



CITY OF OREM
CITY COUNCIL MEETING
56 North State Street, Orem, Utah
September 08, 2020

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

NOTICE OF ALL-ELECTRONIC MEETING & OPPORTUNITY FOR PUBLIC PARTICIPATION

Pursuant to Mayor Richard F. Brunst's Proclamation dated September 1, 2020, the Orem City Council meeting on September 8, 2020 will be an all-electronic meeting. There will be no anchor location for the meeting. The City cannot ensure the recommended minimum of six feet of social distancing for meeting participants at the usual anchor location in the Orem City Council Chambers. Therefore, holding the meeting at the City Council Chambers would present a substantial risk to the health and safety of those who may be present at the meeting and may contribute to the spread of COVID-19. 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.

To view the meeting: please go to orem.org/meetings.

To make a comment: Please submit your comment through:

orem.org/comments

OR

CityCouncilPublicComments@orem.org

Comments will be accepted before and during the meeting. All comments received will be entered into the record and forwarded to each City Council member for review. Comments will also be read aloud during the live meeting when required by law or when time permits. Once an item has been voted on, that item will be closed to additional comments.

Thank you for your cooperation during these challenging times.

3:00 P.M. WORK SESSION - CITY COUNCIL CONFERENCE ROOM

DISCUSSION - Utility Master Plans (60 min)

Review and Discuss

Presenter: Chris Tschirki, Neal Winterton, Reed Price, with Mike Collins and Keith Larson - Bowen, Collins & Associates

DISCUSSION - Revisions to the City Council Meeting Policies and Procedures (30 min)

The City Council will review and discuss suggested revisions to the City Council Meeting Policies and Procedures. This item will be brought back to a future meeting for formal action.

Presenter: Greg Stephens

[cc meeting policies and procedures.2020.dr03.rso.v.2009.docx](#)

DISCUSSION - CARES Act Expenditures (15 min)

Review and Discussion

Presenter: Steven Downs

DISCUSSION - CARES ACT CDBG-CV funding recommendations (5 min)

Discussion regarding on the projected uses of the funds for the CARES ACT CDBG-CV funding, recommendations of the CDBG Advisory Commission, and substantial amendment to the 2019-2020 Annual Action Plan.

Presenter: Kena Jo Mathews, Community Services Manager

DISCUSSION - City Retention Schedule (5 min)

Presentation and Discussion of a proposed City of Orem Retention Schedule for sections of the Public Works Department.

Presenter: Jody Bates, City Recorder

[2.Engineering, Sanitation, Street, Traffic.docx](#)

[3.Fleet.docx](#)

[4.Geo Spatial.docx](#)

[5.Maintenance.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: Jeff Lambson

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

3. CALL TO ORDER

4. INVOCATION/INSPIRATIONAL THOUGHT: BY INVITATION - JEFF LAMBSON

5. PLEDGE OF ALLEGIANCE: BY INVITATION - JEFF LAMBSON

6. MAYOR'S REPORT/ITEMS REFERRED BY COUNCIL

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 - August 11, 2020

[08.11.2020.ccmmin--Draft.docx](#)

8.2. APPOINTMENT TO BOARDS AND COMMISSIONS

- Orem Neighborhood Advisory Commission - Appointments:

Sunday Meservy

Nichelle Jensen

David Moulton

Mark Seastrand

Karen McCandless

- Public Works Advisory Commission - Reappointment:

Jim Michaelis

- Summerfest Committee - Reappointment:

John Whitaker

Katrina Bleyl

Mr. Davidson asks for the advice and consent of the City Council for the following appointments:

- Board of Adjustment Appointments:

David Moulton to replace current seat held by Mickey Cochran

Juan Carlos Iglesias to fill a current vacancy

[ONAC Applications 2020.pdf](#)

[PWAC Application 2020.pdf](#)

[Summerfest Applications 2020.pdf](#)

[BOA Applications 2020.pdf](#)

8.3. RESOLUTION - Approval of the City of Orem Finance Department Retention Schedule

The City Recorder recommends the City Council adopt the Resolution.

[RES-- Records Retention Schedule Approval.doc](#)

[1.Bonding & Bond Files.docx](#)

[2.Fixed Assets & Special Assessments.docx](#)

[3.General Accounting.docx](#)

[4.Payroll & Purchasing.docx](#)

8.4. RESOLUTION - Updating the City's Policy regarding shutting off utility accounts

The Finance Director recommends the City Council adopt the resolution.

Presenter: Brandon Nelson

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

[RES--CDBG-CV 2020 #2.hjs reviewed.8.19.2020.DOC](#)

[CARES Act Covid CDBG \(2\).docx](#)

10. COMMUNICATION ITEMS

10.1. **MONTHLY FINANCIAL SUMMARY - July 2020**

For Review Only

[Monthly Financial Summary - July 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

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

CITY OF OREM

CITY COUNCIL
MEETING

POLICIES AND PROCEDURES



ADOPTED
AMENDED
AMENDED
AMENDED
AMENDED
AMENDED
AMENDED
AMENDED
AMENDED

APRIL 5, 1988
MAY 9, 1989
AUGUST 14, 1990
JUNE 18, 1991
FEBRUARY 8, 1994
MARCH 7, 2000
SEPTEMBER 5, 2000
DECEMBER 2, 2003
JUNE 9, 2009

RESOLUTION # 1600-88
RESOLUTION # 1846-89
RESOLUTION # 2101-90
RESOLUTION # 2208-91
RESOLUTION #R-1994-0006
RESOLUTION #R-2000-0010
RESOLUTION #R-2000-0057
RESOLUTION #R-2003-0038
RESOLUTION #R-2009-0016

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CITY COUNCIL MEETING POLICIES AND PROCEDURES

1. PURPOSE

- 1.1 Meeting Policies and Procedures: These Meeting Policies and Procedures of the City Council of the City of Orem are intended for the government of the City Council, the preservation of order, and the orderly transaction of City Council business.

2. AUTHORITY

- 2.1 City Code: The City of Orem Code provides that the Council may determine its own procedure policies. These policies shall be in effect until such time as they are amended or new policies are adopted by the City Council. Portions of these policies may be temporarily suspended or amended pursuant to executive orders or emergency proclamations made during a declared emergency. In case of conflict between State law and these policies, State law shall prevail. Failure to follow these policies does not invalidate an otherwise valid City Council action.

3. GENERAL RULES

- 3.1 Public Meetings: All official meetings of the Council (except where State or local law allows for closed sessions) shall be open to the public.
- 3.2 Location: The location of all regular, special, emergency, and work session meetings, unless publicly noticed differently, shall be in the Council Chambers or the Council Conference Room in the Orem City Center, 56 North State Street, Orem, Utah.
- 3.3 Quorum: Four members of the Council shall constitute a quorum. A minimum of four votes shall be necessary to take any action, except where more votes are required by Section 7.2, or fewer votes are required pursuant to State law.
- 3.4 Recognition by the Mayor: All Council members, staff, and individuals from the general public shall be recognized by the Mayor before addressing the Council on any issue.
- 3.5 Minutes: The City Recorder shall prepare minutes of each City Council meeting and the City Council shall review and approve minutes of each City Council meeting as set forth in State law.
- 3.6 Meeting Agendas: The City Manager shall set a meeting agenda in advance of each City Council meeting. The following items shall be included in the meeting agenda:
- A. Items requiring City Council approval pursuant to an application process set forth in City ordinance or State law.
 - B. Items brought forth by City staff and approved by the City Manager that require City Council review or approval.
 - C. Items requested by the concurrence of at least four Council members.

4. TYPES OF MEETINGS

- 4.1 Regular Meetings: The Council shall meet in accordance with the annual meeting schedule as approved or as amended.
- 4.2 Special Meetings: Special City Council meetings may be called with the consent of at least four members of the Council.
- 4.3 Emergency Meetings: Emergency Meetings may be called by the Mayor or by a request of at least four members of the Council to consider matters of an emergency or otherwise urgent nature. The best practicable public notice shall be given for an Emergency Meeting.
- 4.4 Closed Door Meetings: The Council may adjourn to a Closed Door Meeting to discuss topics provided for under State law. Adjournment to a Closed Door meeting requires a two-thirds vote of the Council members present.
- 4.5 Work Sessions: The Council may meet informally in Work Sessions (open to the public) to review and discuss upcoming agenda items, to review City programs, to receive progress reports on current programs or projects, and to discuss policy issues. No final vote may be taken in a Work Session, although the Council may give general direction to staff regarding items not requiring a vote or items that will be brought back later for a formal vote.
- 4.6 Retreats: The Council may meet informally in Retreats (open to the public) to discuss a variety of issues facing the City. While broad general direction may be given, no final vote may be taken in a Retreat.
- 4.7 Electronic Meetings: The City Council may conduct electronic meetings where one or more of its members participate by means of a telephonic or telecommunications conference pursuant to Section 52-4-207 of the Utah Code. If the Mayor determines in writing that meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location, all requirements related to anchor locations listed below shall be waived and the City Council may conduct an electronic meeting without an anchor location pursuant to State law and subsection 4.7(K).
 - A. Members so participating shall be considered present at the meeting for all purposes, and shall be afforded every opportunity to participate in the discussion of the items on the agenda and cast their vote on issues coming to the Council for a vote.
 - B. The anchor location as described in State law shall be the Orem City Council Chambers or the Council Conference room located in the City Center at 56 N. State Street in Orem.
 - C. Public notice of the electronic meeting shall be given pursuant to Section 52-4-207 of the Utah Code by:
 1. Posting written notice at the anchor location;
 2. Posting notice on the Utah Public Notice Website; and

3. Providing written or electronic notice to (a) at least one newspaper of general circulation within the state; and (b) a local media correspondent.
- D. In addition to giving public notice as described above, the City shall provide notice of the electronic meeting to the members of the City Council at least 24 hours before the meeting so that they may participate in the meeting and be counted as present for all purposes, including the determination that a quorum is present. All notices to the City Council shall include a statement that one or more members of the City Council will be participating electronically, a description of how the member(s) so participating will be connected to the electronic meeting, and the regularly published agenda for that meeting.
- E. No council meeting may be held electronically unless at least one Council member is present at the anchor location. The meeting shall be conducted from the anchor location by the mayor or the mayor pro tem. However, if neither the mayor nor the mayor pro tem is present at the anchor location, the Council shall select from its membership at the anchor location a mayor pro tem for the sole purpose of conducting the electronic meeting.
- F. Immediately prior to opening the meeting, the mayor or mayor pro tem shall communicate with the person who is participating electronically and ensure that he or she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line shall be kept open, unless the council member participating electronically wishes to withdraw from the meeting.
- G. If a council member who participates electronically withdraws from the meeting, the rest of the meeting agenda may be completed provided there is still a quorum of the council present at the anchor location or there are sufficient other council members participating electronically to comprise a quorum with those at the anchor location.
- H. The public may attend and monitor the open portions of the meeting at the anchor location, and may participate in all public hearings to the same extent normally allowed.
- I. Prior to taking a vote on any issue, the mayor or mayor pro tem shall inquire of the council member participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, and shall allow that member the opportunity to make any comments he or she desires.
- J. The minutes of the meeting shall designate the name of each Council member who participated electronically, the nature of the electronic communication, and the duration of the council member's participation.
- K. As provided in Utah Code Section 52-4-202 (as amended), the City Council may convene and conduct an electronic meeting without an anchor location if the Mayor (1) makes a written determination that conducting the meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location; (2) states in the written determination the facts upon which the determination is based; (3) includes in the public notice for

the meeting, and reads at the beginning of the meeting, the information described in (1) and (2); and (4) includes in the public notice information on how a member of the public may view or make a comment at the meeting. For City Council meetings held without an anchor location, the City shall provide means by which the public may hear, or view and hear, the open portions of the meeting and shall provide a means by which members of the public may provide comments by electronic means to the public body.

5. ORDER OF BUSINESS

5.1 Work Session (Premeeting): The general rule for the order of business in study sessions (premeetings) shall be as follows:

- A. DISCUSSION ITEMS, REPORTS and UPDATES – items scheduled for discussion or review by the City Council
- B. AGENDA REVIEW and PREVIEW OF UPCOMING AGENDA ITEMS– the City Council will review items on that night’s regular City Council agenda and items scheduled for future City Council meeting agendas.
- C. CITY COUNCIL NEW BUSINESS
- D. CITY COUNCIL REPORTS – opportunity for City Council members to report on assignments, raise issues or concerns, or provide information.

5.2 Regular and Special Meetings: The general rule for the order of business in regular and special meetings shall be as follows:

- A. CALL TO ORDER - by the Mayor
- B. INVOCATION/INSPIRATIONAL THOUGHT - as designated by the Mayor
- C. PLEDGE OF ALLEGIANCE - as designated by Mayor
- D. MAYOR'S REPORT/ITEMS REFERRED BY COUNCIL - May include any of the following:
 - 1. Presentations and Commendations.
 - 2. Appointments to Boards and Commissions.
 - 3. Announcements.
 - 4. Upcoming Community Events.
 - 5. Upcoming Agenda Items.
 - 6. Reports by Council members on assignments.
 - 7. Recognition and Walter C. Orem Award.
 - 8. Reports.
 - 9. Proclamations.

Generally, these items do not require formal Council action. The exceptions are proclamations and appointments to boards and commissions. Appointments are

recommended by the Mayor with the advice and consent of the City Council. City proclamations are approved by the Council.

- E. CITY MANAGER APPOINTMENTS - The City Manager appoints members of the Planning Commission, Board of Adjustment, and Board of Building and Fire Code Appeals with the advice and consent of the City Council.
- F. PERSONAL APPEARANCES - Time is 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 should sign in before the beginning of the meeting. No formal action is taken on items brought up during personal appearances, but the Council may direct staff to follow-up on an item raised during personal appearances and/or schedule the item for formal action at a future City Council meeting. Individual comments during personal appearances should be limited to three minutes.
- G. CONSENT ITEMS - Items that have been previously reviewed by the Council, items that have previously received a preliminary approval by the Council and other items that are fairly routine but require final approval by the Council.
- H. SCHEDULED ITEMS - Items that the Council may wish to discuss or for which members of the public may wish to respond or for which a presentation would be made.

Scheduled items may include the following:

- 1. Formal Items - ordinances, resolutions, agreements and other obligations of the City that must be approved by at least four affirmative votes.
 - 2. Discussion Items - Policy, procedural or other legislative or consensus building deliberations which do not include a formal action by the Council, but may include direction given to staff for future formal consideration.
 - 3. Presentation Items - Informational presentations which do not require formal Council action but may include direction given to staff for future formal consideration.
 - 4. Report Items - Final reports or updates of current programs by staff members or other representatives which do not require formal action by the Council.
- I. COMMUNICATION ITEMS - Items received by the Mayor, any Councilmember, or the City Manager which are intended for the entire Council. Action or discussion on the communication item may take place if the Council desires.
 - J. 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.
 - K. ADJOURNMENT - A motion to adjourn requires a second and at least four affirmative votes.

- 5.3 Emergency Meetings: The general rule as to the order of business in emergency meetings shall be as follows:
- A. Call to order - by the Mayor
 - B. Invocation/Inspirational Thought
 - C. Meeting Items
 - D. Adjournment
- 5.4 Work Sessions: In order to not interfere with regularly scheduled City Council meetings, work sessions will generally be held at specifically scheduled dates and times set by the City Council as it deems necessary. Work Sessions may be held as part of a regularly scheduled meeting when there is a short agenda and the work session may be held at the end of the agenda.
- 5.5 Retreats: Off-site retreats will be scheduled by the Council as it deems necessary.

6. PRESIDING OFFICER AND DUTIES

- 6.1 Mayor as the Presiding Officer: The Mayor, if present, shall act as Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the Council shall elect a temporary Mayor Pro Tem who will then preside at that meeting.
- 6.2 Call to Order: Meetings of the Council shall be called to order by the Mayor or, in the Mayor's absence, by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Manager for the election of a temporary Mayor Pro Tem.
- 6.3 Preservation of Order: The Mayor shall preserve order and decorum; prevent attacks on personalities or the impugning of member's motives; and confine debate to the question under discussion.
- 6.4 Points of Order: The Mayor shall determine all points of order.
- 6.5 Time Limits: The Mayor shall have the power to set time limits on input and discussions at the Mayor's discretion.
- 6.6 Substitution for Mayor: The Mayor may call upon the Mayor Pro Tem, or in the absence of the Mayor Pro Tem, upon any other member of the Council to temporarily preside at the meeting in order to cover the recusal or other temporary absence of the Mayor.
- 6.7 Motion to be Clear: The Mayor shall ensure that all motions submitted for a vote are clearly understood by the Council.
- 6.8 Call for Vote: The Mayor shall call for a vote. Unless the Council member recuses himself/herself from the item being considered, each Council member shall vote either for or against the motion. The vote shall be a roll call vote when required by State law or City ordinance. The Mayor shall announce the result of the vote.

7. TYPES OF MOTIONS AND RECONSIDERATION

- 7.1 Motions Require a Second: All motions require a second before they can be discussed or acted upon.
- 7.2 Motions Requiring a Two-thirds Vote: Motions to hire the City Manager or expel a member of the Council or the public shall require a motion, a second, and a two-thirds vote of the Council. A motion to adjourn to a closed-door meeting shall require a motion, a second, and a two-thirds vote of the Council members present.
- 7.3 Motion to Approve: All motions shall require a second and a minimum of four affirmative votes to be approved.
- 7.4 Motions to Amend: Any motion being considered by the Council may be amended by permission of the maker of the motion and concurrence of the second, or by a motion to amend, a second and at least four affirmative votes.
- 7.5 Motions to Continue: The Council may approve a motion to continue any item for further discussion or consideration. Public Hearings and Show Cause Hearings must be continued to a specific date and time and should not generally be continued beyond forty-five (45) days without resetting and renoticing the hearing.

When the applicant for an agenda item makes a request for continuance, the following policy will be used:

- A. A request to continue the agenda item will be granted if the applicant makes the request at least seven (7) days in advance of the meeting in which the item was scheduled to be heard. The applicant has the responsibility to notify the affected property owners (those who are required by State law, City ordinance, or City noticing policy to be notified) of the continuance and the date and, if applicable, the time when the item is scheduled to be on the City Council agenda.
- B. If the request is made less than seven (7) days in advance of the meeting in which the item was scheduled to be heard, the Mayor and the Mayor Pro Tem, or their designees, will determine whether or not there is a sufficient reason to continue the item.
 - 1. If the Mayor and Mayor Pro Tem, or their designees, determine that there is not sufficient reason, the item will remain on the agenda and be considered by the City Council.
 - 2. If the Mayor and Mayor Pro Tem, or their designees, determine that there is sufficient reason to continue the item to a future agenda, staff will notify the applicant of the decision. During the meeting for which the item was scheduled to be heard, the City Council, by motion, will select the date, and if applicable, the time to which the item is to be rescheduled.

The applicant shall have the responsibility to notify the affected residents (those who are required by City ordinance or policy to be notified) of the continuance and the date and, if applicable, the time when the item is scheduled to be on the City Council agenda.

- C. If the applicant requests a continuation during the meeting for which the item is scheduled, the City Council will make the determination if there is sufficient reason to continue the item to a later date.

- D. If the applicant requests a continuation and it is determined that there is not sufficient reason to continue the item, and the applicant withdraws the application in lieu of proceeding, the application will not be considered by the City Council until the applicant files a new application and pays the required fees. The new application must follow the same process as any new application.
- 7.6 Motions to Table: The Council may table an issue, without scheduling it for future consideration, with a motion, second and four affirmative votes.
- 7.7 Motions which do not receive at least four votes on either side: Motions which do not receive at least four votes for or against the proposition being voted upon are not approved and have the effect of being denied. However, the applicant or any council member may request that the item be brought back to the Council at a subsequent meeting to be decided by sufficient members to get four votes one way or the other. The subsequent action is not considered a reconsideration.
- 7.8 Motions to Reconsider a Decision: Any two Council members who voted in the majority on a motion approved or denied may request a reconsideration of the action.
- The request must be made by making a motion to reconsider at the same meeting in which the original motion was approved or denied or by requesting within seven days of that meeting that there be a motion to reconsider heard at the next regularly scheduled council meeting. If a properly made motion to reconsider passes, the actual reconsideration of the item shall take place only after appropriate legal notice is given.
- After a motion for reconsideration has been acted on, no other motion for reconsideration on that issue shall be allowed within a twelve (12) month period without unanimous consent of the entire Council. Following the twelve (12) months, the item may be considered as a new item.
- 7.9 Question on the Motion: After a motion and a second, any member of the Council may call for a question on the motion. Once a question has been called, the Mayor shall call for a vote to determine if the Council wishes to terminate discussion on the item. Unless at least four (4) members of the Council vote to terminate discussion, discussion will continue until another "Question on the Motion" or until the Council is ready to vote. If at least four (4) members of the Council vote to terminate discussion, the Council shall then vote on the original motion. The Mayor shall make sure that the original motion is clear before calling for a vote on the motion.

8. ORDINANCES, RESOLUTIONS, and AGREEMENTS

- 8.1 Ordinances: The City Council may pass a law to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition as allowed by State law. Ordinances are generally passed as part of the City Code.
- 8.2 Resolutions: The Council may express a formal opinion or the will of the Council without it becoming a part of the City Code. A resolution may be used to do any of the following:
- A. Adopt official policies.

- B. Approve requests or grant permits relating to the development of property.
 - C. Take official action relating to financial matters.
 - D. Take any administrative action which the Council is authorized by law to take.
 - E. Regulate the use and operation of municipal property.
 - F. Make an official declaration.
- 8.3 Agreements: The Council may enter into an agreement between the City and one or more parties agreeing to do or not to do an act or take a course of action.
- 8.4 Form: Ordinances, Resolutions, and Agreements shall be in written form, approved by the City Attorney.
- 8.5 Funding: All Ordinances, Resolutions, and Agreements authorizing an expenditure of money shall include the amount, **source**, and purpose of the expenditure.
- 8.6 Adoption of Ordinance, Resolution, or Agreement: The City Council shall adopt any Ordinance, Resolution, or Agreement by a motion, second and at least four affirmative votes.

The effective date of all Ordinances shall be after publication or posting as required by State law. The effective date of Resolutions shall be immediately upon passage unless the City Council establishes a specific effective date.

The effective date on all Agreements shall be the date specified in the Agreement, unless another effective date is established by the City Council at the time the City Council approves the Agreement.

9. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

- 9.1 Citizen Committees, Boards and Commissions: The City Council may create policy advisory committees, boards, and commissions with such duties as the Council may specify which are not inconsistent with the City Code and law.
- 9.2 Member Approval: The members of the policy advisory committees, boards, and commissions are nominated by the Mayor, or, in limited instances, by the City Manager, and then approved by the City Council.
- 9.3 Ad-hoc Citizen Committees: The Mayor, with the advice and consent of the City Council, may appoint Ad-hoc Citizen Committees to address policy issues of specific concern. Ad-hoc Committees shall continue for a temporary and limited duration.

10. PUBLIC HEARINGS

- 10.1 Purpose of Public Hearings: The purpose of public hearings is to provide for public input to the City Council on issues on a specific day and time in order for the City Council to be better informed prior to making a decision on the issue.
- 10.2 Before the Public Hearing:
- A. Notification should be given in compliance with State and local law.

- B. Written material submitted by citizens and interested groups must be submitted by 12:00 Noon of the Thursday before the hearing if they want copies to be distributed in the agenda packets. Citizens and interested groups may distribute copies of materials to the City Council at any time.

10.3 Order of Public Hearings:

- A. The Mayor shall conduct all Public Hearings. The Mayor should review the rules and procedures for conducting public hearings at the start of the public hearing.
- B. The public hearing shall first be opened to the appropriate staff member who will present and discuss with the Council the issue at hand.
- C. Upon completion of the staff member's report, and questions from the Council, the Mayor may request the applicant to discuss with the Council the issue at hand and present additional or more specific information.
- D. Following the applicant's presentation, and any questions from the Council, the Mayor shall open the hearing to the public. Any person desiring to address the Council shall first be recognized by the Mayor.
- E. The Mayor should courteously limit repetition. The Mayor should retain flexibility for additional comments but only on new information.
- F. Under the discretion and the authority of the Mayor, the public hearing shall be closed. No further remarks by the public will be heard unless approved by the Mayor.
- G. The Council may continue a public hearing or close the public hearing and continue Council consideration to another specific date and time. A public hearing should not generally be continued for longer than forty-five (45) days without renoting and reconvening the hearing.
- H. Upon completion of the public hearing and of any further discussion and/or deliberation of the Council, the Council shall take appropriate action on the issue.

10.4 Manner of Addressing the Council: Persons addressing the Council shall use the microphone and shall state their names in an audible tone of voice for the record. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person shall be permitted to enter into any discussion, either directly or through the members of the Council unless first recognized by the Mayor. No questions will be asked the Council members except through the Mayor.

10.5 Questions from Council members: The Council members may at any time during a public hearing request clarification or additional input from the staff members, applicants, or the general public.

11. RULES OF CONDUCT

11.1 Disorderly Citizens: Any person, including staff, making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the Council may be considered disorderly by the Council and may be expelled by a two-thirds vote of the Council.

11.2 Disorderly Council Members: The Council, on a two-thirds vote, may expel any member of the Council for disorderly conduct.

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 2: Engineering, Sanitation, Street Maintenance, and Traffic Engineering Records

8.201: CAPITAL PROJECT STATUS REPORT

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION – Retain 1 year, then destroy

8.202: CLASS “C” ROAD FUNDING PROJECT FILES

These project files document the funding for Class “C” roads. Class “C” funding is money allocated to each municipality from the Transportation Fund. The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION - Retain for 3 years after claim, audit, or litigation settled, then destroy

8.203: COMPLAINT FILES

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION – Retain 2 years or until resolution of issue, then destroy

8.204: CONCRETE MAINTENANCE RECORDS

These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal vehicles (e.g. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the municipality or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They may include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.

RETENTION - Retain for 7 years, then destroy

8.205: DRAINAGE MAINTENANCE AGREEMENTS

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 2: Engineering, Sanitation, Street Maintenance, and Traffic Engineering Records

municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.

RETENTION - Permanent

8.206: DRAINAGE SYSTEM REPAIR LIST

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

RETENTION - Retain until superseded, then destroy

8.207: DRAWINGS AND DIAGRAMS

These are drawings and blueprints of engineering “as-built” projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION – Permanent, may be transferred to the State Archives

8.208: ENCROACHMENT AGREEMENTS

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.

RETENTION - Permanent

8.209: EXCAVATION PERMIT APPLICATIONS

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

RETENTION - Retain for 1 year after expiration, then destroy

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 2: Engineering, Sanitation, Street Maintenance, and Traffic Engineering Records

8.210: EXCAVATION PERMIT BILLINGS

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION - Retain for 3 years, then destroy

8.211: FLOOD CONTROL PERMIT APPLICATIONS

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipal-wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION - Permanent, may be transferred to the State Archives

8.212: INTERLOCAL AGREEMENTS

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

RETENTION - Permanent

8.213: INTERSECTION CASE FILES

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

RETENTION - Retain for 7 years, then destroy

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 2: Engineering, Sanitation, Street Maintenance, and Traffic Engineering Records

8.214: MAPS AND PLATS

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION - Retain until superseded, then destroy

8.215: MATERIALS TEST RESULTS

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION - Retain for 3 years after project completed, then destroy

8.216: PERMITS TO WORK IN A PUBLIC WAY

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

RETENTION - Retain for 1 year after bond expires, then destroy

8.217: RESURFACING BILLINGS

These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

RETENTION - Retain for 4 years, then destroy

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 2: Engineering, Sanitation, Street Maintenance, and Traffic Engineering Records

8.218: REVIEW FILES

This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence.

RETENTION - Retain for 3 years after completion of project, then destroy

8.219: SIGNALIZED INTERSECTION RECORDS

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

RETENTION - Retain for 7 years after signal device removed, then destroy

8.220: SPECIAL ASSESSMENT PLATS

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION - Retain for 5 years after district is completed, then destroy

8.221: STREET CLEANING RECORDS

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

RETENTION - Retain for 1 year, then destroy

8.222: STREET MAINTENANCE RECORDS

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

RETENTION - Retain for 3 years, then destroy

8.223: TRAFFIC DRAWINGS

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 2: Engineering, Sanitation, Street Maintenance, and Traffic Engineering Records

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street stripping. Drawings are used as a reference tool for the performance work.

RETENTION - Retain for 4 years after revised, then destroy

8.224: TRAFFIC SIGNAL CONFLICT MONITOR LOG

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The log includes location, type of conflict monitor and date serviced.

RETENTION - Retain for 7 years, then destroy

8.225: TRAFFIC TROUBLE CONTROL REPORT

This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed.

RETENTION - Retain for 7 years or until litigation completed, then destroy

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 3: Fleet Records

8.301: AUCTION VEHICLE RECORDS

Vehicles/equipment that is sold at auctions, competitive bidding, or destruction.

RETENTION – Retain for 5 years after disposition of asset, then destroy

8.302: AUTOMOTIVE SERVICE EXCELLENCE CERTIFICATION COPIES

Official employment document; the Fleet Mechanic keeps originals.

RETENTION – Permanent

8.303: AUTOMOBILE TITLES

Records which prove governmental ownership of the vehicle. Fleet mechanic keeps a photocopy of signed over title in vehicle folder.

RETENTION – Retain for 2 years, then destroy

8.304: FLEET EDUCATION INFORMATION

Teaching aids, such as manuals, textbooks, etc.

RETENTION – Retain until end of project, then transfer to archives

8.305: FLEET SERVICES SAFETY MEETING RECORDS

Weekly fleet safety training meeting documents.

RETENTION – Transitory, retain until no longer needed

8.306: SPACE UTILIZATION REPORTS

These are reports on the amount of floor space in municipal buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.

RETENTION – Retain until superseded or obsolete, then destroy

8.307: VEHICLE BID SPECIFICATIONS

Specifications for various vehicles purchased by the City.

RETENTION – Retain 4 years, then destroy

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 3: Fleet Records

8.308: VEHICLE EMISSION CERTIFICATION FILES

Vehicle emission certification for both the city shop and its mechanics as required by UCA.

RETENTION – Retain 3 years after disposition, then destroy

8.309: VEHICLE FILTER RECORDS

Daily maintenance records on all municipal vehicles.

RETENTION – Retain 2 years, then destroy

8.310: VEHICLE FLEET WORKLOAD REPORTS

Requests for maintenance, service, cleaning, or repair.

RETENTION - Transitory, retain until no longer needed

8.311: VEHICLE MAINTENANCE RECORDS

These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records. Daily maintenance records on all municipal vehicles, used to provide maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION – Retain for 3 years after disposition of asset, then destroy

8.312: VEHICLE WIRING DIAGRAMS

Fleet accesses most diagrams through online subscriptions. Vehicle specific shop manuals and wiring diagrams are sold with the surplus vehicle or are thrown away when vehicle is sold.

RETENTION - Transitory, retain until no longer needed

8.313: VEHICLE SCHEDULING CALENDAR

Daily log of city vehicles brought to Fleet for repair.

RETENTION – Retain 3 years, then destroy

8.314: VEHICLE REGISTRATION CERTIFICATES

Motor vehicle registration forms document ownership.

RETENTION – Retain until after final action, then destroy

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 3: Fleet Records

8.315: WORK ORDER AUTHORIZATION FORMS

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION – Retain for 3 years, then destroy

8.316: WORK ORDER LOG

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls, and work completed.

RETENTION – Retain for 3 years, then destroy

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 4: Geospatial Records

8.401: AERIAL PHOTOGRAPHIC MAPS

These are large aerial photographs of the municipality, used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

RETENTION - Permanent

8.402: BOUNDARIES RECORDS

These geospatial records of administrative boundaries include county, municipal, precinct, tax district, subdivision, and other important municipal boundaries.

RETENTION – Permanent, may transfer to State Archives

8.403: INLAND WATER RECORDS

These geospatial records contain information pertaining to hydrologic features located in Utah municipalities. These are lakes, streams, ponds, and watersheds.

RETENTION - Permanent, may transfer to State Archives

8.404: LOCATION RECORDS

These geospatial records contain information pertaining to geodetic networks and control points. They include latitude and longitude coordinates.

RETENTION - Permanent, may transfer to State Archives

8.405: PLANNING AND CADASTRE RECORDS

These geospatial records contain information pertaining to reference locations (or points on the earth) and planning and zoning information.

RETENTION - Permanent, may transfer to State Archives

8.406: PROPERTY ADDRESSING

These are geospatial point features include a point id (address) , point type, capture method, last update, last editor, last address used at the location, street name, unit number (for multiple buildings on one parcel), and the reason for changing an address. This is to be kept on an ongoing basis for addressing properties as they are subdivided or annexed into American Fork City.

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 4: Geospatial Records

RETENTION - Permanent

8.407: TRANSPORTATION RECORDS

These geospatial records contain information pertaining to the transportation routes in Utah municipalities. These include street centerlines, street locations, street names, and railroad routes.

RETENTION - Permanent, may transfer to State Archives

8.408: UTILITIES AND COMMUNICATION RECORDS

These geospatial records contain information pertaining to utilities found in Utah municipalities. These may include telephone infrastructure, electricity transmission lines, storm sewer pipes, and septic tanks.

RETENTION - Permanent, may transfer to State Archives

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 5: Maintenance Records

8.501: AMERICANS WITH DISABILITIES ACT RECORDS

These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of municipal buildings to determine accessibility for the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION - Retain for 15 years, then destroy

8.502: AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS

Final plans and specifications for approved and constructed buildings, facilities, road and bridges. Documents construction of new buildings or facilities as well as renovation of owned buildings and rented buildings.

RETENTION - Permanent, may be transferred to the State Archives

8.503: BUILDINGS AND GROUNDS MAINTENANCE LOG

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

RETENTION - Retain for 3 years after completion of repairs, then destroy

8.504: EQUIPMENT MAINTENANCE AND REPAIR RECORDS

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION - Retain for 2 years, then destroy

8.505: GASOLINE SALES TICKETS

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles. (Copies of credit card sales slips used to verify the purchase of gasoline.)

RETENTION - Retain for 2 years, then destroy

8.506: HYDRANT MAINTENANCE CARD FILES

These card files (or other similar discrete media) document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections indicating

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 5: Maintenance Records

physical characteristics, operations, flow check, pressure and leakage.

RETENTION – Retain for 1 year after final action, then destroy

8.507: HYDRANT MAINTENANCE INVENTORIES

These inventories are regularly updated and reprinted to document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections, indicating physical characteristics, operation, flow check, pressure, and leakage.

RETENTION – Retain for 2 years, then destroy

8.508: MILEAGE CERTIFICATES

These are certificates issued by the dealer/manufacturer certifying the mileage is accurate on each municipally purchased vehicle.

RETENTION - Retain for 3 years, then destroy

8.509: SPACE UTILIZATION REPORTS

These are reports on the amount of floor space in municipal buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.

RETENTION - Retain until superseded or obsolete, then destroy

8.510: VEHICLE ASSIGNMENT RECORDS

These are assignment logs, reports, authorization, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

RETENTION - Retain for 1 year, then destroy

8.511: VEHICLE MAINTENANCE RECORDS

These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records. (Daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.)

RETENTION - Retain 3 years after disposition of asset, then destroy

SCHEDULE 8 – PUBLIC WORKS DEPARTMENT

Section 5: Maintenance Records

8.512: WORK ORDER LOG

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION - Retain for 3 years, then destroy

8.513: WORK ORDERS

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally owned-facilities or structures. These files may also contain customer complaints concerning utility problems which require research and a resolution. They may include complaint results of investigation, meter sheets, and method of resolution. These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken

RETENTION - Retain for 3 years or until resolution of any litigation, whichever occurs later, then destroy

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CITY OF OREM
CITY COUNCIL MEETING
56 North State Street Orem, Utah
August 11, 2020

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

4:45 P.M. WORK SESSION – CITY COUNCIL CONFERENCE ROOM

CONDUCTING Mayor Richard F. Brunst

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

APPOINTED STAFF Brenn Bybee, Assistant City Manager; Steven Downs, Deputy City Manager; Greg Stephens, City Attorney; Marc Sanderson, Fire Chief; Karl Hirst, Interim Police Department Manager; Ryan Clark, Development Services Director; Charlene Crozier, Library Director; Chris Tschirki, Public Works Department Manager; Brandon Nelson, Finance Department Manager; Debbie Boone, Interim Recreation Department Manager; Jason Bench, Planning Division Manager; Ernesto Lazalde, IT Division Manager; Pete Wolfley, Communications Specialist; 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”

DISCUSSION – City Retention Schedule

Ms. Lambert indicated the City Council had been provided with the proposed retention schedule for the Finance Department. She said this process would continue with all individual departments making recommendations according to their needs.

Ms. Lambert encouraged the Council to reach out with any questions they may have regarding the City’s Retention Schedule. Mayor Brunst thanked Ms. Lambert for the efforts of staff in this process.

DISCUSSION – CARE Tax Policies & Procedures – minor adjustments

Mr. Downs said there were a few proposed changes to the policies and procedures for the City’s CARE Tax program. They were mainly clarifications, including:

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- Clarity given to how mid-major applicants would be handled
 - Adds language that was already included in mini grant applicants
 - Preference would be given to applicants that managed and presented in the City of Orem
- Clarity given to what audits are needed in order to not require reimbursements
 - Audit must be completed by a CPA
- Gave additional reporting requirements to organizations that were slow to draw down their grant
 - Organizations that drawn down little to no portion of their grant by January 31st would be required to submit a brief progress report showing how they would spend the grant, or explaining the difficulties preventing them from spending the grant by June 30th

Mrs. Lauret said the COVID-19 pandemic had caused many events to be postponed or cancelled, and asked if allowances would be made. Mr. Downs said the pandemic was the impetus behind requiring a brief progress report from applicants regarding the spending of funds. He said nearly all of the CARE applicants had struggled to hold their usual events and performances, which had impact on each organization's finances. The City wanted to be able to support these organizations now and when they were able to come back and hold their events in the future. Mr. Lambson thanked Mr. Downs for addressing this concern.

ANNUAL UPDATE – Service Line Warranties of America

Mr. Downs introduced Justin Steinburgl and Steve Bieranowski with Service Line Warranties of America (SLWA). Mr. Bieranowski said they had originally planned to travel to Utah for the presentation, but were unable to do so because of travel restrictions during the pandemic. He reviewed the partnership with the City of Orem established in September of 2015 and pointed out that SLWA was the only program endorsed by the National League of Cities. Other important points included:

- Water and sewer line coverage included resident's responsibility of later line
- Always voluntary and no public funds were used on program
- No deductible or service charge
- No coverage cap on claims and work completed up to city code with a one-year warranty through local contractors

Mr. Bieranowski continued, sharing a data overview.

- Number of customers in Orem: 3,503
- Number of coverage contracts maintained: 5,548
- Number of completed covered repairs: 539
- Amount saved by residents in Orem by going through SLWA: \$706,401

He pointed out that there were more contracts than customers, meaning some customers had multiple policies through SLWA. In response to a question from Mr. Lambson, Mr. Bieranowski said there was not a specific age of home threshold he could suggest for when residents may want to consider a policy, but that the age of the home was definitely a factor to consider. Mr. Tschirki said he had personally replaced systems in his own home before SLWA had become available,

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1 which cost him in both actual costs and sweat equity, which was around the time his home was 35
2 years old. Mr. Tschirki said age, soil conditions, and more were factors residents should take into
3 consideration.

4
5 Mr. Bieranowski encouraged people to call SLWA and ask questions, as they had industry experts
6 available to provide additional information to home owners. He added that the policies had no
7 contract length terms and customers could cancel at any point. Discussion continued regarding
8 educational outreach so customers knew about the program and who to call in those emergency
9 situations. In response to Mr. Sumner's question, Mr. Bieranowski said whether multi-family units
10 would qualify for coverage through SLWA would have to be determined by the Y-connection of
11 the infrastructure. Mr. Bieranowski finished his presentation by sharing information on the
12 HomeServe Cares Foundation, a program which aimed to assist homeowners faced with a service
13 emergency when they did not have the funds available for the repairs themselves.

14
15 Mr. Downs said the partnership with SLWA had been a good thing for the city, not only in
16 providing the opportunity for residents to have coverage through SLWA, but also in educating
17 residents about their personal responsibilities in cases of needed repairs to the homes'
18 infrastructure. Mr. Downs said SLWA had been a donor to the All-Together Playground as well;
19 Mr. Bieranowski said he enjoyed the partnership they shared with the City of Orem.

Agenda Review & Preview of Upcoming Agenda Items

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21
22
23
24 The City Council reviewed the evening's agenda. Discussion ensued regarding the scheduled items
25 that would be considered.

City Manager Information Items

26
27
28
29
30 Mr. Bybee said Mr. Davidson was feeling ill and was excused from the meeting. Mr. Bybee said
31 approximately 100 employees had helped lay sod over August 4 and 5 at the Library Hall. He said
32 the work had gone quickly and smoothly, and they were pleased with the final look of the
33 landscaping so far. He added that the trees had been equipped with needed electrical outlets so
34 they would still be able to display Christmas lights at the City Center during the holiday season.

35
36 Mr. Nelson said he was asked to address concerns over utility accounts being closed and/or
37 suspended for various reasons. Sometimes landlords did not have a tenant for a property, so they
38 would close their account only to reopen the account a few weeks later when a new tenant moved
39 in. There were also a number of "snowbirds" that spent part of their time living in warmer climates
40 during winter months who would suspend their accounts. Mr. Nelson said there were costs
41 associated with closing and reopening accounts, and base rate fees were not currently collected for
42 properties in these scenarios. He said base rate fees were related to infrastructure like street
43 lighting, storm drain, etc., which benefited the property regardless of occupancy, and they felt it
44 was prudent for the city to collect those fees. There was continued discussion regarding policies
45 and fees for account closures.

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

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Mr. Sumner provided a report on his board and city liaison assignments. He said the Public Works Advisory Commission (PWAC) was in the early stages of updating the various utility master plans, but were running into issues with the Western Union Canal company. He shared additional updates on storm water projects in the city. Mr. Sumner said he was a UCCU Board member, and they had been hit hard by the COVID-19 pandemic. 24 events had to be postponed or cancelled this year, but they hoped to recover those losses hopefully when pandemic conditions improved.

Mr. Sumner said the Library Advisory Commission was looking forward to the ribbon cutting for the new Library Hall, which was tentatively scheduled for October 20. He reviewed other programs the library had been providing during the summer, and said new self-checkout machines would soon be installed. As for the Historic Preservation Commission, Mr. Sumner said they were not currently an active commission but there had been discussion on the possibility of doing an Orem time capsule.

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

CONDUCTING

Mayor Richard F. Brunst

ELECTED OFFICIALS

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

APPOINTED STAFF

Brenn Bybee, Assistant City Manager; Steven Downs, Deputy City Manager; Greg Stephens, City Attorney; Marc Sanderson, Fire Chief; Karl Hirst, Interim Police Department Manager; Ryan Clark, Development Services Director; Charlene Crozier, Library Director; Chris Tschirki, Public Works Department Manager; Brandon Nelson, Finance Department Manager; Debbie Boone, Interim Recreation Department Manager; Jason Bench, Planning Division Manager; Steve Earl, Deputy City Attorney; Sam Kelly, City Engineer; Ernesto Lazalde, IT Division Manager; Pete Wolfley, Communications Specialist; and Jackie Lambert, Deputy City Recorder

CALL TO ORDER

INVOCATION /

INSPIRATIONAL THOUGHT

Terry Peterson

PLEDGE OF ALLEGIANCE

Terry Peterson

MAYOR'S REPORT/ITEMS REFERRED BY COUNCIL

Mayor Brunst read the following to begin the meeting:

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“Pursuant to Mayor Richard F. Brunst's Proclamation dated August 3 2020, the Orem City Council meeting on August 11, 2020 will be an all-electronic meeting. There will be no anchor location for the meeting. The City cannot ensure the recommended minimum of six feet of social distancing for meeting participants at the usual anchor location in the Orem City Council Chambers. Therefore, holding the meeting at the City Council Chambers would present a substantial risk to the health and safety of those who may be present at the meeting and may contribute to the spread of COVID-19. 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.

To view the meeting: please go to orem.org/meetings.

To make a comment: Please submit your comment through:
orem.org/comments

OR

CityCouncilPublicComments@orem.org

Comments will be accepted before and during the meeting. All comments received will be entered into the record and forwarded to each City Council member for review. Comments will also be read aloud during the live meeting when required by law or when time permits. Once an item has been voted on, that item will be closed to additional comments. Thank you for your cooperation during these challenging times.”

No additional Mayor’s items were discussed at this time.

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.

The public comments submitted were read into the record. Comments that were submitted for “Public Appearance” are attached to the end of the minutes in their entirety.

CONSENT ITEMS

- MOTION – Cancel August 25, 2020 City Council Meeting
- Approval of the July 14, 2020 City Council Meeting Minutes
- RESOLUTION – Approval of the City of Orem Development Services Department Retention Schedule
- ORDINANCE – Amending Section 19-7-5.C. of the Orem City Code to remove the requirement for a parking enforcement company to contact Orem City Dispatch before it places a boot on a vehicle and other technical corrections

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1
2 **Mayor Brunst moved** to approve the Consent Agenda as listed. **Mrs. Lauret seconded** the
3 motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, Terry
4 Peterson, David Spencer, and Brent Sumner. The motion **passed**.

5 6 7 **SCHEDULES ITEMS**

8 9 PUBLIC HEARING

10 ORDINANCE – Amending portions of Chapter 2 Land Use and Chapter 6 Transportation of 11 the Orem General Plan updating the Land Use Map and Pedestrian and Bike Path Map and 12 language pertaining to the southwest area

13
14 Mr. Bench said the Southwest area was annexed by the City in 2015. At the time of annexation, a
15 general plan map was adopted by the City and generally included a light industrial designation for
16 property on the west side of Geneva Road and a low density residential designation for property
17 on the east side of Geneva road.

18
19 With the announcement of the temple site at 1471 South Geneva Road and the additional interest
20 in development in the general area, the City Council asked staff to review the current general plan
21 for the area. Based on the review process, staff proposed several changes to the General Plan for
22 the Southwest area.

23
24 Staff held an online neighborhood meeting on May 13, 2020 to discuss the proposed amendments.
25 A total of 2,455 notices were mailed to the entire Lakeview neighborhood, with 38 individuals
26 participating in the online meeting. Many comments were received through the process, which
27 were included in the agenda packet for review. Mr. Bench said many of the participants were in
28 favor of allowing low-density development around the LDS temple site. During the online
29 meeting, staff presented four options relating to land use. Based on comments received, staff
30 developed a preferred option which was also presented to the City Council in a work session on
31 May 26, 2020 for discussion. In addition to the land use designations, staff also proposed the
32 addition of several trails within the Southwest area as shown on the Pedestrian and Bike Path Plan.

33
34 The proposed changes included an update to the Land Use Map that would include a new land use
35 designation of Low Density Residential/Southwest (LDR/SW). This new designation would allow
36 a density between 4-8 units per gross acre. Based on this new land use designation, staff anticipated
37 proposing a modified Planned Residential Development ordinance for the LDR/SW designation
38 that would be considered at a later date. Several areas were proposed to be designated as LDR/SW
39 as shown on the proposed land use map.

40
41 In addition, two commercial areas would be designated on the revised general plan including at
42 the corner of 2000 South Geneva Road and at the intersection of the future Lakeview Parkway and
43 Geneva Road as shown.

44
45 The proposed Land Use Map also showed future areas not part of the City. The intent of the map
46 was to anticipate future land use designations if those properties were annexed in the future. The
47 overall density, including future areas, was included in the overall calculations pertaining to all
48 applicable utilities.

1
2 The current general plan designations for the Southwest area allowed for a total density of 1,248
3 equivalent residential units (ERUs). The proposed amendments to the General Plan for the area
4 would increase the potential ERUs to 2,500 as shown on the density table provided for review.
5 Once the General Plan was amended, staff planned to update the Impact Fee Analysis (IFA) and
6 Impact Fee Facilities Plan (IFFP) and amend the impact fees based on the increased ERUs for the
7 Southwest area in accordance with the revised studies.

8
9 The Pedestrian and Bike Path Plan would also be updated to show the trails added to the Southwest
10 area including the Lakeview Parkway Trail, The Geneva Trail, the Rail Trail, and the Walkara
11 Way Trail. These trails were included on the proposed map and additional language had been
12 added to the General Plan outlining the requirement to install these trails when they were
13 applicable to any development in the area. Mr. Bench shared current land use maps of the area,
14 pointing out some specifics including the developments that were planned or underway as well as
15 conservation easement land.

16
17 Mr. Bench said there would be specific designations and standards for low-density residential
18 (LDR) in the southwest area that would allow for Planned Residential Developments. In the
19 LDR/SW classification, multiple stories would be allowed including basements if they conducted
20 a scientific study that showed a basement could work there. The area had a high water table, so
21 basements were not typically built there but the LDR/SW would give the option to build a second
22 story or a basement. Mr. Bench said they could build single-family homes or a LDR/SW with a
23 density of up to eight units per gross acre. He said a typical PRD in other areas of the city would
24 have a density of roughly seven units per gross acre.

25
26 Mr. Peterson said did not recall a time when the Council said they were in favor of more density.
27 He was concerned about doubling the number of ERUs in the southwest area. Mr. Bench said the
28 figure Mr. Peterson was referring to was just a projection capturing future growth in the area. Mr.
29 Peterson addressed the points made in the public comment submitted by Byron Taylor, and said
30 he too was concerned about the increase of traffic along the Geneva Road corridor.

31
32 Mayor Brunst shared information related to Geneva Road and said he and Mr. Davidson had been
33 meeting with UDOT, MAG, and representatives from the State Transportation Commission on
34 this issue. The LDS temple plans included a widening of Geneva Road in front of the temple to a
35 three lane road. Mayor Brunst said recent traffic studies of Geneva Road showed the level of
36 service (LOS) at close to failing level, and he was concerned that widening to three lanes would
37 not be adequate to improve the LOS enough to overcome the failing level that would come with
38 the increased traffic. He said it made more sense to expand to a five lane road all along the corridor
39 now rather than wait for a failing LOS and have to reconstruct the road again. Mayor Brunst said
40 they were in conversations to move up the priority of this project and have the involved parties
41 pay into the project.

42
43 Mrs. Lauret said she personally would rather keep density in the PRD consistent with others
44 throughout the city, with allowance for up to seven units and not eight. Mr. Peterson agreed, and
45 said he did not understand why they would increase density while still trying to figure out the roads
46 and the infrastructure, particularly around the LDS temple. Mr. Bench said some of this related to
47 long-term future planning for the area that may or may not eventually be annexed into the city. As

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the city grew, improvements to the roads and infrastructure were part of the development of the area. The announcement of the LDS temple location had an impact on previous plans.

Mayor Brunst opened the public hearing. The public comments submitted were read into the record. The service utilized to stream the meeting live suffered a technical malfunction and failed to broadcast the audio of public comments read into the record. Comments that were submitted for this public hearing are attached to the end of the minutes in their entirety.

Mayor Brunst closed the public hearing and brought the item back to the Council for further discussion. Mayor Brunst provided information about the southwest area which had been annexed in 2015. He addressed the Wilkerson Farm, which was now a conservation easement area, and the two proposed developments that had been considered. Affordable housing was an important issue in the city, and the proposed developments could help with that. One was approved which had lower density and more opportunity for ownership, and the other was denied because of its proposed higher density and likelihood of rental units.

There was discussion regarding land trusts and conservation easements in the area, and the options open to landowners.

Mr. Macdonald asked for clarification on the additional density. Mr. Bench said PRDs were in the seven unit range, but there was no requirement to build seven units. He said the Council would still approve the look and feel of a development that met the rules and regulations of the zone. Mr. Bench said they wanted to ensure that infrastructure was able to handle the future capacity that could be built, so they projected a higher, “worst case scenario” number of ERUs. They needed a number to use when updating the utility master plans so they could plan accordingly for the southwest area.

Mrs. Lauret referenced the Chatwin Homes development called “Penni Lane”, which had twin homes as opposed to townhomes. She said she would like to see a similar development in the southwest area. Mayor Brunst agreed that the Penni Lane twin homes were beautiful, but they were expensive units. On the other hand, townhomes were usually more affordable housing options which were needed in the city.

Mr. Peterson voiced his disagreement, saying that 40% of housing in the city was rentals and he felt Orem was doing more than their fair share to provide affordable housing. Mayor Brunst said the state average was 35% rentals and 65% single-family homes, which put Orem in the same general range. He said they had done many things to limit density in recent years, and this proposal was for low density residential zoning.

Mayor Brunst moved, by ordinance, to amend portions of Chapter 2 Land Use and Chapter 6 Transportation of the Orem General Plan updating the Land Use Map and Pedestrian and Bike Path Map and language pertaining to the southwest area, capping the maximum number of units at seven and not eight. **Mrs. Lauret seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, and David Spencer. Those voting nay: Tom Macdonald, Terry Peterson, and Brent Sumner. The motion **passed, 4-3**.

PUBLIC HEARING

RESOLUTION – Adopting the Sunset Heights East-West and Lakeview-Cherry Hill Neighborhood Plans and amending the Orem City General Plan to include the Sunset Heights East-West Neighborhood Plan and the Lakeview-Cherry Hill Neighborhood Plan in Appendix “Z” of the Orem General Plan

Mr. Allen said the Sunset Heights East and West Neighborhood Plan and the Lakeview and Cherry Hill Neighborhood Plan were created by participating neighborhood residents and Orem City planning staff. It was developed to record residents’ visions for the neighborhood and potential ways to achieve those visions, as well residents’ concerns about how the neighborhood is currently developing. While neighborhood plans are not designed to solve all problems immediately, they allow the local community to influence planning in their neighborhood and guide future development in a way that is cohesive with the neighborhood character. The creation of these two plans was guided by two advisory committees – one for the Sunset Heights East and West neighborhood and one for the Lakeview and Cherry Hill neighborhood.

These advisory committees met nine times over the past several months to hear from city staff members in each department, formulate a vision statement to reflect their aspirations for the future of the neighborhood, and list goals to achieve those aspirations. Many of the themes for the neighborhoods’ vision statements included maintaining the character of the neighborhood, ensuring that the neighborhoods stay safe, clean, and family-friendly. Other themes included working to improve their neighborhoods through better walkability, increasing multi-modal transportation options and improving green space, and overall better environmental practices. Lastly, residents expressed desire in ensuring that new development is responsible and encouraged a stronger working relationship for UVU future development to balance with the neighborhood concerns.

The plan document itself contains seven different sections: current demographics, land use, transportation, economic development, public works, neighborhood preservation, and implementation strategies. Each of these sections addresses the neighborhood’s current conditions, future projects, and goals for achieving the neighborhood’s vision statement. Public participation was a key component of this process. In addition to the nine advisory committee meetings that were held, two neighborhood meetings were held; one at the beginning, where we had approximately 120 attendees, and one at the end, where we had 59 participants (due to Covid-19 restrictions the second meeting was held through an online webinar format). Notices for these open houses were sent to every resident in the neighborhood and the meetings had over one hundred residents in attendance. There who participated in the planning process represented a wide range of community stakeholders who may be impacted by decisions regarding development within these neighborhoods, including property owners, business owners and tenants, and residents and representatives from UVU.

Mr. Lambson said these neighborhood plans were a great testament to how much residents cared about their community. Mayor Brunst suggested that the plans be revisited every year; Mrs. Lauret said the goals identified in the plan should be reviewed during internal budget planning. Mr. Downs said that was already a practice in place, in fact the recent rental licensing program had come about because of goals and suggestions from the neighborhood planning committees. Mayor Brunst added that city parks had been updated and improved with suggestions from the plans. Additionally, Mr. Clark said the sidewalk plans on 2000 South that were part of the plan the Council had just approved were being built in response to a neighborhood plan suggestion.

Mayor Brunst opened the public hearing. Hearing no comments Mayor Brunst closed the public hearing and brought the item back to the Council for further discussion.

Mayor Brunst moved, by resolution, to adopt the Sunset Heights East-West and Lakeview-Cherry Hill Neighborhood Plans and amend the Orem City General Plan to include the Sunset Heights East-West Neighborhood Plan and the Lakeview-Cherry Hill Neighborhood Plan in Appendix “Z” of the Orem General Plan. **Mr. Spencer seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, Terry Peterson, David Spencer, and Brent Sumner. The motion **passed unanimously**.

PUBLIC HEARING

ORDINANCE – Enacting Section 22-14-21(D) and Standard Land Use Code 5945 Orem City Code pertaining to requirements for retail tobacco specialty businesses

Mr. Bench said there had recently been a surge of retail tobacco specialty businesses coming into the City. Currently there were at least eight businesses that were operating as retail tobacco specialty businesses in Orem (some of which staff believed were doing so illegally). In contrast, Provo had four such businesses, Pleasant Grove had two and Lehi had one. Staff was concerned about the proliferation of such businesses in the City and felt that the over-concentration of such businesses in Orem was not in the best interest of the City.

The Utah County Health Department was also concerned about the increasing number of retail tobacco specialty businesses both in Orem and the rest of the county. The county was concerned about increasing usage of tobacco products (including vaping) in the county and particularly among minors. County representatives believed that reducing the visibility and accessibility of tobacco/vaping products would help mitigate the increasing usage of such products.

To address these concerns, staff proposed an ordinance amendment to limit the total number of retail tobacco specialty businesses that may locate in the City. This was similar to what the City did with check cashing businesses several years ago. The proposed amendment would limit the number of retail tobacco specialty businesses to one per 15,000 residents which would mean a limit of six based on the City’s current population.

According to information from the county, several other cities in the state had already adopted ordinances limiting the number of retail tobacco specialty businesses including Murray (one per 10,000), West Valley City (one per 10,000), and Lehi (one per 50,000). Other cities such as Provo allowed these businesses only in industrial zones. Mr. Bench said this proposal was similar to a proposal from some years ago when the Council limited the number of check cashing businesses within the city.

Mr. Macdonald asked how the number staff proposed had been calculated. Mr. Bench said it was simply a number they felt comfortable with and had used the percentages other cities had set as a guide. Mr. Macdonald said the market would control the number of these specialty businesses in one city; Mr. Bench said that was a fair point, but there were some of these existing businesses that were not living up to the agreement of not selling more than 35% of tobacco products.

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1 In response to Mr. Sumner's question, Mr. Bench said the businesses that were currently operating
2 would be grandfathered in as legal, non-conforming businesses until they ceased operations. Mr.
3 Earl said a business that stayed at the same location but transferred ownership would be allowed
4 to continue operations. They could even expand their business in some circumstances, but the
5 business would not be permitted to relocate within Orem.

6
7 Mayor Brunst said the city of Riverton had a restriction that kept convicted felons from opening a
8 tobacco retail specialty shop, and asked if that would be the case in Orem. Mr. Earl said there
9 would need to be a rational basis for that restriction and that was not something that had been
10 looked at yet, but he could get more details if the Mayor wished.

11
12 Mr. Lambson said tobacco products were a huge concern for public health, particularly for young
13 residents. He asked if they could limit the number even more now or in the future; Mr. Bench said
14 that was something the Council had the power to do. Mr. Peterson agreed with Mr. Lambson that
15 vaping in particular was dangerous to people's health, and he did not want to see Orem become
16 the "vaping capital of the county". Mr. Peterson suggested they limit the number of permitted
17 tobacco retailers to four, with a ratio of one shop per 25,000 residents. Mr. Spencer voiced his
18 support to limit the number of allowed shops to four throughout the city.

19
20 Mayor Brunst said he was also comfortable limiting to four shops and added there had been
21 legislation passed that would go into effect in 2021 that adjusted the age for the purchase of tobacco
22 products from 19 years old to 21 years old. The goal of the change was to regulate and try to limit
23 the effects of tobacco products on the youth in the community.

24
25 Mayor Brunst then opened the public hearing. Hearing no comments Mayor Brunst closed the
26 public hearing and brought the item back to the Council for further discussion.

27
28 **Mayor Brunst moved**, by ordinance, to enact Section 22-14-21(D) and Standard Land Use Code
29 5945 Orem City Code pertaining to requirements for retail tobacco specialty businesses, limiting
30 one shop per 25,000 residents and a maximum of four retail tobacco shops. **Mr. Peterson**
31 **seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom
32 Macdonald, Terry Peterson, David Spencer, and Brent Sumner. The motion **passed unanimously**.

PUBLIC HEARING

ORDINANCE – Vacating a portion of 450 West south of 500 North to approximately 475 North in the R7.5 zone

34
35
36
37
38
39 Mr. Bench said David Thomas, item applicant, desired to vacate a portion of 450 West located
40 south of 500 North in order to allow for the creation of four deep lots. The applicant received
41 approval of a preliminary plat (Thomasville Plat B) from the Planning Commission on July 15,
42 2020 which showed the portion of 450 West he was asking to be vacated being used as a private
43 drive that would provide access to four lots in the subdivision. The preliminary plat approval was
44 made subject to the condition that the proposed portion of 450 West be vacated by the City Council.
45 Lot 1 in the preliminary plat had an existing house on it while lots 3, 4 and 5 were currently lots
46 of record and were undeveloped. It was just under 5,000 square feet.

47
48 If the desired portion of 450 West was vacated, a "knuckle" would be constructed at the

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1 intersection of 500 North and 450 West to a wider turn radius and driveway access for Lot 2. A
2 public utility easement would be maintained as there was a public sewer and water lines under the
3 identified property.

4
5 The City Council may vacate the requested portion of 450 West if they felt (1) there was good
6 cause for the vacation, and (2) the vacation would not be detrimental to the public interest. If the
7 City Council agreed to vacate the requested portion of 450 West, the Council should reserve a
8 public utility easement in the area of the vacated street. The Council should also require the
9 applicants to record a subdivision plat that combined the area of the vacated street with the rest of
10 their property.

11
12 Mr. Macdonald clarified the owner's responsibilities for the vacated area, including maintaining
13 the asphalt. Mr. Kelly said the owner planned to remove the curb, gutter, and sidewalk and would
14 have 26 feet of asphalt.

15
16 Mr. Sumner asked about any costs for either the city or the owner in this vacation. Mr. Bench said
17 the area in question was originally dedicated to the city from private property with no purchase so
18 there would be no money exchanged to return it.

19
20 Mayor Brunst asked about snow removal and access to fire hydrants. Mr. Bench said the owners
21 would be responsible for snow removal. Mr. Kelly said there was an existing hydrant at the end of
22 the vacated road and it complied with requirements. Mayor Brunst then asked Mr. Thomas about
23 his plans for the lots. Mr. Thomas said he had two daughters that were planning to build homes on
24 two of the lots and the third would be left as open green space as a family park for their private
25 parties.

26
27 Mayor Brunst opened the public hearing. Hearing no comments Mayor Brunst closed the public
28 hearing and brought the item back to the Council for further discussion.

29
30 **Mayor Brunst moved**, by ordinance, to vacate a portion of 450 West south of 500 North to
31 approximately 475 North in the R7.5 zone. **Mr. Lambson seconded** the motion. Those voting aye:
32 Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, Terry Peterson, David Spencer,
33 and Brent Sumner. The motion **passed unanimously**.

34 35 36 COMMUNICATION ITEMS

37
38 The Monthly Financial Summary for June 2020 was included in the packets distributed to the
39 Council.

40 41 42 CITY MANAGER INFORMATION ITEMS

43
44 Mr. Bybee had no further information items to share.

45
46 Mrs. Lauret provided information regarding the City's "Summerfest Lite" events going on
47 throughout the week.

1
2 **ADJOURNMENT**
3

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

8 The meeting adjourned at 7:51 p.m.
9

Personal Appearance Public Comments

Nichelle Jensen

“Hello council members, Both in June and July I wrote in to digitally participate in the online only council meeting. I submitted questions and concerns and requests similar to other residents who did the same. I have not received a response yet so I am sending in the requests below to be addressed in the council meeting. If comments from the public are not addressed in the meeting itself, I would ask for a response via email.

With the process of hiring a new police chief, there is a lot to be considered and a lot of input the public would like to weigh in on. I would like to request the council to start the process of organizing such a civilian/citizen oversight board that can not only in the future help with internal reviews, but can also be a part of the hiring process of the new chief.

In addition to the immediate need of a developed citizen review board, I'd like to request the council review and address solutions for the below as soon as possible. Chief Giles went over some of these and mentioned that some of these are state laws but there seemed to be quite a lot of room for exceptions. My request would be that we locally explicitly unauthorize many of these things WITHOUT exceptions:

Use of Force

A. Authorize deadly force only when there is an imminent threat to an officer's life or the life of another person and such force is strictly unavoidable to protect life as required under International Law. Deadly force should only be authorized after all other reasonable alternatives have been exhausted. This is a state law but there are exceptions and caveats we can address locally.

B. Require that an officer's tactical conduct and decisions leading up to using deadly force be considered in judgements of whether such force was necessary.

C. Require officers give a verbal warning, when possible, before using deadly force and give people a reasonable amount of time to comply with the warning. Chief Giles mentioned this is also a state law but there are exceptions. Can we eliminate exceptions locally?

D. Require reporting of police killings and serious injuries of civilians

E. Require the names of both the officer(s) involved and victim(s) to be released within 72 hours of a deadly force incident. Revise and strengthen local police department use of force policies. Revised police use of force policies should protect human life and rights. Policies should include guidance on reporting, investigation, discipline, and accountability and increase transparency by making the policies available online.

This use of force policy should require officers to:

- restrict officers from using deadly force unless all reasonable alternatives have been exhausted
- use minimum amount of force to apprehend a subject, with specific guidelines for the types of force and tools authorized for a given level of resistance
- utilize de-escalation tactics (verbalization; creating distance, time and space; tactical repositioning, etc.) whenever possible instead of using force carry a less-lethal weapon

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-ban using force on a person for talking back or as punishment for running away (-ban chokeholds, strangleholds (i.e. carotid restraints), hog-tying and transporting people face down in a vehicle
-intervene to stop other officers who are using excessive force and report them to a supervisor- have first aid kits and immediately render medical assistance to anyone in police custody who is injured or who complains of an injury End traffic-related police killings and dangerous high-speed police chases
Prohibit police officers from: shooting at moving vehicles moving in front of moving vehicles high-speed chases of people who have not and are not about to commit a violent felony
A. Report all uses of force to a database with information on related injuries and demographics of the victims.
B. Establish an early intervention system to correct officers who use excessive force. These systems have been shown to reduce the average number of complaints against officers in a police department by more than 50%. This system should:
-report officers who receive two or more complaints in the past month
-report officers who have two or more use of force incidents or complaints in the past quarter
-require officers to attend re-training and be monitored by an immediate supervisor after their first quarterly report and terminate an officer following multiple reports
C. Require police departments to notify the state when an officer is found to have willfully violated department policy or the law, committed official misconduct, or resigned while under investigation for these offenses. Maintain this information in a database accessible to the public and prohibit these officers from serving as police officers, teachers or other governmental employees. Establish effective civilian oversight structures. Establish an all-civilian oversight structure with discipline power that includes a Police Commission and Civilian Complaints Office with the following powers: The Police Com...” (character limit reached)

Public Hearing Comments Regarding Item #9.1 **Ordinance - Amending portions of Chapter 2 Land Use and Chapter 6** **Transportation of the Orem General Plan updating the Land Use Map and** **Pedestrian and Bike Path Map and language pertaining to the southwest area**

Byron Taylor

“We are compelled to make yet another appeal to preserve the Lakeview community. But first, let’s express gratitude where it is due:

We applaud the City Council that presided over the Southwest Annexation with their rejection of high density development on the parcel that is now Wilkerson Farms. We are grateful to the many who voiced their opposition to the urbanization of Lakeview. We are grateful to the Orem City Council members who listened to the public and voted accordingly.

We are grateful for the miracle that ensued as the Wilkerson family refused to give up on their dream. They worked doggedly to protect agriculture and open space. Even I, who hoped desperately for their success, thought they would fail. Much to the shock of everyone, including developers and the Orem City Council, the Wilkerson family scored an upset victory for the

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ages. We can't thank them enough for their persistence, courage, and grit against all odds. Is there a citizen in Orem who can drive by Wilkerson Farms without a spark of joy and pride that it is part of our city?

So where is all of the vocal opposition that enabled the preservation of Wilkerson Farms?

Some were farmers who leased and were forced off the land by development. Others have been worn down over time by meeting after meeting that almost always favors developers. It has become apparent that city officials and developers have formed a de facto alliance. The voices of those who seek to preserve a shred of Lakeview's historical appeal as a community have been silenced.

To that point, please consider the following:

- In one city council meeting I made a suggestion to consider residential development west of our farm instead of light industrial development. In no uncertain terms I was instructed that even if the zoning were changed the resulting increase in population was impossible to consider due to the sizing of the sewer line. Some months later we learned that Orem City was pushing to increase residential density in the Lakeview area. Wait—what about the undersized sewer? Not a problem. It appears that Orem City has different answers to the same question. It just depends on who's asking the question.

- In another meeting developers submitted a plan that exceeded density as defined by the zoning. Appropriately, the city council denied the request. However, in that same meeting, in front of all of us who opposed the higher density, they schooled the developers on how they could work to achieve their desired density with a PD zone. Now that the city wants to increase density by revising the city plan, developers will have clear sailing without the bother of a PD zone.

- It now appears that the compromised density balance achieved at the time of annexation was a sham. A classic bait and switch. The city is now looking at the planned temple as a vehicle to increase density though it remains a mystery as to the logical connection. More reasoned thinking suggests that increased traffic resulting from the temple should be balanced by lower density in surrounding neighborhoods, not higher.

- The city's use of virtual meetings has throttled the voice of Orem citizens. I learned after the July 15th Planning Commission meeting of those who are technology savvy yet failed to connect to the meeting. I understood their complaints. I personally had difficulty getting into the meeting. The instructions were not clear and the hyperlinks were not obvious. I tried several PC browsers as well as my cell phone before I succeeded in joining the meeting.

- Instead of the critical and appropriately emotional discourse that is vital to such community meetings, virtual meetings deliver a sterile communication vacuum that stifles meaningful discourse, especially since they are designed for pushing out information by those who control the technology. They are poorly designed for receiving feedback from the public. Moreover, I suspect it is much easier for Planning Commission and City Council members to ignore our arguments when they don't have to look us in the eye.

- A review of Southwest Annexation records reveals the volume and intensity of opposition to higher density in Lakeview. While the opportunity for expression is now suppressed, the risks and problems articulated in 2015 persist. In fact they're getting worse.

- Most of my comments provided to the July 15th Planning Commission meeting were

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1 ignored. However, for the first time it was tacitly acknowledged by an Orem City official that
2 traffic on Geneva Road is only going to get worse as density increases, and that farming will be
3 increasingly difficult. Regrettably, the topic was dismissed with a virtual shrug of the shoulders.
4

5 Because virtual meetings have served as a poor substitute for in-person meetings, and because
6 increasing risks to farming have not been addressed, I am requesting that the City Council not
7 vote on the Planning Commission's proposed amendment to Chapter 2 (Section 2.1.1) of the
8 Orem Gene..." (character limit reached)
9

Paula T. Rowe

10
11
12
13 To Richard Brunst, Orem City Mayor
14

15 It is with deep concern that I am writing regarding the proposal of increased density along
16 Geneva Road in the Lakeview area. It is a recognized fact that farming and agricultural pursuits
17 have been the foundation and strength for generations in this area. Over time, and at present,
18 developers have seen these fields and farmlands as a prime location. It was through compromise,
19 while tough, of those who valued open space and continued to work the land, and those whose
20 desire it was to develop the properties, that annexation by Orem City was realized several years
21 ago.
22

23 Affordable housing is a matter which is readily addressed by those wishing to develop and
24 construct living space. The Fields at Lakeview located at 1884 South on Geneva Road, presently
25 being the homes of many, and with ample construction continuing, is a clear and adequate
26 response to this.
27

28 I find it most difficult to comprehend the request for a change to allow increased housing
29 density. Just less than a year ago, September 2019, the City Council voted against increasing the
30 density. I now ask why the thrust for rezoning that would allow for even greater density? The
31 welcoming atmosphere of neighborhoods without crowded housing is to be valued by all.
32

33 Additionally, do not ignore the rise of traffic on Geneva Road. This will come with increased
34 density. As landowners we will continue to farm our land. The inevitable growth of traffic that
35 would accompany the zoning change will definitely be a significant difficulty with both traffic
36 and farming.
37

38 It is imperative that you, Mayor Brunst, as mayor of Orem City, listen to, and recognize, and
39 accept the voice of we who value open space, who live here, and who will continue farming the
40 land. I urge you to refrain from any changes that will increase the density in the Lakeview area
41 of Geneva Road.
42

43 Sincerely, Paula T. Rowe
44

Elaine C. Schofield

45
46
47
48 August 11, 2020

DRAFT

Mayor, City Council, Planning Department

The following is a summary of the housing in the Lake View Area from University Parkway south to 2000 South and from I-15 West:

Name of Development	Number of Units	Percentage Rentals
Village on the Parkway (single student housing 4 to 5 students/apartment)	72	100%
Oakhurst	128	100% (128 units)
Country Woods	180	66% (119 units)
Normandy	52	69% (36 units)
Chambery	160	65% (104 units)
Fields (Jeff Mansell)	78*	55 % (43 units)

*This number changes frequently

In summary, eliminating Village on the Parkway which was built as student housing, there are 598 units consisting of apartments, townhomes and condos with 72 % (430 units) being rentals.

We have only 21 individual homes in the area. There are currently 7 individual homes being built in Payton's Crossing. There are no individual homes planned in the Fields.

With the exception of Oakhurst and Village on the Parkway, all of these developments were presented in the planning process as owner occupied. We have more than enough rentals in the area. We have a drastic shortage of individual homes. We want homes where families will come, raise their families, and stay for the rest of their lives.

We are requesting that the residential areas in the Lake View area be zoned at 4 units/acre with no option for an increase in density. This will provide more stability and allow the neighborhood to develop with character similar to the rest of Orem.

Thank you for your service.

Elaine C. Schofield, Manager
Clinger Family Partnership



Neighborhood Advisory Application

City of Orem

Submitted On:
July 14, 2020 11:58am
America/Denver

Full Name	Sunday Meservy
Email	
Phone Number	
Which neighborhood do you live in?	Orem/Sharon/Hillcrest
Briefly explain your current & prior experience volunteering/working with the City of Orem.	I've previously attended and participated in the neighborhood planning meetings, and Neighborhood association meetings.
Briefly explain the happenings in the City of Orem that are especially interesting to you.	I'm interested in seeing Orem navigate this time of growth and rejuvenation in a positive way that will allow Orem to continue to be one of the most desirable places to live and that will bless the lives of all who live here.
Briefly explain how you provide constructive feedback & participate as part of a team.	I believe that the best way to participate as part of a team is to openly listen to all comments and ask thoughtful questions that help clarify information and then take the time to understand the information so that informed decisions can be made. I believe constructive feedback is made with polite and thoughtful comments that often begin with something like "have you considered this... or would it be helpful to take this information into account as we consider...". I really believe teamwork is about working together to find the best solution for everyone.



Neighborhood Advisory Application

City of Orem

Submitted On:
June 15, 2020 9:49pm
America/Denver

Full Name

Mark
Seastrand

Email

[REDACTED]

Phone Number

[REDACTED]

Which neighborhood do you live in?

Lakeview/Cherry Hill

[REDACTED]

Briefly explain your current & prior experience volunteering/working with the City of Orem.

Helped with Miss Orem.
Served on many of the city commissions while a member of the City Council. I would like to stay involved and help the city where my skills might be useful.

Briefly explain the happenings in the City of Orem that are especially interesting to you.

Neighborhood preservation, development in the South West area, especially by the new temple.
Street lighting, city parks, traffic, accessory apartments.

Briefly explain how you provide constructive feedback & participate as part of a team.

I'm very open minded and recognize there are many opinions, ideas, and a strong desire to have a nice neighborhood. Frequently bad and incorrect information is what people hear. It's important to first learn all the information so as to have a productive discussion and interaction with the neighborhood and the city. We can be more effective as we work together.



Neighborhood Advisory Application

City of Orem

Submitted On:
June 18, 2020 11:24pm
America/Denver

Full Name

Nichelle
Jensen

Email

[REDACTED]

Phone Number

[REDACTED]

Which neighborhood do you live in?

Canyon View/Orchard/Cascade

[REDACTED]

Briefly explain your current & prior experience volunteering/working with the City of Orem.

Not sure if the question is referring to the population or the city government so I'll try to answer both at once! I was lucky to have been able to create events at University Place for their newly developed outdoor space starting in 2016. With that experience I got the unique opportunity to collaborate and work with various city departments for different events at University Place. With this same experience I was also able to interact with multiple communities with Orem City's population and be a part of events produced by longstanding organizations for 2 years. I also ran for Orem City council and with that experience I got to meet hundreds of residents while canvassing and got to interact with several of the city's staff.

Briefly explain the happenings in the City of Orem that are especially interesting to you.

The offerings of our parks and recreation department, planning commission and/or business developments, services and resources available to our most vulnerable populations, and the development of improving citizen involvement in our law enforcement system.

Briefly explain how you provide constructive feedback & participate as part of a team.

I do well at meeting people where they are and trying to put myself in their life experience. I don't know what it's like to do someone else's job if I haven't done it before, so I try to come to the table trying to first understand context and I try to ask questions before I decide I have any constructive feedback to even offer. I ask a lot of questions and take my time understanding the issue at hand before I decide I've developed an opinion and typically I'd prefer to provide solutions as suggestions. I don't enjoy criticizing something I can't provide an alternative solution for. I'm a great listener and am very empathetic.



Neighborhood Advisory Application

City of Orem

Submitted On:
July 10, 2020 12:44pm
America/Denver

Full Name

David
Moulton

Email

[REDACTED]

Phone Number

[REDACTED]

Which neighborhood do you live in?

Northridge/Heatheridge/Windsor

[REDACTED]

Briefly explain your current & prior experience volunteering/working with the City of Orem.

I am a past member of the Orem Planning Commission and was the chair for 2 years.

Briefly explain the happenings in the City of Orem that are especially interesting to you.

I enjoyed being a member of the planning commission and helping Orem grow sensibly. I would continue that on the neighborhood commission.

Briefly explain how you provide constructive feedback & participate as part of a team.

My usual style is to listen to the thoughts of other team members before I offer my own. I'm not a person that says the first thing that comes to my mind. I prefer to think about things for a bit and then offer a calculated solution idea.



Neighborhood Advisory Application

City of Orem

Submitted On:
August 5, 2020 4:59pm
America/Denver

Full Name

Karen
McCandless

Email

[REDACTED]

Phone Number

[REDACTED]

Which neighborhood do you live in?

Aspen/Timpview

[REDACTED]

Briefly explain your current & prior experience volunteering/working with the City of Orem.

I am a former member of the Orem City Council for 13 years, and while serving, was Mayor Pro Tempore several times and liaison to nearly every city board and commission.

Briefly explain the happenings in the City of Orem that are especially interesting to you.

I am interested in housing, socio-economic development, economic development, transportation, the arts, recreation, relationship building in neighborhoods, and advocacy (yeah, kind of everything, I know). I want Orem to be a thriving community for all residents.

Briefly explain how you provide constructive feedback & participate as part of a team.

I am currently the executive director of Community Action Services and Food Bank in Provo. A crucial part of my job is developing and working in partnerships with other agencies, corporations, and government entities. I work hard to listen, examine all options and give thoughtful input.



Board, Commission & Committee Application

City of Orem

Submitted On:
August 31, 2020 1:10pm
America/Denver

Personal Information

Full Name	Jim Michaelis
Full Address	[Redacted Address]
Phone Number	[Redacted Phone Number]
Email	[Redacted Email]

Boards & Commissions

What board or commission are you applying for?	Public Wrks Commission
If a position on your preferred board or commission isn't available, would you like to be considered for openings on other boards or commissions?	Yes
Summarize why you wish to serve on a city commission and if there are areas of concern that you would like to see addressed by a city commission.	I have served on this commission before and would love to be of service again.
Please tell us a little about yourself. Also include a summary of the special skills and qualifications you have acquired from employment, previous appointments, previous volunteer work, or through other activities.	I am retired from Utah Valley University where I was the associate VP for Facilities and Planning. I was in charge of building construction, building maintenance, grounds, police and parking. I have lived in Orem for the past 40 years and enjoy living here. My wife and I have 5 children and 23 grand children, 2 families live here in Orem. I have served on the Public works commission before as well as on the streets and transportation commission.
Signature Data	First Name: Jim Last Name: Michaelis Email Address: [Redacted Email] <i>Jim Michaelis</i>



Board, Commission & Committee Application

City of Orem

Submitted On:

January 30th, 2018 @ 10:08am

Personal Information

Full Name	John Whittaker
Full Address	[REDACTED] Orem UT 84058
Phone Number	[REDACTED]
Email	[REDACTED]

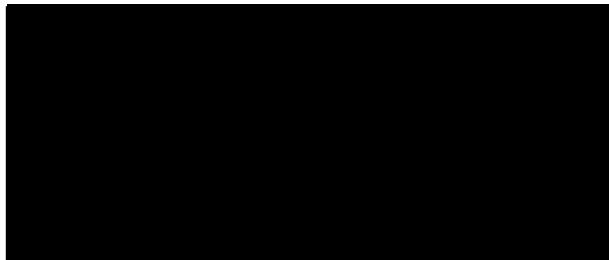
Boards & Commissions

What board or commission are you applying for?	Summerfest Advisory Committee
If a position on your preferred board or commission isn't available, would you like to be considered for openings on other boards or commissions?	Yes
Summarize why you wish to serve on a city commission and if there are areas of concern that you would like to see addressed by a city commission.	It offers me the chance to give something back to the Orem community which has been so giving back to me and my family. I was raised in Orem. Attended schools in Orem. Orem, is home.
Please tell us a little about yourself. Also include a summary of the special skills and qualifications you have acquired from employment, previous appointments, previous volunteer work, or through other activities.	I've been involved with many events throughout the world. Small b-day parties to stadium events. The success of any event is based off of the volunteers. (see resume or linkedin).
Please upload your resume.	https://seam.ly/W9ouvl0K

Signature Data

First Name: John

Last Name: Whittaker



Signed at: 01/30/2018 10:08AM



Board, Commission & Committee Application

City of Orem

Submitted On:

February 27th, 2018 @ 4:31pm

Personal Information

Full Name	Katrina Bleyl
Full Address	[REDACTED] Orem UT 84057
Phone Number	[REDACTED]
Email	[REDACTED]

Boards & Commissions

What board or commission are you applying for?	Summerfest Advisory Committee
If a position on your preferred board or commission isn't available, would you like to be considered for openings on other boards or commissions?	No
Summarize why you wish to serve on a city commission and if there are areas of concern that you would like to see addressed by a city commission.	I loved helping to get the All-Together Playground built. I would love to help out with this area of fun for the city of Orem.
Please tell us a little about yourself. Also include a summary of the special skills and qualifications you have acquired from employment, previous appointments, previous volunteer work, or through other activities.	I have worked for Alpine School District in various schools, and at the State Office of Education. I have volunteered for 5 years with the Salt Lake City Olympics over volunteers. I have volunteered with multiple charities. I also helped get the All-Together Playground built in Orem City.
Please upload your resume.	https://seam.ly/Rw4SvBHT

Signature Data

First Name: Katrina

Last Name: Bleyl



Katrina Bleyl

Signed at: 02/27/2018 04:31PM



Board, Commission & Committee Application

City of Orem

Submitted On:
August 26, 2020 11:34am
America/Denver

Personal Information

Full Name	David Moulton
Full Address	Orem UT 84097
Phone Number	
Email	

Boards & Commissions

What board or commission are you applying for?	Board of Adjustment
If a position on your preferred board or commission isn't available, would you like to be considered for openings on other boards or commissions?	No
Summarize why you wish to serve on a city commission and if there are areas of concern that you would like to see addressed by a city commission.	I have served on commissions before and it is an enjoyable experience. I like to be involved in making and keeping Orem a great place to live.
Please tell us a little about yourself. Also include a summary of the special skills and qualifications you have acquired from employment, previous appointments, previous volunteer work, or through other activities.	I am a former member and chair of the Planning Commission. 2012 - 2019. My family and I have lived in Orem since 1996. I have 20 years of experience in managing processes and making difficult decisions.
Signature Data	First Name: David Last Name: Moulton Email Address: David Moulton



Board, Commission & Committee Application

City of Orem

Submitted On:
August 26, 2020 2:38pm
America/Denver

Personal Information

Full Name	Juan Carlos Iglesias
Full Address	██████████ Orem UT 84097
Phone Number	██████████-████
Email	████████████████████

Boards & Commissions

What board or commission are you applying for?	Board of Adjustment
If a position on your preferred board or commission isn't available, would you like to be considered for openings on other boards or commissions?	Yes
Summarize why you wish to serve on a city commission and if there are areas of concern that you would like to see addressed by a city commission.	I believe I can present a good point of view to the board with my experience working in the private sector here in Orem for over 27 years.
Please tell us a little about yourself. Also include a summary of the special skills and qualifications you have acquired from employment, previous appointments, previous volunteer work, or through other activities.	I have been in a leadership role for over 30 years working in the private sector. I know how to work with people with different opinions and collaborate with others to come up with good solutions. Served on the Planning Commission for the city of Orem. I have volunteered at Cascade Elementary School when my children attended there. I serve on two humanitarian Boards to help bring Clean Water to thousands of people in need.
Signature Data	First Name: J Carlos Last Name: Iglesias Email Address: ████████████████████ <i>J Carlos Iglesias</i>

RESOLUTION NO. _____

A RESOLUTION BY THE CITY COUNCIL OF OREM, UTAH
APPROVING A RECORDS RETENTION SCHEDULE

WHEREAS pursuant to Utah Code § 63G-2-701, the City of Orem has enacted Article 2-26 Records Access and Management establishing information practices for the City including classification, designation, access, denials, segregation, appeals, management retention and amendment of City records; and

WHEREAS Orem City Code Section 2-26-15.B. requires the City Records Officer to classify, designate and schedule City records for retention; and

WHEREAS the City is in the process of scheduling its records for retention; and

WHEREAS this scheduling is an ongoing process that will be periodically submitted to the City Council of Orem, Utah (Orem City Council) for approval; and

WHEREAS the Orem City Council has reviewed the proposed records retention schedule attached hereto as Exhibit A and hereby finds that adopting the proposed records retention schedule to be in the best interest of the public's health, safety and general welfare.

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

1. The Orem City Council hereby adopts the City Records Officer's proposed records retention schedule which is attached hereto as Exhibit A and incorporated herein by reference.
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 **11th** day of **August 2020**.

Richard F. Brunst, Jr., Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	☐	☐	☐
Jeff Lambson	☐	☐	☐
Debby Lauret	☐	☐	☐
Tom Macdonald	☐	☐	☐
Terry Peterson	☐	☐	☐
David Spencer	☐	☐	☐
Brent Sumner	☐	☐	☐

SCHEDULE 3 – FINANCE DEPARTMENT

Section 1: Bonding and Bond File Records

3.101: BOND ISSUE FILES

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION – Retain permanently

3.102: BOND REDEMPTION AND DESTRUCTION CERTIFICATES

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION – Retain permanently

3.103: GENERAL OBLIGATION BONDS

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body.

RETENTION - Retain for 3 years after final action (paid or cancelled), then destroy

3.104: MUNICIPAL REVENUE BONDS

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities.

RETENTION - Retain for 3 years after final action, then destroy

3.105: NOTARY BONDS

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years. Individual notaries are responsible for maintaining their bond and associated documents.

RETENTION - Retain for 3 years after resolution of issue, then destroy

3.106: SPECIAL IMPROVEMENT BONDS

SCHEDULE 3 – FINANCE DEPARTMENT

Section 1: Bonding and Bond File Records

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION - Retain 3 years after final action, then destroy

SCHEDULE 3 – FINANCE DEPARTMENT

Section 2: Fixed Assets & Special Assessment Records

3.201: ANNUAL FIXED ASSET REPORT

This report lists totals of all fixed assets, purchases, and dispositions. This is included in the annual financial report.

RETENTION - Retain until updated or superseded, then destroy

3.202: DISPOSITION OF CAPITAL ASSETS

These are either forms or records completed by municipal agencies when municipal, tangible, property that qualifies as a capital asset is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION - Retain for 3 years after disposition of property, then destroy

3.203: FIXED ASSET LISTS

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

RETENTION - Retain for 10 years, then destroy

3.204: INVENTORY FILES

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

RETENTION - Retain for 1 year after being reconciled with subsequent inventory, then destroy

3.205: SPECIAL ASSESSMENT LEDGERS

These ledgers record the expenditures for taxes levied for special assessments. They include the year, month, disbursement, balance, warrants paid, balance credit, cash, and transfers.

RETENTION - Retain for 3 years after final payment, then destroy

3.206: SPECIAL ASSESSMENT STATEMENTS

These statements are a validation of when taxes are paid. One copy is sent to the taxpayer and a copy is retained by the treasurer. They are used as a record of payments on the assessment and for audit purposes. The statements include name and address, treasurer's receipt number, block

SCHEDULE 3 – FINANCE DEPARTMENT

Section 2: Fixed Assets & Special Assessment Records

and lot numbers.

RETENTION - Retain for 3 years after final payment made, then destroy

3.207: SURPLUS PROPERTY CASE FILES

These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION - Retain for 6 years after final action, then destroy

SCHEDULE 3 – FINANCE DEPARTMENT

Section 3: General Accounting Records

3.301: ACCOUNTS PAYABLE

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION - Retain for 4 years, then destroy

3.302: ACCOUNTS RECEIVABLE INVOICES

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION - Retain for 4 years, then destroy

3.303: ACCOUNTS RECEIVABLE

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies. This includes invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

RETENTION - Retain for 3 years, then destroy

3.304: ANNUAL BUDGET

The budget is a plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor after adoption.

RETENTION - Permanent

3.305: ANNUAL FINANCIAL REPORTS

These are statistical reports on the financial affairs of the entire municipality. Copies of the annual financial report shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder.

RETENTION - Permanent, may be transferred to the State Archives

SCHEDULE 3 – FINANCE DEPARTMENT

Section 3: General Accounting Records

3.306: AUDIT REPORTS

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year.

RETENTION - Permanent, may be transferred to the State Archives

3.307: BANK STATEMENTS

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION - Retain for 4 years, then destroy

3.308: BUDGET INFORMATION FILES

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget. Files may also contain budget amendments and any other actions affecting budget.

RETENTION - Retain for 2 years after budget has been adopted, then destroy

3.309: BUSINESS LICENSE FILES

These records are a register or index of licensed businesses operating within municipal boundaries. Information includes the type of license issues, applicant, address, business name, and date.

RETENTION - Permanent, may be transferred to the State Archives

3.310: CHECK REGISTER REPORT

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

RETENTION – Permanent, part of the entire system

3.311: CUSTOMER APPLICATION RECORDS

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

SCHEDULE 3 – FINANCE DEPARTMENT

Section 3: General Accounting Records

RETENTION – Permanent, part of the entire system

3.312: DAILY CASH REPORTS

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION - Retain for 3 years, then destroy

3.313: DEPOSIT SLIPS

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

RETENTION - Retain for 3 years, then destroy

3.314: GENERAL LEDGERS

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION - Retain for 7 years, then destroy

3.315: HEARINGS FILES – ADMINISTRATIVE LAW JUDGE

These are records of hearings held before the Administrative Law Judge (ALJ). Hearings are requested by residents who have received a Notice of Nuisance Administrative Citation from the City's Code Enforcement officer(s). Files may contain: application requesting hearing, copy of Administrative Citation, itemized statement of costs, notice of emergency abatement or other notice of municipal action, recording and notes or minutes of hearing, ALJ findings and statements, etc.

RETENTION – Permanent

3.316: INVESTMENT ACCOUNTING MONTHLY REPORTS

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

RETENTION - Retain for 3 years, then destroy

3.317: QUARTERLY WAGE LIST REPORTS

These are reports submitted quarterly to the State Department of Employment Security. They

SCHEDULE 3 – FINANCE DEPARTMENT

Section 3: General Accounting Records

include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form)).

RETENTION - Retain for 3 years, then destroy

3.318: REGULAR BUDGET REPORTS

These regular reports are prepared monthly and quarterly. They document the status of city accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.

RETENTION - Retain for 3 years, then destroy

3.319: REIMBURSEMENT FILES

These records document payments made for the purpose of reimbursing travel, transportation, equipment, service, training, tax abatement, and other reimbursable costs. Records may include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, participation verification, and other supporting records used to validate reimbursable expenses.

RETENTION - Retain for 3 years, then destroy

3.320: SALES AND USE TAX RETURN FORMS

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state.

RETENTION - Retain for 4 years, then destroy

3.321: STATE TREASURER'S ACCOUNTING STATEMENTS

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act. These statements are required by law. They include a deposit form, an account statement and an investment credit notice.

RETENTION - Retain for 1 year, then destroy

3.322: UNCLAIMED CHECKS/WARRANTS

SCHEDULE 3 – FINANCE DEPARTMENT

Section 3: General Accounting Records

These are unclaimed checks covering disbursements for municipal expenses. Includes check number, date, amount, purpose, and name of payee.

RETENTION - Retain for 1 year, then transfer to the State Treasurer, Unclaimed Property Division

3.323: W-4 INCOME TAX WITHHOLDINGS CERTIFICATES

Records of withholding tax allowances completed by state employees which certify the withholding tax status of the employee and any additional withholding from his paycheck.

RETENTION - Retain for 4 years, then destroy

SCHEDULE 3 – FINANCE DEPARTMENT

Section 4: Payroll & Purchasing Records

3.401: GARNISHMENT RECORDS

Records of garnishments for debts owed by employees which are attached to employees earnings.

RETENTION—Retain for 3 years after the end of the garnishment, then destroy

3.402: PAYROLL POST PROCESSING RECORDS

This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports. These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid.

RETENTION - Retain for 10 years, then destroy

3.403: PRELIMINARY PAYROLL FILES

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employee's pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION - Retain for 1 year, then destroy

3.404: PURCHASE ORDERS

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION - Retain for 4 years, then destroy

3.405: PURCHASE REQUISITION FILES

These files contain requisitions for supplies and equipment for current inventory.

RETENTION - Retain for 4 years, then destroy

3.406: REQUEST FOR PROPOSAL RECORDS

These records are bids and proposals to provide products or services for a governmental entity. Information includes preliminary requirements for procurement of a commodity or service. These records also include unsuccessful bids and proposal files.

SCHEDULE 3 – FINANCE DEPARTMENT

Section 4: Payroll & Purchasing Records

RETENTION - Retain 4 years after project complete and warranties have run, then destroy

3.407: VENDOR LIST

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

RETENTION - Retain until updated or superseded, then destroy

A RESOLUTION BY THE CITY COUNCIL OF OREM, UTAH
UPDATING THE CITY'S POLICY REGARDING SHUTTING OFF
UTILITY ACCOUNTS

WHEREAS the City of Orem (City) provides water, sewer, garbage, recycling, greenwaste, streetlighting, and stormwater utilities to its residents; and

WHEREAS the City has fixed costs for these utilities such as maintaining pipes, storage tanks, street lights, storm drains, and other fixed and personnel costs; and

WHEREAS the City continues to incur these costs whether or not a particular property is vacant for a period of time.

WHEREAS the City receives requests to shut down utility accounts when a property is unoccupied.

WHEREAS the City desires to update its utility billing policy regarding pausing or shutting down City utilities accounts; and

WHEREAS the Orem City Council has reviewed this policy update and hereby finds that adopting the proposed policy to be in the best interest of the public's health, safety and general welfare.

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

1. The Orem City Council hereby adopts the following City policy regarding utility accounts:
 - a. Each month, base rate charges will be billed to the account holder. These charges are to account for the fixed costs of maintaining a utility system and are not reflective of any usage.
 - b. City utility accounts cannot be closed unless the owner has sold the property or it comes under new ownership. City utility accounts will not be closed between vacancies if the property remains in the name of the current owner.
 - c. When a property owner requests a temporary suspension on a utility account, it may only be granted if the property will be vacant for more than one month. If a temporary suspension is granted sewer use charges will be removed and garbage/recycling can be removed upon request.
 - d. When a utility is shut off, a shut-off/turn-on fee will be charged at the rate adopted in the recent fee schedule
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 **8th** day of **September 2020**.

Richard F. Brunst, Jr., Mayor

ATTEST:

JoD'Ann Bates, City Recorder

COUNCILMEMBER	AYE	NAY	ABSTAIN
Mayor Richard F. Brunst	☐	☐	☐
Jeff Lambson	☐	☐	☐
Debby Lauret	☐	☐	☐
Tom Macdonald	☐	☐	☐
Terry Peterson	☐	☐	☐
David Spencer	☐	☐	☐
Brent Sumner	☐	☐	☐



City Council Agenda Item Report

Meeting Date: September 8, 2020

Submitted by: Kena Mathews

Submitting Department: City Manager's Office

Item Type: Public Hearing

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:

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

Background:

In response to the Coronavirus Pandemic (COVID-19), the U.S. Department of Housing and Urban Development Community Development Block Grant provided the City of Orem with a CDBG 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 \$132,000 for COVID-related Senior Friendship Center improvements and approximately \$5,000 to Community Action Services and Food Bank for COVID-related technology needs. The balance of the funding of approximately \$202,032.66 will be noticed and allocated at a future date.

Potentially Affected Area:

Citywide

Attachments:

[RES--CDBG-CV 2020 #2.hjs reviewed.8.19.2020.DOC](#)

[CARES Act Covid CDBG \(2\).docx](#)

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 this Substantial Amendment to the City of Orem's Annual Action Plan and budget for FY 2019-2020; and

WHEREAS, the proposed amendment will incorporate \$137,000 of CDBG-CV Funds into the following projects: \$132,000 City of Orem Senior Friendship Center, and \$5,000 Community Action Services and Food Bank and;

WHEREAS, the balance of the allocated CDBG-CV funding of approximately \$202,032.66 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 **8th** day of **September** 2020.

Richard F. Brunst, Jr., Mayor

ATTEST:

JoD’ Ann Bates, City Recorder

COUNCILMEMBER AYE NAY ABSTAIN

Mayor Richard F. Brunst	☐	☐	☐
Jeff Lambson	☐	☐	☐
Debby Lauret	☐	☐	☐
Tom Macdonald	☐	☐	☐
Terry Peterson	☐	☐	☐
David Spencer	☐	☐	☐
Brent Sumner	☐	☐	☐

CARES Act Covid-19 Spending

Orem Senior Friendship Center

Item	Estimated \$	Actual \$	Purchase From	Items to purchase:	Who is responsible?
Cleanable Furniture Senior Lounge(Movies)	\$12000	\$12,209.14 Includes delivery	Worthington Direct	30 Essentials Traditional Armchairs In Brown Stock # 31864 @ 245.95 ea Total \$7378.50 10 Essentials Traditional Armed Loveseat In Brown Stock #31865 @ \$374.95 ea Total \$3749.50	Gena
Cleanable Furniture Senior Center Hallway	\$8000	N/A		Included in chairs and couches above.	Gena
Cleanable Conference Chairs	\$2500	\$2544.00	Amazon	16-2xhome Tan Beige Modern Contemporary Tan Brown Mid @ \$159.00 ea	Gena
Cleanable chairs class room	\$4000	\$1590.00	Amazon	10 Flash Furniture 4 Pk. HERCULES Series Trapezoidal Back Stacking Banquet Chair in Brown Vinyl - Copper Vein Frame @ 159.00 ea 4-Alera Stacking Chair Dolly, 22-1/2w x 22-1/2d @ \$34.00 ea	Gena
Chair Dollies		\$136.00			
Better computer hardware for on-line programs Smart TV's ease of classes online 85" in Lounge for Movies/classes 49" 1 in conference room 1 in exercise area 2 in multi purpose room 40' 1 in First Aid 1 in Quilting 1 in Computer 1 in Ceramics	\$3,500	\$4005.90	Amazon	1- Samsung 85-inch Class Crystal UHD TU-8000 Series - 4K UHD HDR Smart TV with Alexa Built-in & Sound Bar @ \$2125.98 ea 4- TCL 49S325 49 Inch 1080p Smart Roku LED TV (2019)@ \$249.99 ea Total \$999.96 4- TCL 40S325 40 Inch 1080p Smart LED Roku TV (2019) @ \$199.99 ea Total \$799.96 9-ECHOGEAR Low Profile Fixed TV Wall Mount for TVs Up to 85" @ \$34.99 ea	Gena Orem IT
Wall mounts for TVs. INSTALLATION	 UNKNOWN	 \$314.99	 OREM IT		

6 Apple iPads utilize for ZOOM classes w TV's 6 Tablet Stands for iPads 6 Microphone twin sets for iPads		\$ \$93.24 \$83.92 Total: \$1,777.12	Amazon	Apple iPad (10.2-inch, Wi-Fi, 128 @ \$399.99 ea Kantek Tablet Stand for Apple iPad \$23.31 ea PoP voice Premium 16 Feet Dual-Head Lavalier Microphone, Professional Lapel Clip- Condenser Mic for Apple iPhone, \$20.98 ea	Gena
Personal Protective Equipment	\$1,500.00	\$1,500	Amazon	Masks, face guards, etc...	Gena
4 Touchless Coffee/ Hot Water dispenser	\$200	\$195.96		4-Hamilton Beach 40540 Brew Station 40-Cup Coffee Urn, Silver \$48.99 ea	Gena
Plexiglass for food lines	\$500	\$500	Amazon		Gena
Fogger for tables and chairs, fitness equipment etc (3)	\$2400	\$2400	Bell Janitorial Supply		Andrew
UV lights for bingo cards, and other material	\$1200	\$275.94	Amazon	6 UV Light UVC Sanitizer Foldable Travel Wand @ \$45.99 ea	Gena
Touch less credit card system	\$2000	\$2000			Orem IT
Hand Sanitizer machines	\$800	\$800			Travis
Scoop less ice machine	\$4500	\$4500			Travis
Automatic Doors -	\$80000	\$80000			Travis
Awning for meal delivery at curbside	\$10,000	\$5,170.00	Huish Tent and Awning Orem	The cost would be \$600 less if footings are not required.	Gena
Recording Studio Acoustic Tiles	\$500	\$389.90	Amazon	10-DEKIRU New Acoustic Panels, 12 Pieces 12 X 12 X 0.4 Inches Sound Proofing Studio Foam \$38.99 ea	
Recording Studio Table	\$700	\$691.11	Amazon	Bush Business Furniture 72W x 36D Conference Table with Metal Base in Natural Maple (chairs in conference chair bid)	Gena
Recording Studio for podcasts/Facebook Lives, Classes	\$10,000.00	\$10,000.00	Wylder Sound	All sound equipment	Gena
TOTAL	\$144,300.00	\$131,000.06			

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED JULY 2020

Percent of Year Expired: 8%

Fund	Current Appropriation	Monthly Total	Year-To-Date Total	Encumbrances	Balance	% To Date FY 2021	% To Date FY 2020	Notes
10 GENERAL FUND								
Revenues	49,493,674	2,412,332	2,412,332			5%	5%	
CARES Grant	6,978,967	6,978,967	6,978,967			100%		
Appr. Surplus - Current	2,078,500	2,078,500	2,078,500			100%		
Appr. Surplus - Prior Year	2,972,238	2,972,238	2,972,238			100%		
Std. Interfund Transactions	5,263,888	5,263,888	5,263,888			100%		
Total Resources	66,787,267	19,705,925	19,705,925		47,081,342	30%	20%	1
Expenditures	66,787,267	10,427,921	10,427,921	1,508,415	54,850,931	18%	18%	
20 ROAD FUND								
Revenues	2,960,000							
Appr. Surplus - Prior Year	1,840,664	1,840,664	1,840,664			100%		
Total Resources	4,800,664	1,840,664	1,840,664		2,960,000	38%	31%	
Expenditures	4,800,664	511,938	511,938	1,307,662	2,981,064	38%	35%	
21 CARE TAX FUND								
Revenues	2,045,000	2,523	2,523			0%		
Appr. Surplus - Current	194,999	194,999	194,999			100%		
Appr. Surplus - Prior Year	3,153,116	3,153,116	3,153,116			100%		
Total Resources	5,393,115	3,350,638	3,350,638		2,042,477	62%	63%	
Expenditures	5,393,115	641,740	641,740	4,006,885	744,490	86%	40%	2
24 TRANSPORTATION SALES TAX FUND								
Revenues	1,915,000							
Appr. Surplus - Prior Year	1,829,730	1,829,730	1,829,730			100%		
Total Resources	3,744,730	1,829,730	1,829,730		1,915,000	49%		
Expenditures	3,744,730	319,769	319,769	450,557	2,974,404	21%		
30 DEBT SERVICE FUND								
Revenues	5,723,144	581,328	581,328			10%	10%	
Appr. Surplus - Current	807,917	807,917	807,917			100%		
Total Resources	6,531,061	1,389,245	1,389,245		5,141,816	21%	10%	3
Expenditures	6,531,061	49,174	49,174		6,481,887	1%	1%	
45 CIP FUND								
Revenues	475,000	56,632	56,632			12%		
Appr. Surplus - Prior Year	18,629,954	18,629,954	18,629,954			100%		
Total Resources	19,104,954	18,686,586	18,686,586		418,368	98%	94%	
Expenditures	19,104,954	35,732	35,732	3,058,413	16,010,809	16%	28%	4
51 WATER FUND								
Revenues	20,337,606	3,091,330	3,091,330			15%	16%	
Appr. Surplus - Current Year	325,000	325,000	325,000			100%		
Appr. Surplus - Prior Year	20,064,667	20,064,667	20,064,667			100%		
Total Resources	40,727,273	23,480,997	23,480,997		17,246,276	58%	52%	
Expenditures	40,727,273	4,144,847	4,144,847	830,426	35,752,000	12%	15%	
52 WATER RECLAMATION FUND								
Revenues	12,033,694	1,007,724	1,007,724			8%	9%	
Appr. Surplus - Current Year	220,000	220,000	220,000			100%		
Appr. Surplus - Prior Year	10,196,642	10,196,642	10,196,642			100%		
Total Resources	22,450,336	11,424,366	11,424,366		11,025,970	51%	44%	
Expenditures	22,450,336	2,262,482	2,262,482	1,608,355	18,579,499	17%	15%	
55 STORM WATER FUND								
Revenues	5,199,195	569,647	569,647			11%	11%	
Appr. Surplus - Current Year	500,000	500,000	500,000			100%		
Appr. Surplus - Prior Year	5,648,098	5,648,098	5,648,098			100%		
Total Resources	11,347,293	6,717,745	6,717,745		4,629,548	59%	53%	
Expenditures	11,347,293	1,324,162	1,324,162	402,495	9,620,636	15%	17%	
56 RECREATION FUND								
Revenues	1,896,804	114,123	114,123			6%	30%	
Appr. Surplus - Prior Year	4,135	4,135	4,135			100%		
Total Resources	1,900,939	118,258	118,258		1,782,681	6%	31%	
Expenditures	1,900,939	489,693	489,693	334,953	1,076,293	43%	33%	

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED JULY 2020

Percent of Year Expired: 8%

Fund	Current Appropriation	Monthly Total	Year-To-Date Total	Encumbrances	Balance	% To Date FY 2021	% To Date FY 2020	Notes
57 SOLID WASTE FUND								
Revenues	4,250,000	367,571	367,571			9%	9%	
Appr. Surplus - Prior Year	55,814	55,814	55,814			100%		
Total Resources	4,305,814	423,385	423,385		3,882,429	10%	12%	
Expenditures	4,305,814	720,862	720,862		3,584,952	17%	17%	
58 STREET LIGHTING FUND								
Revenues	951,000	83,809	83,809			9%	49%	
Appr. Surplus - Prior Year	1,400,335	1,400,335	1,400,335			100%		
Total Resources	2,351,335	1,484,144	1,484,144		867,191	63%	66%	
Expenditures	2,351,335	475,966	475,966	156,116	1,719,253	27%	31%	
61 FLEET MAINTENANCE FUND								
Appr. Surplus - Current	30,000	30,000	30,000			100%		
Appr. Surplus - Prior Year	357	357	357			100%		
Std. Interfund Transactions	830,000	830,000	830,000			100%		
Total Resources	860,357	860,357	860,357			100%	100%	
Expenditures	860,357	266,008	266,008	10,942	583,407	32%	27%	
62 PURCHASING/WAREHOUSING FUND								
Revenues		15	15			100%		
Appr. Surplus - Prior Year	43	43	43			100%		
Std. Interfund Transactions	380,000	380,000	380,000			100%		
Total Resources	380,043	380,058	380,058		-15	100%	100%	
Expenditures	380,043	122,096	122,096	1,537	256,410	33%	26%	
63 SELF INSURANCE FUND								
Revenues	735,000	73,378	73,378			10%	6%	
Std. Interfund Transactions	1,390,000	1,390,000	1,390,000			100%		
Total Resources	2,125,000	1,463,378	1,463,378		661,622	69%	66%	
Expenditures	2,125,000	720,221	720,221	835	1,403,944	34%	31%	
64 INFORMATION TECH FUND								
Revenues	6,136					100%		
Appr. Surplus - Prior Year	402,355	402,355	402,355			100%		
Std. Interfund Transactions	2,432,000	2,432,000	2,432,000			100%		
Total Resources	2,840,491	2,834,355	2,834,355		6,136	100%	100%	
Expenditures	2,840,491	227,209	227,209	389,331	2,223,951	22%	17%	
65 FACILITIES MAINTENANCE FUND								
Std. Interfund Transactions	1,635,000	1,635,000	1,635,000			100%		
Total Resources	1,635,000	1,635,000	1,635,000			100%		
Expenditures	1,635,000	102,739	102,739	428,044	1,104,217	32%		
74 CDBG FUND								
Revenues	1,426,283	1,378	1,378			0%	1%	
Appr. Surplus - Prior Year	254,625	254,625	254,625			100%		
Total Resources	1,680,908	256,003	256,003			15%	24%	
Expenditures	1,680,908	105,720	105,720	107,689	1,467,499	13%	22%	
CITY TOTAL RESOURCES	198,966,580	97,880,834	97,880,834		99,660,841	49%	42%	
CITY TOTAL EXPENDITURES	198,966,580	22,948,279	22,948,279	14,602,655	161,415,646	19%	19%	

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED JULY 2020

Percent of Year Expired: 8%

						%	%	
	Current	Monthly	Year-To-Date			To Date	To Date	
Fund	Appropriation	Total	Total	Encumbrances	Balance	FY 2021	FY 2020	Notes

NOTES TO THE BUDGET REPORT FOR THE MONTH ENDED JULY 2020:

- 1) The current year revenues are higher in comparison to the prior year due to receipt of the CARES Grant funds from Utah County for the COVID-19 pandemic.
- 2) The current year expenditures are higher in comparison to the prior year due to the current year encumbrances (\$4,006,885) being significantly higher than in the prior fiscal year (\$1,491,561) at this date in time. Primarily due to the Fitness Center & Library Hall construction projects.
- 3) The appropriation of surplus in the current year is higher than the prior fiscal year due to not moving the capitalized interest funds of the 2019 G.O. Bonds into this fund until later in the prior fiscal year.
- 4) The current year expenditures are lower in comparison to the prior year due to the current year encumbrances (\$3,058,413) being significantly lower than in the prior fiscal year (\$4,560,324) at this date in time.

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).