Urban Forestry, Horticulture, and Volunteers
- Storm Water Collection, Detention, and Management (*Storm Water Fund*)
- Water Administration, Supply, Distribution, and Meter Reading (*Water Fund*)
- Wastewater Administration, Collection, and Treatment (*Water Reclamation Fund*)

**CITY OF OREM
TENTATIVE BUDGET**

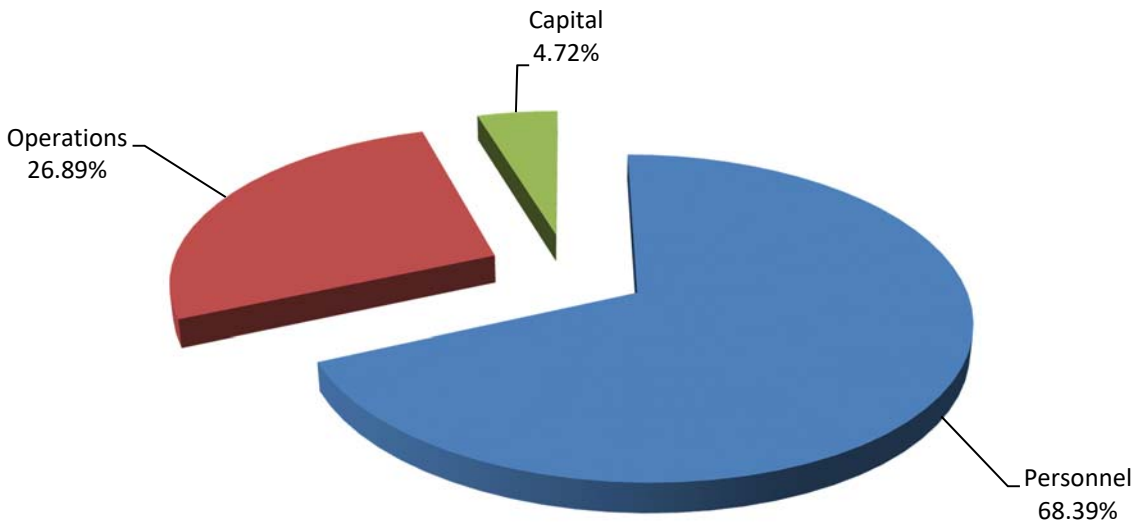
FISCAL YEAR 2020-2021

PUBLIC WORKS

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

PUBLIC WORKS

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Public Works Administration</u>					
Personnel	\$ 400,701	\$ 351,476	\$ 343,918	\$ 335,207	3
Operations	20,533	13,202	15,650	15,180	
Capital	-	-	3,200	-	
	<u>421,234</u>	<u>364,678</u>	<u>362,768</u>	<u>350,387</u>	
<u>Traffic & Signs</u>					
Personnel	426,006	453,317	469,285	434,354	4
Operations	137,018	178,038	168,618	136,277	
Capital	51,957	111,145	51,250	-	
	<u>614,981</u>	<u>742,500</u>	<u>689,153</u>	<u>570,631</u>	
<u>Maintenance Administration</u>					
Personnel	141,742	147,034	155,560	156,530	1
Operations	2,956	2,668	6,000	5,820	
	<u>144,698</u>	<u>149,702</u>	<u>161,560</u>	<u>162,350</u>	
<u>Streets</u>					
Personnel	1,072,851	1,068,627	1,228,934	1,090,990	13
Operations	202,941	228,246	303,798	284,302	
Capital	64,071	80,077	245,000	261,280	
	<u>1,339,863</u>	<u>1,376,950</u>	<u>1,777,732</u>	<u>1,636,572</u>	
<u>Parks</u>					
Personnel	1,356,039	1,500,883	1,617,290	1,633,879	14
Operations	919,172	864,351	961,751	1,036,667	
Capital	247,756	113,561	116,868	20,000	
	<u>2,522,967</u>	<u>2,478,795</u>	<u>2,695,909</u>	<u>2,690,546</u>	
<u>Cemetery</u>					
Personnel	217,045	269,606	294,305	299,995	3
Operations	58,834	61,839	77,377	88,694	
Capital	69,402	101,585	37,362	-	
	<u>345,281</u>	<u>433,030</u>	<u>409,044</u>	<u>388,689</u>	
<u>Urban Forestry & Horticulture</u>					
Personnel	112,272	112,768	120,962	\$ 121,762	1
Operations	32,084	30,469	36,103	34,359	
Capital	-	-	-	-	
	<u>144,356</u>	<u>143,237</u>	<u>157,065</u>	<u>156,121</u>	
<u>TOTAL PUBLIC WORKS</u>					
Personnel	\$ 3,726,656	\$ 3,903,711	\$ 4,230,254	\$ 4,072,717	39
Operations	1,373,538	1,378,813	1,569,297	1,601,299	
Capital	433,186	406,368	453,680	281,280	
TOTALS	<u>\$ 5,533,380</u>	<u>\$ 5,688,892</u>	<u>\$ 6,253,231</u>	<u>\$ 5,955,296</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

PUBLIC WORKS

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL FY '18-'19	ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
<u>Public Works Administration</u>						
Full-time:						
Public Works Director	19	\$49.54	\$74.31	1.00	1.00	1.00
PW Management Analyst	12	\$26.50	\$39.75	1.00	0.00	0.00
Administrative Secretary	8	\$18.53	\$27.80	1.00	1.00	1.00
Secretary	6	\$15.50	\$23.25	1.00	1.00	1.00
				<u>4.00</u>	<u>3.00</u>	<u>3.00</u>
<u>Traffic & Signs</u>						
Full-time:						
Engineer Section Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
ITS Engineer	12	\$26.50	\$39.75	1.00	1.00	1.00
Traffic Sign Specialist	8	\$18.53	\$27.80	1.00	1.00	1.00
Public Works Technician	7	\$16.95	\$25.43	1.00	1.00	1.00
				<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Variable-hour/Seasonal:						
Traffic Intern	N/A	\$9.26	\$13.89	1.25	1.25	1.25
Laborer	N/A	\$8.48	\$12.72	0.75	0.75	0.75
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
				<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<u>Maintenance Administration</u>						
Full-time:						
Maintenance Division Manager	16	\$37.89	\$56.84	1.00	1.00	1.00
<u>Streets</u>						
Full-time:						
Streets Section Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
Public Works Field Supervisor	11	\$24.23	\$36.35	1.00	1.00	1.00
Engineering Specialist	10	\$22.16	\$33.24	1.00	1.00	1.00
Public Works Crew Leader	9	\$20.27	\$30.40	3.00	3.00	3.00
Construction Technician	8	\$18.53	\$27.80	3.00	3.00	3.00
Public Works Technician	7	\$16.95	\$25.43	4.00	4.00	4.00
				<u>13.00</u>	<u>13.00</u>	<u>13.00</u>
Variable-hour/Seasonal:						
Laborer	N/A	\$8.48	\$12.72	3.50	3.50	3.50
				<u>16.50</u>	<u>16.50</u>	<u>16.50</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

PUBLIC WORKS

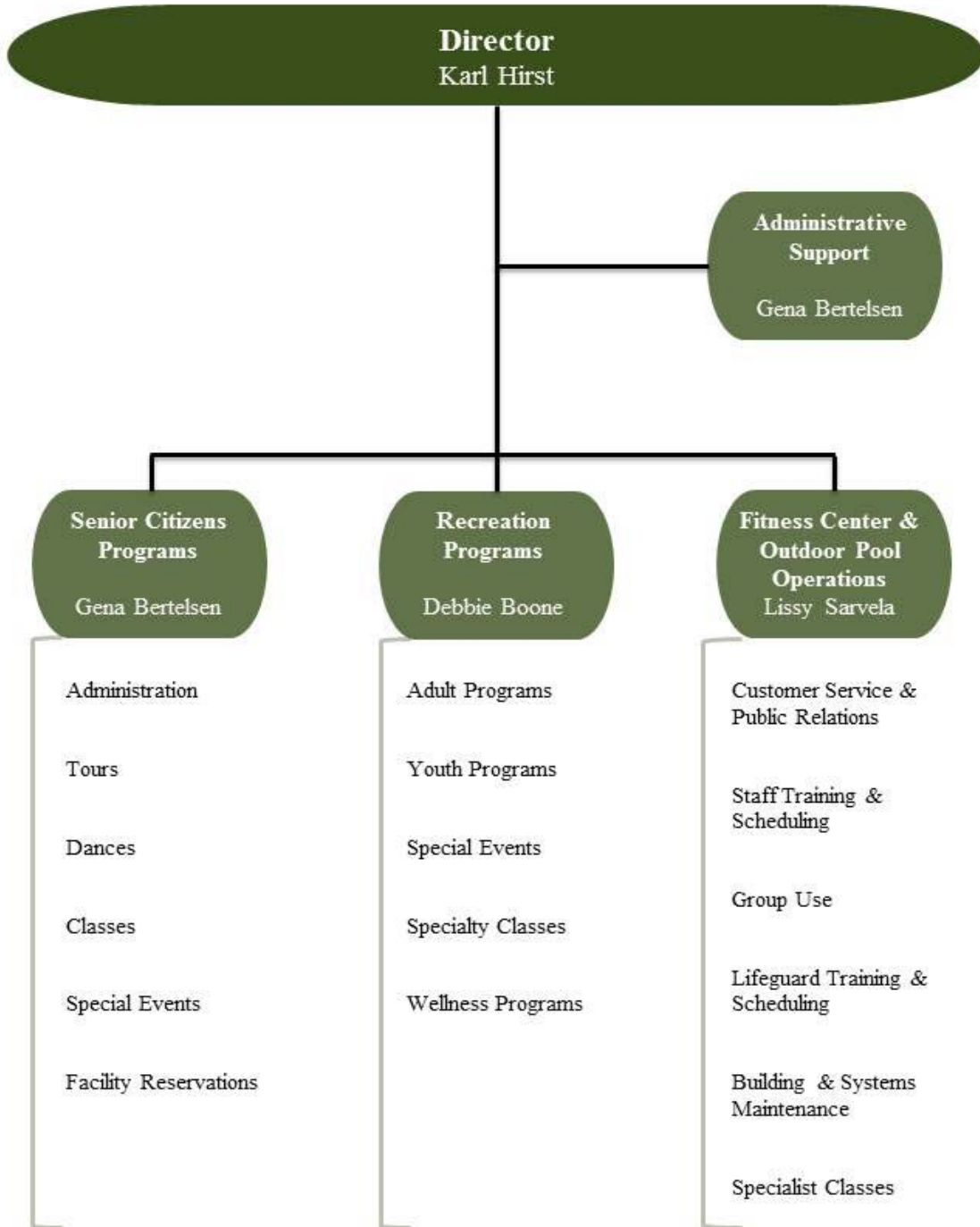
PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>Parks</u>						
Full-time:						
Parks Section Manager	13	\$28.98	\$43.47	1.00	1.00	1.00
Public Works Crew Leader	9	\$20.27	\$30.40	3.00	3.00	3.00
PW Program Specialist	9	\$20.27	\$30.40	1.00	1.00	1.00
Public Works Technician	7	\$16.95	\$25.43	8.00	9.00	9.00
				<u>13.00</u>	<u>14.00</u>	<u>14.00</u>
Variable-hour/Seasonal:						
Laborer	N/A	\$8.48	\$12.72	22.00	22.00	22.00
				<u>22.00</u>	<u>22.00</u>	<u>22.00</u>
				<u>35.00</u>	<u>36.00</u>	<u>36.00</u>
<u>Cemetery</u>						
Full-time:						
Cemetery Sexton	9	\$20.27	\$30.40	1.00	1.00	1.00
Public Works Technician	7	\$16.95	\$25.43	2.00	2.00	2.00
				<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Variable-hour/Seasonal:						
Laborer	N/A	\$8.48	\$12.72	3.50	3.50	3.50
				<u>3.50</u>	<u>3.50</u>	<u>3.50</u>
				<u>6.50</u>	<u>6.50</u>	<u>6.50</u>
<u>Urban Forestry & Horticulture</u>						
Full-time:						
Horticulturist / Urban Forester	10	\$22.16	\$33.24	1.00	1.00	1.00
Variable-hour/Seasonal:						
Laborer	N/A	\$8.48	\$12.72	1.25	1.25	1.25
				<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
				<u>2.25</u>	<u>2.25</u>	<u>2.25</u>
<u>TOTAL PUBLIC WORKS</u>						
Full-time				39.00	39.00	39.00
Variable-hour/Seasonal				32.25	32.25	32.25
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>71.25</u>	<u>71.25</u>	<u>71.25</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

RECREATION



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

RECREATION

OVERVIEW

The Recreation department operates out of both the General Fund and the Recreation Fund. The General Fund is responsible for the overall administration of the department and provides funding for the Senior Citizens and Programs divisions. The Senior Citizens division plans, administers, and supervises comprehensive senior programs and activities primarily located in the City of Orem Senior Friendship Center. The Programs division plans, administers, and supervises comprehensive youth and adult sports programs, special events, and park youth activities. The Recreation Fund is responsible for all Fitness Center and Scera Park Pools operations and maintenance. The Recreation Fund plans, administers, and supervises a full range of programs and services associated with a full scale fitness center and swimming pools.

The Recreation department includes the following divisions:

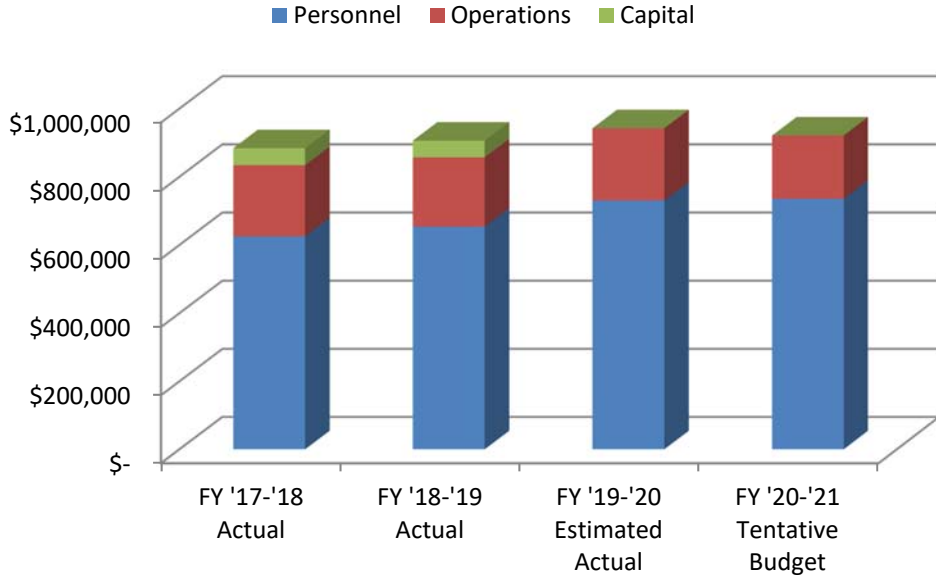
- Recreation Administration
- Senior Citizens Activities and Programs
- Programs Division
- Fitness Center & Scera Park Pools Administration (*Recreation Fund*)
- Fitness Center Operations (*Recreation Fund*)
- Fitness Center Facilities (*Recreation Fund*)
- Scera Park Pools Facilities & Operations (*Recreation Fund*)

**CITY OF OREM
TENTATIVE BUDGET**

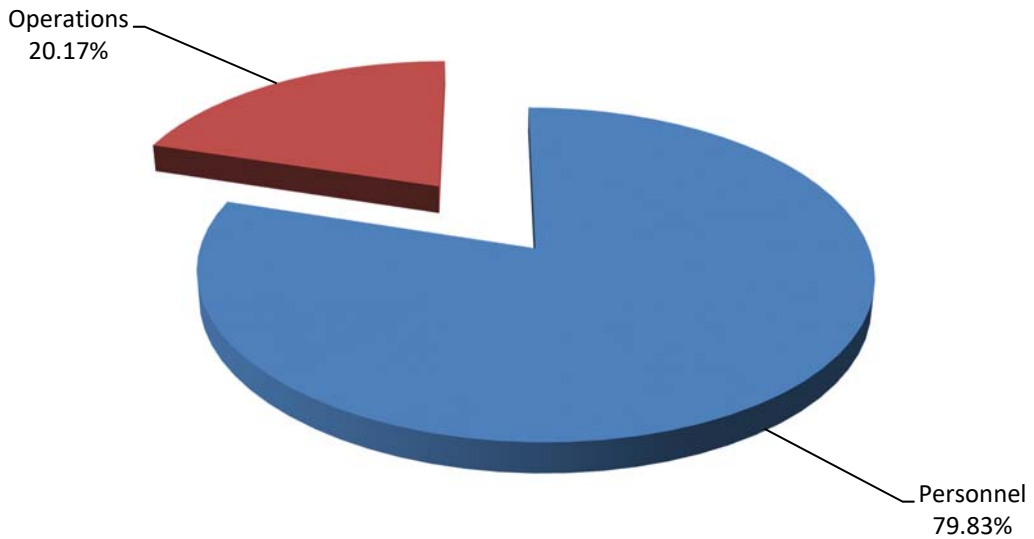
FISCAL YEAR 2020-2021

RECREATION

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

RECREATION

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Recreation Administration</u>					
Personnel	\$ 176,201	\$ 183,276	\$ 193,205	\$ 194,131	1
Operations	28,684	23,669	40,250	12,170	
Capital	49,870	49,197	-	-	
	<u>254,755</u>	<u>256,142</u>	<u>233,455</u>	<u>206,301</u>	
<u>Senior Citizens</u>					
Personnel	129,996	139,084	140,030	141,739	1
Operations	13,335	10,679	12,044	14,906	
	<u>143,331</u>	<u>149,763</u>	<u>152,074</u>	<u>156,645</u>	
<u>Programs Administration</u>					
Personnel	220,266	234,226	296,404	298,214	3
Operations	20,973	17,302	22,629	20,239	
	<u>241,239</u>	<u>251,528</u>	<u>319,033</u>	<u>318,453</u>	
<u>Softball / T-Ball / Coach & Machine Pitch</u>					
Personnel	41,729	38,107	41,055	41,055	0
Operations	99,765	103,079	83,720	83,720	
	<u>141,494</u>	<u>141,186</u>	<u>124,775</u>	<u>124,775</u>	
<u>Basketball</u>					
Personnel	29,558	30,558	30,975	30,975	0
Operations	26,440	26,749	25,700	25,700	
	<u>55,998</u>	<u>57,307</u>	<u>56,675</u>	<u>56,675</u>	
<u>Summer Youth Parks / Sports Camps</u>					
Personnel	13,279	16,861	12,810	12,810	0
Operations	1,813	3,627	2,700	4,600	
	<u>15,092</u>	<u>20,488</u>	<u>15,510</u>	<u>17,410</u>	
<u>Tennis</u>					
Personnel	6,178	3,510	5,775	5,775	0
Operations	480	325	1,900	1,900	
	<u>6,658</u>	<u>3,835</u>	<u>7,675</u>	<u>7,675</u>	
<u>Volleyball</u>					
Personnel	1,761	2,174	2,100	2,100	0
Operations	6,205	7,137	6,600	6,600	
	<u>7,966</u>	<u>9,311</u>	<u>8,700</u>	<u>8,700</u>	
<u>All Other Programs</u>					
Personnel	6,293	6,267	8,516	8,516	0
Operations	11,158	10,298	15,940	15,940	
	<u>17,451</u>	<u>16,565</u>	<u>24,456</u>	<u>24,456</u>	
<u>TOTAL RECREATION</u>					
Personnel	\$ 625,261	\$ 654,063	\$ 730,870	\$ 735,315	5
Operations	208,853	202,865	211,483	185,775	
Capital	49,870	49,197	-	-	
TO TALS	<u>\$ 883,984</u>	<u>\$ 906,125</u>	<u>\$ 942,353</u>	<u>\$ 921,090</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

RECREATION

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>Recreation Administration</u>						
Full-time:						
Recreation Director	18	\$45.31	\$67.96	1.00	1.00	1.00
<u>Senior Citizens</u>						
Full-time:						
Recreation Program Coordinator	9	\$20.27	\$30.40	1.00	1.00	1.00
Variable-hour/Seasonal:						
Service Worker	N/A	\$8.48	\$12.72	1.25	1.25	1.25
Receptionist	N/A	\$7.70	\$11.55	1.50	1.50	1.50
				<u>2.75</u>	<u>2.75</u>	<u>2.75</u>
				<u>3.75</u>	<u>3.75</u>	<u>3.75</u>
<u>Program Administration</u>						
Full-time:						
Recreation Manager - Programs	13	\$28.98	\$43.47	1.00	1.00	1.00
Recreation Program Coordinator	9	\$20.27	\$30.40	2.00	2.00	2.00
				<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Variable-hour/Seasonal:						
Tennis Specialist	N/A	\$10.11	\$15.16	0.15	0.15	0.15
Track Supervisor	N/A	\$10.11	\$15.16	0.05	0.05	0.05
Sports Supervisor	N/A	\$8.48	\$12.72	0.40	0.40	0.40
Recreation Assistant	N/A	\$7.70	\$11.55	3.25	3.25	3.25
Concessions	N/A	\$7.70	\$11.55	0.20	0.20	0.20
				<u>4.05</u>	<u>4.05</u>	<u>4.05</u>
				<u>7.05</u>	<u>7.05</u>	<u>7.05</u>
<u>TOTAL RECREATION</u>						
Full-time				5.00	5.00	5.00
Variable-hour/Seasonal				6.80	6.80	6.80
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>11.80</u>	<u>11.80</u>	<u>11.80</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

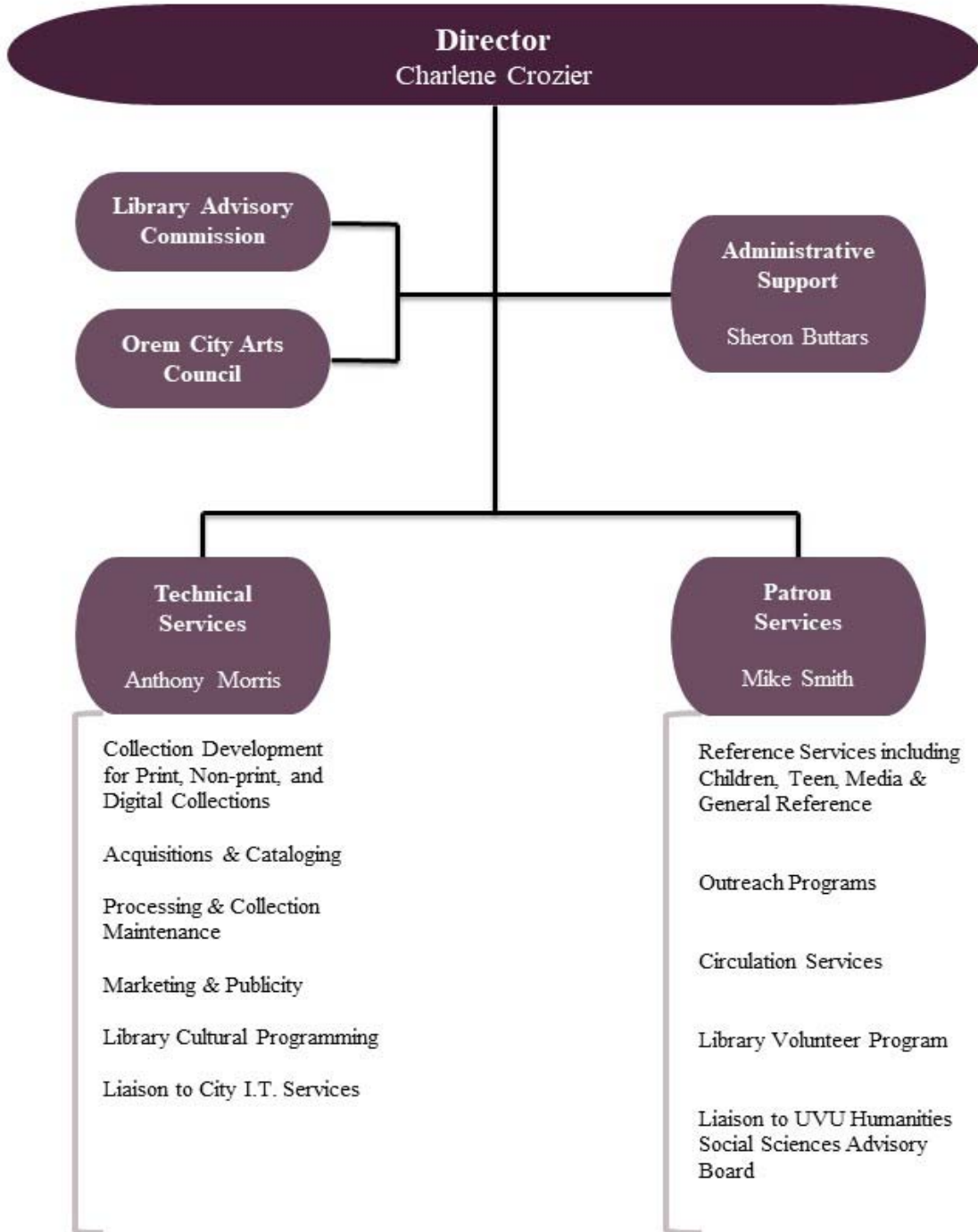
RECREATION



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

LIBRARY



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

LIBRARY

OVERVIEW

The Orem Public Library supports community members of all ages in lifelong learning by providing a collection of over 300,000 print and non-print media items, reference and advisory services, cultural programs for patrons of all ages, and touring art exhibits. The library has four distinct collections: Adults/Teen, Children, E-materials, and Media. Over 411,000 visits were made to the Library last year.

The Library offers a variety of programming to families and individuals of all ages and interests. In FY 2019, over 54,000 patrons attended approximately 880 library programs ranging from children's activities to author visits and performances in dance, music, film, and visual arts.

The Adults/Teen collection includes a large reference section, current and classical fiction, large print books, Boy Scout merit badge books, and pamphlets and periodicals on topics of current interest. Internet services are available in this area as well as many databases for Utah history, science, and literature.

The Children's collection is one of the largest in the State of Utah with books, pamphlets, magazines, and read-alongs. Librarian assisted internet access and homework help are available in the reference area.

The Media collection includes contemporary films, old-time favorites, silent and foreign films, and television series media. A wide array of music and books on CD are also available. Additionally, the library offers e-books, e-audiobooks, and e-magazines.

The Library has a new Makerspace featuring programs, equipment, and tools for project creation, including 3-D printers, Mac computers, a sound booth, keyboards, and editing programs for music.

The Library offers seven study rooms for public use. On average, the rooms are used over 300 times each month.

During the previous summer, the Kid Zone opened in the Children's Library featuring an upgraded area for Toddler Tales and other laptime programs, activity panels, a puppet theater and stage, a book nook, and kid-friendly shelving and seating. Improvements to the Children's Main Reference Desk have been designed and are coming soon.

The Library department includes the following divisions:

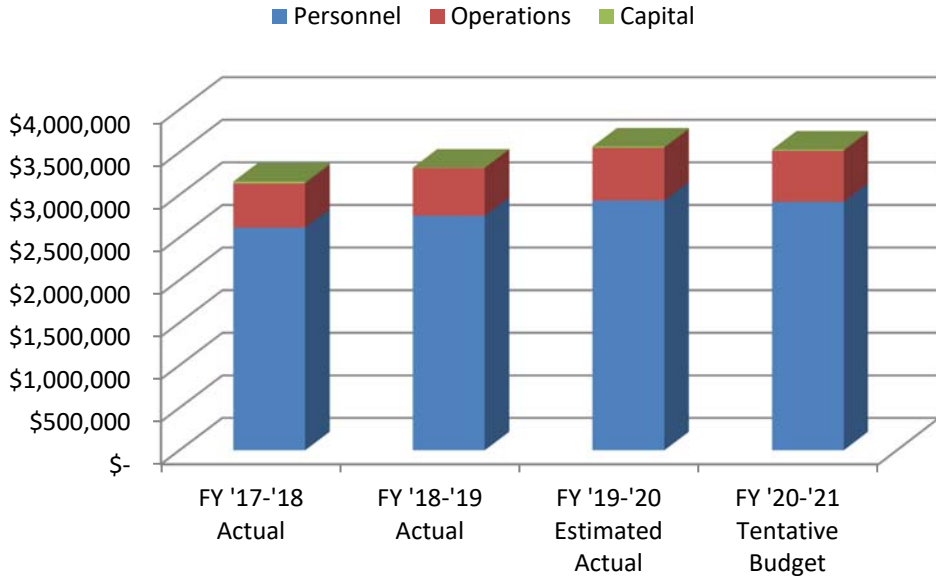
- Library Administration
- Technical Services
- Patron Services

**CITY OF OREM
TENTATIVE BUDGET**

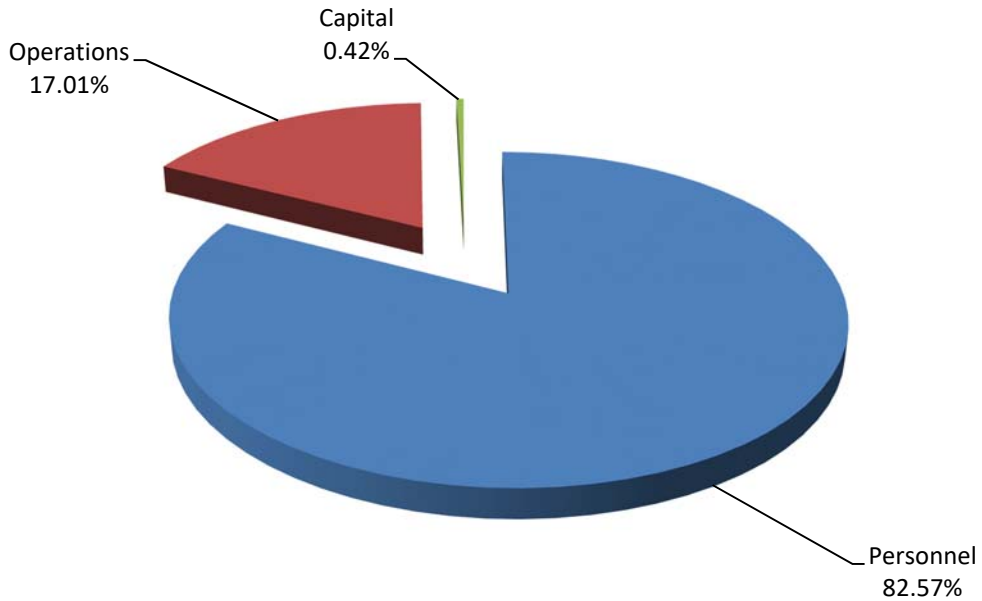
FISCAL YEAR 2020-2021

LIBRARY

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

LIBRARY

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Library Administration</u>					
Personnel	\$ 246,145	\$ 255,647	\$ 267,650	\$ 270,553	2
Operations	66,791	71,968	87,795	77,225	
Capital	-	-	-	-	
	<u>312,936</u>	<u>327,615</u>	<u>355,445</u>	<u>347,778</u>	
<u>Technical Services</u>					
Personnel	874,223	877,798	969,128	966,511	12
Operations	315,953	344,208	370,195	370,195	
Capital	-	-	-	-	
	<u>1,190,176</u>	<u>1,222,006</u>	<u>1,339,323</u>	<u>1,336,706</u>	
<u>Patron Services</u>					
Personnel	1,494,758	1,619,530	1,696,375	1,679,716	19
Operations	36,867	35,631	28,365	28,365	
Capital	23,973	4,448	15,000	15,000	
	<u>1,555,598</u>	<u>1,659,609</u>	<u>1,739,740</u>	<u>1,723,081</u>	
<u>Video Services</u>					
Personnel	-	-	-	-	0
Operations	97,789	111,026	132,750	124,750	
Capital	-	-	-	-	
	<u>97,789</u>	<u>111,026</u>	<u>132,750</u>	<u>124,750</u>	
<u>TOTAL LIBRARY</u>					
Personnel	\$ 2,615,126	\$ 2,752,975	\$ 2,933,153	\$ 2,916,780	33
Operations	517,400	562,833	619,105	600,535	
Capital	23,973	4,448	15,000	15,000	
TOTALS	<u>\$ 3,156,499</u>	<u>\$ 3,320,256</u>	<u>\$ 3,567,258</u>	<u>\$ 3,532,315</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

LIBRARY

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>Library Administration</u>						
Full-time:						
Library Director	18	\$45.31	\$67.96	1.00	1.00	1.00
Administrative Secretary	8	\$18.53	\$27.80	1.00	1.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Variable-hour/Seasonal:						
Office Clerk	N/A	\$7.70	\$11.55	0.25	0.25	0.25
				<u>2.25</u>	<u>2.25</u>	<u>2.25</u>
<u>Technical Services</u>						
Full-time:						
Library Division Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
Librarian	12	\$26.50	\$39.75	1.00	1.00	1.00
Associate Librarian	9	\$20.27	\$30.40	4.00	4.00	4.00
Assistant Librarian	7	\$16.95	\$25.43	3.00	3.00	2.00
				<u>9.00</u>	<u>9.00</u>	<u>8.00</u>
Part-time:						
Librarian	12	\$26.50	\$39.75	1.00	1.00	1.00
Associate Librarian	9	\$20.27	\$30.40	0.50	0.50	0.50
Assistant Librarian	7	\$16.95	\$25.43	0.50	0.50	0.50
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Variable-hour/Seasonal:						
Cataloging Librarian	N/A	\$19.47	\$29.21	0.90	0.90	0.90
Publicity & Events Specialist	N/A	\$11.04	\$16.56	0.80	0.80	0.80
Stage/Sound Technician	N/A	\$11.04	\$16.56	0.05	0.05	0.05
Library Assistant	N/A	\$9.26	\$13.89	1.85	1.85	1.85
Library Page	N/A	\$7.25	\$10.56	1.30	1.30	1.30
				<u>4.90</u>	<u>4.90</u>	<u>4.90</u>
				<u>9.90</u>	<u>9.90</u>	<u>8.90</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

LIBRARY

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>Patron Services</u>						
Full-time:						
Library Division Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
Librarian	12	\$26.50	\$39.75	4.00	4.00	4.00
Associate Librarian	9	\$20.27	\$30.40	5.00	5.00	5.00
Assistant Librarian	7	\$16.95	\$25.43	3.00	3.00	4.00
				<u>13.00</u>	<u>13.00</u>	<u>14.00</u>
Part-time:						
Assistant Librarian	7	\$16.95	\$25.43	2.50	2.50	2.50
Variable-hour/Seasonal:						
Publicity & Events Specialist	N/A	\$11.04	\$16.56	0.55	0.55	0.55
Library Assistant	N/A	\$9.26	\$13.89	8.65	8.65	8.65
Library Page	N/A	\$7.25	\$10.56	4.10	4.10	4.10
				<u>13.30</u>	<u>13.30</u>	<u>13.30</u>
				<u>28.80</u>	<u>28.80</u>	<u>29.80</u>
<u>TOTAL LIBRARY</u>						
Full-time				24.00	24.00	24.00
Part-time				4.50	4.50	4.50
Variable-hour/Seasonal				18.45	18.45	18.45
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>46.95</u>	<u>46.95</u>	<u>46.95</u>

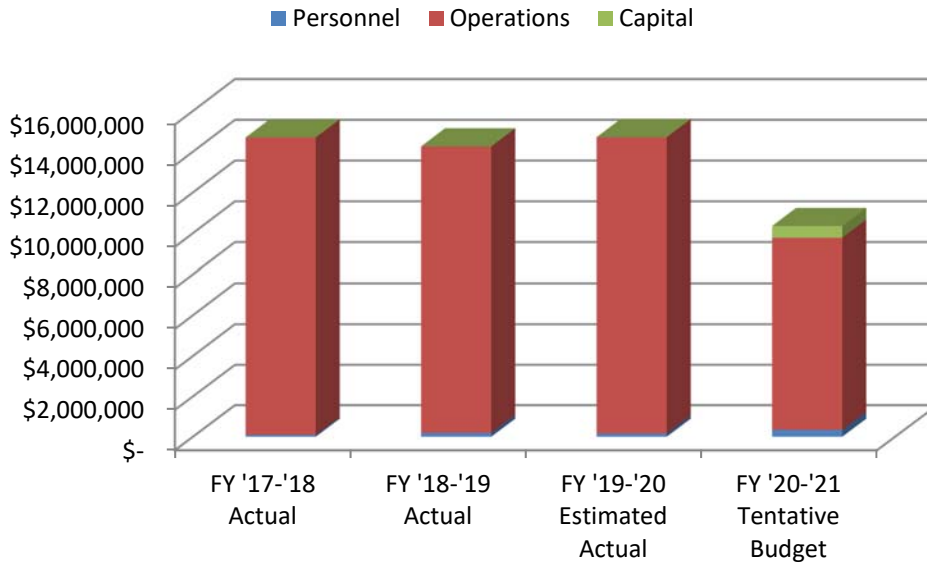
**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

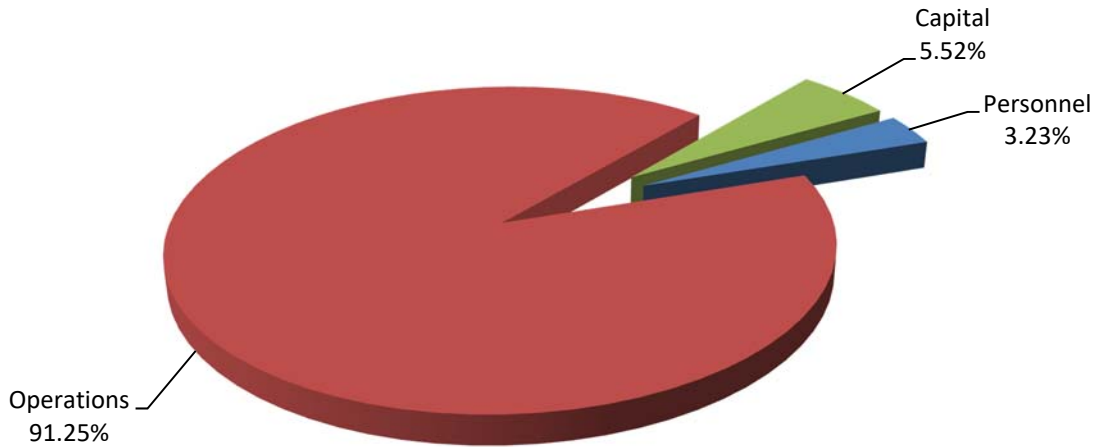
NON-DEPARTMENTAL

These accounts of the General Fund are used for expenditures that are not easily assigned to any one operating department (e.g. retiree benefits and inter-fund charges for insurance and information technology services) as well as inter-fund transfers and the Mayor/City Council’s and City Manager’s contingency funds.

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**NON-DEPARTMENTAL
EXPENDITURES SUMMARY**

EXPENDITURE CATEGORY	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF RET. *
<u>Personnel</u>					
Retiree Benefits	\$ 66,951	\$ 54,093	\$ 70,000	\$ 40,000	3
Vacation Benefit Costs	23,002	132,369	90,000	70,000	
Other Personnel Costs	-	-	-	224,661	
	<u>89,953</u>	<u>186,462</u>	<u>160,000</u>	<u>334,661</u>	
<u>Operations</u>					
Information Technology Charge	1,874,405	2,063,929	1,943,302	1,720,862	
Insurance Charge	866,720	866,720	922,220	755,214	
Purchasing / Warehouse Charge	165,270	199,867	209,304	209,629	
Facilities Maintenance Charge	-	-	-	886,851	
UTOPIA Pledge Transfer	3,099,815	3,161,810	3,225,046	3,289,545	
Sales Tax Revenue Bond Transfer	1,297,242	493,240	377,335	378,506	
Siemens Energy Lease Transfer	350,611	266,565	266,629	265,096	
Street Lighting Fund Transfer	775,000	775,000	775,000	-	
Recreation Fund Transfer	404,000	404,000	987,000	234,000	
Capital Projects Fund Transfer	4,000,000	4,600,000	4,600,000	-	
All Other Fund Transfers	1,714,414	1,087,466	1,092,000	1,197,000	
Contingencies	-	-	-	310,397	
Other Expenditures	60,616	153,579	151,535	195,200	
	<u>14,608,093</u>	<u>14,072,176</u>	<u>14,549,371</u>	<u>9,442,300</u>	
<u>Capital</u>					
Vehicle Replacement	-	-	-	386,000	
Vehicle Replacement - Fire Apparatus	-	-	-	185,000	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>571,000</u>	
<u>TOTAL NON-DEPARTMENTAL</u>					
Personnel	\$ 89,953	\$ 186,462	\$ 160,000	\$ 334,661	3
Operations	14,608,093	14,072,176	14,549,371	9,442,300	
Capital	-	-	-	571,000	
TOTALS	<u>\$ 14,698,046</u>	<u>\$ 14,258,638</u>	<u>\$ 14,709,371</u>	<u>\$ 10,347,961</u>	

* Number of retired employees participating in the City's health and/or dental insurance plans

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

NON-DEPARTMENTAL

UTOPIA SALES TAX REVENUE PLEDGE SUMMARY

<u>FISCAL YEAR</u>	<u>ANNUAL PLEDGE AMOUNT</u>	<u>PRINCIPAL PORTION</u>	<u>INTEREST PORTION</u>
2020-2021	\$ 3,289,546	\$ 447,785	\$ 2,841,761
2021-2022	3,355,337	542,308	2,813,029
2022-2023	3,422,444	646,132	2,776,312
2023-2024	3,490,892	752,135	2,738,757
2024-2025	3,560,710	874,831	2,685,879
2025-2026	3,631,924	1,005,775	2,626,149
2026-2027	3,704,563	1,149,648	2,554,915
2027-2028	3,778,654	1,244,906	2,533,748
2028-2029	3,854,227	1,413,296	2,440,931
2029-2030	3,931,312	1,586,153	2,345,159
2030-2031	4,009,938	1,779,571	2,230,367
2031-2032	4,090,136	1,988,169	2,101,967
2032-2033	4,171,940	2,218,378	1,953,562
2033-2034	4,255,378	2,462,495	1,792,883
2034-2035	4,340,486	2,728,019	1,612,467
2035-2036	4,427,296	3,013,844	1,413,452
2036-2037	4,515,841	3,325,951	1,189,890
2037-2038	4,606,158	3,660,141	946,017
2038-2039	4,698,281	4,221,985	476,296
2039-2040	4,385,584	4,198,382	187,202
GRAND TOTALS	\$ 79,520,647	\$ 39,259,904	\$ 40,260,743

<u>UTOPIA CITIES</u>	<u>PARTICIPATION %</u>
West Valley City	28.01%
Orem City	21.85%
Layton City	16.73%
Murray City	12.32%
Midvale City	6.07%
Brigham City	3.35%
Centerville City	3.33%
Lindon City	3.08%
Tremonton City	2.53%
Payson City	1.91%
Perry City	0.82%
	<u>100.00%</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**ROAD
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

ROAD FUND

OVERVIEW

The Road Fund is used to account for Orem’s share of the revenues and expenditures related to gas taxes paid on the sale of gasoline throughout the State of Utah. These funds are administered by the Utah Department of Transportation (UDOT) and may only be used on certain street and highway expenditures as provided in Utah State Code.

The City established a guideline that State Road funds would be spent for the purpose of major City street maintenance work and not for bonding of road projects. With this goal, it is the City’s intent to focus as much of these funds as possible on maintaining City streets in a good condition. Crack sealing, slurry sealing, micro surfacing, and street overlays are the mainstay methods of maintaining city streets.

One tool employed by the City for determining which streets need which type of maintenance is a Pavement Management Program (PMP). This program employs individuals, computer software, and available resources working together to determine, recommend, and implement the most cost effective course of action concerning the maintenance and repair of the City’s street system. All city streets are inspected for surface defects and deterioration at least once every three years. They are recorded, rated, and receive a value or OCI (overall condition index) rating. The Streets Section currently uses software to help manage the PMP program.

REVENUES

The Road Fund receives its gas tax revenue portion based on a 50/50 percentage formula of Orem’s population compared to the State’s total population and the City’s weighted centerline miles compared to all lane miles in the state. UDOT distributes these funds every two months (six times a year).

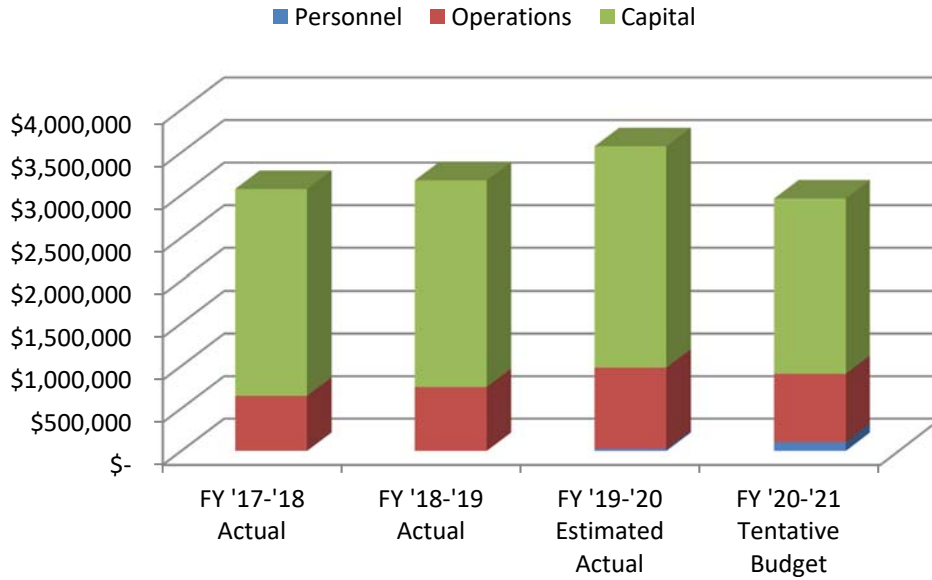
REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Revenues - B&C Road Funds	\$ 3,117,683	\$ 3,326,846	\$ 3,100,000	\$ 2,900,000
Interest Earnings	56,395	78,067	65,000	60,000
Sale of Fixed Assets	-	46,675	-	-
Miscellaneous Revenues	-	-	-	-
Appropriations of Surplus	-	-	-	-
FUND TOTALS	\$ 3,174,078	\$ 3,451,588	\$ 3,165,000	\$ 2,960,000

**CITY OF OREM
TENTATIVE BUDGET**

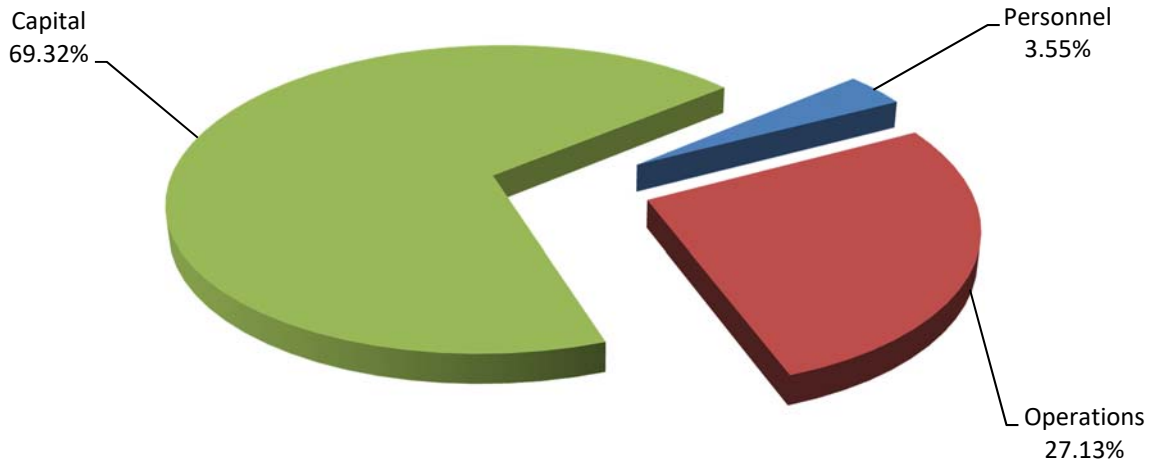
FISCAL YEAR 2020-2021

ROAD FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

ROAD FUND

EXPENDITURES SUMMARY

EXPENDITURE CATEGORY	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Personnel</u>					
Salaries & Wages - Variable Hour	\$ 3,480	\$ -	\$ 21,995	\$ 90,000	0
Salaries & Wages - Overtime	-	-	1,904	10,000	
Fringe Benefits	250	-	1,195	5,000	
	<u>3,730</u>	<u>-</u>	<u>25,094</u>	<u>105,000</u>	
<u>Operations</u>					
Employee Development	4,391	7,185	6,000	6,000	
Supplies	4,494	5,661	10,000	12,000	
Equipment	13,769	15,404	25,500	23,500	
Fuel	-	-	300	300	
Maintenance & Repair	22,889	3,425	13,000	13,000	
Professional & Technical Services	4,667	25,745	27,500	27,500	
Materials - Road & Sidewalk	278,441	339,931	500,000	500,000	
Administration Charge	295,859	346,634	363,377	200,562	
Other Expenditures	20,835	8,831	11,200	11,200	
	<u>645,345</u>	<u>752,816</u>	<u>956,877</u>	<u>794,062</u>	
<u>Capital</u>					
Street Overlay / Reconstruction	917,532	758,320	750,000	405,000	
Street Striping	74,049	82,850	105,000	105,000	
Street Sealing	300,000	300,000	300,000	350,000	
Slurry Seals	482,069	499,777	550,000	450,000	
Micro-Surfacing & Other Projects	585,625	60,004	398,029	595,938	
Vehicle & Equipment Replacement	63,346	719,375	487,350	155,000	
	<u>2,422,621</u>	<u>2,420,326</u>	<u>2,590,379</u>	<u>2,060,938</u>	
<u>TOTAL ROAD FUND</u>					
Personnel	\$ 3,730	\$ -	\$ 25,094	\$ 105,000	0
Operations	645,345	752,816	956,877	794,062	
Capital	2,422,621	2,420,326	2,590,379	2,060,938	
TOTALS	<u>\$ 3,071,696</u>	<u>\$ 3,173,142</u>	<u>\$ 3,572,350</u>	<u>\$ 2,960,000</u>	

* Number of benefitted employees

CAPITAL BUDGET	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
Street Overlay / Reconstruction	\$ 775,000	\$ 775,000	\$ 775,000	\$ 775,000
Street Striping	105,000	105,000	105,000	105,000
Street Sealing	350,000	350,000	350,000	350,000
Slurry Seals	450,000	450,000	450,000	450,000
Micro-Surfacing & Other Projects	550,000	550,000	550,000	550,000
Vehicle & Equipment Replacement	30,000	254,000	211,000	198,000
TOTALS	<u>\$ 2,260,000</u>	<u>\$ 2,484,000</u>	<u>\$ 2,441,000</u>	<u>\$ 2,428,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**CARE TAX
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CARE TAX FUND

OVERVIEW

The CARE (Cultural Arts and Recreation Enrichment) Tax Fund was created to account for the voter approved additional sales tax collected within the boundaries of the City. The original CARE tax was levied for eight years, beginning in April 2006 and ending in March of 2014. The CARE tax sales tax option was reauthorized by citizen vote in a general election in November 2013 for a ten year period beginning in April 2014.

The proceeds of the CARE Tax Fund can be used to finance:

- Cultural or recreational facilities in Orem or within the geographical area of the parties within an interlocal agreement.
- Ongoing operating expenses of recreational facilities, defined as a publicly owned or operated park, campground, marina, dock, golf course, playground, athletic field, gymnasium, swimming pool, trail system, or other facility used for recreational purposes.
- Cultural organizations which are defined as a private nonprofit organization or institution having as its primary purpose the advancement and preservation of natural history, art, music, theater, dance, or cultural arts, including literature, a motion picture, or storytelling.

Grants through the competitive CARE Program provide funding to enhance both recreation and cultural arts for the City’s residents. This competitive granting process occurs annually.

REVENUES

The CARE Tax Fund receives its revenues from the 1/10 of 1% (\$0.10 for every \$100 spent) sales tax collected within the boundaries of the city.

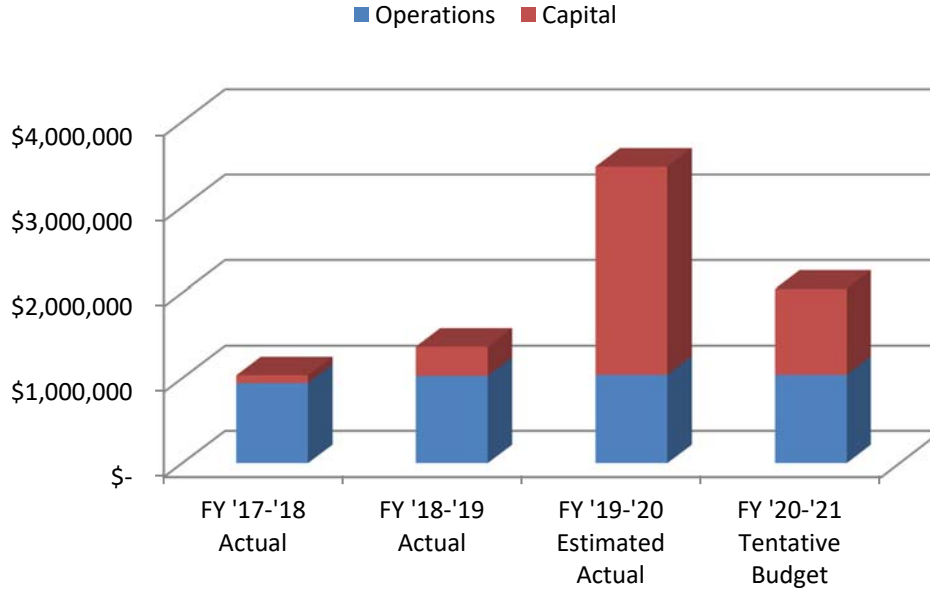
REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Sales Taxes - CARE Tax	\$ 2,163,258	\$ 2,208,004	\$ 2,100,000	\$ 1,980,000
Interest Earnings	65,331	104,322	65,000	65,000
FUND TOTALS	\$ 2,228,589	\$ 2,312,326	\$ 2,165,000	\$ 2,045,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CARE TAX FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES SUMMARY

EXPENDITURE CATEGORY	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Operations				
Scera - Major Grant	\$ 525,000	\$ 570,000	\$ 545,000	\$ -
Hale Theater Orem - Major Grant	315,000	340,000	330,000	-
Utah Metro Ballet - Major Grant	20,000	20,000	21,000	-
Mid-Major Grants	21,159	9,999	9,500	-
Minor Grants	32,974	51,302	60,498	-
Administration Charge	30,750	32,975	34,500	34,500
Other Expenditures	-	2,840	40,400	1,005,250
	<u>944,883</u>	<u>1,027,116</u>	<u>1,040,898</u>	<u>1,039,750</u>
Capital				
Fitness Center Improvements	-	-	500,000	-
Library Hall	-	254,526	1,670,969	-
Scera Park Sprinkler System	-	56,500	-	-
Splash Pad & Dog Park	78,775	13,671	-	-
Other Improvements	10,000	19,390	262,648	1,005,250
	<u>88,775</u>	<u>344,087</u>	<u>2,433,617</u>	<u>1,005,250</u>
TOTAL CARE TAX FUND				
Operations	\$ 944,883	\$ 1,027,116	\$ 1,040,898	\$ 1,039,750
Capital	88,775	344,087	2,433,617	1,005,250
TOTALS	<u>\$ 1,033,658</u>	<u>\$ 1,371,203</u>	<u>\$ 3,474,515</u>	<u>\$ 2,045,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021



The CARE Program provides community benefits and opportunities for all Orem residents. Since the CARE Program was authorized, funding has been used to improve the quality of local arts programs, to expand open space for parks and recreation, and to improve and expand city facilities. Grant recipients have reported that CARE funding has helped them reach new heights in the quality of activities they are able to offer our community.



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**TELECOMMUNICATIONS
BILLING
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

TELECOMMUNICATIONS BILLING FUND

OVERVIEW

The Telecommunications Billing Fund is used to account for the billing and collection activities related to Contracted Utility Enhancement (CUE) Agreements which are for the installation of fiber-optic lines to the home.

The services provided by the fund are under the direction of the Administrative Services Department through the Accounting Division. The fund has billed over 300 CUE agreements since July of 2012 and is currently billing over 200 customers.

REVENUES

The Telecommunications Billing Fund receives revenues for billing and collection services consisting of a 5% administration charge and interest earnings on CUE agreements.

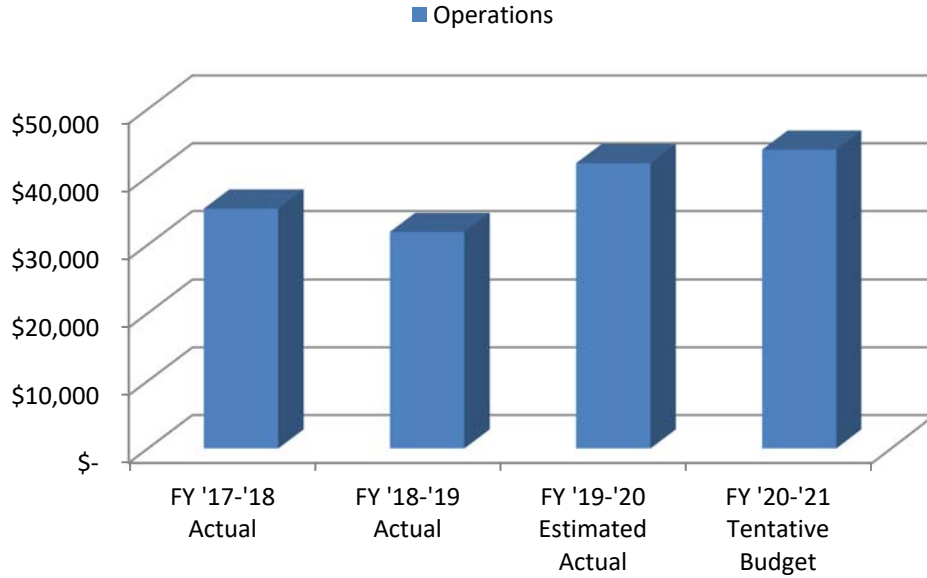
REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Fees - Fiber Optic Billing	\$ 892	\$ 1,099	\$ 2,000	\$ 4,000
Interest Earnings	35,051	40,116	40,000	40,000
FUND TOTALS	\$ 35,943	\$ 41,215	\$ 42,000	\$ 44,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

TELECOMMUNICATIONS BILLING FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES SUMMARY

<u>EXPENDITURE CATEGORY</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
<u>Operations</u>				
Professional & Technical Services	\$ 35,308	\$ 31,880	\$ 42,000	\$ 44,000
Other	-	-	-	-
	<u>35,308</u>	<u>31,880</u>	<u>42,000</u>	<u>44,000</u>
<u>TOTAL TELECOMMUNICATIONS BILLING FUND</u>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations	35,308	31,880	42,000	44,000
Capital	-	-	-	-
TOTALS	<u>\$ 35,308</u>	<u>\$ 31,880</u>	<u>\$ 42,000</u>	<u>\$ 44,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

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**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**TRANSPORTATION
SALES TAX
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

TRANSPORTATION SALES TAX FUND

OVERVIEW

The Transportation Sales Tax Fund is used to account for revenues and expenditures related to transportation sales taxes received from the purchase of goods and certain services within the City of Orem. During the 2018 legislative session, Senate Bill 136 authorized counties to impose a quarter cent (0.25%) local option sales tax to be used for transportation needs. The Utah County Commission voted to implement the tax on December 18, 2018.

The quarter cent (0.25%) transportation sales tax will be distributed to the City of Orem (0.10%), Utah County (0.05%), and the Utah Transit Authority (UTA, 0.10%).

These funds are administered by the Utah State Tax Commission and may only be used on certain permissible transportation expenditures as provided in Utah State Code (59-12-2219(13)). Permissible transportation expenditures include streets, sidewalks, curb and gutter, safety features, traffic signs and signals, street lighting, and trails for non-motorized vehicles connecting an origin with a destination.

The City is developing plans for this new source of revenue to address the ongoing challenges of maintaining the City's transportation system.

REVENUES

Although Utah County implemented the transportation sales tax on December 18, 2018, the City's portion of the sales tax increase began coming to the City on July 1, 2019.

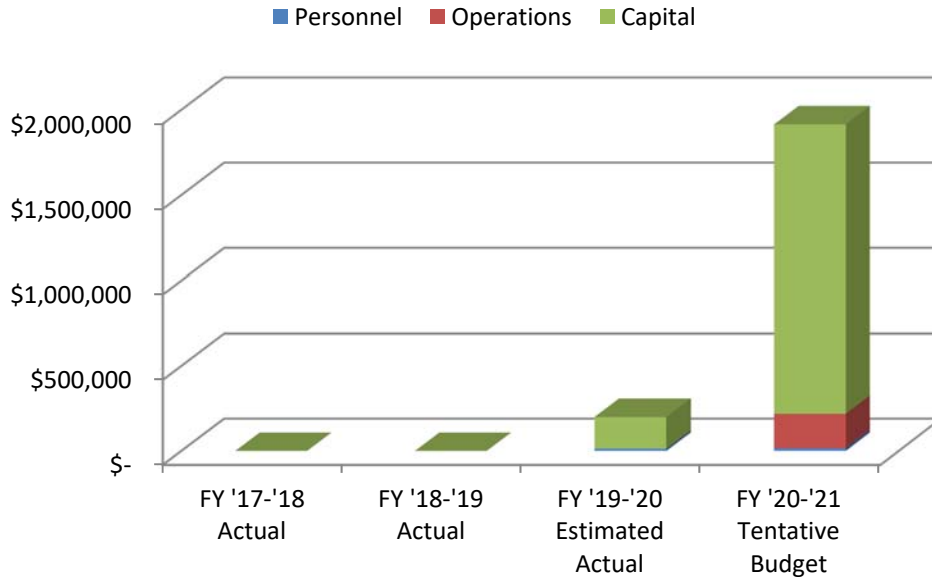
REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Revenues - Transportation Sales Taxes	\$ -	\$ -	\$ 2,100,000	\$ 1,900,000
Interest Earnings	-	-	10,000	15,000
Appropriations of Surplus	-	-	-	-
FUND TOTALS	\$ -	\$ -	\$ 2,110,000	\$ 1,915,000

**CITY OF OREM
TENTATIVE BUDGET**

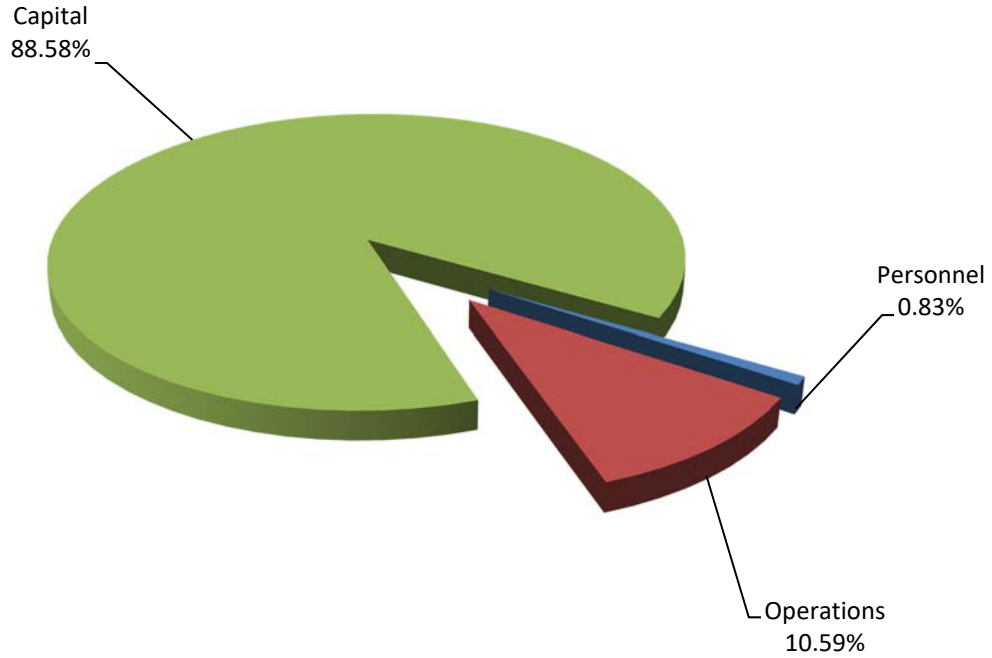
FISCAL YEAR 2020-2021

TRANSPORTATION SALES TAX FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

TRANSPORTATION SALES TAX FUND

EXPENDITURES SUMMARY

EXPENDITURE CATEGORY	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Personnel</u>					
Salaries & Wages - Variable Hour	\$ -	\$ -	\$ 12,000	\$ 15,225	0
Salaries & Wages - Overtime	-	-	-	-	
Fringe Benefits	-	-	1,000	761	
	<u>-</u>	<u>-</u>	<u>13,000</u>	<u>15,986</u>	
<u>Operations</u>					
Supplies	-	-	-	1,100	
Equipment	-	-	-	1,100	
Other Expenditures	-	-	-	200,562	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>202,762</u>	
<u>Capital</u>					
Street Overlay / Reconstruction	-	-	-	1,160,000	
Sidewalk Projects	-	-	-	520,000	
Miscellaneous Projects	-	-	184,032	16,252	
Equipment Replacement	-	-	3,180	-	
	<u>-</u>	<u>-</u>	<u>187,212</u>	<u>1,696,252</u>	
<u>TOTAL TRANSPORTATION SALES TAX FUND</u>					
Personnel	\$ -	\$ -	\$ 13,000	\$ 15,986	0
Operations	-	-	-	202,762	
Capital	-	-	187,212	1,696,252	
TOTALS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,212</u>	<u>\$ 1,915,000</u>	

* Number of benefitted employees

CAPITAL BUDGET	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
Street Overlay / Reconstruction	\$ 825,000	\$ 825,000	\$ 1,150,000	\$ 1,150,000
Sidewalk Projects	750,000	750,000	425,000	425,000
Miscellaneous Projects	200,000	200,000	200,000	200,000
Equipment Replacement	5,000	5,000	5,000	5,000
TOTALS	<u>\$ 1,780,000</u>	<u>\$ 1,780,000</u>	<u>\$ 1,780,000</u>	<u>\$ 1,780,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**DEBT
SERVICE
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

DEBT SERVICE FUND

OVERVIEW

The Debt Service Fund accounts for all payments on general obligation debt (property tax supported debt) and sales tax revenue supported debt.

Prior to Fiscal Year 2020-2021, the City had special improvement district (SID) debt which was backed by the City's full faith and credit. Developers of the specific improvement projects were responsible to pay the City (generally from the sale of property within the SID) enough to pay the annual debt payment. The City maintained a first position lien on any unsold property within the SID until the debt was extinguished.

REVENUES

The Debt Service Fund receives its revenues from property taxes dedicated to the payment of general obligation debt and revenues received from special improvement districts. These revenues are recorded directly in the fund while all other debt service revenues are recorded as transfers from other funds.

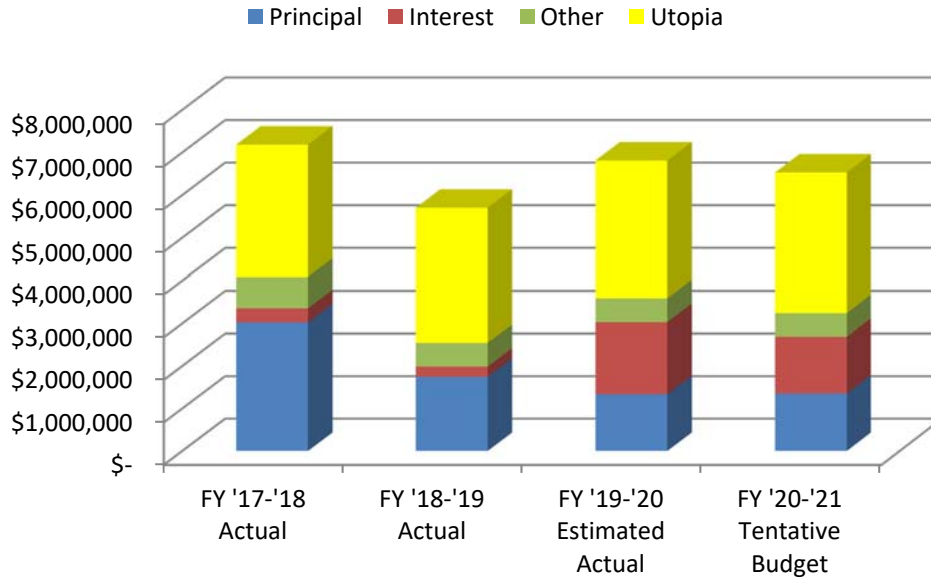
REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Property Taxes - General Obligation Bonds	\$ 1,449,350	\$ 1,443,925	\$ 1,578,201	\$ 1,474,796
Interest Earnings	11,139	29,359	54,023	-
Miscellaneous Revenues - SID	-	231,416	-	-
Contributions from Other Funds	5,705,307	6,767,858	4,188,351	4,248,348
Appropriations of Surplus	-	-	-	807,917
FUND TOTALS	\$ 7,171,754	\$ 8,472,558	\$ 5,820,575	\$ 6,531,061

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

DEBT SERVICE FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES SUMMARY

EXPENDITURE CATEGORY	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
<u>Principal</u>				
General Obligation Bonds	\$ 1,225,000	\$ 1,250,000	\$ 940,000	\$ 965,000
Revenue Bonds	1,771,000	469,000	367,000	360,000
Other Debt Issuances	29,833	26,799	30,961	27,255
	<u>3,025,833</u>	<u>1,745,799</u>	<u>1,337,961</u>	<u>1,352,255</u>
<u>Interest</u>				
General Obligation Bonds	223,200	193,425	1,658,818	1,316,713
Revenue Bonds	97,355	43,190	33,511	16,606
Other Debt Issuances	6,583	4,015	2,654	758
	<u>327,138</u>	<u>240,630</u>	<u>1,694,983</u>	<u>1,334,077</u>
<u>Other</u>				
UTOPIA Pledge	3,099,812	3,161,809	3,225,046	3,289,545
Lease - Energy Improvements	726,335	552,221	552,354	552,284
Other Costs	6,050	3,050	2,800	2,900
	<u>3,832,197</u>	<u>3,717,080</u>	<u>3,780,200</u>	<u>3,844,729</u>
<u>TOTAL DEBT SERVICE FUND</u>				
Principal	\$ 3,025,833	\$ 1,745,799	\$ 1,337,961	\$ 1,352,255
Interest	327,138	240,630	1,694,983	1,334,077
Other	3,832,197	3,717,080	3,780,200	3,844,729
TOTALS	<u>\$ 7,185,168</u>	<u>\$ 5,703,509</u>	<u>\$ 6,813,144</u>	<u>\$ 6,531,061</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

DEBT SERVICE FUND

<u>TYPE & NAME OF INDEBTEDNESS</u>	<u>INTEREST RATES</u>	<u>FISCAL YEAR OF COMPLETION</u>	<u>TOTAL AMOUNT ISSUED</u>	<u>EXPECTED PRINCIPAL BALANCE JUNE 30, 2020</u>	<u>FISCAL YEAR 2020-2021 PAYMENTS</u>
<u>General Obligations Bonds</u>					
General Obligation Refunding Bonds, Series 2014	0.25% to 3.0%	2024-2025	\$ 9,645,000	\$ 5,120,000	\$ 1,093,601
General Obligation Bonds, Series 2019	3.625% to 5.0%	2047-2048	24,500,000	24,500,000	1,188,112
			<u>34,145,000</u>	<u>29,620,000</u>	<u>2,281,713</u>
<u>Revenue Bonds</u>					
Sales Tax Revenue Refunding Bonds, Series 2017	1.94%	2022-2023	2,898,000	856,000	376,606
			<u>34,145,000</u>	<u>29,620,000</u>	<u>2,281,713</u>
<u>Lease / Purchase Obligations</u>					
Energy Improvements Lease - City Facilities - 2016	2.06%	2030-2031	6,739,000	5,460,000	552,284
			<u>6,739,000</u>	<u>5,460,000</u>	<u>552,284</u>
<u>Other</u>					
Parks and Open Space Land Purchase Note - 2000	6.00%	2020-2021	391,000	27,255	28,013
			<u>391,000</u>	<u>27,255</u>	<u>28,013</u>
Grand Total - Debt Service Fund Indebtedness			<u>\$ 44,173,000</u>	<u>\$ 35,963,255</u>	<u>\$ 3,238,616</u>

<u>TYPE & NAME OF INDEBTEDNESS</u>	<u>PURPOSE OF INDEBTEDNESS</u>
<u>General Obligations Bonds</u>	
General Obligation Refunding Bonds, Series 2014	Refunded 2005 & 2006 General Obligation Road Construction Bonds.
General Obligation Bonds, Series 2019	Construction of Library Hall and Reconstruction of Fitness Center.
<u>Revenue Bonds</u>	
Sales Tax Revenue Refunding Bonds, Series 2017	Refunded the 2007 Sales Tax Revenue Refunding Bonds.
<u>Lease / Purchase Obligations</u>	
Energy Improvements Lease - City Facilities - 2016	Energy improvements for street lighting and various city facilities.
<u>Other</u>	
Parks and Open Space Land Purchase Note - 2000	Recreation property purchase.

Note: Additional debt obligations not paid for through the Debt Service Fund are listed in the Overview section on page 20.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**IMPACT FEE FUNDS -
POLICE, FIRE,
PARKS & STREETS**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

IMPACT FEE FUNDS

OVERVIEW

Impact fees are a one-time fee imposed upon new development activity as a condition of development approval to mitigate the impact of the new development on public infrastructure.

Without impact fees in place, new development may not pay its fair share of the infrastructure built to support its demand on facilities. This would arguably require existing residents to pay for facilities and services that may only be needed because of the new development.

Utilizing impact fees to pay a portion of the costs associated with future infrastructure puts future users on an equal footing with existing users who have been paying property taxes, sales taxes, and/or other revenue sources to generate the revenue necessary to provide needed facilities and services.

The City has approved the following impact fees¹:

- **Fire/EMS** – Provides funding for essential public safety infrastructure needed to handle the increase in the number of calls for service new growth will generate.
- **Police** – Provides funding for essential public safety infrastructure needed to handle the increase in the number of calls for service new growth will generate.
- **Streets/Transportation** – Provides funding to construct additional infrastructure necessary to maintain the desired level of service due to increased traffic as a result of new development.
- **Parks** – Provides funding to acquire additional park lands (which includes trails) and improvements needed to maintain its existing and proposed service levels. These service levels will decline as a result of population growth unless new facilities are constructed or acquired.

¹ Water impact fees are reported in the Water Fund section of this budget (see page 121). Sewer impact fees are reported in the Water Reclamation Fund section of this budget (see page 131). Storm Water impact fees are reported in the Storm Water Fund section of this budget (see page 141).

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REVENUES

The Impact Fee Funds receive revenues from the development community through the City's building permit process.

FIRE / EMS IMPACT FEE FUND REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Impact Fees	\$ 10,731	\$ 137,768	\$ 60,000	\$ 100,000
Interest Earnings	-	-	5,000	-
FUND TOTALS	\$ 10,731	\$ 137,768	\$ 65,000	\$ 100,000

POLICE IMPACT FEE FUND REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Impact Fees	\$ -	\$ 96,931	\$ 45,000	\$ 90,000
Interest Earnings	-	-	3,000	-
FUND TOTALS	\$ -	\$ 96,931	\$ 48,000	\$ 90,000

STREETS IMPACT FEE FUND REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Impact Fees	\$ -	\$ 251,289	\$ 190,000	\$ 75,000
Interest Earnings	-	-	8,000	-
FUND TOTALS	\$ -	\$ 251,289	\$ 198,000	\$ 75,000

PARKS IMPACT FEE FUND REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Impact Fees	\$ 76,560	\$ 1,326,129	\$ 400,000	\$ 1,250,000
Interest Earnings	-	-	35,000	-
FUND TOTALS	\$ 76,560	\$ 1,326,129	\$ 435,000	\$ 1,250,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

IMPACT FEE FUNDS

EXPENDITURES COMPARISON BY FISCAL YEAR

FIRE / EMS IMPACT FEE FUND EXPENDITURE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Impact Fee Projects	\$ -	\$ -	\$ -	\$ 100,000
Professional & Technical Services	-	5,815	7,500	-
FUND TOTALS	\$ -	\$ 5,815	\$ 7,500	\$ 100,000

POLICE IMPACT FEE FUND EXPENDITURE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Impact Fee Projects	\$ -	\$ -	\$ -	\$ 90,000
Professional & Technical Services	-	-	7,500	-
FUND TOTALS	\$ -	\$ -	\$ 7,500	\$ 90,000

STREETS IMPACT FEE FUND EXPENDITURE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Impact Fee Projects	\$ -	\$ -	\$ -	\$ 75,000
Professional & Technical Services	-	-	23,223	-
FUND TOTALS	\$ -	\$ -	\$ 23,223	\$ 75,000

PARKS IMPACT FEE FUND EXPENDITURE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Impact Fee Projects	\$ -	\$ -	\$ -	\$ 1,250,000
Professional & Technical Services	-	5,815	21,220	-
FUND TOTALS	\$ -	\$ 5,815	\$ 21,220	\$ 1,250,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**CAPITAL
IMPROVEMENT
PROJECTS
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENT PROJECTS (CIP) FUND

OVERVIEW

The Capital Improvement Projects (CIP) Fund is used to account for projects typically taking more than one year to complete or go beyond a fiscal year end. The fund may, on occasion, also be used to accumulate funds for large equipment purchases.

REVENUES

The CIP Fund typically receives transfers from the General Fund. However, all operating funds may on occasion transfer funds to the CIP Fund when a project affects or benefits those funds. The CIP Fund also receives revenues from leases of cellular phone towers which are located on City property when these revenues are not required for General Fund operations.

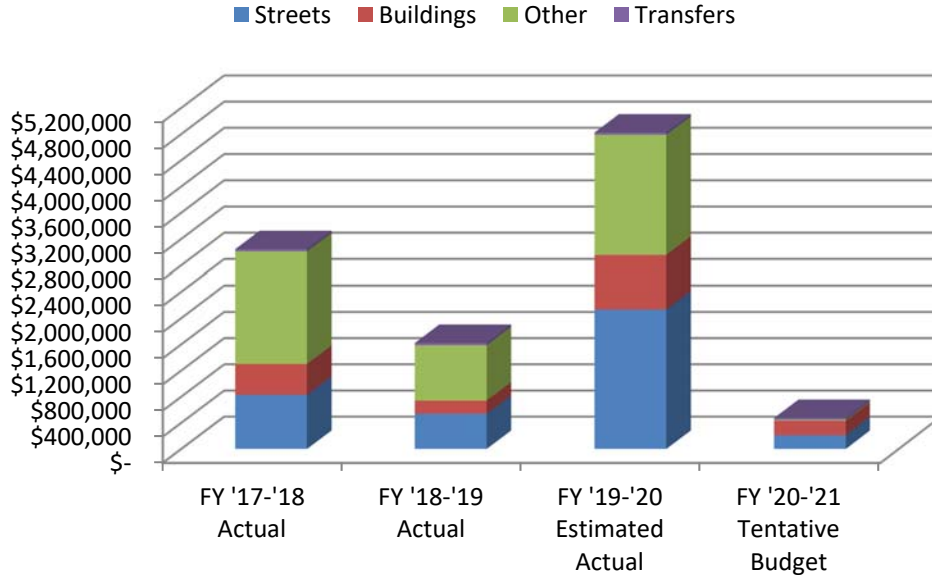
<u>REVENUE DESCRIPTION</u>	<u>ACTUAL FY '17 - '18</u>	<u>ACTUAL FY '18 - '19</u>	<u>ESTIMATED ACTUAL FY '19 - '20</u>	<u>TENTATIVE BUDGET FY '20 - '21</u>
Grants	\$ 69,040	\$ 147,192	\$ 50,556	\$ -
Miscellaneous Revenues	200,000	14,000	446,042	-
Lease Revenues - Cell Towers	282,723	294,557	275,000	275,000
Contributions from Other Funds	4,000,000	5,285,019	5,233,681	200,000
FUND TOTALS	<u>\$ 4,551,763</u>	<u>\$ 5,740,768</u>	<u>\$ 6,005,279</u>	<u>\$ 475,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

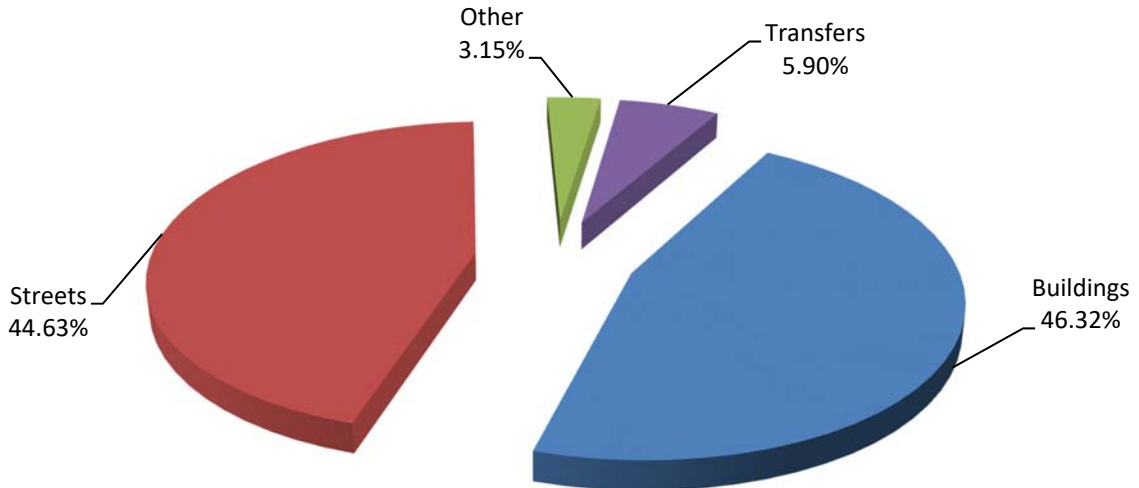
FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENT PROJECTS (CIP) FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENT PROJECTS (CIP) FUND

EXPENDITURES SUMMARY

EXPENDITURE CATEGORY	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
<u>CIP - Streets</u>				
Traffic & HAWK Signals, & Lights	\$ 139,227	\$ -	\$ 75,585	\$ -
ITS Project - UDOT / MAG	-	90,952	50,891	-
1200 W Reconstruction - 900 N to 1600 N	-	-	1,265,289	-
Micro-surfacing & Parking Lot Projects	417,425	62,254	87,158	-
Miscellaneous Street Improvements	271,470	385,830	652,742	211,987
	<u>828,122</u>	<u>539,036</u>	<u>2,131,665</u>	<u>211,987</u>
<u>CIP - Buildings</u>				
Security Improvements	82,949	54,756	9,316	-
Carpet Replacements	136,831	32,235	-	-
Library Hall	-	993	47,745	200,000
Miscellaneous Building Improvements	253,320	113,924	769,686	20,000
	<u>473,100</u>	<u>201,908</u>	<u>826,747</u>	<u>220,000</u>
<u>CIP - Parks</u>				
Playgrounds, Pickleball & Tennis Courts	599,417	3,975	674,423	-
Pavilion & Sprinkler System Improvements	269,607	214,602	184,634	-
Other Expenses	169,356	232,265	266,396	-
	<u>1,038,380</u>	<u>450,842</u>	<u>1,125,453</u>	<u>-</u>
<u>CIP - Vehicles, Equipment, & Other</u>				
Vehicle & Equipment Replacement	152,928	70,855	646,004	5,000
Other Expenses	517,272	325,250	60,041	10,000
	<u>670,200</u>	<u>396,105</u>	<u>706,045</u>	<u>15,000</u>
<u>CIP - Transfers to Other Funds</u>				
Contribution to Debt Service Fund - Miner	33,615	33,615	33,615	28,013
	<u>33,615</u>	<u>33,615</u>	<u>33,615</u>	<u>28,013</u>
<u>TOTAL CIP FUND</u>				
CIP - Streets	\$ 828,122	\$ 539,036	\$ 2,131,665	\$ 211,987
CIP - Buildings	473,100	201,908	826,747	220,000
CIP - Parks	1,038,380	450,842	1,125,453	-
CIP - Vehicles, Equipment, & Other	670,200	396,105	706,045	15,000
CIP - Transfers to Other Funds	33,615	33,615	33,615	28,013
TOTALS	<u>\$ 3,043,417</u>	<u>\$ 1,621,506</u>	<u>\$ 4,823,525</u>	<u>\$ 475,000</u>

CAPITAL PROJECTS	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
Street Construction / Improvements	\$ 395,500	\$ 260,000	\$ 410,000	\$ 180,000
Building Construction / Improvements	268,000	223,000	86,000	2,148,000
Parks/Recreation Construction / Improvements	1,731,000	1,348,000	1,167,000	1,451,000
Vehicles, Equipment, & Other	80,000	30,000	30,000	30,000
TOTALS	<u>\$ 2,474,500</u>	<u>\$ 1,861,000</u>	<u>\$ 1,693,000</u>	<u>\$ 3,809,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENT PROJECTS (CIP) FUND

PROJECTED CAPITAL PROJECTS DETAIL

CAPITAL PROJECTS	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
<u>CIP - Streets</u>				
Ongoing Parking Lot Maintenance	\$ 50,000	\$ 50,000	\$ 30,000	\$ 10,000
	Annual funding for regular parking lot maintenance.			
MAG Funded Projects - Studies	\$ 41,000	\$ -	\$ -	\$ -
	UVU transportation study (\$14,000) and State Street transit study (\$27,000).			
MAG Funded Projects	\$ 304,500	\$ 210,000	\$ 380,000	\$ 170,000
	FY 2022 - Murdock Canal Trail crossing (400 E 1600 N - \$94,500) & signal relocation corridor preservation at 1150 South (\$210,000 for three years). FY 2024 - 1200 W & Center right-turn bypass (\$170,000 for two years).			
Subtotal - CIP - Streets	\$ 395,500	\$ 260,000	\$ 410,000	\$ 180,000
<u>CIP - Buildings</u>				
All Buildings	\$ 100,000	\$ 100,000	\$ 25,000	\$ 25,000
	FY 2022 - Door locks (\$25,000 for two years), security cameras (\$50,000 for two years), and painting of buildings (\$25,000 for four years).			
Fire Stations	\$ 20,000	\$ 20,000	\$ 15,000	\$ -
	FY 2022 & FY 2023 - Fire Station #3 roof replacement (\$20,000 each year). FY 2024 - Tint bay windows at Fire Station #3 (\$15,000).			
City Center	\$ -	\$ -	\$ 3,000	\$ -
	FY 2024 - Paint Finance Department area (\$3,000).			
Senior Center	\$ 80,000	\$ 50,000	\$ -	\$ -
	FY 2022 & FY 2023 - Roof replacement (\$50,000 per year). FY 2022 - Paint building (\$30,000).			
Public Safety Building	\$ 53,000	\$ 53,000	\$ 43,000	\$ 2,123,000
	FY 2022 - Add funding for evidence room (\$10,000 for two years), boiler replacement (\$20,000 for three years), and chiller replacement (\$23,000 for four years). FY 2025 - Expand 911 Center (\$1.1 million) & training room (\$1 million).			
Court	\$ 15,000	\$ -	\$ -	\$ -
	FY 2022 - Remodel/repurpose storage room (\$5,000) & add a third front counter workstation			
Subtotal - CIP - Buildings	\$ 268,000	\$ 223,000	\$ 86,000	\$ 2,148,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENT PROJECTS (CIP) FUND

PROJECTED CAPITAL PROJECTS DETAIL

CAPITAL PROJECTS	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
<u>CIP - Parks / Recreation</u>				
Playgrounds & Shade	\$ 402,000	\$ 262,000	\$ 268,000	\$ 196,000
FY 2022 - Scera & Sharon. FY 2023 - Northridge, Cascade & Community. FY 2024 - Cherryhill & Windsor. FY 2025 - Springwater.				
Pavilion Improvements	\$ 103,000	\$ -	\$ 327,000	\$ -
FY 2022 - Replace Nielson's Grove bowery. FY 2024 - Replace/rehab City Center Park north				
Landscape Improvements	\$ 490,000	\$ -	\$ -	\$ -
FY 2022 - Center Street hillside (\$412,000) & 800 N from 400 W to 600 W (\$78,000).				
Cemetery Improvements	\$ 275,000	\$ 145,000	\$ -	\$ -
FY 2022 - Entrance Sign (\$50,000), excavated dirt cover (\$100,000), and cremation niche construction funding (\$125,000 for two years). FY 2023 - Replace sprinkler system.				
Courts Improvements	\$ 78,000	\$ 119,000	\$ 64,000	\$ 202,000
Bonneville, Cascade, Northridge, Windsor, Springwater, and Hillcrest.				
Restroom/Shed Improvements	\$ 362,000	\$ -	\$ 218,000	\$ 336,000
Sharon, Geneva, Windsor, and City Park.				
Other Park Improvements	\$ 21,000	\$ 822,000	\$ 290,000	\$ 717,000
Includes improvements, rehabilitation, or replacement of walkway lighting, sprinkler systems, sand volleyball courts, asphalt replacement, dugout roofs, scoreboards, sidewalks, ballfield dirt replacement, and ATP surface replacement.				
Subtotal - CIP - Parks / Recreation	\$ 1,731,000	\$ 1,348,000	\$ 1,167,000	\$ 1,451,000
<u>CIP - Vehicles, Equipment, & Other</u>				
ITS Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Replace/Update ITS Traffic equipment.				
Other	\$ 75,000	\$ 25,000	\$ 25,000	\$ 25,000
FY 2022 - Continue funding door locks (\$25,000 each year) & additional security cameras (\$50,000).				
Subtotal - CIP - Vehicles, Equip. & Other	\$ 80,000	\$ 30,000	\$ 30,000	\$ 30,000
GRAND TOTAL - CAPITAL PROJECTS	\$ 2,474,500	\$ 1,861,000	\$ 1,693,000	\$ 3,809,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**WATER
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER FUND

OVERVIEW

The Water Fund is used to account for the revenues and expenditures of the City's culinary water utility. The Water Fund has three main operating components: water distribution, water supply, and utility account management.

The water distribution system consists of 477 miles of water mains and service lines serving over 23,000 customers.

The water supply system consists of three general sources of water; surface water (60%), deep wells (25%), and springs (15%).

The majority of the City's culinary water comes from rivers and lakes (referred to as surface water). Most of this water comes from the Provo River system which includes Deer Creek and Jordanelle reservoirs. Surface water is treated by the Central Utah Water Conservancy District (CUCWD) at its Donald A. Christensen Regional Water Treatment Plant before entering the City's distribution system. The remaining culinary water comes from nine deep wells and two natural springs in Provo Canyon (Alta and Canyon) that require no filtration before entering the City's distribution system.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER FUND

REVENUES

The Water Fund receives revenues primarily from water sales to consumers within the City of Orem and the Town of Vineyard. The Water Fund also receives revenues from water system connection fees, interest, and other miscellaneous sources.

REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Water Sales	\$ 14,819,028	\$ 15,639,578	\$ 16,825,000	\$ 16,825,000
Water Fees	600,496	564,338	534,833	568,500
Water Connection Fees	254,564	191,410	51,500	-
Water Impact Fees	1,183,268	1,610,136	800,000	1,100,000
Interest Earnings	310,143	593,096	468,021	300,000
Amortization of Bond Premiums	89,215	89,215	89,215	69,185
Sale of Fixed Assets	52,569	5,346	-	-
Miscellaneous Revenues	1,810,677	1,666,215	1,900,350	400,350
Contributed Lines / Assets	466,480	827,660	-	-
Contributions from Other Funds	1,057,278	1,066,027	1,072,705	1,074,571
Appropriations of Surplus	-	-	-	325,000
FUND TOTALS	\$ 20,643,718	\$ 22,253,021	\$ 21,741,624	\$ 20,662,606

RATES

Usage Charges

3/4" Meter - Tier 1 - Per 1,000 gallons	\$ 0.79	\$ 0.88	\$ 0.98	\$ 0.98
Tier 2 - Per 1,000 gallons	\$ 0.99	\$ 1.10	\$ 1.22	\$ 1.22
Tier 3 - Per 1,000 gallons	\$ 1.18	\$ 1.31	\$ 1.45	\$ 1.45
Tier 4 - Per 1,000 gallons	\$ 1.58	\$ 1.75	\$ 1.94	\$ 1.94

Base Rate Charges

3/4" Meter - Cost per month	\$ 17.16	\$ 18.70	\$ 20.20	\$ 20.20
1" Meter - Cost per month	39.22	39.22	39.22	39.22

(For all other meter sizes, see page 5 in Appendix B - Fees & Charges)

Connection Fees

3/4" Meter - Non-participating	\$ 2,075.00	N/A	N/A	N/A
3/4" Meter - Participating	549.00	N/A	N/A	N/A
3/4" Meter	N/A	\$ 287.00	\$ 287.00	\$ 287.00
1" Meter	N/A	\$ 359.00	\$ 359.00	\$ 359.00

(Modified due to new water impact fees, see page 5 in Appendix B - Fees & Charges)

Impact Fees

Water Impact Fees (City Service Area & Southwest Service Area)

(See pages 7-8 in Appendix B - Fees & Charges)

Water Supply Impact Fees (One fee applicable to both City Service Area & Southwest Service Area)

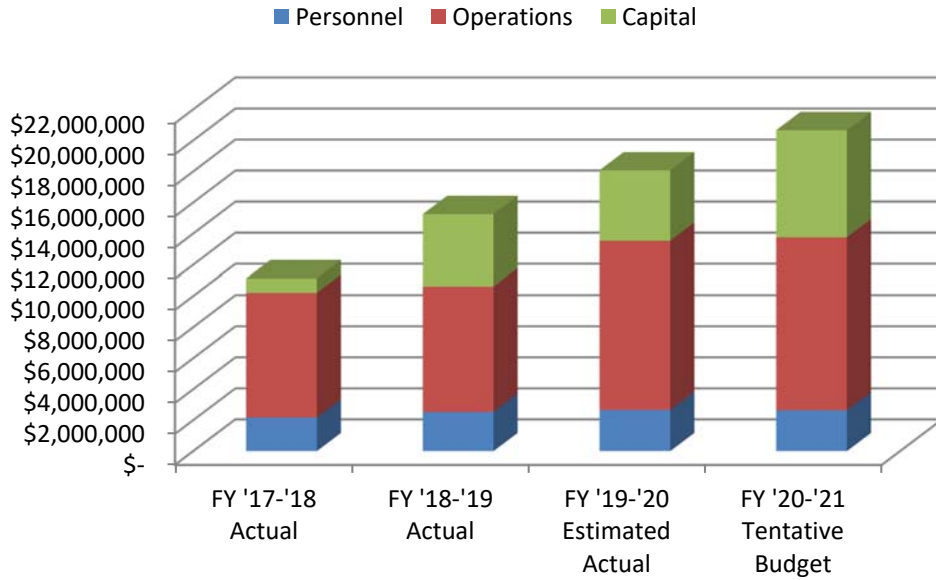
(See page 8 in Appendix B - Fees & Charges)

**CITY OF OREM
TENTATIVE BUDGET**

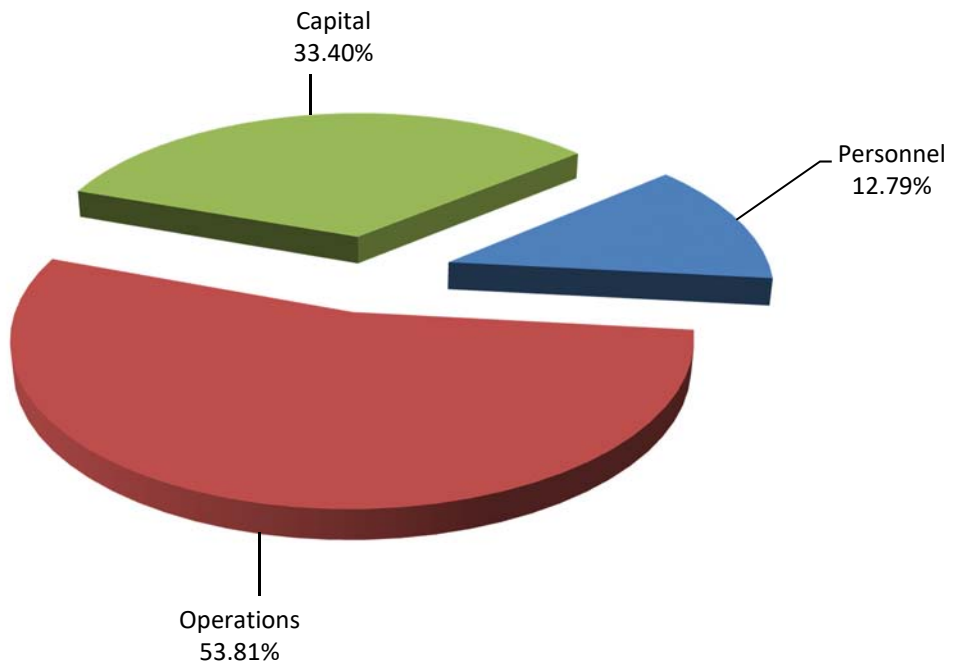
FISCAL YEAR 2020-2021

WATER FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER FUND

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Water Administration</u>					
Personnel	\$ 218,234	\$ 361,151	\$ 318,665	\$ 318,709	2
Operations	3,689,636	3,831,703	5,158,130	5,324,738	
Capital	49,151	-	31,200	-	
	<u>3,957,021</u>	<u>4,192,854</u>	<u>5,507,995</u>	<u>5,643,447</u>	
<u>Water Supply & Pumping</u>					
Personnel	724,653	696,019	723,777	660,336	7
Operations	3,765,239	3,686,180	4,998,513	5,107,051	
Capital	62,395	71,327	131,000	61,000	
	<u>4,552,287</u>	<u>4,453,526</u>	<u>5,853,290</u>	<u>5,828,387</u>	
<u>Water Distribution</u>					
Personnel	985,174	1,062,679	1,120,893	1,155,955	14
Operations	558,601	527,213	677,642	644,265	
Capital	341,661	663,818	237,000	67,000	
	<u>1,885,436</u>	<u>2,253,710</u>	<u>2,035,535</u>	<u>1,867,220</u>	
<u>Water Meter Reading</u>					
Personnel	245,792	417,101	504,586	507,432	6
Operations	21,965	31,276	35,493	41,711	
Capital	-	133,127	-	-	
	<u>267,757</u>	<u>581,504</u>	<u>540,079</u>	<u>549,143</u>	
<u>Water Capital Projects</u>					
Capital	469,613	3,774,487	4,143,841	6,774,409	
	<u>469,613</u>	<u>3,774,487</u>	<u>4,143,841</u>	<u>6,774,409</u>	
<u>TOTAL WATER FUND</u>					
Personnel	\$ 2,173,853	\$ 2,536,950	\$ 2,667,921	\$ 2,642,432	29
Operations	8,035,441	8,076,372	10,869,778	11,117,765	
Capital	922,820	4,642,759	4,543,041	6,902,409	
TOTALS	\$ 11,132,114	\$ 15,256,081	\$ 18,080,740	\$ 20,662,606	

* Number of benefitted employees

CAPITAL BUDGET	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
Waterline Replacements - 4"	\$ -	\$ 1,026,000	\$ 1,056,000	\$ 1,088,000
Automated Meter Infrastructure (AMI)	2,480,000	2,552,000	-	-
Miscellaneous Water Projects - Identified	3,582,000	3,206,000	3,302,000	5,601,000
Miscellaneous Water Projects - Unidentified	1,290,000	1,030,000	3,723,000	1,674,000
Vehicle, Equipment & Facility	316,000	235,000	243,000	246,000
TOTALS	\$ 7,668,000	\$ 8,049,000	\$ 8,324,000	\$ 8,609,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER FUND

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL FY '18-'19	ACTUAL FY '19-'20	BUDGET FY '20-'21
<u>Water Administration</u>						
Full-time:						
Water Resources Division Manager	16	\$37.89	\$56.84	1.00	1.00	1.00
Water Section Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Variable-hour/Seasonal:						
PW Management Intern	N/A	\$8.48	\$12.72	0.10	0.10	0.10
				<u>2.10</u>	<u>2.10</u>	<u>2.10</u>
<u>Water Supply & Pumping</u>						
Full-time:						
Public Works Field Supervisor	11	\$24.23	\$36.35	2.00	2.00	2.00
Engineering Specialist	10	\$22.16	\$33.24	0.00	0.00	0.00
Instrumentation/Control Technician	9	\$20.27	\$30.40	1.00	1.00	1.00
Public Works Crew Leader	9	\$20.27	\$30.40	1.00	1.00	1.00
Public Works Program Specialist	9	\$20.27	\$30.40	2.00	2.00	2.00
Water Resources Utility Technician	7	\$16.95	\$25.43	1.00	1.00	1.00
Public Works Technician	7	\$16.95	\$25.43	1.00	1.00	1.00
				<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Variable-hour/Seasonal:						
Laborer	N/A	\$8.48	\$12.72	0.10	0.10	0.10
GIS Intern	N/A	\$8.48	\$12.72	0.20	0.20	0.20
				<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
				<u>8.30</u>	<u>8.30</u>	<u>8.30</u>
<u>Water Distribution</u>						
Full-time:						
Public Works Field Supervisor	11	\$24.23	\$36.35	1.00	1.00	1.00
Engineering Specialist	10	\$22.16	\$33.24	1.00	1.00	1.00
Public Works Crew Leader	9	\$20.27	\$30.40	3.00	3.00	3.00
Public Works Program Specialist	9	\$20.27	\$30.40	1.00	1.00	1.00
Public Works Technician	7	\$16.95	\$25.43	8.00	8.00	8.00
				<u>14.00</u>	<u>14.00</u>	<u>14.00</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER FUND

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
<u>Water Meter Reading</u>						
Full-time:						
Water Resources Utility Specialist	8	\$18.53	\$27.80	1.00	1.00	1.00
Public Works Technician	7	\$16.95	\$25.43	1.00	1.00	1.00
Public Works Utility Technician	7	\$16.95	\$25.43	3.00	3.00	3.00
				<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Variable-hour/Seasonal:						
Laborer	N/A	\$8.48	\$12.72	0.60	0.60	0.60
				<u>0.60</u>	<u>0.60</u>	<u>0.60</u>
				<u>5.60</u>	<u>5.60</u>	<u>5.60</u>
<u>TOTAL WATER FUND</u>						
Full-time				29.00	29.00	29.00
Part-time				0.00	0.00	0.00
Variable-hour/Seasonal				1.00	1.00	1.00
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>30.00</u>	<u>30.00</u>	<u>30.00</u>



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER FUND

CAPITAL PROJECTS DETAIL

CAPITAL PROJECTS	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
<u>Water System</u>					
Waterline Replacements	\$ 150,000	\$ -	\$ 1,026,000	\$ 1,056,000	\$ 1,088,000
	Convert old 4" waterlines to new standard 8" waterlines.				
Well #5 Drain Line	\$ 150,000	\$ -	\$ -	\$ -	\$ -
	Install drain line for Well #5				
Storage Tank	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -
	Build 10 mg storage tank.				
Auto Meter Read Technology	\$ 2,000,000	\$ 2,480,000	\$ 2,552,000	\$ -	\$ -
	Install automated meter read infrastructure.				
PRV Replacements	\$ 300,000	\$ -	\$ -	\$ -	\$ -
	Replace four PRV's within water system.				
Well	\$ -	\$ 3,582,000	\$ -	\$ -	\$ -
	Drill new wells at locations to be determined by study.				
Impact Fee Projects	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -
	Future water impact fee and water rights impact fee projects.				
Miscellaneous Projects	\$ 74,409	\$ 1,290,000	\$ 4,236,000	\$ 7,025,000	\$ 7,275,000
	Miscellaneous projects as needed.				
Subtotal - Water System	\$ 6,774,409	\$ 7,352,000	\$ 7,814,000	\$ 8,081,000	\$ 8,363,000
<u>Vehicles & Equipment</u>					
Pickup Trucks	\$ 37,000	\$ 90,000	\$ -	\$ 73,000	\$ 140,000
	FY 2021 - 1 Vehicles (#5404). FY 2022 - 2 Vehicles (#5059 & #5101). FY 2024 - 2 Vehicles (#5002 & #5003). FY 2025 - 3 Vehicles (#5024, #5025, & #5026).				
Dump Trucks	\$ -	\$ 175,000	\$ 99,000	\$ -	\$ -
	FY 2022 - 2009 International 7600 15-ton (#5201). FY 2023 - 2009 Sterling 2-ton (#5155).				

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER FUND

CAPITAL PROJECTS DETAIL

<u>CAPITAL PROJECTS</u>	<u>BUDGETED FY '20-'21</u>	<u>PROJECTED FY '21-'22</u>	<u>PROJECTED FY '22-'23</u>	<u>PROJECTED FY '23-'24</u>	<u>PROJECTED FY '24-'25</u>
<u>Vehicles & Equipment (continued)</u>					
Backhoes	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	Buyback program.				
Trailers	\$ -	\$ 12,000	\$ -	\$ -	\$ 11,000
	FY 2022 - Generator Trailer (#566) & Trailmax Trailers (#5375 & #5376).				
Welding Equipment	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	FY 2025 - Welder (#565).				
Vehicle/Equip. Replacement	\$ 11,000	\$ 9,000	\$ 106,000	\$ 140,000	\$ 60,000
	Replace various equipment and vehicles as identified.				
Subtotal - Vehicles/Equip.	\$ 78,000	\$ 316,000	\$ 235,000	\$ 243,000	\$ 246,000
<u>Facility Improvements</u>					
PW Bldg - Security Cameras	\$ 50,000	\$ -	\$ -	\$ -	\$ -
	Install additional security cameras at public works facility.				
Subtotal - Facility Imp.	\$ 50,000	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL - CAPITAL	<u>\$ 6,902,409</u>	<u>\$ 7,668,000</u>	<u>\$ 8,049,000</u>	<u>\$ 8,324,000</u>	<u>\$ 8,609,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER FUND

DEBT OUTSTANDING

FISCAL YEAR	2005B WATER & STORM SEWER BONDS	2013 WATER & STORM SEWER REFUNDING BONDS	2016 WATER & STORM SEWER REFUNDING BONDS	TOTAL BOND PAYMENTS
2020-2021	\$ 174,711	\$ 901,572	\$ 268,550	\$ 1,344,833
2021-2022	174,343	900,577	266,550	1,341,470
2022-2023	173,946	900,534	263,550	1,338,030
2023-2024	174,518	902,072	259,550	1,336,140
2024-2025	174,047	901,860	255,550	1,331,457
2025-2026	174,546	902,558	251,550	1,328,654
2026-2027	-	-	1,604,850	1,604,850
2027-2028	-	-	1,780,650	1,780,650
2028-2029	-	-	480,575	480,575
GRAND TOTALS	\$ 1,046,111	\$ 5,409,173	\$ 5,431,375	\$ 11,886,659
Principal	\$ 994,000	\$ 5,070,429	\$ 4,280,000	\$ 10,344,429
Interest	52,111	338,744	1,151,375	1,542,230
GRAND TOTALS	\$ 1,046,111	\$ 5,409,173	\$ 5,431,375	\$ 11,886,659

Interest Rate	1.48%	2.18%	2.00% - 4.50%
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**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**WATER
RECLAMATION
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER RECLAMATION FUND

OVERVIEW

The Water Reclamation Fund is used to account for the revenues and expenditures of the City's water reclamation utility. The Water Reclamation Fund has two main operating components: the wastewater collection system and the treatment plant.

The sewer collection system consists of 7 sewer lift stations located at various sites within the city and 296 miles of service lines running under almost every street. There are over 23,000 sewer service connections.

The treatment plant is a regional water reclamation facility processing wastewater generated in the City of Orem, Lindon City, and a portion of the Town of Vineyard. Each of these entities supports the operating and maintenance expenses on a pro-rata basis. At the treatment plant, pollutants are removed from the wastewater using naturally occurring biological processes as well as an ultra-violet disinfection process. The plant collects and treats about 8.5 million gallons of wastewater each day or 5,903 gallons each minute.

The entire wastewater system is a closed system which keeps wastewater contained in a pipe system to prevent contact with the general population and the environment. This helps control the spread of any harmful diseases, viruses, or bacteria. After the wastewater is cleaned to a standard set by the Utah State Division of Water Quality, it is discharged into Powell Slough adjacent to Utah Lake.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER RECLAMATION FUND

REVENUES

The Water Reclamation Fund receives revenues primarily from fees for collecting and treating wastewater within the City of Orem, Lindon City, and a portion of the Town of Vineyard. The Water Reclamation Fund also receives revenues from sewer system connection fees, pre-treatment fees, interest, and other miscellaneous sources.

REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Sewer Service Charges	\$ 8,940,513	\$ 10,736,778	\$ 11,285,000	\$ 11,285,000
Sewer Fees	215,018	222,658	228,000	228,000
Sewer Connection Fees	300,600	302,520	5,000	5,000
Sewer Impact Fees	178,507	629,291	150,000	150,000
Interest Earnings	135,232	270,382	130,000	150,000
Sale of Fixed Assets	9,500	1,769	-	-
Miscellaneous Revenues	216,922	251,201	199,694	199,694
Contributed Lines / Assets	102,940	892,880	-	-
Contributions from Other Funds	16,000	16,000	16,000	16,000
Appropriations of Surplus	-	-	-	220,000
FUND TOTALS	\$ 10,115,232	\$ 13,323,479	\$ 12,013,694	\$ 12,253,694

RATES

Usage Charges

Volume - Per 1,000 gallons	\$ 1.85	\$ 2.18	\$ 2.53	\$ 2.53
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Base Rate Charges (Residential)

Base - Per Living Unit	\$ 9.32	\$ 10.72	\$ 12.33	\$ 12.33
Base - Per Multiple Living Unit after first	\$ 8.32	\$ 9.72	\$ 11.33	\$ 11.33

(For non-residential base rate information, see page 5 in Appendix B - Fees & Charges)

Connection Fees

Participating	\$ 600.00	N/A	N/A	N/A
Non-participating	\$ 1,500.00	N/A	N/A	N/A
All Sizes	N/A	\$ 30.00	\$ 30.00	\$ 30.00

(Modified due to new sewer impact fees, see page 6 in Appendix B - Fees & Charges)

Pretreatment Fees

Annual Sampling Fee (automotive)	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Categorical Annual Sampling Fee	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
Non-categorical Annual Sampling Fee	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Reinspection Fee	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00

(For all other pretreatment fees, see page 31 in Appendix B - Fees & Charges)

Impact Fees

Sewer Impact Fees (City Service Area & Southwest Service Area)

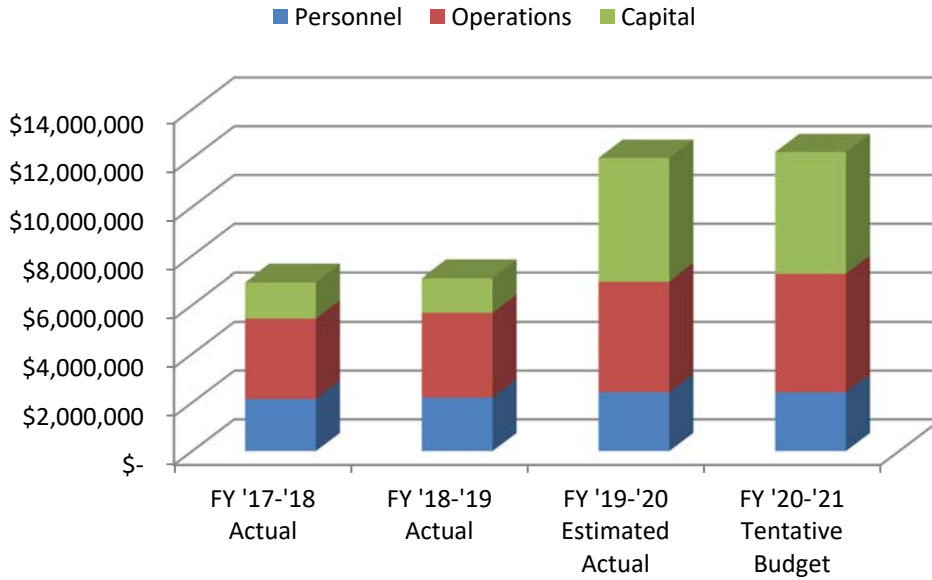
(See pages 8-10 in Appendix B - Fees & Charges)

**CITY OF OREM
TENTATIVE BUDGET**

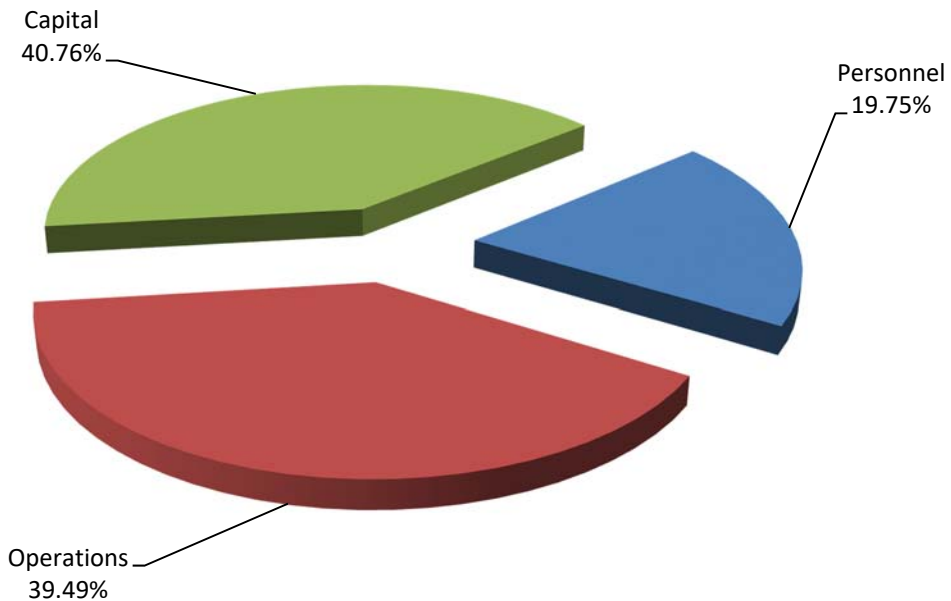
FISCAL YEAR 2020-2021

WATER RECLAMATION FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER RECLAMATION FUND

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Water Reclamation Administration</u>					
Personnel	\$ 83,359	\$ 113,081	\$ 141,869	\$ 143,459	1
Operations	1,918,470	2,028,032	2,748,028	3,070,136	
Capital	26,371	15,025	16,000	-	
	<u>2,028,200</u>	<u>2,156,138</u>	<u>2,905,897</u>	<u>3,213,595</u>	
<u>Water Reclamation Collection</u>					
Personnel	625,138	639,159	689,521	689,241	8
Operations	179,798	195,296	235,119	220,064	
Capital	73,072	372,129	310,000	320,000	
	<u>878,008</u>	<u>1,206,584</u>	<u>1,234,640</u>	<u>1,229,305</u>	
<u>Water Reclamation Treatment</u>					
Personnel	1,443,423	1,451,538	1,593,655	1,587,155	19
Operations	1,189,658	1,250,802	1,546,463	1,548,240	
Capital	575,535	414,077	1,530,000	953,500	
	<u>3,208,616</u>	<u>3,116,417</u>	<u>4,670,118</u>	<u>4,088,895</u>	
<u>Water Reclamation Capital Projects</u>					
Operations	7,819	3,770	-	-	
Capital	807,914	615,328	3,203,039	3,721,899	
	<u>815,733</u>	<u>619,098</u>	<u>3,203,039</u>	<u>3,721,899</u>	
<u>TOTAL WATER RECLAMATION FUND</u>					
Personnel	\$ 2,151,920	\$ 2,203,778	\$ 2,425,045	\$ 2,419,855	28
Operations	3,295,745	3,477,900	4,529,610	4,838,440	
Capital	1,482,892	1,416,559	5,059,039	4,995,399	
TOTALS	<u>\$ 6,930,557</u>	<u>\$ 7,098,237</u>	<u>\$ 12,013,694</u>	<u>\$ 12,253,694</u>	

* Number of benefitted employees

CAPITAL BUDGET	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
Routine Maintenance Elimination	\$ 716,000	\$ 740,000	\$ 760,000	\$ 782,000
H2S Rehabilitation	2,000,000	2,500,000	3,000,000	3,000,000
Springwater Lift Station Upgrade/Expansion	455,000	-	-	-
Headworks Aeration Basin	464,000	-	-	-
Concrete Membrane - Lagoon	597,000	-	-	-
Miscellaneous Sewer Projects - Identified	1,726,000	2,910,000	2,620,000	2,251,000
Miscellaneous Sewer Projects - Unidentified	90,000	93,000	95,000	685,000
Vehicle & Equipment Replacement	1,229,000	642,000	648,000	647,000
TOTALS	<u>\$ 7,277,000</u>	<u>\$ 6,885,000</u>	<u>\$ 7,123,000</u>	<u>\$ 7,365,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER RECLAMATION FUND

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
<u>Water Reclamation Administration</u>						
Full-time:						
Water Reclamation Section Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
Variable-hour/Seasonal:						
PW Management Intern	N/A	\$8.48	\$12.72	0.10	0.10	0.10
				<u>1.10</u>	<u>1.10</u>	<u>1.10</u>
<u>Water Reclamation Collection</u>						
Full-time:						
Public Works Field Supervisor	11	\$24.23	\$36.35	1.00	1.00	1.00
Public Works Crew Leader	9	\$20.27	\$30.40	2.00	2.00	2.00
Public Works Technician	7	\$16.95	\$25.43	5.00	5.00	5.00
				<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Variable-hour/Seasonal:						
GIS Intern	N/A	\$9.26	\$13.89	0.25	0.25	0.25
Laborer	N/A	\$8.48	\$12.72	1.10	1.10	1.10
				<u>1.35</u>	<u>1.35</u>	<u>1.35</u>
				<u>9.35</u>	<u>9.35</u>	<u>9.35</u>
<u>Water Reclamation Treatment</u>						
Full-time:						
Public Works Field Supervisor	11	\$24.23	\$36.35	1.00	1.00	1.00
Engineering Specialist	10	\$22.16	\$33.24	1.00	1.00	1.00
Instrumentation/Control Specialist	10	\$22.16	\$33.24	1.00	1.00	1.00
Pre-Treatment Coordinator	10	\$22.16	\$33.24	1.00	1.00	1.00
Instrumentation/Control Technician	9	\$20.27	\$30.40	1.00	1.00	1.00
Senior Plant Operator	9	\$20.27	\$30.40	3.00	3.00	3.00
Plant Operator *	8	\$18.53	\$27.80	10.00	10.00	10.00
Pre-Treatment Inspector	8	\$18.53	\$27.80	1.00	1.00	1.00
				<u>19.00</u>	<u>19.00</u>	<u>19.00</u>
Variable-hour/Seasonal:						
Laborer	N/A	\$8.48	\$12.72	1.85	1.85	1.85
				<u>20.85</u>	<u>20.85</u>	<u>20.85</u>
<u>TOTAL WATER RECLAMATION FUND</u>						
Full-time				28.00	28.00	28.00
Variable-hour/Seasonal				3.20	3.20	3.20
TOTAL FULL-TIME EQUIVALENTS (FTE)				31.20	31.20	31.20

* We are currently paying a Plant Operator who is on military leave. His position was backfilled while he is deployed. Thus, while we have only ten positions, we have eleven on the payroll. The personnel cost in the budget reflects these eleven employees, but we are only indicating the number of authorized positions throughout this budget document.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER RECLAMATION FUND

DEBT OUTSTANDING

FISCAL YEAR	2010 WATER RECLAMATION PLANT EXPANSION LOAN (PRINCIPAL)	2010 WATER RECLAMATION PLANT EXPANSION LOAN (INTEREST)	TOTAL LOAN PAYMENTS
2020-2021	\$ 594,000	\$ -	\$ 594,000
2021-2022	594,000	-	594,000
2022-2023	594,000	-	594,000
2023-2024	595,000	-	595,000
2024-2025	595,000	-	595,000
2025-2026	595,000	-	595,000
2026-2027	595,000	-	595,000
2027-2028	595,000	-	595,000
2028-2029	595,000	-	595,000
2029-2030	595,000	-	595,000
2030-2031	595,000	-	595,000
2031-2032	595,000	-	595,000
GRAND TOTALS	\$ 7,137,000	\$ -	\$ 7,137,000

Interest Rate

0.00%

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER RECLAMATION FUND

CAPITAL PROJECTS DETAIL

CAPITAL PROJECTS	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
<u>Sewer System</u>					
Routine Maint. Elimination	\$ 700,000	\$ 716,000	\$ 740,000	\$ 760,000	\$ 782,000
	Replace sewer lines which are causing greater than normal maintenance.				
H2S Rehabilitation	\$ 1,500,000	\$ 2,000,000	\$ 2,500,000	\$ 3,000,000	\$ 3,000,000
	Address H2S concerns as they are identified and/or discovered.				
Springwater Lift Station	\$ 1,370,000	\$ 455,000	\$ -	\$ -	\$ -
	FY 2021 - Geneva Road to Springwater.				
System Replacement	\$ -	\$ 1,300,000	\$ 1,910,000	\$ 2,620,000	\$ 1,926,000
	Pipe replacements based on condition or due to street improvement projects.				
Headworks Aeration Basin	\$ -	\$ 464,000	\$ -	\$ -	\$ -
	Aeration basin rehabilitation and expansion for growth.				
Force Mains	\$ -	\$ 426,000	\$ -	\$ -	\$ -
	FY 2022 - Install 2,700' parallel to Springwater.				
Concrete Membrane - Lagoon	\$ -	\$ 597,000	\$ -	\$ -	\$ -
	Improvements to the existing lagoon at the Treatment Plant.				
Sewer Line Upsizing	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 325,000
	Improvements to the existing lines.				
Impact Fee Projects	\$ 150,000	\$ -	\$ -	\$ -	\$ -
	Future sewer impact fee projects.				
Miscellaneous Projects	\$ 1,899	\$ 90,000	\$ 93,000	\$ 95,000	\$ 685,000
	Miscellaneous projects as needed based upon inspections.				
Subtotal - Sewer System	\$ 3,721,899	\$ 6,048,000	\$ 6,243,000	\$ 6,475,000	\$ 6,718,000
<u>Vehicles & Equipment</u>					
Pickup Trucks & Cargo Vans	\$ 59,000	\$ -	\$ -	\$ -	\$ -
	FY 2021 - 2 Vehicles (#6001 & #6023).				

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER RECLAMATION FUND

CAPITAL PROJECTS DETAIL

CAPITAL PROJECTS	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
Vehicles & Equipment (continued)					
Backhoes & Dump Trucks	\$ 10,000	\$ 110,000	\$ 10,000	\$ 10,000	\$ 10,000
	FY 2021 to FY 2025 - Backhoe buyback program. FY 2022 - 2009 Dodge 2-ton (#6153).				
Jet Vac Truck - Pipe Hunter	\$ 225,000	\$ -	\$ -	\$ -	\$ -
	FY 2021 - 2012 Intl Jet Vac Truck (#6203).				
Utility Van	\$ -	\$ 100,000	\$ 100,000	\$ 110,000	\$ -
	Sinking fund to replace 2009 GMC 2-ton TV Van (#6102).				
Vehicle / Equip. Replacement	\$ 54,500	\$ 107,000	\$ 217,000	\$ 213,000	\$ 322,000
	Replacement of vehicles and equipment.				
Secondary Clarifiers	\$ 618,000	\$ -	\$ -	\$ -	\$ -
	Rebuild secondary clarifiers #5 and #6.				
Confined Space System	\$ 10,000	\$ -	\$ -	\$ -	\$ -
	Purchase confined space retrieval system for better safety.				
Asphalt Replacement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	Add ongoing funds for asphalt replacement, rehab, or overlay.				
Methane Blower	\$ 20,000	\$ -	\$ -	\$ -	\$ -
	Replace aging methane blower.				
Manhole Scanning System	\$ 95,000	\$ -	\$ -	\$ -	\$ -
	Purchase equipment to improve manhole maintenance system.				
Generator	\$ -	\$ 597,000	\$ -	\$ -	\$ -
	Replace backup generator at the Treatment Plant.				
Plant Equipment Replacement	\$ 167,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
	Replace equipment used in reclamation plant operations.				
Subtotal - Vehicles & Equip.	\$ 1,273,500	\$ 1,229,000	\$ 642,000	\$ 648,000	\$ 647,000
GRAND TOTAL - CAPITAL	\$ 4,995,399	\$ 7,277,000	\$ 6,885,000	\$ 7,123,000	\$ 7,365,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

WATER RECLAMATION FUND



Water Reclamation Plant

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**STORM
WATER
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STORM WATER FUND

OVERVIEW

The Storm Water Fund is used to account for the revenues and expenditures of the City's storm water utility. The storm water utility operates and maintains the City's storm drains and detention basins which minimize flooding and water pollution within the City of Orem.

The storm water system is a separate collection and runoff system. It is not connected to the sewer collection system of the city. Storm water is not filtered or cleaned before it is released into Powell Slough adjacent to Utah Lake, Lindon Hollow, the Provo River, or absorbed back into the City's groundwater.

The system consists of an estimated 3,650 Class V injection wells located on public and private property and approximately 460,000 feet (87 miles) of storm drain pipe. Pipe sizes range from 6" to 54" in diameter. The vast majority of such pipe is 24" or less in diameter. The storm water system also includes 47 detention areas for storm water filtration. With regard to these detention areas, 25 are multi-use facilities with turf grass areas open to the public and 22 are unimproved areas, some of which are wetland areas.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STORM WATER FUND

REVENUES

The Storm Water Fund receives revenues primarily from fees assessed to all property owners based on the amount of impervious surface area on a property within the City's boundaries. The City converts the impervious surface area into a billable unit referred to as an Equivalent Service Unit (ESU).

Currently, there are over 52,000 total ESU's throughout the City of Orem. Of the total ESU's, approximately 37% are single family residential, 9% are school related, 5% are related to religious affiliations, and the remaining 49% are commercial, industrial, or manufacturing properties.

REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Storm Water Charges	\$ 4,220,916	\$ 4,617,720	\$ 4,650,000	\$ 4,830,000
Storm Water Fees	3,600	32,940	25,000	40,500
Storm Water Impact Fees	29,988	121,555	70,000	70,000
Interest Earnings	92,365	140,308	90,000	100,000
Amortization of Bond Premiums	12,696	12,696	12,695	12,695
Sale of Fixed Assets	17,705	-	-	-
Miscellaneous Revenues	-	-	5,500	-
Contributed Lines / Assets	89,102	115,178	-	-
Contributions from Other Funds	130,000	130,000	141,000	146,000
Appropriations of Surplus	-	-	538,000	500,000
FUND TOTALS	\$ 4,596,372	\$ 5,170,397	\$ 5,532,195	\$ 5,699,195

RATES

Base Rate Charges

Equivalent Service Unit (ESU) - Per month	\$ 6.75	\$ 7.10	\$ 7.35	\$ 7.60
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Construction Site Inspection Fees (Single Family)

≤ 1 Acre (If No UPDES NOI Required)	\$ 75.00	\$ 110.00	\$ 135.00	\$ 165.00
≤ 5 Acres	\$ 150.00	\$ 825.00	\$ 1,015.00	\$ 1,240.00
> 5 Acres	\$ 200.00	\$ 1,100.00	\$ 1,355.00	\$ 1,655.00

(For all other categories, see page 21 in Appendix B - Fees & Charges)

Construction Site Citation Fees

First Infraction - Per day per violation	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Second Infraction - Per day per violation	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Third Infraction - Per day per violation	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

(For other citation information, see page 21 in Appendix B - Fees & Charges)

Impact Fees

Storm Water Impact Fees (City Service Area & Southwest Service Area)

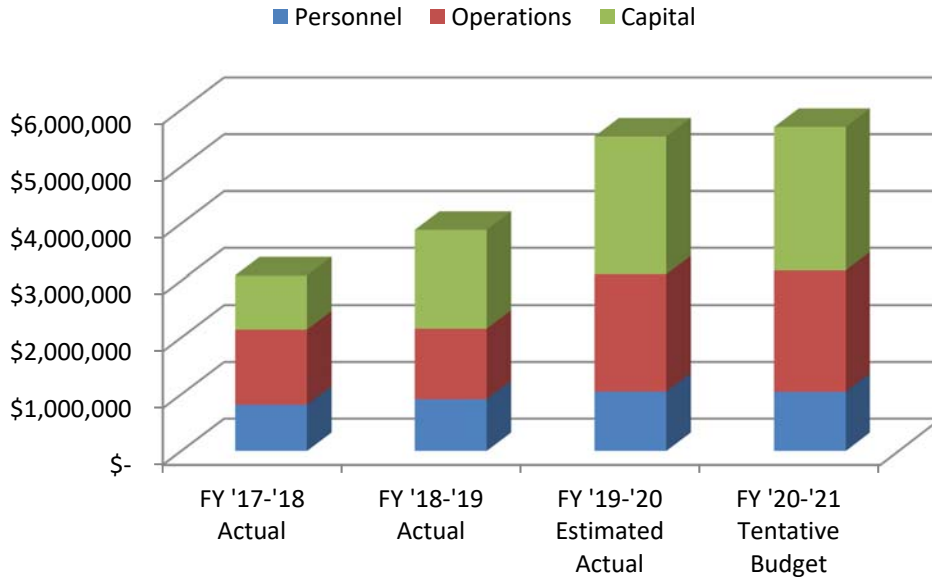
(See page 11 in Appendix B - Fees & Charges)

**CITY OF OREM
TENTATIVE BUDGET**

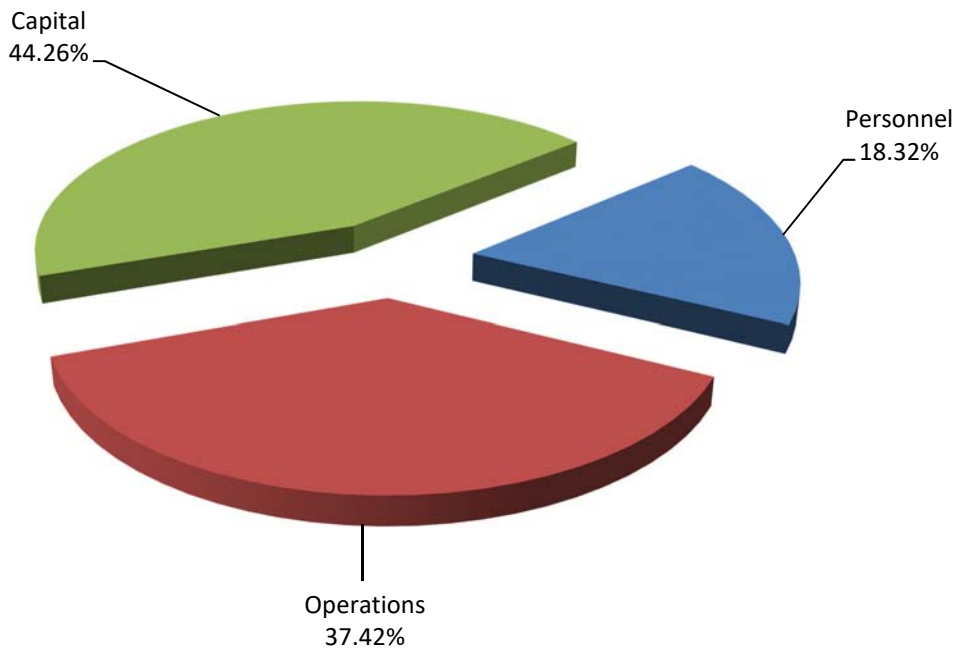
FISCAL YEAR 2020-2021

STORM WATER FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**STORM WATER FUND
EXPENDITURES SUMMARY**

<u>DIVISION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>	<u># OF EMP. *</u>
<u>Storm Water Operations</u>					
Personnel	\$ 818,058	\$ 913,029	\$ 1,048,406	\$ 1,044,285	12
Operations	1,304,231	1,238,842	2,058,697	2,132,410	
Capital	45,343	382,516	327,200	237,500	
	<u>2,167,632</u>	<u>2,534,387</u>	<u>3,434,303</u>	<u>3,414,195</u>	
<u>Storm Water Capital Projects</u>					
Personnel	-	-	-	-	0
Operations	19,232	6,577	-	-	
Capital	902,688	1,346,894	2,097,892	2,285,000	
	<u>921,920</u>	<u>1,353,471</u>	<u>2,097,892</u>	<u>2,285,000</u>	
<u>TOTAL STORM WATER FUND</u>					
Personnel	\$ 818,058	\$ 913,029	\$ 1,048,406	\$ 1,044,285	12
Operations	1,323,463	1,245,419	2,058,697	2,132,410	
Capital	948,031	1,729,410	2,425,092	2,522,500	
TOTALS	<u>\$ 3,089,552</u>	<u>\$ 3,887,858</u>	<u>\$ 5,532,195</u>	<u>\$ 5,699,195</u>	

* Number of benefitted employees

<u>CAPITAL BUDGET</u>	<u>PROJECTED FY '21-'22</u>	<u>PROJECTED FY '22-'23</u>	<u>PROJECTED FY '23-'24</u>	<u>PROJECTED FY '24-'25</u>
West Union Canal Projects	\$ 135,000	\$ -	\$ -	\$ -
Detention Basin - 424 East	227,000	-	-	-
2000 S - Upgrade Pipe - Canal Project	259,000	-	-	-
1200 N / 800 W - State - Upgrade Pipe	457,000	1,055,000	320,000	879,000
Detention Basin - Bonneville Elementary	-	-	560,000	-
800 W - Upgrade Pipe	-	-	75,000	273,000
Future Projects - Identified	-	-	144,000	-
Future Projects - Unidentified	421,000	585,000	605,000	605,000
Vehicle & Equipment Replacement	399,000	285,000	207,000	193,000
TOTALS	<u>\$ 1,898,000</u>	<u>\$ 1,925,000</u>	<u>\$ 1,911,000</u>	<u>\$ 1,950,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STORM WATER FUND

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>BUDGET FY '20-'21</u>
<u>Storm Water Operations</u>						
Full-time:						
Public Works Field Supervisor	11	\$24.23	\$36.35	1.00	1.00	1.00
Engineering Specialist	10	\$22.16	\$33.24	1.00	1.00	1.00
Storm Water Project Manager	10	\$22.16	\$33.24	2.00	2.00	2.00
Public Works Crew Leader	9	\$20.27	\$30.40	1.00	2.00	2.00
Public Works Technician	7	\$16.95	\$25.43	6.00	6.00	6.00
				<u>11.00</u>	<u>12.00</u>	<u>12.00</u>
Variable-hour/Seasonal:						
Laborer	N/A	\$8.48	\$12.72	1.25	1.25	1.25
				<u>12.25</u>	<u>13.25</u>	<u>13.25</u>
<u>TOTAL STORM WATER FUND</u>						
Full-time				11.00	12.00	12.00
Variable-hour/Seasonal				1.25	1.25	1.25
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>12.25</u>	<u>13.25</u>	<u>13.25</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STORM WATER FUND

DEBT OUTSTANDING

FISCAL YEAR	2013 WATER & STORM SEWER REFUNDING BONDS	TOTAL BOND PAYMENTS
2020-2021	\$ 454,584	\$ 454,584
2021-2022	454,081	454,081
2022-2023	454,060	454,060
2023-2024	454,835	454,835
2024-2025	454,729	454,729
2025-2026	455,080	455,080
GRAND TOTALS	\$ 2,727,369	\$ 2,727,369
Principal	\$ 2,556,571	\$ 2,556,571
Interest	170,798	170,798
GRAND TOTALS	\$ 2,727,369	\$ 2,727,369

Interest Rate 2.18%

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STORM WATER FUND

CAPITAL PROJECTS DETAIL

CAPITAL PROJECTS	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
<u>Storm Water System</u>					
West Union Canal Projects	\$ 150,000	\$ 135,000	\$ -	\$ -	\$ -
	Projects needed due to the abandonment of the West Union canal.				
Detention Basin - Springwater	\$ 23,000	\$ -	\$ -	\$ -	\$ -
	Expand existing detention basin due to West Union Canal abandonment.				
Storm Line - Springwater	\$ 843,000	\$ -	\$ -	\$ -	\$ -
	Upgrade line due to West Union Canal abandonment.				
Storm Line - 2000 S	\$ 394,000	\$ 259,000	\$ -	\$ -	\$ -
	Upgrade line due to West Union Canal abandonment.				
Detention Basin - 424 E	\$ -	\$ 227,000	\$ -	\$ -	\$ -
	Expand existing detention basin due to West Union Canal abandonment.				
Storm Line - 1200 N 800 W	\$ -	\$ 457,000	\$ 1,055,000	\$ 320,000	\$ 879,000
	Install 4,230' of 42" pipe from 800 W to State Street.				
Detention Basin - Bonneville	\$ -	\$ -	\$ -	\$ 560,000	\$ -
	Construct detention basin in turf grass area near Bonneville Elementary school.				
Storm Line - Bonneville	\$ -	\$ -	\$ -	\$ 144,000	\$ -
	Install 590' of 18" pipe to the detention basin near Bonneville Elementary school.				
Storm Line - 800 W	\$ -	\$ -	\$ -	\$ 75,000	\$ 273,000
	Install 680' of 48" pipe along 800 West.				
Impact Fee Projects	\$ 70,000	\$ -	\$ -	\$ -	\$ -
	Future storm water impact fee projects.				
Miscellaneous Projects	\$ 805,000	\$ 421,000	\$ 585,000	\$ 605,000	\$ 605,000
	Miscellaneous projects as needed.				
Subtotal - S. Water System	\$ 2,285,000	\$ 1,499,000	\$ 1,640,000	\$ 1,704,000	\$ 1,757,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STORM WATER FUND

CAPITAL PROJECTS DETAIL

CAPITAL PROJECTS	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
<u>Vehicles & Equipment</u>					
Pickup Trucks	\$ -	\$ 34,000	\$ -	\$ -	\$ -
	FY 2022 - 2008 Chevy Silverado (#9001).				
Dump Truck	\$ -	\$ 79,000	\$ -	\$ -	\$ -
	FY 2022 - 2009 GMC 3-ton dump truck (#9102).				
Street Sweeper	\$ 210,000	\$ 61,000	\$ -	\$ 200,000	\$ 186,000
	FY 2021 through FY 2025 are sinking fund amounts to replace 2015 Tymco 600 (#8357), 2017 Chevrolet (#8355), & 2012 International (#8356).				
Jet Vac Truck	\$ -	\$ 200,000	\$ 278,000	\$ -	\$ -
	Sinking Fund to replace 2009 Sterling Jet Vac Truck (#9252).				
Riding Mowers	\$ 17,500	\$ 19,000	\$ -	\$ -	\$ -
	FY 2021 - 2015 Grasshopper (#9303). FY 2022 - 2010 Grasshopper (#9302).				
Vehicle/Equip. Replacement	\$ 10,000	\$ 6,000	\$ 7,000	\$ 7,000	\$ 7,000
	Replace various equipment and vehicles as identified.				
Subtotal - Vehicles & Equip.	\$ 237,500	\$ 399,000	\$ 285,000	\$ 207,000	\$ 193,000
GRAND TOTAL - CAPITAL	<u>\$ 2,522,500</u>	<u>\$ 1,898,000</u>	<u>\$ 1,925,000</u>	<u>\$ 1,911,000</u>	<u>\$ 1,950,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STORM WATER FUND



Skate Park Detention Pond



Bonneville Park Detention Pond



Williams Farm Detention Pond



800 North Detention Pond

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**RECREATION
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

RECREATION FUND

OVERVIEW

The Recreation Fund operates all Fitness Center and Scera Park Pools operations as well as overseeing the use of all city parks. The Recreation Fund plans, administers and supervises a full range of programs and services associated with a full scale fitness center and swimming pools.

The Recreation Fund has the following divisions:

- Recreation Administration
- Fitness Center Operations
- Fitness Center Facilities
- Scera Park Pools Facilities & Operations

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

RECREATION FUND

REVENUES

The Recreation Fund receives revenues from annual, monthly and daily admission charges to the Fitness Center (including individual, family and business passes) and daily admission and punch passes to the Scera Park Pools. The revenues also include instructional class registrations, facility reservations, park pavilion reservations, concessions, pro-shop sales and other minor fees.

REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ACTUAL FY '19-'20	BUDGET FY '20-'21
<u>Fitness Center</u>				
Admissions	\$ 996,094	\$ 1,000,166	\$ 115,000	\$ 1,015,000
Group Use	81,267	20,613	50,000	53,333
Classes and Programs	170,034	155,843	80,000	160,000
Product Sales and Concessions	14,679	12,726	-	7,667
Rentals	3,974	5,673	-	1,667
Child Care	12,999	12,091	5,000	12,000
	<u>1,279,047</u>	<u>1,207,112</u>	<u>250,000</u>	<u>1,249,667</u>
<u>Scera Outdoor Pool</u>				
Admissions	178,950	170,143	184,000	172,000
Group Use	40,666	38,914	45,000	45,000
Classes and Programs	65,948	65,430	80,000	68,000
Product Sales and Concessions	58,764	54,078	58,000	65,000
Rentals	280	14	50	50
	<u>344,608</u>	<u>328,579</u>	<u>367,050</u>	<u>350,050</u>
<u>Other Revenues</u>				
Interest Earnings	15,888	26,777	16,000	10,000
Rentals - Pavilions	45,671	72,338	60,000	50,000
Miscellaneous Revenues	596	1,300	2,250	3,087
Contributions from Other Funds	404,000	405,000	987,000	234,000
	<u>466,155</u>	<u>505,415</u>	<u>1,065,250</u>	<u>297,087</u>
FUND TOTALS	<u>\$ 2,089,810</u>	<u>\$ 2,041,106</u>	<u>\$ 1,682,300</u>	<u>\$ 1,896,804</u>

<u>Fitness Center</u>				
Daily Admission Fee - 14 & Older	\$ 4.25	\$ 4.25	\$ 4.50	\$ 5.00
Daily Admission Fee - Senior (55 & Older)	3.50	3.50	3.50	4.00
Daily Admission Fee - Youth (4 to 13)	3.25	3.25	3.35	4.00
<u>Scera Outdoor Pool</u>				
Daily Admission Fee - 14 & Older	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00
Daily Admission Fee - Senior (55 & Older)	5.00	5.00	5.00	5.00
Daily Admission Fee - Youth (4 to 13)	5.00	5.00	5.00	5.00
Daily Admission Fee - Toddler (1 to 3)	1.50	1.50	1.50	1.50

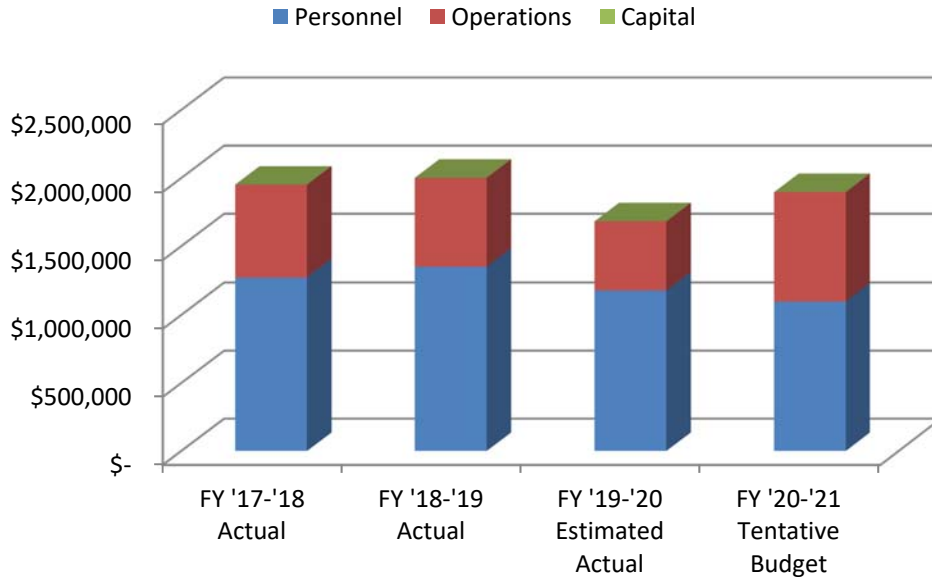
(See pages 32-42 in Appendix B for a listing of all Fees and Charges)

**CITY OF OREM
TENTATIVE BUDGET**

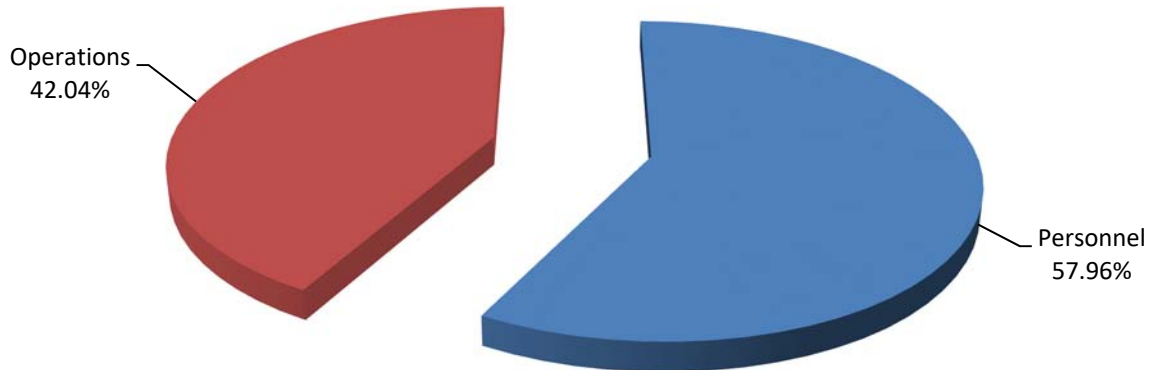
FISCAL YEAR 2020-2021

RECREATION FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

RECREATION FUND

EXPENDITURES SUMMARY

DIVISION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Recreation Administration</u>					
Personnel	\$ 111,561	\$ 121,344	\$ 137,600	\$ 135,089	1
Operations	134,339	162,364	138,700	140,349	
Capital	-	-	-	-	
	<u>245,900</u>	<u>283,708</u>	<u>276,300</u>	<u>275,438</u>	
<u>Fitness Center Operations</u>					
Personnel	805,804	869,630	658,221	784,478	2
Operations	32,883	29,843	4,161	417,867	
Capital	-	-	-	-	
	<u>838,687</u>	<u>899,473</u>	<u>662,382</u>	<u>1,202,345</u>	
<u>Fitness Center Facilities</u>					
Personnel	189,889	208,344	204,445	-	0
Operations	355,393	322,738	190,344	-	
Capital	-	-	-	-	
	<u>545,282</u>	<u>531,082</u>	<u>394,789</u>	<u>-</u>	
<u>Outdoor Pool</u>					
Personnel	166,578	149,881	179,829	179,829	0
Operations	155,443	138,080	169,000	239,192	
Capital	-	-	-	-	
	<u>322,021</u>	<u>287,961</u>	<u>348,829</u>	<u>419,021</u>	
<u>TOTAL RECREATION FUND</u>					
Personnel	\$ 1,273,832	\$ 1,349,199	\$ 1,180,095	\$ 1,099,396	3
Operations	678,058	653,025	502,205	797,408	
Capital	-	-	-	-	
TOTALS	<u>\$ 1,951,890</u>	<u>\$ 2,002,224</u>	<u>\$ 1,682,300</u>	<u>\$ 1,896,804</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

RECREATION FUND

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL	ESTIMATED	TENTATIVE
				FY '18-'19	FY '19-'20	BUDGET FY '20-'21
<u>Recreation Administration</u>						
Full-time:						
Recreation Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
<u>Fitness Center Operations</u>						
Full-time:						
Recreation Program Coordinator	9	\$20.27	\$30.40	2.00	2.00	2.00
Variable-hour/Seasonal:						
Aerobics Instructor (incl. Water)	N/A	\$10.11	\$15.16	3.95	3.20	3.95
Creative Dance Instructor	N/A	\$10.11	\$15.16	0.65	0.50	0.65
Raquetball Specialist	N/A	\$10.11	\$15.16	0.35	0.00	0.35
Recreation Instructor	N/A	\$10.11	\$15.16	0.10	0.00	0.10
Sports Supervisor	N/A	\$10.11	\$15.16	0.10	0.00	0.10
Firearms Range Attendant	N/A	\$9.26	\$13.89	0.55	0.00	0.55
Swim Coach	N/A	\$9.26	\$13.89	0.10	0.00	0.10
Service Worker	N/A	\$8.48	\$12.72	0.95	0.75	0.95
Child Care Attendant	N/A	\$7.70	\$11.55	1.70	1.00	1.70
Desk Clerk	N/A	\$7.70	\$11.55	6.50	5.20	6.50
Lifeguard	N/A	\$7.70	\$11.55	13.60	0.20	13.60
Recreation Assistant	N/A	\$7.70	\$11.55	1.00	0.00	1.00
Admissions/Concessions	N/A	\$7.25	\$10.56	0.25	0.15	0.25
				<u>29.80</u>	<u>11.00</u>	<u>29.80</u>
				31.80	13.00	31.80
<u>Fitness Center Facilities</u>						
Full-time:						
Recreation Facility Maint. Supervisor	10	\$22.16	\$33.24	1.00	1.00	1.00
Maintenance Helper	6	\$15.50	\$23.25	1.00	1.00	1.00
Custodian	4	\$12.96	\$19.45	1.00	1.00	1.00
				<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

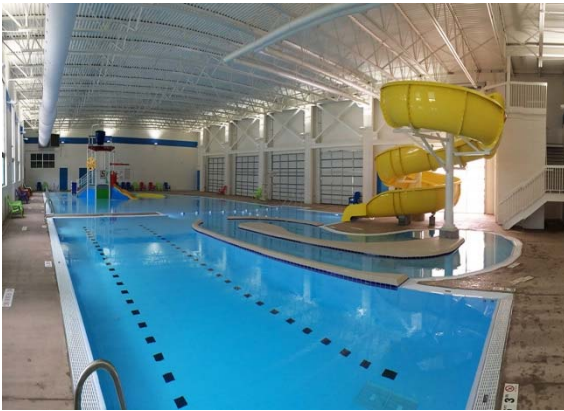
**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

RECREATION FUND

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Outdoor Pool						
Variable-hour/Seasonal:						
Building Maintenance Technician	N/A	\$13.17	\$19.75	0.30	0.30	0.30
Water Aerobics Instructor	N/A	\$10.11	\$15.16	0.10	0.10	0.10
Swim Coach	N/A	\$9.26	\$13.89	0.05	0.05	0.05
Shift Supervisor	N/A	\$8.48	\$12.72	0.10	0.10	0.10
Desk Clerk	N/A	\$7.70	\$11.55	0.45	0.45	0.45
Lifeguard	N/A	\$7.70	\$11.55	5.35	5.35	5.35
Admissions/Concessions	N/A	\$7.25	\$10.56	1.60	1.60	1.60
				<u>7.95</u>	<u>7.95</u>	<u>7.95</u>
TOTAL RECREATION FUND						
Full-time				6.00	6.00	6.00
Variable-hour/Seasonal				37.75	18.95	37.75
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>43.75</u>	<u>24.95</u>	<u>43.75</u>



Orem Fitness Center



Scera Park Outdoor Pool

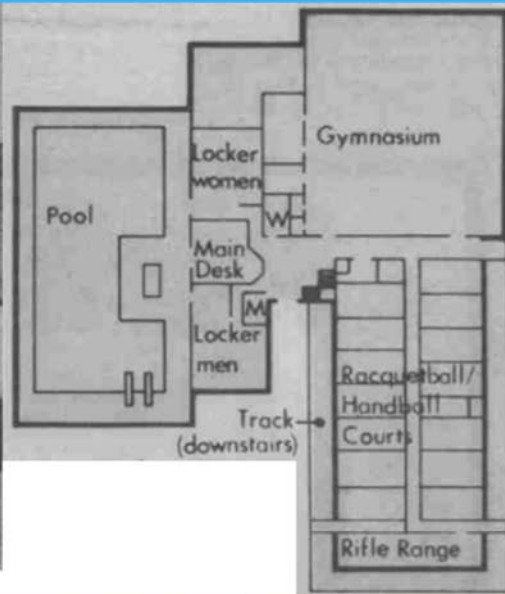
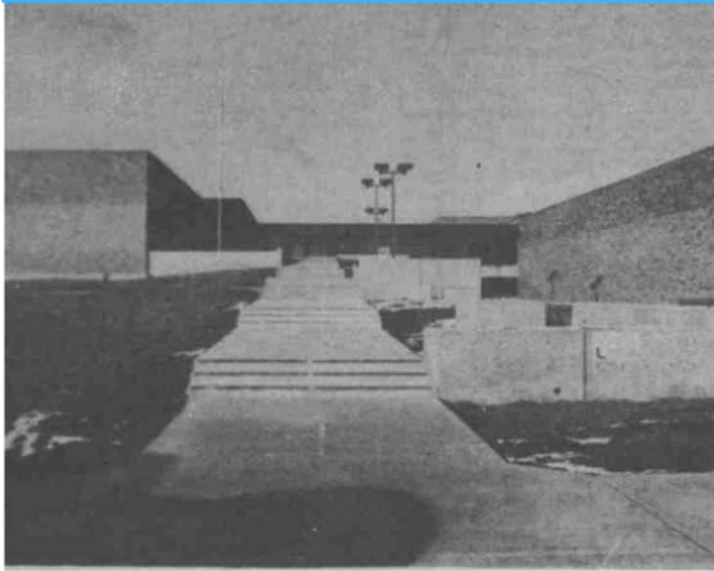
CITY OF OREM
TENTATIVE BUDGET

FISCAL YEAR 2020-2021

RECREATION FUND

OREM FITNESS CENTER

THE TIME HAS COME



BUILT IN 1979 • REIMAGINED 2019

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**SOLID
WASTE
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

SOLID WASTE FUND

OVERVIEW

The Solid Waste Fund is used to account for the revenues and expenses of the city-wide residential curbside solid waste, recycling, and green waste operations of the City. The fund manages a third-party service contract to provide these services. The service contract is currently with Waste Management of Utah.

The City has over 22,500 residential solid waste cans collecting over 22,000 tons of waste per year.

Recycling subscriptions total over 13,000 cans collecting over 2,400 tons of waste per year. The City's diversion rate is approximately 11%. In order to increase recycling efforts and the overall diversion rate, as of July 1, 2018, all new utility accounts will be automatically signed up for both a residential curbside container and a recycling container. Existing utility accounts will still be grandfathered into the existing "opt out" recycling program. However, recycling will be mandatory for all new accounts. The City's Natural Resource Stewardship Committee endorsed this recommended change.

Green waste subscriptions total over 5,000 cans collecting over 2,500 tons of waste per year. This service operates from March through November of each year. This is an "opt in" program.

The City also offers each residential customer two coupons for free loads to the North Pointe Transfer Station. There were over 9,000 coupons redeemed last year. The City also offers free Christmas tree disposal for residents.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

SOLID WASTE FUND

REVENUES

The Solid Waste Fund receives revenues primarily from residential garbage collection fees on regular refuse, recyclable, and green waste items.

REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Refuse - Residential	\$ 2,594,148	\$ 2,689,341	\$ 2,776,600	\$ 2,865,000
Refuse - Residential - 2 nd Can Fee	344,834	361,018	371,300	393,000
Recycling Can Fee	494,025	514,526	567,200	666,000
Green Waste Fee	264,645	284,607	294,200	314,000
Interest Earnings	15,332	21,507	15,700	12,000
FUND TOTALS	\$ 3,712,984	\$ 3,870,999	\$ 4,025,000	\$ 4,250,000

RATES

Combined Rate (Monthly)

Residential Service & Recycling (Mandatory for all new accounts)	N/A	\$ 14.40	\$ 15.10	\$ 15.75
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Base Rate (Monthly)

Residential Service	\$ 10.85	\$ 11.15	\$ 11.50	\$ 11.85
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Other Rates (Monthly)

Additional Containers	\$ 9.85	\$ 10.15	\$ 10.50	\$ 10.85
Green Waste	\$ 5.85	\$ 6.00	\$ 6.20	\$ 6.40
Recycling	\$ 3.25	\$ 3.25	\$ 3.60	\$ 3.90
Multiple Units	\$ 10.85	\$ 11.15	\$ 11.50	\$ 11.85
Multiple Units per Additional Unit	\$ 10.85	\$ 11.15	\$ 11.50	\$ 11.85
Trailer Courts & Condominiums	\$ 10.85	\$ 11.15	\$ 11.50	\$ 11.85
Trailer Courts & Condominiums per Addtl	\$ 10.85	\$ 11.15	\$ 11.50	\$ 11.85

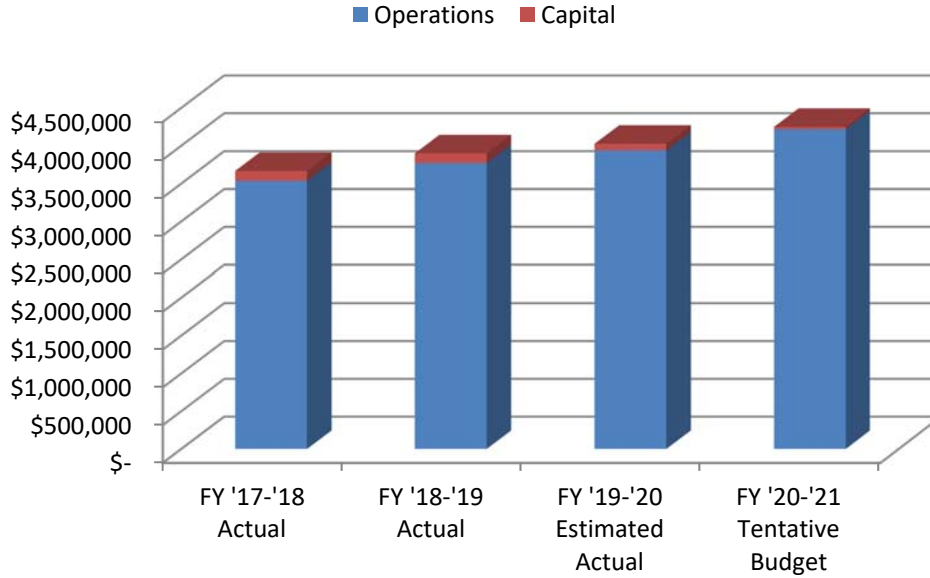
(The City Manager is authorized to pass on tipping fee increases to the base rate at the time of increase by the Solid Waste District)

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

SOLID WASTE FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES SUMMARY

<u>EXPENDITURE CATEGORY</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
<u>Operations</u>				
Solid Waste Contract	\$ 1,888,643	\$ 1,989,603	\$ 2,005,960	\$ 2,230,875
Landfill Charges	803,921	819,618	840,000	855,000
Coupon Redemption	43,922	45,849	60,000	60,000
Green Waste Tip Fee	31,891	23,740	35,000	35,000
Green Waste Curbside	52,150	63,609	55,000	55,000
Bank Analysis & Credit Card Fees	96,336	103,923	100,000	100,000
Administration Charge	204,317	217,717	221,719	223,482
311 Services/Utility Billing Charge	113,418	118,696	127,255	134,746
Information Technology Charge	2,000	2,000	2,000	2,000
Other Expenditures	299,978	384,455	491,737	521,634
	<u>3,536,576</u>	<u>3,769,210</u>	<u>3,938,671</u>	<u>4,217,737</u>
<u>Capital</u>				
Take Pride Projects	131,039	130,216	86,329	32,263
	<u>131,039</u>	<u>130,216</u>	<u>86,329</u>	<u>32,263</u>
<u>TOTAL SOLID WASTE FUND</u>				
Operations	\$ 3,536,576	\$ 3,769,210	\$ 3,938,671	\$ 4,217,737
Capital	131,039	130,216	86,329	32,263
TOTALS	<u>\$ 3,667,615</u>	<u>\$ 3,899,426</u>	<u>\$ 4,025,000</u>	<u>\$ 4,250,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**FLEET
MAINTENANCE
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FLEET MAINTENANCE FUND

OVERVIEW

The Fleet Maintenance Fund provides vehicle and equipment maintenance services to all city departments. The Fleet Maintenance division is responsible for servicing over 315 vehicles (sedans, SUV's, vans, trucks, etc.); 125 medium to heavy-duty pieces of equipment (riding mowers, tractors, backhoes, sweepers, etc.); 85 trailers; and 600 small pieces of equipment (mowers, generators, compressors, etc.).

All of these services are provided under the direction of the Maintenance Division manager within the Public Works department.

REVENUES

The Fleet Maintenance Fund is an internal service fund that receives the majority of its operating revenues through transfers from other funds. Assessments to each fund are determined by the previous year's use of these services.

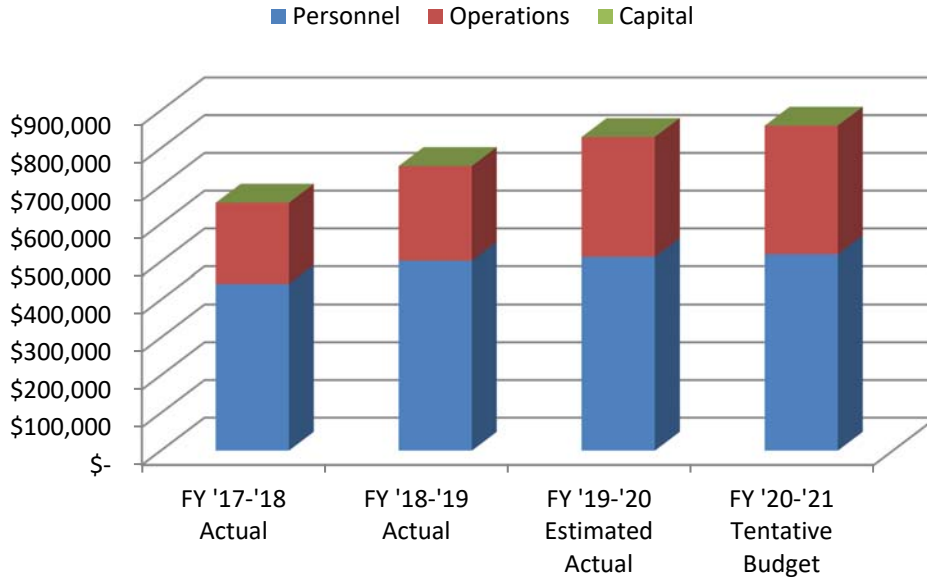
REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
<u>Charges to Departments</u>				
City Manager's Office	\$ 655	\$ 380	\$ 93	\$ 546
Finance	12,727	9,322	10,186	11,184
Development Services	27,348	17,323	16,031	14,407
Police Department	226,297	209,230	241,665	229,262
Fire Department	119,543	123,939	128,489	154,784
Public Works	346,770	418,440	427,878	410,272
Recreation	6,660	5,366	5,658	9,545
Charges to Departments - Total	<u>740,000</u>	<u>784,000</u>	<u>830,000</u>	<u>830,000</u>
Sale of Fixed Assets	-	-	-	-
Appropriations of Surplus	-	-	-	30,000
FUND TOTALS	<u>\$ 740,000</u>	<u>\$ 784,000</u>	<u>\$ 830,000</u>	<u>\$ 860,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

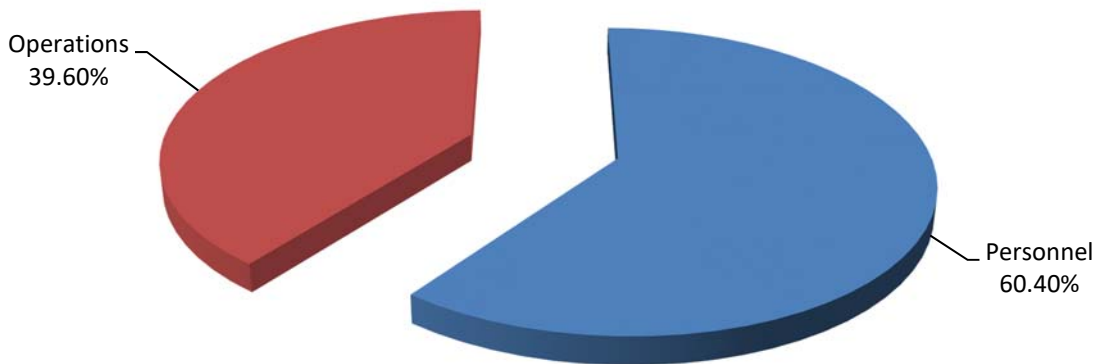
FISCAL YEAR 2020-2021

FLEET MAINTENANCE FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FLEET MAINTENANCE FUND

EXPENDITURES SUMMARY

EXPENDITURE CATEGORY	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21	# OF EMP. *
<u>Personnel</u>					
Salaries & Wages	\$ 283,246	\$ 305,036	\$ 306,014	\$ 306,936	6
Salaries & Wages - Overtime	7,833	16,172	18,823	18,823	
Fringe Benefits	150,761	181,292	187,669	193,721	
	<u>441,840</u>	<u>502,500</u>	<u>512,506</u>	<u>519,480</u>	
<u>Operations</u>					
Employee Development	7,799	8,269	8,500	8,500	
Supplies	9,365	16,493	14,000	21,000	
Equipment	10,918	15,447	17,000	17,000	
Fuel	2,552	2,184	2,000	2,000	
Maintenance & Repair	31,894	36,038	78,405	74,579	
Insurance & Surety	11,520	11,520	13,520	15,305	
Administration Charge	35,514	38,766	39,138	38,519	
Fund Charges	100,678	108,250	127,781	152,467	
Other Expenditures	3,781	4,013	17,150	11,150	
	<u>214,021</u>	<u>240,980</u>	<u>317,494</u>	<u>340,520</u>	
<u>Capital</u>					
Vehicle Replacements	-	-	-	-	
Equipment Replacements	-	-	-	-	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<u>TOTAL FLEET MAINTENANCE FUND</u>					
Personnel	\$ 441,840	\$ 502,500	\$ 512,506	\$ 519,480	6
Operations	214,021	240,980	317,494	340,520	
Capital	-	-	-	-	
TOTALS	<u>\$ 655,861</u>	<u>\$ 743,480</u>	<u>\$ 830,000</u>	<u>\$ 860,000</u>	

* Number of benefitted employees

CAPITAL BUDGET	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
Pickup Trucks	\$ -	\$ -	\$ 10,000	\$ -
Equipment Replacements	5,000	5,000	5,000	5,000
TOTALS	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 15,000</u>	<u>\$ 5,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FLEET MAINTENANCE FUND

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
<u>Fleet Maintenance</u>						
Full-time:						
Fleet Manager	11	\$24.23	\$36.35	1.00	1.00	1.00
Lead Mechanic	9	\$20.27	\$30.40	1.00	1.00	1.00
Fleet Mechanic	8	\$18.53	\$27.80	4.00	4.00	4.00
				<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<u>TOTAL FLEET MAINTENANCE FUND</u>						
Full-time				6.00	6.00	6.00
Variable-hour/Seasonal				0.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>6.00</u>	<u>6.00</u>	<u>6.00</u>



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FLEET MAINTENANCE FUND



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**PURCHASING
& WAREHOUSING
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

PURCHASING & WAREHOUSING FUND

OVERVIEW

The Purchasing & Warehousing Fund provides purchasing and materials storage and disbursement services to all city departments. These services are vital to various City departments and/or functions so their operations have minimal disruption. These services also provide the City with the ability to obtain bulk purchase discounts and maintain emergency supplies.

These services are provided under the direction of the Finance Department. The fund includes the job functions of the City's Purchasing Agent, Accounts Payable Clerk, and Storekeepers.

REVENUES

The Purchasing & Warehousing Fund is an internal service fund that receives the majority of its operating revenues through transfers from other funds.

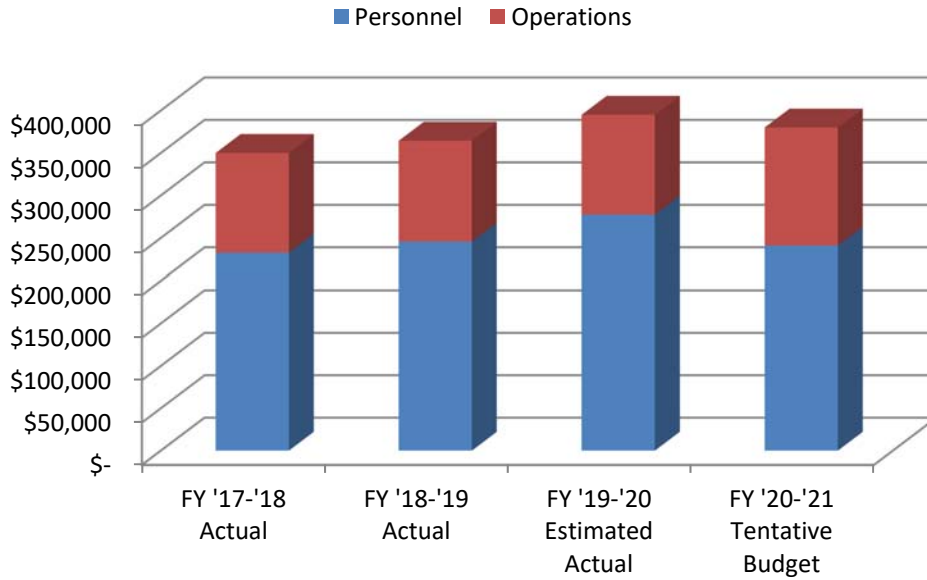
<u>REVENUE DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
<u>Charges to Departments</u>				
Public Works - Water	\$ 65,876	\$ 104,688	\$ 109,030	\$ 116,774
Public Works - Water Reclamation	27,179	37,268	42,096	32,865
Public Works - Storm Water	9,589	16,111	16,840	10,340
Public Works - Street Lighting	2,522	8,174	9,458	3,155
Public Works - Fleet Services	4,202	8,645	7,250	5,887
Recreation - Fitness Center	3,362	247	1,022	1,350
Non-Departmental	162,270	199,867	209,304	209,629
Charges to Departments - Total	<u>275,000</u>	<u>375,000</u>	<u>395,000</u>	<u>380,000</u>
Miscellaneous Revenues	1,399	180	-	-
Appropriations of Surplus	-	-	-	-
FUND TOTALS	<u>\$ 276,399</u>	<u>\$ 375,180</u>	<u>\$ 395,000</u>	<u>\$ 380,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

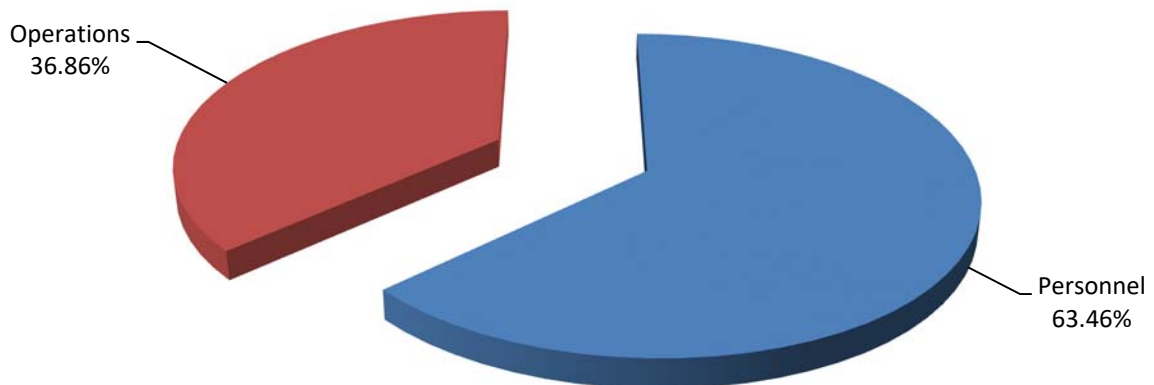
FISCAL YEAR 2020-2021

PURCHASING & WAREHOUSING FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

PURCHASING & WAREHOUSING FUND

EXPENDITURES SUMMARY

EXPENDITURE CATEGORY	ACTUAL		ESTIMATED	TENTATIVE	# OF EMP. *
	FY '17-'18	FY '18-'19	ACTUAL FY '19-'20	BUDGET FY '20-'21	
Personnel					
Salaries & Wages	\$ 168,579	\$ 170,344	\$ 177,932	\$ 154,142	3
Salaries & Wages - Overtime	2,625	2,044	3,995	3,995	
Fringe Benefits	61,609	73,219	95,578	82,994	
	<u>232,813</u>	<u>245,607</u>	<u>277,505</u>	<u>241,131</u>	
Operations					
Employee Development	321	29	500	500	
Supplies	34,366	23,859	30,626	41,214	
Equipment	2,185	-	600	600	
Fuel	510	716	650	650	
Maintenance & Repair	1,288	4,891	4,305	4,785	
Professional & Technical Services	2,072	1,421	2,250	2,250	
Insurance & Surety	5,760	5,760	5,760	6,961	
Administration Charge	53,024	57,561	60,104	43,903	
Information Technology Charge	16,765	18,457	11,210	11,210	
Other Expenditures	999	98	1,490	26,796	
	<u>117,290</u>	<u>112,792</u>	<u>117,495</u>	<u>138,869</u>	
TOTAL PURCHASING & WAREHOUSING FUND					
Personnel	\$ 232,813	\$ 245,607	\$ 277,505	\$ 241,131	3
Operations	117,290	112,792	117,495	138,869	
TOTALS	\$ 350,103	\$ 358,399	\$ 395,000	\$ 380,000	

* Number of benefitted employees

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ESTIMATED		TENTATIVE
				ACTUAL FY '18-'19	ACTUAL FY '19-'20	BUDGET FY '20-'21
Purchasing & Warehousing						
Full-time:						
Purchasing Agent	10	\$22.16	\$33.24	1.00	1.00	1.00
Account Clerk	6	\$15.50	\$23.25	1.00	1.00	-
Storekeeper	5	\$14.18	\$21.26	2.00	2.00	2.00
				<u>4.00</u>	<u>4.00</u>	<u>3.00</u>
Variable Hour/Seasonal						
Account Clerk	N/A	\$15.50	\$23.26	-	-	0.63
				<u>-</u>	<u>-</u>	<u>0.63</u>
TOTAL PURCHASING & WAREHOUSING FUND						
Full-time				4.00	4.00	3.00
Variable Hour/Seasonal				-	-	0.63
TOTAL FULL-TIME EQUIVALENTS (FTE)				4.00	4.00	3.63

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**SELF-INSURANCE
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

SELF-INSURANCE FUND

OVERVIEW

The Self-Insurance Fund provides insurance coverage and administration services to all city departments for the cost of all premiums for liability insurance and the City's self-funded workers compensation program.

These services are provided under the direction of the City Manager's Office. The fund includes the job function of the City's Risk Manager.

REVENUES

The Self-Insurance Fund is an internal service fund that receives the majority of its operating revenues through transfers from other funds.

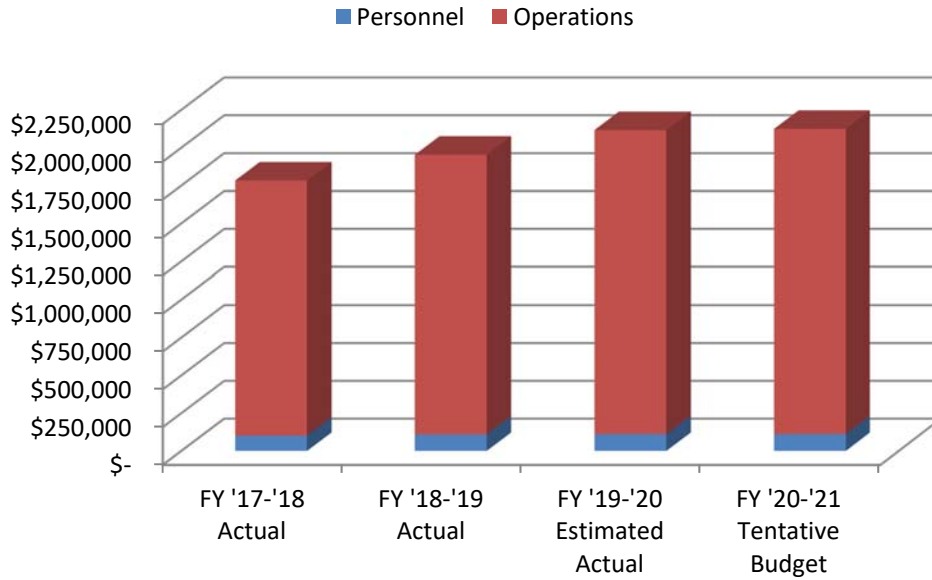
REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Charges to Departments				
Public Works - Water	\$ 158,740	\$ 158,740	\$ 178,740	\$ 169,781
Public Works - Water Reclamation	117,580	117,580	132,580	388,515
Public Works - Storm Water	48,180	48,180	55,180	21,542
Public Works - Street Lighting	2,500	2,500	3,000	568
Public Works - Fleet Services	11,520	11,520	13,520	15,305
Recreation	24,000	24,000	24,000	24,664
Purchasing & Warehousing	-	-	-	6,961
Information Technology	-	-	-	5,899
Facilities Maintenance	-	-	-	1,551
Non-Departmental	872,480	872,480	927,980	755,214
Charges to Departments - Total	1,235,000	1,235,000	1,335,000	1,390,000
Premiums - Unemployment	181,514	191,959	200,000	210,000
Premiums - Workers Compensation	380,043	401,913	572,000	525,000
FUND TOTALS	\$ 1,796,557	\$ 1,828,872	\$ 2,107,000	\$ 2,125,000

**CITY OF OREM
TENTATIVE BUDGET**

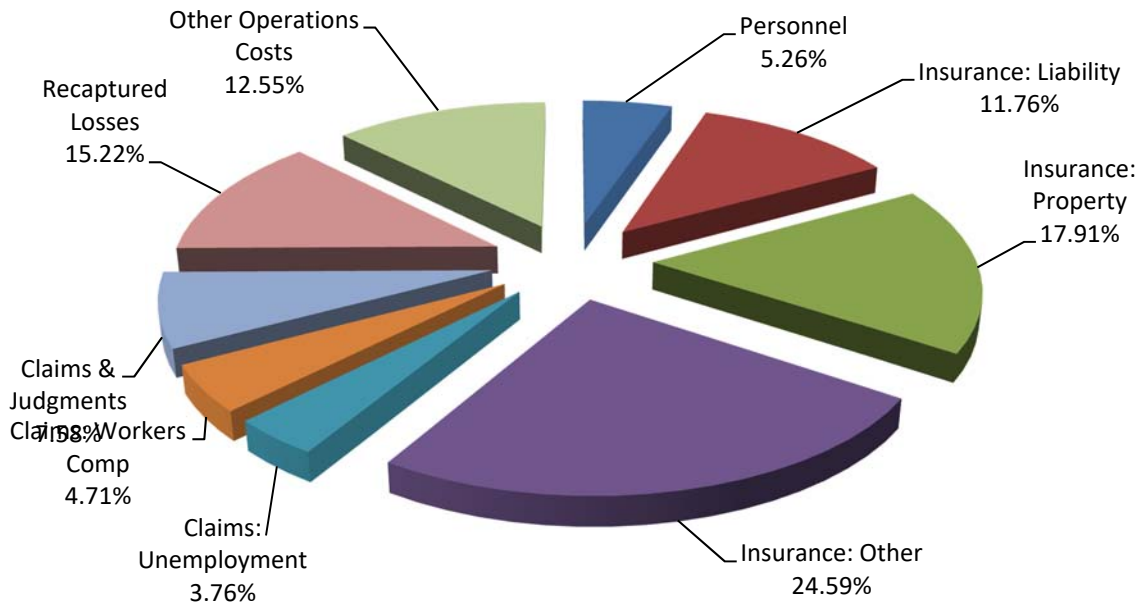
FISCAL YEAR 2020-2021

SELF-INSURANCE FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

SELF-INSURANCE FUND

EXPENDITURES SUMMARY

EXPENDITURE CATEGORY	ACTUAL	ACTUAL	ESTIMATED	TENTATIVE	# OF EMP. *
	FY '17-'18	FY '18-'19	ACTUAL FY '19-'20	BUDGET FY '20-'21	
<u>Personnel</u>					
Salaries & Wages	\$ 69,915	\$ 69,598	\$ 70,996	\$ 71,016	1
Fringe Benefits	31,935	40,325	40,218	40,749	
	<u>101,850</u>	<u>109,923</u>	<u>111,214</u>	<u>111,765</u>	
<u>Operations</u>					
Employee Development	931	4,359	4,500	4,500	
Supplies	3,138	8,911	2,000	2,000	
Liability Insurance	217,548	159,797	250,000	250,000	
Property Insurance	368,772	311,899	365,000	365,000	
Unemployment Claims	15,092	11,241	80,000	80,000	
Workers Compensation Claims/Costs	493,493	875,144	628,514	631,000	
Short-term Disability Claims	1,093	-	10,000	10,000	
Recaptured Losses	264,777	154,913	268,000	268,000	
Claims & Judgments	97,285	111,647	161,000	161,000	
Administration Charge	195,692	197,017	205,126	176,184	
Information Technology Charge	4,191	4,614	2,803	2,803	
Other Expenditures	19,747	3,450	28,843	62,748	
	<u>1,681,759</u>	<u>1,842,992</u>	<u>2,005,786</u>	<u>2,013,235</u>	
<u>Capital</u>					
Equipment Replacements	-	-	-	-	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<u>TOTAL SELF-INSURANCE FUND</u>					
Personnel	\$ 101,850	\$ 109,923	\$ 111,214	\$ 111,765	1
Operations	1,681,759	1,842,992	2,005,786	2,013,235	
Capital	-	-	-	-	
TOTALS	<u>\$ 1,783,609</u>	<u>\$ 1,952,915</u>	<u>\$ 2,117,000</u>	<u>\$ 2,125,000</u>	

* Number of benefitted employees

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ESTIMATED		TENTATIVE BUDGET
				ACTUAL FY '18-'19	ACTUAL FY '19-'20	
<u>Self-Insurance Fund</u>						
Full-time:						
Risk Manager / Trainer	14	\$31.69	\$47.53	1.00	1.00	1.00

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**INFORMATION
TECHNOLOGY
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

INFORMATION TECHNOLOGY FUND

OVERVIEW

The Information Technology Fund, through the Information Technology (IT) division, is responsible for the equipment and software that facilitates the efficient management of city services. The IT division supports all network connected devices and technologies as well as the infrastructure to facilitate data sharing and security. The IT division also provides departments with custom software solutions developed by an in-house software development team. The IT division maintains an onsite centralized data center and an offsite data storage and disaster recovery center providing services and resources used by all City departments.

These services are provided under the direction of the City Manager's Office. The fund includes the job function of the City's IT Division Manager, Assistant IT Manager, Programmers, Network Engineer, and PC Coordinators.

REVENUES

The Information Technology Fund is an internal service fund that receives the majority of its operating revenues through transfers from other funds.

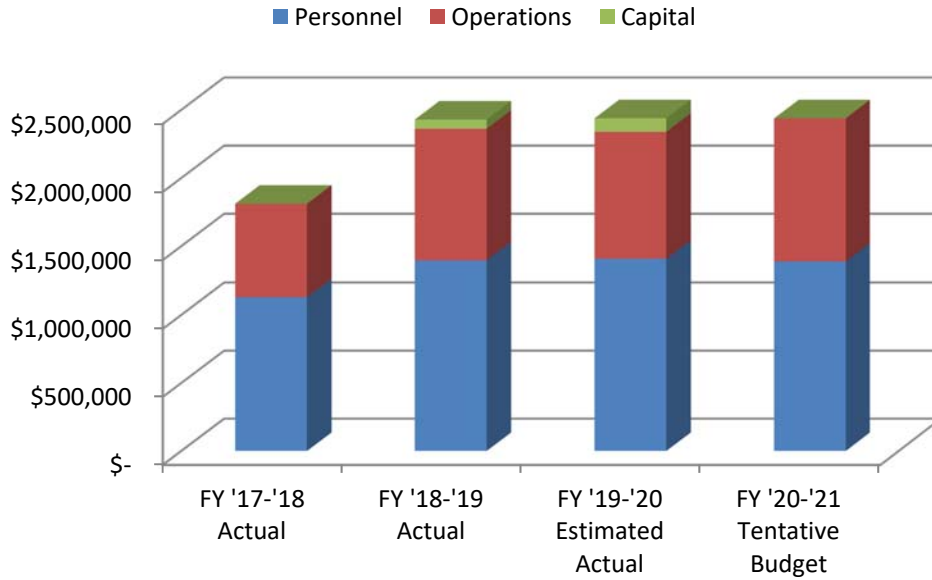
REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
<u>Charges to Departments</u>				
City Manager's Office	\$ 138,573	\$ 152,687	\$ 138,875	\$ 131,604
Finance	209,383	230,708	140,129	140,128
Legal Services	59,523	65,586	52,918	45,895
Development Services	235,408	259,384	246,657	242,113
Police Department	382,458	421,412	385,918	350,805
Fire Department	205,560	226,497	218,865	183,752
Public Works	326,909	360,206	678,991	878,518
Recreation	156,494	172,433	109,717	98,811
Library	445,692	491,087	457,930	358,374
Charges to Departments - Total	<u>2,160,000</u>	<u>2,380,000</u>	<u>2,430,000</u>	<u>2,430,000</u>
Miscellaneous Revenues	8,136	9,336	8,200	8,136
Contributions from Other Funds	-	-	-	-
FUND TOTALS	<u>\$ 2,176,772</u>	<u>\$ 2,389,336</u>	<u>\$ 2,438,200</u>	<u>\$ 2,438,136</u>

**CITY OF OREM
TENTATIVE BUDGET**

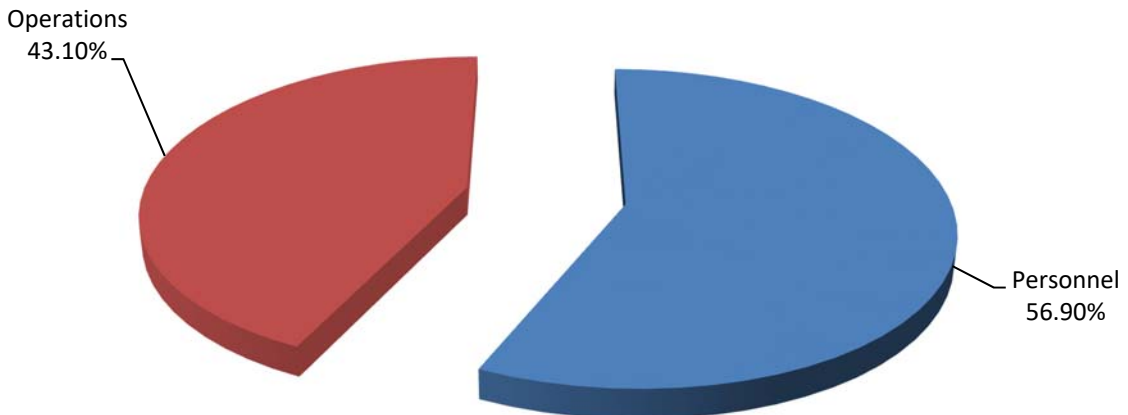
FISCAL YEAR 2020-2021

INFORMATION TECHNOLOGY FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

INFORMATION TECHNOLOGY FUND

EXPENDITURES SUMMARY

<u>EXPENDITURE CATEGORY</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>	<u># OF EMP. *</u>
<u>Personnel</u>					
Salaries & Wages	\$ 791,852	\$ 897,663	\$ 931,832	\$ 913,034	12
Salaries & Wages - Overtime	10,164	16,351	-	-	
Fringe Benefits	328,532	482,024	476,075	474,282	
	<u>1,130,548</u>	<u>1,396,038</u>	<u>1,407,907</u>	<u>1,387,316</u>	
<u>Operations</u>					
Employee Development	6,057	9,829	10,000	10,000	
Supplies	15,886	21,056	15,000	15,000	
Equipment	303,495	461,572	333,349	333,349	
Telephone & Communications	63,569	63,711	85,000	85,000	
Maintenance & Repair	227,775	320,166	335,989	331,441	
Professional & Technical Services	38,017	38,983	55,000	55,000	
Administration Charge	25,770	29,656	29,255	28,572	
Other Expenditures	488	699	67,700	192,458	
	<u>681,057</u>	<u>945,672</u>	<u>931,293</u>	<u>1,050,820</u>	
<u>Capital</u>					
Servers	-	67,407	99,000	-	
IT System Infrastructure	-	-	-	-	
	<u>-</u>	<u>67,407</u>	<u>99,000</u>	<u>-</u>	
<u>TOTAL I.T. FUND</u>					
Personnel	\$ 1,130,548	\$ 1,396,038	\$ 1,407,907	\$ 1,387,316	12
Operations	681,057	945,672	931,293	1,050,820	
Capital	-	67,407	99,000	-	
TOTALS	\$ 1,811,605	\$ 2,409,117	\$ 2,438,200	\$ 2,438,136	

* Number of benefitted employees

<u>CAPITAL BUDGET</u>	<u>PROJECTED FY '21-'22</u>	<u>PROJECTED FY '22-'23</u>	<u>PROJECTED FY '23-'24</u>	<u>PROJECTED FY '24-'25</u>
Servers	\$ 25,500	\$ 26,000	\$ 27,000	\$ 27,000
Core Network Upgrades	40,000	60,000	50,000	50,000
Wireless Access Points/Installations	4,200	4,500	4,500	4,500
Edge Switch Replacements	3,500	5,000	5,000	5,000
VOIP Equipment Replacements/Upgrades	49,500	5,000	5,000	5,000
Disk Storage for Backups - Additional	-	12,000	12,000	12,000
Fiber Installation	-	20,000	20,000	20,000
Equipment Replacements	21,500	14,900	22,400	22,400
TOTALS	\$ 144,200	\$ 147,400	\$ 145,900	\$ 145,900

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

INFORMATION TECHNOLOGY FUND

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL FY '18-'19	ACTUAL FY '19-'20	BUDGET FY '20-'21
<u>Information Technology</u>						
Full-time:						
I.T. Division Manager	16	\$37.89	\$56.84	1.00	1.00	1.00
Assistant I.T. Division Manager	15	\$34.65	\$51.98	1.00	1.00	1.00
I.T. Section Manager	14	\$31.69	\$47.53	1.00	1.00	1.00
Information Systems Engineer	13	\$28.98	\$43.47	1.00	1.00	1.00
Senior Programmer/Analyst	13	\$28.98	\$43.47	4.00	4.00	4.00
I.T. Help Desk Supervisor	12	\$26.50	\$39.75	1.00	1.00	1.00
Computer Network Administrator	10	\$22.16	\$33.24	0.00	0.00	0.00
PC Coordinator	9	\$20.27	\$30.40	3.00	3.00	3.00
				12.00	12.00	12.00
<u>TOTAL INFORMATION TECHNOLOGY FUND</u>						
Full-time				12.00	12.00	12.00
Part-time				0.00	0.00	0.00
Variable-hour/Seasonal				0.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS (FTE)				12.00	12.00	12.00



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

INFORMATION TECHNOLOGY FUND



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**FACILITIES
MAINTENANCE
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FACILITIES MAINTENANCE FUND

OVERVIEW

The Facilities Maintenance Fund provides building maintenance and custodial services for all city departments and is responsible for 626,682 square feet of building space. This includes the following: maintaining the City’s building infrastructure in proper operating condition by utilizing a routine scheduled maintenance program, basic custodial services, exterior painting of buildings, interior painting of public and common areas, general building repairs, maintenance of building life-safety and security alarm systems, HVAC, plumbing, electrical and lighting, door locks and door hardware, automated building systems, pest control, and the management of minor building renovations. These services are under the direction of the Building Maintenance Division Manager within the Development Services Department.

REVENUES

The Facilities Maintenance Fund is an internal service fund that receives the majority of its operating revenues through transfers from other funds. Assessments to each fund are determined by the previous year’s use of these services.

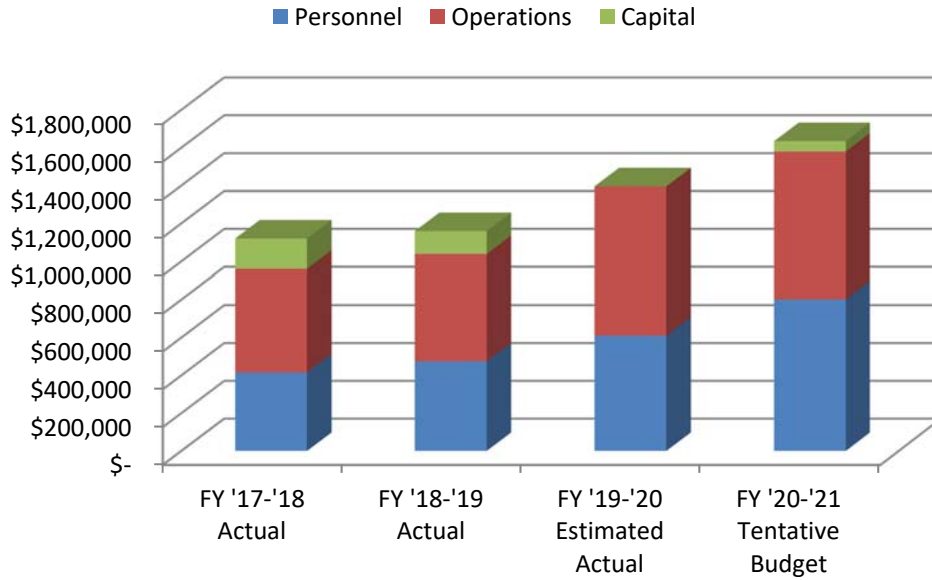
<u>REVENUE DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
<u>Charges to Departments</u>				
City Manager's Office	\$ -	\$ -	\$ -	\$ 85,138
Finance	-	-	-	108,902
Legal Services	-	-	-	70,642
Development Services	-	-	-	101,687
Police Department	-	-	-	102,621
Fire Department	-	-	-	71,279
Public Works	-	-	-	421,856
Library	-	-	-	166,504
Recreation	-	-	-	396,372
Charges to Departments - Total	-	-	-	1,525,000
Contributions from Other Funds	-	-	-	110,000
FUND TOTALS	\$ -	\$ -	\$ -	\$ 1,635,000

**CITY OF OREM
TENTATIVE BUDGET**

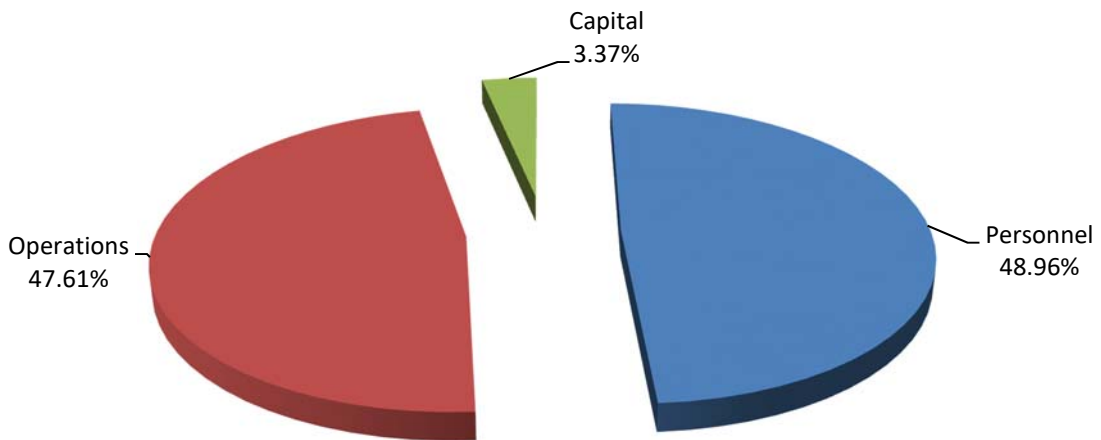
FISCAL YEAR 2020-2021

FACILITIES MAINTENANCE FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FACILITIES MAINTENANCE FUND

EXPENDITURES SUMMARY

<u>EXPENDITURE CATEGORY</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>	<u># OF EMP. *</u>
<u>Personnel</u>					
Salaries & Wages	\$ 163,096	\$ 171,360	\$ 248,925	\$ 354,413	8
Salaries & Wages - Temp/Overtime	132,514	165,663	197,289	195,789	
Fringe Benefits	121,076	138,148	163,913	250,828	
	<u>416,686</u>	<u>475,171</u>	<u>610,127</u>	<u>801,030</u>	
<u>Operations</u>					
Employee Development	67	733	700	700	
Supplies	31,773	36,716	30,500	40,500	
Equipment	6,361	5,110	5,950	12,950	
Fuel	2,712	3,238	4,000	4,500	
Utilities	358,039	341,588	455,000	440,000	
Maintenance & Repair	140,575	168,942	270,494	260,058	
Other Expenditures	4,749	7,252	19,384	20,210	
	<u>544,276</u>	<u>563,579</u>	<u>786,028</u>	<u>778,918</u>	
<u>Capital</u>					
Misc. Projects	159,527	120,696	-	55,052	
	<u>159,527</u>	<u>120,696</u>	<u>-</u>	<u>55,052</u>	
<u>TOTAL FLEET MAINTENANCE FUND</u>					
Personnel	\$ 416,686	\$ 475,171	\$ 610,127	\$ 801,030	8
Operations	544,276	563,579	786,028	778,918	
Capital	159,527	120,696	-	55,052	
TOTALS	<u>\$ 1,120,489</u>	<u>\$ 1,159,446</u>	<u>\$ 1,396,155</u>	<u>\$ 1,635,000</u>	

* Number of benefitted employees

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FACILITIES MAINTENANCE FUND

PERSONNEL SUMMARY

DIVISION	PAY GRADE	HOURLY PAY RATES		FULL-TIME EQUIVALENT		
		MINIMUM	MAXIMUM	ACTUAL	ESTIMATED	TENTATIVE
				FY '18-'19	FY '19-'20	BUDGET FY '20-'21
Facilities						
Full-time:						
Building Maintenance Division Mgr	14	\$31.69	\$47.53	0.00	1.00	1.00
Building Maintenance Section Mgr	12	\$25.80	\$38.71	1.00	1.00	1.00
Facilities Maintenance Technician	8	\$17.96	\$26.94	1.00	1.00	1.00
Custodial Supervisor	5	\$13.69	\$20.53	2.00	2.00	2.00
				<u>4.00</u>	<u>5.00</u>	<u>5.00</u>
Variable-hour/Seasonal:						
Custodian	N/A	\$8.48	\$12.72	7.00	7.50	7.50
Service Worker	N/A	\$8.48	\$12.72	1.25	1.25	1.25
				<u>8.25</u>	<u>8.75</u>	<u>8.75</u>
TOTAL FACILITIES MAINTENANCE FUND						
Full-Time				4.00	5.00	5.00
Variable Hour/Seasonal				8.25	8.75	8.75
TOTAL FULL-TIME EQUIVALENTS (FTE)				<u>12.25</u>	<u>13.75</u>	<u>13.75</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FACILITIES MAINTENANCE FUND



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**FRIENDS OF THE
OREM PUBLIC LIBRARY
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FRIENDS OF THE OREM PUBLIC LIBRARY FUND

OVERVIEW

The Friends of the Orem Public Library Fund is used to account for activities related to the City’s involvement in various community oriented programs.

REVENUES

The Friends of the Orem Public Library Fund receives revenues primarily through grants and charitable donations.

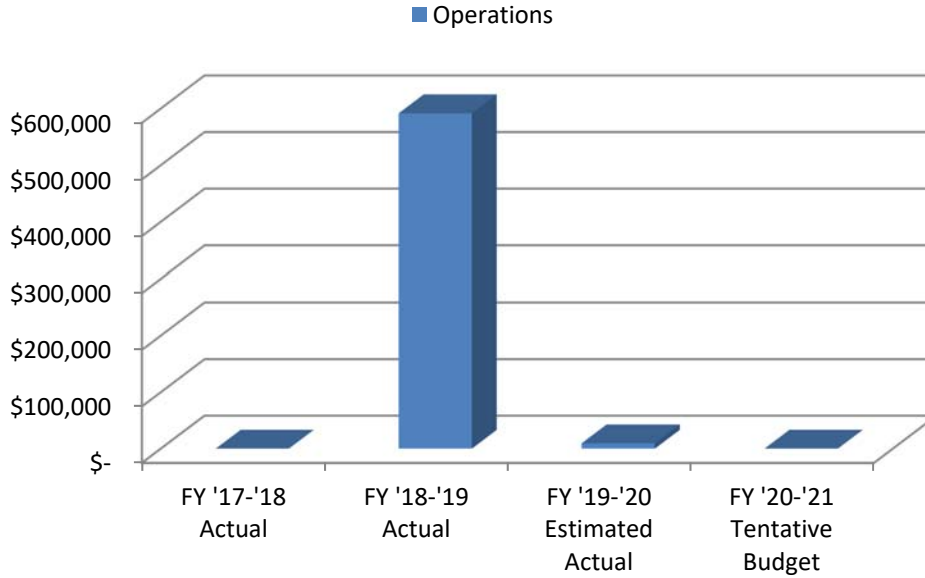
REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Ticket Sales	\$ -	\$ -	\$ -	\$ -
Merchandise Sales	-	-	-	-
Donations	888	395	1,000	250
Interest Earnings	10,408	16,552	6,500	-
Other Revenues	-	-	-	-
Contribution from Other Funds	100	542	2,000	-
Appropriations of Surplus	-	-	-	-
FUND TOTALS	\$ 11,396	\$ 27,997	\$ 9,500	\$ 8,750

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

FRIENDS OF THE OREM PUBLIC LIBRARY FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES SUMMARY

<u>EXPENDITURE CATEGORY</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
<u>Operations</u>				
Professional & Technical Services	\$ -	\$ 12,576	\$ -	\$ -
Rental & Lease Expenses	-	-	-	-
Merchandise	-	-	-	-
Printing & Publication	-	-	-	-
Supplies	8	11	-	-
Other Costs	-	579,000	9,500	250
	<u>8</u>	<u>591,587</u>	<u>9,500</u>	<u>250</u>
<u>TOTAL FRIENDS OF THE OREM PUBLIC LIBRARY FUND</u>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations	8	591,587	9,500	250
Capital	-	-	-	-
TOTALS	<u>\$ 8</u>	<u>\$ 591,587</u>	<u>\$ 9,500</u>	<u>\$ 250</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**OREM FOUNDATION
TRUST FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

OREM FOUNDATION TRUST FUND

OVERVIEW

The Orem Foundation Trust Fund was created to manage donations received through the City of Orem Foundation, which is a 501(c)3 non-profit charitable organization established to support and enhance services and programs provided by the City of Orem for the safety, health, prosperity, education, well-being and order of Orem’s residents, and to lessen the burdens of local government. These services and programs include:

- Library services.
- Literary and cultural arts programs.
- Fire, police and emergency medical services.
- Public safety programs, including victim assistance, community education, and programs to encourage citizen participation in public safety.
- Emergency management programs.
- Infrastructure, storm drains and water systems, waste management, and the City cemetery.
- Planning for community growth and development.
- Programs to enhance human relations within the community and in the wider world community.
- Procurement, maintenance and enhancement of parks within the City.
- Recreational opportunities for children, youth, adults and seniors, and community-wide leisure activities.
- Neighborhood preservation programs, community beautification, urban forestry programs, and recycling programs.

Administration services for the fund are under the direction of the Library.

REVENUES

The Orem Foundation Trust Fund receives revenues by soliciting and encouraging donations to the City for services and programs.

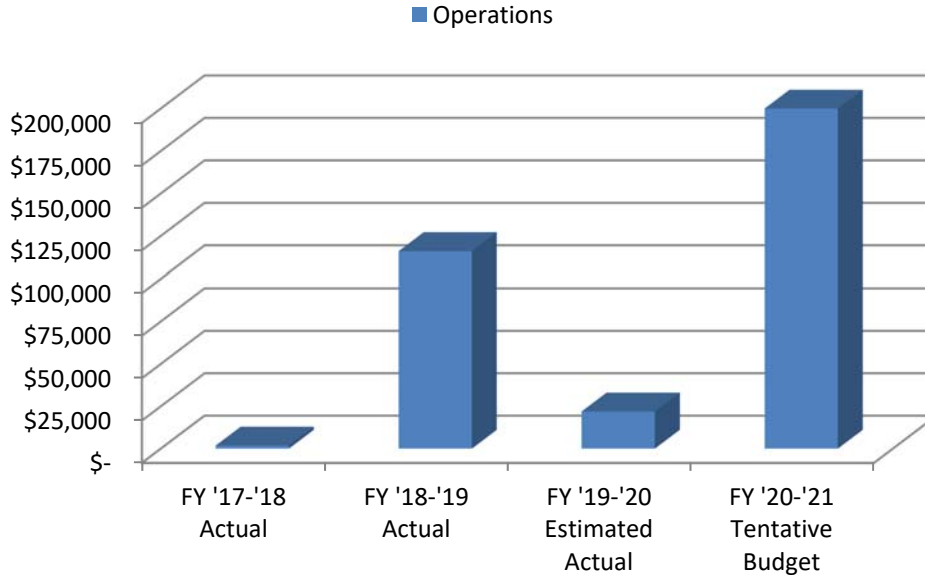
<u>REVENUE DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
Donations - Orem City	\$ -	\$ 15,294	\$ 20,000	\$ -
Donations - Orem Library	192	1,621	2,000	-
Donations - Library Hall / Fitness Center	1,750	101,019	-	-
Donations - Civic Auditorium - Ashton	-	-	-	200,000
FUND TOTALS	<u>\$ 1,942</u>	<u>\$ 117,934</u>	<u>\$ 22,000</u>	<u>\$ 200,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

OREM FOUNDATION TRUST FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES SUMMARY

<u>EXPENDITURE CATEGORY</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
<u>Operations</u>				
Transfer - City of Orem	\$ -	\$ 7,352	\$ 20,000	\$ -
Transfer - City of Orem Library	1,850	1,713	2,000	-
Transfer - CIP Fund	-	106,019	-	200,000
Transfer - Recreation Fund	-	1,000	-	-
	<u>1,850</u>	<u>116,084</u>	<u>22,000</u>	<u>200,000</u>
<u>TOTAL OREM FOUNDATION TRUST FUND</u>				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations	1,850	116,084	22,000	200,000
Capital	-	-	-	-
TOTALS	<u>\$ 1,850</u>	<u>\$ 116,084</u>	<u>\$ 22,000</u>	<u>\$ 200,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

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**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**COMMUNITY &
NEIGHBORHOOD
SERVICES
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

COMMUNITY & NEIGHBORHOOD SERVICES (CNS) FUND

OVERVIEW

The Community Development Trust Fund, which is managed by the City Manager’s Office, is used to account for support of local private, non-profit service organizations and various community projects to benefit low and moderate income (LMI) citizens. These projects include qualified home rehabilitations, sidewalk and utility repairs in qualifying neighborhoods, economic development, neighborhood preservation enforcement, and many other beneficial programs. Funds used for service organizations are limited to fifteen percent (15%) by the federal government.

REVENUES

The CNS Fund is funded by federal grants and program revenues. Federal grants are primarily from the Department of Housing and Urban Development (HUD).

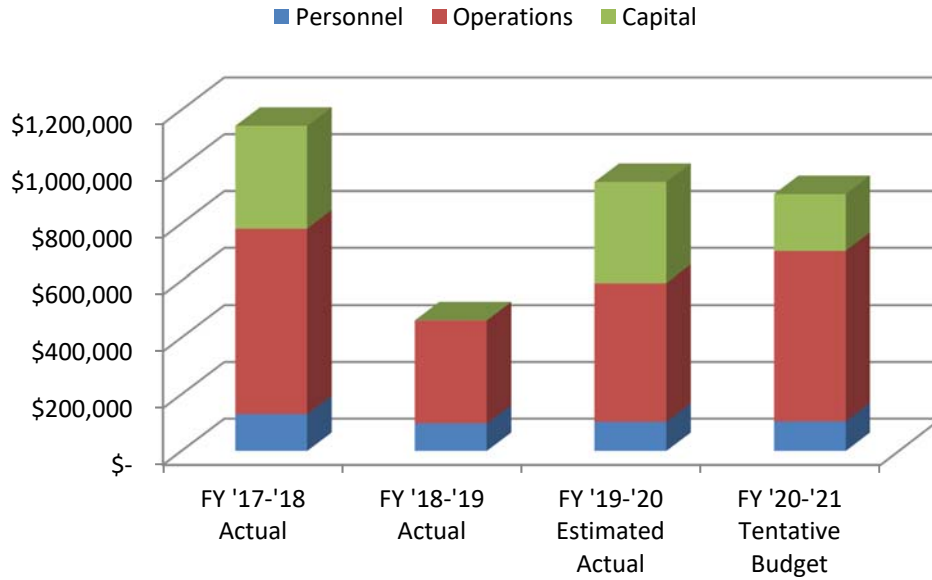
<u>REVENUE DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
Grant - Community Development	\$ 910,742	\$ 391,698	\$ 779,120	\$ 736,500
Revolving Loan Funds - Loan Payments	123,034	124,234	165,000	165,000
Interest Earnings	2,762	5,910	2,000	2,000
Miscellaneous Revenues	815	15,200	-	-
Cont. From - Fund 10 - CNS Manager	<u>77,114</u>	<u>1,466</u>	<u>-</u>	<u>-</u>
Contributions from Other Funds	<u>77,114</u>	<u>1,466</u>	<u>-</u>	<u>-</u>
FUND TOTALS	<u>\$ 1,114,467</u>	<u>\$ 539,323</u>	<u>\$ 946,120</u>	<u>\$ 903,500</u>

**CITY OF OREM
TENTATIVE BUDGET**

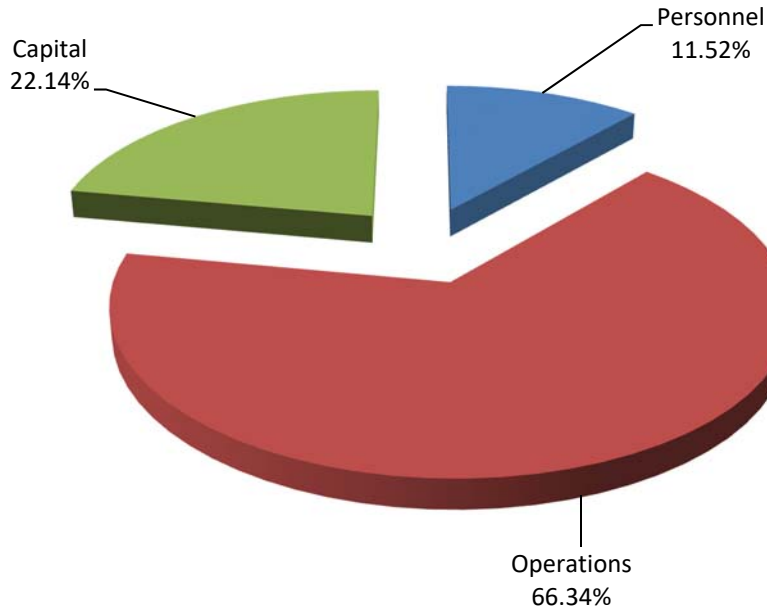
FISCAL YEAR 2020-2021

COMMUNITY & NEIGHBORHOOD SERVICES (CNS) FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES BY CATEGORY (FY '20-'21)



**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

COMMUNITY & NEIGHBORHOOD SERVICES (CNS) FUND

EXPENDITURES SUMMARY

<u>DIVISION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>	<u># OF EMP. *</u>
<u>CNS Administration/Operations</u>					
Personnel	\$ 130,028	\$ 97,140	\$ 103,056	\$ 104,110	1
Operations	183,789	159,271	159,564	152,890	
Capital	-	-	-	-	
	<u>313,817</u>	<u>256,411</u>	<u>262,620</u>	<u>257,000</u>	
<u>CNS Projects</u>					
Personnel	-	-	-	-	0
Operations	370,434	363,036	168,500	286,500	
Capital	362,035	896	355,000	200,000	
	<u>732,469</u>	<u>363,932</u>	<u>523,500</u>	<u>486,500</u>	
<u>CDBG/EDA RLF Loans</u>					
Personnel	-	-	-	-	0
Operations	97,557	-	160,000	160,000	
Capital	-	-	-	-	
	<u>97,557</u>	<u>-</u>	<u>160,000</u>	<u>160,000</u>	
<u>TOTAL CNS FUND</u>					
Personnel	\$ 130,028	\$ 97,140	\$ 103,056	\$ 104,110	1
Operations	651,780	522,307	488,064	599,390	
Capital	362,035	896	355,000	200,000	
TOTALS	<u>\$ 1,143,843</u>	<u>\$ 620,343</u>	<u>\$ 946,120</u>	<u>\$ 903,500</u>	

* Number of benefitted employees

PERSONNEL SUMMARY

<u>DIVISION</u>	<u>PAY GRADE</u>	<u>HOURLY PAY RATES</u>		<u>FULL-TIME EQUIVALENT</u>		
		<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL FY '18-'19</u>	<u>ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
<u>Community & Neighborhood Services</u>						
Full-time:						
Community Services Manager	14	\$31.69	\$47.53	1.00	1.00	1.00

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**SENIOR
CITIZENS
FUND**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

SENIOR CITIZENS FUND

OVERVIEW

The Senior Citizens Fund is used to account for the activities of the Senior Citizens Friendship Center and its associated senior citizen patron activities. New events this year were the first annual Octoberfest and Electric Scooter Rodeo. New classes included Leatherworking, Tai Chi, Fall Prevention, Folk Dancing & Mixed Media Art.

The services provided by the fund are under the direction of the Recreation Department.

REVENUES

The Senior Citizens Fund receives revenues from fees for dances, trips, tours, classes and various other activities. They also receive donations for various purposes. A major donor each year is the Eldred Sunset Manor Foundation.

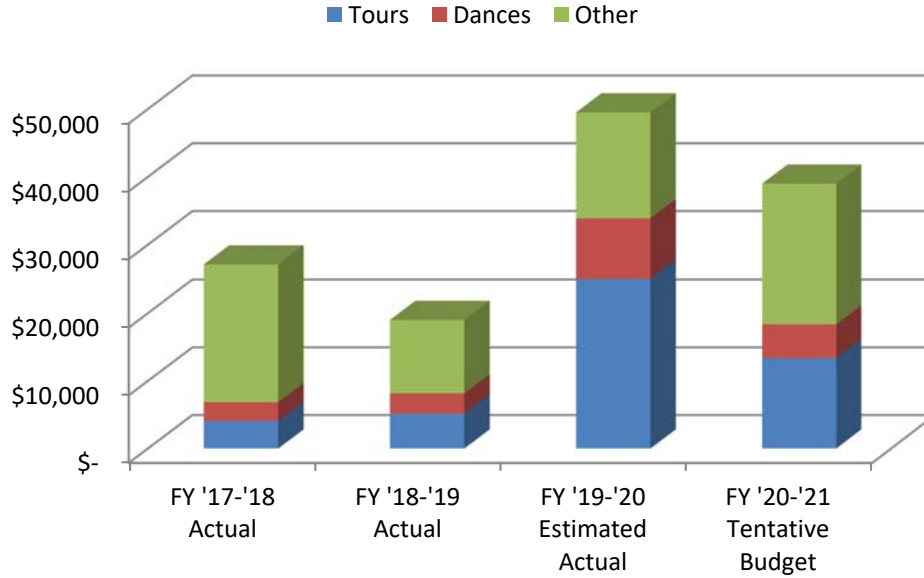
<u>REVENUE DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
Interest Earnings	\$ 4,395	\$ 6,938	\$ 1,800	\$ 1,800
Misc Revenues - Coffee	171	210	250	250
Misc Revenues - Vending	27	50	100	100
Misc Revenues - Ceramics	434	-	-	-
Misc Revenues - Tours	3,803	5,237	20,000	10,000
Misc Revenues - Donations	20,011	15,979	15,000	15,000
Misc Revenues - Quilting	265	233	600	600
Misc Revenues - Gift Shop	813	690	1,000	1,000
Misc Revenues - Membership Dues	6,112	5,440	5,250	5,250
Misc Revenues - Dances	3,163	3,305	3,500	3,500
Misc Revenues - Classes	326	489	500	500
Misc Revenues - Cookbook	-	-	-	-
Misc Revenues - Woodshop	3,293	3,317	1,000	1,000
Misc Revenues - Shirts	-	-	500	-
FUND TOTALS	\$ 42,813	\$ 41,888	\$ 49,500	\$ 39,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

SENIOR CITIZENS FUND

EXPENDITURES COMPARISON BY FISCAL YEAR



EXPENDITURES SUMMARY

EXPENDITURE CATEGORY	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Operations				
Tours	\$ 4,071	\$ 5,155	\$ 25,000	\$ 13,350
Dances	2,777	3,005	8,900	5,000
Other	20,240	10,834	15,600	20,650
	<u>27,088</u>	<u>18,994</u>	<u>49,500</u>	<u>39,000</u>
TOTAL SENIOR CITIZENS FUND				
Personnel	\$ -	\$ -	\$ -	\$ -
Operations	27,088	18,994	49,500	39,000
Capital	-	-	-	-
TOTALS	<u>\$ 27,088</u>	<u>\$ 18,994</u>	<u>\$ 49,500</u>	<u>\$ 39,000</u>

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

SENIOR CITIZENS FUND



**WE PUT THE BLING IN
THE GOLDEN YEARS !**

Active Members - 2,251

Average Daily Attendance - 434

Meals Served – 12,410

Hours Volunteered – 11,360

Trips, Activities, Events, & Classes

Bingo, Grammy Awards Show, BYU & Covey Center Productions, Utah County Fair, Yoga & Zumba Classes, Tai Chi Classes, Brilliant University, Free Tax Services, various presentations & entertainment (Senior Fraud, Alzheimer's, Caregiving, Medicare) & more.

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**ENTERPRISE
FUND
TRANSFERS**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

ENTERPRISE FUND TRANSFERS

OVERVIEW

This section of the FY 2020-2021 Tentative Budget outlines and summarizes the transfers of money from the City's enterprise funds to other funds as required under Utah Municipal Code 10-6-135.5(3)(b).

The City of Orem's enterprise funds consist of the following:

- Water Fund
- Water Reclamation Fund
- Storm Water Fund
- Recreation Fund
- Solid Waste Fund
- Special Service Lighting District of the City of Orem (*separately issued budget*)

TRANSFERS

The enterprise fund transfers that are not classified as an allocation of costs between funds, are not associated with costs pertaining to the purpose for which the enterprise fund was created, and will not be repaid are listed in the table below.

<u>TRANSFER FROM</u>	<u>TRANSFER TO</u>	<u>TRANSFER AMOUNT</u>	<u>% OF TOTAL ENTERPRISE FUND EXPENDITURES</u>
Water Fund	General Fund	\$ 900,000	4.4%
Water Reclamation Fund	General Fund	\$ 16,000	0.1%
Storm Water Fund	General Fund	\$ 141,000	2.5%
Special Service Lighting District of the City of Orem	General Fund	\$ 15,000	1.6%

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**CAPITAL
IMPROVEMENTS
SUMMARY**

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENTS SUMMARY

FUND	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
GENERAL FUND					
<u>Vehicles & Equipment</u>					
Police - Patrol	\$ 148,500	\$ 209,000	\$ 262,500	\$ 268,500	\$ 166,500
Police - Investigations	15,000	179,000	16,000	78,000	144,500
Police - Other	-	40,000	116,000	-	40,000
Fire - Trucks/Engines	-	250,000	275,000	300,000	325,000
Fire - Ambulances & Other	185,000	190,000	195,000	200,000	260,000
Fire - SCBA Replacement	50,000	50,000	50,000	50,000	50,000
Fire - Cardiac Monitors Rplcmnt	30,000	30,000	30,000	30,000	30,000
Fire - Stretchers Replacement	47,000	47,000	47,000	47,000	47,000
Parks & Cemetery	102,500	63,500	154,000	194,500	177,000
Senior Citizens	120,000	-	-	-	-
Finance - Motor Pool	-	-	-	29,000	-
Development Services	-	20,500	28,000	5,000	5,000
Subtotal - Vehicles & Equip.	\$ 698,000	\$ 1,079,000	\$ 1,173,500	\$ 1,202,000	\$ 1,245,000
<u>Improvements</u>					
Facilities - Undetermined	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Police - MCTF Equipment	-	10,000	10,000	10,000	10,000
Streets Projects	261,280	250,000	255,000	260,000	265,000
Parks - Restroom Renovations	20,000	20,000	20,000	20,000	20,000
Parks - Play ground Equipment	-	40,000	40,000	40,000	40,000
Cemetery - Veterans Memorial	-	5,000	5,000	5,000	5,000
Library - Furniture	15,000	15,000	15,000	15,000	15,000
Subtotal - Improvements	\$ 296,280	\$ 415,000	\$ 420,000	\$ 425,000	\$ 430,000
TOTAL - GENERAL FUND	\$ 994,280	\$ 1,494,000	\$ 1,593,500	\$ 1,627,000	\$ 1,675,000
ROAD FUND					
<u>Vehicles & Equipment</u>					
Vehicles/Equip. Replacement	\$ 155,000	\$ 30,000	\$ 254,000	\$ 211,000	\$ 198,000
Subtotal - Vehicles & Equip.	\$ 155,000	\$ 30,000	\$ 254,000	\$ 211,000	\$ 198,000
<u>Improvements</u>					
Street Overlay/Reconstruction	\$ 405,000	\$ 775,000	\$ 775,000	\$ 775,000	\$ 775,000
Street Striping	105,000	105,000	105,000	105,000	105,000
Street Sealing	350,000	350,000	350,000	350,000	350,000
Slurry Seals	450,000	450,000	450,000	450,000	450,000
Micro-Surfacing	400,000	400,000	400,000	400,000	400,000
Miscellaneous Projects	195,938	150,000	150,000	150,000	150,000
Subtotal - Improvements	\$ 1,905,938	\$ 2,230,000	\$ 2,230,000	\$ 2,230,000	\$ 2,230,000
TOTAL - ROAD FUND	\$ 2,060,938	\$ 2,260,000	\$ 2,484,000	\$ 2,441,000	\$ 2,428,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENTS SUMMARY

FUND	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
CARE TAX FUND					
<u>Improvements</u>					
Recreational Facility Projects	\$ 1,000,000	\$ 1,025,000	\$ 1,090,000	\$ 1,115,000	\$ 1,150,000
Other Recreation Projects	5,250	50,000	50,000	50,000	50,000
Subtotal - Improvements	\$ 1,005,250	\$ 1,075,000	\$ 1,140,000	\$ 1,165,000	\$ 1,200,000
TOTAL - CARE TAX FUND	\$ 1,005,250	\$ 1,075,000	\$ 1,140,000	\$ 1,165,000	\$ 1,200,000
TRANSPORTATION SALES TAX FUND					
<u>Vehicles, Equipment, & Other</u>					
Equipment	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Subtotal - Vehicles & Equip.	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<u>Improvements</u>					
Street Overlay / Reconstruction	\$ 1,160,000	\$ 825,000	\$ 825,000	\$ 1,150,000	\$ 1,150,000
Sidewalk Projects	520,000	750,000	750,000	425,000	425,000
Miscellaneous Projects	16,252	200,000	200,000	200,000	200,000
Subtotal - Improvements	\$ 1,696,252	\$ 1,775,000	\$ 1,775,000	\$ 1,775,000	\$ 1,775,000
TOTAL - TRANS SLS TAX FUND	\$ 1,696,252	\$ 1,780,000	\$ 1,780,000	\$ 1,780,000	\$ 1,780,000
FIRE/EMS IMPACT FEE FUND					
<u>Improvements</u>					
Impact Fee Projects	\$ 100,000	\$ 110,000	\$ 120,000	\$ 130,000	\$ 140,000
TOTAL - FIRE/EMS I.F. FUND	\$ 100,000	\$ 110,000	\$ 120,000	\$ 130,000	\$ 140,000
POLICE IMPACT FEE FUND					
<u>Improvements</u>					
Impact Fee Projects	\$ 90,000	\$ 95,000	\$ 100,000	\$ 105,000	\$ 110,000
TOTAL - POLICE I.F. FUND	\$ 90,000	\$ 95,000	\$ 100,000	\$ 105,000	\$ 110,000
STREETS IMPACT FEE FUND					
<u>Improvements</u>					
Impact Fee Projects	\$ 75,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 100,000
TOTAL - STREETS I.F. FUND	\$ 75,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 100,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENTS SUMMARY

FUND	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
PARKS IMPACT FEE FUND					
<u>Improvements</u>					
Impact Fee Projects	\$ 1,250,000	\$ 1,300,000	\$ 1,350,000	\$ 1,400,000	\$ 1,450,000
TOTAL - PARKS I.F. FUND	\$ 1,250,000	\$ 1,300,000	\$ 1,350,000	\$ 1,400,000	\$ 1,450,000
CIP FUND					
<u>Vehicles, Equipment & Other</u>					
ITS Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Other	10,000	75,000	25,000	25,000	25,000
Subtotal - Vehicles & Equip.	\$ 15,000	\$ 80,000	\$ 30,000	\$ 30,000	\$ 30,000
<u>Improvements</u>					
MAG Funded Projects	\$ -	\$ 345,500	\$ 210,000	\$ 380,000	\$ 170,000
Center Street Landscaping	-	412,000	-	-	-
800 North Landscaping	-	78,000	-	-	-
Fire Station Improvements	-	20,000	20,000	15,000	-
Senior Center Building	-	80,000	50,000	-	-
Public Safety Building	-	53,000	53,000	43,000	2,123,000
Library Hall	200,000	-	-	-	-
Cemetery Improvements	-	275,000	145,000	-	-
Bonneville Park	-	78,000	-	-	-
Geneva Park	-	181,000	-	-	-
Nielsen's Grove Park	-	103,000	-	-	-
Scera Park	-	227,000	-	-	-
Sharon Park	-	377,000	-	-	-
Cascade Park	-	-	217,000	-	-
Community Park	-	-	780,000	-	-
Northridge Park	-	-	206,000	-	-
Cherryhill Park	-	-	-	218,000	-
City Center Park	-	-	-	360,000	1,053,000
Lakeside Sports Park	-	-	-	11,000	-
Springwater Park	-	-	-	9,000	196,000
Windsor Park	-	-	-	569,000	-
Hillcrest Park	-	-	-	-	202,000
Street Improvements - Misc.	211,987	-	-	-	-
Parking Lot Improvements	-	50,000	50,000	30,000	10,000
Building Improvements - Misc.	20,000	115,000	100,000	28,000	25,000
Subtotal - Improvements	\$ 431,987	\$ 2,394,500	\$ 1,831,000	\$ 1,663,000	\$ 3,779,000
TOTAL - CIP FUND	\$ 446,987	\$ 2,474,500	\$ 1,861,000	\$ 1,693,000	\$ 3,809,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENTS SUMMARY

FUND	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
WATER FUND					
<u>Vehicles & Equipment</u>					
Pickup Trucks	\$ 37,000	\$ 90,000	\$ -	\$ 73,000	\$ 140,000
Dump Trucks	-	175,000	99,000	-	-
Backhoes	30,000	30,000	30,000	30,000	30,000
Trailers	-	12,000	-	-	11,000
Vehicles/Equip. Replacement	11,000	9,000	106,000	140,000	65,000
Subtotal - Vehicles & Equip.	\$ 78,000	\$ 316,000	\$ 235,000	\$ 243,000	\$ 246,000
<u>Improvements</u>					
Waterline Replacements - 4"	\$ 150,000	\$ -	\$ 1,026,000	\$ 1,056,000	\$ 1,088,000
Auto Meter Read Technology	2,000,000	2,480,000	2,552,000	-	-
Storage Tank	3,000,000	-	-	-	-
Well	-	3,582,000	-	-	-
Impact Fee Projects	1,100,000	-	-	-	-
Water Improvements - Misc.	524,409	1,290,000	4,236,000	7,025,000	7,275,000
Facility Improvements	50,000	-	-	-	-
Subtotal - Improvements	\$ 6,824,409	\$ 7,352,000	\$ 7,814,000	\$ 8,081,000	\$ 8,363,000
TOTAL - WATER FUND	\$ 6,902,409	\$ 7,668,000	\$ 8,049,000	\$ 8,324,000	\$ 8,609,000

WATER RECLAMATION FUND

Vehicles & Equipment

Pickup Trucks & Cargo Vans	\$ 59,000	\$ -	\$ -	\$ -	\$ -
Backhoes & Dump Trucks	10,000	110,000	10,000	10,000	10,000
Jet Vac Trucks	225,000	-	-	-	-
Utility Vans	-	100,000	100,000	110,000	-
Utility Vehicles	-	-	18,000	-	-
Secondary Clarifiers	618,000	-	-	-	-
Confined Space System	10,000	-	-	-	-
Asphalt Replacement	15,000	15,000	15,000	15,000	15,000
Methane Blower	20,000	-	-	-	-
Manhole Scanning System	95,000	-	-	-	-
Plant Instrumentation	25,000	-	-	-	-
PLC Replacements	12,000	-	-	-	-
Mixed Flow Pump Motor	25,000	-	-	-	-
Aerobic Digester Air System	25,000	-	-	-	-
Generator	-	597,000	-	-	-
Plant Equipment Replacement	80,000	300,000	300,000	300,000	300,000
Vehicles/Equip. Replacement	54,500	107,000	199,000	213,000	322,000
Subtotal - Vehicles & Equip.	\$ 1,273,500	\$ 1,229,000	\$ 642,000	\$ 648,000	\$ 647,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENTS SUMMARY

FUND	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
WATER RECLAMATION FUND (continued)					
<u>Improvements</u>					
Routine Maintenance Elimination	\$ 700,000	\$ 716,000	\$ 740,000	\$ 760,000	\$ 782,000
H2S Rehabilitation	1,500,000	2,000,000	2,500,000	3,000,000	3,000,000
Springwater Lift Station	1,370,000	455,000	-	-	-
System Replacement	-	1,300,000	1,910,000	2,620,000	1,926,000
Headworks Aeration Basin	-	464,000	-	-	-
Force Main Replacements	-	426,000	-	-	-
Concrete Membrane - Lagoon	-	597,000	-	-	-
Sewer Line Upsizing	-	-	1,000,000	-	325,000
Impact Fee Projects	150,000	-	-	-	-
Miscellaneous Projects	1,899	90,000	93,000	95,000	685,000
Subtotal - Improvements	\$ 3,721,899	\$ 6,048,000	\$ 6,243,000	\$ 6,475,000	\$ 6,718,000
TOTAL - WATER REC. FUND	\$ 4,995,399	\$ 7,277,000	\$ 6,885,000	\$ 7,123,000	\$ 7,365,000
STORM WATER FUND					
<u>Vehicles & Equipment</u>					
Pickup & Dump Trucks	\$ -	\$ 113,000	\$ -	\$ -	\$ -
Street Sweepers	210,000	61,000	-	200,000	186,000
Riding Mowers	17,500	19,000	-	-	-
Jet Vac Trucks	-	200,000	278,000	-	-
Vehicles/Equip. Replacement	10,000	6,000	7,000	7,000	7,000
Subtotal - Vehicles & Equip.	\$ 237,500	\$ 399,000	\$ 285,000	\$ 207,000	\$ 193,000
<u>Improvements</u>					
West Union Canal Projects	\$ 150,000	\$ 135,000	\$ -	\$ -	\$ -
Storm Water Line - 2000 S	394,000	259,000	-	-	-
Storm Water Line - Springwater	843,000	-	-	-	-
Detention Basin - Springwater	23,000	-	-	-	-
Storm Water Line - 1200 N 800 W	-	457,000	1,055,000	320,000	879,000
Detention Basin - 424 E	-	227,000	-	-	-
Detention Basin - Bonneville	-	-	-	560,000	-
Storm Water Line - Bonneville	-	-	-	144,000	-
Storm Water Line - 800 W	-	-	-	75,000	273,000
Impact Fee Projects	70,000	-	-	-	-
S. Water Improvements - Misc.	805,000	421,000	585,000	605,000	605,000
Subtotal - Improvements	\$ 2,285,000	\$ 1,499,000	\$ 1,640,000	\$ 1,704,000	\$ 1,757,000
TOTAL - STORM WATER FUND	\$ 2,522,500	\$ 1,898,000	\$ 1,925,000	\$ 1,911,000	\$ 1,950,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENTS SUMMARY

FUND	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
SOLID WASTE FUND					
<u>Improvements</u>					
Take Pride Projects	\$ 32,263	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
TOTAL - SOLID WASTE FUND	\$ 32,263	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
FLEET MAINTENANCE FUND					
<u>Vehicles & Equipment</u>					
Pickup Trucks	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Miscellaneous Equipment	-	5,000	5,000	5,000	5,000
Subtotal - Vehicles & Equip.	\$ -	\$ 5,000	\$ 5,000	\$ 15,000	\$ 5,000
TOTAL - FLEET MAINT. FUND	\$ -	\$ 5,000	\$ 5,000	\$ 15,000	\$ 5,000
INFORMATION TECHNOLOGY FUND					
<u>Vehicles & Equipment</u>					
Server Replacements	\$ -	\$ 25,500	\$ 26,000	\$ 27,000	\$ 27,000
Core Network Upgrades	-	40,000	60,000	50,000	50,000
Wireless Access Points/Install	-	4,200	4,500	4,500	4,500
Edge Switch Replacements	-	3,500	5,000	5,000	5,000
VOIP Equipment Replacements	-	49,500	5,000	5,000	5,000
Disk Storage for Backups - Addtl.	-	-	12,000	12,000	12,000
Fiber Installations	-	-	20,000	20,000	20,000
Miscellaneous Equipment	-	21,500	14,900	22,400	22,400
TOTAL - IT. FUND	\$ -	\$ 144,200	\$ 147,400	\$ 145,900	\$ 145,900
FACILITIES MAINTENANCE FUND					
<u>Vehicles & Equipment</u>					
Miscellaneous Equipment	\$ 55,052	\$ -	\$ -	\$ -	\$ -
TOTAL - FACILITIES FUND	\$ 55,052	\$ -	\$ -	\$ -	\$ -
COMMUNITY & NEIGHBORHOOD SERVICES (CNS) FUND					
<u>Improvements</u>					
CNS Improvement Projects	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
TOTAL - CNS FUND	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000

**CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

CAPITAL IMPROVEMENTS SUMMARY

FUND	BUDGETED FY '20-'21	PROJECTED FY '21-'22	PROJECTED FY '22-'23	PROJECTED FY '23-'24	PROJECTED FY '24-'25
ALL FUNDS					
<u>Vehicles & Equipment</u>					
General Fund	\$ 698,000	\$ 1,079,000	\$ 1,173,500	\$ 1,202,000	\$ 1,245,000
Road Fund	155,000	30,000	254,000	211,000	198,000
Transportation Sales Tax Fund	-	5,000	5,000	5,000	5,000
CIP Fund	15,000	80,000	30,000	30,000	30,000
Water Fund	78,000	316,000	235,000	243,000	246,000
Water Reclamation Fund	1,273,500	1,229,000	642,000	648,000	647,000
Storm Water Fund	237,500	399,000	285,000	207,000	193,000
Fleet Maintenance Fund	-	5,000	5,000	15,000	5,000
Information Technology Fund	-	144,200	147,400	145,900	145,900
Facilities Maintenance Fund	55,052	-	-	-	-
Subtotal - Vehicles & Equip.	\$ 2,512,052	\$ 3,287,200	\$ 2,776,900	\$ 2,706,900	\$ 2,714,900
<u>Improvements</u>					
General Fund	\$ 296,280	\$ 415,000	\$ 420,000	\$ 425,000	\$ 430,000
Road Fund	1,905,938	2,230,000	2,230,000	2,230,000	2,230,000
CARE Tax Fund	1,005,250	1,075,000	1,140,000	1,165,000	1,200,000
Transportation Sales Tax Fund	1,696,252	1,775,000	1,775,000	1,775,000	1,775,000
Fire/EMS Impact Fee Fund	100,000	110,000	120,000	130,000	140,000
Police Impact Fee Fund	90,000	95,000	100,000	105,000	110,000
Streets Impact Fee Fund	75,000	80,000	85,000	90,000	100,000
Parks Impact Fee Fund	1,250,000	1,300,000	1,350,000	1,400,000	1,450,000
CIP Fund	431,987	2,394,500	1,831,000	1,663,000	3,779,000
Water Fund	6,824,409	7,352,000	7,814,000	8,081,000	8,363,000
Water Reclamation Fund	3,721,899	6,048,000	6,243,000	6,475,000	6,718,000
Storm Water Fund	2,285,000	1,499,000	1,640,000	1,704,000	1,757,000
Solid Waste Fund	32,263	75,000	75,000	75,000	75,000
CNS Fund	200,000	200,000	200,000	200,000	200,000
Subtotal - Improvements	\$ 19,914,278	\$ 24,648,500	\$ 25,023,000	\$ 25,518,000	\$ 28,327,000
GRAND TOTAL - ALL FUNDS	\$ 22,426,330	\$ 27,935,700	\$ 27,799,900	\$ 28,224,900	\$ 31,041,900

EXHIBIT “B”

CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

CITY OF OREM, UTAH
Proposed Fees & Charges
Fiscal Year 2020-2021

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CITY OF OREM
 PROPOSED FEES & CHARGES
 FISCAL YEAR 2020-2021

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CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

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CITY OF OREM
 PROPOSED FEES & CHARGES
 FISCAL YEAR 2020-2021

UTILITIES

UTILITY CONNECTIONS

Fee Description	Proposed Fee
After Hours Charge	\$50.00
Application for Special Improvement District (SID)	\$7,500 + Costs
Broken Lock & Bracket Fine	\$55.00
Deposit (if required)	3x avg. month's bill
Field Service/Reconnect (reconnect is two trips/fees)	\$25.00
Illegal Connection Fine	\$250.00
Utility Hook-up Fee	\$25.00

CREDIT CARD CONVENIENCE FEE

Fee Description	Proposed Fee
Convenience fee for payment by credit card	\$3.95

WATER RATES

All meters are charged the usage charge plus the base rate as stated below. Charges are assessed on total amount of consumption in 1,000-gallon increments in a manner established by policy and ordinance. All retail fees are doubled for accounts located outside of the City boundary.

Usage Charge by Tier	Proposed Fee
Tier 1	\$0.98
Tier 2	\$1.22
Tier 3	\$1.45
Tier 4	\$1.94

Flow Allotment by Meter Size (per 1,000 gallons per month)

Meter Size	Tier 1		Tier 2		Tier 3		Tier 4
	>	≤	>	≤	>	≤	
¾"	0	11	11	34	34	65	65 +
1"	0	18	18	57	57	109	109 +
1½"	0	37	37	113	113	216	216 +
2"	0	59	59	181	181	346	346 +
3"	0	110	110	340	340	650	650 +
4"	0	220	220	680	680	1,300	1,300 +
6"	0	458	458	1,417	1,417	2,709	2,709 +
8"	0	587	587	1,813	1,813	3,466	3,466 +
10"	0	1,063	1,063	3,287	3,287	6,284	6,284 +

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Base Rate By Meter Size	Proposed Fee
¾"	\$20.20
1"	\$39.22
1½"	\$110.42
2"	\$181.64
3"	\$276.59
4"	\$466.48
6"	\$1,178.58
8"	\$1,574.21
10"	\$2,361.32

Remote Shut-Off Valve Fee	Proposed Fee
For accounts that are shut off 2 times in a rolling 12 month period	\$200.00

Water Service Deletion Fee	Proposed Fee
¾" and Larger	\$915.00 \$1,100

WATER TAP FEES

Water Meter Size	Proposed Fee
¾" to 2"	\$232.00
3" and Larger	\$415.00

WATER CONNECTION FEES

Water Meter Size	Proposed Fee
¾"	\$287.00
1"	\$359.00
1½"	\$681.00
2"	\$885.00
3"	Meter Market Price + \$547.00
4"	Meter Market Price + \$547.00
6"	Meter Market Price + \$547.00
8"	Meter Market Price + \$547.00
10"	Meter Market Price + \$547.00

SEWER RATES

Fee Description	Proposed Fee
Monthly, All Uses:	
Base Rate (charge for one living unit)	\$12.33
Base Rate – Multiple Units:	
Charge for first living unit	\$12.33
Charge for each additional living unit	\$11.33
Volume Charge* (charge for every 1,000 gallons)	\$2.53

CITY OF OREM
 PROPOSED FEES & CHARGES
 FISCAL YEAR 2020-2021

**Effective July 1 of each year, the monthly charge shall be based on the average winter water usage for the preceding months of November through April.*

All non-residential sewer accounts will be billed using a water meter size multiplier using the American Water Works Association (AWWA) guidelines. Account holders for water meter sizes 2" and larger may request an adjustment to the multiplier based on qualifying site-specific criteria.

Water Meter Size	AWWA Multiplier
¾"	1.00
1"	1.67
1½"	3.33
2"	5.33
3"	10.00
4"	20.00
6"	41.67
8"	53.33
10"	96.97

SEWER CONNECTION FEES

Fee Description	Proposed Fee
All Sizes	\$30.00

STORM WATER RATES

Fee Description	Proposed Fee
Storm Water Fee per Equivalent Service Unit (ESU) - Monthly	\$7.35 \$7.60

SOLID WASTE RATES*

Fee Description	Proposed Fee
First Container (cost per month)	\$11.50 \$11.85
Additional Containers (cost per month)	\$10.50 \$10.85
Green Waste Container (cost per month)	\$6.20 \$6.40
Additional Green Waste Container (cost per month)	\$6.20 \$6.40
Multiple Units (cost per month)	\$11.50 + \$11.50 \$11.85 + \$11.85 each additional unit
Recycling Container (cost per month)	\$3.60 \$3.90
Additional Recycling Container (cost per month)	\$3.60 \$3.90
Combined Fee of First Can and Recycling Can (mandatory for all new accounts)	\$15.10 \$15.75
Residential (cost per month)	\$11.50 \$11.85
Trailer Courts & Condominiums (cost per month)	\$11.50 + \$11.50 \$11.85 + \$11.85 each additional unit

**The City Manager is authorized to pass on tipping fee increases to the Solid Waste base rate at the time of increase by the Solid Waste District.*

CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

STREET LIGHTS

Fee Description	Proposed Fee
Street Lighting Fee (cost per month)*	
Effective April 1, 2019	
Cherry Hill and Lakeview neighborhoods	\$2.34 \$2.39
Effective July 1, 2019	
All businesses, apartments, institutional accounts (i.e. schools, churches, non-profits, etc.)	\$2.34 \$2.39
Geneva Heights, Windsor, Orem, Orem North, Suncrest, Lakeridge, Stonewood, Sunset Heights East, and Orem Park neighborhoods	\$2.34 \$2.39
Effective July 1, 2020	
Aspen, Heatheridge, Sharon, and Sunset Heights West neighborhoods	\$3.25 \$2.39
All other neighborhoods	\$3.25

*The City is moving into maintaining a mature street lighting system. The street lighting fee will cover ongoing system operations and maintenance with a small capital budget. We are adopting a new ELU structure to reduce the current fee of \$3.25 and move toward billing each residence, business, and institution one ELU of \$2.39 per month. This new ELU rate will be phased in by neighborhood.

IMPACT FEES

WATER IMPACT FEES

City Service Area

Meter Size	Meter Type	Equivalency Ratios	Proposed Impact Fee
¾"	Displacement	1.00	\$1,603.01
1"	Displacement	1.67	\$2,677.02
1½"	Displacement	3.33	\$5,338.01
2"	Compound	5.33	\$8,544.02
3"	Compound	10.00	\$16,030.06
4"	Compound	20.00	\$32,060.11
6"	Compound	41.67	\$66,797.24
8"	Compound	53.30	\$85,440.20
10"	Compound	96.67	\$154,962.55

City Service Area Non-Standard

City SA Non-Standard Users Impact Fee Formula

Step 1: Identify Estimated Average Annual Demand (Gallons) of Proposed Development

Step 2: Multiply Total Annual Gallons by Impact Fee per Gallon of \$0.0060

CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

Southwest Service Area (see map on page 21)

Meter Size	Meter Type	Equivalency Ratios	Proposed Impact Fee
¾"	Displacement	1.00	\$3,004.07
1"	Displacement	1.67	\$5,016.80
1½"	Displacement	3.33	\$10,003.57
2"	Compound	5.33	\$16,011.71
3"	Compound	10.00	\$30,040.74
4"	Compound	20.00	\$60,081.47
6"	Compound	41.67	\$125,179.75
8"	Compound	53.30	\$160,117.13
10"	Compound	96.67	\$290,403.80

Southwest Service Area Non-Standard

Southwest SA Non-Standard Users Impact Fee Formula

Step 1: Identify Estimated Average Annual Demand (Gallons) of Proposed Development

Step 2: Multiply Total Annual Gallons by Impact Fee per Gallon of \$0.0113

Water Supply Impact Fee (Applicable to both the City Service Area and Southwest Service Area)

Meter Size	Equivalency Ratios	Proposed Impact Fee
¾"	1.00	\$2,804.00
1"	1.67	\$4,682.00
1½"	3.33	\$9,336.00
2"	5.33	\$14,944.00
3"	10.00	\$28,037.00
4"	20.00	\$56,074.00
6"	41.67	\$116,830.00
8"	53.30	\$149,521.00
10"	96.67	\$271,033.00

SEWER IMPACT FEES

City Service Area

Residential – City Service Area

City Service Area	ERU Demand	Proposed Sewer Impact Fee
Single Family Residential per Unit	1.00	\$ 846.90
Multi-Family Residential per Unit*	0.88	\$ 747.54

*Multi-family ERU equivalency is based on the ratio of persons per multi-family household (see Table 5 of the Orem Parks Impact Fee Analysis).

Non-Standard Formula - City Service Area

Multiply Number of Fixture Units by Impact Fee per Fixture Unit	\$ 38.50
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CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

Non-Residential – City Service Area

Fixture Type	Drainage Fixture Unit Value as Load Factors	Impact Fee per Fixture Type
Automatic Clothes Washers, Commercial (footnote a,g)	3	\$115.49
Automatic Clothes Washers, Residential (footnote g)	2	\$76.99
Bathroom Group consists of Water Closet, Lavatory, Bidet and Bathtub or Shower (footnote f)	6	\$230.97
Bathtub - With/Without Overhead Shower or Whirlpool Attachments (footnote b)	2	\$76.99
Bidet	1	\$38.50
Combination Sink and Tray	2	\$76.99
Dental Lavatory	1	\$38.50
Dental Unit of Cuspidor	1	\$38.50
Dishwashing Machine, Domestic (footnote c)	2	\$76.99
Drinking Fountain	0.5	\$19.25
Emergency Floor Drain	0	\$0.00
Standard Floor Drains	2	\$76.99
Kitchen Sink, Domestic	2	\$76.99
Kitchen Sink, Domestic with Food Waste Grinder and/or Dishwasher	2	\$76.99
Laundry Tray (1 & 2 Compartments)	2	\$76.99
Lavatory	1	\$38.50
Shower Compartment, Domestic 5.7 gpm or less	2	\$76.99
Sink	2	\$76.99
Urinal (footnote d)	4	\$153.98
Urinal, 1 Gallon per Flush or Less (footnote d, e)	2	\$76.99
Wash Sink (Circular or Multiple) Each Set of Faucets	2	\$76.99
Water Closet, Flush-o-Meter Tank, Public or Private (footnote e)	4	\$153.98
Water Closet, Private Installation 1.6 gpf (footnote e)	3	\$115.49
Water Closet, Private Installation greater than 1.6 gpf (footnote e)	4	\$153.98
Water Closet, Public Installation 1.6 gpf (footnote e)	6	\$230.97

gpf = gallon per flushing cycle

Footnotes:

- a. For traps larger than 3 inches, use Table Uniform Plumbing Code Table 709.2.
- b. A showerhead over a bathtub or whirlpool tub attachment does not increase the drainage fixture unit value.
- c. See Uniform Plumbing Code Sections 709.2 through 709.4 for methods of computing unit value of fixtures not listed in this table or for rating of devices with intermittent flows.
- d. Trap size shall be consistent with the fixture outlet size.
- e. For the purpose of computing loads on building drains and sewers, water closets and urinals shall not be rated at a lower drainage fixture unit unless the lower values are confirmed by testing.
- f. For fixtures added to a dwelling unit bathroom group, add the drainage fixture unit value of those additional fixtures to the bathroom group fixture count.
- g. See Uniform Plumbing Code Section 406.3 for sizing requirements for fixture drain, branch drain, and drainage stack for an automatic clothes washer standpipe

CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

Southwest Service Area (see map on page 21)

Residential – Southwest Service Area

Southwest Service Area	ERU Demand	Proposed Sewer Impact Fee
Single Family Residential per Unit	1.00	\$ 4,876.90
Multi-Family Residential per Unit*	0.88	\$ 4,304.75

*Multi-family ERU equivalency is based on the ratio of persons per multi-family household (see Table 5 of the Orem Parks Impact Fee Analysis)

Non-Standard Formula – Southwest Service Area

Multiply Number of Fixture Units by Impact Fee per Fixture Unit	\$ 221.68
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Non-Residential – Southwest Service Area

Fixture Type	Drainage Fixture Unit Value as Load Factors	Impact Fee per Fixture Type
Automatic Clothes Washers, Commercial (footnote a,g)	3	\$665.03
Automatic Clothes Washers, Residential (footnote g)	2	\$443.35
Bathroom Group Consisting of Water Closet, Lavatory, Bidet and Bathtub or Shower (footnote f)	6	\$1,330.06
Bathtub- With or Without Overhead Shower or Whirlpool Attachments (footnote b)	2	\$443.35
Bidet	1	\$221.68
Combination Sink and Tray	2	\$443.35
Dental Lavatory	1	\$221.68
Dental Unit of Cuspidor	1	\$221.68
Dishwashing Machine, Domestic (footnote c)	2	\$443.35
Drinking Fountain	0.5	\$110.84
Emergency Floor Drain	0	\$0.00
Standard Floor Drains	2	\$443.35
Kitchen Sink, Domestic	2	\$443.35
Kitchen Sink, Domestic with Food Waste Grinder and/or Dishwasher	2	\$443.35
Laundry Tray (1 & 2 Compartments)	2	\$443.35
Lavatory	1	\$221.68
Shower Compartment, Domestic 5.7 gpm or less	2	\$443.35
Sink	2	\$443.35
Urinal (footnote d)	4	\$886.71
Urinal, 1 Gallon per Flush or Less (footnote d, e)	2	\$443.35
Wash Sink (Circular or Multiple) Each Set of Faucets	2	\$443.35
Water Closet, Flush-o-Meter Tank, Public or Private (footnote e)	4	\$886.71
Water Closet, Private Installation 1.6 gpf (footnote e)	3	\$665.03
Water Closet, Private Installation greater than 1.6 gpf (footnote e)	4	\$886.71
Water Closet, Public Installation 1.6 gpf (footnote e)	6	\$1,330.06

gpf= gallon per flushing cycle

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Footnotes:

- a. For traps larger than 3 inches, use Table Uniform Plumbing Code Table 709.2.
- b. A showerhead over a bathtub or whirlpool tub attachment does not increase the drainage fixture unit value.
- c. See Uniform Plumbing Code Sections 709.2 through 709.4 for methods of computing unit value of fixtures not listed in this table or for rating of devices with intermittent flows.
- d. Trap size shall be consistent with the fixture outlet size.
- e. For the purpose of computing loads on building drains and sewers, water closets and urinals shall not be rated at a lower drainage fixture unit unless the lower values are confirmed by testing.
- f. For fixtures added to a dwelling unit bathroom group, add the drainage fixture unit value of those additional fixtures to the bathroom group fixture count.
- g. See Uniform Plumbing Code Section 406.3 for sizing requirements for fixture drain, branch drain, and drainage stack for an automatic clothes washer standpipe.

STORM WATER IMPACT FEES

Per Acre Fee (charged based on acreage) (Formula: acres x fee per acre shown in table below)

Year	Maximum Fee After Credits – City Service Area	Maximum Fee After Credits – SW Annex Area
FY 2021	\$1,576.54 \$1,648.24	\$10,428.23 \$10,499.96

TRANSPORTATION IMPACT FEES (PER DEVELOPMENT UNIT FEE)

ITE Code	ITE Land Use	Unit	*Trip Rate	Pass-by Reduction	Adjusted Trip Rate	Impact Fee FY 2021
130	Industrial Park 130	1000 Sq. Feet Gross Floor Area	0.85		0.43	\$364.66 \$370.97
140	General Manufacturing	1000 Sq. Feet Gross Floor Area	0.73		0.37	\$313.18 \$318.59
151	Mini-Warehouse	1000 Sq. Feet Gross Floor Area	0.26		0.13	\$111.54 \$113.47
152	Warehouse / Distribution Center	1000 Sq. Feet Gross Floor Area	0.12		0.06	\$51.48 \$52.37
210	Single-Family Detached Housing	Dwelling Unit	1.00		0.50	\$429.01 \$436.43
220	Multi-Family / Apartment (Greater than 4 units)	Dwelling Unit	0.62		0.31	\$265.99 \$270.59
230	Multi-Family / Condo. Townhouse	Dwelling Unit	0.52		0.26	\$223.09 \$226.94
240	Mobile Home / RV Park	Occupied Dwelling Unit	0.59		0.30	253.12 \$257.49
254	Assisted Living Center	Bed	0.22		0.11	\$94.38 \$96.01
310	Hotel	Room	0.60		0.30	\$257.44 \$261.86
444	Movie Theater < 10 Screens	1000 Sq. Feet Gross Floor Area	3.80		1.90	\$1,630.24 \$1,658.43
445	Movie Theater > 10 Screens	1000 Sq. Feet Gross Floor Area	4.91		2.46	\$2,106.44 \$2,142.87
492	Health/Fitness Club	1000 Sq. Feet Gross Floor Area	3.53		1.77	\$1,514.41 \$1,540.60
520	Elementary School	1000 Sq. Feet Gross Floor Area	1.21		0.61	\$519.10 \$528.08
522	Middle School / Junior High School	1000 Sq. Feet Gross Floor Area	1.19		0.60	\$510.52 \$519.35
530	High School	1000 Sq. Feet Gross Floor Area	0.97		0.49	\$416.14 \$423.34
534	Private School (K-8)	Students	0.60		0.30	\$257.41 \$261.86
560	Church	1000 Sq. Feet Gross Floor Area	0.55		0.28	\$235.96 \$240.04

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

565	Day Care Center	1000 Sq. Feet Gross Floor Area	12.34		6.17	\$5,293.98 \$5,385.55
590	Library	1000 Sq. Feet Gross Floor Area	7.30		3.65	\$3,131.77 \$3,185.94
610	Hospital	1000 Sq. Feet Gross Floor Area	0.93		0.47	\$398.98 \$405.88
710	General Office Building	1000 Sq. Feet Gross Floor Area	1.49		0.75	\$639.22 \$650.28
720	Medical-Dental Office Building	1000 Sq. Feet Gross Floor Area	3.57		1.79	\$1,531.57 \$1,558.06
770	Business Park	1000 Sq. Feet Gross Floor Area	1.26		0.63	\$540.55 \$549.90
812	Building Material and Lumber Store	1000 Sq. Feet Gross Floor Area	4.49		2.25	\$1,926.25 \$1,959.57
817	Nursery (Garden Center)	1000 Sq. Feet Gross Floor Area	6.94		3.47	\$2,977.33 \$3,028.82
820	Shopping Center / Strip Mall	1000 Sq. Feet Gross Leasable Area	3.71	34%	1.22	\$1,050.47 \$1,068.64
826	Specialty Retail Center	1000 Sq. Feet Gross Leasable Area	2.71		1.36	\$1,162.62 \$1,182.73
841	Automobile Sales	1000 Sq. Feet Gross Floor Area	5.98		2.99	\$2,565.48 \$2,609.85
848	Tire Store	1000 Sq. Feet Gross Floor Area	4.15	28%	1.49	\$1,281.88 \$1,304.05
850	Supermarket	1000 Sq. Feet Gross Floor Area	9.48	36%	3.03	\$2,602.89 \$2,647.91
851	Convenience Market	1000 Sq. Feet Gross Floor Area	52.41	61%	10.22	\$8,768.92 \$8,920.59
912	Drive-in Bank	1000 Sq. Feet Gross Floor Area	24.30	47%	6.44	\$5,525.22 \$5,620.78
918	Hair Salon	1000 Sq. Feet Gross Floor Area	1.45		0.73	\$622.06 \$632.82
932	Restaurant, Sit-Down (High Turnover)	1000 Sq. Feet Gross Floor Area	9.85	44%	2.76	\$2,366.42 \$2,407.35
933	Fast Food without Drive-Through Window	1000 Sq. Feet Gross Floor Area	26.15	43%	7.45	\$6,394.64 \$6,505.21
934	Restaurant with Drive Through Window	1000 Sq. Feet Gross Floor Area	32.65	50%	8.16	\$7,003.59 \$7,124.72
942	Auto Care Center	1000 Sq. Feet Gross Leasable Area	3.11		1.56	\$1,334.22 \$1,357.30
944	Gasoline/Service Station	Fueling Position	13.87	42%	4.02	\$3,451.24 \$3,510.90
945	Gasoline/Service Station with Convenience Store	1000 Sq. Feet Gross Leasable Area	97.47	56%	21.44	\$18,398.87 \$18,717.09
947	Self Service Car Wash	Wash Stall	5.54		2.77	\$2,376.72 \$2,417.82
948	Automated Car Wash	1000 Sq. Feet Gross Floor Area	14.12		7.06	\$6,057.62 \$6,162.39

OR, if a cost per trip is used, the maximum cost per trip is shown below (after all bond credits). The cost per trip, by year, is then multiplied by the number of trips per development type and number of units as shown in the following table:

G.O. Bonds – Roadways	Maximum Fee per PM Peak Hour Trip
FY 2021	\$858.02 \$872.86

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

ITE Code	ITE Land Use	Unit	Adjusted Trip Rate
130	Industrial Park 130	1000 Sq. Feet Gross Floor Area	0.43
140	General Manufacturing	1000 Sq. Feet Gross Floor Area	0.37
151	Mini-Warehouse	1000 Sq. Feet Gross Floor Area	0.13
152	Warehouse / Distribution Center	1000 Sq. Feet Gross Floor Area	0.06
210	Single-Family Detached Housing	Dwelling Unit	0.50
220	Multi-Family / Apartment (Greater than 4 units)	Dwelling Unit	0.31
230	Multi-Family / Condo. Townhouse	Dwelling Unit	0.26
240	Mobile Home / RV Park	Occupied Dwelling Unit	0.30
254	Assisted Living Center	Bed	0.11
310	Hotel	Room	0.30
444	Movie Theater < 10 Screens	1000 Sq. Feet Gross Floor Area	1.90
445	Movie Theater > 10 Screens	1000 Sq. Feet Gross Floor Area	2.46
492	Health/Fitness Club	1000 Sq. Feet Gross Floor Area	1.77
520	Elementary School	1000 Sq. Feet Gross Floor Area	0.61
522	Middle School / Junior High School	1000 Sq. Feet Gross Floor Area	0.60
530	High School	1000 Sq. Feet Gross Floor Area	0.49
534	Private School (K-8)	Students	0.30
560	Church	1000 Sq. Feet Gross Floor Area	0.28
565	Day Care Center	1000 Sq. Feet Gross Floor Area	6.17
590	Library	1000 Sq. Feet Gross Floor Area	3.65
610	Hospital	1000 Sq. Feet Gross Floor Area	0.47
710	General Office Building	1000 Sq. Feet Gross Floor Area	0.75
720	Medical-Dental Office Building	1000 Sq. Feet Gross Floor Area	1.79
770	Business Park	1000 Sq. Feet Gross Floor Area	0.63
812	Building Material and Lumber Store	1000 Sq. Feet Gross Floor Area	2.25
817	Nursery (Garden Center)	1000 Sq. Feet Gross Floor Area	3.47
820	Shopping Center / Strip Mall	1000 Sq. Feet Gross Leasable Area	1.22
826	Specialty Retail Center	1000 Sq. Feet Gross Leasable Area	1.36
841	Automobile Sales	1000 Sq. Feet Gross Floor Area	2.99
848	Tire Store	1000 Sq. Feet Gross Floor Area	1.49
850	Supermarket	1000 Sq. Feet Gross Floor Area	3.03
851	Convenience Market	1000 Sq. Feet Gross Floor Area	10.22
912	Drive-in Bank	1000 Sq. Feet Gross Floor Area	6.44
918	Hair Salon	1000 Sq. Feet Gross Floor Area	0.73
932	Restaurant, Sit-Down (High Turnover)	1000 Sq. Feet Gross Floor Area	2.76
933	Fast Food without Drive-Through Window	1000 Sq. Feet Gross Floor Area	7.45
934	Restaurant with Drive Through Window	1000 Sq. Feet Gross Floor Area	8.16
942	Auto Care Center	1000 Sq. Feet Gross Leasable Area	1.56
944	Gasoline/Service Station	Fueling Position	4.02
945	Gasoline/Service Station with Convenience Store	1000 Sq. Feet Gross Leasable Area	21.44
947	Self Service Car Wash	Wash Stall	2.77
948	Automated Car Wash	1000 Sq. Feet Gross Floor Area	7.06

PARKS IMPACT FEES

Per Residential Unit:

Year	Maximum Fee per Single-Family Unit	Maximum Impact Fee per Multi-Family Unit
FY 2021	\$2,865.54 \$2,879.64	\$2,529.36 \$2,541.80

CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

FIRE IMPACT FEES

Standard:

Fire/EMS	Cost per Call	Calls per Unit	Impact Fee per Unit
Residential:			
Single Family Residential Unit	\$1,726.00	0.126	\$217.70
Multi-Family Residential Unit	\$1,726.00	0.097	\$168.24
Non Residential:			
General Commercial (per KSq Ft)	\$1,726.00	0.061	\$104.69
Office (per KSq Ft)	\$1,726.00	0.122	\$210.88
Institutional (per KSq Ft)	\$1,726.00	0.043	\$74.11
Commercial Apparatus Fee (KSq Ft Floor Space)*	See Apparatus Fee Table		

*Apparatus Fee is charged to commercial land uses only

Commercial Apparatus:

Non-Residential Land Use	Apparatus Cost per Call	Calls per KSq Ft	Impact Fee per KSq Ft
General Commercial	\$458.48	0.061	\$27.81

Non-Standard:

Fire/EMS Cost Per Call	Non-Standard Development		Impact Fee Assessed
\$1,726.07	x	# of Annual Calls Projected to be Created	= Non-Standard Impact Fee

POLICE IMPACT FEES

Standard:

Police	Cost per Call	Calls per Unit	Impact Fee per Unit
Residential:			
Single Family Residential Unit	\$99.82	1.209	\$120.69
Multi-Family Residential Unit	\$99.82	1.200	\$119.79
Non Residential:			
General Commercial (per KSq Ft)	\$99.82	0.835	\$83.30
Office (per KSq Ft)	\$99.82	0.563	\$56.24
Institutional (per KSq Ft)	\$99.82	0.720	\$71.86

Non-Standard:

Police Cost Per Call	Non-Standard Development		Impact Fee Assessed
\$99.82	x	# of Annual Calls Projected to be Created	= Non-Standard Impact Fee

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

CEMETERY FEES

Fee Description	Proposed Fee
Burial Lot Fees (Resident):	
Single Lot (upper cemetery)	\$1,230 \$1,255.00
Single Lot (lower cemetery)	\$1,540 \$1,570.00
½ Lot where available (upper cemetery – Cemetery Sexton picks location)	\$645 \$630.00
½ Lot where available (lower cemetery – Cemetery Sexton picks location)	\$770 \$785.00
Transfer Fee (within upper or lower cemetery: res. to res., non-res. to non-res., or non-res. to res.)	\$31.00
Transfer Fee (from upper to lower cemetery: res. to res., non-res. to non-res., or non-res. to res.)	\$340 \$345.00
Transfer Fee* (from lower to upper cemetery: res. to res., non-res. to non-res., or non-res. to res.) *Refunds will not be given for the cost difference of the lower and upper cemetery burial lot fees when transferring from the lower to upper cemetery.	\$31.00
Burial Lot Fees (Non-Resident):	
Single Lot (upper cemetery)	\$1,540 \$1,570.00
Single Lot (lower cemetery)	\$1,920 \$1,960.00
½ Lot where available (upper cemetery – Cemetery Sexton picks location)	\$770 \$785.00
½ Lot where available (lower cemetery – Cemetery Sexton picks location)	\$960 \$980.00
Transfer Fee (within upper cemetery: resident to non-resident)	\$340 \$345.00
Transfer Fee (within lower cemetery: resident to non-resident)	\$445 \$425.00
Transfer Fee (from upper to lower cemetery: resident to non-resident)	\$725 \$740.00
Transfer Fee* (from lower to upper cemetery: resident to non-resident) *Refunds will not be given for the cost difference of the lower and upper cemetery burial lot fees when transferring from the lower to upper cemetery.	\$31.00
Interment (Resident):	
Adult or Junior Burial (over 50")	\$645 \$630.00
Infant Burial (under 50")	\$440 \$420.00
Cremation Burial	\$340 \$315.00
Saturday Burial (in addition to regular interment fee)	\$440 \$420.00
Interment (Non-Resident):	
Adult or Junior Burial (over 50")	\$770 \$785.00
Infant Burial (under 50")	\$545 \$525.00
Cremation Burial	\$385 \$390.00
Saturday Burial (in addition to regular interment fee)	\$545 \$525.00
Disinterment (Standard)	\$1,540 \$1,570.00
Disinterment (Cremation)	\$545 \$525.00
Burial Right Transactions	\$31.00
Overtime (after 4:00 p.m.) (cost per ½ hour)	\$77 \$78.00
Headstone Inspection and Setting Fee	\$77 \$78.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

CITY MANAGER

*CITY CENTER USE**

Fee Description	Proposed Fee
Rotunda or Council Chambers: Monday – Friday, 8:00 a.m. to 8:30 p.m.	No Charge
Type of Use:	City of Orem committees, City of Orem sponsored committees, PTA & commissions, governmental agencies, political groups (defined as current legislators for the purpose of town hall meetings and neighborhood meetings), and as required by Development Services for proposed developments.

**Groups shall be limited to 150 people. The City Center is not available on City observed holidays.*

CANDIDATE FOR OFFICE FILING FEES

Fee Description	Proposed Fee
Filing Fee – Mayor	\$150.00
Filing Fee – City Council	\$75.00

DEVELOPMENT SERVICES

APPEALS

Fee Description	Proposed Fee
Board of Adjustment	\$906.00
Board of Appeals	\$750.00
City Council	\$1,229.00
Planning Commission	\$1,126.00
Special Exception for Multi-Family Dwellings	\$1,462.00

BONDS

Fee Description	Proposed Fee
Christmas Tree Lots	\$50.00
Fireworks Stands	\$300.00
Pawn Broker	\$3,000.00 Surety
Private Investigator	\$3,000.00 Surety/Cash
Temporary Business	\$3,000.00 Surety/Cash
Tow-truck / Parking Enforcement	\$1,000.00 Surety

CITY OF OREM
 PROPOSED FEES & CHARGES
 FISCAL YEAR 2020-2021

DEVELOPMENT REVIEW APPLICATIONS

Fee Description	Proposed Fee
Public Noticing	Total cost of noticing paid by applicant
Annexation Request	\$3,297.00
City Code Amendment	\$1,228.00
Concrete / Masonry Fence	\$377.00
Conditional Use Permits	\$1,203.00
Condominium Conversion	\$1,032.00+\$86.00/unit
Fence Modification / Waiver	\$504.00
General Plan Amendment Request	\$1,057.00
Street Vacation	\$1,674.00
Subdivision Plans / Site Plans:	
Additional Reviews (2 through 7)	\$542.00/review after 3 reviews
Plat Amendments, Including Lot Line Adjustment (not including recording fees)	\$856.00+\$206.00/lot
PRD – Preliminary	\$1,873.00+\$193.00/lot
PRD – Final	\$917.00+\$162.00/lot
Residential – Preliminary	\$1,388.00+\$143.00/lot
Residential – Final (not including recording fees)	\$943.00+\$122.00/lot
Site Plans	\$1,934.00
Site Plan Administrative Approval	\$644.00
Temporary Site Plan	\$446.00
Day Care	\$190.00
Zoning Ordinance Amendment	\$1,160.00
Zoning Ordinance Amendment / New PD Zone	\$3,685.00
Sign Posting Fee (cost per request) – Items below are potentially subject to this fee:	\$689.00
Development Review Requests:	
Annexation	
Commercial Adjacent to Residential Zones	
Conditional Use Permit	
Condo Conversions	
General Plan Amendments	
Non-residential in Residential Zones	
Plat Amendments	
Preliminary Plats with Deep Lots	
Rezones	
Site Plans in following zones: PD1, PD4, PD5, PD15, PD16, PD21	
Text Changes in Creating or Amending PD Zones	
Street Vacation	

IMPROVEMENT BOND – COMMERCIAL & RESIDENTIAL CONTRACT CONSTRUCTION

Fee Description	Proposed Fee
All Improvement Bonds – Commercial & Multi-Family	110% of estimated cost as determined by City Engineer
New Single Family :	
Undeveloped Lot	110% of estimated cost as determined by City Engineer
Developed Lot	\$1,000.00
Single Family Additions greater than 500 square feet	\$200.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

BUILDING SAFETY PERMITS

Permit/Fee Description	Proposed Fee
Basement Finishes (existing homes)	\$30.00 + 1% of valuation based upon building standards by ICC
Building Demolition Permit	UAC rate (\$30.00 minimum)
Building Permits – Total of:	
Current Building Valuation as Published by ICC	Table 3A, 1997 UAC (\$30.00 minimum) + 5%
Clear Certificate of Non-compliance	\$110.00
Construction Water:	
1-3 units	\$30.00
4-8 units	\$60.00
9-19 units	\$90.00
20-39 units	\$120.00
40 + units	\$150.00
Electrical Permit	Table 3B, 1997 UAC (\$30.00 minimum) + 5%
Mechanical Permit	Table 3C, 1997 UAC (\$30.00 minimum) + 5%
Plumbing Permit	Table 3D, 1997 UAC (\$30.00 minimum) + 5%
Sign Permits – Valuation as Provided by Applicant	Table 3A, 1997 UAC (\$30.00 minimum) + 5%
Temporary Certificate of Occupancy:	
Commercial	\$375.00 (non-refundable)
Residential	\$240.00 (\$100.00 refunded, if completed within 30 days, unless illegally occupied)
Apartment/Condominium :	
When entire building complete & approved - On-site improvements not complete	\$375.00
When only some units completed	\$375.00/building (+\$30.00/unit to be occupied)

BUILDING SAFETY PLAN REVIEW

Fee Description	Proposed Fee
Commercial & Residential	The lesser of 65% of the permit fee or the actual cost
Fast Track:	
Commercial and/or Deferred Submittals:	
Single building project – value less than \$5 million	\$700.00 minimum + \$75/hour if over 4 hours
Single building project – value \$5 million to \$15 million	\$900.00 minimum + \$75/hour if over 6 hours
Single building project – value greater than \$15 million	\$1100.00 minimum + \$75/hour if over 8 hours
Multi building project	\$700.00 per building minimum + \$75/hour if over 4 hours each
Residential	\$250.00 minimum + \$75.00/hour if over 2 hours
Plan Review Required by Changes	\$100.00 minimum + \$60.00/hour if over ½ hour
Buildings over Four Stories	Third party structural review required – cost

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

BUILDING SAFETY MISCELLANEOUS FEES

Fee Description	Proposed Fee
Building without a Permit	Double building permit fee inc. plumbing, electrical & mechanical
Investigation Fee	100% UAC Rate
Refunds:	
When Permits Not Issued	100% of permit fee only (City retains plan review fee)
When Permit Issued But No Work Performed	80% of permit fee only (City retains plan review fee)

BUILDING SAFETY SPECIAL INSPECTIONS

Fee Description	Proposed Fee
Inspections Outside of Normal Working Hours	\$100 + \$75/hour if over 2 hours
Other Inspections	\$60 + \$60/hour if over 1 hour
Accessory Apartment Consultations	\$100/\$50 to be applied to building permit if application received within 6 months
Pre-move Inspections	\$100+IRS mileage if out of City
Required Inspection Call-back for a Re-inspection	\$110.00

ENGINEERING FEES

Fee Description	Proposed Fee
Permit Fee	\$60.00
After-hours fee	\$100/Min+ \$75/hr if over 2 hrs
Working without a permit	Double calculated permit and road cut fees
Road Cut Fee**:	
Age of Roadway:	
0-2* years	\$5,000.00 + \$2.00/linear foot
2-5 years	\$250.00 + \$1.50/linear foot
5 + years	\$150.00 + \$1.00/linear foot
Road Bore Fees**:	
Age of Roadway:	
0-2* years	\$5,000.00
2-5 years	\$250.00
5 + years	\$150.00
Length of Bore:	
0 – 50 feet	\$50+ROW Pothole Fee \$5 each
50 – 300 feet	\$150+ROW Pothole Fee \$5 ea
300 feet +	\$300+ROW Pothole Fee \$5 ea
Sub Local/Local Street Lane Closure (lane/day/block)	\$75.00
Urban Collector ^① Lane Closure (lane/day/block)	\$150.00
Minor Arterial ^① Lane Closure (lane/day/block)	\$500.00
Principal Arterial ^① Lane Closure (lane/day/block)	\$1,000.00
Sidewalk or Bike Lane (day/block)	\$50.00

^① Urban Collector, Minor Arterial and Principal Arterial Street closures will occur at night or on weekends unless approved by the City Engineer.

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

PERFORMANCE CASH BOND

Fee Description	Proposed Fee
Held for one year from date last permit pulled	\$1,000.00

SUBDIVISIONS/SITE PLANS

Fee Description	Proposed Fee
Engineering Construction Inspections:	
Asphalt Permit	\$60.00/first 20,000 sq. ft. + \$10.00 each addtl 10,000 sq. ft.
Curb, Gutter & Sidewalk Permit	\$60.00/first 30 ft. + \$10.00 each additional 100 ft.
Sewer Lateral Permit	\$60.00
Water Lateral Permit	\$60.00
Sewer Main w/Test	\$200.00/first 400 ft. + \$10.00 each additional 100 ft.
Sewer Main w/3 rd party test	\$100/first 400 ft. + \$10.00 each additional 100 ft.
Sewer Main retest	\$60.00
Water Main w/Test	\$200.00/first 400 ft. + \$10.00 each additional 100 ft.
Water Main retest	\$60.00
Storm Drain Main w/Test	\$200.00/first 400 ft. + \$10.00 each additional 100 ft.
Storm Drain Main w/3 rd party test	\$100/first 400 ft. + \$10.00 each additional 100 ft.
Sump	\$60.00
Grading Permit	\$60.00
Miscellaneous Other Permits	\$60.00
Processing Check to County Recorder:	
Original Lien	As Charged by County
Per Lot	As Charged by County
Recorded Copies	As Charged by County
Long-Term Storm Water Management Plan Recording	As Charged by County
Miscellaneous:	
Approved Drawings PDF Diskette	\$40.00
Barricades (provided) (cost per barricade)	\$28.00
Blueprints 24 X 18 (cost per page)	\$3.00
Blueprints 24 X 36 (cost per page)	\$3.00
Blueprints 36 X 36 or larger (cost per page)	\$5.00
Color Maps 8 ½ X 12 (cost for each)	\$1.00
Color Maps 11 X 11 (cost for each)	\$5.00
Color Maps 18 X 18 (cost for each)	\$10.00
Color Maps 24 X 36 (cost for each)	\$15.00
Color Maps 36 X 48 (cost for each)	\$20.00
Construction Specs (cost per book)	\$10.00
Copies of Documents (cost per page)	\$0.30
Engineering Copies 36 X 48 (b&w) (cost per page)	\$3.00
Street Signs (Per Panel or Sign):	
Extra Panel	\$133 \$138.00
30" Stop or Traffic Sign, etc.	\$229 \$233.00
Street Address Sign	\$328 \$335.00
36" Stop or Traffic Sign, etc.	\$240 \$244.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Street Lights (Per Light):	
Residential Street Lights	\$4,436 \$4,703.00
Corridor Street Lights	\$7,042 \$6,755.00
Commercial Street Lights	\$3,535 \$4,465.00
Subdivision Improvement Bond (estimated cost per City Engineer) :	
Change of Address	\$50.00
Re-processing Plat	\$20.00
Revisions Prior to Recording	\$50.00
Survey:	
Lien Processing and Filing Per Development	\$50.00

STORM WATER FEES

Fee Description	Proposed Fee
Storm Water Construction Site Citation Infraction*:	
First Infraction (cost per day per violation)	\$50.00
Second Infraction (cost per day per violation)	\$100.00
Third Infraction* (cost per day per violation)	\$200.00
Storm Water Plan Review:	
Long-Term Management Plan Review (Up to four reviews)	\$230 \$235.00
Additional Long-Term Management Plan Review (for each additional review)	\$51 \$52.00
SWPPP Plan Review	\$77 \$78.00
Annual Long-Term Management Plan Reporting Late Fee	\$26.00
Storm Water Construction Site Inspections Fee**:	
Single Family Inspection Fees**:	
≤ 1 acre and no UPDES NOI required	\$135 \$165.00
≤ 5 acres	\$1,015 \$1,240.00
> 5 acres	\$1,355 \$1,655.00
High-priority sites	Double the one-time fee
Residential Subdivision Inspection Fees**:	
≤ 5 acres	\$1,355 \$1,655.00
> 5 acres and ≤ 10 acres	\$3,200 \$3,905.00
> 10 acres and ≤ 30 acres	\$4,550 \$5,560.00
> 30 acres	\$7,380 \$9,015.00
High-priority sites	Double the one-time fee
Commercial Sites, Mixed Use and Multi-Residential Inspection Fees**:	
≤ 1 acre and no UPDES NOI required	\$135 \$165.00
≤ 5 acres	\$1,015 \$1,240.00
> 5 acres and ≤ 10 acres	\$2,705 \$3,305.00
> 10 acres and ≤ 30 acres	\$4,060 \$4,960.00
> 30 acres	\$6,765 \$8,265.00
High-priority sites	Double the one-time fee
IDDE Violation Citation***:	
Negligent discharge of non-hazardous waste (per occurrence)	\$75.00
Negligent discharge of hazardous waste/sewage (per occurrence)	\$250.00
Intentional discharge of non-hazardous waste (per occurrence)	\$150.00
Intentional discharge of hazardous waste/sewage (per occurrence)	\$500.00
Storm Water Pollution Prevention Plan (SWPPP) Fee on New Construction and Additions Over 500 Square Feet	\$80.00

* With the third citation violation, a 'stop work order' will be issued. All infraction fines are assessed by and payable to the City.

**Recommended charges reflect 60% of the actual cost to conduct inspections and are based on the average number of inspections conducted per size and type of development/project.

***IDDE Violation Citation costs do not include cleanup costs. The violator is responsible for cleanup costs.

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

FINANCE

BUSINESS LICENSE FEES

Fee Description	Proposed Fee
Business License List – Complete List	\$35.00 or free on internet
Business License List – Monthly New Business List	\$35.00 or free on internet
Change of Business Location – Non-renewal	\$50.00
Change of Business Name	\$35.00
Change of Ownership	\$35.00
Commercial Business License – Base Fee – New Businesses	\$210.00
Commercial Business License – Renewal Fee	\$85.00
Commercial Inspection	\$105.00
Home Occupation Inspection (if required)	\$105.00
Home Occupation License – Base Fee (includes setup fee) – <i>Fee is generally waived except in certain circumstances.</i>	\$110.00
Home Occupation License – Renewal Fee - <i>Fee is generally waived except in certain circumstances.</i>	\$59.00
Reprint of Lost License	\$15.50
Solicitor Badge Fee	\$10.00
Solicitor License	\$58.00
Late Fees (in addition to fees shown above):	
Home Occupations:	
31-60 days delinquent	\$44.00
61+ days delinquent	\$44.00
Commercial Businesses:	
31-60 days delinquent	\$44.00
61+ days delinquent	\$44.00 + 10% per month

Business Category	Disproportionate Service Fee
Automotive Service	\$110.00
Banking and Consumer Finance	\$315.00
Convenience Stores	\$1,000.00
Electronics and Appliances	\$80.00
Entertainment	\$480.00
Equipment Supply and Rental	\$90.00
Fast Food and Take-out Food Products	\$350.00
Fitness and Recreation	\$45.00
Grocery and Food Supply	\$225.00
Group and Treatment Homes	\$485.00
Hospital	\$7,500.00
Industrial-Manufacturing, Distribution, Skilled Labor	\$29.00
Medical	\$210.00
Personal Services	\$80.00
Restaurants	\$425.00
Retail Sales 1-10,000 sf	\$110.00
Retail Sales 10,001-25,000	\$190.00
Retail Sales 25,001-50,000	\$330.00
Retail Sales 50,000+	\$3,500.00
Business, Professional, and Contracted Services	\$36.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Per Unit/Room	Disproportionate Service Fee
Assisted Living, Small	\$17.00
Assisted Living, Large	\$23.00
Lodging	\$5.00
Storage Units	\$0.50

DOCUMENTS

Fee Description	Proposed Fee
Budget Copies (Online)	Free
Budget Copies (CD)	\$10.00
Copy Machine Copies per Page/Side for Public	\$0.10
General Plan (Hard copy, black & white)	\$50.00
General Plan (CD)	\$10.00
General Plan (Internet)	Free
Special Information Searches	Actual cost (including employee salary)

FINGERPRINTING

Fee Description	Proposed Fee
Resident:	
Cost for Two Cards	\$11.75 \$12.00
Cost per Additional Card	\$5.00
Non-Resident:	
Cost for Two Cards	\$30.00
Cost per Additional Card	\$5.00

PASSPORTS

Fee Description	Proposed Fee
Application Fee (Payable to "Department of State"):	
Passport Book – Age 16 & Older	Fee set by the U.S. Department of State
Passport Book – Under Age 16	
Passport Card – Age 16 & Older	
Passport Card – Under Age 16	
Execution Fee (added to each application – payable to "The City of Orem")	
Passport Photos (may be purchased from the City or supplied from other sources)	\$16.00
Second Set	\$8.00
Shipping Label for Renewals	\$10.00

SERVICE BILLING & MISCELLANEOUS

Fee Description	Proposed Fee
Bicycle License	Free
Late Payment (after 30 days from billing)	\$15.00 \$16.00
Service Charge (returned checks, returned or disputed payments)	\$25.00 \$26.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

FIRE

AMBULANCE FEES

Fee Description	Proposed Fee
Transport Fees	Limits established by the State Bureau of Emergency Medical Services

ANNUAL COMMERCIAL INSPECTION FEES

Fee Description	Proposed Fee
Assembly (permanent dance clubs):	
0 to 3,000 sq. ft.	\$150.00
3,001 to 6,000 sq. ft.	\$190.00
6,001 to 9,000 sq. ft.	\$230.00
9,001 to 12,000 sq. ft.	\$270.00
12,001 sq. ft. and above	\$320.00
Fireworks Displays Inside Permanent Retail Outlets	\$135.00
Hazardous Materials Dispensing / Use	\$500.00
Hazardous Materials Production / Processing	\$500.00
Hazardous Materials Storage Sites	\$500.00
High Rise Inspections	\$450.00
Home Day Care	\$130.00
Hospitals	\$350.00
Hotel and Large Apartment Complexes (over 16 units):	
16-32 units	\$150.00
33-48 units	\$190.00
49-64 units	\$240.00
65-80 units	\$290.00
81 units and above	\$340.00
Pre-school / Day Care	\$130.00
Repair Garages / Fuel Dispensing Stations	\$135.00
Restaurants (fire suppression systems)	\$135.00
State Licensed Health Care Facilities	\$130.00

FALSE ALARM FEES (per calendar year)

Fee Description	Proposed Fee
First three false alarms	Warning
Fourth false alarm	\$50.00
Fifth false alarm	\$75.00
Sixth through ninth false alarm	\$100.00
Tenth and all subsequent false alarms	\$200.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

FIRE ALARM SYSTEM INSPECTIONS

Includes office plan review, 24-hour test, and final inspection

Fee Description	Proposed Fee
Additions, Remodels or New Construction:	
0 to 3,000 sq. ft.	\$200.00
3,001 to 8,000 sq. ft.	\$320.00
8,001 sq. ft. and above	\$320.00 + \$0.005/sq. ft.

MISCELLANEOUS

Fee Description	Proposed Fee
Community Emergency Response Team (CERT) Class	\$45.00

OTHER INSPECTIONS AND RE-INSPECTIONS

Fee Description	Proposed Fee
Miscellaneous Fire Inspection:	
0 to 7,000 sq. ft.	\$140.00
7,001 to 15,000 sq. ft.	\$190.00
15,001 to 30,000 sq. ft.	\$230.00
30,001 to 50,000 sq. ft.	\$270.00
50,001 sq. ft. and above	\$310.00
Re-inspection Fee (charged for 3 rd and subsequent re-inspections)	\$140.00
Spray Booth, Spray Room or Limited Spray Area	\$140.00
Wet Chemical / Hood System	\$140.00

REPORTS

Fee Description	Proposed Fee
EMS Reports	\$17.00

SERVICE FEES

Fee Description	Proposed Fee
Arson Investigations	Actual cost
Hazmat Response & Mitigation, Confined Space Rescue, and Non-Orem Fire Control not Otherwise Covered by Agreement or Contract:	
Equipment:	
Aerial Truck (cost per hour)	\$325.00
Ambulance (cost per hour)	\$250.00
Brush Truck (cost per hour)	\$150.00
Pumper (engine) (cost per hour)	\$225.00
Equipment (cost per hour)	\$250.00
Personnel Cost, Including Fringe Benefits and Overtime	Actual Cost
Supplies Used on Scene	Actual Cost
Inspections Mandated by State Law or Requested by Insurance Company	Actual Cost

CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

SPECIAL EVENTS

Fee Description	Proposed Fee
Ambulance & 2 Medics (total cost per hour)	\$250.00

SPRINKLER SYSTEM INSPECTIONS*

Fee Description	Proposed Fee
Additions, Remodels or New Construction:	
Under 3,000 sq. ft.	\$250.00
3,001 to 8,000 sq. ft.	\$370.00
8,001 sq. ft. and above	\$370.00 + \$0.01/sq. ft.

*Includes flush, office plan check, hydro and final inspections. Does not include required third-party technical review.

TEMPORARY AND CONSTRUCTION PERMIT FEES

Fee Description	Proposed Fee
Above Ground Storage Tank:	
0 to 500 Gallons (cost per tank)	\$200.00
501 Gallons and Greater (cost per tank)	\$300.00
Fireworks Shows (inside and outside)	\$300.00
LPG Tank Installation per Tank (125 gallons and above)	\$130.00
Open Flames and Candles (cost per structure)	\$130.00
Tents or Temporary Membrane Structures	\$130.00
Underground Storage Tank Installation (cost per tank)	\$400.00
Underground Storage Tank Removal (cost per tank)	\$400.00

LIBRARY

LIBRARY FEES AND CHARGES

Fee Description	Proposed Fee
Checkout Fees-Feature Films:	
DVD (cost per disc per week)	\$1.00
DVD in Designated Series (cost per disc per week)	\$0.50
DVD or VHS in Designated Series, 4 or More Discs (cost per disc per two weeks)	\$0.50
Copies (includes sales tax):	
Color Printing (8 ½ X 11 only) (cost per copy)	\$0.25
Letter (8 ½ X 11) (cost per copy)	\$0.10
Genealogy Fan Chart	\$5.00 \$7.50
Miscellaneous:	
Annotated Booklet	\$8.00
Bar-code Replacement	\$1.00 \$2.00
Canvas Book Bag	\$5.00 \$10.00
CD Label / Tag Insert	\$3.00 \$4.00
Children's Kit Box Repair	\$5.00
CD for First Reader Carrier Box Repair	\$2.50
Multi-Part Item Box Repair	\$5.00
Repair of Graphics for Media Carrier	\$5.00
Damaged/Missing Security or RFID Tag	\$2.00 \$4.00
Interlibrary Loan (shipping & handling)	Costs as charged

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Non-resident Card:		
Cost per Year	\$100.00	\$120.00
Cost per Six Months	\$50.00	\$70.00
Polishing or CD/DVD Repair – Double Sided	\$6.00	\$7.50
Polishing or CD/DVD Repair – Single Sided	\$3.00	\$5.00
Replacement of User Card		\$5.00
Replacement of Study-Room Fob		\$5.00
Piano Use Fee		\$10.00
Overdue Fines:		
30 th Day Overdue (cost per account)		\$5.00
Debt Collection Fee:		
Small Balance (\$10.00 to \$24.99) (cost per account)		\$5.00
Large Balance (\$25.00 and greater) (cost per account)		\$10.00
Items Not Listed Below (cost per day)		\$0.10
Interlibrary Loan Materials (cost per day)		\$1.00
Reference Book (cost per hour)		\$1.00
Video and DVD (cost per day)		\$0.50
Repairable Book Damage:		
Cleanable Markings (cost per page)	\$1.50	\$2.00
Clear Protective Cover (torn or missing)	\$2.00	\$3.00
Vistafoil Covering	\$5.00	\$6.00
Dust Jacket	\$5.00	\$6.00
End Page Replacement		\$5.00
Fly Page Replacement		\$3.50
Rebinding Oversize Book		\$20.00
Rebinding Standard Size Book		\$15.00
Repairable Water Damage		\$5.00
Spine Repair	\$4.00	\$5.00
Torn Page (cost per page)	\$2.00	\$3.00
Replacement Fee for Lost or Permanently Damaged Items – When the list price is known, the replacement fee is the list price plus a processing fee. When the list price is unknown, the replacement fee is an average replacement price as listed below (includes adjusted processing fee):		
Board Book		\$5.00
Book on CD		\$39.00
Boy Scout Merit Badge Book		\$5.00
CD Pouch		\$6.00
CD-ROM		\$35.00
Children's Kit		\$60.00
Compact Disc		\$15.00
DVD		\$25.00
DVD Security Case	\$3.00	\$4.00
DVD Security Case (3-7 discs)	\$4.00	\$5.50
DVD Security Case (8-10 discs)	\$4.50	\$7.00
DVD Security Hub	\$1.00	\$2.00
Entertainment Video		\$30.00
Hardback Book	\$21.50	\$23.00
Informational Video		\$50.00
Junior Hardback Book		\$15.00
Junior Paperback Book		\$9.00
Magazine		\$4.00
Map	\$9.00	\$10.00
Media Kit		\$50.00
Media Kit Box		\$10.00
Pamphlet File Carrier		\$1.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Pamphlet File Material	\$2.00
Paperback Book	\$9.00
Processing Fee (board books, magazines, merit badge books)	\$3.00
Processing Fee (other items)	\$5.00
Read Along Book	\$35.00
Reference Book	\$80.00
Reference Magazine	\$5.00
Reproduction of Graphics for Media Carriers	\$5.00
Sheet Music	\$20.00
Children's Kit Box	\$15.00
CD for First Reader Carrier Box	\$5.00
Multi-Part Item Box	\$10.00
Spoken Word CD Carrier (1 disc)	\$2.50
Spoken Word CD Carrier (2 – 8 discs)	\$7.00
Spoken Word CD Carrier (9 + discs)	\$15.00
Trade Paperback Book	\$15.00
Tyvek Envelope	\$1.00 \$1.50
Video Carrier	\$1.00 \$1.50
Stage at City Center Park:	
Reservation Fee (cost per 4 hour block)	\$250.00
Hourly Rate	\$75.00
Makerspace:	
Laminate (cost per sheet)	\$0.10
3D Printing	
Print fee (cost per gram)	\$0.10/gram - Minimum of \$1.00
Staff/machine use for patrons providing own filament (cost per hour)	\$0.40
Buttons	\$0.50

LIBRARY HALL FEES*

Fee Description	Class I	Class II	Class III	Class IV	Class V	Class VI
Auditorium** (500 person occupancy – cost per hour + staffing)	Per city policies	\$50.00	\$100.00	\$200.00	\$250.00	N/A
Classroom (50 person occupancy – cost per hour + staffing)	Per city policies	\$30.00	\$60.00	\$75.00	\$100.00	N/A
Lobby (500 person occupancy – cost per hour + staffing)	Per city policies	\$40.00	\$80.00	\$100.00	\$150.00	\$225.00
Library Staff (cost per hour)	Per city policies	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Custodial Staff (cost per hour)	Per city policies	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Sound Tech (cost per hour)	Per city policies	\$50.00	\$50.00	\$50.00	\$50.00	N/A
Cleaning Deposit (per event)	Per city policies	\$200 Auditorium / \$25 Classroom / \$100 Lobby				
Cleaning/Damage Fee (applied if facility is left dirty or damaged)	Per city policies	Cost of labor/materials as determined by Facilities staff				
Food Fee	Per city policies	No food in Auditorium / \$25 Classroom / \$50 Lobby				
Use of Kitchen	Per city policies	\$50				
Table / Chair Rental	Per city policies	\$2 per chair / \$10 per table				

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Set Up / Take Down	Per city policies	\$30 each
Late Cancellation (without three-day notice)	Per city policies	10% of rental fee
Rental Application Late Fee	Per city policies	10% of rental fee

Class I: City of Orem use

Class II: Government-sponsored facility use

Class III: Non-sponsored community use

Class IV: Charitable entity use

Class V: Fair market, for-profit, commercial / non-profits business facility use

Class VI: Weddings, receptions, and private social events (lobby only)

*Use of the Library Hall Auditorium requires event insurance in addition to a rental fee. Use of the Classroom or Lobby may require event insurance as determined by the City of Orem Risk Manager.

**Auditorium rentals have a 2-hour minimum; use of the classroom is included in Auditorium rental fee.

POLICE

ALCOHOL LICENSE FEES (all fees annual except application fee)

Fee Description	Proposed Fee
Application Fee	\$225.00
Class A, Off Premise Beer Retailer	\$600.00
Class B, Restaurant On Premise Beer Retailer	\$600.00
Class C, Other On Premise Beer Retailer	\$670.00
Class D, Single Event Permit	\$575.00
Class E, Liquor License	\$725.00
License Denial Appeal Fee	\$75.00

ANIMAL CONTROL FEES

Fee Description	Proposed Fee
Dog License Fees as Set by the North Utah County Animal Services District	Contact at (801) 785-3442

FALSE ALARM FEES (per calendar year)

Fee Description	Proposed Fee
First Three False Alarms	Warning
Fourth False Alarm	\$75 \$100.00
Fifth False Alarm	\$100 \$150.00
Sixth Through Ninth False Alarm	\$150 \$200.00
Tenth and All Subsequent False Alarms	\$250 \$300.00

MISCELLANEOUS

Fee Description	Proposed Fee
Criminal History Check	\$25 \$26.00
Rape Aggression Defense	\$20.00
VISA Letters (letters of good conduct)	\$15 \$16.00
Administrative Citation Fee	\$50 \$52.00
Traffic School	\$65 \$68.00

CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

REPORTS

Fee Description	Proposed Fee
Computerized Accident Reconstruction Diagrams*	\$454.94 \$475.00
Photographic Disc (or e-mail – same charge as disc)*:	
1 to 30 Photographs	\$43.34 \$45.00
More than 30 Photographs	\$43.34 \$45.00
All Video reports/camera	\$21.29 \$23.00
Police Reports*	\$21.44 \$23.00

*Cases requiring more than 30 minutes to prepare will be charged an additional \$15.00 per hour after the first 30 minutes.

STREET RACE EVENTS (bikes, running, etc.)

Fee Description	Proposed Fee
Application Fee	\$50.00
On-site Orem Personnel (if needed) in addition to application fee:	
Public Works (cost per employee per hour)	\$40 \$50.00
Police (cost per employee per hour)	\$70 \$85.00
Fire/Ambulance (cost per hour)	\$50 (prev. cost per employee per hour) \$250.00
Cleaning Deposit	\$200.00

SPECIAL POLICE ASSIGNMENT

Fee Description	Proposed Fee
Special Events (cost per employee per hour)	\$75 \$85.00

PUBLIC WORKS

MISCELLANEOUS CHARGES

Fee Description	Proposed Fee
1. RV Dump Charges	Free
2. Sewer Lateral Cleanout Survey (cost per cleanout)	\$100.00
3. Backhoe (cost per hour)	\$50.00
4. Continuous Rodder (cost per hour)	\$50.00
5. Dump Truck (cost per hour)	\$50.00
6. Excavator (cost per hour)	\$75.00
7. Jet Vacuum Truck (cost per hour)	\$225.00
8. Mini-excavator (cost per hour)	\$50.00
9. Service Truck (cost per hour)	\$25.00
10. Street Sweeper (cost per hour)	\$300.00
11. TV Van (cost per hour)	\$225.00
12. Bucket/Lift Truck (cost per hour)	\$65.00
13. Utility Truck w/Generator and Welder (cost per hour)	\$45.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

14. Pickup Truck (cost per hour)	\$20.00
15. Striper, truck-mounted (cost per hour)	\$85.00
16. Striper, walk behind (cost per hour)	\$5.00
17. Trailer, covered utility trailer (cost per hour)	\$6.00
18. Variable Message Sign (cost per hour)	\$12.00
19. Personnel Cost, Including Fringe Benefits and Overtime	Actual Cost

Equipment listed above is not intended for rental or contract purposes but may be made available for emergency situations on a case-by-case basis and billed in accordance with these rates. Any equipment not specifically listed above will be billed according to the current FEMA equipment schedule.

SEWER PRETREATMENT FEES

Fee Description	Proposed Fee
Sewer Pretreatment Fees:	
Annual Sampling Fee (automotive)	\$200.00
Categorical Annual Sampling Fee	\$800.00
Non-categorical Annual Sampling Fee	\$100.00
Re-Inspection Fee	\$40.00
Surcharge Unit Fees:	
Biochemical Oxygen Demand (BOD)* (cost per lb. of BOD)	\$0.15
Chemical Oxygen Demand (COD)* (cost per lb. of COD)	\$0.10
Flow (cost per 1,000 gallons)	\$0.90
Oil and Grease (cost per lb. of oil and grease)	\$0.25
Total Suspended Solids (TSS) (cost per lb. of TSS)	\$0.11
Violation	\$1,000/day/violation + test costs + all other associated costs

**Depending on the regulated industry, the City will apply either the BOD or the COD surcharge at its own discretion.*

FIRE HYDRANT METER RENTAL FEES

Description	Proposed Fee
Application Fee	\$25.00
Daily Fee (per day)	\$7.00
Monthly Fee (per month with a four-month max)	\$140.00
Usage Fee	3" meter tier pricing (minimum \$10.00)
Refundable Meter and Damage Deposit	\$1,300 \$1,400
Monthly Delinquent (per month) *	\$50.00
Pool Fill	\$100.00

**If the fire hydrant meter is not returned each month for reading, a \$50/month charge will be assessed. If the fire hydrant meter is not returned at the end of the four-month period, the deposit shall be completely forfeited.*

CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

RECREATION

The current Utah State sales tax will be added to all fees (unless otherwise noted). Additionally, there is a \$5.00 non-refundable fee for all classes and programs.

(Note: All other Recreation Department fees and charges not contained herein shall remain in effect at the current approved rate. The Recreation Director is authorized to adjust any Recreation Department fee to reflect market conditions and to set temporary fees for any Recreation Department programs started in mid-year based upon the expected costs of the program.)

RECREATION CENTER DAILY RATES

Fee Description (includes sales tax)	Proposed Fee
General Admissions:	
Entire Facility	
Adult (14 and older)	\$4.50 \$5.00
Child (under 4 years old)	No charge
Senior Citizen (55 and older)	\$3.50 \$4.00
Youth (4 to 13)	\$3.35 \$4.00
Pool and Satellite Location (During Construction)	
Adult (14 and older)	\$2.50
Youth (4 to 13)	\$2.00
Child (under 4 years old)	No charge

RECREATION CENTER GROUP DISCOUNT RATES – REGULAR HOURS

Fee Description (includes sales tax)	Proposed Fee
Adult (14 and older):	
1 to 24 (cost per person)	\$4.35 \$5.00
25 to 74 (discount rate – 10%) (cost per person)	\$3.92 \$4.50
75 to 124 (discount rate – 15%) (cost per person)	\$3.70 \$4.25
Over 124 (discount rate – 20%) (cost per person)	\$3.48 \$4.00
Child (under 4 years old)	No charge
Youth (4 to 13):	
1 to 24	\$3.35 \$4.00
25 to 74 (discount rate – 10%) (cost per person)	\$3.02 \$3.60
75 to 124 (discount rate – 15%) (cost per person)	\$2.85 \$3.40
Over 124 (discount rate – 20%) (cost per person)	\$2.68 \$3.20

RECREATION CENTER INDIVIDUAL, COUPLE, AND FAMILY PASSES

Fee Description	Proposed Fee
Resident:	
Individual:	
Monthly EFT Pass	\$27.00
Annual Pass	\$236 \$275.00
Family:	
Monthly EFT Pass	\$41.00 \$45.00
Annual Pass	\$415.00 \$485.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Couple:		
Monthly EFT Pass		\$39.00
Annual Pass		\$395.00
Senior Citizen:		
Monthly EFT Pass		\$17.00
Annual Pass		\$126.00 \$155.00
Student:		
Monthly EFT Pass		\$22.00
Annual Pass		\$210.00 \$220.00
Non-resident:		
Individual:		
Monthly EFT Pass		\$37.00
Annual Pass		\$288.00 \$335.00
Family:		
Monthly EFT Pass		\$51.00 \$55.00
Annual Pass		\$503.00 \$585.00
Couple:		
Monthly EFT Pass		\$49.00
Annual Pass		\$480.00
Senior Citizen:		
Monthly EFT Pass		\$27.00
Annual Pass		\$178.00 \$190.00
Student:		
Monthly EFT Pass		\$31.00
Annual Pass		\$263.00 \$275.00
EFT Initiation Fee (cost for set up)		\$40.00
Sales		
One-day per year sale (TBA)		20% off
Annual Renewals within 30 days of Expiration		20% 10% off
Volunteer/Military Discount – Annual Passes		25% 10% off
EFT Initiation Fee		Waived during one-day sale

RECREATION CENTER BUSINESS PASSES*

Fee Description	Proposed Fee
Non-resident (total number of eligible business members listed):	
5 to 250 (cost per person)	\$92.00 \$105.00
251 to 500 (cost per person)	\$87.00 \$99.00
501 to 750 (cost per person)	\$82.00 \$93.00
751 to 1,000 (cost per person)	\$77.00 \$87.00
1,001 and Greater (cost per person)	\$71.00 \$81.00
Resident (total number of eligible business members listed):	
5 to 250 (cost per person)	\$66.00 \$75.00
251 to 500 (cost per person)	\$61.00 \$69.00
501 to 750 (cost per person)	\$56.00 \$64.00
751 to 1,000 (cost per person)	\$51.00 \$58.00
1,001 and Greater (cost per person)	\$46.00 \$52.00

*These prices do not include sales tax. If your company is tax exempt, you will be required to present your current tax exempt number.

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

RECREATION CENTER RENTALS & MISCELLANEOUS FEES

Fee Description	Proposed Fee
Rentals & Miscellaneous Fees:	
Basketball Court – Full Gymnasium (cost per hour)	\$76.50 \$100.00
Basketball Court – Half Gymnasium (cost per hour)	\$51.00 \$50.00
Multi-Purpose Classroom (cost per hour)	\$20.50 \$35.00
Swimming Pool Lanes:	
Short Course (cost per hour per lane)	\$15.25
Long Course (cost per hour per lane)	\$30.50
Racquetball Court (cost per hour per court)	\$20.50 \$25.00
Duckling Patch	\$3.60
Racquetball Racket (aluminum)	\$1.50
Racquetball Rental	\$0.75
Towel	\$0.75 \$1.00

RECREATION CENTER GROUP DISCOUNT RATES – AFTER HOURS

Fee Description	Proposed Fee
Building minus Pool (cost per hour)	\$76.50 \$127.50 \$500.00
Swimming Pool-Lap Pool* (cost per hour)	\$76.50 \$127.50 \$150.00
Swimming Pool-Leisure Pool* (cost per hour)	\$76.50 \$127.50 \$150.00
Staffing (per hour, per employee)**	\$18.00

*Locker rooms shower and steam room included.

**Number of employees will vary depending on group size.

INDOOR CLASSES

Fee Description	Proposed Fee
Child Care:	
Fee per Class (1 hour class)	\$2.00
Punch Card (1/2 hour increments for 10 total hours)	\$17.00
Safety Classes:	
CPR (cost per 9 hours)	\$60.00
CPR Recertification	\$50.00
Lifeguard Training (cost per class)	\$165.00
Swim Instructor Training (cost per class)	\$150.00 \$165.00
Dance (cost per class)	\$4.50 \$6.00
Racquetball:	
League:	
Non-member	\$60.00
Member	\$20.00
Private (cost for 1 hour class)	\$24.00
Regular (cost for 4 classes, each class last 1 hour)	\$30.00
Tournament:	
Adult	
1 st event	\$28.00
2 nd event	\$10.00
Youth	
1 st event	\$18.00
2 nd event	\$5.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Scout Pow Wow:	
Swimming (cost per individual)	\$16.00 \$20.00
Archery (cost per individual)	\$23.00
Lifesaving (cost per individual)	\$16.00 \$20.00
First Aid (cost per individual)	\$16.00 \$20.00
Weight Training:	
Regular (cost per 1 hour class)	\$42 (for 12 classes) \$6.00
Personal Trainer (cost per session, 1 hour each)	\$50.00
Swimming Classes:	
Group Swim Lessons (cost for 9 classes, ½ hour each)	\$40.00
Private Classes (cost for 4 classes, ½ hour each)	\$60.00 \$70.00
Semi-private Classes (cost for 4 classes, ½ hour each)	\$35.00 \$45.00
Summer Recreation Swim Team (cost per season – 1 hour each)	\$112.00
Pre-Competition (cost per month)	\$55.00
Triathlon Swim Training (cost per 1 hour class)	\$21.00
SCUBA Pool Fee:	
1-5 students (cost per student)	\$10.00
6-10 students (cost per student)	\$8.50
11-up students (cost per student)	\$7.75
Pickle Ball:	
Leagues:	
Adult (cost for one night per week for 4 weeks – 1.5 hour duration each night)	\$32.00
Classes:	
Kids Camp (cost for one class per week for 4 weeks – 1 hour duration each class)	\$18.00
Tournaments:	
Entry Fee per Team	\$20.00
Equipment Rental:	
Paddles	\$1.50
Balls	\$0.70
Gymnastics:	
Regular Lesson (cost per 1 hour class)	\$6.00
Private Lesson (cost per session, 1 hour each)	\$25.00
Tumbling Lesson (cost per 1 hour class)	\$5.00
Private Tumbling Lesson (cost per session, 1 hour each)	\$25.00
Floorball:	
Regular (cost per 1.5 hour class)	\$6.00
Tournament (cost per team)	\$325.00
All Kids Bike (cost per 1 hour class)	\$5.00
Indoor Soccer (cost per 1 hour class)	\$6.00
LARPing (cost per 1 hour class)	\$5.00

CITY OF OREM SCERA PARK POOL FEES

Fee Description	Proposed Fee
General Admission*:	
Adults (14 and older)	\$6.00
Youth (4 to 13)	\$5.00
Toddler (1 to 3)	\$1.50
Senior Citizens (55 and older)	\$5.00
Family (Monday, 5:00 pm to 7:00 pm)	\$25.50
Water Aerobics and Lap Swim (7:00 am to 9:00 am)	\$3.50

*Orem Fitness Center Passholders receive 50% off the general admission prices listed.

CITY OF OREM
PROPOSED FEES & CHARGES
FISCAL YEAR 2020-2021

Pool Reservations	Time Block
Monday – Thursday Only Block	7:30 p.m. – 9:00 p.m.
Friday Block 1	6:30 pm to 8:00 pm
Block 2	8:30 pm to 10:00 pm
Saturday Block 1	10:30 am to noon
Block 2	6:30 pm to 8:00 pm
Block 3	8:30 pm to 10:00 pm

Pool Reservation Fees	Proposed Fee
Deposit for Reservation	\$100.00 \$210.00
Reservation Fee (per time block)	\$205.00 + Staffing fee
Staffing Fee (2 hours):	
0 to 50 People	\$205.00 \$210.00
51 to 100 People	\$275.00 \$280.00
101 to 200 People	\$347.00 \$354.00
201 to 400 People	\$398.00 \$406.00
Over 400 People Base Charge	\$398.00 \$406.00
Cost per 100 people over 400	\$100.00

Punch Passes	Proposed Fee
General Admission:	
25 Passes:	
Regular Price	\$117.00
April Pre-sales (20% off)	\$94.00
OFC Member	\$70.19
50 Passes:	
Regular Price	\$229.00
April Pre-sales (20% off)	\$183.00
OFC Member	\$140.38
Water Aerobics/Lap Swim (7:00 am to 9:00 am):	
20 Passes:	
Regular Price	\$61.00
April Pre-sales (20% off)	\$49.00
OFC Member	\$32.76
40 Passes:	
Regular Price	\$114.00
April Pre-sales (20% off)	\$91.00
OFC Member	\$65.52

PARK PAVILION RESERVATION FEES (includes sales tax)

Time Period for Reserving Pavilions (5 hours each)	Time Block
Block A	9:30 a.m. – 2:00 p.m.
Block B	4:00 p.m. – 9:00 p.m.

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Fee Description	Proposed Fee
All City Parks Except Mt. Timpanogos, Palisade and Nielsen's Grove Parks:	
Large Pavilions:	
Weekdays (cost per block)	\$50.00
Weekends (cost per block)	\$75.00
SCERA Park Small Pavilions:	
Weekdays (cost per block)	\$30.00
Weekends (cost per block)	\$45.00
Small Pavilions Except SCERA Park	No charge
Mt. Timpanogos Park:	
Bowery:	
Weekdays (cost per block)	\$95.00
Weekends (cost per block)	\$125.00
Hosting Center (available for full-day reservation only):	
Reservation Fee/Friday-Saturday (cost per day)	\$700.00
Reservation Fee/Monday-Thursday:	\$500.00
Security Deposit (refundable)	\$200.00
Overnight Key Charge	\$100.00
Small Pavilion Site:	
Weekdays (cost per block)	\$65.00
Weekends (cost per block)	\$95.00
Nielsen's Grove Park:	
Bowery:	
Weekdays (cost per block)	\$75.00
Weekends (cost per block)	\$125.00

**Extended reservations are permissible only upon the approval of the Recreation Director and may include the total use of the park. They do not include the pavilion reservation fees.*

OREM SENIOR FRIENDSHIP CENTER ACTIVITIES

Fee Description	Proposed Fee
Classes – Computer, Computer Lab & Wood Shop (cost per person per visit)	\$1.25 \$1.50
Activity Punch Pass (cost for 10 visits)	\$11.00 \$12.00
Orem Senior Friendship Center Annual Fee (cost per person)	\$11.00 \$15.00
Daily Rate (cost per day)	\$2.00 \$3.00
Gold Membership 80+	Free
Saturday Night Dance Admission (cost per person)	\$9.00 \$12.00
Trips and Tours	Fees vary by trip expenses

OREM SENIOR FRIENDSHIP CENTER FACILITY RENTAL FEES (available Mon – Fri)

Fee Description	Proposed Fee
Multipurpose Room (2 hr min):	
First Hour	\$75.00 + staffing
Each Additional Hour	\$50.00 + staffing
Kitchen (up to 4 hr block & includes use of steam table) (flat fee)	\$125.00
Flat Fee for Food Prep and Ice Machine	\$30.00
Meeting Rooms (cost per hour per room)	\$35.00 + staffing

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Deposit on Multipurpose Room and Kitchen	\$200.00
Set Up/Take Down Charge (cost per each)	\$30.00
Orem Residents & Non-profit organizations	10% discount on any rental fees listed above

(The Director of Recreation can approve other discounts for other civic and governmental organizations as deemed to be appropriate)

OUTDOOR PROGRAMS (additional fees: non-resident fee - \$10.00; late fee - \$5.00)

Fee Description	Proposed Fee
Adult Programs (cost per team):	
Basketball:	
Men	\$625.00 \$625.00 + \$50.00 ASD fee
Women	\$500.00 \$500.00 + \$50.00 ASD fee
Kickball	\$229.00
Flag Football (Men)	\$459.00 \$475.00
Softball:	
Coed – Fall & Summer	\$382.00
Coed – Fall-Double Header	\$600.00
Coed – Double Header-Summer	\$688.00
Men – Double Header – Fall	\$600.00
Men – Double Header – Summer	\$688.00
Men – Single Games – Fall & Summer	\$382.00
Women – Fall & Summer	\$382.00
Ultimate Frisbee	In process \$200.00
Volleyball:	
Coed	\$280.00
Men	\$280.00
Women	\$280.00
Tennis (Specialist) Classes:	
Group Tennis Lessons (cost per class)	\$5.00
Private Lessons (cost per hour)	\$41.00
Semi-private Lessons (cost per hour) (2-4 students divide cost)	\$61.00
Youth League/Teams (cost per individual)	\$97.00 \$100.00
Tournaments:	
Softball:	
Girls' May Madness Tournament (cost per team)	\$400.00
Adult (cost per team)	\$300.00
Tennis:	
Doubles	\$36.00
Singles (cost per individual)	\$26.00
Lacrosse Tournament (cost per team)	\$510.00
Youth Programs:	
Adapted Programs:	
Bowling	\$35.00
T-ball (cost per player)	\$30.00
Basketball:	
Grades 3 – 6 (cost per individual)	\$51.00
ASD Fee	\$12.00
Grades 7 – 8 (cost per individual)	\$56.00
ASD Fee	\$12.00
High School (cost for team of 8 players- additional players \$35.00)	\$550.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Little Hoopsters/Super Hoopsters (cost per individual)	\$36.00
Coach Pitch (cost per individual)	\$34.00 \$35.00
Fishing (cost per individual)	\$25.00
Flag Football (cost per individual)	\$34.00 \$40.00
Lacrosse:	
Lacrosse – 3 rd and 4 th Grade (cost per individual)	\$56.00
Lacrosse – 5 th and 6 th Grade (cost per individual)	\$66.00
Lacrosse – 7 th and 8 th Grade (cost per individual)	\$76.00
Machine Pitch (cost per individual)	\$39.00 \$40.00
Softball:	
Girls' Accelerated Softball (cost per team)	\$600.00
Girls' Softball (cost per individual)	\$52.00
Summer Youth Parks:	
Junior (4 – 6) (cost per each)	\$70.00
Youth (5 – 11) (cost per each)	\$135.00
T-ball (cost per player)	\$34.00 \$35.00
Tiny Tots (cost per player):	
Basketball	\$31.00
Soccer	\$31.00
Sports Skills	\$31.00
T-ball	\$31.00
Track - Club (cost per individual)	\$61.00
Track - Hershey	No charge
Volleyball (Boys):	
High School Boys League (cost per individual)	\$50.00
Youth League (cost per individual)	\$50.00
Wrestling (cost per individual)	\$50.00

CO-SPONSORED GROUPS

Fee Description	Proposed Fee
Swimming:	
Group 1	Not Applicable
Group 2	Not Applicable
Group 3	
Short Course – 18 Yard (cost per lane per hour)	\$2.05 \$2.25
Short Course – 25 Yard (cost per lane per hour)	\$2.55 \$2.80
Long Course (cost per lane per hour)	\$5.10 \$5.60
Meet Splash Fee (fee per non-Orem resident)	\$2.25 \$2.50
Group 4	
Short Course (cost per lane per hour)	\$8.25
Long Course (cost per lane per hour)	\$12.25
Group 5	
Short Course (cost per lane per hour)	\$12.25
Long Course (cost per lane per hour)	\$15.50
Football:	
Group 1	See Outdoors Program Section
Group 2	Not Applicable
Group 3	
Participation Fee (cost per participant)	\$5.00
<u>OR</u> Per Field Per Season (two games per reservation period)	\$550.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

Group 4	
Per Game Fee	\$65.00 \$70.00
OR Per Field Per Season (two games per reservation period)	\$900.00
Group 5	
Per Game Fee	\$75.00 (Plus marking if necessary)
Baseball:	
Group 1	See Outdoors Program Section
Group 2	
Participation Fee (cost per participant)	\$4.00
Field Participation Fee (cost per participant)	\$6.50 \$6.75
Group 3	
Field Rental (first game)	\$25.00 \$30.00
Field Rental - same day (cost for all subsequent games)	\$15.00 \$17.50
Group 4	
Field Rental (first game)	\$55.00 \$60.00
Field Rental - same day (cost for all subsequent games)	\$30.00 \$32.50
Group 5	See Softball/Baseball Field Rental Rates Section
Soccer:	
Group 1	Not Applicable
Group 2	
Participant cost per year (includes two seasons)	\$8.00 \$8.50
Group 3	
Participant cost per year (includes two seasons)	\$8.00 \$8.50
Group 4	
Per Game Fee	\$40.00 \$45.00
Yearly Rental – Five Weeknights and Saturday	\$4,250 \$4,350.00
Group 5	See Soccer/Lacrosse Field Rental Rates Section
Lacrosse:	
Group 1	See Outdoor Programs Section
Group 2	Not Applicable
Group 3	
Cost per Game (must provide own field prep)	See Outdoor Programs Section
Group 4	
Cost per Game (must provide own field prep)	\$40.00 \$45.00
Group 5	See Soccer/Lacrosse Field Rental Rates Section

SOCCKER/LACROSSE FIELD RENTAL RATES

Fee Description	Proposed Fee
Monday through Thursday (Weeknights, 4:00 p.m. – 9:00 p.m.):	
Security Deposit (cost per field)	\$200.00
Rental (cost per field per four hour block)	\$105.00
Total	\$300.00 + Staff Costs
Weekends (Friday and Saturday):	
Security Deposit (cost per field)	\$200.00
Rental (cost per field per four hour block)	\$125.00
Total	\$400.00 + Staff Costs

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

SOFTBALL/BASEBALL FIELD RENTAL RATES

Available Facilities/Parks	
City Center Little League Complex	6 Fields
Community Park	1 Field
Lakeside Sports Park (LSP)	5 Fields
Orem Elementary Complex	4 Fields
Windsor Park	2 Fields

Fee Description	Proposed Fee
Infield Preparation- includes chalk, machinery, supplies & staff (cost per field)	\$46.60
Lights (cost per hour per field)	\$45.00
Outfield Preparation (cost to mow outfield grass prior to tournament in addition to regular mowing schedule)	\$60.00
Rental	\$41.25/hour/field or \$220.00/field/day+staffing
Security Deposit (per facility)	\$300.00

TENNIS COURT RENTAL RATES

Fee Description	Proposed Fee
Two Courts:	
Two Hours	\$40.00
Four Hours	\$80.00
Eight Hours	\$160.00
Three Courts:	
Two Hours	\$114.00
Four Hours	\$228.00
Eight Hours	\$456.00
Four Courts:	
Two Hours	\$144.00
Four Hours	\$288.00
Eight Hours	\$576.00
Five Courts:	
Two Hours	\$170.00
Four Hours	\$340.00
Eight Hours	\$680.00
Six Courts:	
Two Hours	\$192.00
Four Hours	\$384.00
Eight Hours	\$768.00
Nine Courts:	
Two Hours	\$270.00
Four Hours	\$540.00
Eight Hours	\$1,080.00

CITY OF OREM
PROPOSED FEES & CHARGES

FISCAL YEAR 2020-2021

ALPINE SCHOOL DISTRICT RATES

Fee Description	Proposed Fee
Swim Team – Pool Lane Rental Fee	
Short Course (cost per lane per hour)	\$8.00
Long Course (cost per lane per hour)	\$12.00
Meet Fee - Including Equipment (cost per meet)	\$450.00
PE Classes at Fitness Center	
Daily Admission (cost per student per visit)	\$2.00
Specialty Instruction - spinning class, etc. (cost per hour per instructor)	\$20.00

EXHIBIT

“C”

CITY OF OREM COMPENSATION & BENEFIT PROGRAMS – FY 2020-2021

This Fiscal Year 2020-2021 Budget Compensation and Benefit Programs document is provided for general guidance only and does not create a binding contract or any other obligation or liability on the City.

The City reserves the right to change the information in this document at any time and for any reason, formally or informally, and with or without notice. The conditions set forth in this document do not create an express or implied contract with any person.

SALARY POLICY - EMPLOYEES

Salary ranges are subject to change at any time. The following pay grades and ranges associated with full-time positions are effective July 1, 2020, and are established in accordance with the City's compensation philosophy and policies (amounts may be different because of rounding):

City of Orem Salary Grades and Ranges								
Effective July 1, 2020								
Hourly Pay Rates			Monthly Pay Rates			Annual Pay Rates		
Pay Grade	Pay Range		Pay Grade	Pay Range		Pay Grade	Pay Range	
	Minimum	Maximum		Minimum	Maximum		Minimum	Maximum
CM	\$64.78	\$97.17	CM	\$11,228	\$16,842	CM	\$134,739	\$202,108
20	\$55.11	\$82.66	20	\$9,552	\$14,329	20	\$114,629	\$171,943
19	\$49.54	\$74.31	19	\$8,587	\$12,881	19	\$103,048	\$154,573
18	\$45.31	\$67.96	18	\$7,853	\$11,780	18	\$94,238	\$141,356
17	\$41.43	\$62.15	17	\$7,182	\$10,773	17	\$86,180	\$129,270
16	\$37.89	\$56.84	16	\$6,568	\$9,851	16	\$78,812	\$118,217
15	\$34.65	\$51.98	15	\$6,006	\$9,009	15	\$72,073	\$108,110
14	\$31.69	\$47.53	14	\$5,493	\$8,239	14	\$65,911	\$98,866
13	\$28.98	\$43.47	13	\$5,023	\$7,534	13	\$60,275	\$90,413
12	\$26.50	\$39.75	12	\$4,593	\$6,890	12	\$55,122	\$82,683
11	\$24.23	\$36.35	11	\$4,201	\$6,301	11	\$50,409	\$75,613
10	\$22.16	\$33.24	10	\$3,842	\$5,762	10	\$46,099	\$69,148
9	\$20.27	\$30.40	9	\$3,513	\$5,270	9	\$42,157	\$63,236
8	\$18.53	\$27.80	8	\$3,213	\$4,819	8	\$38,553	\$57,829
7	\$16.95	\$25.43	7	\$2,938	\$4,407	7	\$35,256	\$52,885
6	\$15.50	\$23.25	6	\$2,687	\$4,030	6	\$32,242	\$48,363
5	\$14.18	\$21.26	5	\$2,457	\$3,686	5	\$29,485	\$44,228
4	\$12.96	\$19.45	4	\$2,247	\$3,371	4	\$26,964	\$40,446

CITY OF OREM COMPENSATION & BENEFIT PROGRAMS – FY 2020-2021

EXECUTIVE POSITIONS	FLSA	GRADE FY '21	DEPT	AUTHORIZED		
				FY '21	FY '20	FY '19
City Manager	Exempt	CM	CM	1	1	1
Assistant City Manager	Exempt	20	CM	1	1	1
Chief of Police	Exempt	19	PD	1	1	1
City Attorney	Exempt	19	LS	1	1	1
Development Services Director	Exempt	19	DS	1	1	1
Finance Director	Exempt	19	FIN	1	1	1
Fire Chief	Exempt	19	FD	1	1	1
Public Works Director	Exempt	19	PW	1	1	1
Deputy City Manager	Exempt	18	CM	1	1	1
Library Director	Exempt	18	LIB	1	1	1
Recreation Director	Exempt	18	REC	1	1	1

EXEMPT POSITIONS	FLSA	GRADE FY '21	DEPT	AUTHORIZED		
				FY '21	FY '20	FY '19
Assistant Police Chief	Exempt	17	PD	1	1	1
Deputy Fire Chief	Exempt	17	FD	1	1	1
Accounting Division Manager	Exempt	16	FIN	0	1	1
City Engineer	Exempt	16	DS	1	1	1
Deputy City Attorney	Exempt	16	LS	2	2	2
Economic Development Manager	Exempt	16	CM	1	1	1
Human Resource Division Manager	Exempt	16	CM	1	1	1
IT Division Manager	Exempt	16	CM	1	1	1
Maintenance Division Manager	Exempt	16	PW	1	1	1
Police Captain	Exempt	16	PD	2	2	2
Water Resource Division Manager	Exempt	16	PW	1	1	1
Assistant IT Division Manager	Exempt	15	CM	1	1	1
Assistant City Attorney	Exempt	15	LS	1	1	1
Fire Battalion Chief	Exempt	15	FD	4	4	4
Police Lieutenant	Exempt	15	PD	7	7	7
Prosecutor	Exempt	15	LS	2	2	2
Budget Officer	Exempt	14	FIN	1	0	0
Building Maintenance Division Manager	Exempt	14	DS	1	1	0
Chief Building Official	Exempt	14	DS	1	1	1
Community Services Manager	Exempt	14	CM	1	1	1
Engineering Section Manager - Traffic	Exempt	14	PW	1	1	1
Engineering Section Manager	Exempt	14	DS	3	3	3
Fire Marshal	Exempt	14	FD	1	1	1
IT Section Manager	Exempt	14	CM	1	1	1
Justice Court Administrator	Exempt	14	FIN	1	1	1

**CITY OF OREM
COMPENSATION & BENEFIT PROGRAMS – FY 2020-2021**

EXEMPT POSITIONS	FLSA	GRADE FY '21	DEPT	AUTHORIZED		
				FY '21	FY '20	FY '19
Library Division Manager	Exempt	14	LIB	2	2	2
Planning Division Manager	Exempt	14	DS	1	1	1
Recreation Manager - Facilities	Exempt	14	REC	1	1	1
Risk Manager / Trainer	Exempt	14	CM	1	1	1
Streets Section Manager	Exempt	14	PW	1	1	1
Treasury Division Manager	Exempt	14	FIN	1	1	1
Water Reclamation Section Manager	Exempt	14	PW	1	1	1
Water Section Manager	Exempt	14	PW	1	1	1
Information Systems Engineer	Exempt	13	CM	1	1	1
Parks Section Manager	Exempt	13	PW	1	1	1
Recreation Manager - Programs	Exempt	13	REC	1	1	1
Senior Programmer / Analyst	Exempt	13	CM	3	3	3
City Recorder	Exempt	12	CM	1	1	1
City Surveyor	Exempt	12	DS	1	1	1
Communications Specialist / Webmaster	Exempt	12	CM	1	1	1
Economic Dev. Analyst / Project Mgr	Exempt	12	CM	1	1	1
Emergency Manager	Exempt	12	FD	1	1	1
IT Help Desk Supervisor	Exempt	12	CM	1	1	1
Librarian	Exempt	12	LIB	6	6	6
Management Analyst	Exempt	12	CM	1	1	1
Planner / Long Range Planner	Exempt	12	DS	4	4	4
Programmer / Analyst	Exempt	12	CM	1	1	1

NON-EXEMPT POSITIONS	FLSA	GRADE FY '21	DEPT	AUTHORIZED		
				FY '21	FY '20	FY '19
Fire Captain	Non-Exempt	13	FD	12	12	12
Police Sergeant	Non-Exempt	13	PD	15	15	15
Building Maintenance Section Manager	Non-Exempt	12	DS	1	1	1
ITS Engineer	Non-Exempt	12	PW	1	1	1
Construction Engineer	Non-Exempt	12	DS	2	2	2
Fire Engineer	Non-Exempt	11	FD	12	12	12
Fleet Manager	Non-Exempt	11	PW	1	1	1
Plans Examiner	Non-Exempt	11	DS	1	1	1
Public Works Field Supervisor	Non-Exempt	11	PW	7	7	7
Senior Building Inspector	Non-Exempt	11	DS	1	1	1
Associate Engineer	Non-Exempt	10	DS	2	2	3
Buidling Inspector	Non-Exempt	10	DS	3.5	3.5	3.5
Engineering Specialist	Non-Exempt	10	PW	4	4	4
Firefighter / Paramedic I, II, & III	Non-Exempt	10	FD	33	33	36
Horticulturist / Urban Forester	Non-Exempt	10	PW	1	1	1
Instrumentation / Control Specialist	Non-Exempt	10	PW	1	1	1
Police Officer I, II, & III	Non-Exempt	10	PD	70	70	64

**CITY OF OREM
COMPENSATION & BENEFIT PROGRAMS – FY 2020-2021**

NON-EXEMPT POSITIONS	FLSA	GRADE FY '21	DEPT	AUTHORIZED		
				FY '21	FY '20	FY '19
Pre-Treatment Coordinator	Non-Exempt	10	PW	1	1	1
Purchasing Agent	Non-Exempt	10	FIN	1	1	1
Recreation Facility Maint. Supervisor	Non-Exempt	10	REC	1	1	1
Storm Water Project Manager	Non-Exempt	10	PW	2	2	2
Street Lights / Signal Specialist	Non-Exempt	10	PW	1	1	1
Accountant	Non-Exempt	9	FIN	1.5	1.5	1.5
Associate Librarian	Non-Exempt	9	LIB	9.5	9.5	9.5
Civil / Survey CAD Technician	Non-Exempt	9	DS	1	1	0
Cemetery Sexton	Non-Exempt	9	PW	1	1	1
Communications Supervisor	Non-Exempt	9	PD	1	1	1
Executive / NIA Assistant	Non-Exempt	9	CM	1	1	1
Fire Prevention Specialist	Non-Exempt	9	FD	2	2	2
Human Resource Generalist	Non-Exempt	9	CM	2	2	2
Instrumentation / Control Technician	Non-Exempt	9	PW	2	2	2
Lead Mechanic	Non-Exempt	9	PW	1	1	1
Public Works Crew Leader	Non-Exempt	9	PW	14	14	13
Public Works Program Specialist	Non-Exempt	9	PW	4	4	4
PC Coordinator	Non-Exempt	9	CM	3	3	3
Recreation Program Coordinator	Non-Exempt	9	REC	5	5	5
Senior Plant Operator	Non-Exempt	9	PW	3	3	3
Victim Assistance Coordinator	Non-Exempt	9	PD	2	2	2
Administrative Secretary	Non-Exempt	8	Various	8	8	8
Construction Technician	Non-Exempt	8	PW	3	3	3
Crime Analyst / Body Camera Specialist	Non-Exempt	8	PD	1	1	0
Deputy City Recorder	Non-Exempt	8	CM	1	1	1
Evidence Custodian / Technician	Non-Exempt	8	PD	1	1	1
Facility Maintenance Technician	Non-Exempt	8	DS	1	1	1
Firefighter / Advanced EMT	Non-Exempt	8	FD	3	3	0
Fleet Mechanic	Non-Exempt	8	PW	4	4	4
Justice Court Lead Clerk	Non-Exempt	8	FIN	2	2	2
311 Lead Communication Agent	Non-Exempt	8	FIN	1	1	1
Lead Dispatcher	Non-Exempt	8	PD	5	5	5
Plant Operator	Non-Exempt	8	PW	9	9	9
Pre-Treatment Inspector	Non-Exempt	8	PW	1	1	1
Residential Plans Examiner	Non-Exempt	8	DS	1	1	1
Traffic Sign Specialist	Non-Exempt	8	PW	1	1	1
Water Resources Utility Specialist	Non-Exempt	8	PW	1	1	1
Animal Control Officer	Non-Exempt	7	PD	2	2	2
Assistant Librarian	Non-Exempt	7	LIB	9.0	9.0	9.0
Development Services Technician	Non-Exempt	7	DS	1	1	1
Dispatcher	Non-Exempt	7	PD	16.0	16.5	16.5
Justice Court Clerk	Non-Exempt	7	FIN	3	3	3

CITY OF OREM COMPENSATION & BENEFIT PROGRAMS – FY 2020-2021

NON-EXEMPT POSITIONS	FLSA	GRADE FY '21	DEPT	AUTHORIZED		
				FY '21	FY '20	FY '19
Public Works Technician	Non-Exempt	7	PW	37	37	36
Public Works Utility Technician	Non-Exempt	7	PW	3	3	3
Records Office Supervisor	Non-Exempt	7	PD	1	1	1
Water Resources Utility Technician	Non-Exempt	7	PW	1	1	1
Account Clerk / Communications Agent	Non-Exempt	7	FIN	9	8	7
Account Clerk	Non-Exempt	6	FIN	0	1	1
Community Service Specialist	Non-Exempt	6	PD	4	4	4
Maintenance Worker (Helper)	Non-Exempt	6	REC	1	1	1
Secretary	Non-Exempt	6	Various	3	3	3
Custodial Supervisor	Non-Exempt	5	DS	2	2	2
Storekeeper	Non-Exempt	5	FIN	2	2	2
Custodian	Non-Exempt	4	REC	1	1	1

Individual pay shall be adjusted in accordance with the City's financial capability, performance of the employee, and the salary plan.

Differential Pay

The City offers differential pay to employees in specific classifications who receive professional certifications which improve their knowledge and proficiency in carrying out their assigned functions through additional training. Differentials shall be paid in accordance with City policy.

ELECTED OFFICIALS COMPENSATION

Elected officials (Mayor and City Council Members) are designated as part-time employees of the City of Orem. These officials serve at the discretion of the citizens of the City. They receive compensation and benefits based upon laws of the State of Utah and ordinances, policies, and practices adopted by the City. Council Members' salary is \$14,277 annually. The Mayor's salary is \$42,831 annually.

BENEFIT SUMMARY

The City of Orem is committed to providing excellent benefits and a positive work environment where employees are encouraged to balance home and work life. These benefits are reflective of the City of Orem's commitment to employees.

The following benefits are available to full-time and part-time benefitted employees and may vary based upon the employee's date of hire and position:

CITY OF OREM COMPENSATION & BENEFIT PROGRAMS – FY 2020-2021

Retirement

Participation in a Utah Retirement Systems (URS) pension plan is mandatory for most employees. The City pays all or a portion of the benefit depending on which URS plan the employee is eligible to participate in. This valuable benefit provides retirement income based upon salary, length of service, and/or contributions. Visit the URS website for more information (www.urs.org). The City will match an employee's contribution up to 4% in the City's 457 plans. The City also offers a 401k plan to its employees. The City of Orem does not participate in social security, thus no social security deductions are taken from an employee's pay.

Health & Dental Insurance

The City provides each employee the option of participating in their choice of one of the two high-deductible health plans (HDHP) offered by the City at a minimal cost to the employee. The City offers a dental insurance plan with no premium cost for single or family coverage.

Health Savings & Flexible Spending Reimbursement Accounts

The City contributes money quarterly into a Health Savings Account (HSA) for each benefitted employee and also offers an employee contribution match program.

The City makes both types of accounts available to employees to help them save taxes on medical expenses, dental expenses, and/or dependent care expenses.

Employee Assistance Program (EAP)

The City offers an employee assistance program to assist employees and eligible family members with a wide range of personal issues. EAP counselors are available during regular and extended hours. Crisis Line support is available 24/7.

Life Insurance

Group term life insurance is provided for all benefitted employees. The amount of coverage is one times the employee's salary up to \$250,000, with a minimum coverage amount of \$50,000.

Vacation

Employees receive 120 hours of vacation annually during years 1-5, increasing to 144 hours of vacation annually during years 6-10, and 168 hours of vacation annually for 11 or more years of service. Part-time employees receive a prorated number of vacation hours. Accrued vacation hours are capped at two years.

Holidays

Employees receive 12 paid holidays consisting of one day of personal leave.

CITY OF OREM COMPENSATION & BENEFIT PROGRAMS – FY 2020-2021

Sick Leave

Employees receive 96 hours of sick leave annually to be used in case of sickness or disability. Part-time employees receive a prorated number of sick leave hours. There is no maximum number of accrued sick leave hours.

Long-Term Disability Insurance

Coverage is available full and part-time benefitted employees. The amount of the benefit is 66 2/3% of salary up to a maximum monthly benefit of \$10,000.

Wellness Program

The City offers a wellness program to help employees gain knowledge, skills, and motivation to improve the quality of their lives and well-being. Other benefits include health screenings, flu shots, and Orem City Recreation Center passes.

For a more detailed list or description of the City of Orem Employee Benefit Package, please contact the Human Resources Office at 801-229-7164.

**CITY OF OREM
COMPENSATION & BENEFIT PROGRAMS – FY 2020-2021**

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CITY OF OREM
56 N. STATE ST
OREM, UT 84057
OREM.ORG





City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Greg Stephens

Submitting Department: Legal

Item Type: Resolution

Agenda Section:

Subject:

RESOLUTION - Authorizing the Pick-Up of Specified Employee Contributions to the New Public Safety and Firefighter Tier II Contributory Retirement System.

Suggested Action:

The City Manager recommends that the City Council, by resolution, authorize the pick-up of specified employee contributions to the New Public Safety and Firefighter Tier II Contributory Retirement System.

Presenter:

Jamie Davidson

Background:

Due to the cost of enhancements to the New Public Safety and Firefighter Tier II Contributory Retirement System, participating City employees will now be required to contribute 2.27% of their salary or wages to the retirement plan. An employer may "pick-up" the employee's portion of the retirement contribution and treat it as an employer contribution under the Internal Revenue Code. In the proposed resolution, the City agrees to pick-up the entire amount of the FY 2020/2021 employee contribution (2.27% of salary or wages) and commits to continue picking-up the 2.27% contribution in future years.

Potentially Affected Area:

Attachments:

[RES.urs.tier_2.ps_pickup.docx](#)

[urs.tier 2.ps pickup.exhibit a.pdf](#)

DRAFT

RESOLUTION NO. _____

A RESOLUTION BY THE OREM CITY COUNCIL
AUTHORIZING THE PICK-UP OF SPECIFIED EMPLOYEE
CONTRIBUTIONS TO THE NEW PUBLIC SAFETY AND
FIREFIGHTER TIER II CONTRIBUTORY RETIREMENT
SYSTEM.

WHEREAS, the City employs employees who are eligible for and participate as members in the New Public Safety and Firefighter Tier II Contributory Retirement System administered by the Utah Retirement Systems (the “Plan”);

WHEREAS, due to the cost of enhancements to the Plan, beginning on July 1, 2020 employees in the Plan will be required to contribute 2.27% of their salary or wages to the Plan; and

WHEREAS, in accordance with federal and state law, including Section 414(h)(2) of the Internal Revenue Code, employers may take formal action to pick up required employee contributions, which will be paid by the employer in lieu of employee contributions; and

WHEREAS, the City desires to formally pick up the FY 2020/2021 employee contributions required to be paid under Subsection [49-23-301\(2\)\(c\)](#), as enacted in S.B. 56, Public Safety and Firefighter Tier II Retirement Enhancements (2020 General Session), for all City employees participating in the New Public Safety and Firefighter Tier II Contributory Retirement System.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Orem, as follows:

1. The City of Orem shall prospectively pick up and pay required employee contributions for all City employees who are members of the New Public Safety and Firefighter Tier II Contributory Retirement System, subject to a maximum of 2.27% of compensation for each eligible employee (the full amount of the employee contribution for FY 2020/2021).
2. The City Council authorizes the Mayor to sign and submit the Employer Election To Pick-Up Member Contributions form attached hereto as Exhibit “A” and incorporated herein by reference, in which the City of Orem agrees to pick up eligible employee contributions to the Plan of up to 2.27% of salary or wages.

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3. The picked-up contributions paid by the City, even though designated as employee contributions for state law purposes, are being paid by the City on behalf of its eligible employees in lieu of the required employee contributions.
4. The picked-up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal or state income tax withholding taxes, until distributed from the Utah Retirements Systems, so that the contributions are treated as employer contributions pursuant to Section 414(h)(2) of the Internal Revenue Code.
5. The picked-up contributions are a supplement and not a salary reduction to the City employees who are eligible for and participating members in the New Public Safety and Firefighter Tier II Contributory Retirement System.
6. From and after the date of this pick-up, a City employee may not have a cash or deferred election right with respect to the designated employee contributions, including that the employees may not be permitted to opt out of the pick-up and may not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the City on behalf of its employees to the Utah Retirement Systems.
7. If any part of this resolution shall be declared invalid, such decision shall not affect the validity of the remainder of this resolution.
8. All ordinances, resolutions and policies in conflict herewith are hereby repealed.
9. This resolution shall take effect immediately upon passage, with an implementation date of July 1, 2020.

DRAFT

PASSED and APPROVED 16th day of June 2020.

Richard F. Brunst, Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Election To Pick-Up Member Contributions Tier 2 Public Safety and Firefighter

Instructions:

1. This form is designed to notify Utah Retirement Systems (URS) of an Employer's formal election to "pick-up" retirement contributions.
2. This form and accompanying documentation must be returned to URS for processing.
3. A pick-up election is subject to federal law, resulting in tax and legal consequences, including limitations about the ability to modify or revoke the election. For information regarding employer pick-up contributions, please refer to federal law and guidance, including Internal Revenue Code Section 414 and IRS Revenue Ruling 2006-43.
4. An Employer should consult its legal, financial, and tax advisors if it has any questions concerning the consequences of Member contribution "pick-ups" and submitting this form.

SECTION A » EMPLOYER INFORMATION		
Employer Name	Employer Number	Date
Desired Effective Date: _____ (The effective date must be after the date that the pick-up election was formally adopted as provided in the attached documentation.)		
SECTION B » PICK-UP AMOUNT(S)		
<p>The above-named Employer certifies that it has taken formal action to provide that the contributions on behalf of its covered employees in the following URS System, although designated as employee contributions, will be paid by the employer in lieu of employee contributions. (Please check the box and fill in the portion of employee contributions picked-up for each class of employees below. For example, mark "ALL" for a pick-up of all employee contributions for that system or a percentage of salary for a pick-up of a portion of employee contributions.)</p> <p>Please also attach written documentation to this form that provides evidence that the Employer formally elected to prospectively pick-up specified employee contributions. (For example, ordinance, resolution, governing body meeting minutes, etc.)</p> <p>Note: If you are picking-up contributions for both public safety and firefighter employees, check both boxes</p> <p><input type="checkbox"/> Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a Public Safety Officer:</p> <p> <input type="radio"/> ALL _____; OR</p> <p> <input type="radio"/> _____% of salary.</p> <p><input type="checkbox"/> Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a Firefighter:</p> <p> <input type="radio"/> ALL _____; OR</p> <p> <input type="radio"/> _____% of salary.</p>		
SECTION C » CERTIFICATION AND SIGNATURE		
<p>I acknowledge and certify the following:</p> <ul style="list-style-type: none"> • I represent and have the authority to sign and submit this form on behalf of the participating employer; • That Employer has taken all appropriate and necessary actions to make a formal Employer pick-up regarding employee contributions on behalf of its employees; • The election to pay for the Employee contributions shall constitute an Employer pick-up of designated contributions pursuant to Internal Revenue Code Section 414; • From and after the date of the pick-up election, an Employee may not: 1) have a cash or deferred election right with respect to designated Employee contributions; 2) be permitted to opt out of the pick-up; or 3) have the option of choosing to receive or receiving the contributed amounts directly instead of having them paid by the Employer to the specified system/plan; • In order for contributions to be considered paid by the employer, and therefore not subject to Social Security and Medicare tax (FICA), the Employer contributions: 1) Must be mandatory for all Employees covered by the retirement system; and 2) Must be a salary supplement and not a salary reduction—In other words, the Employer must not reduce employee salary to offset the amount designated as employee contributions; • Future modifications to this Employer election may be disallowed or limited; • The election authorized to be taken by the foregoing is not contrary to any governing provisions of the Employer; • I understand that URS is not providing the Employer legal, financial, or tax advice relating to making a "pick-up" election or submitting this form; and • The information provided on this form and attached documentation is correct and can be relied upon by URS. 		
Printed Name of Employer Representative (Binding Official)	Signature of Binding Official	Title



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Greg Stephens

Submitting Department: Legal

Item Type: Resolution

Agenda Section:

Subject:

RESOLUTION - Approving the Interlocal Cooperation Agreement between Utah County and the City of Orem for Disbursement from the Coronavirus Relief Fund

Suggested Action:

The City Manager recommends that the City Council, by resolution, approve the Interlocal Cooperation Agreement between Utah County and the City of Orem for Disbursement from the Coronavirus Relief Fund and authorize the Mayor to sign the interlocal agreement.

Presenter:

Jamie Davidson

Background:

The federal government passed the Coronavirus Aid, Relief and Economic Security Act ("CARES Act") in March of 2020 and created the Coronavirus Relief Fund ("CRF") to provide financial assistance for the response to the COVID-19 pandemic. The federal government distributed money to the State of Utah, Salt Lake County, and Utah County from the CRF to help state and local governments cover expenditures related to the state or local government's response to the COVID-19 pandemic. The proposed interlocal agreement sets forth the terms and conditions governing the City of Orem's receipt and use of CRF funds distributed from Utah County to the City of Orem.

Potentially Affected Area:

Attachments:

[RES--CARES Act.interlocal.docx](#)

DRAFT

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE INTERLOCAL COOPERATION AGREEMENT BETWEEN UTAH COUNTY AND THE CITY OF OREM FOR DISBURSEMENT FROM THE CORONAVIRUS RELIEF FUND.

WHEREAS, Sections 11-13-102, 202, and 215 of the Interlocal Cooperation Act (U.C.A. § 11-13-101, et seq.) authorize two or more public agencies to enter into an agreement for joint or cooperative action, to provide services that they are each authorized by statute to provide, to make the most efficient use of their powers by enabling them to cooperate with other public agencies on a basis of mutual advantage, to share revenues with other public agencies, and to do anything they are authorized by statute to do; and

WHEREAS, the federal government passed the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”) in March of 2020 and created the Coronavirus Relief Fund (“CRF”) to provide financial assistance for the response to the COVID-19 pandemic; and

WHEREAS, the federal government distributed money to the State of Utah, Salt Lake County, and Utah County from the CRF to help state and local governments cover expenditures related to the state or local government’s response to the COVID-19 pandemic; and

WHEREAS, the proposed interlocal agreement sets forth the terms and conditions governing the City of Orem’s receipt and use of CRF funds distributed from Utah County to the City of Orem.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OREM, as follows:

1. The City Council hereby approves the Interlocal Cooperation Agreement Between Utah County and the City of Orem for Disbursement from the Coronavirus Relief Fund attached hereto as Exhibit “A” and incorporated herein by reference (the “Agreement”), and authorizes the Mayor to sign the Agreement on behalf of the City.
2. The Agreement will become effective upon approval and signing by each party’s governing body and respective attorneys, and filing with each party’s record keeper.
3. All acts, orders, resolutions, ordinances, and parts thereof, in conflict with this Resolution are hereby rescinded.
4. This Resolution shall become effective immediately upon passage.

DRAFT

PASSED and APPROVED this 16th day of June 2020.

Richard F. Brunst, Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED MAY 2020

Percent of Year Expired: 92%

Fund	Current Appropriation	Monthly Total	Year-To-Date Total	Encumbrances	Balance	% To Date FY 2020	% To Date FY 2019	Notes
10 GENERAL FUND								
Revenues	54,709,908	3,381,383	46,710,149			85%		
Appr. Surplus - Current	593,896		593,896			100%		
Appr. Surplus - Prior Year	3,967,885		3,967,885			100%		
Std. Interfund Transactions	5,513,875		5,513,875			100%		
Total Resources	64,785,564	3,381,383	56,785,805		7,999,759	88%	90%	
Expenditures	64,785,564	3,229,816	51,704,471	1,003,350	12,077,743	81%	83%	
20 ROAD FUND								
Revenues	3,265,000	596,209	2,767,178			85%		
Appr. Surplus - Current	307,350		307,350			100%		
Appr. Surplus - Prior Year	1,928,582		1,928,582			100%		
Total Resources	5,500,932	596,209	5,003,110		497,822	91%	93%	
Expenditures	5,500,932	422,000	3,242,572	379,472	1,878,888	66%	75%	
21 CARE TAX FUND								
Revenues	2,300,000	201,336	1,779,076			77%		
Appr. Surplus - Prior Year	3,801,309		3,801,309			100%		
Total Resources	6,101,309	201,336	5,580,385		520,924	91%	94%	
Expenditures	6,101,309	57,558	2,871,065	3,014,944	215,300	96%	23%	
30 DEBT SERVICE FUND								
Revenues	5,791,627	265,004	5,010,720			87%		
Appr. Surplus - Current	1,021,117		1,021,117					
Appr. Surplus - Prior Year	5,953		5,953			100%		
Total Resources	6,818,697	265,004	6,037,790		780,907	89%	90%	
Expenditures	6,818,697	714,895	3,653,858		3,164,839	54%	44%	
45 CIP FUND								
Revenues	2,567,060	25,063	1,397,896			54%		
Appr. Surplus - Prior Year	15,570,035		15,570,035			100%		
Total Resources	18,137,095	25,063	16,967,931		1,169,164	94%	101%	
Expenditures	18,137,095	355,406	3,501,526	3,219,810	11,415,759	37%	30%	
51 WATER FUND								
Revenues	20,455,740	1,589,741	19,688,076			96%		
Appr. Surplus - Current Year	625,000		625,000			100%		
Appr. Surplus - Prior Year	15,218,231		15,218,231			100%		
Total Resources	36,298,971	1,589,741	35,531,307		767,664	98%	94%	
Expenditures	36,298,971	549,506	11,987,942	995,549	23,315,480	36%	46%	
52 WATER RECLAMATION FUND								
Revenues	12,013,694	1,080,185	12,445,119			104%		
Appr. Surplus - Prior Year	7,781,881		7,781,881			100%		
Total Resources	19,795,575	1,080,185	20,227,000		-431,425	102%	103%	
Expenditures	19,795,575	487,562	7,398,446	869,759	11,527,370	42%	44%	
55 STORM WATER FUND								
Revenues	4,994,195	423,593	4,842,895			97%		
Appr. Surplus - Current Year	614,275		614,275			100%		
Appr. Surplus - Prior Year	3,866,519		3,866,519			100%		
Total Resources	9,474,989	423,593	9,323,689		151,300	98%	100%	
Expenditures	9,474,989	174,102	2,987,308	147,673	6,340,008	33%	48%	
56 RECREATION FUND								
Revenues	1,682,300	66,313	785,366			47%		
Appr. Surplus - Prior Year	12,180		12,180			100%		
Total Resources	1,694,480	66,313	797,546		896,934	47%	86%	
Expenditures	1,694,480	41,800	1,087,497	199,468	407,515	76%	91%	
57 SOLID WASTE FUND								
Revenues	4,025,000	353,138	3,748,994			93%		
Appr. Surplus - Prior Year	168,851		168,851			100%		
Total Resources	4,193,851	353,138	3,917,845		276,006	93%	93%	
Expenditures	4,193,851	587,732	3,622,507		571,344	86%	79%	

1

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED MAY 2020

Percent of Year Expired: 92%

Fund	Current Appropriation	Monthly Total	Year-To-Date Total	Encumbrances	Balance	Percent of Year Expired		Notes
						To Date FY 2020	To Date FY 2019	
58 STREET LIGHTING FUND								
Revenues	1,730,000	72,334	1,594,349			92%		
Appr. Surplus - Prior Year	864,329		864,329			100%		
Total Resources	2,594,329	72,334	2,458,678		135,651	95%	96%	
Expenditures	2,594,329	23,896	1,076,649	52,767	1,464,913	44%	48%	
61 FLEET MAINTENANCE FUND								
Revenues			1,810			100%		
Std. Interfund Transactions	830,000		830,000			100%		
Total Resources	830,000		831,810		-1,810	100%	100%	
Expenditures	830,000	42,307	716,144	2,788	111,068	87%	87%	
62 PURCHASING/WAREHOUSING FUND								
Revenues		15	165			100%		
Std. Interfund Transactions	395,000		395,000			100%		
Total Resources	395,000	15	395,165		-165	100%	100%	
Expenditures	395,000	18,892	325,710	4,526	64,764	84%	98%	
63 SELF INSURANCE FUND								
Revenues	772,000	46,193	558,224			72%		
Std. Interfund Transactions	1,345,000		1,345,000			100%		
Total Resources	2,117,000	46,193	1,903,224		213,776	90%	99%	
Expenditures	2,117,000	33,975	1,590,851	7,349	518,800	75%	101%	2
64 INFORMATION TECH FUND								
Revenues	8,200	678	9,386			100%		
Appr. Surplus - Current Year	211,000		211,000			100%		
Appr. Surplus - Prior Year	119,123		119,123			100%		
Std. Interfund Transactions	2,430,000		2,430,000			100%		
Total Resources	2,768,323	678	2,769,509		-1,186	100%	100%	
Expenditures	2,768,323	124,743	2,034,035	186,223	548,065	80%	85%	
74 CDBG FUND								
Revenues	1,090,003	41,042	848,956			78%		
Appr. Surplus - Prior Year	310,481		310,481			100%		
Total Resources	1,400,484	41,042	1,159,437			83%	42%	3
Expenditures	1,400,484	29,526	844,831	73,076	482,577	66%	33%	3
CITY TOTAL RESOURCES	182,906,599	8,142,227	169,690,231		12,975,321	93%	94%	
CITY TOTAL EXPENDITURES	182,906,599	6,893,716	98,645,412	10,156,754	74,104,433	59%	62%	

NOTES TO THE BUDGET REPORT FOR THE MONTH ENDED MAY 2020:

- 1) The current year expenditures are higher in comparison to the prior year due to current year expenditures being significantly higher than in the prior fiscal year at this date in time. The increase is due to the Library Hall & Fitness Center projects.
- 2) The current year expenditures are lower in comparison to the prior year due to a reimbursement from our insurance carrier for a workers compensation claim in the current fiscal year that we did not have in the prior fiscal year.
- 3) Revenues and expenses for the current year are higher compared to the prior year due to the Geneva Park & Westmore Park renovation projects which had costs of \$333,432 YTD compared to no such projects in the prior year. HUD reimbursed these costs.

Note: In earlier parts of a fiscal year, expenditures may be greater than the collected revenues in a fund. The City has accumulated sufficient reserves to service all obligations during such periods and does not need to issue tax anticipation notes or obtain funds in any similar manner. If you have questions about this report, please contact Brandon Nelson (229-7010).

REDEVELOPMENT AGENCY
of the
CITY OF OREM
May 12, 2020

CONDUCTING Chair Richard F. Brunst, Jr.

BOARD OF DIRECTORS Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, David Spencer, and Brent Sumner.

EXCUSED Terry Peterson

APPOINTED STAFF Jamie Davidson, Brenn Bybee, Greg Stephens, Kathi Beckett, Brandon Nelson, and JoD'Ann Bates.

The Redevelopment Agency (RDA) Meeting convened at 7:00 p.m.

CONSENT ITEMS

- Approval of August 27, 2019 Redevelopment Agency Meeting Minutes

Chair Brunst moved to approve the Consent Agenda as listed. **Mr. Sumner seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, David Spencer, and Brent Sumner. The motion **passed**.

SCHEDULED ITEMS

PUBLIC HEARING

RESOLUTION - Adopt Redevelopment Agency of the City of Orem FY 2020-2021 Budget

Mr. Nelson stated the Redevelopment of the City of Orme consists of 9 development areas of which 8 are coming to an end as far as receiving funds in the next couple of years. He continued to review the proposed budget numbers for FY 2020-2021. The Tentative Budget was made available for review and to download at Orem.org. The purpose of this item is to adopt the Tentative Budget and set the public hearing on June 16, 2020, at 6:10 pm to adopt the final budget for Fiscal Year 2020-2021.

Chair Brunst opened the public hearing at 7:06 p.m. Hearing no comments, he closed the public hearing and brought the discussion back to the Board of Directors.

Chair Brunst moved, by Resolution, to adopt the RDA Budget for the Redevelopment Agency of the City of Orem Fiscal Year 2020-2021. **Mrs. Lauret seconded** the motion. Those voting

DRAFT

aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, David Spencer, and Brent Sumner. The motion **passed**.

ADJOURN TO A MEETING OF THE SPECIAL SERVICE LIGHTING DISTRICT

Chair Brunst moved to adjourn to a meeting of the Special Service Lighting District of the City of Orem. **Mrs. Lauret seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, David Spencer, and Brent Sumner. The motion **passed**.

The meeting adjourned at 7:09 p.m.

Approved:

AMENDED
BYLAWS OF THE
REDEVELOPMENT AGENCY
OF THE
CITY OF OREM, UTAH

ADOPTED BY REDEVELOPMENT AGENCY RESOLUTION NO. RDA-84-0001-000
AMENDED BY REDEVELOPMENT AGENCY RESOLUTION NO. RDA-89-0089-000
AMENDED BY REDEVELOPMENT AGENCY RESOLUTION NO. RDA-R-04-0003-000
AMENDED BY REDEVELOPMENT AGENCY RESOLUTION NO. RDA-R-2009-0004
AMENDED BY REDEVELOPMENT AGENCY RESOLUTION NO. RDA-R-2017-0003

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8	Annual Budget
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5	Additional Duties
6	Reimbursement for Expenses

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ARTICLE V – AMENDMENTS OF BYLAWS

- 1 Amendments of the Agency Bylaws
- 2 Review of Bylaws

ARTICLE VI – MISCELLANEOUS

- 1 Performance Bonds
- 2 Rules and Regulations

**BYLAWS OF THE REDEVELOPMENT AGENCY OF
THE CITY OF OREM, UTAH**

ARTICLE I – THE AGENCY

Section 1. Name of Agency. The name of the Agency shall be the “Redevelopment Agency of the City of Orem” in accordance with Ordinance #516 adopted by the City Council of the City of Orem, Utah, dated August 14, 1984.

Section 2. Purpose of Agency. The purpose of the Agency is to provide the City of Orem a redevelopment plan and take action that would revitalize, upgrade and develop certain areas of the City with quality developments which are conducive to the long range goals of the City.

Section 3. Governing Board. The governing board of the Agency shall be known as the Board of Directors of the Redevelopment Agency of the City of Orem. The Board of Directors shall be composed of the seven members of the City Council. Each member shall have one vote.

Section 4. Seal of Agency. The Seal of the Agency shall be in the form of a circle and shall bear the name of the Agency and the year of its organization.

Section 5. Office of Agency. The offices of the Agency shall be located in the Orem City Center located at 56 North State Street, Orem, Utah.

Section 6. Fiscal Year of Agency. The fiscal year of the Agency shall be from July 1 through June 30 of each year.

Section 7. Annual Audit. The Agency shall cause an annual independent audit, in conjunction with the audit of the City of Orem, of the immediate past fiscal year financial transactions and operations to be completed in accordance with State law and professional auditing standards, requirements, and practices established for governmental entities.

Section 8. Annual Budget. The Agency shall review and approve an annual budget in accordance with State Law.

Section 9. Required Reports. The Agency shall file any required reports with other agencies in accordance with State Law.

ARTICLE II – OFFICERS AND BOARDMEMBERS

Section 1. Officers. The officers of the Agency shall be a Chair and a Vice-Chair. The Chair shall be the Mayor of the City of Orem and the Vice-Chair shall be the Mayor Pro-Tem of the City of Orem.

Section 2. Chair. The Chair shall preside at all meetings of the Agency, execute all Agency approved resolutions, contracts, agreements and be the titular head of the Agency.

Section 3. Vice-Chair. The Vice-Chair of the Agency shall perform the duties of the Chair in the absence or incapacity of the Chair.

Section 4. Boardmembers. At the meetings of the Agency, any Boardmember may submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the Agency.

Section 5. Additional Duties. The Officers and Boardmembers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency, the bylaws, or rules and regulations of the Agency.

Section 6. Reimbursement for Expenses. The Board of Directors of the Agency shall be reimbursed for expenses incurred in carrying out their official responsibilities by the Agency.

ARTICLE III – EMPLOYEES

Section 1. Chief Executive Officer. The Chief Executive Officer shall be the City Manager of the City of Orem. Under the policy direction of the Board of Directors of the Agency, the Chief Executive Officer shall:

- A. Direct the affairs of the Agency;
- B. Ensure, through the Treasurer, the proper care and custody of all Agency funds;
- C. Ensure proper disbursement and deposit of funds, in the name of the Agency, in or from such bank or banks as the Agency may select;
- D. Prepare or cause to be prepared all contracts, agreements, resolutions, deeds and other instruments necessary for Agency business;
- E. Execute all administrative documents or instruments that carry out Agency policies;
- F. Ensure that all checks or vouchers of the Agency have two (2) of the following signatures:
 1. The Treasurer and/or his/her designee; and
 2. The Financial Officer and/or his/her designee;
- G. Ensure, through the Secretary, the proper keeping of minutes and accounts;
- H. Provide a regular accounting of the financial transactions and conditions of the Agency;
- I. Implement necessary administrative policies and procedures to carry out the affairs of the Agency.
- J. Do all other things necessary for the proper conduct of Agency affairs.

Section 2. Secretary. The Secretary shall be the City Recorder of the City of Orem. The Secretary shall, under the general direction of the Chief Executive Officer, keep the official minutes and records of the Agency, shall act as the secretary for the meetings of the Agency and record all votes, shall keep a record of the proceedings of the Agency, shall keep the seal of the Agency, and shall have the power to affix such seal to all documents authorized to be executed by the Agency. The Assistant Secretary(s) shall be the Deputy Recorder(s) of the City of Orem.

Section 3. Treasurer. The Treasurer shall be the Treasurer of the City of Orem. The Treasurer shall, under the general direction of the Chief Executive officer, be responsible to ensure the proper care and custody of all funds of the Agency and shall ensure proper disbursement of and deposit of the funds in the name of the Agency in or from such bank or banks as the Agency may select.

Section 4. Attorney. The Attorney shall be the City Attorney of the City of Orem. The Attorney shall, under the general direction of the Chief Executive Officer, provide legal advice and services to the Agency. When appropriate, the services of legal specialists in redevelopment law may be utilized.

Section 5. Financial Officer. The Financial Officer shall be the Director of Administrative Services for the City of Orem. The Financial Officer shall, under the general direction of the Chief Executive Officer, be responsible for the financial affairs of the Agency including the preparation of financial reports, annual audits and the general caring for the financial affairs of the Authority.

Section 6. Other Employees. The Chief Executive Officer may, from time to time, employ such additional personnel as may be necessary to exercise the powers, duties and functions of the Redevelopment Agency of the City of Orem as prescribed by the laws of the State of Utah, after approval of the Board of Directors of the Agency. The selection and compensation of such personnel shall be determined by the Chief Executive Officer subject to the policies established by the board of Directors of the Agency.

Section 7. Compensation. The Board of Directors of the Agency may establish compensation rates for employees from time to time. The employees of the Agency shall be reimbursed for expenses incurred in carrying out their official responsibilities by the Agency.

ARTICLE IV – MEETINGS

Section 1. Open Meetings. The Agency’s meetings shall be open to the public except for closed door meetings as outlined in this Article.

Section 2. Organizational Meeting. The organizational meeting of the Agency shall be held on such as day and at such time as determined by the Mayor of the City of Orem.

Section 3. Annual Meetings. The annual meeting of the Agency shall be held during the months of May or June in conjunction with the Agency’s adoption of the Fiscal Year Budget, or at a time and place set by the Chair. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding business day or at another convenient time set by the Chair.

Section 4. Regular Meetings. The regular meetings of the Agency shall be held at intervals deemed appropriate by the Agency. Official notice shall be given of the time, place, and agenda of the meeting.

Section 5. Special Meetings. The Chair may call special meetings of the Agency as deemed necessary by the Chair and shall call special meetings upon the request of at least two (2) Boardmembers or upon the request of the Chief Executive Office for the specified purpose of carrying our Agency business. The call for a special meeting shall be in writing and delivered to each Boardmember at the business or home of each, at least twenty-four (24) hours prior to the time of such special meeting. At such special meeting, no business shall be considered other than that designated in the call.

Section 6. Emergency Meetings. The Chair shall call an emergency meeting of the Board whenever the Chair deems it imperative for the Board to take emergency action on business affairs of the Agency.

Section 7. Closed Door Meetings. The Agency may meet in Closed Door Meetings upon approval of the Board to discuss personnel, litigation, and property acquisition.

Section 8. Meeting Information. At each meeting, the Board of Directors and the Chief Executive Officer, or his designee, may submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the Agency.

Section 9. Quorum. The powers of the Agency shall be vested in the Board of Directors of the Agency. Four (4) members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Board of Directors upon a positive vote of at least four (4) members.

Section 10. Order of Business. At the regular meetings of the Agency, the following may be the order of business.

1. Call to order.
2. Invocation – if appropriate.
3. Approval of Minutes.
4. Scheduled Items.
5. Adjournment.

Section 11. Official Book of Minutes, Resolutions, and Ordinances. The Chief Executive Officer shall cause official Books of approved Minutes, Resolutions, and Ordinances to be created and maintained.

ARTICLE V – AMENDMENTS OF THE BYLAWS

Section 1. Amendments of the Agency Bylaws. The Bylaws of the Redevelopment Agency of the City of Orem may be amended by majority vote of the Board of Directors of the Agency at a regular or special meeting.

Section 2. Review of Bylaws. The Bylaws of the Agency shall be reviewed by the Board of Directors at each annual meeting.

ARTICLE VI – MISCELLANEOUS

Section 1. Performance Bonds. The Officers, Boardmembers, and Employees shall be bonded for faithful performance of their duties as the Agency may determine. The Agency shall pay the costs of these bonds.

Section 2. Rules and Regulations. Upon recommendation of the Chief Executive Officer, the Board of Directors may establish rules and regulations governing the affairs of the Agency.



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Brandon Nelson

Submitting Department: City Manager' s Office

Item Type: Public Hearing

Agenda Section:

Subject:

PUBLIC HEARING

RESOLUTION - Adopt Redevelopment Agency of the City of Orem Fiscal Year 2020-2021 Budget

Suggested Action:

The Chief Executive Officer of the Redevelopment Agency of the City of Orem (RDA) recommends the Board of Directors, by resolution, approve and adopt the Fiscal Year 2020-2021 budget and amend the Fiscal Year 2019-2020 budget.

Presenter:

Brandon Nelson

Background:

On May 12, 2020, the Board of Directors received the RDA Tentative Budget for Fiscal Year 2020-2021. The purpose of this hearing is to receive input from the citizens of Orem, make any changes, approve, and adopt the budget for Fiscal Year 2020-2021 and amend the Fiscal Year 2019-2020 budget.

Potentially Affected Area:

City-wide

Attachments:

[RES--Final Budget--RDA--2021 - With Amendment.docx](#)

[Budget - FY 2021 - RDA - Tentative.pdf](#)

RESOLUTION NO.

A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF OREM, UTAH, APPROVING AND ADOPTING THE BUDGET FOR FISCAL YEAR 2020-2021, AND AMENDING THE FISCAL YEAR 2019-2020 BUDGET

WHEREAS on May 12, 2020, the Chief Executive Officer of the Redevelopment Agency of the City of Orem, Utah, presented the tentative budget for Fiscal Year 2020-2021 to the Redevelopment Agency; and

WHEREAS the Board of Directors of the Redevelopment Agency, on due public notice, held a public hearing on Tuesday, June 16, 2020, in the Council Chambers of the Orem City Hall, at which time the budget was considered; and

WHEREAS the Board of Directors of the Redevelopment Agency has now considered the budget as submitted and all information presented at the public hearing, and has now made all changes and amendments which the Board of Directors desires to make; and

WHEREAS the Board of Directors of the Redevelopment Agency has developed a budget in which the anticipated revenues equal the total of appropriated expenditures; and

WHEREAS the original of the Redevelopment Agency budget has now been revised to reflect each and all of the amendments, changes, and modifications, which the Board of Directors believes should be made in the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF OREM, UTAH, as follows:

1. The Board of Directors hereby adopts the budget for Fiscal Year 2020-2021 as amended, modified, and revised, which budget is attached hereto as Exhibit "A" and is incorporated herein by this reference.
2. The Board of Directors hereby amends the Fiscal Year 2019-2020 Budget as shown in Exhibit "B," which is attached hereto and incorporated herein by this reference.
3. The Chief Executive Officer is directed to implement this budget in accordance with State laws and appropriate Redevelopment Agency procedures.
4. A copy of the Redevelopment Agency Budget for the Fiscal Year 2020-2021 shall be placed on file in the office of the Secretary of the Redevelopment Agency of the City of Orem, Utah, and in the Orem Public Library.
5. This resolution shall take effect immediately upon passage.

6. All other resolutions and policies in conflict herewith, either in whole or in part, are hereby repealed.

PASSED AND APPROVED this 16th day of **June** 2020.

REDEVELOPMENT AGENCY OF THE
CITY OF OREM, by
Richard Brunst, Chair

ATTEST:

JoD'Ann Bates, Secretary

BOARD MEMBERS	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM**

TENTATIVE BUDGET

FISCAL YEAR 2020-2021



City of Orem
56 North State Street
Orem, Utah 84057
www.orem.org

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

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**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REDEVELOPMENT AGENCY FUND

The Redevelopment Agency of the City of Orem (RDA) is a separate legal entity from the City of Orem that has the statutory ability to provide redevelopment services within the City. These redevelopment services include improving, rehabilitating, and redeveloping areas within the City. The City Council acts as the governing authority for the Redevelopment Agency.

REVENUES

Revenues for the Redevelopment Agency Fund are primarily derived from property taxes collected by Utah County and remitted to the City.

REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Tax Increment - Project Area #85-01	\$ 2,428	\$ -	\$ -	\$ -
Haircut - Project Area #85-01	321,026	233,278	451,231	230,000
Tax Increment - Project Area #85-02	-	-	-	-
Haircut - Project Area #85-02	170,103	170,116	146,760	170,000
Tax Increment - Project Area #85-03A	-	-	-	-
Tax Increment - Project Area #85-03B	-	-	-	-
Haircut - Project Area #85-03A	208,257	236,136	249,111	205,000
Haircut - Project Area #85-03B	285,129	332,920	339,822	320,000
Tax Increment - Project Area #85-04	-	-	-	-
Haircut - Project Area #85-04	83,934	119,301	124,533	85,000
Tax Increment - Project Area #87-10	-	-	-	-
Haircut - Project Area #87-10	154,785	161,507	223,787	150,000
Tax Increment - Project Area #90-08	184,898	215,276	223,611	215,000
Haircut - Project Area #90-08	31,994	37,151	38,533	35,000
Tax Increment - University Place CDA	-	894,777	969,915	1,000,000
Interest Earnings	104,439	145,964	128,000	-
Rental / Lease Revenue	107,800	105,308	-	-
FUND TOTALS	\$ 1,654,793	\$ 2,651,734	\$ 2,895,303	\$ 2,410,000

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

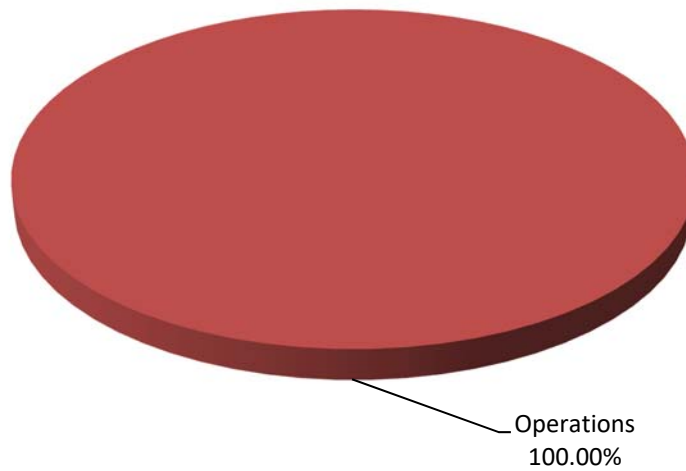
REDEVELOPMENT AGENCY FUND

BUDGET SUMMARY

REDEVELOPMENT AGENCY FUND	FY 2020 - 2021			
	<u>PERSONNEL</u>	<u>OPERATIONS</u>	<u>CAPITAL</u>	<u>TOTAL</u>
Project Area #85-01	\$ -	295,000	\$ -	\$ 295,000
Project Area #85-02	-	65,000	-	65,000
Project Area #85-03A	-	106,494	-	106,494
Project Area #85-03B	-	583,506	-	583,506
Project Area #85-04	-	80,000	-	80,000
Project Area #87-10	-	120,000	-	120,000
Project Area #90-08	-	160,000	-	160,000
University Place CDA	-	1,000,000	-	1,000,000
TOTALS	\$ -	\$ 2,410,000	\$ -	\$ 2,410,000

REDEVELOPMENT AGENCY FUND

Expenditures by Category



**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REDEVELOPMENT AGENCY FUND

EXPENDITURES

PROJECT AREA #85-01

Expenditures in this area improve, rehabilitate, or redevelop areas within the project and provide funds for the payment of debt service on bonds issued for the construction of recreational facilities in 2002. This area no longer has any remaining active project participation agreements.

This project area's normal tax increment expired in calendar year 2014 and its additional tax increment (haircut) expires in calendar year 2021.

EXPENDITURES DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Participation Agreement 85-c-002-001	\$ 2,307	\$ 49,556	\$ -	\$ -
Professional & Technical Services	-	-	-	-
Fiber Optics Conduit Project	-	-	141,311	-
Contributions to Other Funds	321,000	293,140	254,999	295,000
PROJECT AREA TOTALS	\$ 323,307	\$ 342,696	\$ 396,310	\$ 295,000

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

Project 85-01: Orem Business Park

Date Created:	March 26, 1985
Base Year for Computing Tax Increment:	1985
Initial Tax Increment Request:	Fiscal Year 1990-91
Calendar Year Ending December 31, 2019 Taxable Value:	\$159,991,406
Base Year Taxable Value:	\$1,472,221
Marginal Value:	\$158,519,185
Calendar Year Beginning January 1, 2021 Increment Percentage:	Normal Increment Expired



Non-educational “Additional Tax Increment” Budgeted
(as allowed in Utah Code Annotated 17C-1-403)

Calendar Year Ending December 31, 2020:	\$230,000
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Use: Debt service on refunding bonds issued in 2017 (original bonds were issued in 2002) for the construction of recreational facilities as allowed in Utah Code 17C-1-403.

Normal Tax Increment Budgeted:

Calendar Year Ending December 31, 2020:	\$0
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**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REDEVELOPMENT AGENCY FUND

EXPENDITURES

PROJECT AREA #85-02

Expenditures in this area improve, rehabilitate, or redevelop areas within the project and provide funds for the payment of debt service on bonds issued for the construction of recreational facilities in 2002.

This project area's normal tax increment expired in calendar year 2013 and its additional tax increment (haircut) expires in calendar year 2020.

<u>EXPENDITURES DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
Professional & Technical Services	\$ -	\$ -	\$ -	\$ -
Fiber Optics Conduit Project	-	-	111,360	-
Contributions to Other Funds	170,000	165,000	147,336	65,000
PROJECT AREA TOTALS	\$ 170,000	\$ 165,000	\$ 258,696	\$ 65,000

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

Project 85-02: Timpanogos Research and Technology Park

Date Created:	May 14, 1985
Base Year for Computing Tax Increment:	1985
Initial Tax Increment Request:	Fiscal Year 1989-90
Calendar Year Ending December 31, 2019 Taxable Value:	\$79,561,369
Base Year Taxable Value:	\$7,333,972
Marginal Value:	\$72,227,397
Calendar Year Beginning January 1, 2021 Increment Percentage:	Normal Increment Expired



Non-educational “Additional Tax Increment” Budgeted

(as allowed in Utah Code Annotated 17C-1-403)

Calendar Year Ending December 31, 2020: \$170,000

Use: Debt service on refunding bonds issued in 2017 (original bonds were issued in 2002) for the construction of recreational facilities as allowed in Utah Code 17C-1-403.

Normal Tax Increment Budgeted:

Calendar Year Ending December 31, 2020: \$0

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REDEVELOPMENT AGENCY FUND

EXPENDITURES

PROJECT AREA #85-03A

Expenditures in this area improve, rehabilitate, or redevelop areas within the project and provide funds for the payment of debt service on bonds issued for the construction of recreational facilities in 2002.

This project area's normal tax increment expired in calendar year 2013 and its additional tax increment (haircut) expires in calendar year 2020.

EXPENDITURES DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Professional & Technical Services	\$ 1,111	\$ 16,475	\$ 937	\$ -
Participation Agreement - Orem Mazda	61,833	-	-	-
Miscellaneous Expenses	-	1,137	90,201	-
Street Lighting	-	70,833	-	-
Future Projects	-	-	-	106,494
Contributions to Other Funds	-	-	-	-
PROJECT AREA TOTALS	\$ 62,944	\$ 88,445	\$ 91,138	\$ 106,494

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

Project 85-03A: 1300 South, 200 East to 800 East (Various Properties)

Date Created:	December 3, 1985
Base Year for Computing Tax Increment:	1985
Initial Tax Increment Request:	Fiscal Year 1989-90
Calendar Year Ending December 31, 2019 Taxable Value:	\$140,565,306
Base Year Taxable Value:	\$30,552,708
Marginal Value:	\$110,012,598
Calendar Year Beginning January 1, 2021 Increment Percentage:	Normal Increment Expired



Non-educational “Additional Tax Increment” Budgeted

(as allowed in Utah Code Annotated 17C-1-403)

Calendar Year Ending December 31, 2020: \$205,000

Use: Debt service on refunding bonds issued in 2017 (original bonds were issued in 2002) for the construction of recreational facilities as allowed in Utah Code 17C-1-403.

Normal Tax Increment Budgeted:

Calendar Year Ending December 31, 2020: \$0

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REDEVELOPMENT AGENCY FUND

EXPENDITURES

PROJECT AREA #85-03B

Expenditures in this area improve, rehabilitate, or redevelop areas within the project and provide funds for the payment of debt service on bonds issued for the construction of recreational facilities in 2002.

This project area's normal tax increment expired in calendar year 2013 and its additional tax increment (haircut) expires in calendar year 2020.

<u>EXPENDITURES DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
Professional & Technical Services	\$ 12,500	\$ 12,500	\$ 12,500	\$ -
Participation Agreement - B. Brown Toyota	659,500	-	-	-
Future Projects	-	-	-	310,000
Contributions to Other Funds	911,242	210,100	150,000	273,506
PROJECT AREA TOTALS	<u>\$ 1,583,242</u>	<u>\$ 222,600</u>	<u>\$ 162,500</u>	<u>\$ 583,506</u>

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

Project 85-03B: 1300 South, 200 East to 1500 West (Various Properties)

Date Created:	December 12, 1985
Base Year for Computing Tax Increment:	1985
Initial Tax Increment Request:	Fiscal Year 1989-90
Calendar Year Ending December 31, 2019 Taxable Value:	\$156,218,830
Base Year Taxable Value:	\$6,854,457
Marginal Value:	\$149,364,373
Calendar Year Beginning January 1, 2021 Increment Percentage:	Normal Increment Expired



Non-educational “Additional Tax Increment” Budgeted
(as allowed in Utah Code Annotated 17C-1-403)

Calendar Year Ending December 31, 2020:	\$320,000
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Use: Debt service on refunding bonds issued in 2017 (original bonds were issued in 2002) for the construction of recreational facilities as allowed in Utah Code 17C-1-403.

Normal Tax Increment Budgeted:

Calendar Year Ending December 31, 2020:	\$0
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**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REDEVELOPMENT AGENCY FUND

EXPENDITURES

PROJECT AREA #85-04

Expenditures in this area improve, rehabilitate, or redevelop areas within the project and provide funds for the payment of debt service on bonds issued for the construction of recreational facilities in 2002.

This project area's normal tax increment expired in calendar year 2013 and its additional tax increment (haircut) expires in calendar year 2020.

EXPENDITURES DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Professional & Technical Services	\$ -	\$ -	\$ -	\$ -
Improvement - Right Turn Lane 400 S	-	-	-	-
Street Lights - State Street	197,581	-	-	-
Future Project	-	-	3,312	80,000
Contributions to Other Funds	-	-	-	-
PROJECT AREA TOTALS	\$ 197,581	\$ -	\$ 3,312	\$ 80,000

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

Project 85-04: State Street, 400 South to 800 South (Various Properties)

Date Created:	September 30, 1986
Base Year for Computing Tax Increment:	1986
Initial Tax Increment Request:	Fiscal Year 1989-90
Calendar Year Ending December 31, 2019 Taxable Value:	\$70,864,980
Base Year Taxable Value:	\$18,801,179
Marginal Value:	\$52,063,801
Calendar Year Beginning January 1, 2021 Increment Percentage:	Normal Increment Expired



Non-educational “Additional Tax Increment” Budgeted

(as allowed in Utah Code Annotated 17C-1-403)

Calendar Year Ending December 31, 2020:	\$85,000
---	----------

Use: Debt service on refunding bonds issued in 2017 (original bonds were issued in 2002) for the construction of recreational facilities as allowed in Utah Code 17C-1-403.

Normal Tax Increment Budgeted:

Calendar Year Ending December 31, 2020:	\$0
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**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REDEVELOPMENT AGENCY FUND

EXPENDITURES

PROJECT AREA #87-10

Expenditures in this area improve, rehabilitate, or redevelop areas within the project and provide funds for the payment of debt service on bonds issued for the construction of recreational facilities in 2002.

This project area's normal tax increment expired in calendar year 2014 and its additional tax increment (haircut) expires in calendar year 2021.

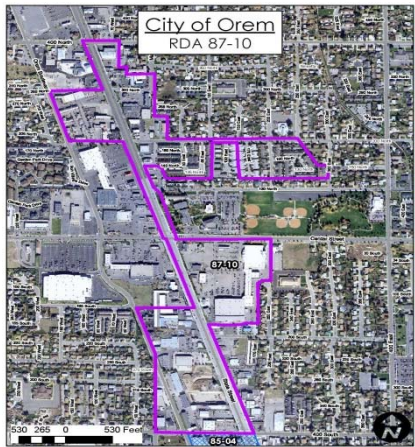
<u>EXPENDITURES DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
Professional & Technical Services	\$ -	\$ -	\$ -	\$ -
Street Lights - State Street	92,742	-	-	-
Future Projects	200,000	-	296,943	90,000
Contributions to Other Funds	160,000	50,000	60,000	30,000
PROJECT AREA TOTALS	<u>\$ 452,742</u>	<u>\$ 50,000</u>	<u>\$ 356,943</u>	<u>\$ 120,000</u>

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

Project 87-10: State Street, 400 North to 400 South (Various Properties)

Date Created:	February 2, 1988
Base Year for Computing Tax Increment:	1988
Initial Tax Increment Request:	Fiscal Year 1990-91
Calendar Year Ending December 31, 2019 Taxable Value:	\$127,444,601
Base Year Taxable Value:	\$32,815,215
Marginal Value:	\$94,629,386
Calendar Year Beginning January 1, 2021 Increment Percentage:	Normal Increment Expired



Non-educational “Additional Tax Increment” Budgeted

(as allowed in Utah Code Annotated 17C-1-403)

Calendar Year Ending December 31, 2020:	\$150,000
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Use: Debt service on refunding bonds issued in 2017 (original bonds were issued in 2002) for the construction of recreational facilities as allowed in Utah Code 17C-1-403.

Normal Tax Increment Budgeted:

Calendar Year Ending December 31, 2020:	\$0
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**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REDEVELOPMENT AGENCY FUND

EXPENDITURES

PROJECT AREA #90-08

Expenditures in this area improve, rehabilitate, or redevelop areas within the project and provide funds for the payment of debt service on bonds issued for the construction of recreational facilities in 2002.

This project area's normal tax increment expires in calendar year 2020 and its additional tax increment (haircut) expires in calendar year 2023.

EXPENDITURES DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Professional & Technical Services	\$ 23,900	\$ 26,102	\$ 26,102	\$ -
Future Projects	-	-	37,252	130,000
Contributions to Other Funds	50,000	90,000	80,000	30,000
PROJECT AREA TOTALS	\$ 73,900	\$ 116,102	\$ 143,354	\$ 160,000

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

Project 90-08: 500 North to 1200 North between 100 West & State Street (Various Properties)

Date Created:	May 1, 1990
Base Year for Computing Tax Increment:	1990
Initial Tax Increment Request:	Fiscal Year 1992-93
Calendar Year Ending December 31, 2019 Taxable Value:	\$54,882,178
Base Year Taxable Value:	\$11,172,447
Marginal Value:	\$43,709,731
Calendar Year Beginning January 1, 2021 Increment Percentage:	60%



Non-educational “Additional Tax Increment” Budgeted

(as allowed in Utah Code Annotated 17C-1-403)

Calendar Year Ending December 31, 2020: \$35,000

Use: Debt service on refunding bonds issued in 2017 (original bonds were issued in 2002) for the construction of recreational facilities as allowed in Utah Code 17C-1-403.

Normal Tax Increment Budgeted:

Calendar Year Ending December 31, 2020: \$215,000

Use: RDA costs as allowed in Utah Code 17C-1 in this district and debt service on refunding bonds issued in 2017 (original bonds were issued in 2002) for the construction of recreational facilities as allowed in Utah Code 17C-1-403.

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

REDEVELOPMENT AGENCY FUND

EXPENDITURES

UNIVERSITY PLACE CDA

Expenditures in the University Place Community Development Area (CDA) are intended to improve, revitalize, repurpose and/or expand development within the CDA. This includes residential, retail, hotel, and professional office development.

This project area's normal tax increment expires in calendar year 2037.

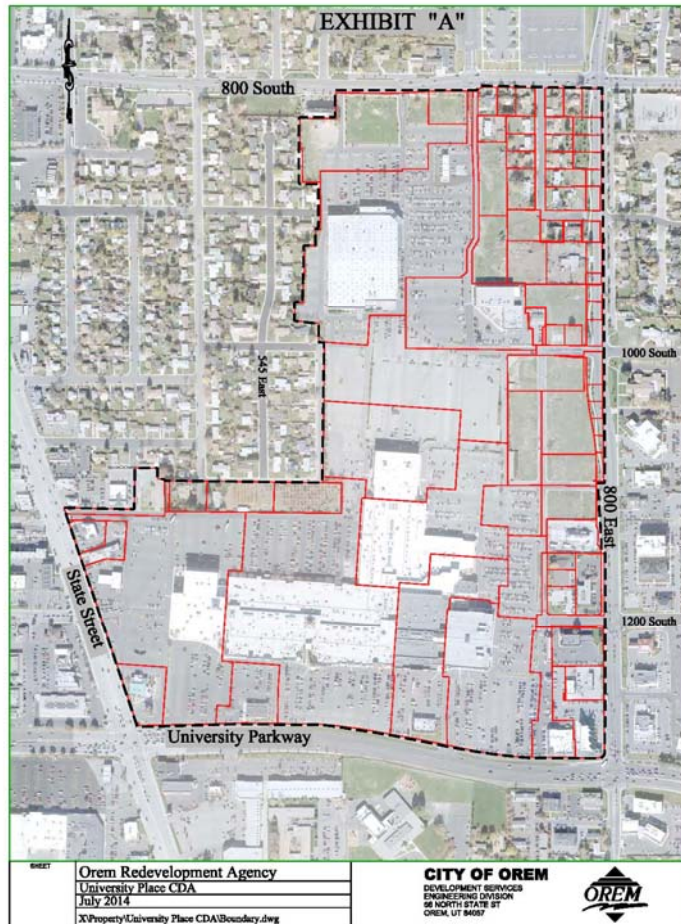
EXPENDITURES DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
University Place CDA Incentive Agreement	\$ -	\$ 805,299	\$ 872,923	\$ 900,000
Future Projects	-	-	97,371	50,000
Contributions to Other Funds	-	44,739	48,496	50,000
PROJECT AREA TOTALS	\$ -	\$ 850,038	\$ 1,018,790	\$ 1,000,000

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**University Place CDA: Approximately 800 South to 1300 South (University Parkway) between
800 East & State Street (Various Properties)**

Date Created:	September 23, 2014
Base Year for Computing Tax Increment:	2013
Initial Tax Increment Request:	Fiscal Year 2018-2019
Calendar Year Ending December 31, 2019 Taxable Value:	\$291,411,287
Base Year Taxable Value:	\$129,187,998
Marginal Value:	\$162,223,289
Calendar Year 2021 Increment Percentage (All Non-ASD):	75%
Calendar Year 2021 Increment Percentage (Alpine School District):	65%



Normal Tax Increment Budgeted:

Calendar Year Ending December 31, 2020:	\$1,000,000
---	-------------

**REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**REDEVELOPMENT AGENCY FUND
ACTIVE PARTICIPATION AGREEMENTS**

Agreement Number	Project Area	Name	Description	Terms
RDA-A-2015-0001	UP CDA	University Mall Shopping Center L.C.	90% of Available Tax Increment Received (Subject to Benchmarks & Caps/Maximums)	20 Years Starts: Fiscal Year 2018-2019 Ends: Fiscal Year 2037-2038

RELATED OUTSTANDING DEBT

**\$2,898,000 Series 2017 Sales Tax Revenue Refunding Bonds
Amortization Schedule**

Fiscal Year	Principal	Interest	Total
2020-2021	\$ 360,000	\$ 16,606	\$ 376,606
2021-2022	243,000	9,623	252,623
2022-2023	253,000	4,908	257,908
Totals	\$ 856,000	\$ 31,137	\$ 887,137

REDEVELOPMENT AGENCY
OF THE
CITY OF OREM
TENTATIVE BUDGET

FISCAL YEAR 2020-2021

CITY OF OREM
RDA MAP

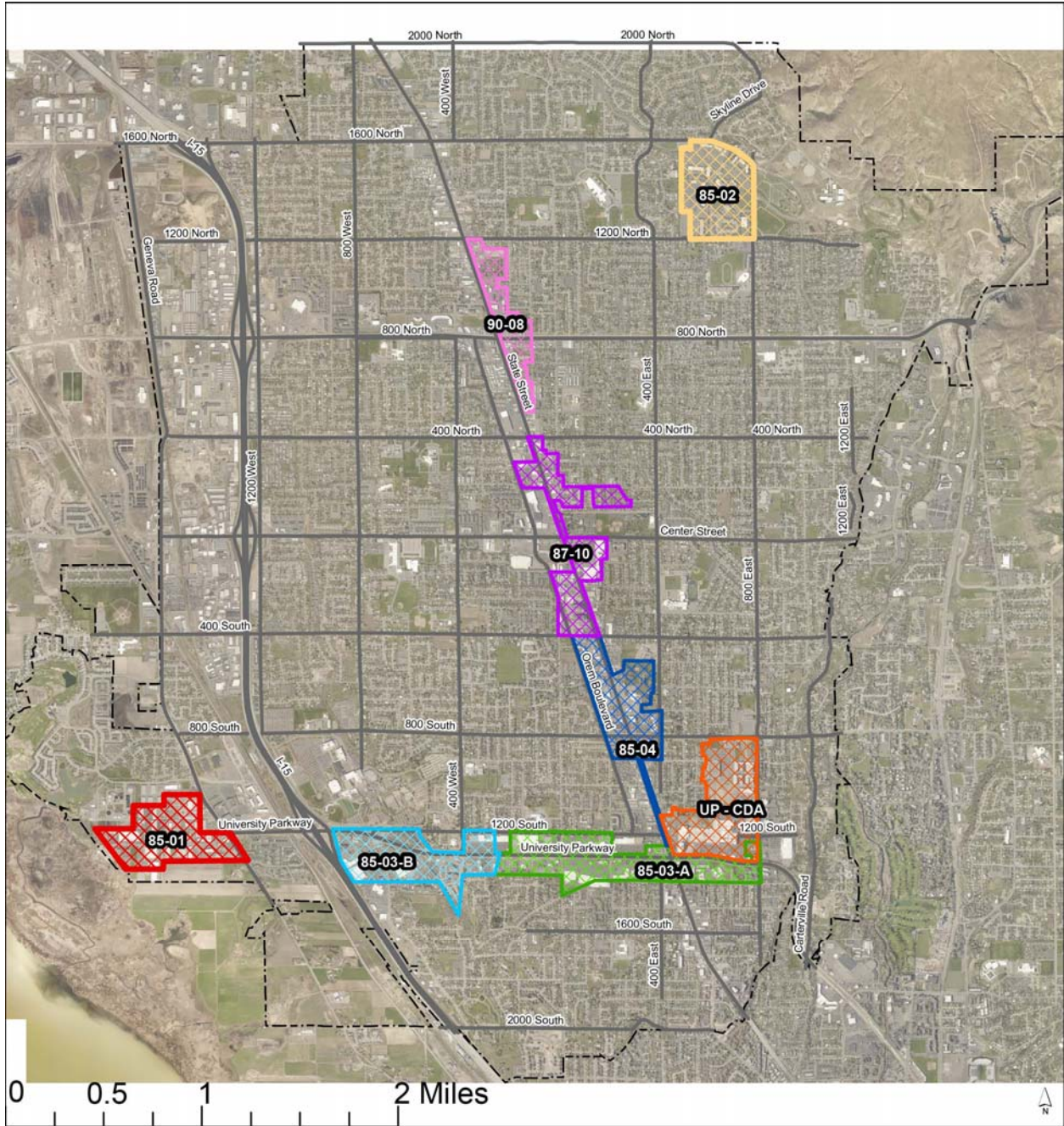


EXHIBIT "B"
BUDGET AMENDMENTS
FISCAL YEAR 2019-2020

REDEVELOPMENT AGENCY FUND

REVENUES

<u>Account Number</u>	<u>Description</u>	<u>Previous Budget</u>	<u>Current Budget</u>
53-3111-001-001	Haircut 85-01	\$ 230,000.00	\$ 451,231.14
53-3111-003-003	Haircut 85-03A	205,000.00	249,111.31
53-3111-003-004	Haircut 85-03B	331,095.75	339,822.32
53-3111-004-001	Haircut 85-04	85,000.00	124,532.93
53-3111-010-001	Haircut 87-10	150,000.00	223,786.70
53-3610	Interest Earnings	-	130,000.00
Total		<u>\$ 1,001,095.75</u>	<u>\$ 1,518,484.40</u>
Net Fund Increase (Decrease)			<u>\$ 517,388.65</u>

EXPENDITURES

<u>Account Number</u>	<u>Description</u>	<u>Previous Budget</u>	<u>Current Budget</u>
Project Area 85-01			
53-9701-731-462	Fiber Optics Conduit Project	\$ 62.10	\$ 141,310.62
Project Area 85-02			
53-9702-731-462	Fiber Optics Conduit Project	-	111,359.32
Project Area 85-03A			
53-9703-731-100	Temp Proj 85-03A	164,016.60	247,212.79
Project Area 90-08			
53-9708-731-100	Temp Proj 90-08	836,170.85	916,387.05
Project Area 87-10			
53-9710-731-100	Temp Proj 87-10	195,574.12	296,942.54
Total		<u>\$ 1,195,823.67</u>	<u>\$ 1,713,212.32</u>
Net Fund Increase (Decrease)			<u>\$ 517,388.65</u>

City of Orem
56 North State Street
Orem, Utah 84057
www.orem.org

SPECIAL SERVICE LIGHTING DISTRICT
of the
CITY OF OREM
May 12, 2020

CONDUCTING	Chair Richard F. Brunst, Jr.
BOARD OF DIRECTORS	Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, David Spencer, and Brent Sumner.
EXCUSED	Terry Peterson
APPOINTED STAFF	Jamie Davidson, Brenn Bybee, Greg Stephens, Brandon Nelson, and JoD’Ann Bates

The Special Service Lighting District (SSLD) Meeting convened at 7:09 p.m.

CONSENT ITEMS

- Approval of May 28, 2019 Street Lighting Special Service District Minutes.

Chair Brunst moved to approve the Consent Agenda as listed. **Mr. Lambson seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, David Spencer, and Brent Sumner. The motion **passed**.

SCHEDULED ITEMS

RESOLUTION – Tentatively Adopting the Street Lighting Special Service District Tentative Budget for the SSLD Agency of the City of Orem Fiscal Year 2020-2021

Brandon Nelson presented the street lighting revenues and stated there has been a change in the contributions line with the removal of the Franchise Tax fees that were being transferred from the General Fund to the Street Lighting Fund, primarily to cover debt. The debt occurred when the project first started and is now gone, making the transfer no longer being needed. This budget includes a fee changes when older neighborhoods are coming off the \$3.25 fee and going onto the \$2.39 fee. The Tentative Budget was made available for review and to download at Orem.org.

Chair Brunst opened the public hearing at 7:14 p.m. Hearing no comments, he closed the public hearing and brought the discussion back to the Board of Directors.

Chair Brunst moved, by Resolution, to tentatively adopt the SSLD Fiscal Year 2020-2021

DRAFT

Tentative Budget and set a public hearing for June 16, 2020, at 6:00 p.m. to adopt the Final Budget. **Mr. Macdonald seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, David Spencer, and Brent Sumner. The motion **passed**.

ADJOURNMENT

Chair Brunst moved to adjourn the meeting. **Mr. Sumner seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, David Spencer, and Brent Sumner. The motion **passed**.

The meeting adjourned 7:17 p.m.

AMENDED
BYLAWS OF THE
SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM, UTAH

ADOPTED BY SPECIAL SERVICE LIGHTING DISTRICT RESOLUTION NO. SLD-RES-00-0001
AMENDED BY SPECIAL SERVICE LIGHTING DISTRICT RESOLUTION NO. SLD-RES-04-0003

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BYLAWS OF THE
SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM, UTAH

ARTICLE I – THE DISTRICT

Section 1. Name of District. The name of the district shall be the “Special Service Lighting District of the City of Orem, Utah” in accordance with Resolution R-99-0047 adopted by the City Council of the City of Orem, Utah, dated June 22, 1999.

Section 2. Purpose of District. The purpose of the District is to provide street lighting within the City of Orem.

Section 3. Rights, Powers and Authority of the District. As provided in State law, the District shall be a separate body politic and corporate and a quasi-municipal public corporation distinct from the City of Orem. The District shall have the following rights, powers, and authority: (a) purchase, install and maintain street lights, poles, and fixtures, (b) install and maintain conduit and wiring needed to operate the street lights, (c) pay for the electricity required to operate the street lights, (d) collect fees to pay for the street lighting, (e) administer all aspects of the street lighting program, (f) perform any other services to implement and sustain a street lighting program for the City of Orem, (g) contract with other entities to provide some or all of these services, and (h) all other rights, powers, and authority not expressly stated as established by State law.

Section 4. Governing Board. The governing board of the District shall be known as the Board of Directors of the Special Service District of the City of Orem, Utah. The Board of Directors shall be composed of the seven members of the City Council. Each member shall have one vote.

Section 5. Seal of District. The Seal of the District shall be in the form of a circle and shall bear the name of the District and the year of its organization.

Section 6. Office of District. The offices of the District shall be located in the Orem City Center located at 56 North State Street, Orem, Utah.

Section 7. Fiscal Year of District. The fiscal year of the District shall be from July 1 through June 30 of each year.

Section 8. Annual Audit. The District shall cause an annual independent audit, in conjunction with the audit of the City of Orem, of the immediate past fiscal year financial transactions and operations to be completed in accordance with State law and professional auditing standards, requirements, and practices established for governmental entities.

Section 9. Annual Budget. The District shall review and approve an annual budget in accordance with State law.

Section 10. Required Reports. The District shall file any required reports with other agencies in accordance with State law.

ARTICLE II – OFFICERS AND BOARDMEMBERS

Section 1. Officers. The officers of the District shall be a Chair and a Vice-Chair. The Chair shall be the Mayor of the City of Orem and the Vice-Chair shall be the Mayor Pro-Tem of the City of Orem.

Section 2. Chair. The Chair shall preside at all meetings of the District, execute all District approved resolutions, contracts, agreements, and be the titular head of the District.

Section 3. Vice-Chair. The Vice-Chair of the District shall perform the duties of the Chair in the absence of the Chair.

Section 4. Boardmembers. The members of the City Council of the City of Orem shall be boardmembers of the District.

Section 5. Additional Duties. At the meetings of the District, any Boardmember may submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the District. The Officers and Boardmembers of the District shall perform such other duties and functions as may from time to time be required by the District, the bylaws, or rules and regulations of the District.

Section 6. Reimbursement for Expenses. The Board of Directors of the District shall be reimbursed for expenses incurred in carrying out their official responsibilities by the District.

ARTICLE III – EMPLOYEES

Section 1. Chief Executive Officer. The Chief Executive Officer shall be the City Manager of the City of Orem. Under the policy direction of the Board of Directors of the District, the Chief Executive Officer shall:

- A. Direct the affairs of the District;
- B. Ensure, through the Treasurer, the proper care and custody of all District funds;
- C. Ensure proper disbursement and deposit of funds, in the name of the District, in or from such bank or banks as the District may select;
- D. Prepare or cause to be prepared all contracts, agreements, resolutions, deeds and other instruments necessary for District business;
- E. Execute all administrative documents or instruments that carry out District policies.
- F. Ensure that all checks or vouchers of the District have two (2) of the following signatures:
 - (1) The Treasurer, and/or his/her designee; and
 - (2) The Financial Officer, and/or his/her designee.
- G. Ensure, through the Secretary, the proper keeping of minutes and other official records.
- H. Provide a regular accounting of the financial transactions and conditions of the District.
- I. Implement the necessary administrative policies and procedures to carry out the affairs of the District.
- J. Do all other things necessary for the proper conduct of District affairs.

Section 2. Secretary. The Secretary shall be the City Recorder of the City of Orem. The Secretary shall, under the general direction of the Chief Executive Officer, keep the official minutes and records of the District, shall act as the secretary for the meetings of the District and record all votes, shall keep a record of the proceedings of the District, shall keep the seal of the District, and shall have the power to affix such seal to all documents authorized to be executed by the District. The Assistant Secretary(s) shall be the Deputy Recorder(s) of the City of Orem.

Section 3. Treasurer. The Treasurer shall be the Treasurer of the City of Orem. The Treasurer shall, under the general direction of the Chief Executive Officer, be responsible to ensure the proper care

and custody of all funds of the District and shall ensure proper disbursement of and deposit of the funds in the name of the District in or from such bank as the District may select.

Section 4. Attorney. The Attorney shall be the City Attorney of the City of Orem. The Attorney shall, under the general direction of the Chief Executive Officer, provide legal advice, and services to the District. When appropriate, the services of legal specialists may be utilized.

Section 5. Financial Officer. The Financial Officer shall be the Director of Administrative Services for the City of Orem. The Financial Officer shall, under the general direction of the Chief Executive Officer, be responsible for the financial affairs of the District including the preparation of financial reports, annual audits and the general caring for the financial affairs of the District.

Section 6. Other Employees. The Chief Executive Officer may, from time to time, employ such additional personnel as may be necessary to exercise the powers, duties and functions of the District prescribed by the laws of the State of Utah, after approval of the Board of Directors of the District. The selection and compensation of such personnel shall be determined by the Chief Executive Officer subject to the policies established by the Board of Directors of the District.

Section 7. Compensation. The Board of Directors of the District may establish compensation rates for employees from time to time. The employees of the District shall be reimbursed for expenses incurred in carrying out their official responsibility by the District.

ARTICLE IV – MEETINGS

Section 1. Open Meetings. The District’s meetings shall be open to the public except for closed door meetings as outlined in this Article.

Section 2. Organizational Meeting. The organizational meeting of the District shall be held on such day and at such time as determined by the Mayor of the City of Orem.

Section 3. Annual Meeting. The Annual Meeting of the District shall be held during the months of May or June in conjunction with the District’s adoption of the Fiscal Year Budget, or at a time and place

set by the Chair. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding business day or at another convenient time set by the Chair.

Section 4. Regular Meetings. The regular meetings of the District shall be held at intervals deemed appropriate by the Authority. Official notice shall be given of the time, place, and agenda of the meeting.

Section 5. Special Meetings. The Chair may call special meetings of the District as deemed necessary by the Chair and shall call special meetings upon the request of at least two (2) Boardmembers or upon the request of the Chief Executive Officer for the specified purpose of carrying out District business. The call for a special meeting shall be in writing and delivered to each Boardmember at the business or home of each, at least twenty-four (24) hours prior to the time of such special meeting. At such special meeting, no business shall be considered other than that designated in the call.

Section 6. Emergency Meetings. The Chair shall call an emergency meeting of the Board whenever the Chair deems it imperative for the Board to take emergency action on business affairs of the District.

Section 7. Closed-door Meetings. The District may meet in Closed-door Meetings upon approval of the Board to discuss matters allowed by State law for public entities.

Section 8. Meeting Information. At each meeting, the Boardmembers and the Chief Executive Officer may submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the District.

Section 9. Quorum. The power of the District shall be vested in the Board of Directors of the District. Four (4) members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Board of Directors upon positive vote of at least four (4) members.

Section 10. Order of Business. At the regular meetings of the District, the following shall be the order of business:

1. Call to order.
2. Approval of Minutes.
3. Scheduled Items.
4. Adjournment.

Section 11. Official Book of Minutes and Resolutions. The Chief Executive Officer shall cause Official Books of approved Minutes and Resolutions to be created and maintained.

ARTICLE V – AMENDMENTS OF THE BYLAWS

Section 1. Amendments of the District Bylaws. The Bylaws of the District may be amended by majority vote of the Board of Directors of the District at a regular or special meeting.

Section 2. Review of Bylaws. The Bylaws of the District shall be reviewed by the Board of Directors at each annual meeting.

ARTICLE VI – MISCELLANEOUS

Section 1. Performance Bonds. The Officers, Boardmembers, and Employees of the District shall be bonded for faithful performance of their duties as the District may determine appropriate. The District shall pay the costs of these bonds.

Section 2. Rules and Regulations. Upon recommendation of the Chief Executive Officer, the Board of Directors may establish rules and regulations governing the affairs of the District.



City Council Agenda Item Report

Meeting Date: June 16, 2020

Submitted by: Brandon Nelson

Submitting Department: City Manager' s Office

Item Type: Public Hearing

Agenda Section:

Subject:

PUBLIC HEARING

RESOLUTION - Adopt Special Service Lighting District of Orem Fiscal Year 2020-2021 Budget

Suggested Action:

The Executive Director recommends the SSLD Board hold a public hearing. Then, by resolution, adopt the Fiscal Year 2020-2021 Budget.

Presenter:

Brandon Nelson

Background:

On May 12, 2020, the Board of Directors received the SSLD Tentative Budget for Fiscal Year 2020-2021. The purpose of this hearing is to receive input from the citizens of Orem, make any changes, approve, and adopt the budget for Fiscal Year 2020-2021.

Potentially Affected Area:

City-wide

Attachments:

[RES--Final Budget--SSLD--2021.docx](#)

[Budget - FY 2021 - SSLD - Tentative.pdf](#)

RESOLUTION NO.

A RESOLUTION OF THE SPECIAL SERVICE LIGHTING DISTRICT OF
THE CITY OF OREM, UTAH, APPROVING AND ADOPTING THE
BUDGET FOR FISCAL YEAR 2020-2021

WHEREAS, on May 12, 2020, the Chief Executive Officer of the Special Service Lighting District of the City of Orem, Utah, presented the tentative budget for Fiscal Year 2020-2021 to the Special Service Lighting District; and

WHEREAS the Board of Directors of the Special Service Lighting District, on due public notice, held a public hearing on Tuesday, June 16, 2020, in the Council Chambers of the Orem City Hall, at which time the budget was considered; and

WHEREAS the Board of Directors of the Special Service Lighting District considered the budget as submitted and all information presented at the public hearing, and made all changes and amendments which the Board of Directors desires to make; and

WHEREAS the Board of Directors of the Special Service Lighting District has developed a budget in which the anticipated revenues equal the total of appropriated expenditures; and

WHEREAS the Special Service Lighting District Tentative Budget has been revised to reflect each and all of the amendments, changes, and modifications which the Board of Directors believes should be made in the budget; and

NOW, THEREFORE, BE IT RESOLVED BY THE SPECIAL SERVICE LIGHTING DISTRICT OF THE CITY OF OREM, UTAH, as follows:

1. The Board of Directors hereby adopts the budget for Fiscal Year 2020-2021 as amended, modified, and revised, which budget is attached hereto as Exhibit "A" and is incorporated herein by this reference.
2. The Chief Executive Officer is directed to implement this budget in accordance with State laws and appropriate Special Service Lighting District procedures.
4. A copy of the Special Service Lighting District Budget for the Fiscal Year 2020-2021 shall be placed on file in the office of the Secretary of the Special Service Lighting District of the City of Orem, Utah, and in the Orem Public Library.
5. This resolution shall take effect immediately upon passage.
6. All other resolutions and policies in conflict herewith, either in whole or in part, are hereby repealed.

PASSED AND APPROVED this 16th day of June 2020.

SPECIAL SERVICE LIGHTING DISTRICT
OF THE CITY OF OREM, by
Richard Brunst, Chair

ATTEST:

JoD'Ann Bates, Secretary

BOARD MEMBERS	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Lambson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debby Lauret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Macdonald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terry Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Spencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brent Sumner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM**

TENTATIVE BUDGET

FISCAL YEAR 2020-2021



City of Orem
56 North State Street
Orem, Utah 84057
www.orem.org

**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

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**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**STREET
LIGHTING
FUND**

**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STREET LIGHTING FUND

The Special Service Lighting District (or Street Lighting Fund) is a separate legal entity from the City of Orem that has the statutory ability to provide street lighting services within the City. The City Council acts as the governing authority for the Special Service Lighting District.

REVENUES

Revenues for the Street Lighting Fund are primarily derived from a street lighting fee collected on city utility bills and a contribution from the City's General Fund.

REVENUE DESCRIPTION	ACTUAL FY '17-'18	ACTUAL FY '18-'19	ESTIMATED ACTUAL FY '19-'20	TENTATIVE BUDGET FY '20-'21
Street Lighting Fees	\$ 918,804	\$ 911,551	\$ 870,000	\$ 866,000
Interest Earnings	20,993	35,764	40,000	20,000
Miscellaneous Revenues	91,085	289,610	50,000	50,000
Contributions from Other Funds	790,000	790,000	790,000	15,000
FUND TOTALS	\$ 1,820,882	\$ 2,026,925	\$ 1,750,000	\$ 951,000

**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STREET LIGHTING FUND

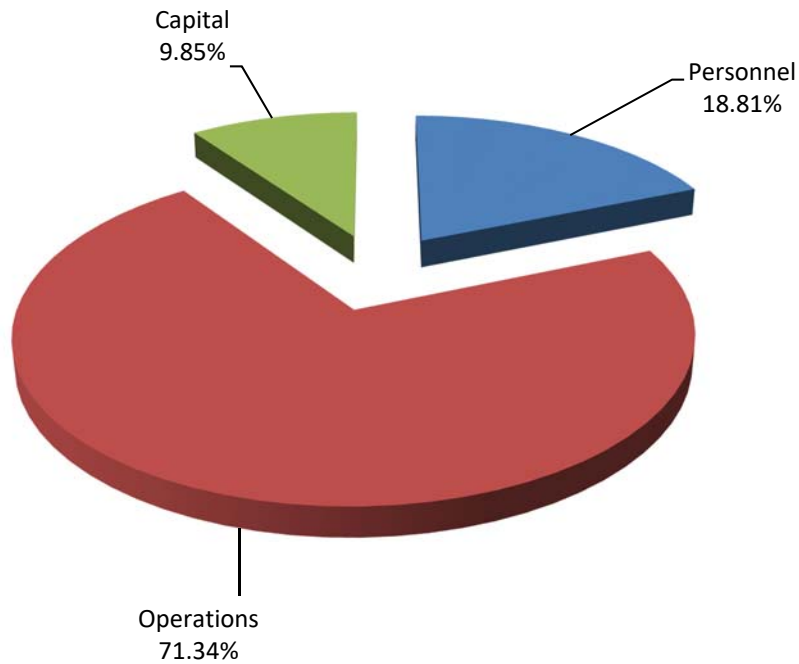
BUDGET SUMMARY

STREET LIGHTING FUND	FY 2020 - 2021				
	# OF EMP. *	PERSONNEL	OPERATIONS	CAPITAL	TOTAL
Street Lighting Administration	1	\$ 178,886	\$ 251,300	\$ 93,626	\$ 523,812
Street Lighting Electric Power	0	-	140,000	-	140,000
Street Lighting Energy Savings Lease	0	-	287,188	-	287,188
TOTALS	1	\$ 178,886	\$ 678,488	\$ 93,626	\$ 951,000

* Number of benefitted employees

STREET LIGHTING FUND

Expenditures by Category



**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STREET LIGHTING FUND

EXPENSES

Provides administration and maintenance services for the City Street Lighting program and provided funding for the street lighting bonds that paid for the construction of the City-wide street lighting system. In March of 2019, the street lighting fee was continued but modified in order to provide continued funding for maintenance of the street lighting system.

<u>EXPENSE DESCRIPTION</u>	<u>ACTUAL FY '17-'18</u>	<u>ACTUAL FY '18-'19</u>	<u>ESTIMATED ACTUAL FY '19-'20</u>	<u>TENTATIVE BUDGET FY '20-'21</u>
Salaries & Wages - Permanent	\$ 56,394	\$ 60,102	\$ 59,322	\$ 62,607
Salaries & Wages - Temporary	26,637	49,937	64,300	64,300
Salaries & Wages - Overtime	8,991	11,417	11,000	11,000
Fringe Benefits	33,746	41,980	39,439	40,979
Subscriptions, Memberships, & Publications	170	90	250	250
Employee Development	931	816	2,350	2,350
Supplies	14,014	11,578	12,500	6,000
Uniforms	18	738	700	700
Equipment	3,574	8,135	15,050	13,500
Fuel	2,170	2,082	3,300	2,800
Electric Power	143,709	132,028	140,000	140,000
Telephone & Communications	1,368	1,206	1,500	2,000
Maintenance & Repair	29,334	18,789	48,290	56,840
Fleet Maintenance Charge	1,536	2,592	3,454	5,017
Facilities Maintenance Charge	-	-	-	791
Professional & Technical Services	-	100	3,250	3,250
Special Departmental Supplies	-	-	700	-
Insurance & Surety	2,500	2,500	3,000	568
Miscellaneous Expenses	5,435	1,908	600	800
Administration Charge	52,657	55,823	56,037	56,302
Purchasing & Warehousing Charge	2,522	8,174	9,458	3,155
Information Technology Charge	3,286	3,602	6,790	8,785
Equipment Lease/Rent	371	780	2,500	2,500
Light System Lease	548,300	-	-	-
Bad Debt Expense	1,523	1,451	2,000	2,000
Depreciation Expense	44,116	60,065	-	-
Street Lighting Construction	-	-	623,000	93,626
Vehicle Replacement & Other Capital Items	-	-	100,326	-
Contributions to Other Funds	422,481	370,393	368,343	370,880
FUND TOTALS	<u>\$ 1,405,783</u>	<u>\$ 846,286</u>	<u>\$ 1,577,459</u>	<u>\$ 951,000</u>

**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**FEES &
CHARGES**

**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STREET LIGHTING FUND

FEES & CHARGES

The City is moving into maintaining a mature street lighting system. The fees listed in the table below will cover ongoing system operations and maintenance with a small capital budget. The City has adopted the new ELU structure to reduce the current fee of \$3.25 per month and move toward billing each residence, business, and institution one ELU of \$2.39 per month. This new ELU rate will be phased in by neighborhood.

STREET LIGHTING FEE

Fee Description	Proposed Fee
Street Lighting Fee (cost per month):	
Cherry Hill and Lakeview neighborhoods – Effective April 1, 2019	\$2.39
All businesses, apartments, institutional accounts (schools, churches, nonprofits, etc.) – Effective July 1, 2019 *	\$2.39
Geneva Heights, Windsor, Orem, Orem North, Suncrest, Lakeridge, Stonewood, Sunset Heights East, Orem Park neighborhoods – Effective July 1, 2019	\$2.39
Aspen, Heatheridge, Northridge, Sharon, and Sunset Heights West neighborhoods – Effective July 1, 2020	\$2.39
All other neighborhoods	\$3.25

Effective Date of Fee Change for “All Other Neighborhoods”

Effective July 1, 2021 – Cascade, Hillcrest, Orchard, Sharon Park, and Timpview.

Effective July 1, 2022 – Canyon View

*Businesses will pay their annual street lighting fee upon issuance or renewal of their business license.

(12 Months x \$2.39 = \$28.68)

**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

**FUND
TRANSFERS**

**SPECIAL SERVICE LIGHTING DISTRICT
OF THE
CITY OF OREM
TENTATIVE BUDGET**

FISCAL YEAR 2020-2021

STREET LIGHTING FUND

OVERVIEW

This section of the FY 2020-2021 Tentative Budget outlines and summarizes the intended transfers of money from the City’s Street Lighting Fund to other funds as required under Utah Municipal Code 10-6-135.5(3)(b).

TRANSFERS

The Street Lighting Fund transfers that are not classified as an allocation of costs between funds, are not associated with costs pertaining to the purpose for which this fund was created, and will not be repaid are listed in the table below.

<u>TRANSFER FROM</u>	<u>TRANSFER TO</u>	<u>TRANSFER AMOUNT</u>	<u>% OF TOTAL ENTERPRISE FUND EXPENDITURES</u>
Street Lighting Fund	General Fund	\$ 15,000	1.6%

City of Orem
56 North State Street
Orem, Utah 84057
www.orem.org

DRAFT

MUNICIPAL BUILDING AUTHORITY
of the
CITY OF OREM
May 28, 2019

CONDUCTING

Chair Richard F. Brunst

BOARD OF DIRECTORS

Chair Richard F. Brunst, Debby Lauret, Sam Lentz, Tom Macdonald, Mark Seastrand, David Spencer, and Brent Sumner

APPOINTED STAFF

Jamie Davidson, Chief Executive Officer; Brenn Bybee, Richard Manning, Brandon Nelson, Greg Stephens and JoD'Ann Bates

The Municipal Building Authority (MBA) Meeting convened at 6:54 p.m.

CONSENT ITEMS

- Approval of the May 22, 2018 Municipal Building Authority Meeting Minutes
- Annual Review of the Municipal Building Authority of the City of Orem Bylaws

Chair Brunst moved to approve the Consent Agenda as listed. **Mr. Spencer seconded** the motion. Those voting aye: Richard F. Brunst, Debby Lauret, Sam Lentz, Tom Macdonald, Mark Seastrand, David Spencer, and Brent Sumner. The motion **passed**.

ADJOURNMENT

Chair Brunst moved to adjourn the meeting. **Mr. Lentz seconded** the motion. Those voting aye: Richard F. Brunst, Debby Lauret, Sam Lentz, Tom Macdonald, Mark Seastrand, David Spencer, and Brent Sumner. The vote was unanimous, motion **passed**.

The meeting adjourned at 6:55 p.m.

**AMENDED
BYLAWS OF THE
MUNICIPAL BUILDING AUTHORITY
OF THE
CITY OF OREM, UTAH**

ADOPTED BY CITY COUNCIL RESOLUTION NO. 2059-90
AMENDED BY MUNICIPAL BUILDING AUTHORITY RESOLUTION NO. MBA-RE-04-0004

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**BYLAWS OF THE
MUNICIPAL BUILDING AUTHORITY
OF THE
CITY OF OREM, UTAH**

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the authority shall be the "Municipal Building Authority of the City of Orem, Utah" in accordance with Resolution # 2059-90 adopted by the City Council of the City of Orem, Utah, dated April 3, 1990.

Section 2. Purpose of Authority. The purpose of the Authority is to provide the City of Orem a municipal building authority and take action that would finance the revitalization, upgrading and developing certain areas of the City with quality developments which are conducive to the long range goals of the City.

Section 3. Governing Board. The governing board of the Authority shall be known as the Board of Directors of the Municipal Building Authority of the City of Orem, Utah. The Board of Directors shall be composed of the seven members of the City Council. Each member shall have one vote.

Section 4. Seal of Authority. The Seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 5. Office of Authority. The offices of the Authority shall be located in the Orem City Center located at 56 North State Street, Orem, Utah.

Section 6. Fiscal Year of Authority. The fiscal Year of the Authority shall be from July 1 through June 30 of each year.

Section 7. Annual Audit. The Authority shall cause an annual independent audit, in conjunction with the audit of the City of Orem, of the immediate past fiscal Year financial

transactions and operations to be completed in accordance with State Law and professional auditing standards, requirements, and practices established for governmental entities.

Section 8. Annual Budget. The Authority shall review and approve an annual budget in accordance with State Law.

Section 9. Required Reports. The Authority shall file any required reports with other agencies in accordance with State Law.

ARTICLE II - OFFICERS AND BOARDMEMBERS

Section 1. Officers. The officers of the Authority shall be a Chair and a Vice-Chair. The Chair shall be the Mayor of the City of Orem and the Vice-Chair shall be the Mayor Pro-Tem of the City of Orem.

Section 2. Chair. The Chair shall preside at all meetings of the Authority, execute all Authority approved resolutions, contracts, agreements and be the titular head of the Authority.

Section 3. Vice-Chair. The Vice-Chair of the Authority shall perform the duties of the Chair in the absence or incapacity of the Chair.

Section 4. Boardmembers. The members of the City Council of the City of Orem shall be boardmembers of the Authority.

Section 5. Additional Duties. At the meetings of the Authority, any Boardmember may submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the Authority. The Officers and Boardmembers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority, the bylaws, or rules and regulations of the Authority.

Section 6. Reimbursement for Expenses. The Board of Directors of the Authority shall be reimbursed for expenses incurred in carrying out their official responsibilities by the Authority.

ARTICLE III - EMPLOYEES

Section 1. Chief Executive Officer. The Chief Executive Officer shall be the City Manager of the City of Orem. Under the policy direction of the Board of Directors of the Authority, the Chief Executive Officer shall:

- A. Direct the affairs of the Authority;
- B. Ensure, through the Treasurer, the proper care and custody of all Authority funds;
- C. Ensure proper disbursement and deposit of funds, in the name of the Authority, in or from such bank or banks as the Authority may select;
- D. Prepare or cause to be prepared all contracts, agreements, resolutions, deeds and other instruments necessary for Authority business;
- E. Execute all administrative documents or instruments that carry out Authority policies.
- F. Ensure that all checks or vouchers of the Authority have two (2) of the following signatures:
 - (1) The Treasurer, and/or his/her designee; and
 - (2) The Financial Officer, and/or his/her designee.
- G. Ensure, through the Secretary, the proper keeping of minutes and other official records.
- H. Provide a regular accounting of the financial transactions and conditions of the Authority;
- I. Implement the necessary administrative policies and procedures to carry out the affairs of the Authority.
- J. Do all other things necessary for the proper conduct of Authority affairs.

Section 2. Secretary. The Secretary shall be the City Recorder of the City of Orem. The Secretary shall, under the general direction of the Chief Executive Officer, keep the official minutes and records of the Authority, shall act as the secretary for the meetings of the Authority and record all votes, shall keep a record of the proceedings of the Authority, shall keep the seal of the Authority, and shall have the power to affix such seal to all documents authorized to be executed by the Authority. The Assistant Secretaries shall be the Deputy Recorders of the City of Orem.

Section 3. Treasurer. The Treasurer shall be the Treasurer of the City of Orem. The Treasurer shall, under the general direction of the Chief Executive Officer, be responsible to ensure the proper care and custody of all funds of the Authority and shall ensure proper disbursement of and deposit of the funds in the name of the Authority in or from such bank or banks as the Authority may select.

Section 4. Attorney. The Attorney shall be the City Attorney of the City of Orem. The Attorney shall, under the general direction of the Chief Executive Officer, provide legal advice, and services to the Authority. When appropriate, the services of legal specialists may be utilized.

Section 5. Financial Officer. The Financial Officer shall be the Director of Administrative Services for the City of Orem. The Financial Officer shall, under the general direction of the Chief Executive Officer, be responsible for the financial affairs of the Authority including the preparation of financial reports, annual audits and the general caring for the financial affairs of the Authority.

Section 6. Other Employees. The Chief Executive Officer may, from time to time, employ such additional personnel as may be necessary to exercise the powers, duties and functions of the Authority prescribed by the laws of the State of Utah, after approval of the Board of Directors of the Authority. The selection and compensation of such personnel shall be determined by the Chief Executive Officer subject to the policies established by the Board of Directors of the Authority.

Section 7. Compensation. The Board of Directors of the Authority may establish compensation rates for employees from time to time. The employees of the Authority shall be reimbursed for expenses incurred in carrying out their official responsibilities by the Authority.

ARTICLE IV - MEETINGS

Section 1. Open Meetings. The Authority's meetings shall be open to the public except for closed door meetings as outlined in this Article.

Section 2. Organizational Meeting. The organizational meeting of the Authority shall be held on such day and at such time as determined by the Mayor of the City of Orem.

Section 3. Annual Meeting. The Annual Meeting of the Authority shall be held during the months of May or June in conjunction with the Authority's adoption of the Fiscal Year Budget, or at a time and place set by the Chair. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding business day or at another convenient time set by the Chair.

Section 4. Regular Meetings. The regular meetings of the Authority shall be held at intervals deemed appropriate by the Authority. Official notice shall be given of the time, place, and agenda of the meeting.

Section 5. Special Meetings. The Chair may call special meetings of the Authority as deemed necessary by the Chair and shall call special meetings upon the request of at least two (2) Boardmembers or upon the request of the Chief Executive Officer for the specified purpose of carrying out Authority business. The call for a special meeting shall be in writing and delivered to each Boardmember at the business or home of each, at least twenty-four (24) hours prior to the time of such special meeting. At such special meeting, no business shall be considered other than that designated in the call.

Section 6. Emergency Meetings. The Chair shall call an emergency meeting of the Board whenever the Chair deems it imperative for the Board to take emergency action on business affairs of the Authority.

Section 7. Closed Door Meetings. The Authority may meet in Closed Door Meetings upon approval of the Board to discuss matters allowed by state law for public entities.

Section 8. Meeting Information. At each meeting, the Boardmembers and the Chief Executive Officer may submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the Authority.

Section 9. Quorum. The power of the Authority shall be vested in the Board of Directors of the Authority. Four (4) members shall constitute a quorum for the purpose of conducting its

business and exercising its powers and for all other purposes. Action may be taken by the Board of Directors upon a positive vote of at least four (4) members.

Section 10. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

1. Call to order.
2. Invocation - if appropriate.
3. Approval of Minutes.
4. Scheduled Items.
5. Adjournment.

Section 11. Official Book of Minutes and Resolutions. The Chief Executive Officer shall cause Official Books of approved Minutes and Resolutions to be created and maintained.

ARTICLE V - AMENDMENTS OF THE BYLAWS

Section 1. Amendments of the Authority Bylaws. The Bylaws of the Authority may be amended by majority vote of the Board of Directors of the Authority at a regular or special meeting.

Section 2. Review of Bylaws. The Bylaws of the Authority shall be reviewed by the Board of Directors at each annual meeting.

ARTICLE VI - MISCELLANEOUS

Section 1. Performance Bonds. The Officers, Boardmembers, and Employees of the Authority shall be bonded for faithful performance of their duties as the Authority may determine appropriate. The Authority shall pay the costs of these bonds.

Section 2. Rules and Regulations. Upon recommendation of the Chief Executive Officer, the Board of Directors may establish rules and regulations governing the affairs of the Authority.