



CITY OF OREM
CITY COUNCIL MEETING
56 North State Street, Orem, Utah
October 27, 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 October 5, 2020, the Orem City Council meeting on October 27, 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.

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

DISCUSSION - Utility Capital Improvement Project Funding Discussion (45 min)

Review and discuss the presentation. Provide direction for issuing revenue bonds.

Presenter: Laura Lewis and Chris Tschirki

DISCUSSION - Commercial Day Care Services Ordinance (20 min)

Planning staff will discuss and review possible updates to the Commercial Day Care ordinance for commercial day care facilities located in a residential zone, including parking requirements and other modifications.

Presenter: Jason Bench

DISCUSSION - HUB District Zone Amendments (15 min)

Review and discuss amendments to the HUB District zone pertaining to the creation of an Edge zone adjacent to University Parkway and amendments to the zoning code within the HUB District pertaining to the Edge zone. The City Council will consider the amendments on November 10, 2020.

Presenter: Jason Bench

DISCUSSION - City Retention Schedule (5 min)

Presentation and Discussion of a proposed City of Orem Retention Schedule for the Recorder's Office Division in the City Manager's Department.

Presenter: Jackie Lambert, Deputy City Recorder

[3.Recorders.pdf](#)

UPDATE - Range Fire Update (15 min)

Discussion and Update

Presenter: Chief Marc Sanderson, Shaun Hirst and Heath Stevenson

DISCUSSION - Purchase of Hillcrest Elementary Property (30 min)

Discussion and Update

Presenter: Jamie Davidson

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.

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

3. CALL TO ORDER

4. INVOCATION/INSPIRATIONAL THOUGHT: BY INVITATION - DEBBY LAURET

5. PLEDGE OF ALLEGIANCE: BY INVITATION - DEBBY LAURET

6. MAYOR'S REPORT/ITEMS REFERRED BY COUNCIL

6.1. REPORT - Recreation Advisory Committee

The Recreation Advisory Committee will provide an annual update of the year's activities for the City Council's consideration.

Presenter: Skip McWhorter, Recreation Advisory Committee Chair

7. PERSONAL APPEARANCES – 15 MINUTES

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

8. CONSENT ITEMS

8.1. APPROVAL OF MEETING MINUTES

Minutes of City Council Meeting - October 13, 2020

[10.13.2020.ccmn--Draft.docx](#)

8.2. APPOINTMENTS TO BOARDS AND COMMISSIONS

CDBG Advisory Commission:

- Eileen Black
- Ashley Gil

Orem Neighborhood Advisory Commission:

- Margaret Black
- Reed Farnsworth

[Eileen Black.CDBG.pdf](#)

[Ashley Gil.CDBG.pdf](#)

[Margaret Black.NAC.pdf](#)

[Reed Farnsworth.NAC.pdf](#)

8.3. RESOLUTION - Approval of certain sections of the City of Orem City Manager's Department Retention Schedule

The City Recorder recommends the City Council adopt the Resolution.

[RES--Records_Retention_Schedule_Approval.docx](#)

[2.Human Resources.docx](#)

[4.Redevlopment.docx](#)

[5.Risk Mgmt.docx](#)

[6.CDBG.docx](#)

8.4. STAFF APPOINTMENT - Police Department Director - Chief Josh Adams

Mr. Davidson asks for the Council's advice and consent on his appointment of Josh Adams as the Director of the City's Police Department.

The Deputy City Recorder will administer the Oath of Office for Chief Adams.

Presenter: Jamie Davidson

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, Orem CDBG Advisory Commission, and Kena Mathews, City of Orem Community Services Manager

[CDBG-CV RESOLUTION #4.docx](#)

10. COMMUNICATION ITEMS

10.1. **MONTHLY FINANCIAL SUMMARY - August & September 2020**

For Review Only

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

[Monthly Financial Summary - Sept 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

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 3: Recorder’s Records

1.301: AGENCY HISTORY RECORDS

These records document the organization and reorganization of governmental entities. Information includes history, functional information, organizational files and related records.

RETENTION - Permanent, may be transferred to the State Archives

1.302: ANNEXATION AND BOUNDARY ADJUSTMENT FILES

These files document the annexation and boundary adjustments of property into and out of municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

RETENTION - Permanent, may be transferred to the State Archives

1.303: CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES

These are financial reports required to be submitted by all candidates and political parties running for an elected office. Information includes donors and contributions, and campaign expenditures.

RETENTION - Permanent, may be transferred to the State Archives

1.304: CITY CHARTER

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature.

RETENTION - Permanent, may be transferred to the State Archives

1.305: CITY SCRAPBOOKS

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION – Permanent

1.306: CLOSED MEETING RECORDINGS

Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting.

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 3: Recorder’s Records

RETENTION - Permanent, may be transferred to the State Archives

1.307: COMMITTEE MINUTES

These are the required meeting minutes of all open meetings of city committees, boards and commissions. Minutes include date, time, place of meeting, name of members present and absent, and the substance of all matters discussed.

RETENTION – Permanent

1.308: CONTRACTS AND AGREEMENTS

These records document contractual agreements for products or services, and may include preliminary requirements, contractor payroll records, bids, and the signed contract. These files contain official agreements and contracts between Orem City and other entities or individuals includes name, date, description of service to be rendered or terms of agreements and signature. May include additional documentation or reference as per the agreement.

RETENTION – Retain for 10 years, then destroy

1.309: CONSTITUTION AND BYLAWS

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of the board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION – Permanent

1.310: DEEDS

These are the deeds, quit claim or warranty, which provide evidence of city ownership of property. Deeds include name of grantor or grantee, description of property, date of property transfer, and signatures.

RETENTION - Permanent

1.311: EASEMENT FILES

These files contain documents executed by property owners granting the city rights of access to

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 3: Recorder’s Records

their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access, and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION - Permanent

1.312: ELECTION BALLOTS, RECORDS, & RETURNS

These are packets of official ballots of municipal elections cast by voters. Election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest. If the election is not contested, after that time, destroy the ballots without opening or examining them. This also includes all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections, and the books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION - Retain for 22 months after the election, then destroy

1.313: ELECTION CANVASSES

These are the official canvasses of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION – Permanent

1.314: GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) APPEALS CASE FILES

These files document all appeals submitted to records appeals boards. These case files include requests, denials, appeals, decisions, and any other documentation concerning the appeals process.

RETENTION - Permanent, may be transferred to the State Archives

1.315: GOVERNMENT RECORDS ACCESS REQUESTS

These records are access requests as provided under the Government Records Access and Management Act (GRAMA) under UCA 63G-2-204. Included with the access requests are any notice of denial, appeals, or any other records relating to the request.

RETENTION – Retain for 2 years if all appeals are exhausted, then destroy

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 3: Recorder’s Records

1.316: INTERLOCAL AGREEMENTS

These are agreements between municipalities and other government agencies or municipalizes to provide join services and/or financial responsibilities between the entities

RETENTION – Retain for 5 years after expiration of the contractual agreement, then destroy

1.317: LEASE FILES

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION - Retain for 5 years after contract expires, then destroy

1.318: MEETING RECORDINGS

These are audio, or audio/video, recordings of the proceedings of a meeting that can be used to review the proceedings of the meeting. A recording of an open meeting shall (1) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting, and (2) be properly labeled or identified with a date, time, and place of the meeting.

RETENTION – Permanent

1.319: MUNICIPAL PUBLIC DISCLOSURE STATEMENTS

These statements are required to be filed by elected or appointed municipal officials to disclose any actual or potential conflict of interest. They include date, employees’ name and address, name and address of person or business entity being assisted, or in which appointed or elected official has a serious substantial conflict; and a brief description of the transaction as to which service is rendered or is to be rendered and the nature of service performed or to be performed.

RETENTION – Retain for 5 years, then destroy

1.320: OATHS

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 3: Recorder’s Records

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices.

RETENTION - Permanent, may be transferred to the State Archives

1.321: MEETING AGENDAS

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings. These include minutes from city boards and commissions.

RETENTION – Permanent

1.322: NOTICES OF INTENTION

The city council shall give notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements before a special improvement district is created.

RETENTION - Retain for 2 years after final payment made, then destroy

1.323: OPEN MEETING MINUTES AND PUBLIC MATERIALS

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

RETENTION - Permanent, may be transferred to the State Archives

1.324: ORDINANCES

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by Utah Code. An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION - Permanent, may be transferred to the State Archives

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 3: Recorder’s Records

1.325: OATH OF OFFICE

These files contain copies of signed oaths required of all officials, whether elected or appointed, before entering the duties of their respective offices.

RETENTION - Permanent, may be transferred to the State Archives

1.326: PETITIONS

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION – Retain for 3 years, or until after issue resolved or final decision is made

1.327: PROOF OF PUBLICATION RECORDS

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings.

When a statute, court order, or judge requires **publication** of a document or notice in a local newspaper (UCA 78B-5-613 (2009)) evidence of the **publication** may be given by the affidavit of the publisher along with a copy of the document or notice and specification of the dates of **publication**. These files may contain **proof of publication** affidavits, copies of actual newspaper notices and related evidence of the **publication**.

RETENTION - Retain for 6 years, then destroy

1.328: PROTEST FILES

These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.

RETENTION - Retain for 2 years after resolution or end of all litigation, then destroy

1.329: REAL ESTATE ACQUISITION FILES

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION - Retain for 7 years after unconditional sale of property, then destroy

1.330: RECORDS DESTRUCTION LOG

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 3: Recorder’s Records

This is a list of documents which have met their scheduled retention and have been destroyed.

RETENTION – Retain for 5 years, then destroy

1.331: RESOLUTIONS

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property.

RETENTION - Permanent, may be transferred to the State Archives

1.332: REQUESTS FOR PROPOSALS

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

RETENTION – Retain for 6 years, then destroy

1.333: SERVICE ON CITY LOG(S)

This is a log that documents claims and lawsuits being served on the City to the Recorder’s Office. Examples include bankruptcies, garnishments, notices of appeal, notices of claim, summons, subpoenas, and court orders. The log is used for internal use only and should not be released.

RETENTION – Retain for 10 years, then destroy

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CITY OF OREM
CITY COUNCIL MEETING
56 North State Street Orem, Utah
October 13, 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 Jamie Davidson, City Manager; 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; Pete Wolfley, Communications Specialist; and JoD'Ann Bates, City Recorder

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

PRESENTATION – Central Corridor Transit Study

Mr. Eric Rasband of UDOT Region 3 stated he wanted to first thank Jamie Davidson for taking a leadership role on the Central Corridor Transit Study from the beginning and being able to gain support from 7 cities and worked on building a coalition which has made this project easy and fun. He went on to introduce those non-municipality members that are also working on the project. He continued to review the background for transit improvements from Lehi to Provo. He indicated this started a little over a year ago and discussed who all was involved. He continued to explain the preferred alternative route and some of the design options they have due to different rail companies. This will be a rapid bus system from Lehi, tying into the frontrunner in Provo. Vineyard was really the only community that did not have a connection to the system so they are working on a branch at 800 north and State Street in Orem that will connect to the Vineyard area. Generally speaking, they have a high level of support from all communities involved. They are also looking at a link from the Lehi area north to the new development in the prison area. He continued to discuss some of the proposed connections of other areas and communities within the

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study area. He presented some design aspects of the cross sections and right-of-way's. He indicated they feel they have had some great public input, receiving about 750 overall comments indicating residents feel the connections are important were well received. What they have left to do is to continue to make this presentation to other City Councils, engineering work, cost estimates and a few more open houses but feel they can close this project out come November. Ms. Mary DeLamMare-Schaefer of UTA stated how thankful they are for Jamie and his drive to work with his colleagues in getting this off the ground and all the work Mr. Rasband has done. UTA will continue this partnership in moving towards construction.

Mayor Burnst asked how long the environmental study would take and how the funding estimate will carried forward. Mr. Rasband indicated Zions Bank is helping with the financial plan and they will have more details on the financing at their next executive meeting. He indicated that this will not be a cheap project being over 20 mile in length and will be a big lift for them. The environmental study will take 2-3 years. Ms. DeLamMare-Schaefer added they have seen the importance for those using this type of service even with the decline and rise due to Covid.

Terry Peterson inquired how it would look down State Street and if they would lose any travel lanes. Mr. Rasband showed the cross sections and explained the proposed three lanes of travel, would include in some places some of the shoulder and the turn lane for the buses. He indicated it would be similar to the current University Parkway. There may be some adjustments they will need to make based on existing buildings.

Jamie stated it is important to reinforce that the city anticipated this expanded cross section when they put together the State Street Master Plan, so they are not going to put themselves in the situation where they are going to construct new buildings and place them too close to the right of way. In addition to that they also anticipated future utility infrastructure as part of that plan as well. They are doing their best to preserve the right-of-way in a way were expansion of the right-of-way if necessary, can work while at the same time allowing businesses and uses along the State Street corridor to continue to grow and develop in a way they need to.

Discussion continued regarding UDOT's commitment to the 6 lanes of traffic and current funding for planter dividers for safety reasons that may get in the way of future improvement of State Street and possible disruption to local businesses.

Mr. Davidson indicated by the time they get through the environmental process, engineering process, bid process and the financing process in order to afford the project he indicated the best-case scenario is probably 5-7 years. Some of the improvements currently planned along State Street are being done for safety reasons and need to be done immediately. This is something they hope will come to pass if all the pieces come together.

Further discussion continued regarding the cross sections and how it would impact on street parking.

Mayor Brunst thanked those that participated and stated they look forward to future information on this project.

DISCUSSION – City Retention Schedule

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Mrs. Bates stated this was the next section of the ongoing approval for the overall retention schedule. This would cover sections for the City Manager's Department being Human Resources, Redevelopment, Risk Management and CDBG divisions.

Agenda Review & Preview of Upcoming Agenda Items

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

City Council Reports & City Manager Information Items

Mr. Davidson reviewed the following items with the City Council:

- The Governor held a press conference regarding Covid 19 and the Mayor had forwarded information to each of the council regarding the changes to the states Covid monitoring program. They are moving away from the color-coded system and going to a 3-tiered system with a high, moderate and low level of restrictions based on a number of key metrics. In all categories there is strong encouragement or requirement to wear a mask. They are going to come together as a staff and define the day to day operations and how that applies since they are in the high category based on how it was presented by the Governor.
- They are drawing to a conclusion of the library project, they do have a number of things that are outstanding and they had looked to an October 20th completion date but that will need to be pushed back about a week or so. Library staff is working on a November 10th ribbon cutting that we will be certain complies with the high risk that we are in due to Covid and more information will be sent out when it gets closer.

Mr. Peterson stated he has 3 committees in which he is involved with and reported the following:

- ULCT Legislative Policy Committee –There are a lot of things they are involved with and keep a close eye on the legislature and will be discussing those at their next meeting.
- UVU Community Outreach – He is trying to reach the representative at UVU and will update the council when he has more information.
- Planning Commission – He explained a recent issue the Planning Commission had heard and is pleased to see how the city works in helping property owners and residents.

Mayor Brunst indicated the University Mall has tied up leases with five new stores. Three are clothing stores, one is a popcorn store and he is not certain on the fifth store. He stated it is nice to see those stores come into Orem.

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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

Jamie Davidson, City Manager; 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; Pete Wolfley, Communications Specialist; and JoD'Ann Bates, City Recorder

CALL TO ORDER

INVOCATION /

INSPIRATIONAL THOUGHT

Taylor Spencer

PLEDGE OF ALLEGIANCE

Julie Spencer

MAYOR'S REPORT/ITEMS REFERRED BY COUNCIL

Mayor Brunst read the following to begin the meeting:

“Pursuant to Mayor Richard F. Brunst's Proclamation dated September 1, 2020, the Orem City Council meeting on September 29, 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.

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been voted on, that item will be closed to additional comments. Thank you for your cooperation during these challenging times.”

REPORT – Arts Council

Mr. John Reinhard, Arts Council Chair reviewed the Arts Council projects for 2020.

- He indicated there had been a few membership changes and thanked Linda Van Orman for her service and welcomed Nathan Christiansen who will fill Linda’s place.
- One of the main things they did this year was to hold the Summer Concert Series in July and August. They were able to adhere to social distancing while providing enjoyment to residents.
- They also held the Orem Stories project which they felt was well received.
- They are continuing the effort on the utility box art in conjunction with Utopia.

Mayor Brunst thanked Mr. Reinhard and the Arts Council for their great work in the community

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

- APPROVAL OF MEETING MINUTES
 - Minutes of City Council Meeting – September 29, 2020
- APPOINTMENT TO BOARDS AND COMMISSIONS – Natural Resources Stewardship Committee: Hilary Hungerford
- RESOLUTION – Approval of certain sections of the City of Orem Public Works Department Retention Schedule

Mayor Brunst moved to approve the Consent Agenda as listed. **David 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**.

SCHEDULES ITEMS

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

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Mr. Ken Ransom stated the City of Orem initially received a grant for \$411,983. With current allocations totaling \$209,950. The city will receive additional allocations but will not be received until the end of the year at which time the commission will make further recommendations. The funds must be used for corona virus related issues and the city has four priorities which were:

- Projects serving Orem residents
- First Responder support
- Mental Health
- Domestic Violence

Geneva Elementary has requested \$4,500 to assist with Plexiglass dividers for the lunchroom tables to help with social distancing. The commission has recommended the council approve this allocation to Geneva Elementary.

Mr. Macdonald inquired as to why the city was funding a school district expenditure.

Ms. Mathews indicated the Alpine School District did not receive as much funding for Covid related issues as the city did, and they are out of funds for items needed due to Covid-19.

Mr. Downs stated the CDBC Covid funding has very limited uses and sometimes it can be challenging for the city to find uses for those funds. This school is a Title I school which they feel is a hot area for Covid and they feel it is a way they can partner with the school district in a way to serve the residents of Orem and their families in these areas.

Mayor Brunst indicated this is funding used for Orem residents and feels this is a good use of Covid funds.

Mr. Ransom continued to state the commission recommends allocating \$197,532.66 to public services. He continued to discuss some of the future recommendations for the funding to be received in the future.

Mayor Brunst opened the public hearing at 6:22 pm. Hearing no public comments, the Mayor closed the public hearing and brought the item back to the City Council for further discussion.

Mayor Brunst moved, by resolution, to approve a substantial amendment to the 2019-2020 Annual Action Plan of the Community Development Block Grant (CDBG) Projected Use of Funds for CARES ACT CDBG-CV funding. **David Spencer seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, David Spencer, and Brent Sumner. Those voting nay: Terry Peterson. The motion **passed**. (Tom Macdonald was having electronic difficulty no vote was stated).

RESOLUTION – Designating 1200 West Street as Wolverine Way and 1200 West

Mr. Bench stated Utah Valley University requests the City Council rename 1200 West as Wolverine Way and 1200 West. 1200 West provides access to UVU's main Orem campus from both Center Street and University Parkway. 1200 West Street from 800 South to the Lindon border is a public street and the portion from 800 South to University Parkway is a private street owned

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1 by Utah Valley University. Staff believes that renaming 1200 West to Wolverine Way will
2 promote community pride and spirit and will create a positive sense of place in accordance with
3 the Facility and Street Naming Policy that was previously adopted by the City Council. If approved
4 by the City Council, the 1200 West street signs will be changed to Wolverine Way with the
5 coordinate address of 1200 West remaining below the descriptive name.

6
7 Mr. Sumner inquired why they were continuing the naming up to 1600 North. Mr. Bench
8 responded that part of the reasoning was that if part of the street from Center Street south is
9 Wolverine Way and from Center Street north it is 1200 West they felt it may cause some confusion
10 as far as directions and simplicity and felt the entire way would be more consistent. The street
11 sign will continue to have the address of 1200 West under the name just as the city policy requires.

12
13 **Tom Macdonald moved**, by resolution, Designate 1200 West Street as Wolverine Way and 1200
14 West. **Terry Peterson seconded** the motion. Those voting aye: Richard F. Brunst, Jeff Lambson,
15 Debby Lauret, Tom Macdonald, Terry Peterson, and David Spencer. Those voting nay: Brent
16 Sumner. The motion **passed**.

17 18 19 COMMUNICATION ITEMS

20
21 There were no Communication Items.

22 23 24 CITY MANAGER INFORMATION ITEMS

25
26 The City Manager had no Information Items.

27 28 29 ADJOURNMENT

30
31 **Mayor Brunst moved** to adjourn the meeting. **Dave Spencer seconded** the motion. Those voting
32 aye: Richard F. Brunst, Jeff Lambson, Debby Lauret, Tom Macdonald, Terry Peterson, David
33 Spencer, and Brent Sumner. The motion **passed**.

34
35
36 The meeting adjourned at 6:32 p.m.



Board, Commission & Committee Application

City of Orem

Submitted On:
October 6, 2020 11:03am
America/Denver

Personal Information

Full Name	Eileen Black
Full Address	 Orem UT 84058
Phone Number	
Email	

Boards & Commissions

What board or commission are you applying for?	CDBG Advisory 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 would like to find ways to become more involved in the community now that I am an empty nester and have the time. I have lived in Orem since 1977 and want to do my part to make it the best it can be. My main desire has been to see our financial resources used in ways to maximize benefits for citizens and prioritize needs appropriately. I think everyone has something to offer and we can learn and grow from becoming involved.
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 an active 70 year old in good health who spent most of my life as a full-time homemaker for a large family. While my employment history is all but non-existent I have a wealth of practical experience in planning, budgeting, and finding creative solutions to problems of all kinds. In addition, my husband operated his own business for many years and I was his unpaid and unofficial employee responsible for taxes, insurance, accounts receivable and accounts payable. My strengths are in the areas of organization and problem solving. As Orem continues to grow, I would like to have an opportunity to help direct that growth if only in a small way for those of my children and grandchildren who still live here as well as my wonderful neighbors.
Signature Data	First Name: Eileen Last Name: Black Email Address:

Cileen Black

Signed at: October 6, 2020 11:03am America/Denver



Board, Commission & Committee Application

City of Orem

Submitted On:
October 9, 2020 1:57am
America/Denver

Personal Information

Full Name	Ashley Gil
Full Address	 Orem UT 84058
Phone Number	
Email	

Boards & Commissions

What board or commission are you applying for?	CDBG Advisory 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 always been interested in serving the Orem community. I had the privilege from 10th to 12th grade to be a member of the Orem youth council and absolutely enjoyed it. I'd like to continue now that I'm an adult and out of high school.
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'm a healthcare professional and with it comes great communication skills. I'm a people person and love being surrounded by large groups of people. I would enjoy taking place in a committee to better know my community and do what I love.
Please upload your resume.	https://seam.ly/OiN1KzGU Resume_Ashley_Gil
Signature Data	First Name: Ashley Last Name: Gil Email Address:

Ashley Gil

Signed at: October 9, 2020 1:57am America/Denver



Neighborhood Advisory Application

City of Orem

Submitted On:
September 18, 2020 12:23pm
America/Denver

Full Name	Margaret Black
Email	
Full Address	 Orem UT 84097
Phone Number	
Which neighborhood do you live in?	Canyon View/Orchard/Cascade
Briefly explain your current & prior experience volunteering/working with the City of Orem.	-Jan 2018 - Currently represent Orem City on the board of trustees of Community Action Services and Food Bank - now serving as Board President -Served as a member of the Orem City Council from Jan. 2007 to Jan. 2016. - liaison to most of the city's citizen advisory commissions and to all the different city neighborhood areas. -Served as the Neighborhood Chair in the Canyon View / Orchard neighborhood areas for 3 years prior to that (2003-2006) Also head of the neighborhood CERT committee. -Chair of Orchard Neighborhood Park Committee (established a city park on school property) Prior to 2003: -Member of Orem Streetlighting Committee (proponent of the lights that were chosen) -Member of Orem Housing Study Committee under direction of Department of Public Safety -School PTA President, Legislative Vice President - obtained needed sidewalks on 1200 North, a school crossing guard, a traffic signal on 800 N. 400 E., a streetlight at 600 E. 950 N.
Briefly explain the happenings in the City of Orem that are especially interesting to you.	As you can see from my experience, I am interested in all happenings in Orem City! In whatever role, my goal has always been to help Orem become an even better place. In my three years as a neighborhood chair, I was able to organize our neighborhood area fully into district chairs and street chairs. We developed a very effective organization of over 70 people to encourage neighborhood service, cleanups, picnics, projects, planning, disseminate city information, and give feedback to the city. It was a rewarding experience. We accomplished a lot of positive goals and developed a feeling of "neighborhood" that included the whole area.
Briefly explain how you provide constructive feedback & participate as part of a team.	As a neighborhood commission representative, I feel that a big effort should be to develop strong communication lines within each neighborhood area. This can be done in several possible ways -- through social media (the city's face book page, newsletter, etc.) generating a neighborhood face book page, developing an email list and calling list, involving people in each area as part of a neighborhood committee, educating the residents on how the neighborhood commission can benefit them. I like to emphasize the positives in the neighborhoods and let people know how they can get city help with problems or have their questions or ideas addressed. It is also important to act as a facilitator in helping the residents work with the city and learn what programs and services are available. We function as a team by feeling united as residents in the neighborhood and having a great working relationship with the city administrators, employees and elected officials. On the city level, it is very helpful to have trainings and learn things that can help our neighborhoods to thrive. We can also share lessons learned and work together on areas of general concern. Neighborhoods in Action was instrumental in starting and supporting the annual Christmas lighting program. I also understand and agree that city goals with the new Orem Neighborhood Commission are dynamic

and require flexibility and willingness to change and do things differently than in the past. I would be happy to serve as the neighborhood district representative for my area and do whatever is asked.



Neighborhood Advisory Application

City of Orem

Submitted On:
August 13, 2020 10:28pm
America/Denver

Full Name	Reed Farnsworth
Email	
Phone Number	
Which neighborhood do you live in?	Orem North/Sharon Park
Briefly explain your current & prior experience volunteering/working with the City of Orem.	Most of my volunteer work has been with other organizations, such a church, scouts, Sons of Utah Pioneers, etc. I taught school in Orem for 11 years and have been active in party politics. I am an avid volunteer. I have only done a few things with the City of Orem, such as community discussion groups, but look forward to doing more now that I have more time.
Briefly explain the happenings in the City of Orem that are especially interesting to you.	My family and I have participated in Orem City events for decades, include the SCERA, rec center, Summerfest, library, concerts, etc. We are interested in the relationship of schools with our city, including the Alpine School District and UVU. I'm concerned about older areas of Orem that are in decay, and with managing the growth of Orem. I think planning for the future is critical.
Briefly explain how you provide constructive feedback & participate as part of a team.	I am a listener, thinker, talker, and helper. I listen to what others have to say and thoughtfully consider their input with empathy. I share my thoughts and opinions, and chip in when there's work to be done.

DRAFT

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 **27th** day of **October 2020**

Richard F. Brunst, Jr., Mayor

ATTEST:

JoD'Ann Bates, City Recorder

DRAFT

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

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 2: Human Resources/Personnel Records

1.201: COMPLAINT INVESTIGATION FILES

Initial documentation of complaints that result in an investigation but do not result in disciplinary action.

RETENTION - Retain for 7 years after end of employment or case closed, whichever is greater, then destroy

1.205: DRUG TEST - NEGATIVE RESULTS

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION - Retain by office for 1 year, then destroy

1.206: DRUG TEST - POSITIVE RESULTS

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION - Retain by office for 5 years, then destroy provided it is transferred to personnel file if disciplinary action is taken

1.209: EMPLOYEE MEDICAL RECORDS

These records document an employee's fitness for duty. Documentation for health-related leave is included. Additionally, the records related to emergency or other personal leave show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor. These are applications for leave, and supporting papers relating to request for, and the approval of, taking leave time (vacation, sick, etc.). These files contain compilations of leave earned and taken. Includes the annual leave compilation card.

RETENTION - Retain 3 years after separation/end of employment, then destroy

1.212: EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES

These are compliance files containing background papers and correspondence relating to contractor employment practices.

RETENTION - Retain for 3 years, then destroy

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 2: Human Resources/Personnel Records

1.213: EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

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

1.214: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

RETENTION – Permanent, retain for 10 years and transfer to the State Archives

1.215: EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION – Permanent, may be transferred to the State Archives

1.216: EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES

These files contain employment statistics and statistical reports relating to race and gender.

RETENTION - Permanent, may be transferred to the State Archives

1.218: GRIEVANCE RECORDS

Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action.

RETENTION - Retain for 3 years, then destroy

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 2: Human Resources/Personnel Records

1.219: GRIEVANCE AND DISCIPLINARY CASE FILES

These files document the review of grievances and appeals raised by the municipal employees, except EEO complaints. These case files include witnesses’ statements, reports of interviews; and hearings, examiner’s findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION - Retain for 3 years after case is closed, then destroy

1.220: INSURANCE DEDUCTION FILES

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION - Retain for 3 years, then destroy

1.221: JOB APPLICATIONS FOR CANDIDATES NOT HIRED

Records related to the recruiting and hiring of employees, including candidates no hired. The resume and application of hired individuals are part of the Employee History Records. These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, lists of questions, notes, and test scores. These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

RETENTION - Retain for 2 years after final action, then destroy

1.229: PERSONNEL FILES

These files are the official employment files for all municipal employees. Contains: original employment application, correspondence, credential files, letters of recommendation, pay and leave history, work performance, training certificates, PA's, pay history, evaluations, changes to payroll and benefits, and E-verify I-9 form (sub-record). Final actions taken as a result of disciplinary action or grievances are included in this schedule. These records document employee cumulative salary for employees needed for retirement purposes. Information includes employee details, department and position information, earnings, deductions, and related records. Employment history documents a person's application, correspondence, credential files, letters of recommendation, pay and leave history, work performance, training certificates, evaluation forms, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action or grievances are included in this schedule. These files document the performance of exempt employees. They may include performance records superseded through

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 2: Human Resources/Personnel Records

an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

Also contains: Medical Files (pre-employment background check, EEO Status Declaration forms, insurance selection, return to work due to injuries, short or long term disability, leaves of absence). This information documents an employee's performance, including awards, performance plans, personal action forms, and evaluations.

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs. Contains: medical files (background check, EOC status, insurance selection, return to work due to injuries, short or long term disability), PA's, pay history, evaluations, changes to payroll and benefits.

RETENTION - Retain for 65 years from date of employment or 7 years after retirement or death, then destroy

1.233: SALARY SURVEYS

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience. These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION - Retain for 3 years, then destroy

1.234: STAFF ACQUISITION RECORDS

Records related to the recruiting and hiring of employees. Contains: records related to the recruiting and hiring of employees, including (1) the original job requisition form, (2) the resumes and applications of candidates not hired (the resume and application of hired individuals are part of the Employee History Records), (3) interviews with prospective new employees and current employees applying for promotion (including correspondence, reports, lists of questions, notes, and test scores).

RETENTION - Retain for 2 years from application, then destroy

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 4: Economic Development & Redevelopment Records

1.401: APPRAISAL PROJECT FILES

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION - Permanent, may be transferred to the State Archives

1.402: BUILDING ILLUSTRATIONS

These are working copies of maps of real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

RETENTION – Retain for 4 years after final action, then destroy

1.403: CERTIFICATION FILES

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION - Permanent, may be transferred to the State Archives

1.404: CONSULTANT RECORDS

These are separate files prepared by private consultants. They are used to document proposals made by individual consultants. The files contain both rejected proposals and those being considered and include the actual proposal and bid. Final approved proposals are filed in the certification file.

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

1.405: FACADE PROJECT FILES

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 4: Economic Development & Redevelopment Records

These files document the regranting of funds received by the municipality to restore exteriors of architecturally important structures in project areas. These grants are totally funded grants made to individual property owners for separately assessed structures. The files include a work contract, photographs, and related correspondence.

RETENTION - Permanent, may be transferred to the State Archives

1.406: HOUSING AND URBAN DEVELOPMENT FINANCIAL RECORDS

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These projects concern historic preservation, employment survey, and environmental review. They include financial reports, preliminary reports, and all other financial records (24 CFR 58 (1993)).

RETENTION – Retain for 3 years, then destroy

1.407: HOUSING AND URBAN DEVELOPMENT HISTORICAL PROPERTIES GRANT FILES

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These granted fund projects deal with historic preservation, employment survey and environmental review. These files include copies of the plan, copies of the original grant, final report, resolution, copies of council minutes, and related correspondence (24 CFR 58 (1993)).

RETENTION - Permanent, may be transferred to the State Archives

1.408: LITIGATION FILES

These files document lawsuits filed against the Redevelopment Agency concerning redevelopment projects. They contain related correspondence, research materials, copies of all official filings (complaints, answers, judgements, etc.), copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

RETENTION - Permanent, may be transferred to the State Archives

1.409: OWNER PROJECT FILES

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 4: Economic Development & Redevelopment Records

agreements and related correspondence.

RETENTION – Retain for 4 years after completion of project, then destroy

1.410: PRELIMINARY PLAN REPORTS

These are reports required to be completed by the agency on proposed projects. The agency "may select one or more project areas comprising all or part of the proposed survey area and formulate a preliminary plan for the redevelopment or economic development of each project area in cooperation with the planning commission of the community" (UCA 17A-2-1206) (1997)). The plans must include a description of the boundaries of the project area containing a "general statement on land uses, layout of principle streets, population densities and building intensities and standards proposed as the basis for the development of the project area." The plans must also show how the "purposes of the act would be attained by such redevelopment" and "shows how redevelopment conforms to the master or general community plan" (UCA 17A-2-1207 (1997)).

RETENTION - Permanent, may be transferred to the State Archives

1.411: REDEVELOPMENT PLANS (NON-APPROVED)

"The agency shall prepare or cause to be prepared a redevelopment plan for [each] project area" in accordance with the provisions of UCA 17A-2-1213 (1997). The agency is required to conduct examinations, investigations, and other negotiations regarding the plan. The plan "shall be consistent with the community's general plan, master plan, and other plans of the community involved in development or capital improvement programs affecting the project area." The agency shall "consult with the planning commission of the community in preparing a project area redevelopment plan" (UCA 17A-2-1213 (1997)). Approved plans become part of Schedule 24, Item #3 "Certification Files."

RETENTION – Retain for 2 years, then destroy

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 5: Risk Management Records

1.501: DISASTER PLAN RECORDS

Disaster plans for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.

RETENTION - Retain until superseded by a new plan, then destroy

1.502: EMPLOYEE BONDS

These are bonds with good and sufficient sureties, payable to the municipality to guarantee faithful performance of the duties of the respective officers. Bonds are placed at such amounts as may be determined by the governing body.

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

1.503: EMPLOYEE DRIVING RECORDS

The city collects these records to verify that employees who drive city-owned vehicles are in good standing and have valid driver’s licenses. Information includes Department of Motor Vehicles driving records, driver’s license numbers and addresses.

RETENTION - Retain for until administrative need ends, then destroy

1.504: FIDELITY BONDS

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and may be set by resolution or ordinance in any amount, not less than that established by the state money management council.

RETENTION - Retain for 3 years after expiration (total of 7), then destroy

1.505: FIRST PARTY PROPERTY DAMAGE AND SUBROGATION FILES

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 5: Risk Management Records

RETENTION - Retain for 3 years, then destroy

1.506: INSURANCE CLAIM RECORDS

These records document coverage or compensation for a covered loss. Records may include validate claims and payments issued.

RETENTION - Retain for 12 years, then destroy

1.507: INSURANCE EXPIRATION LOG

This record is regarding insurance information for fleet vehicles.

RETENTION – Retain for 1 year, then destroy

1.508: INSURANCE POLICY CONTRACTS

These are insurance policy contracts between the municipality and private insurers.

RETENTION - Retain for 15 years after expiration of contractual agreement and settlement of all claims, then destroy

1.509: INSURANCE REPORTS

These reports are used for the reference and generation of claim files.

RETENTION - Retain for 12 years, then destroy

1.510: LIABILITY RISK MANAGEMENT CASE FILES

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION - Retain for 20 years after case closed, then destroy

1.511: LOSS CONTROL INSPECTION REPORTS

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 5: Risk Management Records

RETENTION - Retain for 7 years, then destroy

1.512: WORKER'S COMPENSATION CASE FILES

Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. Refer to State Code for Worker's Compensation Act.

RETENTION - Retain by agency for 75 years from date of incident or 10 years after case is closed, then destroy

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 6: Community Development Block Grant Records

1.601: COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required to maintain records in sufficient detail to demonstrate compliance with the provisions concerning affirmative action, labor and environmental standards.

RETENTION – Retain for 4 years after completion of project, then destroy

1.602: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and re-grants. The files include the initial application, and all final reports.

RETENTION – Retain for 4 years after completion of project, then destroy

1.603: COMMUNITY DEVELOPMENT BLOCK GRANT SUPPORTING FILES

These are the supporting documentation to the application and administration of projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. They include reports, audits, certificates, maps and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1992)).

RETENTION - Retain for 4 years after completion of project, then destroy

1.604: HOUSING REHABILITATION OR BUSINESS LOANS

These records document the application and granting of money for, and progress of projects funded under Community Development Block Grants (CDBG). These projects include both direct grants and re-grants. Information may include the initial application, and final reports.

RETENTION - Retain for 4 years after loan is paid off/grant completion, then destroy



City Council Agenda Item Report

Meeting Date: October 27, 2020

Submitted by: Kena Mathews

Submitting Department: City Manager's Office

Item Type: Resolution

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, Orem CDBG Advisory Commission, and Kena Mathews, City of Orem 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 \$12,000 of the previously allocated \$197,532.66 CDBG-CV funding for public service projects to Alpine School District for COVID-19 related drinking fountain improvements for Title One Schools located in the City of Orem.

Potentially Affected Area:

Citywide

Attachments:

[CDBG-CV RESOLUTION #4.docx](#)

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING A PROJECT AND 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 City of Orem Community Services Manager proposed and the Orem City Council approved a Substantial Amendment to the City of Orem's Annual Action Plan and budget for FY 2019-2020 on October 13, 2020, Resolution No. 2020-0029; and

WHEREAS, the approved amendment allocated \$197,532.66 of CDBG-CV Funds to public service projects; and

WHEREAS, the City of Orem Community Services Manager seeks approval to allocate \$12,000 of the public services amount to Alpine School District for touchless water fountains to be installed in Title One Schools located in the City of Orem.

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

1. That the City Council will authorize the use of CDBG-CV funds described above by adopting this Resolution and will approve the proposed Substantial Amendment to the City of Orem's Annual Action Plan.
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 **27th** day of **October** 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 OF OREM
BUDGET REPORT FOR THE MONTH ENDED AUGUST 2020

Percent of Year Expired: 17%

Fund	Current Appropriation	Monthly Total	Year-To-Date Total	Encumbrances	Balance	% To Date FY 2021	% To Date FY 2020	Notes
10 GENERAL FUND								
Revenues	49,942,494	2,038,080	4,450,412			9%	5%	
CARES Grant	6,978,967		6,978,967			100%		
Appr. Surplus - Current	2,078,500		2,078,500			100%		
Appr. Surplus - Prior Year	2,975,615		2,975,615			100%		
Std. Interfund Transactions	5,263,888		5,263,888			100%		
Total Resources	67,239,464	2,038,080	21,747,382		45,492,082	32%	20%	1
Expenditures	67,239,464	3,634,316	14,062,237	1,128,972	52,048,255	23%	18%	
20 ROAD FUND								
Revenues	2,960,000	2,111	2,111			0%		
Appr. Surplus - Prior Year	1,840,664		1,840,664			100%		
Total Resources	4,800,664	2,111	1,842,775		2,957,889	38%	31%	
Expenditures	4,800,664	76,328	588,266	492,681	3,719,717	23%	35%	
21 CARE TAX FUND								
Revenues	2,045,000	1,887	4,410			0%		
Appr. Surplus - Current	194,999		194,999			100%		
Appr. Surplus - Prior Year	3,153,116		3,153,116			100%		
Total Resources	5,393,115	1,887	3,352,525		2,040,590	62%	63%	
Expenditures	5,393,115	246,423	888,162	4,004,000	500,953	91%	40%	2
24 TRANSPORTATION SALES TAX FUND								
Revenues	1,915,000	973	973			0%		
Appr. Surplus - Prior Year	1,829,730		1,829,730			100%		
Total Resources	3,744,730	973	1,830,703		1,914,027	49%		
Expenditures	3,744,730	1,462	321,231	616,148	2,807,351	25%		
30 DEBT SERVICE FUND								
Revenues	5,723,144	793	582,121			10%	10%	
Appr. Surplus - Current	807,917		807,917			100%		
Total Resources	6,531,061	793	1,390,038		5,141,023	21%	10%	3
Expenditures	6,531,061	49,111	98,285		6,432,776	2%	1%	
45 CIP FUND								
Revenues	496,000	22,182	78,815			16%		
Appr. Surplus - Prior Year	18,629,954		18,629,954			100%		
Total Resources	19,125,954	22,182	18,708,769		417,185	98%	94%	
Expenditures	19,125,954	982,543	1,018,275	2,158,624	15,949,055	17%	28%	4
51 WATER FUND								
Revenues	20,337,606	2,580,815	5,672,145			28%	16%	
Appr. Surplus - Current Year	325,000		325,000			100%		
Appr. Surplus - Prior Year	20,064,667		20,064,667			100%		
Total Resources	40,727,273	2,580,815	26,061,812		14,665,461	64%	52%	
Expenditures	40,727,273	21,883	4,122,965	2,378,561	34,225,747	16%	15%	
52 WATER RECLAMATION FUND								
Revenues	12,033,694	1,025,592	2,033,316			17%	9%	
Appr. Surplus - Current Year	220,000		220,000			100%		
Appr. Surplus - Prior Year	10,190,642		10,190,642			100%		
Total Resources	22,444,336	1,025,592	12,443,958		10,000,378	55%	44%	
Expenditures	22,444,336	261,691	2,524,173	1,439,015	18,481,148	18%	15%	
55 STORM WATER FUND								
Revenues	5,199,195	468,979	1,038,626			20%	11%	
Appr. Surplus - Current Year	500,000		500,000			100%		
Appr. Surplus - Prior Year	5,648,098		5,648,098			100%		
Total Resources	11,347,293	468,979	7,186,724		4,160,569	63%	53%	
Expenditures	11,347,293	110,810	1,434,973	1,234,360	8,677,960	24%	17%	
56 RECREATION FUND								
Revenues	1,896,804	81,117	195,241			10%	30%	
Appr. Surplus - Prior Year	4,135		4,135			100%		
Total Resources	1,900,939	81,117	199,376		1,701,563	10%	31%	
Expenditures	1,900,939	105,928	595,621	276,701	1,028,617	46%	33%	

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED AUGUST 2020

Percent of Year Expired: 17%

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	369,175	736,746			17%	9%	
Appr. Surplus - Prior Year	55,814		55,814			100%		
Total Resources	4,305,814	369,175	792,560		3,513,254	18%	12%	
Expenditures	4,305,814	308,333	1,029,195	321,871	2,954,748	31%	17%	
58 STREET LIGHTING FUND								
Revenues	951,000	70,675	154,484			16%	49%	
Appr. Surplus - Prior Year	1,400,335		1,400,335			100%		
Total Resources	2,351,335	70,675	1,554,819		796,516	66%	66%	
Expenditures	2,351,335	75,497	400,469	151,670	1,799,196	23%	31%	
61 FLEET MAINTENANCE FUND								
Appr. Surplus - Current	30,000		30,000			100%		
Appr. Surplus - Prior Year	357		357			100%		
Std. Interfund Transactions	830,000		830,000			100%		
Total Resources	860,357		860,357			100%	100%	
Expenditures	860,357	43,839	309,847	3,650	546,860	36%	27%	
62 PURCHASING/WAREHOUSING FUND								
Revenues		15	30			100%		
Appr. Surplus - Prior Year	43		43			100%		
Std. Interfund Transactions	380,000		380,000			100%		
Total Resources	380,043	15	380,073		-30	100%	100%	
Expenditures	380,043	18,924	141,020	1,172	237,851	37%	26%	
63 SELF INSURANCE FUND								
Revenues	735,000	48,141	121,519			17%	6%	
Std. Interfund Transactions	1,390,000		1,390,000			100%		
Total Resources	2,125,000	48,141	1,511,519		613,481	71%	66%	
Expenditures	2,125,000	92,581	812,802	764	1,311,434	38%	31%	
64 INFORMATION TECH FUND								
Revenues	6,136	678	678			100%		
Appr. Surplus - Prior Year	402,355		402,355			100%		
Std. Interfund Transactions	2,432,000		2,432,000			100%		
Total Resources	2,840,491	678	2,835,033		5,458	100%	100%	
Expenditures	2,840,491	137,829	365,038	278,119	2,197,334	23%	17%	
65 FACILITIES MAINTENANCE FUND								
Std. Interfund Transactions	1,635,000		1,635,000			100%		
Total Resources	1,635,000		1,635,000			100%		
Expenditures	1,635,000	77,837	180,577	353,386	1,101,037	33%		
74 CDBG FUND								
Revenues	1,426,283	1,378	2,715			0%	1%	
Appr. Surplus - Prior Year	254,625		254,625			100%		
Total Resources	1,680,908	1,378	257,340			15%	24%	
Expenditures	1,680,908	44,475	150,195	19,753	1,510,960	10%	22%	
CITY TOTAL RESOURCES	199,433,777	6,712,591	104,590,763		93,419,446	52%	42%	
CITY TOTAL EXPENDITURES	199,433,777	6,289,810	29,043,331	14,859,447	155,530,999	22%	19%	

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED AUGUST 2020

Percent of Year Expired: 17%

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

NOTES TO THE BUDGET REPORT FOR THE MONTH ENDED AUGUST 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 (\$4,004,000) being significantly higher than in the prior fiscal year (\$1,108,286) 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 (\$2,158,624) being significantly lower than in the prior fiscal year (\$3,646,576) 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).

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED SEPTEMBER 2020

Percent of Year Expired: 25%

Fund	Current Appropriation	Monthly Total	Year-To-Date Total	Encumbrances	Balance	% To Date FY 2021	% To Date FY 2020	Notes
10 GENERAL FUND								
Revenues	50,979,904	519,853	4,970,264			10%	16%	
CARES Grant	6,978,967		6,978,967			100%		
Appr. Surplus - Current	2,078,500		2,078,500			100%		
Appr. Surplus - Prior Year	2,978,758		2,978,758			100%		
Std. Interfund Transactions	5,263,888		5,263,888			100%		
Total Resources	68,280,017	519,853	22,270,377		46,009,640	33%	30%	
Expenditures	68,280,017	4,485,278	18,547,515	916,278	48,816,224	29%	31%	
20 ROAD FUND								
Revenues	2,960,000	476,928	479,039			16%	13%	
Appr. Surplus - Prior Year	1,840,664		1,840,664			100%		
Total Resources	4,800,664	476,928	2,319,703		2,480,961	48%	48%	
Expenditures	4,800,664	769,071	1,357,337	490,035	2,953,292	38%	44%	
21 CARE TAX FUND								
Revenues	2,045,000	213,974	218,385			11%	10%	
Appr. Surplus - Current	194,999		194,999			100%		
Appr. Surplus - Prior Year	3,153,116		3,153,116			100%		
Total Resources	5,393,115	213,974	3,566,500		1,826,615	66%	66%	
Expenditures	5,393,115	5,510	893,672	4,004,000	495,443	91%	44%	1
24 TRANSPORTATION SALES TAX FUND								
Revenues	1,915,000	191,502	192,475			10%		
Appr. Surplus - Prior Year	1,829,730		1,829,730			100%		
Total Resources	3,744,730	191,502	2,022,205		1,722,525	54%		
Expenditures	3,744,730	495,060	816,291	616,148	2,312,291	38%		
30 DEBT SERVICE FUND								
Revenues	5,723,144	821,759	1,403,879			25%	10%	
Appr. Surplus - Current	807,917		807,917			100%		
Total Resources	6,531,061	821,759	2,211,796		4,319,265	34%	10%	2
Expenditures	6,531,061	49,047	147,332		6,383,729	2%	3%	
45 CIP FUND								
Revenues	496,000	54,656	133,471			27%	7%	
Appr. Surplus - Prior Year	18,629,954		18,629,954			100%		
Total Resources	19,125,954	54,656	18,763,425		362,529	98%	92%	
Expenditures	19,125,954	1,005,233	2,023,508	1,814,826	15,287,620	20%	28%	3
51 WATER FUND								
Revenues	20,337,606	2,508,853	8,180,999			40%	41%	
Appr. Surplus - Current Year	325,000		325,000			100%		
Appr. Surplus - Prior Year	20,064,667		20,064,667			100%		
Total Resources	40,727,273	2,508,853	28,570,666		12,156,607	70%	67%	
Expenditures	40,727,273	462,590	4,585,555	1,260,208	34,881,510	14%	20%	
52 WATER RECLAMATION FUND								
Revenues	12,033,694	1,127,873	3,161,189			26%	27%	
Appr. Surplus - Current Year	220,000		220,000			100%		
Appr. Surplus - Prior Year	10,190,642		10,190,642			100%		
Total Resources	22,444,336	1,127,873	13,571,831		8,872,505	60%	56%	
Expenditures	22,444,336	425,840	2,950,013	1,436,189	18,058,134	20%	19%	
55 STORM WATER FUND								
Revenues	5,199,195	482,997	1,521,624			29%	28%	
Appr. Surplus - Current Year	500,000		500,000			100%		
Appr. Surplus - Prior Year	5,648,098		5,648,098			100%		
Total Resources	11,347,293	482,997	7,669,722		3,677,571	68%	62%	
Expenditures	11,347,293	108,842	1,543,815	1,225,819	8,577,659	24%	21%	
56 RECREATION FUND								
Revenues	1,896,804	19,639	214,879			11%	37%	
Appr. Surplus - Prior Year	4,135		4,135			100%		
Total Resources	1,900,939	19,639	219,014		1,681,925	12%	37%	
Expenditures	1,900,939	98,590	694,211	226,954	979,774	48%	49%	

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED SEPTEMBER 2020

Percent of Year Expired: 25%

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	369,359	1,106,105			26%	26%	
Appr. Surplus - Prior Year	55,814		55,814			100%		
Total Resources	4,305,814	369,359	1,161,919		3,143,895	27%	29%	
Expenditures	4,305,814	314,329	1,343,524		2,962,290	31%	32%	
58 STREET LIGHTING FUND								
Revenues	951,000	70,406	224,890			24%	56%	
Appr. Surplus - Prior Year	1,400,335		1,400,335			100%		
Total Resources	2,351,335	70,406	1,625,225		726,110	69%	71%	
Expenditures	2,351,335	19,329	419,798	151,828	1,779,709	24%	32%	
61 FLEET MAINTENANCE FUND								
Appr. Surplus - Current	30,000		30,000			100%		
Appr. Surplus - Prior Year	357		357			100%		
Std. Interfund Transactions	830,000		830,000			100%		
Total Resources	860,357		860,357			100%	100%	
Expenditures	860,357	49,259	359,105	1,381	499,871	42%	39%	
62 PURCHASING/WAREHOUSING FUND								
Revenues		15	45			100%		
Appr. Surplus - Prior Year	43		43			100%		
Std. Interfund Transactions	380,000		380,000			100%		
Total Resources	380,043	15	380,088		-45	100%	100%	
Expenditures	380,043	18,949	159,969	653	219,421	42%	39%	
63 SELF INSURANCE FUND								
Revenues	735,000	48,384	169,903			23%	22%	
Std. Interfund Transactions	1,390,000		1,390,000			100%		
Total Resources	2,125,000	48,384	1,559,903		565,097	73%	72%	
Expenditures	2,125,000	573,132	1,385,934	2,584	736,482	65%	61%	
64 INFORMATION TECH FUND								
Revenues	6,136	1,356	2,034			100%		
Appr. Surplus - Prior Year	402,355		402,355			100%		
Std. Interfund Transactions	2,432,000		2,432,000			100%		
Total Resources	2,840,491	1,356	2,836,389		4,102	100%	100%	
Expenditures	2,840,491	252,683	617,721	207,074	2,015,696	29%	33%	
65 FACILITIES MAINTENANCE FUND								
Std. Interfund Transactions	1,635,000		1,635,000			100%		
Total Resources	1,635,000		1,635,000			100%		
Expenditures	1,635,000	130,022	310,598	353,133	971,269	41%		
74 CDBG FUND								
Revenues	1,426,283	148,920	151,635			11%	2%	
Appr. Surplus - Prior Year	254,625		254,625			100%		
Total Resources	1,680,908	148,920	406,260			24%	25%	
Expenditures	1,680,908	164,598	314,793	21,954	1,344,161	20%	18%	
CITY TOTAL RESOURCES	200,474,330	7,056,474	111,650,380		87,549,302	56%	51%	
CITY TOTAL EXPENDITURES	200,474,330	9,427,362	38,470,691	12,729,064	149,274,575	26%	27%	

CITY OF OREM
BUDGET REPORT FOR THE MONTH ENDED SEPTEMBER 2020

Percent of Year Expired: 25%

						%	%	
	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 SEPTEMBER 2020:

- 1) The current year expenditures are higher in comparison to the prior year due to the current year encumbrances (\$4,004,000) being significantly higher than in the prior fiscal year (\$1,108,286) at this date in time. Primarily due to the Fitness Center & Library Hall construction projects.
- 2) 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.
- 3) The current year expenditures are lower in comparison to the prior year due to the current year encumbrances (\$1,814,826) being significantly lower than in the prior fiscal year (\$3,288,310) 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).