

EVERY
PENNY
COUNTS



WEST JORDAN

ANNUAL BUDGET

FISCAL YEAR 2024



FISCAL YEAR

2024 Annual Budget

ELECTED OFFICIALS

Council Chair, District 1 Chris McConnehey
Council Member, District 2 Melissa Worthen
Council Member, District 3 Zach Jacob
Council Member, District 4 David Pack
Council Vice-Chair, At-Large Pamela Bloom
Council Member, At-Large Kelvin Green
Council Member, At-Large Kayleen Whitelock
Mayor Dirk Burton

COUNCIL BUDGET AND AUDIT COMMITTEE

Committee Chair Melissa Worthen
Committee Member Pamela Bloom
Committee Member Kayleen Whitelock

ADMINISTRATION

Mayor Dirk Burton
Chief Administrative Officer Korban Lee
Assistant Chief Administrative Officer Jamie Davidson

BUDGET COMMITTEE

Mayor Dirk Burton
Chief Administrative Officer Korban Lee
Assistant Chief Administrative Officer Jamie Davidson
Administrative Services Director Danyce Steck
Public Services Director Isaac Astill
Economic Development Director Chris Pengra
Human Resources Manager Derek Orth
Budget & Management Analyst Becky Condie



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May 9, 2023

Members of the City Council, Staff, and Residents of West Jordan,

In the mid-90's, I started a small business, right here in West Jordan. Though electrical work was my primary focus, as a self-employed husband and father of six, I spent a lot of time focused on managing a detailed, realistic budget. I learned how to stretch a dollar and I know that every penny counts.

When I became the Mayor of West Jordan three and a half years ago, one of the first steps I took was to utilize my experience to rework the City's budget, ensuring that estimated expenses did not outpace anticipated revenues. In 2020, we effectively balanced the budget for the first time in more than a decade.

This fiscally conservative approach of the last three years has paid off. Today we find ourselves in a unique economic position. We are experiencing a rising population and economic growth, while dealing with record inflation. Economists predict a national recession, coupled with a jump in unemployment in 2023, and yet our conservative approach has left the City well-poised to deal with any challenges that lie ahead.

It is with this in mind that I present a balanced budget for fiscal year 2024. This budget uses conservative and attainable budget projections. For example, with declining sales tax revenues seen over the most recent quarter, we budgeted cautiously in the event this trend continues in the coming year. This budget does not propose an increase to property tax revenue, while maintaining a focus on core functions and improving government responsiveness.

Departments were asked to examine their operations to find efficiencies. Based on specific needs, particularly regarding our shared goals in improving core City services, community engagement, improvement of the City's public spaces, and maintaining low employee turnover, some budget increases were necessary. These increases were included in the budget with our projected revenues in mind.

Together, we have discussed many improvements to the City. I sincerely wish we had the freedom to fund and accomplish all the requests identified, but there are limits to just how much we can do in what appears to be the start of a national economic recession.

I have directed staff to create a supplemental outline to provide you with information regarding budget expansion requests. This outline provides the requests that have been included in my baseline budget, the recommended requests should funding become available, and the requests not included in the budget due to funding limitations or known higher priorities. In the coming weeks, you will receive the City's property tax revenue from the County. Should this provide the City additional resources, I would ask the Council to consider the requests classified as "recommended" be included in the final budget.

Based on previous budget discussions, Council has looked for opportunities for early debt redemption. There is an opportunity to reduce the tax burden on the average West Jordan household by approximately \$40 by utilizing reserves to pay off a general obligation bond two years early. Due to the uncertain economic climate we find ourselves in, I have chosen not to dip into reserves and include this action in my baseline budget. However, staff is prepared to discuss this action and I am willing to support a Council decision to include this in the final budget.

Finally, I want to recognize the many hours invested in the preparation of this budget by our Administrative Services Department, department directors, and the Mayor's office staff. In particular, I recognize and thank our Chief Administrative Officer Korban Lee, Assistant Chief Administrative Officer Jamie Davidson, our Administrative Services Director Danyce Steck, and Budget Analyst Becky Condie.





Dirk Burton

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West Jordan, UT 84088

Thank you for allowing me to share my approach to this very comprehensive budget. Tonight, we place it in your hands to carefully consider in the coming weeks. My staff and I stand ready to answer any questions you may have as you go through the process.

Thank you,

Dirk Burton
Mayor of West Jordan, Utah



Korban Lee
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Dear Members of the City Council and Residents of West Jordan:

I am pleased to share with you the Mayor's proposed budget for Fiscal Year 2023-2024. This budget focuses on the priorities established by the Mayor and the City Council to improve our community, by specifically:

1. Securing the financial sustainability of the City organization; and
2. Focusing on core municipal services, particularly community safety and public infrastructure; and
3. Improving customer service through better processes and technology investment; and
4. Building a strong sense of community by engaging residents; and
5. Enhancing City aesthetics; and
6. Supporting employee recruitment, retention, and satisfaction.

Securing the Financial Sustainability of the City Organization

Providing municipal services to the community in the best way possible requires careful financial planning. With the national economic indicators sending mixed signals, we are proposing a budget that is cautious but forward-thinking. We are estimating no growth in sales tax revenue and modest growth in franchise tax revenue with the addition of Google Fiber. This budget also maintains a strong reserve balance.

The City has not been immune from the recent high inflationary period as expenses are increasing across every aspect of city services. Further, the very low unemployment rate in Utah has increased the challenges of hiring and retaining qualified staff members. Due to these challenges, this budget proposes inflationary fee adjustments across departments and some utilities. However, no water rate adjustment is proposed.

Focusing on Core Municipal Services

A primary goal of both the Mayor and the City Council is to focus on the core municipal services for which the City organization was created, including two primary areas, community safety and public infrastructure.

Community Safety

The largest portion of general fund expenditures are spent on providing public safety through the police and fire departments.

In the Fire Department, this budget includes adjustments to the firefighter compensation plan that acknowledges total years of experience in fire service and consolidates the career ladder program for Fire Captains, Engineers, and Paramedics. These changes will help us hire and retain qualified fire personnel.

In the Police Department, five additional sworn officers and one support staff position is proposed to keep up with the demand for services and improve community outreach. Additionally, a new targeted summer crossing guard program to support the schools' summer food programs has been included.

Public Infrastructure

Significant investments are proposed in this budget for maintaining and enhancing public infrastructure. For example, this next fiscal year will see the completion of the 8600 South bridge across Mountain View Corridor, improvements to 1300 West, and significant maintenance projects on roads across the



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community. Other funds are set aside for the construction of an additional water tank near the community college and needed improvements to the storm water system. Also included is funding for wastewater treatment plant improvements at the South Valley Water Reclamation Facility.

Improving Customer Service

Another primary area of focus for both the Mayor and the City Council is improving customer service through better processes and investment in technology.

Staff Resources for Better Processes

This budget proposes additional resources to improve processes responsive to residents' needs. This includes changing some current part-time positions in customer service and passports as well as budget support into full-time positions.

Technology Investments for Better Customer Service

Over the past few years, the City has made significant investments in software and web capabilities intended to improve efficiency and customer service. This budget builds upon those earlier investments by maintaining and implementing projects already in progress and by providing funding for new digital processes, such as online police reporting, software for receiving and tracking GRAMA requests, and a GIS snowplow tracking application.

Building a Strong Sense of Community by Engaging Residents

As a City, we have targeted improving the connection our residents have with the community. In support of this endeavor, the budget includes funding for the construction of the West Jordan Community Arts Center, creating a home for greater community engagement. It also includes funding for enhancements to community events, including the creation of a "First Fridays at the Viridian" concert series.

Enhancing City Aesthetics

Improving community livability, appearance, and overall aesthetics is prioritized in this budget with parks, streetscapes, and facility projects.

This budget funds two major improvements to the Ron Wood Park area, including the expansion of playing fields and the completion of the first phase of the Wheels Park. Other improvements, including a disc golf course, secondary irrigation at Constitution Park, and other park projects, will enhance the look and activity within our parks. To improve the maintenance and aesthetics of our parks, an additional irrigation technician staff position is also included in this budget.

Streetscapes will get a boost throughout the community with additional streetlights along Redwood Road, betterments along 90th South, and improved entryways throughout the City.

This budget aims to also improve landscape maintenance in the Highlands Special Improvement District area by bringing maintenance services in-house. Other City facilities will also receive upgrades as the City Hall remodel is completed and aesthetic improvements to storm water basins are funded.



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Supporting Employee Recruitment, Retention, and Satisfaction

The completion of community goals and objectives relies on the work of our City employees. To that end, this budget prioritizes our people with a four percent cost of living increase and adjustments to positions specifically identified through a market-based wage study. A seven percent increase in the premiums for health insurance is also included. Further, this next fiscal year will see the opening of the new Employee Health Center for our staff members and their families.

This budget concentrates on accomplishing the aims and objectives set forth by West Jordan's elected officials. It has been my privilege to work on this budget with talented professionals throughout our organization. I am looking forward to the accomplishment of these goals and the many great things to come in West Jordan.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Korban Lee', with a long horizontal flourish extending to the right.

Korban Lee
Chief Administrative Officer

COUNCIL BUDGET PRIORITIES



In January 2023, the City Council held a strategic planning work session to discuss and update their vision and priorities for the City. Below are the Council’s updated seven budget priorities that directed the FY2024 budget creation.

| | | |
|--------------------|---|---|
| Encourage | Citizen Engagement | <ul style="list-style-type: none"> • Provide opportunities for residents to engage in their community through diverse events and encourage good-neighbor programs. |
| Enhance | City Aesthetics | <ul style="list-style-type: none"> • Identify opportunities to enhance aesthetics while focusing on environmental and financial sustainability such as water-wise landscaping, tree initiatives, solar-powered and/or LED lighting, etc. • Increase use of water-wise design. • Continue to identify city-wide beautification projects, including City entrance signage and road aesthetics. |
| Strengthen | Community Safety | <ul style="list-style-type: none"> • Create long-term public safety facility and staffing plans to support new growth. • Support safe walking routes in current and new neighborhoods. • Promote safe transportation through traffic and pedestrian solutions. |
| Support | Employee Retention & Recruitment | <ul style="list-style-type: none"> • Be an “employer of choice” by providing competitive wages and benefits. • Support solutions that enhance employee benefits while creating long-term savings such as self-funding, high-deductible health plans, and an on-site clinic. |
| Demonstrate | Financial Sustainability | <ul style="list-style-type: none"> • Estimate revenue conservatively to mitigate economic challenges. • Use revenues from growth to fund growth-based services. • Approve a fiscally sound and balanced General Fund budget. • Maintain appropriate reserves in all funds. • Require long-term plans for all funds. |
| Sustain | Infrastructure Replacement & Maintenance | <ul style="list-style-type: none"> • Support long-term and intentional funding for capital improvements and maintenance. |
| Promote | Process Improvement | <ul style="list-style-type: none"> • Support technology solutions and upgrades. • Support programs that identify efficiency and promote process improvement. |

MAYOR'S BUDGET PRIORITIES



In January 2023, the Mayor held a budget priority meeting with his staff to discuss goals for the budget. Below are the top priorities of the Mayor and how this budget addresses each of those goals.

| | | |
|----------|------------------------------------|--|
| Focus on | Core Functions | <ul style="list-style-type: none"> • Provide public safety, roads, parks, and utilities that ensure a healthy and safe environment that improves the quality of life for residents and that allows business to flourish. • Invest in government services while maintaining a fiscally conservative outlook. • Continue to look for ways to prioritize government spending on core functions while finding efficiencies. |
| Improve | Customer Service | <ul style="list-style-type: none"> • Include key improvements to staffing levels in customer service and public safety related roles. • Focus on utilizing cost effective, streamlined technology solutions. |
| Build a | Stronger Sense of Community | <ul style="list-style-type: none"> • Invest in major park projects, creating community connections and providing locations for residents to recreate. • Provide additional support for community events and create more opportunities for gathering and celebration. • Continue with plans to construct and operate an arts center that will be open to use by the public. |
| Improve | City Aesthetics | <ul style="list-style-type: none"> • Invest in projects that improve the aesthetics of the community, including sidewalk repairs, streetscapes, street lighting, and signage. • Improve existing parks, including Veteran's Memorial Park, Constitution Park, and Ron Wood Park, and add new park spaces and amenities, including the West Jordan Wheels Park and a new disc golf course. |
| Increase | Employee Satisfaction | <ul style="list-style-type: none"> • Ensure employee compensation remains competitive in the market. • Deliver comprehensive employee benefits while keeping costs low and identifying creative solutions, such as opening the on-site Employee Health Center. • Continue funding a first-time home buyer program for employees. |



ELECTED AND APPOINTED OFFICIALS

Elected Officials

| | |
|-------------------------------------|-------------------|
| Mayor | Dirk Burton |
| Council Chair – District 1 | Chris McConnehey |
| Council Member – District 2 | Melissa Worthen |
| Council Member – District 3 | Zach Jacob |
| Council Member – District 4 | David Pack |
| Council Vice-Chair – At Large | Pamela Bloom |
| Council Member – At Large | Kelvin Green |
| Council Member – At Large | Kayleen Whitelock |
| Municipal Court Judge | Ronald Kunz |

Executive Team

| | |
|--|-------------------|
| Mayor | Dirk Burton |
| Chief Administrative Officer | Korban Lee |
| Assistant Chief Administrative Officer | Jamie Davidson |
| Administrative Services Director | Danyce Steck |
| City Attorney | Josh Chandler |
| Community Development Director | Scott Langford |
| Council Office Director | Alan Anderson |
| Economic Development Director | Chris Pengra |
| Fire Chief | Derek Maxfield |
| Municipal Court Judge | Ronald Kunz |
| Police Chief | Ken Wallentine |
| Public Affairs Director | Tauni Barker |
| Public Services Director | Isaac Astill |
| Public Utilities Director | Gregory Davenport |
| Public Works Director | Brian Clegg |

Appointed Positions

| | |
|-------------------------------|-------------------|
| Budget Officer | Mayor Dirk Burton |
| City Attorney | Josh Chandler |
| City Engineer | Nate Nelson |
| City Recorder | Tangee Sloan |
| City Treasurer | Tyler Aitken |
| Human Resources Manager | Derek Orth |
| IT Director | Robert Allred |

¹ As required by Utah State Code

BUDGET CALENDAR AND PROCESS

| | |
|----------|--|
| Jan 2023 | <ul style="list-style-type: none"> • Council priorities meeting • Mayor's budget retreat • Departments receive budget preparation documents |
| Feb 2023 | <ul style="list-style-type: none"> • Mayor's Budget Committee meetings • Council Budget & Audit Committee meetings |
| Mar 2023 | <ul style="list-style-type: none"> • Mayor review of department budget requests • New personnel requests are evaluated by the Mayor's Budget Committee • Capital projects are evaluated by the Mayor's Budget Committee • Council Budget & Audit Committee meetings |
| Apr 2023 | <ul style="list-style-type: none"> • Mayor's budget is prepared and a recommended tax levy is complete. |
| May 2023 | <ul style="list-style-type: none"> • Council accepts the Mayor's Budget • Council reviews the budget • Council holds a public hearing on the Tentative Budget • Council adopts a Tentative Budget |
| Jun 2023 | <ul style="list-style-type: none"> • Council reviews the budget • Council holds a public hearing on the Annual Budget • On or before June 22, a budget is adopted for the fiscal year beginning July 1 • Property tax rate is declared (Truth in Taxation if needed) |
| Jul 2023 | <p><i>Truth in Taxation Process (if needed)</i></p> <ul style="list-style-type: none"> • 1st Notice: At least 14 days in advance of the hearing. The public hearing date is set by the Salt Lake County Auditor's Office. • Tax notices are mailed out |
| Aug 2023 | <p><i>Truth in Taxation Process (if needed)</i></p> <ul style="list-style-type: none"> • 2nd Notice: at least 7 days in advance of the hearing. The public hearing date is set by the Salt Lake County Auditor's Office. The City will continue public outreach meetings. The City will host the public hearing and adopt a tax levy after receiving comment. This tax levy may amend the previously adopted budget. • Council holds a public hearing on the tax increase and Annual Budget • Council amends the budget to the adopted tax rate |



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 06/28/2023.

GENERAL FUND

| | Mayor's Budget 5/09/2023 | Tentative Budget 5/24/2023 | Amend x/xx/2023 | Amend x/xx/2023 | Final Budget 6/28/2023 |
|-------------------------------------|---------------------------------------|----------------------------------|--------------------|--------------------|------------------------------|
| REVENUE / TRANSFERS IN | | | | | |
| 1 | FY 2024 Mayor's Budget | | | | |
| 2 | | | | | |
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| 5 | | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 6 | FY 2024 Mayor's Budget | | | | |
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| 32 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 06/28/2023.

DEVELOPMENT SERVICES FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 33 | FY 2024 Mayor's Budget | | | | |
| 34 | | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 35 | FY 2024 Mayor's Budget | | | | |
| 36 | | | | | |
| 37 | | - | - | - | - |
| 38 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |

CAPITAL PROJECTS FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 39 | FY 2024 Mayor's Budget | | | | |
| 40 | | | | | |
| 41 | | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 42 | FY 2024 Mayor's Budget | | | | |
| 43 | | | | | |
| 44 | | - | - | - | - |
| 45 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 06/28/2023.

CDBG FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 46 | FY 2024 Mayor's Budget | | | | |
| 47 | | | | | |
| 48 | | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 49 | FY 2024 Mayor's Budget | | | | |
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| 59 | | - | - | - | - |
| 60 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |

WATER FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 61 | FY 2024 Mayor's Budget | | | | |
| 62 | | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 63 | FY 2024 Mayor's Budget | | | | |
| 64 | | | | | |
| 65 | | | | | |
| 66 | | - | - | - | - |
| 67 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 06/28/2023.

SEWER FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 68 | FY 2024 Mayor's Budget | | | | |
| 69 | | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 70 | FY 2024 Mayor's Budget | | | | |
| 71 | | | | | |
| 72 | | | | | |
| 73 | | - | - | - | - |
| 74 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |

SOLID WASTE FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 75 | FY 2024 Mayor's Budget | | | | |
| 76 | | | | | |
| 77 | | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 78 | FY 2024 Mayor's Budget | | | | |
| 79 | | | | | |
| 80 | | | | | |
| 81 | | | | | |
| 82 | | - | - | - | - |
| 83 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |

STORM WATER FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 84 | FY 2024 Mayor's Budget | | | | |
| 85 | | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 86 | FY 2024 Mayor's Budget | | | | |
| 87 | | | | | |
| 88 | | | | | |
| 89 | | - | - | - | - |
| 90 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 06/28/2023.

BENEFITS MANAGEMENT FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 91 | FY 2024 Mayor's Budget | | | | |
| 92 | | | | | |
| 93 | | | | | |
| 94 | - | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 95 | FY 2024 Mayor's Budget | | | | |
| 96 | | | | | |
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| 98 | | | | | |
| 99 | - | - | - | - | - |
| 100 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |

FLEET MANAGEMENT FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 101 | FY 2024 Mayor's Budget | | | | |
| 102 | | | | | |
| 102 | - | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 103 | FY 2024 Mayor's Budget | | | | |
| 104 | | | | | |
| 105 | - | - | - | - | - |
| 106 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |

RISK MANAGEMENT FUND

| | Mayor's Budget | Tentative Budget | Amend | Amend | Final Budget |
|-------------------------------------|---------------------------------------|------------------|-------|-------|--------------|
| REVENUE / TRANSFERS IN | | | | | |
| 107 | FY 2024 Mayor's Budget | | | | |
| 108 | | | | | |
| 108 | - | - | - | - | - |
| EXPENDITURES / TRANSFERS OUT | | | | | |
| 109 | FY 2024 Mayor's Budget | | | | |
| 110 | | | | | |
| 111 | | | | | |
| 112 | - | - | - | - | - |
| 113 | CONTRIBUTION (USE) OF RESERVES | - | - | - | - |



BUDGET NARRATIVES

COMMUNITY PROFILE

CITY BACKGROUND

The City of West Jordan was one of the earliest pioneer settlements after the founding of Salt Lake City. Early settlements formed to the west along the prominent Jordan riverside as early as 1849. Since the City lies on the western banks of the Jordan River, it was named West Jordan. As the years went on the area began to grow at a rapid rate. Farms, mills, and infrastructure were built as a haven for all who wished to settle the area. The residents of West Jordan petitioned the Salt Lake County Commission for incorporation as a town on January 10, 1941. It became a third-class city in 1967 and grew to a first-class city by 2006.

West Jordan is now the state's 3rd largest city with a 2020 population of 116,961. At build-out, the City is projected to have a population of 175,000. It is located within the Salt Lake metropolitan area and is approximately 32.02 square miles in size.

With the largest contiguous acreage of undeveloped land in Salt Lake County, West Jordan is one of only two areas remaining in the County where new large-scale industrial development can take place. In addition, the City's resident labor force represents just over 10% of Salt Lake County's which has proven to be a major asset in attracting commercial and industrial development. The diversification of the City's retail businesses has provided a strong foundation for sustainability even in the most challenging of environments.

The City provides a full range of services to its businesses and residents. These include police and fire protection, cultural events and celebrations, culinary water, sewer, garbage and recycling collection and disposal, storm water management, as well as the construction and maintenance of roads, parks, recreation facilities, and street lighting.

The City of West Jordan operates under a Council-Mayor form of government, also known as a strong mayor form. The City Council operates as the legislative body and the Mayor as Chief Executive Officer. All work together to make the City of West Jordan a wonderful place to live, shop, and work.

LOCATION

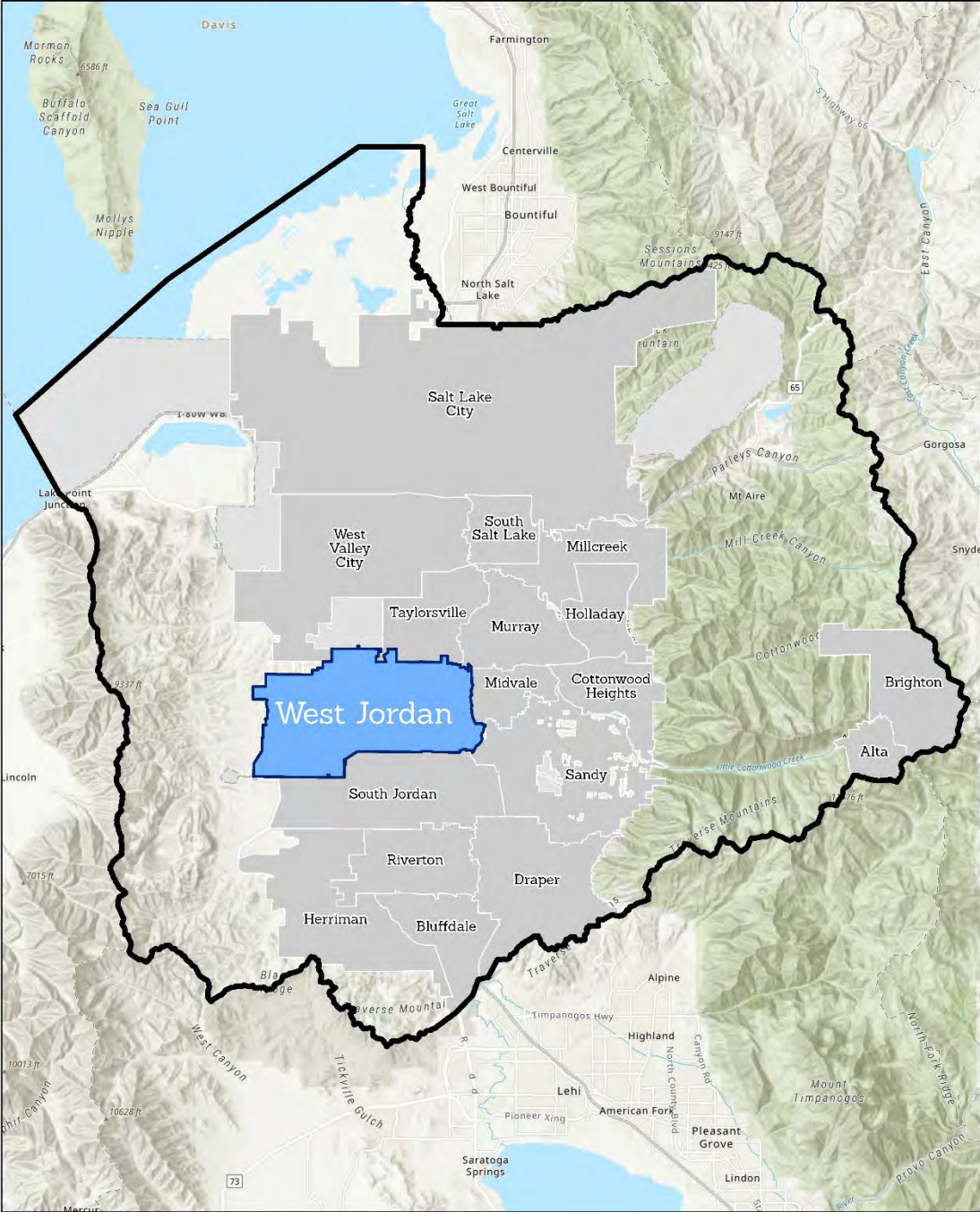
West Jordan is located in the center of the Salt Lake Valley, extending westward from the Jordan River toward the Oquirrh Mountains, where slopes increase significantly, gaining more than 1,000 feet in elevation at its higher points. It shares borders with Taylorsville, Kearns, West Valley City, Copperton, South Jordan, Sandy, Midvale, and Murray.



West Jordan Aerial Eastward View

COMMUNITY PROFILE

West Jordan City and Salt Lake County Municipalities



- West Jordan Municipal Boundary
- Salt Lake County Boundary
- Municipal Boundaries
- Metro Township Boundaries



The attached map may not be accurate and should not be relied upon; it is for reference purposes only. Each party who uses this map does so at their own risk. The City of West Jordan does not guarantee that the attached map is sufficient for your intended use and disclaims responsibility for any claims or damages that might result from anyone who relies on the attached mapping information.

COMMUNITY PROFILE

DEMOGRAPHICS

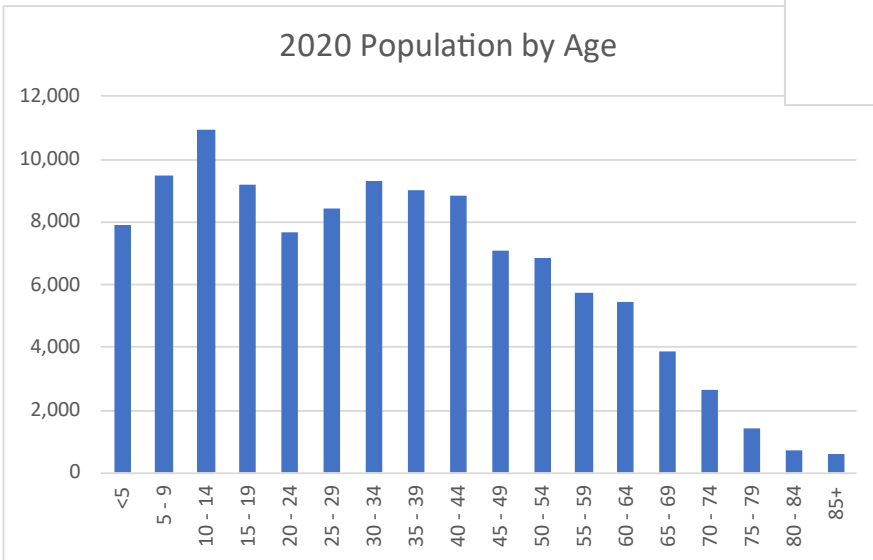
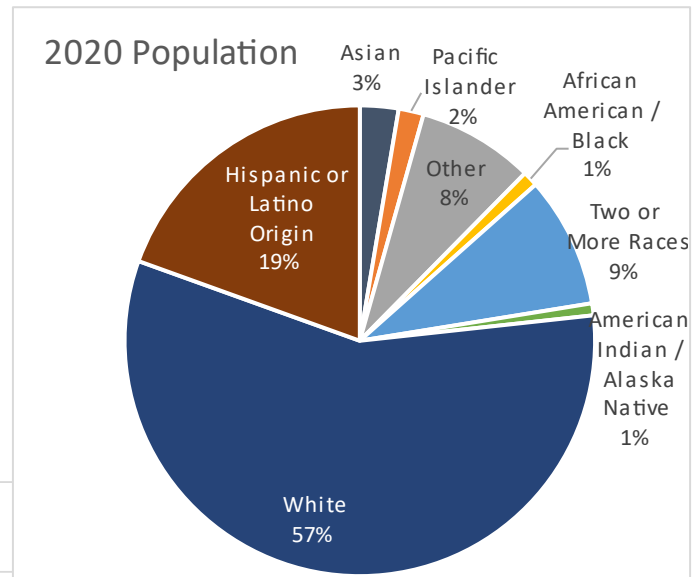
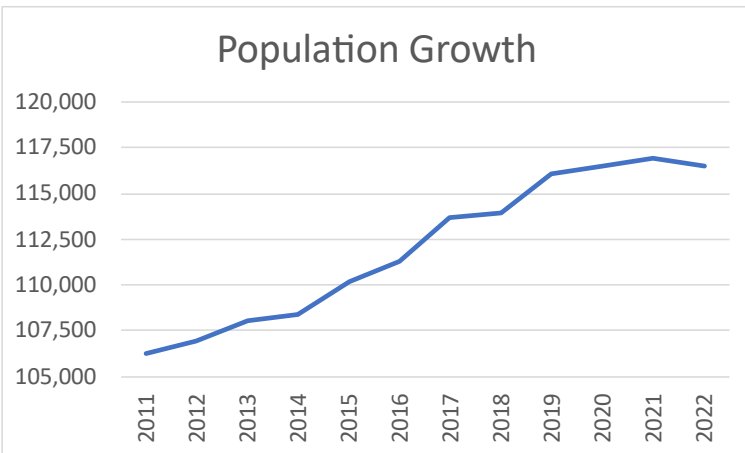
According to the 2020 US Census, West Jordan has the following demographic data.

- Total Housing Units: 36,247
- Homeownership Rate: 76.8%
- Median Household income: \$84,722
- Bachelor's Degree or Higher: 26.4%
- Employment Rate: 73.1%
- Median Age: 32.1
- Under 18 years old: 29.8%
- Average Family size: 3.68
- Hispanic or Latino Origin: 19.5%
- Language other than English spoken at home: 18.3%



CITY POPULATION

The population of West Jordan has increased by 9.4% over the past ten years. The 2020 US Census lists the City with a population of 116,480.



COMMUNITY PROFILE

TOP PROPERTY TAXPAYERS

| Taxpayer | 2022 Taxable Value |
|--|--------------------|
| JL FB Investors LLC | \$213,626,400 |
| Lonestar SLC I, LLC | 146,167,700 |
| VAST SLC Campus, LLC | 138,201,100 |
| Aligned Energy Data Centers | 103,468,100 |
| Eastgate at Greyhawk LLC | 90,373,910 |
| MPT of West Jordan-Steward Property, LLC | 78,885,300 |
| Oracle America Inc | 77,920,200 |
| Willowcove International LLC | 72,482,080 |
| Mountain America Credit Union | 66,487,000 |
| The Boeing Company | 60,888,800 |

MAJOR EMPLOYERS

| Employer | Employee Count |
|-----------------------------------|----------------|
| Jordan School District | 3,878 |
| Amazon | 1,200 |
| Jordan Valley Medical Center | 683 |
| West Jordan City | 617 |
| Smith's Food and Drug | 490 |
| Sysco Intermountain Food Services | 407 |
| Snugz USA Inc | 392 |
| SME Industries | 375 |
| Wal-Mart | 372 |
| National Benefit Services | 278 |

TOP SALES TAXPAYERS

| | |
|-----------------------|---------------------------|
| Smith's Food and Drug | BMC West / Stock Building |
| Amazon | The Home Depot |
| Wal-Mart | Sysco Intermountain |
| Builders First Source | L.K.L Associates Inc |
| Sam's Club | Rocky Mountain Power |



Jordan Landing, photo copyright Keith Johnson Photography LLC



Ron Wood Park, photo credit Sherry Sorensen

KEY FISCAL MANAGEMENT PRACTICES

The following statements are presented as principles that will govern the budget, accounting, and financial reporting for fiscal year 2024.

GENERAL FINANCIAL GOALS

To provide a financial base sufficient to sustain municipal services to maintain the social well-being and physical conditions of the City.

To provide financial sustainability using sound financial principles and transparency.

To be able to respond to unexpected and dramatic changes in the local and regional economy, service level requirements, and other changes as they affect the community.

The City should seek to use a portion of ongoing revenue for one-time expenditures, thereby mitigating the effects of a change in ongoing revenues.

BUDGET POLICIES

Balanced Operating Budget: The City shall annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two would result in a budget imbalance and will require budget revision rather than spending unappropriated surpluses or designated reserves to support ongoing operations. If the budget imbalance is positive, no budget revision is required. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy, and the balance will be available for capital projects and/or “one-time only” General Fund expenditures, as approved by the City Council.

Budget Document: The operating budget is the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff with the resources necessary to accomplish Council-determined service levels. The Mayor shall present a balanced operating budget for the following fiscal year to the City Council by the first regularly scheduled council meeting in May, to be adopted no later than the statutory deadline of June 30th of each year.

Budget Adjustments

- Budget transfers between departments, but within the same fund, require approval from the Mayor or his authorized designee.
- Budget transfers between funds require Council approval which is obtained through the budget amendment process.

Capital Improvement Plan: The Capital Improvement Plan and the base operating budget will be reviewed at the same time to ensure the City’s capital and operating needs are balanced with each other and the Capital Improvement Program is aligned with the City’s other long-range plans.

Expansion Requests: Expansion requests will be considered during the budget process as a result of the availability of new revenue and will be evaluated and prioritized as a whole. Expansion requests submitted after the original budget is adopted will be considered as a result of the availability of new revenues (such as unanticipated grants) and the request’s impact on the City’s current and future resources.

Reserve Level: The City will maintain a General Fund reserve of between 10% - 35% of the General Fund budgeted revenues excluding any transfers in and/or use of reserves. In enterprise funds, the City will maintain a minimum reserve of 12% of budgeted revenues. These reserves shall be created and maintained to provide sufficient cash flow to meet daily financial needs and to sustain services in the event of a catastrophic event such as a natural/man-made disaster or a major downturn in the economy. Any funds in excess of the 35% maximum reserve balance will be available for capital projects and/or “one-time” General Fund expenditures, as approved by the City Council.

Use of Reserves: Reserves will only be used for one-time (nonrecurring) expenditures or to fill an emergency shortfall while a permanent solution is identified. This gap fill solution should not occur in more than one fiscal year. If reserves are used, the City will begin to replenish these reserves as surplus exists, but no later than 3 years.

REVENUE POLICIES

To reduce the risk of changes in the economy, the City will use the following guidance in the preparation of revenue estimates for the budget.

Fees (Governmental): Fees (user charges) will be reviewed on an annual basis during the budget process and be included with the budget for adoption by the City Council. Fees will reflect the targeted level of cost recovery and may include long-term rate adjustments to address inflation.

One-time Revenue: One-time (or temporary) revenue will be used to obtain capital assets or to make other nonrecurring purchases. The City will avoid using this resource to provide ongoing services.

Revenue Diversification: The City will strive to maintain a diversified and stable revenue system to reduce the effects of fluctuations in any one revenue source, as well as avoid an over-dependence on any single revenue source.

Revenue Projection: All revenue estimates shall be conservative (slightly understated) to reduce the probability of a revenue shortfall. Previous year trend analysis, current economic conditions, and growth will be guiding factors in these estimates.

KEY FISCAL MANAGEMENT PRACTICES

EXPENDITURE POLICIES

Cost Allocation: A cost allocation plan will be developed and incorporated into the annual budget. The cost allocation plan will be the basis for distribution of general government and administrative costs to other funds or capital projects (indirect costs).

Expenditure Projections: Expenditure estimates should be based on known demand and service levels along with historical trend analysis, current economic conditions, and growth as guiding factors in these estimates.

Long-term Forecast: The City will prepare and present a five-year forecast with the annual budget.

One-time Expenditure: One-time expenditures may be purchased with either ongoing or one-time revenues.

Service Levels: The City will structure service levels in the context of financial sustainability.

CAPITAL INVESTMENT POLICIES

To protect the City's investment in capital assets and ensure systems and equipment are available to meet expected service levels.

Capital Assets: The City will maintain all its assets at a level to protect the City's capital investment and minimize future maintenance and replacement costs.

Capital Improvement Plan: The City will make capital improvements in accordance with an adopted capital improvement plan.

Equipment Maintenance and Replacement: The City will maintain an equipment replacement and maintenance needs analysis for the life cycle of equipment and will update this projection consistent with budget development.

Financing: Each project will identify the least costly financing method(s) and will be only undertaken once financing is secured.

Funding Source: Funding sources for each capital project will be identified prior to submittal to the Council for approval. The City will use intergovernmental assistance and other outside resources whenever possible.

Long-term Forecast: The City will prepare and present a five-year Capital Improvement Plan and include discussions on the impact to operations and maintenance each year. The Capital Improvement Plan includes elements from the various Master Plans adopted by the City Council and helps establish priorities for consideration by the City Council.

DEBT POLICIES

The City will utilize long-term borrowing for capital improvements that cannot reasonably be financed on a pay-as-you-go basis from anticipated cash flows.

Bond Rating

- The City will maintain or improve the City's bond rating to reduce the cost of financing options.
- The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus including proactive compliance with disclosure to the secondary market.

Cost-efficient Financing: The City should seek the most practical and cost-efficient financing available.

Generational Cost-Sharing: When considering long-term borrowing versus pay-as-you-go, the City will consider the improvement and the future users of the improvement over its useful life. This consideration will value the benefit to future generations and the equity of sharing that cost over time.

Lease Options: Lease financing may be used when the cost of borrowing or other factors makes it in the City's best interest.

Strategy

- The City will approach debt cautiously and manage its debt well below debt limits as outlined by the Utah state law.
- The City should combine pay-as-you-go strategies with long-term financing to keep the debt burden low.
- The City will not use long-term debt for current operations.
- Acceptable uses of bond proceeds are items which can be capitalized and depreciated. Refunding bond issues designed to restructure currently outstanding debt is also an acceptable use of bond proceeds provided that the net present value of savings is at least four percent (4%).
- Bonds shall not be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset.
- The City will determine whether self-supporting bonds (such as special assessment bonds) are in the City's best interest when planning to incur debt to finance capital improvements.

KEY FISCAL MANAGEMENT PRACTICES

ENTERPRISE FUND POLICIES

Fees (Enterprise): Fees and user charges in enterprise funds will be set at a level that fully supports the total direct and indirect cost of the activity including the cost of annual depreciation of capital assets. For analysis and rate modeling purposes, the proposed rates shall consider debt service coverage commitments made by the City of 1.2 times annual debt service.

Self-Sufficiency: Enterprise funds should be self-sufficient if the benefits largely accrue to the users of the service, a fee from the end user is administratively feasible, and the service can effectively be priced at its full cost without detracting from the purpose of the fund.

Subsidization: The General Fund may subsidize enterprise funds with the permission of the City Council. Such subsidization should be limited and should represent services which benefit the City as a whole.

INTER-FUND POLICIES

Indirect Costs: Costs for administrative and project management services are assessed to other funds from the General Fund. This activity is recorded as allocated wages and operations and credit expense in the General Fund per direction of the Utah State Auditor.

Cash Management Tool: Interfund borrowing may occur during the budget year as a cash management measure. It allows a surplus in one fund to be used to offset a shortfall in another. Any fund transfer from an enterprise fund to the General Fund requires authorization of the City Council by resolution.

Interfund Borrowing: Interfund borrowing shall only occur in an emergency status situation where reserves are insufficient to meet projected needs. Interfund borrowing must be approved by the City Council by resolution.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

Compliance: The budget process complies with the Utah Fiscal Procedures Act and Generally Accepted Accounting Principles (GAAP).

Comprehensive Annual Financial Report: In coordination with the independent audit, the City will prepare a comprehensive annual financial report. The City will consistently seek to qualify for the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.

Financial Reporting and Monitoring: The Finance Department will provide monthly financial reports reflecting the operations of individual funds. These reports will be provided to the Council and will be available on the City's website.

Fund Accounting: The City follows principles of fund accounting for all governmental funds where each fund is defined as a separate accounting entity. Each fund is a self-balancing set of accounts established for the purpose of carrying out specific activities in accordance with clearly defined restrictions and/or limitations. For enterprise funds, the City follows principles of full accrual accounting as required by GAAP.

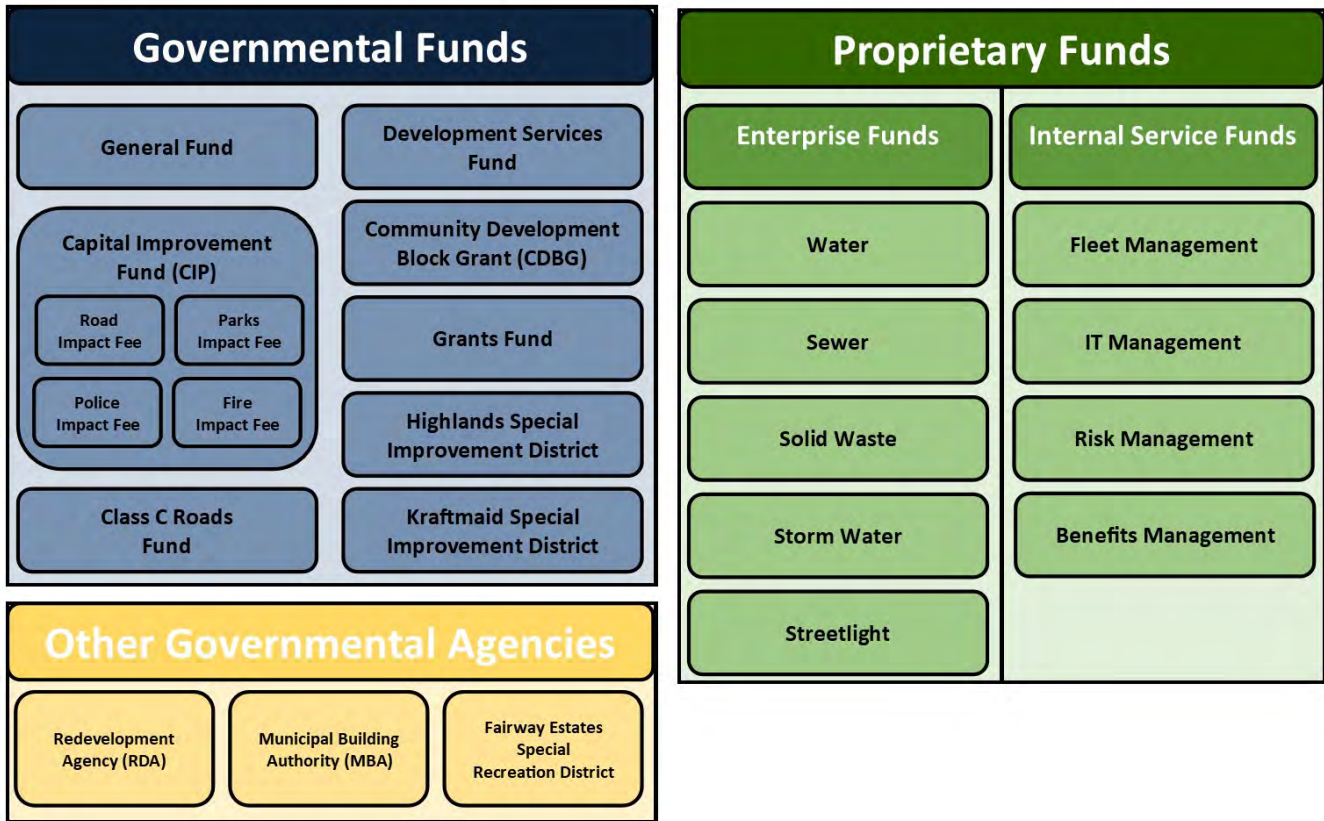
Independent Audit: State statutes require an annual audit by independent certified public accountants. Generally accepted auditing standards and the standards set forth in the General Accounting Office's Governmental Auditing Standards will be used by auditors in conducting the engagement.

Investment of Funds: The City's investment policy is to secure its assets by collateralizing investment and money on deposit. In its investments, the City also seeks to maintain a sufficiently liquid position so that cash is available as needed for operating expenses. Within the framework of these two policies, the City seeks to maximize its yield from investments. All investments are made in strict conformance with the Utah Money Management Act, which governs the investment of public funds. City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

Modified Accrual Basis: The City's budget is based on the modified accrual basis of budgeting for all its fund types. Under the modified accrual basis of accounting, revenues are recognized when they become measurable, available, and qualify as current assets. Expenses are recorded when the related liability is incurred.

FINANCIAL STRUCTURE

FUND ORGANIZATION



FUND TYPES

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The City of West Jordan, like any other state and local government, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The funds of the City can be divided into two categories: governmental funds or proprietary funds (business-type funds). These funds are appropriated by the City Council.

Governmental activities are principally supported by taxes and intergovernmental revenues, while business-type activities are intended to recover all or a significant portion of their costs through user fees and charges. The governmental activities of the City include general government, community development, public safety, highways and public improvements, and parks and recreation. The business-type activities of the City include utilities (water, sewer, solid waste, storm water, and streetlights). The City has also established Internal Service Funds to account for goods or services that are provided by one department to another department on a cost reimbursement basis.

FUND DESCRIPTIONS

General Fund - The General Fund serves as the chief operating fund of the City and provides the resources necessary to sustain the day-to-day activities of a governmental entity. The principal sources of revenue for the General Fund are taxes, charges for services, and fines and forfeitures. Expenditures are for general government, community and economic development, public safety, streets, parks, recreation, and other public services. This fund records all assets and liabilities of the City that are not assigned to other funds.

Capital Projects Fund - This fund is reserved for long-term capital investment projects such as the acquisition, construction, or renovation of buildings and roads. The financial resources of West Jordan’s capital projects fund come from several different sources, including impact fees, intergovernmental monies, interfund payments from the water and sewer funds, and appropriations from the General Fund as well as special revenue funds such as the Class C Roads Fund.

FINANCIAL STRUCTURE

The Road Impact Fee Fund accounts for road related impact fees derived from new development and the need for related capital assets.

Police Impact Fee Fund accounts for police related impact fees derived from new development and the need for related capital assets.

The Parks Impact Fee Fund accounts for park related impact fees derived from new development and the need for related capital assets.

The Fire Impact Fee Fund accounts for fire related impact fees derived from new development and the need for related capital assets.

The **Class C Roads Fund** accounts for state allocated road funds which are used for road maintenance and capital improvements.

The **Development Services Fund** was established to account for revenues received from developers for permits and inspection fees related to new development within the city. These revenues are used to pay the directly-related personnel and operational costs of the Planning and Building divisions of the Community Development Department.

The **Community Development Block Grant (CDBG) Fund** accounts for the CDBG Program. The City receives a direct distribution of funds from the federal Department of Housing and Urban Development. This program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Grants Fund – This is an additional fund used to account for other grants and distribution of revenues from governmental agencies that are earmarked for specific spending purposes.

Special Improvement Districts (SID) – These are geographic areas of the city where the property owners incur the costs of making special improvements to the area. West Jordan has two funds associated with these to account for the financial activities specific to the SID.

The **Highlands Special Improvement District** was approved to provide service in excess of normal city-provided levels specifically regarding landscaping and snow removal in the area.

The **KraftMaid Special Improvement District** was created to manage the taxable portion of debt service on the Series 2008 Tax Increment Bonds issued for improvements in this area.

Other Governmental Agencies – These agencies are separate legal entities managed by a Governing Board of seven trustees which consists of the members of the West Jordan City Council. They have separately adopted budgets and associated funds to account for their specific organizations.

The **Redevelopment Agency Fund** accounts for property taxes dedicated to the economic redevelopment of blighted areas within the City and the associated improvements in those areas.

The **Municipal Building Authority Fund** accounts for lease revenue fees paid by the General Fund for government buildings and the related debt service payments for those buildings.

The **Fairway Estates Special Recreation District** is a separate taxing entity created to provide park strip landscaping services to the area within the district. The service demand is in excess of normal city-provided services.

Enterprise Funds – Enterprise funds are proprietary funds used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the government's council is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

The **Water Fund** is used to report revenue and expenses of providing water services to the residents of the City. In addition, this fund accounts for water impact fees and related capital improvement projects.

The **Sewer Fund** is used to report revenue and expenses of providing sewer and wastewater services to the residents of the City. In addition, this fund accounts for sewer impact fees and related capital improvement projects.

The **Storm Water Fund** is used to report revenue and expenses of providing storm water drainage and management services to the residents of the City. In addition, this fund accounts for storm water impact fees and related capital improvement projects.

The **Solid Waste Fund** is used to report revenue and expenses of providing garbage and recycling collection and disposal services to the residents of the City.

The **Streetlight Fund** provides improvements, maintenance, and operations of the City's streetlight system. A flat monthly fee is charged to each residential/commercial unit.

FINANCIAL STRUCTURE

Internal Service Funds – Internal service funds are a proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, on a cost-reimbursement basis.

The **Fleet Management Fund** is used to properly allocate fleet vehicle purchases, maintenance, administrative, and shared equipment costs into each department or fund within the City. Its revenues are based on allocating operating costs as a fleet operation & maintenance (O&M) charge and capital costs as a fleet replacement charge to those departments using vehicles or large equipment.

The **Risk Management Fund** centralizes the management of all liability insurance and claims for the City. The revenues are the result of charging other funds an allocated portion of the personnel and operating costs of the Risk Management division along with their portion of the claims, property insurance, and liability insurance costs for the City.

The **Information Technology Management Fund** is used to account for the costs associated with technology, network, information security, data backup, and technical support. The revenues come from allocations to other departments/funds based upon the usage of the City-wide systems, the specific business systems, and capital replacement. The basis is cost recovery as well as cash funding for infrastructure replacement and enhancement.

The **Benefits Management Fund** centralizes the management of the City’s self-funded health insurance. The revenues are the result of both employer and employee contributions as determined annually. The basis is cost recovery as well as an allowance for health care cost increases.

FUND AND DEPARTMENT RELATIONSHIP

To understand the relationship between the City departments and the various City funds, this matrix provides an overview of the responsibilities and involvement of each department with each fund.

| | | City Council | Mayor's Office | Admin. Services | Legal Services | Justice Court | Comm. Dev. | Econ. Dev. | Police | Fire | Public Services | Public Works | Public Utilities | Non-Depart. | |
|--------------------|------------------|--------------|----------------|-----------------|----------------|---------------|------------|------------|--------|------|-----------------|--------------|------------------|-------------|--|
| Governmental Funds | General Fund | | | X | X | X | X | X | X | X | X | X | | X | |
| | CIP Fund | | | | | | | | | | X | X | X | | |
| | Class C Roads | | | | | | | | | | | X | | | |
| | Dev. Services | | | | | | X | | | | | | | | |
| | CDBG | | | X | | | | | | | | | | | |
| | Grants | | | X | | | | | | | | | | | |
| | Highlands SID | | | | | | | | | | X | | | | |
| | Kraftmaid SID | | | | | | | | | | | | | | |
| | Other | RDA | | | X | | | | X | | | | | | |
| | | MBA | | | X | | | | X | | | | | | |
| Fairway Estates | | | | X | | | | | | | X | | | | |
| Proprietary Funds | Enterprise | Water | | | | | | | | | | | X | | |
| | | Sewer | | | | | | | | | | | | X | |
| | | Solid Waste | | | | | | | | | | | X | | |
| | | Storm Water | | | | | | | | | | | | X | |
| | | Streetlight | | | | | | | | | | X | | | |
| | Internal Service | Fleet | | | | | | | | | | | X | | |
| | | IT | | | X | | | | | | | | | | |
| | | Risk | | | | X | | | | | | | | | |
| | | Benefits | | | X | X | | | | | | | | | |
| | | | | | | | | | | | | | | | |

REVENUE SOURCES

REVENUES

The City of West Jordan is funded through two categories of revenue: taxes and fees. Tax revenue is primarily used to pay for services provided to the public in general such as police, fire, streets, and parks. The City also provides services that benefit specific groups of citizens for which a specific fee is charged. These fees are intended to pay for all or part of the costs incurred to provide that service, such as water and sewer. The City's revenue policies can be found in the Key Fiscal Management Practices section of this budget document.

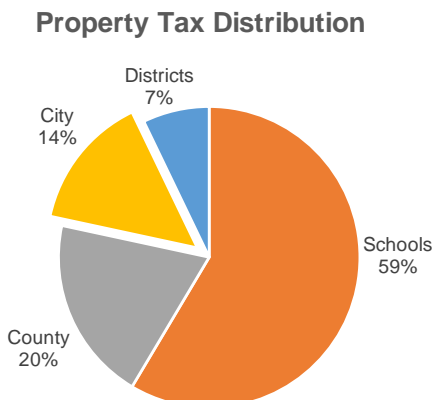
Sales Tax

This is the largest source of revenue for the City of West Jordan, contributing 45% of overall General Fund revenues (47% of the overall General Fund revenues excluding transfers in from other funds). This is a tax imposed on the sale or consumption of goods and/or services, and it is paid by the general public as an addition to the sale price of retail purchases. All such sales tax collected by the retail merchants are remitted to the State Tax Commission, which in turn re-allocates the taxes to the governmental units participating. The overall sales tax rate in West Jordan is 7.25%. One percent (1%) is dedicated to local governments, like West Jordan. Of this one percent (1%), half is paid directly to the local government where the sale occurred, and the other half is contributed into a state pool and distributed to the cities based on population.

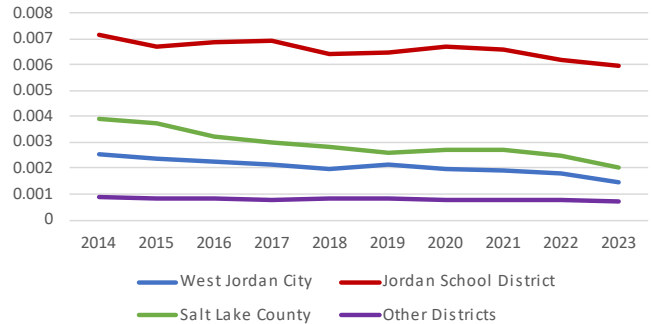
Sales tax revenue projections for FY2024 are based on the FY2022 actual sales tax revenue collected, and then forecasted by the City finance department for future years based on applying a 3% year-over-year growth rate. Any amount received in excess of that amount will be considered one-time revenue and excluded from any future forecasts.

Property Tax

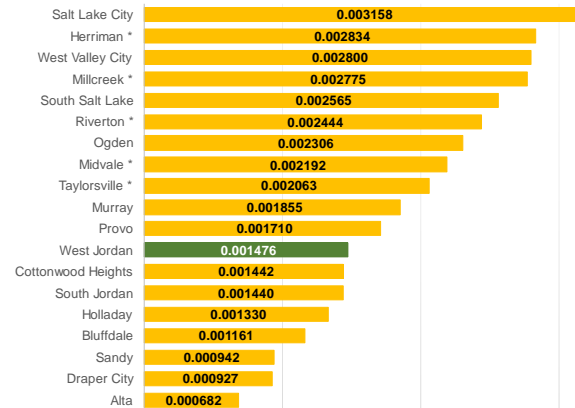
Property Tax is the City's second largest source in the general fund accounting for around 27% of general fund revenue. This tax includes all general property taxes, delinquent property taxes, fee-in-lieu of personal property taxes, and penalties and interest on delinquent taxes. All these taxes are collected by the County Treasurer and remitted to the taxing entity (the City) for which they were collected.



Property Tax Rates
FY 2014 - FY 2023



2022 PROPERTY TAX RATES ACROSS SALT LAKE COUNTY



The property tax rate refers to the ad valorem taxes levied on an assessed valuation of the real and personal property in the current year. The City's certified tax rate only makes up a portion of the total property tax rate for an area. The property tax rate for FY2023 (tax year 2022) was 0.001476. This is the 8th lowest in Salt Lake County and below most of our surrounding cities.

To understand property tax in Utah, it is necessary to understand a section of Utah law known as "Truth in Taxation." The county is responsible for administering property taxes and each June it submits to the cities a certified tax rate that would generate the same amount of revenue as the previous year plus any new growth. The certified tax rate does not provide for additional tax revenue due to increased valuation of existing property. If the City adopts a tax rate higher than the certified rate, state law has very specific requirements for noticing and public hearings, from which the name "Truth in Taxation" is derived.

For purposes of the 5-year plan, the forecast assumes a 5% year-over-year growth in property tax revenues.

REVENUE SOURCES

Franchise Tax

This category of revenues includes utility, cable, telecommunications, and transient room (hotel) tax. Franchise tax revenues account for approximately 14% of general fund revenues and are projected based on historic trends and economic information.

Utilities and User Fees

The Water, Sewer, Solid Waste, Storm Water, and Streetlight Funds obtain revenues from fees. Metered water sales are the largest portion of those revenues. Revenue projections for these various funds are based on historic use, development growth and economic forecasts, along with rate information for the various funds.

DEBT

LONG-TERM DEBT

The City of West Jordan has five outstanding bond issuances:

- Series 2013 Sales Tax Revenue Bonds
- Series 2014 General Obligation Bonds
- Series 2016 Municipal Building Authority Lease Revenue Bonds (MBA)
- Series 2016 Storm Drain Revenue Bonds
- Series 2021 Water Revenue Bonds

The FY2024 budget includes a total of \$4,687,729 in debt service payments (principal, interest, and agent fees) for all bonds, \$1,642,331 of which is from the general fund.

The City's bond rating is Aa3 from Moody's for its lease revenue bonds, sales tax bonds, and general obligation bonds.

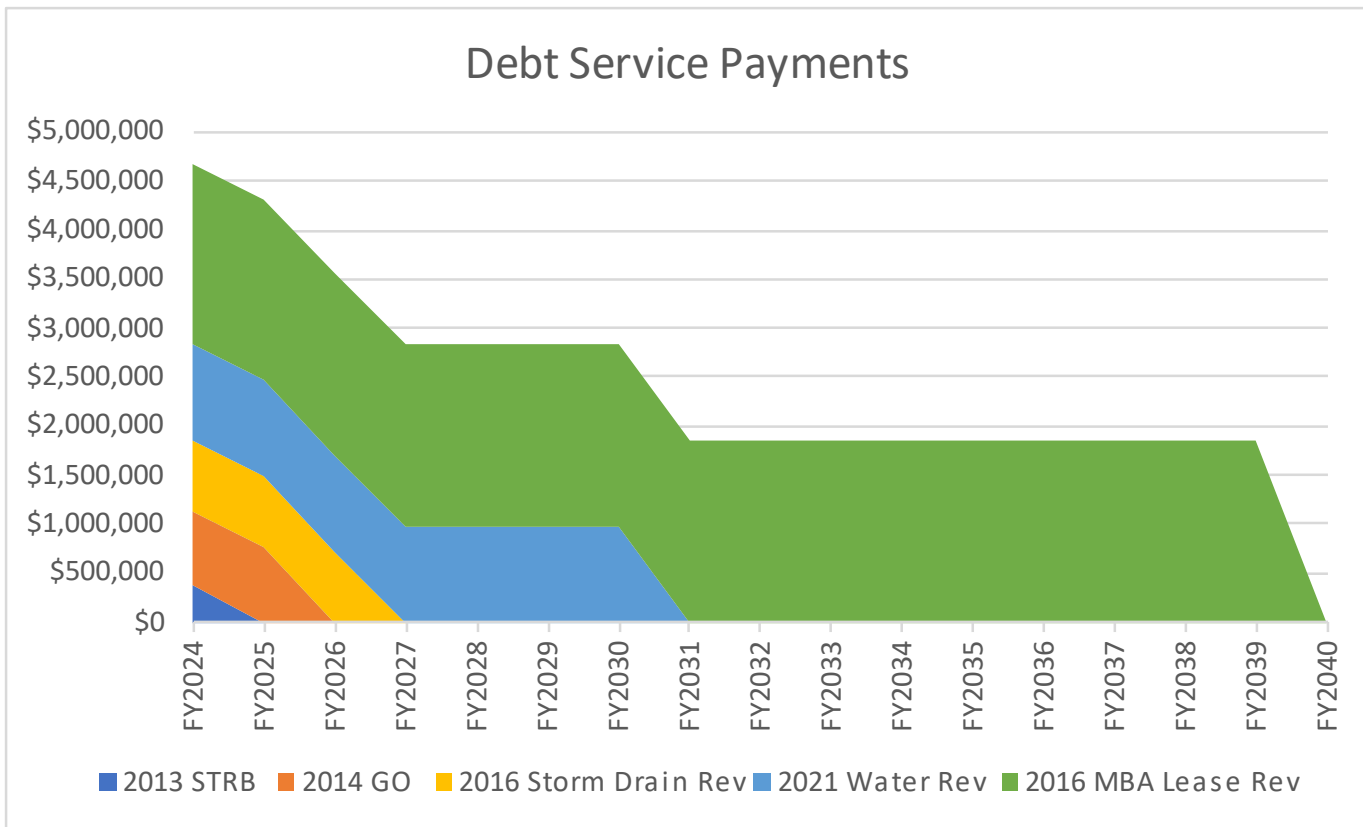
The City's bond rating is AA- from Standard & Poor's for its water revenue bonds.

The City of West Jordan has also entered into lease agreements, to finance the acquisition or use of vehicles and equipment in the Fleet Fund, with \$708,394 due in FY2024.

Debt Limit

State statutes limit the amount of general obligation debt a governmental entity may issue to 8% of the "reasonable fair cash value" of property within the City. Of this percent, a maximum of 4% may be used for general purposes. The current limitation for the City of West Jordan is \$632,505,580, which is significantly in excess of the City's outstanding general obligation debt. The remaining 4 percent and any unused portion of the 4 percent available for general purposes, up to the maximum of 8 percent, may be utilized for water and sewer projects. The current limitation for all debt, including that used for water and sewer projects is \$1,265,011,159 which again significantly exceeds the outstanding city-wide debt.

| | |
|-------------------------------------|-------------------|
| Estimated Market Valuation | \$ 15,812,639,493 |
| Debt Limit (4% of market valuation) | \$ 632,505,580 |
| Less Outstanding GO Bonds | <u>1,444,000</u> |
| Legal Debt Margin | \$ 631,061,580 |



DEBT

Bond Debt Payment Schedules

Series 2013 Sales Tax Revenue Bonds (Impact Fee Funds: Fire – 60%, Police – 40%)

Construction of Fire Station #54

| Year ending June 30 | Principal | Interest | Total |
|------------------------|-------------------|-----------------|-------------------|
| 2024 | 370,000 | 4,237 | 374,237 |
| | <u>\$ 370,000</u> | <u>\$ 4,237</u> | <u>\$ 374,237</u> |

Series 2016 Storm Drain Revenue Bonds (Storm Water Fund)

Storm drain infrastructure

| Year ending June 30 | Principal | Interest | Total |
|------------------------|---------------------|------------------|---------------------|
| 2024 | 685,000 | 40,434 | 725,434 |
| 2025 | 700,000 | 27,214 | 727,214 |
| 2026 | 710,000 | 13,704 | 723,704 |
| | <u>\$ 2,095,000</u> | <u>\$ 81,352</u> | <u>\$ 2,176,352</u> |

Series 2014 General Obligation Refunding Bonds (General Fund)

Refunding 2006 General Obligation Bonds originally issued for the construction of the Justice Center Building and open space acquisition

| Year ending June 30 | Principal | Interest | Total |
|------------------------|---------------------|------------------|---------------------|
| 2024 | 710,000 | 44,184 | 754,184 |
| 2025 | 730,000 | 24,090 | 754,090 |
| | <u>\$ 1,440,000</u> | <u>\$ 68,274</u> | <u>\$ 1,508,274</u> |

Series 2021 Water Revenue Bonds (Water Fund – Impact Fees)

Refunding of Series 2013 and 2017 Water Revenue Bonds, both of which were issued for the construction of water storage tanks

| Year ending June 30 | Principal | Interest | Total |
|------------------------|---------------------|-------------------|---------------------|
| 2024 | 745,000 | 235,000 | 980,000 |
| 2025 | 775,000 | 205,200 | 980,200 |
| 2026 | 805,000 | 174,200 | 979,200 |
| 2027-2031 | 3,550,000 | 362,000 | 3,912,000 |
| | <u>\$ 5,875,000</u> | <u>\$ 976,400</u> | <u>\$ 6,851,400</u> |

Series 2016 Municipal Building Authority Lease Revenue Bonds (Municipal Building Authority)

Construction of the Public Works Building

| Year ending June 30 | Principal | Interest | Total |
|------------------------|----------------------|---------------------|----------------------|
| 2024 | 885,000 | 962,975 | 1,847,975 |
| 2025 | 930,000 | 917,600 | 1,847,600 |
| 2026 | 980,000 | 869,850 | 1,849,850 |
| 2027-2039 | 18,275,000 | 5,786,325 | 24,061,325 |
| | <u>\$ 21,070,000</u> | <u>\$ 8,536,750</u> | <u>\$ 29,606,750</u> |

FUND BALANCES / ENDING RESERVES

FUND BALANCE DISCUSSION

Fund balance, also called reserve balance, refers to a government's total financial resources at a given point in time resulting from accumulated surpluses or shortfalls from previous years. The beginning balance for FY2024 is the same as the estimated ending balance for FY2023. Changes in fund balances are discussed here.

GENERAL FUND

The **General Fund** reserve balance remains constant with expenditures equal to revenues in FY2024. The reserve amount is equal to 27.6% of general fund revenues to sustain services in case of a major shift in the economy.

ENTERPRISE FUNDS

Four (4) of the five enterprise funds are budgeted for declining funds balances in FY2024. In all these funds, reserves are intended to support infrastructure maintenance and improvements. As such, reserves often fluctuate from year to year based on demand, capital project completion, and the availability of funds.

The ending fund balance in the **Water Fund** rises by a modest 5.8% as funds are being reserved for future capital projects and maintenance. No change to the water rate is proposed this fiscal year.

The **Sewer Fund** and **Storm Water Fund** both have large capital projects underway which will result in expenditures exceeding revenues in FY2024.

The **Solid Waste Fund** continues to be challenged with the rising costs of collection and processing of garbage and recycling. These challenges are being managed with gradual rate increases to balance this fund over the next 3-5 years. In the meantime, reserves are being used to subsidize services.

The **Streetlight Fund** had been collecting reserves for several years in anticipation of large energy efficiency and streetlight expansion projects. These projects were started in FY2022 and will continue through FY2024 funded by reserves.

SPECIAL REVENUE FUNDS

The **Development Services Fund** is budgeted as a negative ending fund balance for FY2024 because budgeted revenues do not exceed expenditures. This fund is intended to account for the difference between the cost of providing development services and development-related fees collected. It is expected for this fund to experience surpluses and shortfalls over time.

Class C Roads and **Capital Projects Fund** are both budgeted to use reserves in FY2024 as the City continues its roads maintenance and capital projects programs. Both of these funds support infrastructure maintenance and improvements. As such, reserves often fluctuate from year to year based on demand, capital project completion, and financial ability.

The reserve balance for the **Highlands Special Improvement District** is budgeted for a modest increase in fund balance with revenues budgeted to meet the demand for service. In order to improve the quality and consistency of services provided to the District, the service provider will change from contract to in-house, thus creating savings in future years.

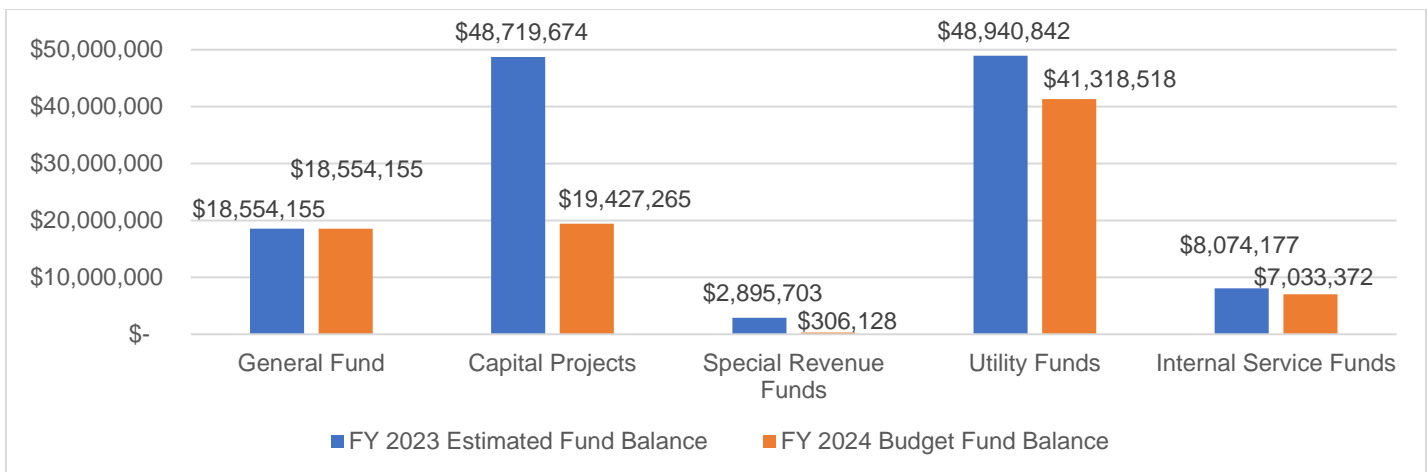
The **Community Development Block Grant Fund** is balanced for FY2024.

The **KraftMaid Special Improvement District Fund** and **Grants Fund** are both inactive in FY2024 and therefore the ending reserve balances remain unchanged.

INTERNAL SERVICE FUNDS

The **Fleet Management Fund** reserves are used for the routine replacement of vehicles and related equipment. The changes in reserves fluctuate somewhat from year to year based on the vehicle replacement schedule. With the vehicles budgeted for replacement in FY2024, as well as new vehicles for new employees (specifically police), the fund sees a 40% drop, but still maintains adequate reserves.

The **Benefits Management, Risk Management, and IT Management** ending reserves all increase/decrease by less than 1%.



ENDING RESERVE BALANCES

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY 2024 change from FY 2023 estimate |
|--------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|--|
| 1 General Fund | \$ 28,114,211 | \$ 19,196,363 | \$ 18,554,155 | \$ 18,554,155 | - |
| 2 Capital Projects Fund | 53,260,076 | 26,246,030 | 48,719,674 | 19,427,265 | (29,292,409) |
| Special Revenue Funds | | | | | |
| 3 Class C Roads Fund | 4,487,123 | (0) | 1,033,000 | (0) | (1,033,000) |
| 4 Development Services Fund | - | (393,266) | 124,809 | (1,465,865) | (1,590,674) |
| 5 KraftMaid Special District | 846,557 | 846,557 | 870,557 | 870,557 | - |
| 6 Highland Special District | 2,770 | 10,516 | 36,166 | 70,265 | 34,099 |
| 7 CDBG Fund | 791,641 | 791,641 | 791,641 | 791,641 | - |
| 8 Grants Fund | 26,081 | 26,081 | 39,530 | 39,530 | - |
| 9 | 6,154,172 | 1,281,529 | 2,895,703 | 306,128 | (2,589,575) |
| Enterprise Funds | | | | | |
| 10 Water Fund | 18,232,455 | 10,328,034 | 22,675,343 | 23,985,505 | 1,310,162 |
| 11 Sewer Fund | 11,838,202 | (660,541) | 10,394,214 | 3,633,342 | (6,760,872) |
| 12 Solid Waste Fund | 826,095 | 695,268 | 813,818 | 605,667 | (208,151) |
| 13 Storm Water Fund | 10,858,844 | 9,231,763 | 14,197,886 | 12,816,453 | (1,381,433) |
| 14 Streetlight Fund | 1,020,914 | 650,237 | 859,582 | 277,552 | (582,030) |
| 15 | 42,776,509 | 20,244,760 | 48,940,842 | 41,318,518 | (7,622,324) |
| Internal Service Funds | | | | | |
| 16 Fleet Management Fund | 2,529,598 | 1,778,280 | 2,612,695 | 1,561,096 | (1,051,599) |
| 17 Information Technology Fund | 2,087,148 | 1,709,068 | 1,755,419 | 1,767,528 | 12,109 |
| 18 Risk Management Fund | 1,725,945 | 1,642,945 | 1,995,063 | 1,993,748 | (1,315) |
| 19 Benefits Management Fund | - | - | 1,711,000 | 1,711,000 | - |
| 20 | 6,342,691 | 5,130,293 | 8,074,177 | 7,033,372 | (1,040,805) |
| 21 | \$ 136,647,658 | \$ 72,098,974 | \$ 127,184,550 | \$ 86,639,437 | (40,545,113) |



DIRECT AND INDIRECT COST ALLOCATIONS

| | General Fund | Development Svcs Fund | Highlands Special District | Water Fund | Sewer Fund | Solid Waste Fund | Storm Water Fund | Fleet Mgmt Fund | IT Mgmt Fund | Risk Mgmt Fund |
|------------------------------|--------------|-----------------------|----------------------------|------------|------------|------------------|------------------|-----------------|--------------|----------------|
| GENERAL FUND | | | | | | | | | | |
| 1 Administrative Services | 55.0% | 10.0% | | 17.5% | 7.0% | 3.5% | 7.0% | | | |
| 2 Animal Control | 100.0% | | | | | | | | | |
| 3 Cemetery | 100.0% | | | | | | | | | |
| 4 City Attorney | 60.0% | 15.0% | | 15.0% | 3.8% | 2.5% | 3.8% | | | |
| 5 City Council | 50.0% | 25.0% | | 15.0% | 3.8% | 2.5% | 3.8% | | | |
| 6 City Recorder | 40.0% | 10.0% | | 30.0% | 7.5% | 5.0% | 7.5% | | | |
| 7 Code Enforcement | 100.0% | | | | | | | | | |
| 8 Crossing Guards | 100.0% | | | | | | | | | |
| 9 Debt Service | 100.0% | | | | | | | | | |
| 10 Economic Development | 100.0% | | | | | | | | | |
| 11 Emergency Management | 75.0% | | | 15.0% | 3.8% | 2.5% | 3.8% | | | |
| 12 Engineering | 55.0% | 45.0% | | | | | | | | |
| 13 Events | 100.0% | | | | | | | | | |
| 14 Facilities | 66.0% | 5.0% | | 20.0% | 3.0% | 3.0% | 3.0% | | | |
| 15 Fire | 99.3% | 0.7% | | | | | | | | |
| 16 GIS | 34.0% | 15.0% | | 30.0% | 8.0% | 5.0% | 8.0% | | | |
| 17 Human Resources | 72.0% | 3.0% | | 15.0% | 3.8% | 2.5% | 3.8% | | | |
| 18 Justice Court | 100.0% | | | | | | | | | |
| 19 Mayor | 50.0% | 25.0% | | 10.0% | 5.0% | 5.0% | 5.0% | | | |
| 20 Non-Departmental | 65.0% | 10.0% | | 15.0% | 3.8% | 2.5% | 3.8% | | | |
| 21 Parks | 98.2% | 1.8% | | | | | | | | |
| 22 Police | 100.0% | | | | | | | | | |
| 23 Property Administration | 50.0% | 50.0% | | | | | | | | |
| 24 Prosecutor | 100.0% | | | | | | | | | |
| 25 Public Affairs | 70.0% | 5.0% | | 15.0% | 3.8% | 2.5% | 3.8% | | | |
| 26 Public Services Admin | 80.0% | 20.0% | | | | | | | | |
| 27 Public Utilities Admin | 0.0% | 50.0% | | 20.0% | 13.0% | | 17.0% | | | |
| 28 Public Works Admin | 45.0% | 5.0% | | 10.0% | 10.0% | 20.0% | 10.0% | | | |
| 29 Streets | 100.0% | | | | | | | | | |
| 30 Utility Billing | 0.0% | | | 25.0% | 25.0% | 25.0% | 25.0% | | | |
| 31 Victim Advocate | 100.0% | | | | | | | | | |
| DEVELOPMENT SVCS FUND | | 100.0% | | | | | | | | |
| FLEET MANAGEMENT FUND | 78.8% | 0.7% | | 5.6% | 5.3% | 1.4% | 4.6% | 3.7% | | |
| IT MANAGEMENT FUND | 63.5% | 10.0% | 0.3% | 14.3% | 4.4% | 2.5% | 4.1% | 0.5% | 0.0% | 0.4% |
| RISK MANAGEMENT FUND | 70.8% | 1.4% | 0.1% | 17.4% | 3.8% | 0.8% | 4.6% | 0.7% | 0.2% | 0.1% |



CONSOLIDATED BUDGET

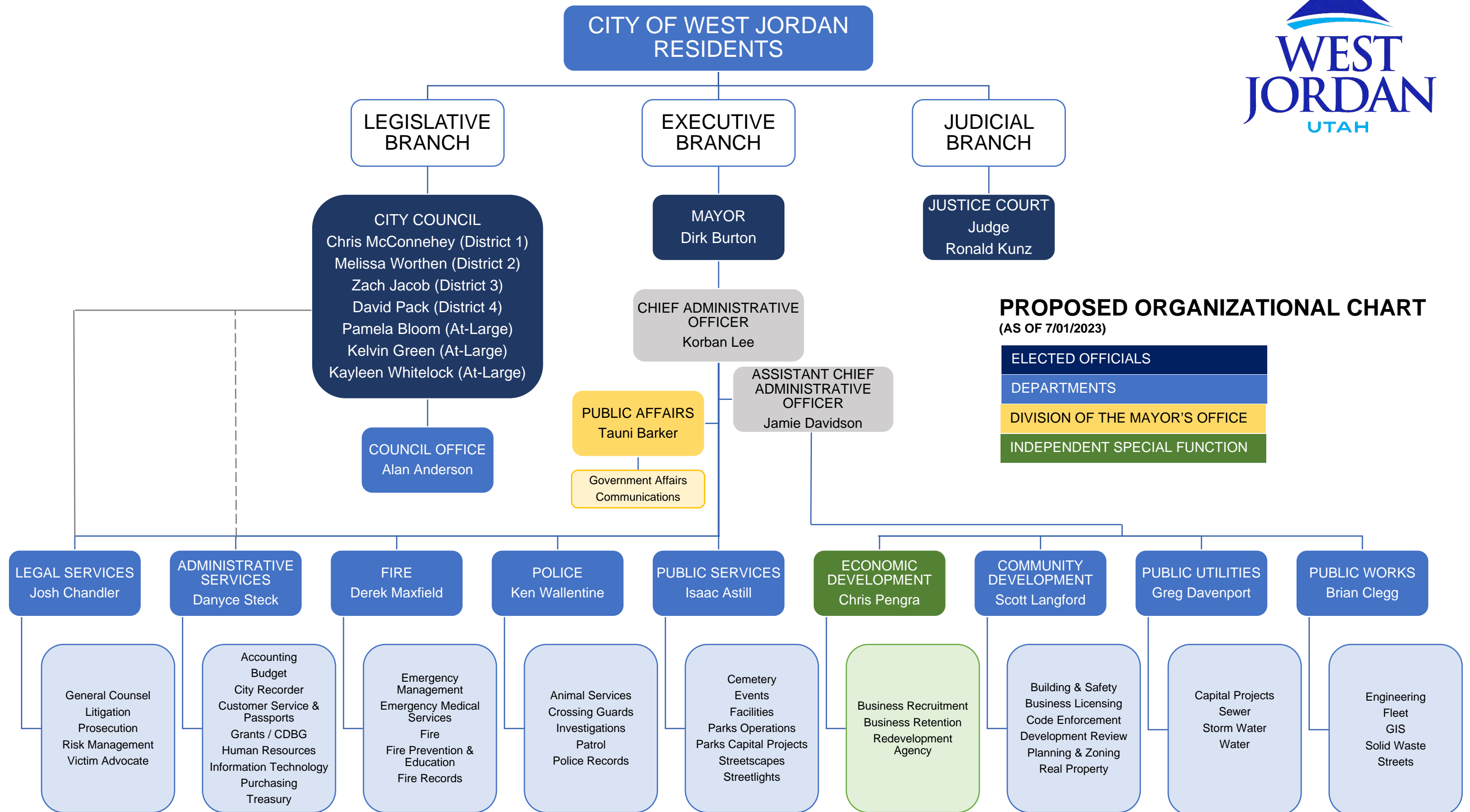
BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|----------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| SOURCES | | | | | |
| Taxes | \$ 60,291,153 | \$ 55,805,836 | \$ 60,879,423 | \$ 61,334,316 | 10% |
| Licenses & Permits | 5,000,473 | 4,906,300 | 5,622,500 | 5,475,500 | 12% |
| Intergovernmental / Grants | 19,001,848 | 20,335,417 | 21,146,751 | 26,074,659 | 28% |
| Charges for Services | 56,621,385 | 57,502,950 | 58,631,165 | 59,447,920 | 3% |
| Fines & Forfeitures | 999,929 | 1,100,000 | 1,000,000 | 1,000,000 | -9% |
| Misc Revenue | 1,539,038 | 597,150 | 2,967,299 | 350,500 | -41% |
| Other Sources | 18,625,720 | 5,200,000 | 5,875,000 | 4,937,465 | -5% |
| Total Revenue | 162,079,546 | 145,447,653 | 156,122,138 | 158,620,360 | 9% |
| USES | | | | | |
| Personnel | (51,355,923) | (60,137,165) | (58,845,978) | (65,340,973) | 9% |
| Operations | (42,374,403) | (57,979,749) | (55,242,595) | (62,006,531) | 7% |
| Capital & Leases | (20,470,093) | (79,555,687) | (41,461,699) | (77,655,227) | -2% |
| Debt Service | (6,175,673) | (4,949,282) | (5,864,030) | (3,777,954) | -24% |
| Other Uses | (803,578) | (1,307,284) | (1,085,399) | (1,804,238) | 38% |
| Total Uses | (121,179,670) | (203,929,167) | (162,499,701) | (210,584,923) | 3% |

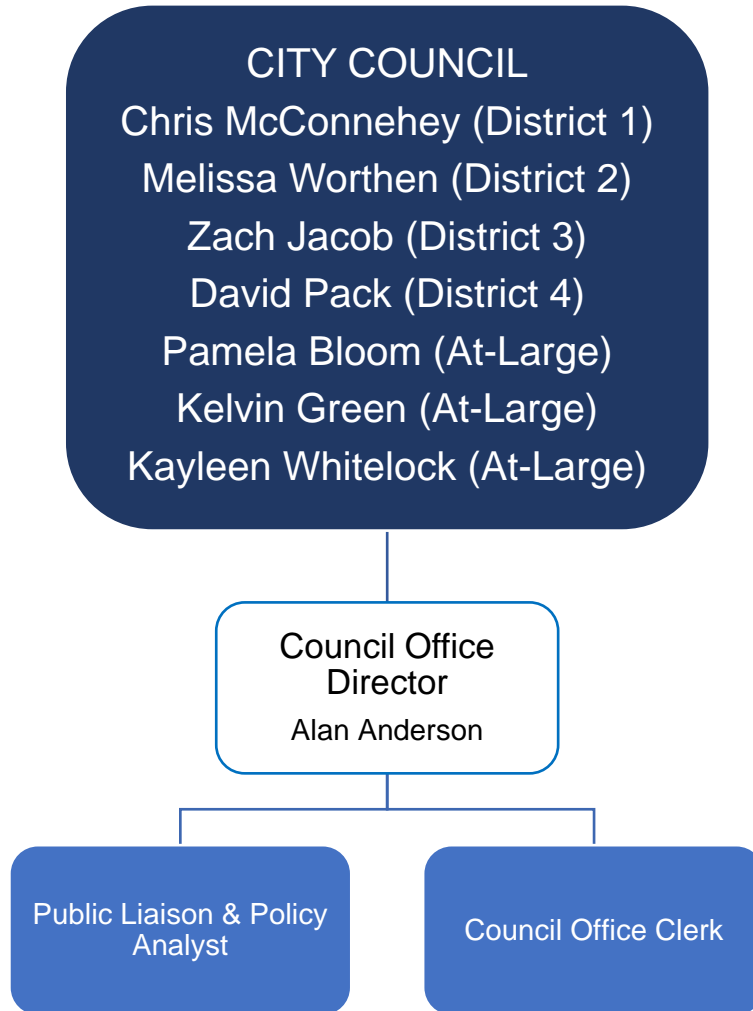
* Other Governmental Agencies (Fairway Estates, MBA, and RDA) are not included in this consolidated summary



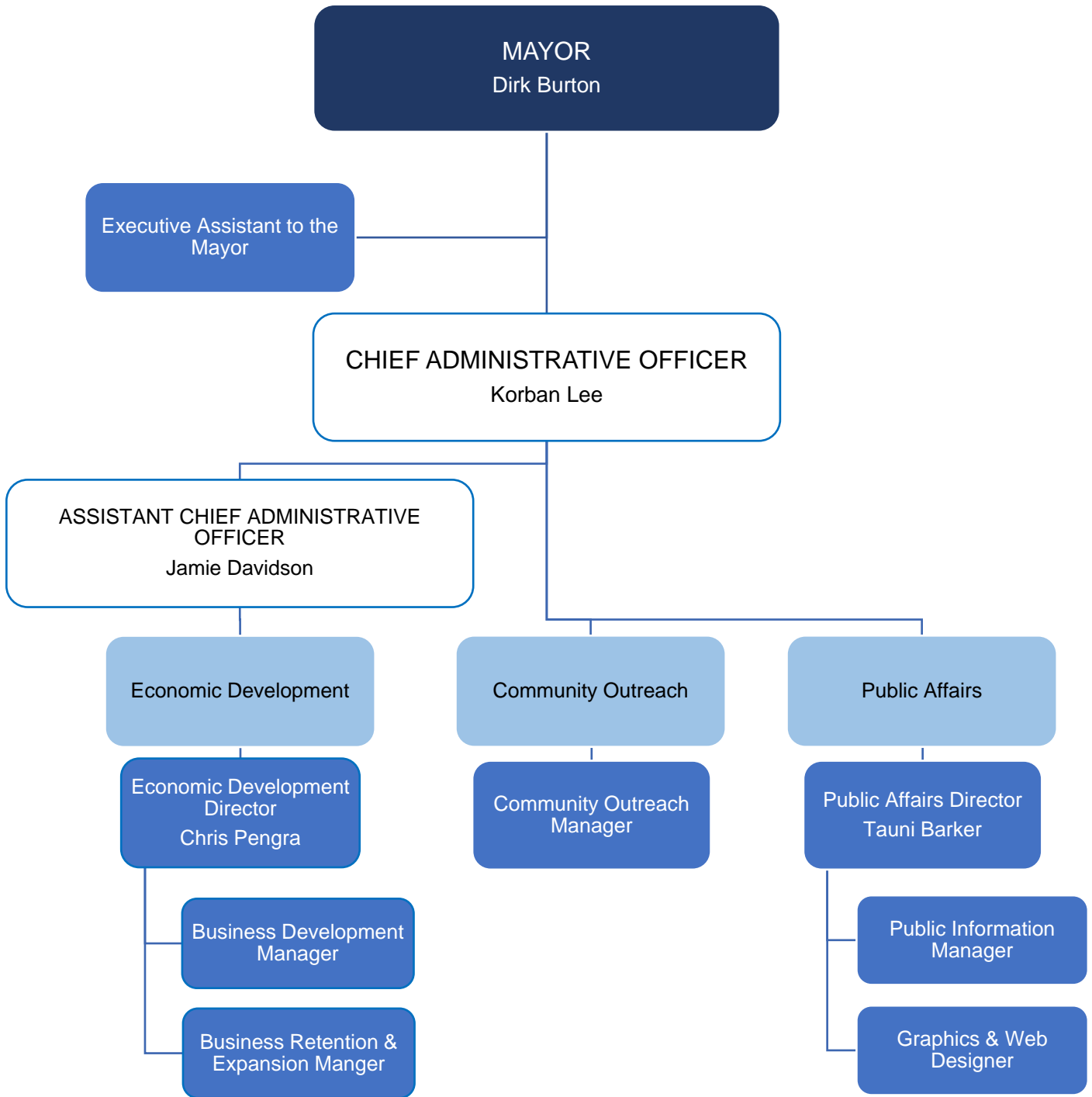
ORGANIZATIONAL CHARTS



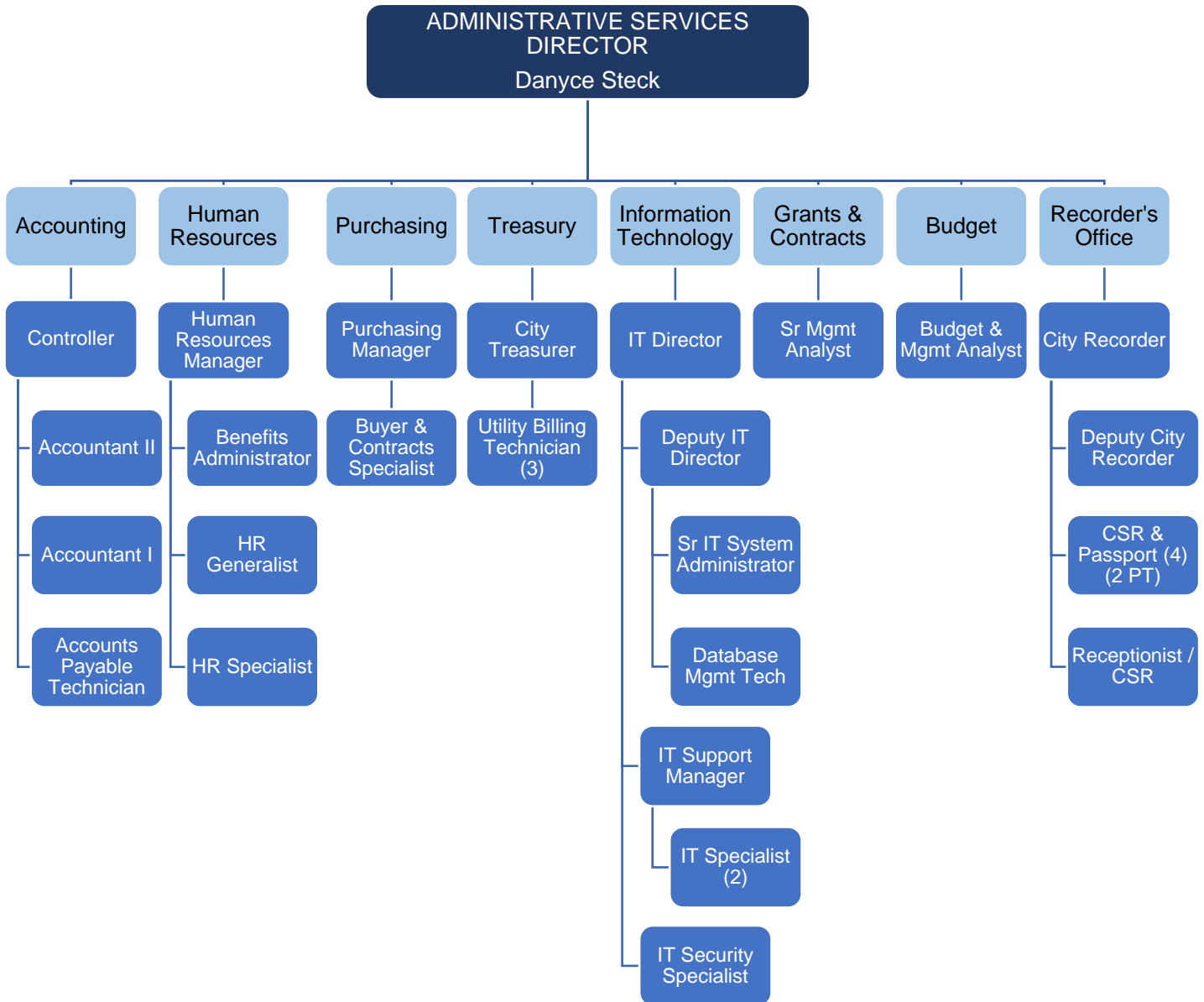
CITY COUNCIL



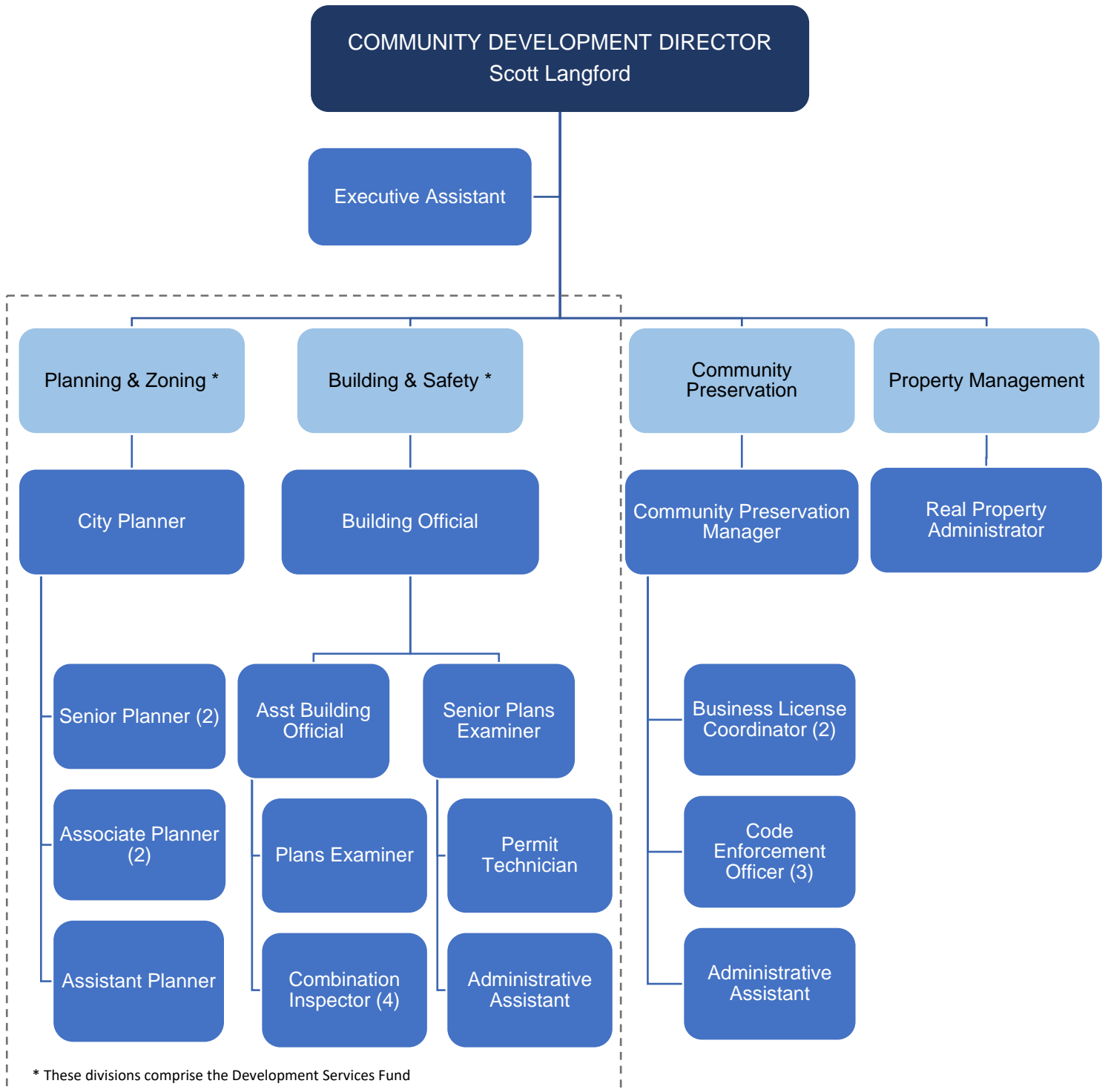
MAYOR'S OFFICE



ADMINISTRATIVE SERVICES

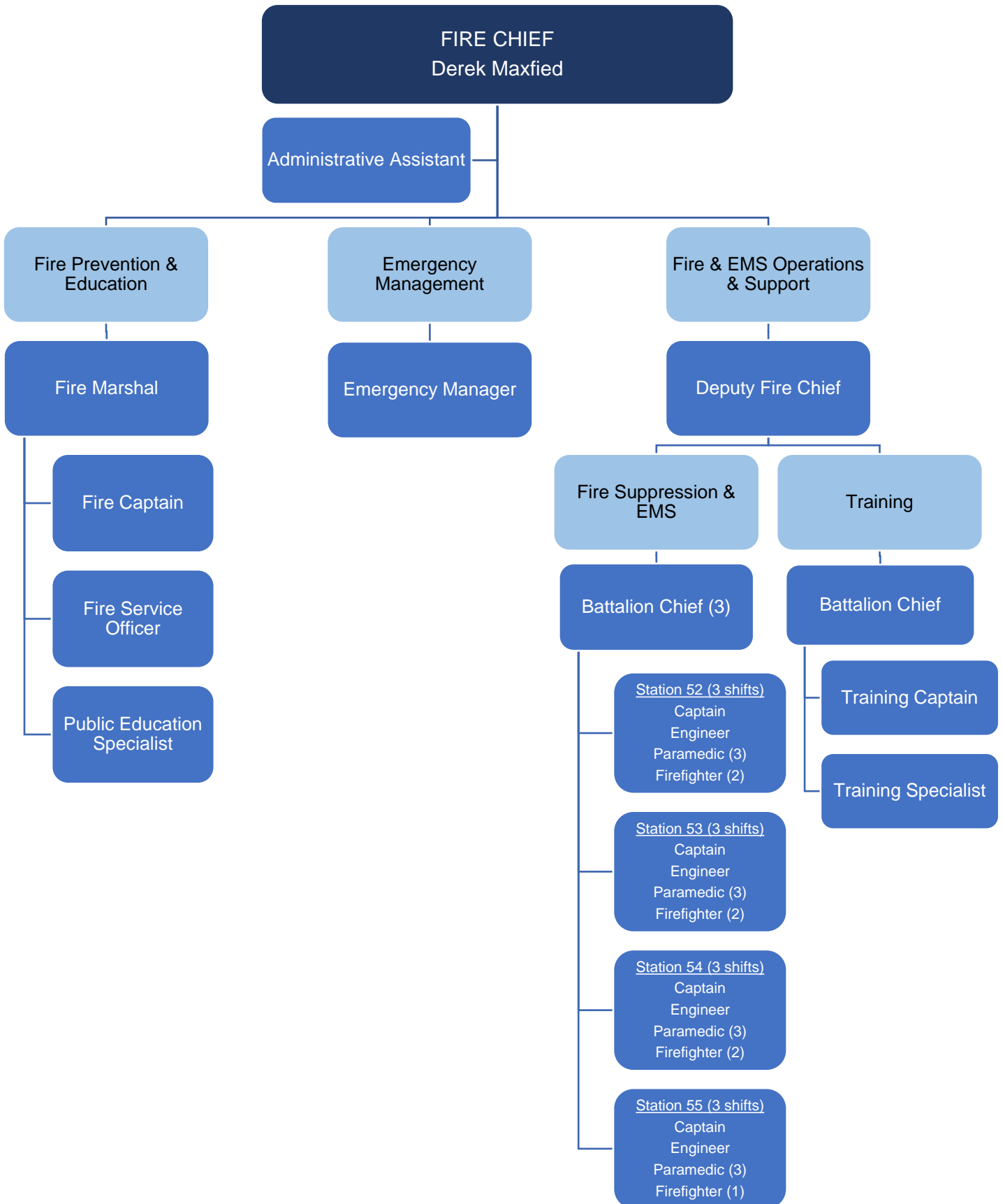


COMMUNITY DEVELOPMENT

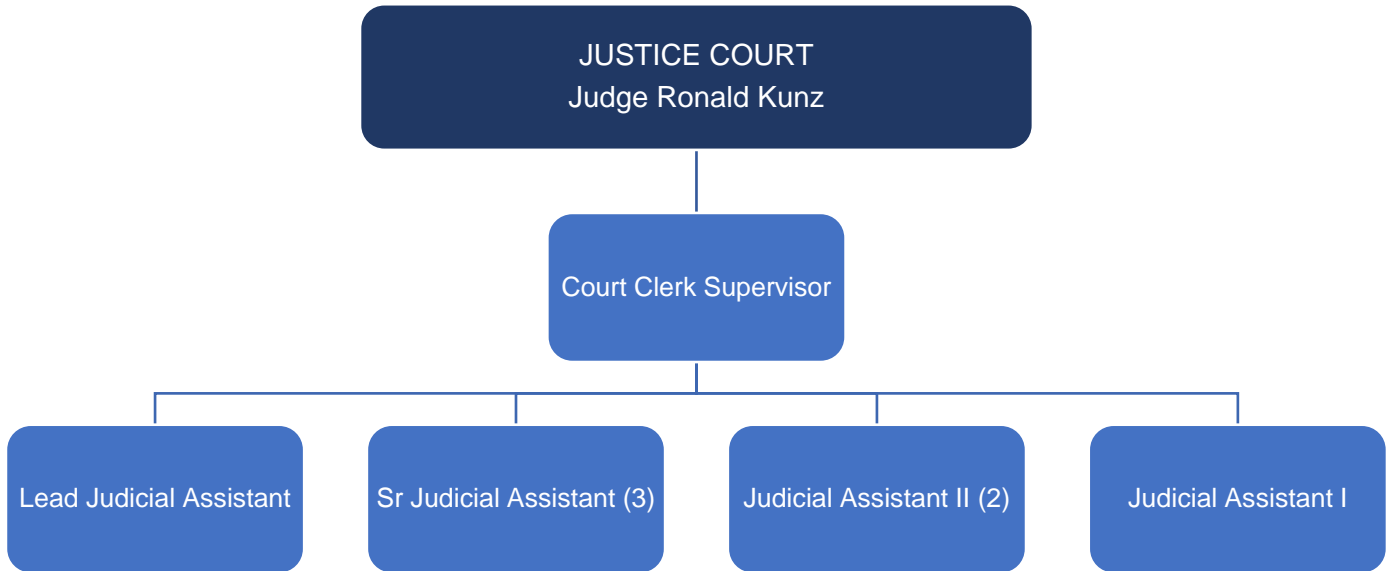


* These divisions comprise the Development Services Fund

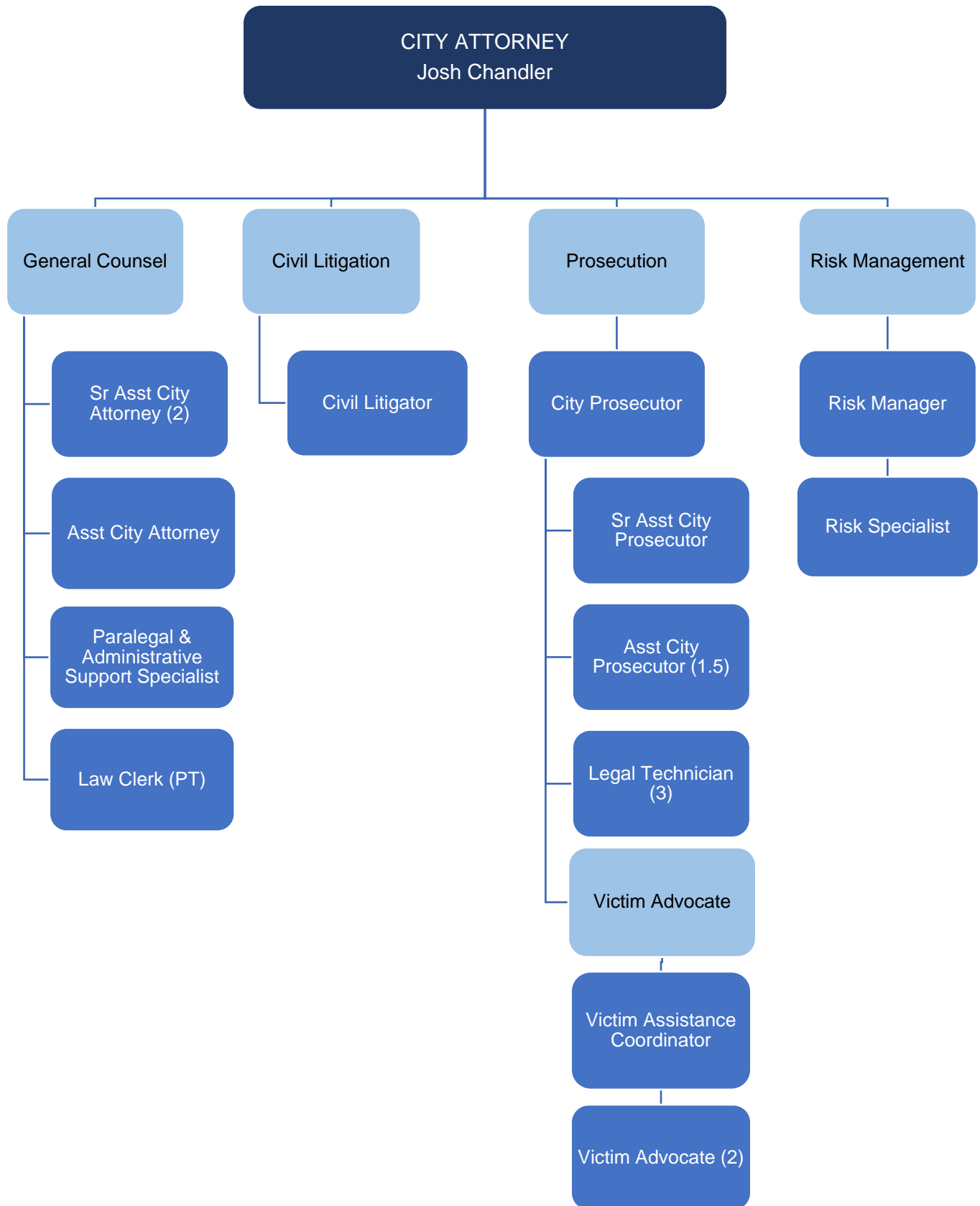
FIRE DEPARTMENT



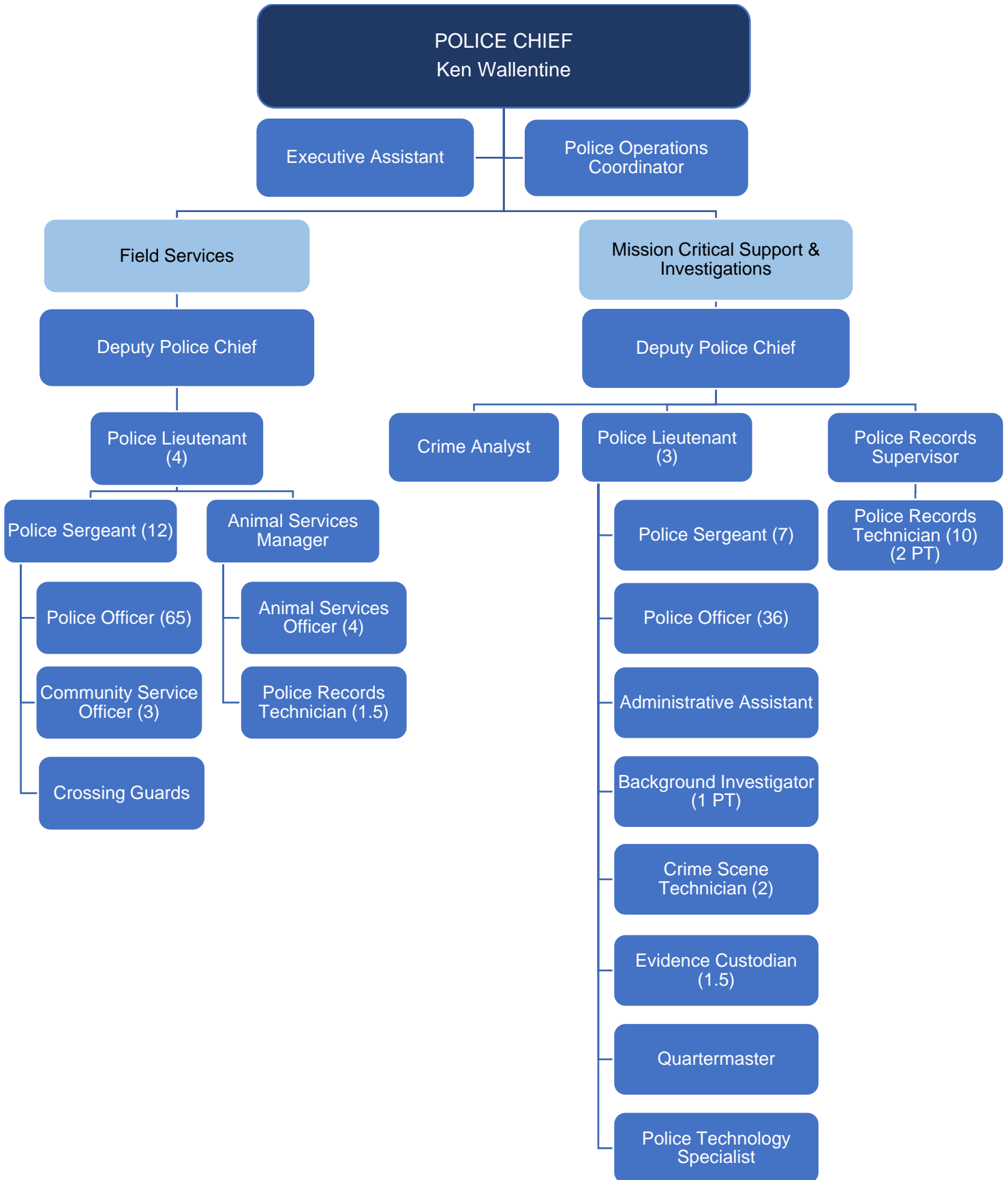
JUSTICE COURT



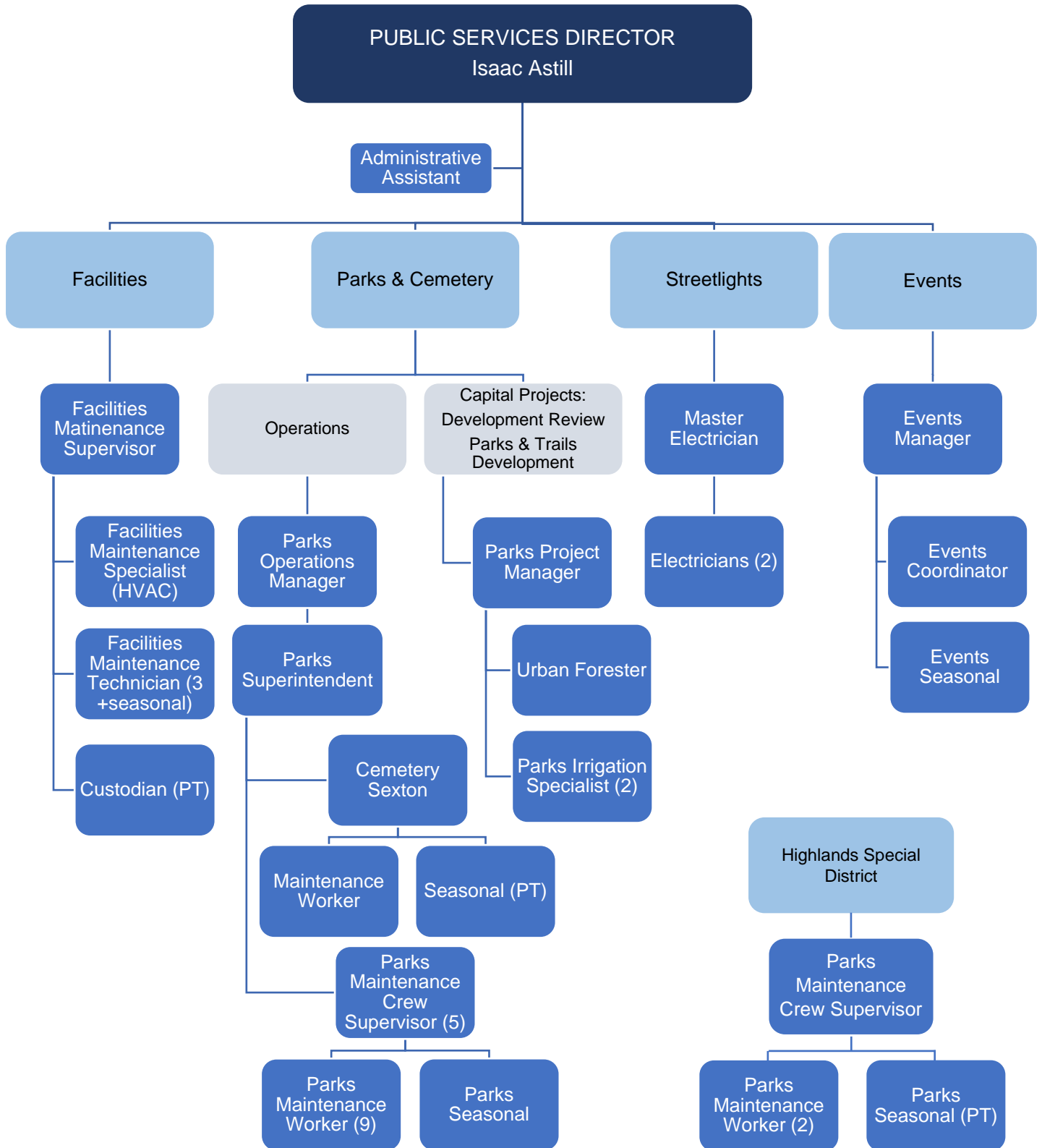
LEGAL SERVICES



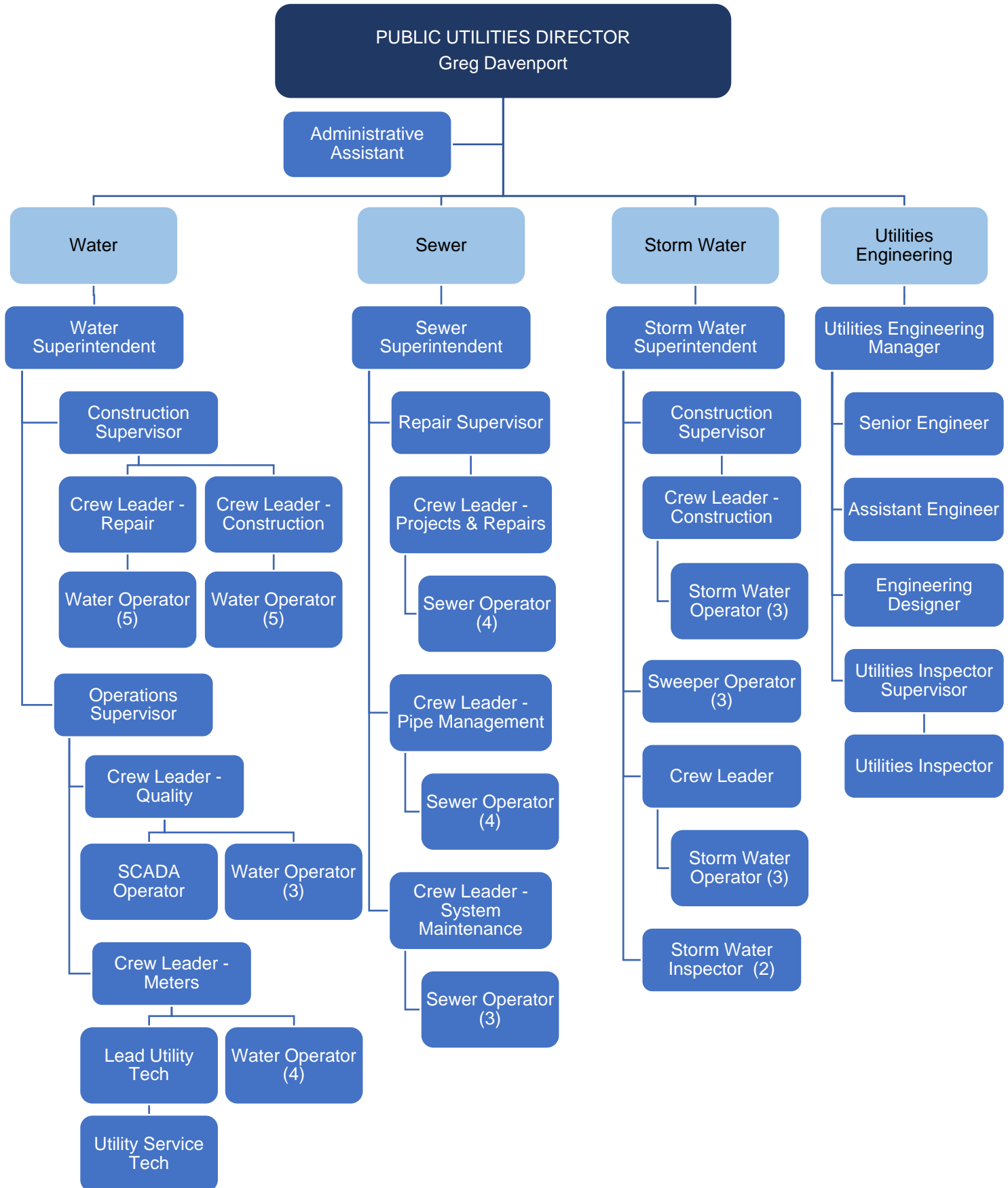
POLICE DEPARTMENT



PUBLIC SERVICES

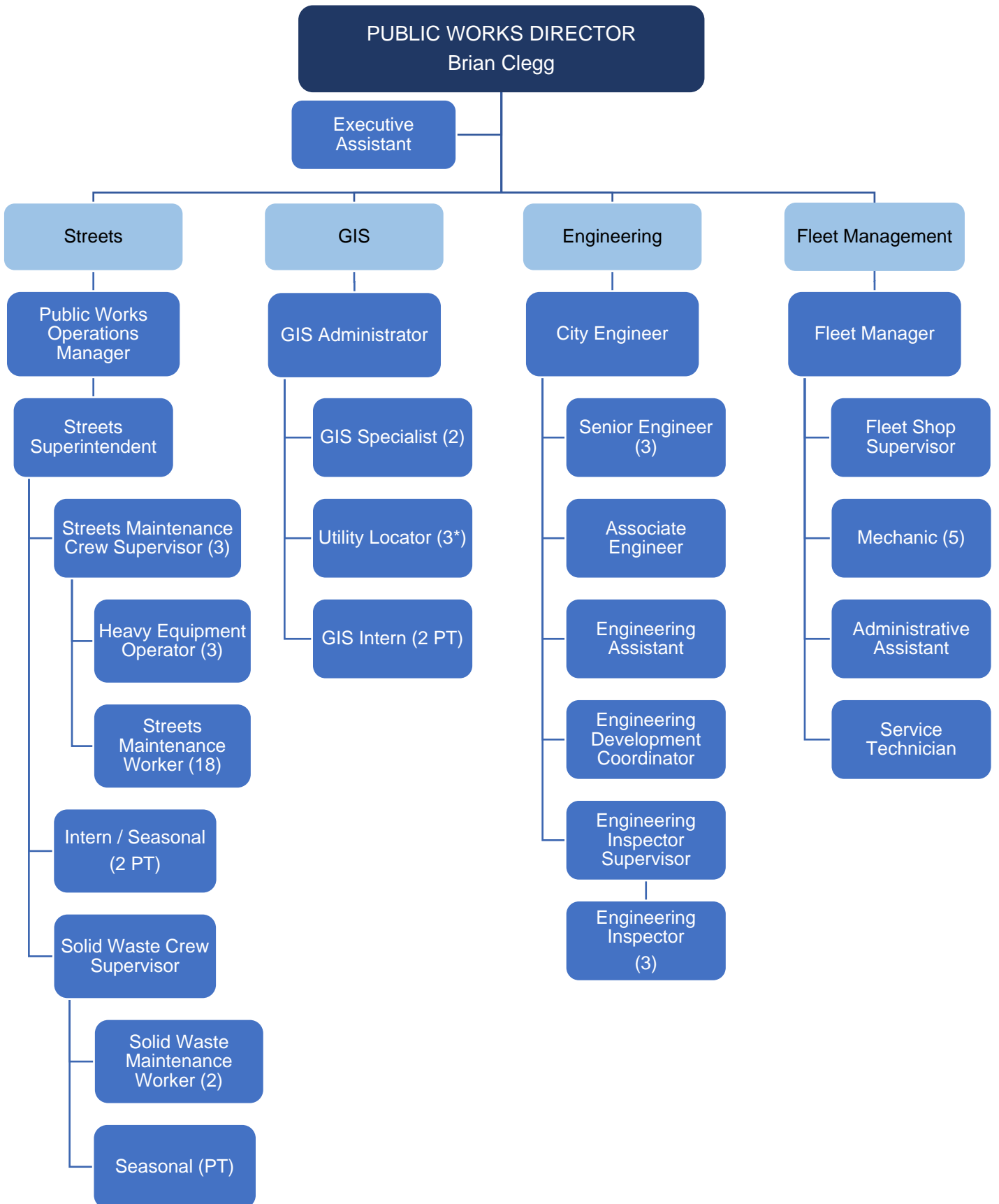


PUBLIC UTILITIES



*One (1) Utility Locator position is funded by the Water Fund but is part of the GIS division of Public Works

PUBLIC WORKS



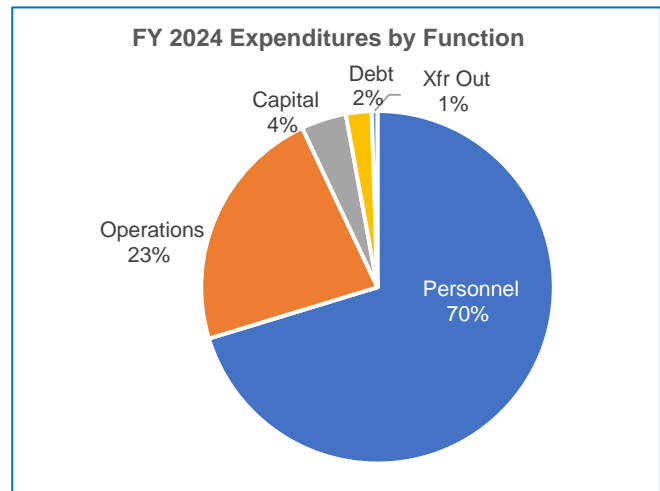
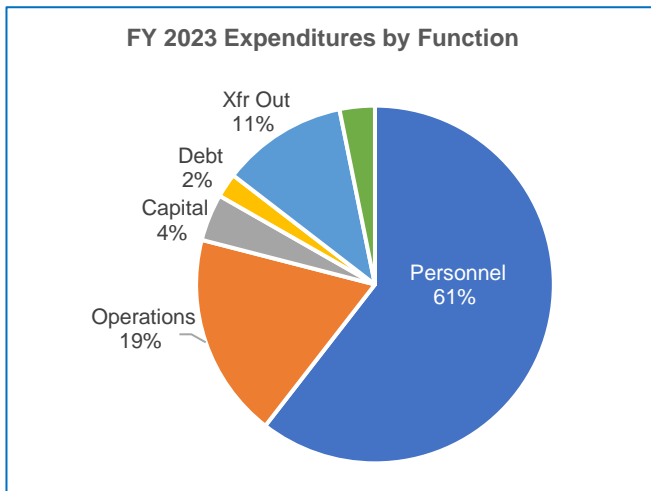
*One (1) Utility Locator position is funded by the Water Fund



GENERAL FUND SUMMARY

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-------------------------------------|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| REVENUES | | | | | |
| 1 Property tax | \$ 17,788,688 | \$ 18,617,486 | \$ 18,518,423 | \$ 18,618,316 | 0% |
| 2 Sales tax | 26,600,919 | 27,930,965 | 27,930,965 | 31,700,000 | 13% |
| 3 Franchise tax | 9,528,267 | 9,133,350 | 9,681,000 | 9,716,000 | 6% |
| 4 Charges for services | 3,512,791 | 2,661,500 | 3,188,500 | 3,210,000 | 21% |
| 5 Other | 3,730,621 | 3,432,450 | 4,008,930 | 4,042,300 | 18% |
| 6 Transfer in | 2,574,386 | 2,338,665 | 2,338,665 | 2,364,040 | 1% |
| 9 | 63,735,672 | 64,114,416 | 65,666,483 | 69,650,656 | 9% |
| EXPENDITURES | | | | | |
| 10 Personnel | (40,391,880) | (45,253,481) | (44,782,324) | (48,958,811) | 8% |
| 11 Operations | (12,649,414) | (14,315,269) | (13,701,356) | (15,797,983) | 10% |
| 12 Capital & leases | (2,719,999) | (3,140,842) | (3,140,842) | (2,882,218) | -8% |
| 13 Debt service | (2,365,200) | (1,646,811) | (1,621,859) | (1,642,331) | 0% |
| 14 Transfers out | (62,400) | (111,000) | (364,951) | (369,313) | 233% |
| 15 | (58,188,892) | (64,467,403) | (63,611,332) | (69,650,656) | 8% |
| ONE-TIME | | | | | |
| 8 One-time revenue | 20,693,163 | 174,035 | 5,174,035 | - | |
| 16 Transfers out | (17,339,910) | - | (8,050,346) | - | |
| 17 One-time expenditures | (2,518,065) | (2,356,929) | (2,356,929) | - | |
| 18 | 835,188 | (2,182,894) | (5,233,240) | - | |
| 20 Net change | \$ 6,381,968 | \$ (2,535,881) | \$ (3,178,089) | \$ - | |
| 21 Beginning reserve balance | \$ 21,732,244 | \$ 21,732,244 | \$ 21,732,244 | \$ 18,554,155 | |
| 22 Net change | 6,381,968 | (2,535,881) | (3,178,089) | - | |
| 23 Ending reserve balance | \$ 28,114,211 | \$ 19,196,363 | \$ 18,554,155 | \$ 18,554,155 | |
| | 34.35% | 30.99% | 27.09% | 27.57% | |





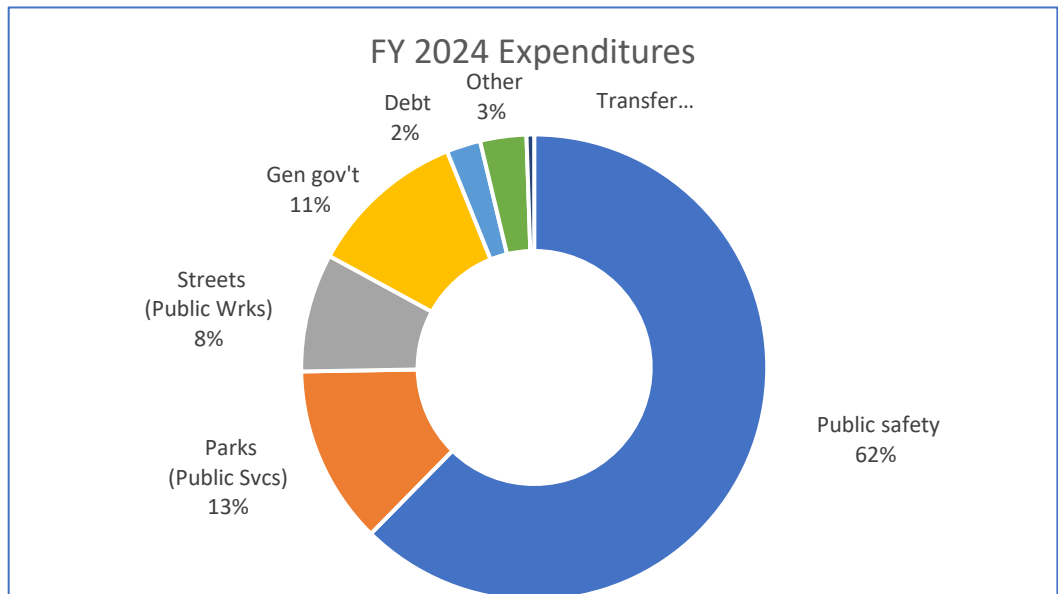
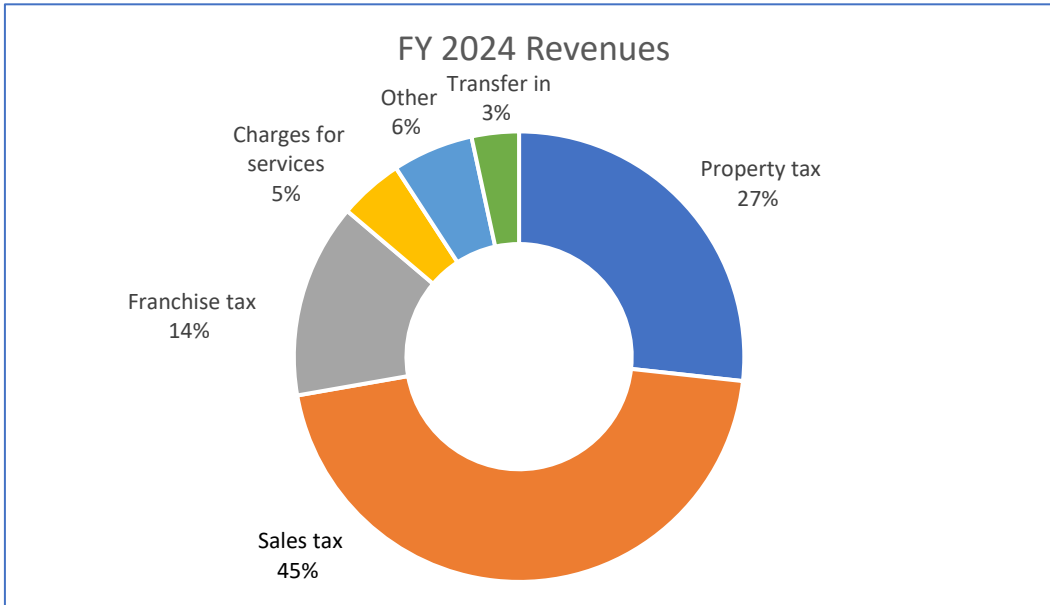
GENERAL FUND EXPANDED SUMMARY

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|----------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| REVENUES | | | | | |
| 1 Property tax | \$ 17,788,688 | \$ 18,617,486 | \$ 18,518,423 | \$ 18,618,316 | 0% |
| 2 Sales tax | 26,600,919 | 27,930,965 | 27,930,965 | 31,700,000 | 13% |
| 3 Other tax | 9,528,267 | 9,133,350 | 9,681,000 | 9,716,000 | 6% |
| 4 Licenses and permits | 991,190 | 739,500 | 1,116,500 | 1,274,500 | 72% |
| 5 Intergovernmental | 844,638 | 883,800 | 1,149,931 | 1,101,300 | 25% |
| 6 Charges for service | 3,512,791 | 2,661,500 | 3,188,500 | 3,210,000 | 21% |
| 7 Fines & forfeitures | 999,929 | 1,100,000 | 1,000,000 | 1,000,000 | -9% |
| 8 Miscellaneous | 894,863 | 709,150 | 742,499 | 666,500 | -6% |
| 9 Transfer in | 2,574,386 | 2,338,665 | 2,338,665 | 2,364,040 | 1% |
| 10 | 63,735,672 | 64,114,416 | 65,666,483 | 69,650,656 | 9% |
| EXPENDITURES | | | | | |
| 11 City Council | (440,383) | (475,659) | (418,985) | (491,574) | 3% |
| 12 Mayor's Office | (1,332,210) | (1,438,931) | (1,388,275) | (1,489,581) | 4% |
| 13 Administrative Services | (1,351,246) | (1,531,684) | (1,480,811) | (1,753,392) | 14% |
| 14 Community Development | (797,845) | (825,806) | (816,964) | (904,484) | 10% |
| 15 Justice Court | (832,852) | (905,168) | (903,974) | (1,007,583) | 11% |
| 16 Fire / EMS | (12,797,978) | (13,547,708) | (13,481,157) | (14,870,028) | 10% |
| 17 Legal Services | (1,630,539) | (1,814,809) | (1,755,776) | (1,996,737) | 10% |
| 18 Police | (21,874,808) | (25,457,076) | (25,672,676) | (28,563,106) | 12% |
| 19 Public Services | (6,318,723) | (7,910,057) | (7,499,576) | (8,615,760) | 9% |
| 20 Public Utilities | - | - | - | - | 0% |
| 21 Public Works | (4,504,808) | (5,085,365) | (4,876,338) | (5,714,467) | 12% |
| 22 Non-Departmental | (4,142,823) | (3,717,329) | (3,573,155) | (2,232,300) | -40% |
| 23 Debt Service | (2,365,200) | (1,646,811) | (1,621,859) | (1,642,331) | 0% |
| 24 Transfers out | (62,400) | (111,000) | (364,951) | (369,313) | 233% |
| 25 | (58,451,814) | (64,467,403) | (63,854,497) | (69,650,656) | 8% |
| ONE-TIME | | | | | |
| 26 Sales tax revenue | 6,186,818 | 124,035 | 4,769,035 | - | |
| 27 Permitting revenue | 4,115,140 | - | - | - | |
| 28 Other revenue | 10,391,206 | 50,000 | 405,000 | - | |
| 29 Development Services | (2,029,143) | - | - | - | |
| 30 Transfers out | (17,339,910) | - | (8,050,346) | - | |
| 31 Other expenditures | (226,000) | (2,356,929) | (2,113,764) | - | |
| 32 | 1,098,110 | (2,182,894) | (4,990,075) | - | |
| 33 Net change | \$ 6,381,968 | \$ (2,535,881) | \$ (3,178,089) | \$ - | |

GENERAL FUND EXPANDED SUMMARY

BUDGET & FINANCIAL HISTORY





GENERAL FUND 5-YEAR PLAN

BUDGET & FINANCIAL HISTORY

| | Tentative Budget FY 2024 | Year 1 FY 2025 | Year 2 FY 2026 | Year 3 FY 2027 | Year 4 FY 2028 | Year 5 FY 2029 |
|----------------------------------|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| REVENUES | | | | | | |
| 1 Property tax | \$ 18,618,316 | \$ 19,868,677 | \$ 20,452,073 | \$ 21,883,719 | \$ 23,415,579 | \$ 25,054,669 |
| 2 Sales tax | 31,700,000 | 32,651,000 | 33,630,530 | 34,639,446 | 35,678,629 | 36,748,988 |
| 3 Other tax | 9,716,000 | 9,843,450 | 9,975,083 | 10,110,895 | 10,250,891 | 10,395,075 |
| 4 Licenses & permits | 1,274,500 | 1,311,385 | 1,349,377 | 1,388,508 | 1,428,813 | 1,470,327 |
| 5 Intergovernmental | 1,101,300 | 885,700 | 887,115 | 888,542 | 889,985 | 891,442 |
| 6 Charges for services | 3,210,000 | 3,210,000 | 3,210,000 | 3,210,000 | 3,210,000 | 3,210,000 |
| 7 Fines & forfeitures | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| 8 Miscellaneous | 666,500 | 755,235 | 762,643 | 746,585 | 726,976 | 700,879 |
| 9 Transfer in | 2,364,040 | 2,518,720 | 2,667,099 | 2,824,280 | 2,990,798 | 3,167,463 |
| 10 | 69,650,656 | 72,044,167 | 73,933,919 | 76,691,975 | 79,591,671 | 82,638,844 |
| One-time revenue | - | - | - | - | - | - |
| 11 Total Revenue | 69,650,656 | 72,044,167 | 73,933,919 | 76,691,975 | 79,591,671 | 82,638,844 |
| EXPENDITURES | | | | | | |
| On-going Expenditures | | | | | | |
| 12 City Council | (491,574) | (479,144) | (498,542) | (518,712) | (539,686) | (561,498) |
| 13 Mayor's Office | (1,489,581) | (1,528,196) | (1,579,468) | (1,632,517) | (1,687,408) | (1,744,209) |
| 14 Administrative Services | (1,753,392) | (1,795,414) | (1,855,873) | (1,918,488) | (1,983,341) | (2,050,517) |
| 15 Community Development | (904,484) | (1,022,399) | (1,055,222) | (1,089,207) | (1,124,397) | (1,160,838) |
| 16 Courts | (1,007,583) | (1,027,285) | (1,060,149) | (1,094,115) | (1,129,220) | (1,165,504) |
| 17 Debt Service | (1,642,331) | (1,642,238) | (887,748) | (887,748) | (887,748) | (887,748) |
| 18 Fire / EMS | (14,870,028) | (15,758,762) | (16,573,436) | (17,427,296) | (18,322,259) | (19,260,343) |
| 19 Legal Services | (1,996,737) | (2,045,137) | (2,113,873) | (2,185,030) | (2,258,700) | (2,334,976) |
| 20 Non-Departmental | (2,232,300) | (1,971,389) | (2,149,269) | (2,312,018) | (2,498,717) | (2,417,449) |
| 21 Police | (28,563,106) | (29,310,053) | (30,121,574) | (30,954,065) | (31,808,079) | (32,684,181) |
| 22 Public Services | (8,615,760) | (9,050,323) | (9,438,235) | (9,838,486) | (10,251,482) | (10,677,641) |
| 23 Public Utilities | - | - | - | - | - | - |
| 24 Public Works | (5,714,467) | (5,984,775) | (6,275,635) | (6,575,960) | (6,886,074) | (7,206,312) |
| 25 | (69,281,343) | (71,615,115) | (73,609,024) | (76,433,642) | (79,377,111) | (82,151,215) |
| One-time Expenditures | | | | | | |
| 26 Transfers out | (369,313) | (387,779) | (407,168) | (427,526) | (448,902) | (471,347) |
| 27 | (369,313) | (387,779) | (407,168) | (427,526) | (448,902) | (471,347) |
| 28 Total Expenditures | (69,650,656) | (72,002,893) | (74,016,191) | (76,861,168) | (79,826,013) | (82,622,563) |
| 29 Net change | \$ - | \$ 41,275 | \$ (82,272) | \$ (169,194) | \$ (234,342) | \$ 16,281 |
| 30 Beginning reserve bal | \$ 18,554,155 | \$ 18,554,155 | \$ 18,595,430 | \$ 18,513,157 | \$ 18,343,964 | \$ 18,109,622 |
| 31 Net change | - | 41,275 | (82,272) | (169,194) | (234,342) | 16,281 |
| 32 Ending reserve balance | \$ 18,554,155 | \$ 18,595,430 | \$ 18,513,157 | \$ 18,343,964 | \$ 18,109,622 | \$ 18,125,903 |
| % of fund balance to revenue | 26.6% | 25.8% | 25.0% | 23.9% | 22.8% | 21.9% |



GENERAL FUND 5-YEAR PLAN

ASSUMPTIONS

Revenue Assumptions:

- Between 3% - 6% property tax revenue increase per yr
(New growth + inflationary increase as needed)*
- GO bond paid off in FY 2025, reduced property tax*
- All other general fund debt paid in full in FY 2025*
- 3.0% sales tax year-over-year growth*

Expenditure Assumptions:

- 3% personnel cost increase*
- 3% operational cost increase*
- Add \$100k (plus 3%) each year for new police officer*
- Add \$100k (plus 3%) each year for new firefighter*
- Add \$100k (plus 3%) each year for new streets workers*
- Add \$100k (plus 3%) each year for new parks/events workers*
- Community Arts Center operations beginning 2025*
- Debt service at actual*
- Transfer out to Highlands Special District, RDA, CIP*



GENERAL FUND REVENUES

GENERAL FUND REVENUES

| REVENUES | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| ON-GOING REVENUE | | | | | | |
| Property Tax | | | | | | |
| 1 | 100-311000 Property Taxes | \$ 17,031,430 | \$ 17,860,528 | \$ 17,761,465 | \$ 17,863,633 | 0% |
| 2 | 100-311100 Property Taxes - GO Bonds | 757,258 | 756,958 | 756,958 | 754,683 | 0% |
| 3 | | 17,788,688 | 18,617,486 | 18,518,423 | 18,618,316 | 0% |
| Sales Tax | | | | | | |
| 4 | 100-313000 Sales Tax | 24,381,381 | 25,600,450 | 25,600,450 | 29,100,000 | 14% |
| 5 | 100-313025 Sales Tax - Transportation (4th Q | 2,219,538 | 2,330,515 | 2,330,515 | 2,600,000 | 12% |
| 6 | | 26,600,919 | 27,930,965 | 27,930,965 | 31,700,000 | 13% |
| Other Tax | | | | | | |
| 7 | 100-312000 Delinquent Taxes | 207,764 | 113,350 | 200,000 | 200,000 | 76% |
| 8 | 100-316000 Fee In Lieu-Vehicles | 1,138,574 | 1,100,000 | 1,100,000 | 1,100,000 | 0% |
| 9 | 100-319000 Penalty & Int On Del Tax | 6,791 | 5,000 | 5,000 | 5,000 | 0% |
| 10 | 100-314000 Cable Franchise Tax | 677,827 | 685,000 | 642,000 | 675,000 | -1% |
| 11 | 100-315000 Utility Franchise Tax | 6,919,611 | 6,725,000 | 7,168,000 | 7,175,000 | 7% |
| 12 | 100-315100 Telecommunications Tax | 487,925 | 445,000 | 486,000 | 486,000 | 9% |
| 13 | 100-317000 Transient Room Tax | 89,775 | 60,000 | 80,000 | 75,000 | 25% |
| 14 | | 9,528,267 | 9,133,350 | 9,681,000 | 9,716,000 | 6% |
| Licenses and Permits | | | | | | |
| 15 | 100-321000 Business Licenses | 532,660 | 480,000 | 525,000 | 525,000 | 9% |
| 16 | 100-321200 Business License App Fee | 15,271 | 17,000 | 17,000 | 17,000 | 0% |
| 17 | 100-321300 Rental Dwelling License | 198,097 | 200,000 | 200,000 | 200,000 | 0% |
| 18 | 100-321400 Rental Dwelling App Fee | 3,763 | 2,500 | 2,500 | 2,500 | 0% |
| 19 | 100-321800 Conditional Use Permits | 18,045 | - | 27,000 | 30,000 | |
| 20 | 100-321900 Fire Permit Fee | 42,414 | - | 50,000 | 55,000 | |
| 21 | 100-322200 Encroachment Permits | 135,467 | - | 250,000 | 400,000 | |
| 22 | 100-321100 Animal Licenses | 45,473 | 40,000 | 45,000 | 45,000 | 13% |
| 23 | | 991,190 | 739,500 | 1,116,500 | 1,274,500 | 72% |
| Intergovernmental | | | | | | |
| 24 | 100-335800 State Liquor Tax | 134,744 | 120,000 | 141,131 | 140,000 | 17% |
| 25 | 100-337700 Jordan School Reimburse | 450,000 | 600,000 | 650,000 | 675,000 | 13% |
| 26 | 100-338201 Animal Control - Murray | - | - | - | - | 0% |
| 26 | 100-337400 Misc Intergovernmental Rev | 107,462 | 72,500 | 72,500 | - | 0% |
| 27 | Public Safety Grants | 152,432 | 91,300 | 286,300 | 286,300 | 214% |
| 28 | | 844,638 | 883,800 | 1,149,931 | 1,101,300 | 25% |
| Charges for Services | | | | | | |
| 29 | 100-341100 Reclaimed Animals | 37,392 | 35,000 | 35,000 | 35,000 | 0% |
| 30 | 100-341110 Pet Sterilization Charge | 3,585 | 5,000 | 3,500 | 3,500 | -30% |
| 31 | 100-341650 Passport Fees | 291,835 | 200,000 | 325,000 | 350,000 | 75% |
| 32 | 100-342100 Police Records Fee | 87,851 | 80,000 | 90,000 | 90,000 | 13% |
| 33 | 100-342110 Police Service Fee | 79,396 | 5,000 | 5,000 | 5,000 | 0% |
| 34 | 100-342220 Fire Public Education Fees | 5,965 | 5,000 | 5,000 | 5,000 | 0% |
| 35 | 100-342800 False Alarm Runs | 100 | 10,000 | 3,500 | 10,000 | 0% |
| 36 | 100-347800 Ambulance Fees | 2,495,622 | 2,000,000 | 2,360,000 | 2,400,000 | 20% |
| 37 | 100-344200 Prosecutor Reimbursement | 539 | 1,000 | 1,000 | 1,000 | 0% |
| 38 | 100-347400 Parks,Public Property | 149,609 | 100,000 | 100,000 | 100,000 | 0% |
| 39 | 100-348100 Cemetery Lot Sale | 260,888 | 150,000 | 200,000 | 150,000 | 0% |
| 40 | 100-348300 Opening & Closing | 87,163 | 60,000 | 50,000 | 50,000 | -17% |
| 41 | 100-341500 Maps & Pubs Sale | 5,122 | 2,500 | 2,500 | 2,500 | 0% |

GENERAL FUND REVENUES

| REVENUES | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Charges for Services (continued) | | | | | | |
| 42 | 100-341600 Nsf/Serv Chrg/Late Fee | 7,725 | 8,000 | 8,000 | 8,000 | 0% |
| 43 | | 3,512,791 | 2,661,500 | 3,188,500 | 3,210,000 | 21% |
| Fines & Forfeitures | | | | | | |
| 44 | 100-351100 Court Fines | 999,929 | 1,100,000 | 1,000,000 | 1,000,000 | -9% |
| 45 | | 999,929 | 1,100,000 | 1,000,000 | 1,000,000 | -9% |
| Miscellaneous | | | | | | |
| 46 | Events | 418,442 | 312,500 | 420,936 | 481,500 | 54% |
| 47 | Property Leases | 98,731 | 100,000 | 100,000 | 100,000 | 0% |
| 48 | Sundry Revenue | 198,367 | 100,000 | 50,000 | 50,000 | |
| 49 | 100-369001 Code Enforcement Revenue | 32,502 | 60,000 | 35,000 | 35,000 | -42% |
| 50 | 100-362700 RDA Admin Reimbursement | 146,822 | 136,650 | 136,563 | - | -100% |
| 51 | | 894,863 | 709,150 | 742,499 | 666,500 | -6% |
| Transfers In | | | | | | |
| 52 | 100-394510 Transfer from Water Fund | 1,356,657 | 1,364,675 | 1,364,675 | 1,336,750 | -2% |
| 53 | 100-394520 Transfer from Sewer Fund | 665,000 | 700,000 | 700,000 | 750,000 | 7% |
| 54 | 100-394540 Transfer from Solid Waste Fund | 298,700 | - | - | - | 0% |
| 55 | 100-394550 Transfer from Storm Water Fund | 216,529 | 234,990 | 234,990 | 237,000 | 1% |
| 56 | 100-394570 Transfer from Streetlight Fund | 37,500 | 39,000 | 39,000 | 40,290 | 3% |
| 57 | | 2,574,386 | 2,338,665 | 2,338,665 | 2,364,040 | 1% |
| 58 | Total On-Going Revenue | 63,735,672 | 64,114,416 | 65,666,483 | 69,650,656 | 9% |
| ONE-TIME REVENUE | | | | | | |
| Permitting | | | | | | |
| <i>As of FY 2023, development-related fees have been moved to the Development Services Fund.</i> | | | | | | |
| 59 | 100-322000 1% Building Permit Surch | (1) | - | - | - | |
| 60 | 100-322100 Building Permits | 3,399,249 | - | - | - | |
| 61 | 100-341200 Site Plan Review | 162,438 | - | - | - | |
| 62 | 100-341300 Zoning & Subdivision Fee | 140,937 | - | - | - | |
| 63 | 100-342400 Inspection Fee | 71,284 | - | - | - | |
| 64 | 100-342500 Fire Inspection Fee | 25,293 | - | - | - | |
| 65 | 100-343000 Eng. Review & Insp. Fee | 300,961 | - | - | - | |
| 66 | 100-343020 Concept Plan Meeting Fee | 5,700 | - | - | - | |
| 67 | 100-347700 Sign Review | 9,281 | - | - | - | |
| 68 | | 4,115,140 | - | - | - | |
| Other One-Time Revenue | | | | | | |
| 69 | 100-311110 Judgement Levy | 186,461 | - | (20,000) | - | |
| 70 | 100-313050 Sales Tax - One-time | 6,186,818 | 124,035 | 4,769,035 | - | |
| 71 | 100-331601 Federal Economic Recovery Fund | 10,000,000 | - | - | - | |
| 72 | 100-361000 Interest Earnings | 158,701 | 50,000 | 400,000 | - | |
| 73 | 100-364000 Sale of Fixed Assets | 8,733 | - | - | - | |
| 74 | 100-365000 Sale of Materials & Supplies | 30,485 | - | 25,000 | - | |
| 75 | 100-387447 Transfer from Capital Projects | - | - | - | - | |
| 76 | Donations | 6,826 | - | - | - | |
| | | 16,578,024 | 174,035 | 5,174,035 | - | |
| 77 | Total One-Time Revenue | 20,693,163 | 174,035 | 5,174,035 | - | |
| 78 | Total Revenue | \$ 84,428,835 | \$ 64,288,451 | \$ 70,840,518 | \$ 69,650,656 | 8% |



GENERAL FUND EXPENDITURES



EXPENDITURE BY DEPARTMENT

DEPARTMENT SUMMARY

| | Prior Year Actual FY2022 | Adopted Budget FY 2023 | Estimated Estimate FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--------------------------------|--------------------------|------------------------|----------------------------|-----------------------|---------------------|
| EXPENDITURES | | | | | |
| Legislative | | | | | |
| 1 City Council ¹ | \$ 440,383 | \$ 475,659 | \$ 418,985 | \$ 491,574 | 3% |
| 2 | 440,383 | 475,659 | 418,985 | 491,574 | 3% |
| Executive | | | | | |
| 3 Mayor ¹ | 566,741 | 595,546 | 560,820 | 542,449 | -9% |
| 4 Public Affairs ¹ | 315,613 | 310,717 | 307,696 | 369,022 | 19% |
| 5 Economic Development | 449,855 | 532,668 | 519,759 | 578,110 | 9% |
| 6 | 1,332,210 | 1,438,931 | 1,388,275 | 1,489,581 | 4% |
| Administrative Services | | | | | |
| 7 Admin Services ¹ | 717,935 | 752,956 | 734,177 | 860,794 | 14% |
| 8 City Recorder ¹ | 224,358 | 264,800 | 241,899 | 314,419 | 19% |
| 9 Human Resources ¹ | 408,953 | 513,928 | 504,735 | 578,179 | 13% |
| 10 Utility Billing | (0) | - | - | - | 0% |
| 11 | 1,351,246 | 1,531,684 | 1,480,811 | 1,753,392 | 14% |
| Legal Services | | | | | |
| 12 City Attorney ¹ | 948,253 | 842,542 | 725,101 | 793,765 | -6% |
| 13 Prosecution | 603,300 | 683,945 | 764,264 | 880,477 | 29% |
| 14 Victim Advocate | 224,986 | 288,322 | 266,411 | 322,495 | 12% |
| 15 | 1,776,539 | 1,814,809 | 1,755,776 | 1,996,737 | 10% |
| Community Development | | | | | |
| 16 Code Enforcement | 653,217 | 744,576 | 735,486 | 817,972 | 10% |
| 17 Property Admin ¹ | 144,628 | 81,230 | 81,478 | 86,512 | 7% |
| 18 | 797,845 | 825,806 | 816,964 | 904,484 | 10% |
| Judicial Services | | | | | |
| 19 Justice Court | 832,852 | 905,168 | 903,974 | 1,007,583 | 11% |
| 20 | 832,852 | 905,168 | 903,974 | 1,007,583 | 11% |
| Police | | | | | |
| 21 Police | 20,599,018 | 23,945,544 | 24,206,168 | 26,883,091 | 12% |
| 22 Crossing Guards | 647,303 | 707,011 | 697,217 | 764,617 | 8% |
| 23 Animal Control | 526,454 | 668,131 | 632,901 | 765,398 | 15% |
| 24 SWAT | 102,033 | 136,390 | 136,390 | 150,000 | 10% |
| 25 | 21,874,808 | 25,457,076 | 25,672,676 | 28,563,106 | 12% |
| Fire / EMS | | | | | |
| 26 Fire ¹ | 12,877,978 | 13,450,028 | 13,383,478 | 14,759,848 | 10% |
| 27 Emergency Management | - | 97,680 | 97,679 | 110,180 | 13% |
| 28 | 12,877,978 | 13,547,708 | 13,481,157 | 14,870,028 | 10% |
| Public Works | | | | | |
| 29 Public Works ¹ | 287,323 | 449,492 | 437,291 | 257,334 | -43% |
| 30 Engineering ¹ | 854,553 | 666,742 | 548,011 | 936,673 | 40% |
| 31 GIS ¹ | 310,219 | 256,103 | 246,633 | 292,224 | 14% |
| 32 Capital Projects | 257,606 | N/A | N/A | N/A | 0% |
| 33 Streets | 2,795,107 | 3,713,028 | 3,644,403 | 4,228,236 | 14% |
| 34 | 4,504,808 | 5,085,365 | 4,876,338 | 5,714,467 | 12% |

EXPENDITURE BY DEPARTMENT

DEPARTMENT SUMMARY

| | Prior Year Actual FY2022 | Adopted Budget FY 2023 | Estimated Estimate FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|---|--------------------------------|------------------------------|----------------------------------|-----------------------------|---------------------------|
| Public Services | | | | | |
| 35 Public Services ¹ | 189,492 | 236,026 | 211,460 | 271,698 | 15% |
| 36 Events | 654,372 | 871,439 | 926,194 | 1,037,569 | 19% |
| 37 Facilities ¹ | 1,534,522 | 1,697,471 | 1,760,898 | 1,642,142 | -3% |
| 38 Parks ¹ | 3,803,116 | 4,846,160 | 4,367,827 | 5,373,259 | 11% |
| 39 Cemetery | 137,222 | 258,961 | 233,197 | 291,092 | 12% |
| 40 | 6,318,723 | 7,910,057 | 7,499,576 | 8,615,760 | 9% |
| Public Utilities | | | | | |
| 41 Public Utilities ¹ | N/A | - | - | - | 0% |
| 42 | - | - | - | - | 0% |
| Other | | | | | |
| 43 Non-Departmental ¹ | 4,142,823 | 3,717,329 | 3,573,155 | 2,232,300 | -40% |
| 44 Debt Service | 2,365,200 | 1,646,811 | 1,621,859 | 1,642,331 | 0% |
| 45 Transfers Out | 62,400 | 111,000 | 364,951 | 369,313 | |
| 46 | 6,570,422 | 5,475,140 | 5,559,965 | 4,243,944 | -22% |
| 47 Total On-Going Expenditures | 58,677,814 | 64,467,403 | 63,854,497 | 69,650,656 | 8% |
| Development Services | | | | | |
| <i>As of FY 2023, development-related divisions have been moved to the Development Services Fund.</i> | | | | | |
| 48 Planning | 871,985 | - | - | - | |
| 49 Building | 1,157,158 | - | - | - | |
| 50 | 2,029,143 | - | - | - | |
| Other One-time Expenditures | | | | | |
| 51 Transfers Out | 17,339,910 | - | 8,050,346 | - | |
| 52 Police Equipment | - | 243,165 | - | - | |
| 53 Fire Equipment | - | - | - | - | |
| 54 Debt Service | - | 2,113,764 | 2,113,764 | - | |
| 55 | 17,339,910 | 2,356,929 | 10,164,110 | - | |
| 56 Total One-time Expenditures | 19,369,053 | 2,356,929 | 10,164,110 | - | -100% |
| 57 Total Expenditures | \$ 78,046,868 | \$ 66,824,332 | \$ 74,018,607 | \$ 69,650,656 | 4% |

¹ As of FY 2023, a portion of the cost of these departments is allocated to the Development Services Fund.





CITY COUNCIL

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.
- Shared Services allocation adjusted from 45% to 50%.

PURPOSE

The City of West Jordan operates under a Council-Mayor form of government. This form has two separate, independent, and equal branches of municipal government consisting of a legislative branch—a council composed of seven members; and an executive branch—the mayor and, under the mayor's supervision, any executive or administrative departments, divisions, and offices and any executive or administrative officers provided for by statute or municipal ordinance.

Under this form of government, the Council is the legislative body of the City and by ordinance or resolution determines the broad policy for the City and some specific policies such as the manner in which municipal property is bought, sold, traded, encumbered, or otherwise transferred; and a subdivision or annexation is approved, disapproved, or otherwise regulated.

The council enacts laws, appropriates funds, and reviews municipal administration. The council elects one of its members to be the chair of the council. The council may make suggestions or recommendations to the mayor or mayor's subordinates and investigate any officer, department, or agency of the city municipality, but it may not direct or request, other than in writing, the appointment of a person to or the removal of a person from an executive municipal office; interfere in any way with an executive officer's performance of the officer's duties; or publicly or privately give orders to a subordinate of the mayor.

Council Members serve staggered four-year terms. Four Council Members are elected to serve over districts representing specific areas of the City; and three Council Members are elected at-large representing the entire City. The City Council Office also includes staff to support the City Council.

GOALS & OBJECTIVES

While the City Council Office strives to meet all legal requirements regarding public meetings, at times it is possible and advantageous to publish information even earlier than is required by statute.

Goal 1: Publish Public Notices according to legal requirements 100% of the time.

Goal 2: Publish the Council Meeting Agenda a week in advance 95% of the time.

Goal 3: Post the Council Meeting Minutes ahead of the legal requirement deadline 85% of the time (while posting 100% of the time by the legal deadline).

PERFORMANCE & WORKLOAD MEASURES

| | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|---|---------------------------|--------------------|----------------|
| Publish Public Notices at legal requirement | 100% | 100% | 100% |
| Publish Agenda in advance of requirement | <i>New in FY 2023</i> | 100% | 100% |
| Post Minutes ahead of legal deadline | | 90% | 90% |



CITY COUNCIL

STAFFING

| | Grade | | Count | |
|---|----------|----------|--------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Elected Councilmembers | \$18,000 | \$18,000 | 7.00 | 7.00 |
| Council Office Director | GR83 | GR88 | 1.00 | 1.00 |
| Public Liaison and Policy Analyst | GR58 | GR65 | 1.00 | 1.00 |
| Council Office Clerk | GR58 | GR58 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 10.00 | 10.00 |

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--------------------------------------|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------|
| Personnel | | | | | |
| 1 1001-411000 Salaries Full-Time | \$ 190,871 | \$ 263,488 | \$ 263,488 | \$ 279,920 | 6% |
| 2 1001-411001 Salaries Part/Seasonal | 130,602 | 126,700 | 126,700 | 126,700 | 0% |
| 3 1001-411030 Sick Leave Buyout | - | 1,985 | 2,258 | 2,422 | 22% |
| 4 1001-413000 Benefits | 234,090 | 248,300 | 251,800 | 261,920 | 5% |
| 5 | 555,563 | 640,473 | 644,246 | 670,962 | 5% |
| Operations | | | | | |
| 6 1001-421500 Memberships | 191 | 1,200 | 1,200 | 1,200 | 0% |
| 7 1001-425560 IT Services | - | - | - | 96,487 | 100% |
| 8 1001-431000 Professional & Tech | 4,814 | 71,000 | 66,000 | 63,500 | -11% |
| 9 1001-433000 Training | 7,232 | 9,000 | 9,000 | 9,000 | 0% |
| 10 1001-433100 Travel | 3,236 | 8,000 | 8,000 | 8,000 | 0% |
| 11 1001-448000 Dept Supplies | 3,333 | 2,000 | 2,000 | 4,000 | 100% |
| 12 1001-461010 Contingency Reserve | 2,891 | 53,424 | - | 65,000 | 22% |
| 13 | 21,697 | 144,624 | 86,200 | 247,187 | 71% |
| Shared Services Allocation | | | | | |
| 14 1001-493100 Allocated Wages | (131,519) | (286,638) | (289,910) | (335,481) | |
| 15 1001-493110 Allocated Operations | (5,358) | (22,800) | (21,551) | (91,094) | |
| 16 | (136,877) | (309,438) | (311,461) | (426,575) | -38% |
| 17 TOTAL CITY COUNCIL | \$ 440,383 | \$ 475,659 | \$ 418,985 | \$ 491,574 | 3% |

CITY COUNCIL

JUSTIFICATION

Personnel

| | | | | |
|----|-------------|----------------|-------|---|
| 18 | 1001-413000 | Other Benefits | 3,500 | Councilmembers for tickets to city-sponsored events |
|----|-------------|----------------|-------|---|

Operations

| | | | | |
|----|-------------|---------------------|--------|---|
| 19 | 1001-421500 | Memberships | 1,200 | Association of Municipal Clerks, National Association of Parliamentarians |
| 20 | 1001-425560 | IT Services | 96,487 | IT services and equipment replacement |
| 21 | 1001-431000 | Professional & Tech | 3,500 | Council meeting transcriptions |
| 22 | | | 25,000 | City-wide surveys |
| 23 | | | 20,000 | Annual citizen report |
| 24 | | | 15,000 | Annual budget report |
| 25 | 1001-433000 | Training | 7,700 | \$1,100 per councilmember, training conferences (ULCT, NLCT, etc) |
| 26 | | | 1,300 | Administrative staff training conferences ULCT |
| 27 | 1001-433100 | Travel | 6,200 | \$886 per councilmember, travel to training conferences (ULCT, NLCT, etc) |
| 28 | | | 1,800 | Administrative staff travel to conferences ULCT |
| 29 | 1001-448000 | Dept Supplies | 1,500 | Councilmember photos, event supplies, etc |
| 30 | | | 2,500 | Office supplies, miscellaneous |
| 31 | 1001-461010 | Contingency Reserve | 65,000 | |

247,187

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|-----------|-------------------------------------|
| 33 | 1001-493100 | Allocated Wages | (167,741) | 25.00% to Development Services Fund |
| 34 | | | (100,644) | 15.00% to Water Fund |
| 35 | | | (25,161) | 3.75% to Sewer Fund |
| 36 | | | (16,774) | 2.50% to Solid Waste Fund |
| 37 | | | (25,161) | 3.75% to Storm Water Fund |
| 38 | 1001-493110 | Allocated Operations | (45,547) | 25.00% to Development Services Fund |
| 39 | | | (27,328) | 15.00% to Water Fund |
| 40 | | | (6,832) | 3.75% to Sewer Fund |
| 41 | | | (4,555) | 2.50% to Solid Waste Fund |
| 42 | | | (6,832) | 3.75% to Storm Water Fund |

(426,575)



MAYOR'S OFFICE



MAYOR'S OFFICE

SERVICE LEVEL CHANGES

- Mayor's compensation adjusted by Council.
- IT Services previously consolidated and budgeted in Non-Departmental.
- Shared Services allocation adjusted from 35% to 50%.

PURPOSE

The purpose of the Mayor's Office is to provide leadership, support, and oversight to city operational departments and staff as outlined by the Mayor and Chief Administrative Officer.

GOALS & OBJECTIVES

- Goal 1:** Creating and cultivating a strong sense of community and quality of life in West Jordan.
- Goal 2:** Leading a city where residents feel safe and listened to.
- Goal 3:** Ensuring that the City is providing great customer service in all departments.
- Goal 4:** Making the City of West Jordan a great place to work.
- Goal 5:** Improving customer service and operational efficiency through the appropriate adoption and use of technology.
- Goal 6:** Adopting best practices in fiscal management, general management, and supportive leadership.

STAFFING

| | Grade | | Count | |
|---|-----------|-----------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Elected Mayor | \$105,000 | \$124,000 | 1.00 | 1.00 |
| Chief Administrative Officer | GR99 | GR99A | 1.00 | 1.00 |
| Assistant Chief Administrative Officer | GR90 | GR94 | 1.00 | 1.00 |
| Community Outreach Manager | GR67 | GR67 | 1.00 | 1.00 |
| Executive Assistant | GR54 | GR54 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 5.00 | 5.00 |



MAYOR'S OFFICE

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|----------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 | 1003-411000 Salaries Full-Time | \$ 433,683 | \$ 572,876 | \$ 540,000 | \$ 689,894 20% |
| 2 | 1003-411030 Leave Buyout | - | - | 696 | 3,047 100% |
| 3 | 1003-413000 Benefits | 219,198 | 256,117 | 234,874 | 270,020 5% |
| 4 | | 652,881 | 828,993 | 775,570 | 962,961 16% |
| Operations | | | | | |
| 5 | 1003-421500 Memberships | 1,385 | 2,650 | 2,650 | 2,650 0% |
| 6 | 1003-425560 IT Services | - | - | - | 41,287 100% |
| 7 | 1003-431000 Professional & Tech | 2,900 | 3,000 | 3,000 | 3,000 0% |
| 8 | 1003-433000 Training | 4,923 | 2,450 | 2,450 | 5,000 104% |
| 9 | 1003-433100 Travel | 5,756 | 9,000 | 9,000 | 11,500 28% |
| 10 | 1003-448000 Dept Supplies | 12,228 | 8,500 | 8,500 | 8,500 0% |
| 11 | 1003-461140 Employee Recognition | 66,043 | 50,000 | 50,000 | 50,000 0% |
| 12 | | 93,235 | 75,600 | 75,600 | 121,937 61% |
| Shared Services Allocation | | | | | |
| 13 | 1003-493100 Allocated Wages | (156,192) | (290,147) | (271,450) | (481,480) |
| 14 | 1003-493110 Allocated Operations | (23,183) | (18,900) | (18,900) | (60,969) |
| 15 | | (179,375) | (309,047) | (290,350) | (542,449) -76% |
| 16 | TOTAL MAYOR'S OFFICE | \$ 566,741 | \$ 595,546 | \$ 560,820 | \$ 542,449 -9% |

JUSTIFICATION

| | | | | |
|-----------------------------------|-------------|----------------------|----------------|---|
| Operations | | | | |
| 17 | 1003-421500 | Memberships | 2,650 | Utah City Managers Association, Int'l City Managers Association |
| 18 | 1003-425560 | IT Services | 41,287 | IT services and equipment replacement |
| 19 | 1003-431000 | Professional & Tech | 3,000 | Studies and consulting |
| 20 | 1003-433000 | Training | 5,000 | Annual conferences |
| 21 | 1003-433100 | Travel | 11,500 | |
| 22 | 1003-448000 | Dept Supplies | 8,500 | Meeting supplies, strategic planning, etc |
| 23 | 1003-461140 | Employee Recognition | 50,000 | Employee recognition program, service awards |
| 24 | | | 121,937 | |
| Shared Services Allocation | | | | |
| 25 | 1003-493100 | Allocated Wages | 240,740 | 25.00% to Development Services Fund |
| 26 | | | 96,296 | 10.00% to Water Fund |
| 27 | | | 48,148 | 5.00% to Sewer Fund |
| 28 | | | 48,148 | 5.00% to Solid Waste Fund |
| 29 | | | 48,148 | 5.00% to Storm Water Fund |
| 30 | 1003-493110 | Allocated Operations | 30,484 | 25.00% to Development Services Fund |
| 31 | | | 12,194 | 10.00% to Water Fund |
| 32 | | | 6,097 | 5.00% to Sewer Fund |
| 33 | | | 6,097 | 5.00% to Solid Waste Fund |
| 34 | | | 6,097 | 5.00% to Storm Water Fund |
| 35 | | | 542,449 | |



ECONOMIC DEVELOPMENT

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The economic development department creates policies and programs, and engages in activities that seek to improve the economic well-being and quality of life for the community. We accomplish this by focusing on creating and retaining jobs, maintaining a strong business climate, working with land owners and developers to create new commercial and industrial opportunities, and strategic planning for future success.

GOALS / PERFORMANCE & WORKLOAD MEASURES

| | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|--|----------------------------|---------------------|----------------|
| # of formal business visitations | <i>Begin in FY2023</i> | 80 | 88 |
| Net promotor score from business visitations | | 27.00 | 28.35 |
| # of responses in annual business survey | | 168 | 185 |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Economic Development Director | GR83 | GR88 | 1.00 | 1.00 |
| Business Development Manager | GR75 | GR75 | 1.00 | 1.00 |
| Business Retention & Expansion Manager | GR65 | GR65 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 3.00 | 3.00 |



ECONOMIC DEVELOPMENT

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|---|---------------------------|------------------------|--------------------------|-----------------------|---------------------|
| Personnel | | | | | |
| 1 1701-411000 Salaries Full-Time | \$ 287,869 | \$ 335,534 | \$ 335,534 | \$ 355,034 | 6% |
| 2 1701-413000 Benefits | 109,346 | 124,449 | 124,449 | 131,880 | 6% |
| 3 | 397,215 | 459,983 | 459,983 | 486,914 | 6% |
| Operations | | | | | |
| 4 1701-421000 Books & Subscriptions | 245 | 300 | 300 | 300 | 0% |
| 5 1701-421500 Memberships | 1,160 | 1,535 | 1,500 | 1,535 | 0% |
| 6 1701-425000 Equipment Supplies & Main | 35 | - | - | - | 0% |
| 7 1701-425560 IT Services | - | - | - | 18,511 | 100% |
| 8 1701-431000 Professional & Tech | 10,488 | 15,000 | 9,126 | 15,000 | 0% |
| 9 1701-433000 Training | 107 | 2,100 | 2,100 | 2,100 | 0% |
| 10 1701-433100 Travel | 636 | 10,000 | 9,000 | 10,000 | 0% |
| 11 1701-441200 EDCU | 31,060 | 32,750 | 32,750 | 32,750 | 0% |
| 12 1701-441300 Recruitment & Marketing | 8,853 | 10,000 | 5,000 | 10,000 | 0% |
| 13 1701-448000 Dept Supplies | 57 | 1,000 | - | 1,000 | 0% |
| 14 | 52,640 | 72,685 | 59,776 | 91,196 | 25% |
| 15 TOTAL ECONOMIC DEVELOPMENT | \$ 449,855 | \$ 532,668 | \$ 519,759 | \$ 578,110 | 9% |

JUSTIFICATION

| Operations | | | | |
|-------------------|-------------|-------------------------|---------------|--|
| 16 | 1701-421000 | Books & Subscriptions | 300 | The Enterprise, economic development journals, magazines and books |
| 17 | 1701-421500 | Memberships | 1,535 | International Convention of Shopping Centers, Utah Redevelopment Association, International Economic Develop Council, NAIOP commercial real estate development association, Utah Manufacturers Association |
| 18 | 1701-425560 | IT Services | 18,511 | IT services and equipment replacement |
| 19 | 1701-431000 | Professional & Tech | 15,000 | Studies and Salesforce User licensing |
| 20 | 1701-433000 | Training | 2,100 | Int'l Economic Development Council (IEDC) training, Utah Alliance for Economic Development meetings |
| 21 | 1701-433100 | Travel | 10,000 | IEDC conference, ICSC Recon, and business recruitment |
| 22 | 1701-441200 | EDCU | 32,750 | EDCU Dues & quarterly meetings |
| 23 | 1701-441300 | Recruitment & Marketing | 10,000 | Recruitment, marketing, business retention visits, networking, and advertising |
| 24 | 1701-448000 | Dept Supplies | 1,000 | Misc supplies |
| 25 | | | 91,196 | |



PUBLIC AFFAIRS

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

Public Affairs provides innovative communications solutions and government affairs services designed to promote the City's core services, initiatives, and mission to residents and stakeholders. The Department provides strategic communications and government affairs support to each of the City's businesses through media strategy and response, marketing, graphic design, print production, social media, web management, video production and relationship building and development.

GOALS & OBJECTIVES

Goal 1: Maintain average email marketing open rate and read-receipts at a minimum of 2x the national average of 18%.

Goal 2: Implement and manage text message push email alert programming.

Goal 3: Develop and implement strategic print campaign, focused on households not receiving email, social, or text updates.

Goal 4: Develop and maintain a complete tracker for legislative initiatives.

PERFORMANCE & WORKLOAD MEASURES

| | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|---|------------------|---------------------|----------------|
| Email open rate | | 60% | 65% |
| Households included in focused print campaign | Begin in FY2024 | | 15,000 |
| Legislative initiatives included in tracker | 100% | 100% | 100% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Director of Public Affairs | GR85 | GR88 | 1.00 | 1.00 |
| Public Information Manager | GR59 | GR63 | 1.00 | 1.00 |
| Graphics & Web Designer | GR56 | GR56 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 3.00 | 3.00 |



PUBLIC AFFAIRS

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 1801-411000 Salaries Full-Time | \$ 207,190 | \$ 260,591 | \$ 260,591 | \$ 292,024 | 12% |
| 2 1801-411030 Sick Leave Buyout | - | 1,094 | 1,124 | 1,254 | 15% |
| 3 1801-413000 Benefits | 92,824 | 116,839 | 116,839 | 127,437 | 9% |
| 4 | 300,014 | 378,524 | 378,554 | 420,715 | 11% |
| Operations | | | | | |
| 5 1801-421500 Memberships | - | 500 | 500 | 500 | 0% |
| 6 1801-425560 IT Services | - | - | - | 29,459 | 100% |
| 7 1801-431000 Professional & Tech | 850 | - | - | - | 0% |
| 8 1801-433000 Training | 380 | 2,000 | 2,000 | 2,000 | 0% |
| 9 1801-433100 Travel | 503 | 2,500 | 2,500 | 3,500 | 40% |
| 10 1801-448000 Dept Supplies | 857 | 1,000 | 1,000 | 1,000 | 0% |
| 11 1801-461050 Marketing & Public Outreach | 107,677 | 55,000 | 55,000 | 70,000 | 27% |
| 12 | 110,267 | 61,000 | 61,000 | 106,459 | 75% |
| Shared Services Allocation | | | | | |
| 13 1801-493100 Allocated Wages | (71,294) | (113,557) | (113,562) | (126,215) | |
| 14 1801-493110 Allocated Operations | (23,373) | (15,250) | (18,296) | (31,937) | |
| 15 | (94,667) | (128,807) | (131,858) | (158,152) | -23% |
| 16 TOTAL PUBLIC AFFAIRS | \$ 315,613 | \$ 310,717 | \$ 307,696 | \$ 369,022 | 19% |

JUSTIFICATION

Operations

| | | | | |
|----|-------------|-----------------------------|--------|--|
| 17 | 1801-421500 | Membership | 500 | Utah Association of Gov't Communicators, PRSA |
| 18 | 1801-425560 | IT Services | 29,459 | IT services and equipment replacement |
| 19 | 1801-433000 | Training | 2,000 | Utah Public Information Officer's Association conference, Nat'l Association of Gov't |
| 20 | 1801-433100 | Travel | 3,500 | Communicators conference |
| 21 | 1801-448000 | Dept Supplies | 1,000 | Office supplies, other department items |
| 22 | 1801-461050 | Marketing / Public Outreach | 70,000 | Video production, banners, ads, inserts and marketing to promote city programs and events. Social media marketing and advertising. City email and newsletter services. |

23 106,459

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|----------|------------------------------------|
| 24 | 1801-493100 | Allocated Wages | (21,036) | 5.00% to Development Services Fund |
| 25 | | | (63,107) | 15.00% to Water Fund |
| 26 | | | (15,777) | 3.75% to Sewer Fund |
| 27 | | | (10,518) | 2.50% to Solid Waste Fund |
| 28 | | | (15,777) | 3.75% to Storm Water Fund |
| 29 | 1801-493110 | Allocated Operations | (5,323) | 5.00% to Development Services Fund |
| 30 | | | (15,969) | 15.00% to Water Fund |
| 31 | | | (3,992) | 3.75% to Sewer Fund |
| 32 | | | (2,661) | 2.50% to Solid Waste Fund |
| 33 | | | (3,992) | 3.75% to Storm Water Fund |

34 (158,152)



ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES

SERVICE LEVEL CHANGES

- Convert PT Budget & Management Analyst position to FT position.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The Administrative Services department provides centralized support for the City in the areas of short and long-term funding, budgeting, treasury, financial reporting, human resources, purchasing, accounts payable, payroll, and utility billing in a manner warranting the highest level of public confidence.

GOALS & OBJECTIVES

Goal 1: Provide leadership and direction to the City's financial, human resource, information technology, and recorder functions.

Goal 2: Provide professional and effective services to support city operations in financial management and reporting, purchasing, treasury, and contracts management.

Goal 3: Provide timely financial and budget information to City Council and staff, as well as economic trends that may affect the City, to facilitate effective decision making.

Goal 4: Maintain the City's financial stability including an adequate fund balance / working capital reserves for each fund.

Objective 1: Produce multi-year financial planning and long-term cash flow analysis.

Goal 5: Ensure timely and accurate compliance with Federal and State financial requirements.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|--|------------------|------------------|---------------------|----------------|
| Cost of debt as a % of issuance | 0.999% | No issuance | No issuance | No issuance |
| GFOA Certificate of Excellence - ACFR | Yes | Yes | Yes | Yes |
| GFOA Distinguished Budget Presentation Award | Begin in FY2023 | | Yes | Yes |
| # of vendors registered for electronic payment | 0 | 125 | 310 | 350 |
| # of solicitations | 84 | 82 | 90 | 85 |

City's credit ratings

| | | | | |
|---------------------------|-----|-----|-------|-------|
| Standard & Poor's (Water) | AA- | AA- | AA- | AA- |
| Moody's (Lease) | Aa3 | Aa3 | Aa3 | Aa3 |
| Moody's (ESG rate) | | | CIS-2 | CIS-2 |

ADMINISTRATIVE SERVICES

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Administrative Services Director | GR90 | GR90 | 1.00 | 1.00 |
| City Treasurer | GR74 | GR75 | 1.00 | 1.00 |
| Sr Management Analyst | GR65 | GR65 | 1.00 | 1.00 |
| Budget & Mgmt Analyst | GR65 | GR65 | 0.50 | 1.00 |
| <i>Accounting Division</i> | | | | |
| Controller | GR77 | GR77 | 1.00 | 1.00 |
| Accountant II | GR66 | GR66 | 1.00 | 1.00 |
| Accountant I | GR55 | GR55 | 1.00 | 1.00 |
| Accounts Payable Technician | GR47 | GR49 | 1.00 | 1.00 |
| <i>Purchasing Division</i> | | | | |
| Purchasing Manager | GR69 | GR69 | 1.00 | 1.00 |
| Buyer & Contracts Specialist | GR56 | GR56 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 9.50 | 10.00 |

¹ .50 FTE = 1,040 hrs, .67 FTE = 1,400 hrs

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|---------------------------------------|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------|
| Personnel | | | | | | |
| 1 | 1201-411000 Salaries Full-Time | \$ 694,092 | \$ 838,391 | \$ 870,000 | \$ 972,427 | 16% |
| 2 | 1201-411001 Salaries Part-Time | 23,933 | 34,181 | 18,000 | - | -100% |
| 3 | 1201-411030 Sick Leave Buyout | - | 6,443 | 7,332 | 7,838 | 22% |
| 4 | 1201-413000 Benefits | 253,084 | 291,148 | 299,940 | 331,560 | 14% |
| 5 | | 971,108 | 1,170,163 | 1,195,272 | 1,311,825 | 12% |
| Operations | | | | | | |
| 6 | 1201-421500 Memberships | 1,013 | 2,000 | 1,500 | 2,000 | 0% |
| 7 | 1201-425000 Equipment Supplies & Main | 4,044 | - | - | - | 0% |
| 8 | 1201-425560 IT Services | - | - | - | 61,703 | 100% |
| 9 | 1201-431000 Professional & Tech | 35,894 | 34,000 | 31,000 | 34,000 | 0% |
| 10 | 1201-433000 Training | 1,625 | 5,000 | 5,000 | 5,000 | 0% |
| 11 | 1201-433100 Travel | 6,498 | 9,000 | 9,000 | 9,000 | 0% |
| 12 | 1201-448000 Dept Supplies | 12,642 | 12,000 | 12,000 | 15,000 | 25% |
| 13 | 1201-454000 Bank Charges | 47,146 | 100,000 | 75,000 | 100,000 | 0% |
| 14 | | 108,862 | 162,000 | 133,500 | 226,703 | 40% |
| Shared Services Allocation | | | | | | |
| 15 | 1201-493100 Allocated Wages | (341,700) | (526,573) | (537,873) | (590,322) | |
| 16 | 1201-493110 Allocated Operations | (20,335) | (21,700) | (26,326) | (57,016) | |
| 17 | 1201-493120 Grant Wages | - | (30,934) | (30,396) | (30,396) | |
| 18 | | (362,035) | (579,207) | (594,595) | (677,734) | -17% |
| 19 | TOTAL ADMINISTRATIVE SERVICES | \$ 717,935 | \$ 752,956 | \$ 734,177 | \$ 860,794 | 14% |

ADMINISTRATIVE SERVICES

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------|---------|--|
| 20 | 1201-421500 | Memberships | 2,000 | Professional associations - GFOA, UGFOA, AGA, NIGP, UNIGP, UAPT |
| 21 | 1201-425560 | IT Services | 61,703 | IT services and equipment replacement |
| 22 | 1201-431000 | Professional & Tech | 34,000 | Annual independent audit, GFPA ACFR review, GFOA budget review, arbitrage compliance reporting, other cost studies |
| 23 | 1201-433000 | Training | 5,000 | Professional association trainings for accreditations, technical changes, and staff continual development |
| 24 | 1201-433100 | Travel | 9,000 | Travel to annual conferences |
| 25 | 1201-448000 | Dept Supplies | 15,000 | General supplies to support department operations |
| 26 | 1201-454000 | Bank Charges | 100,000 | Credit card fees, banking fees |

27 **226,703**

Shared Services Allocation

| | | | | |
|----|-------------|--|-----------|--------------------------------------|
| 28 | 1201-493100 | Allocated Wages | (131,183) | 10.00% to Development Services Fund |
| 29 | | | (229,569) | 17.50% to Water Fund |
| 30 | | | (91,828) | 7.00% to Sewer Fund |
| 31 | | | (45,914) | 3.50% to Solid Waste Fund |
| 32 | | | (91,828) | 7.00% to Storm Water Fund |
| 33 | 1201-493110 | Allocated Operations (excludes bank charges) | (12,670) | 10.00% to Development Services Fund |
| 34 | | | (22,173) | 17.50% to Water Fund |
| 35 | | | (8,869) | 7.00% to Sewer Fund |
| 36 | | | (4,435) | 3.50% to Solid Waste Fund |
| 37 | | | (8,869) | 7.00% to Storm Water Fund |
| 38 | 1201-493120 | Grant Wages | (30,396) | Administrative support for CDBG Fund |

39 **(677,734)**



CITY RECORDER & CUSTOMER SERVICE

SERVICE LEVEL CHANGES

- Add Receptionist / Customer Service Representative.
- Add GRAMA management software.
- Convert 2 PT Customer Service / Passport Agent positions to 1 FT position.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The purpose of this division is to maintain and preserve the official records of the City of West Jordan, including but not limited to all ordinances and resolutions as well as the municipal code. In addition, this division manages customer service and passport processing.

GOALS & OBJECTIVES

- Goal 1:** Provide a positive and outwardly-focused customer service experience.
 Objective 1: Acknowledge customers arriving at customer service within the first 30 seconds.
- Goal 2:** Provide comprehensive high-quality passport processing services.
 Objective 1: Set hours of operation focused on the customer and not regular business hours.
 Objective 2: Provide well-trained passport agents with strong customer service skills.
 Objective 3: Provide bi-lingual services to serve a more diverse population.
- Goal 3:** Digitize records for more efficient access and management.
 Objective 1: Convert records management into digital format.
- Goal 4:** Manage elections to ensure compliance
 Objective 1: Provide policy and processes to support the declaration of candidacy.
 Objective 2: Ensure the City's election processes comply with state election laws and best practices.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|--------------------------------------|------------------|------------------|--------------------|----------------|
| # of non-police GRAMA requests filed | 422 | 400 | 400 | 400 |
| % of GRAMA extensions requested | 3.55% | 3.75% | 3.00% | 2.75% |
| # of passport applications processed | 6,067 | 6,300 | 6,330 | 6,500 |

STAFFING

| | Grade | | Count (FTE) | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| City Recorder | GR66 | GR66 | 1.00 | 1.00 |
| Deputy City Recorder | GR54 | GR54 | 1.00 | 1.00 |
| Customer Service / Passport Agent | GR45 | GR45 | 3.00 | 4.00 |
| Customer Service / Passport Agent (PT) ¹ | GR45 | GR45 | 2.00 | 1.00 |
| Receptionist / Customer Service Representative | | GR45 | | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 7.00 | 8.00 |

¹.50 FTE = 1,040 hrs, .67 FTE = 1,400 hrs



CITY RECORDER & CUSTOMER SERVICE

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|-----------------------------------|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| Personnel | | | | | | |
| 1 | 1004-411000 Salaries Full-Time | \$ 236,855 | \$ 260,167 | \$ 258,000 | \$ 355,224 | 37% |
| 2 | 1004-411001 Salaries Part-Time | 44,756 | 80,813 | 62,000 | 42,299 | -48% |
| 3 | 1004-411003 Overtime | 1,722 | - | 1,500 | 3,000 | 100% |
| 4 | 1004-411030 Sick Leave Buyout | - | 822 | 1,044 | 1,014 | 23% |
| 5 | 1004-413000 Benefits | 99,255 | 114,729 | 107,305 | 164,722 | 44% |
| 6 | | 382,588 | 456,531 | 429,849 | 566,259 | 24% |
| Operations | | | | | | |
| 7 | 1004-421000 Books & Subscriptions | 145 | 500 | 500 | 500 | 0% |
| 8 | 1004-421500 Memberships | 315 | 600 | 600 | 1,200 | 100% |
| 9 | 1004-422000 Public Notices | 7,728 | 7,000 | 5,000 | 7,000 | 0% |
| 10 | 1004-425560 IT Services | - | - | - | 43,192 | 100% |
| 11 | 1004-431000 Professional & Tech | 14,935 | 13,000 | 8,000 | 22,000 | 69% |
| 12 | 1004-433000 Training | (118) | 1,800 | 1,800 | 3,450 | 92% |
| 13 | 1004-433100 Travel | 1,955 | 3,500 | 3,500 | 4,000 | 14% |
| 14 | 1004-448000 Dept Supplies | 24,933 | 20,500 | 25,000 | 30,000 | 46% |
| 15 | | 49,893 | 46,900 | 44,400 | 111,342 | 137% |
| Shared Services Allocation | | | | | | |
| 16 | 1004-493100 Allocated Wages | (183,369) | (225,431) | (220,710) | (314,376) | |
| 17 | 1004-493110 Allocated Operations | (24,754) | (13,200) | (11,640) | (48,806) | |
| 18 | | (208,123) | (238,631) | (232,350) | (363,182) | -52% |
| 19 | TOTAL RECORDERS OFFICE | \$ 224,358 | \$ 264,800 | \$ 241,899 | \$ 314,419 | 19% |

CITY RECORDER & CUSTOMER SERVICE

JUSTIFICATION

Operations

| | | | | |
|----|-------------|-----------------------|--------|---|
| 20 | 1004-421000 | Books & Subscriptions | 500 | Utah Code Books required by State Law |
| 21 | 1004-421500 | Membership | 1,200 | Dues - UMCA, IIMC, and GSLCRA |
| 22 | 1004-422000 | Public Notices | 7,000 | Public noticing and legal advertisements |
| 23 | 1004-425560 | IT Services | 43,192 | IT services and equipment replacement |
| 24 | 1004-431000 | Professional & Tech | 13,000 | American Legal Publishing |
| 25 | | | 9,000 | GRAMA management software |
| 26 | 1004-433000 | Training | 3,450 | Utah Municipal Clerks Association conferences (2), Int'l Municipal Clerks Annual Conference (1), certification testing and training courses |
| 27 | 1004-433100 | Travel | 4,000 | |
| 28 | 1004-448000 | Dept Supplies | 30,000 | Passport postage and supplies, office supplies, shredding services |

29 **111,342**

Shared Services Allocation

| | | | | |
|----|-------------|---|-----------|-------------------------------------|
| 30 | 1004-493100 | Allocated Wages (excludes passport services) | (52,396) | 10.00% to Development Services Fund |
| 31 | | | (157,188) | 30.00% to Water Fund |
| 32 | | | (39,297) | 7.50% to Sewer Fund |
| 33 | | | (26,198) | 5.00% to Solid Waste Fund |
| 34 | | | (39,297) | 7.50% to Storm Water Fund |
| 35 | 1004-493110 | Allocated Operations (excludes passport services) | (8,134) | 10.00% to Development Services Fund |
| 36 | | | (24,403) | 30.00% to Water Fund |
| 37 | | | (6,101) | 7.50% to Sewer Fund |
| 38 | | | (4,067) | 5.00% to Solid Waste Fund |
| 39 | | | (6,101) | 7.50% to Storm Water Fund |

40 **(363,182)**



HUMAN RESOURCES

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

Human Resources is a division of Administrative Services. The purpose of this division is to foster an employee-centric culture focused on service, communication, development, wellness, and retention through the enhancement and implementation of value-added HR policies and programs.

Services provided:

Recruitment and selection
 Training and development
 Compensation

Benefits administration
 Employee relations

GOALS & OBJECTIVES

Goal 1: Recruit, hire, and retain quality City employees who will provide the best service to citizens.

Goal 2: Provide cost-effective and efficient personnel services and value-added benefits that meet the needs of the employees.

Goal 3: Maintain a highly qualified and educated employee workforce that is competent, value-driven, and wellness-minded.

Goal 4: Develop and nurture an employee culture of inclusion and value.

PERFORMANCE AND WORKLOAD MEASURES

| <i>Measures to begin tracking in FY 2023</i> | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|--|------------------------|---------------------|----------------|
| % of positions under recruitment within 15 days of requisition | <i>Begin in FY2023</i> | 100% | 100% |
| % of employee engagement by response (New hire, wellness facility, benefits, compensation) | | 30% | 40% |
| % of new hires retained after one year | | 85% | 90% |
| % of health plan loss ratio | | 90% | 85% |
| % of mandatory training completed on-time | | 100% | 90% |
| % of participation in the wellness program | | 25% | 35% |
| % of exit interviews conducted | | 90% | 100% |
| % of wellness facility participation (daily visits) | <i>Begin in FY2024</i> | N/A | 50% |

HUMAN RESOURCES

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Human Resources Manager | GR82 | GR84 | 1.00 | 1.00 |
| Benefits Administrator | GR67 | GR67 | 1.00 | 1.00 |
| Human Resources Generalist | GR65 | GR65 | 1.00 | 1.00 |
| Human Resources Specialist | GR55 | GR55 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 4.00 | 4.00 |

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|------------------------------------|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------|
| Personnel | | | | | | |
| 1 | 1501-411000 Salaries Full-Time | \$ 272,062 | \$ 336,133 | \$ 336,000 | \$ 369,620 | 10% |
| 2 | 1501-411030 Sick Leave Buyout | - | 699 | 2,228 | 2,483 | 100% |
| 3 | 1501-413000 Benefits | 133,528 | 156,103 | 152,775 | 161,263 | 3% |
| 4 | | 405,590 | 492,935 | 491,003 | 533,366 | 8% |
| Operations | | | | | | |
| 5 | 1501-421000 Books & Subscriptions | - | 3,000 | 1,000 | 1,000 | -67% |
| 6 | 1501-421500 Memberships | 1,991 | 1,500 | 1,500 | 1,500 | 0% |
| 7 | 1501-422000 Public Notices | 6,417 | 8,000 | 8,000 | 8,000 | 0% |
| 8 | 1501-425010 Uniforms | 838 | 3,500 | 2,000 | 3,500 | 0% |
| 9 | 1501-425560 IT Services | - | - | - | 28,160 | 100% |
| 10 | 1501-431000 Professional & Tech | 73,604 | 105,000 | 80,000 | 105,000 | 0% |
| 11 | 1501-433000 Training | 1,153 | 3,000 | 3,000 | 6,000 | 100% |
| 12 | 1501-433100 Travel | 1,766 | 2,500 | 2,500 | 3,000 | 20% |
| 13 | 1501-448000 Dept Supplies | 2,589 | 3,500 | 3,500 | 3,500 | 0% |
| 14 | 1501-461080 Drug Testing | 6,427 | 8,500 | 15,000 | 15,000 | 76% |
| 15 | 1501-461130 Educational Assistance | 9,499 | 30,000 | 30,000 | 30,000 | 0% |
| 16 | 1501-461150 City-wide Training | 387 | 15,000 | 35,000 | 35,000 | 133% |
| 17 | 1501-461170 Wellness Program | 29,651 | 28,520 | 28,520 | 30,000 | 5% |
| 18 | | 134,322 | 212,020 | 210,020 | 269,660 | 27% |
| Shared Services Allocation | | | | | | |
| 19 | 1501-493100 Allocated Wages | (97,272) | (138,022) | (137,481) | (149,342) | |
| 20 | 1501-493110 Allocated Operations | (33,687) | (53,005) | (58,807) | (75,505) | |
| 21 | | (130,959) | (191,027) | (196,288) | (224,847) | -18% |
| 22 | TOTAL HUMAN RESOURCES | \$ 408,953 | \$ 513,928 | \$ 504,735 | \$ 578,179 | 13% |

HUMAN RESOURCES

JUSTIFICATION

Operations

| | | | | |
|----|-------------|------------------------|--------|---|
| 23 | 1501-421000 | Books & Subscriptions | 1,000 | TechNet, LinkedIn |
| 24 | 1501-421500 | Memberships | 1,500 | SHRM, IPMA-HR, local professional chapters |
| 25 | 1501-422000 | Public Notices | 8,000 | Recruiting, advertising |
| 26 | 1501-425010 | Uniforms | 3,500 | Non-uniform City logo apparel for all administrative employees |
| 27 | 1501-425560 | IT Services | 28,160 | IT services and equipment replacement |
| 28 | 1501-431000 | Professional & Tech | 75,000 | Benefits broker, ACA reporting, HSA administrative fee, fiduciary advisor (retirement) |
| 29 | | | 30,000 | Job application IT program |
| 30 | 1501-433000 | Training | 6,000 | Professional development for certifications, technical updates, and best practices |
| 31 | 1501-433100 | Travel | 3,000 | Conferences for professional memberships |
| 32 | 1501-448000 | Dept Supplies | 3,500 | Office supplies, equipment |
| 33 | 1501-461080 | Drug Testing | 15,000 | Pre-employment, random, and for-cause testing |
| 34 | 1501-461130 | Educational Assistance | 30,000 | Tuition reimbursement program for employees (\$3,000 per year per employee as approved) |
| 35 | 1501-461150 | City-wide Training | 35,000 | Leadership and supervisory training programs, customer service, and other training |
| 36 | 1501-461170 | Wellness Program | 30,000 | Wellness program and administration |

37 **269,660**

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|----------|------------------------------------|
| 38 | 1501-493100 | Allocated Wages | (16,001) | 3.00% to Development Services Fund |
| 39 | | | (80,005) | 15.00% to Water Fund |
| 40 | | | (20,001) | 3.75% to Sewer Fund |
| 41 | | | (13,334) | 2.50% to Solid Waste Fund |
| 42 | | | (20,001) | 3.75% to Storm Water Fund |
| 43 | 1501-493110 | Allocated Operations | (8,090) | 3.00% to Development Services Fund |
| 44 | | | (40,449) | 15.00% to Water Fund |
| 45 | | | (10,112) | 3.75% to Sewer Fund |
| 46 | | | (6,742) | 2.50% to Solid Waste Fund |
| 47 | | | (10,112) | 3.75% to Storm Water Fund |

48 **(224,847)**



UTILITY BILLING

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The utility billing division works under the direction of the City Treasurer in the Administrative Services Department. This division is responsible for the monthly billing of water, sewer, solid waste, storm water, streetlight, and special assessments.

GOALS & OBJECTIVES

Goal 1: Increase the number of customers who pay their utility bill online by 5% year over year.

Goal 2: Increase the number of customers who receive their utility bill electronically by 5% year over year.

Goal 3: Provide excellent customer service to our customers and residents.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|---|------------------|------------------|--------------------|----------------|
| # of residential utility accounts | 23,078 | 23,318 | 23,600 | 23,800 |
| # of commercial utility accounts | 1,917 | 1,993 | 2,075 | 2,115 |
| # of accounts over 60 days delinquent | 645 | 688 | 580 | 550 |
| # of payments using the City's online system | n/a | 134,821 | 185,000 | 194,100 |
| % of customers registered online for autopay | n/a | 31% | 35% | 38% |
| % of accounts signed up for paperless billing | 3.6% | 47.1% | 52.1% | 57.1% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Utility Representative | GR51 | GR51 | 3.00 | 3.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 3.00 | 3.00 |



UTILITY BILLING

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|----------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 | 1207-411000 Salaries Full-Time | \$ 169,073 | \$ 184,567 | \$ 184,567 | \$ 193,116 5% |
| 2 | 1207-411003 Overtime | 6,462 | 4,000 | 4,000 | 4,000 0% |
| 3 | 1207-411030 Sick Leave Buyout | - | 1,150 | 876 | 915 -100% |
| 4 | 1207-413000 Benefits | 70,234 | 69,855 | 69,855 | 72,777 4% |
| 5 | | 245,769 | 259,572 | 259,298 | 270,808 4% |
| Operations | | | | | |
| 6 | 1207-425560 IT Services | - | - | - | 18,511 100% |
| 7 | 1207-431000 Professional & Tech | 138,397 | 200,000 | 125,000 | 125,000 -38% |
| 8 | 1207-433000 Training | - | 1,500 | 1,200 | 3,000 100% |
| 9 | 1207-433100 Travel | - | 3,000 | - | - -100% |
| 10 | | 138,397 | 204,500 | 126,200 | 146,511 -28% |
| Shared Services Allocation | | | | | |
| 11 | 1207-493100 Allocated Wages | (245,769) | (259,572) | (259,298) | (270,808) |
| 12 | 1207-493110 Allocated Operations | (138,397) | (204,500) | (126,200) | (146,511) |
| 13 | | (384,166) | (464,072) | (385,498) | (417,319) 10% |
| 14 | TOTAL UTILITY BILLING | \$ - | \$ - | \$ - | \$ - |

JUSTIFICATION

| Operations | | | | |
|-----------------------------------|-------------|-------------------------------|------------------|---|
| 15 | 1207-425560 | IT Services | 18,511 | IT services and equipment replacement |
| 16 | 1207-431000 | Professional & Technical Svcs | 125,000 | Print, mail, and e-bill services, debt collection |
| 17 | 1207-433000 | Training | 3,000 | Software and customer service training |
| 18 | | | 146,511 | |
| Shared Services Allocation | | | | |
| 19 | 1207-493100 | Allocated Wages | (67,702) | 25.00% to Water Fund |
| 20 | | | (67,702) | 25.00% to Sewer Fund |
| 21 | | | (67,702) | 25.00% to Solid Waste Fund |
| 22 | | | (67,702) | 25.00% to Storm Water Fund |
| 23 | 1207-493110 | Allocated Operations | (36,628) | 25.00% to Water Fund |
| 24 | | | (36,628) | 25.00% to Sewer Fund |
| 25 | | | (36,628) | 25.00% to Solid Waste Fund |
| 26 | | | (36,628) | 25.00% to Storm Water Fund |
| 27 | | | (417,319) | |





CITY ATTORNEY

SERVICE LEVEL CHANGES

- Transfer Legal Technician to Prosecution.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The City Attorney is the chief municipal corporate legal advisor to the City of West Jordan. The City Attorney's Office is comprised of four divisions: General Counsel & Civil Litigation Division, Prosecution Division, Victim Advocate Division, and Risk Management Division. The General Counsel & Civil Litigation Division provides services to West Jordan City, a Utah municipal corporation, similar to services provided by general counsel in a private corporation. Services include legal advice & consultation, negotiation, document preparation, training, claims/litigation representation, representation of the City to outside entities, and legislative advocacy. Such services are provided relative to the entire spectrum of local government operations and issues. The General Counsel & Civil Litigation Division does not provide legal counsel or legal services to the public.

DIVISIONS

Legal Counsel
Civil Litigation

Prosecution ¹
Victim Advocate ¹

Risk Management ¹

¹ These divisions have separate budgets.

GOALS & OBJECTIVES

Goal 1: Develop stronger relationships and communication with elected officials, appointed officials, and employees by quickly responding to work requests.

Objective 1: New legal work requests emailed or sent to the responsible lawyer by elected officials, appointed officials, and employees will acknowledge receipt of communication and establish expectations of completion with the client within 2 business days of the work request.

Objective 2: Responsible lawyer will create a FileVine project case file for the work request within 2 business days.

Objective 3: Legal Department will generate and email a FileVine report of all active projects or those on hold to the Mayor, Council Staff, and Appointed Officials once every two weeks.

Goal 2: Increasing education of elected officials, appointed officials, and employees to reduce and prevent costs and expenses for the City. Provide preventative measures in addition to reactionary measures.

Objective 1: Each responsible lawyer will provide three (3) internal trainings per year regarding legal issues related to his/her area(s) of practice.

PERFORMANCE & WORKLOAD MEASURES

| | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|---|--------------------------|--------------------|----------------|
| % of work requests responded to within 2 business days from the request | <i>New in FY2023</i> | 75% | 100% |
| % of case management files created within 2 business days from the request | | 40% | 100% |
| % of case management reports sent to elected officials, appointed officials, and Department Directors every two weeks | | 13% | 100% |
| % of attorneys who met the objective of providing three (3) internal trainings per year | | 50% | 80% |

* Will set baseline during FY2023 for future tracking and for future goals



CITY ATTORNEY

STAFFING

| | Grade | | Count | |
|---|------------------|------------------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| City Attorney | GR93 | GR94 | 1.00 | 1.00 |
| Deputy City Attorney | GR87 | | 1.00 | |
| Senior Asst City Attorney | GR84 | GR84 | 1.00 | 2.00 |
| Civil Litigator | GR84 | GR84 | 1.00 | 1.00 |
| Assistant City Attorney | GR80 | GR80 | 1.00 | 1.00 |
| Legal Executive Asst / Paralegal | GR55 | GR55 | 1.00 | 1.00 |
| Legal Technician | GR54 | | 1.00 | |
| Law Clerk (1,400 hours) | \$20 - \$24 / hr | \$20 - \$24 / hr | 0.67 | 0.67 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 7.67 | 6.67 |

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|---------------------------|------------------------|--------------------------|-----------------------|---------------------|
| Personnel | | | | | |
| 1 1401-411000 Salaries Full-Time | \$ 711,454 | \$ 845,076 | \$ 841,000 | \$ 772,306 | -9% |
| 2 1401-411001 Salaries Part/Seasonal | - | 33,700 | - | 35,044 | 4% |
| 3 1401-411003 Overtime | 13,132 | - | 9,000 | 7,000 | 100% |
| 4 1401-411030 Sick Leave Buyout | - | 7,652 | 6,523 | 3,464 | -55% |
| 5 1401-413000 Benefits | 307,545 | 350,494 | 301,477 | 325,887 | -7% |
| 6 | 1,032,131 | 1,236,922 | 1,158,000 | 1,143,701 | -8% |
| Operations | | | | | |
| 7 1401-421000 Books & Subscriptions | 28,740 | 21,652 | 21,500 | 22,500 | 4% |
| 8 1401-421500 Memberships | 3,787 | 4,400 | 4,602 | 4,700 | 7% |
| 9 1401-425000 Equipment Supplies & Main | - | 1,000 | 1,000 | 3,000 | 200% |
| 10 1401-425560 IT Services | - | - | - | 40,844 | 100% |
| 11 1401-431000 Professional & Tech | 169,980 | 91,000 | 10,000 | 90,000 | -1% |
| 12 1401-431210 Witness Fees - Litigation | - | 1,000 | 500 | 1,000 | 0% |
| 13 1401-433000 Training | 3,217 | 4,100 | 4,100 | 7,000 | 71% |
| 14 1401-433100 Travel | 2,826 | 6,500 | 4,600 | 6,000 | -8% |
| 15 1401-448000 Dept Supplies | 3,246 | 4,200 | 4,200 | 4,200 | 0% |
| 16 | 211,796 | 133,852 | 50,502 | 179,244 | 34% |
| Shared Services Allocation | | | | | |
| 17 1401-493100 Allocated Wages | (247,189) | (494,769) | (463,200) | (457,481) | |
| 18 1401-493110 Allocated Operations | (48,485) | (33,463) | (20,201) | (71,699) | |
| 19 | (295,674) | (528,232) | (483,401) | (529,180) | 0% |
| 20 TOTAL CITY ATTORNEY | \$ 948,253 | \$ 842,542 | \$ 725,101 | \$ 793,765 | -6% |

CITY ATTORNEY

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|--------|---|
| 21 | 1401-421000 | Subscriptions | 22,500 | Lexis service licenses (5), municipal treatises and updates, court filing fees, FileVine licenses (7) and Periscope data sets (2), IMLA subscription |
| 22 | 1401-421500 | Memberships | 4,700 | Utah State Bar dues & Federal Bar Dues (5), International Municipal Lawyers Association, Utah Municipal Attorneys Association (UMAA) |
| 23 | 1401-425000 | Equipment Supplies & Main | 3,000 | Furniture for new building space for legal |
| 24 | 1401-425560 | IT Services | 40,844 | IT services and equipment replacement |
| 25 | 1401-431000 | Professional & Tech | 90,000 | Litigation support - transcripts, depositions, court reporters, subpoenas, copying, printing, trial exhibits, expert witness costs, filing fees, etc. Outside legal counsel and professional consulting services |
| 26 | 1401-431210 | Witness Fees - Litigation | 1,000 | Civilians subpoenaed to testify at trial or in depositions |
| 27 | 1401-433000 | Training | 7,000 | Training and conferences for continuing legal education (CLE) hours for Utah Bar accreditation (5 lawyers); International Municipal Lawyers Association (IMLA) spring & fall; training for administrative support, paralegal training (1) |
| 28 | 1401-433100 | Travel | 6,000 | Training-related and local travel (ULCT, City Committees, Legislature, VPA, State Bar; State and Federal courts) |
| 29 | 1401-448000 | Dept Supplies | 4,200 | Shredding, office supplies, postage, meeting meals |

30 179,244

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|-----------|-------------------------------------|
| 31 | 1401-493100 | Allocated Wages | (171,555) | 15.00% to Development Services Fund |
| 32 | | | (171,555) | 15.00% to Water Fund |
| 33 | | | (42,889) | 3.75% to Sewer Fund |
| 34 | | | (28,593) | 2.50% to Solid Waste Fund |
| 35 | | | (42,889) | 3.75% to Storm Water Fund |
| 36 | 1401-493110 | Allocated Operations | (26,887) | 15.00% to Development Services Fund |
| 37 | | | (26,887) | 15.00% to Water Fund |
| 38 | | | (6,722) | 3.75% to Sewer Fund |
| 39 | | | (4,481) | 2.50% to Solid Waste Fund |
| 40 | | | (6,722) | 3.75% to Storm Water Fund |

41 (529,180)



PROSECUTION

SERVICE LEVEL CHANGES

- Transfer Legal Technician from City Attorney.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The mission of the West Jordan City Prosecution staff is to promote the fair administration of justice by ethically and effectively prosecuting all classes of misdemeanors and infractions under our jurisdiction while preserving the rights of the accused to a fair trial. The Prosecutor's Office is committed to protecting and advocating the rights of crime victims and witnesses.

GOALS & OBJECTIVES

Goal 1: Ensure that all cases are prosecuted in a fair and timely manner

Objective: Close open cases within 6 months of the file date

Measure: Ensure that 85% of cases are closed within 6 months of the file date

Goal 2: Ensure both law enforcement and prosecutors have adequate training and work efficiently together

Objective: Develop trainings between law enforcement and the prosecutors office in addition to standard CLE

Measure 1: Institute quarterly trainings on various topics with law enforcement

Measure 2: Each prosecutor shall attend a minimum of 2 prosecution trainings each year

Goal 3: Ensure that each victim of domestic violence is heard and has a voice

Objective: Consult with victims about their cases and allow them to give input into the outcome

Measure: Contact all victims of domestic violence prior to resolving their cases in court

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimate | FY2024 Goal/Measure |
|---|------------------------|------------------|--------------------|------------------------|
| # of traffic cases filed | 5,300 | 4,700 | 5,200 | 5,200 |
| # of traffic cases resolved | 5,300 | 4,800 | 5,200 | 5,200 |
| # of misdemeanors/infractions filed | 1,700 | 1,400 | 1,500 | 1,500 |
| # of misdemeanors/infractions resolved | 1,700 | 1,700 | 1,500 | 1,500 |
| % of cases closed within 6 months of filing | <i>Begin in FY2023</i> | | 85% | 85% |
| Domestic violence victims contacted while case was open (%) | <i>Begin in FY2023</i> | | 100% | 100% |
| # of prosecution/law enforcement trainings | <i>Begin in FY2023</i> | | 4 | 4 |
| # of trainings each prosecutor attends | <i>Begin in FY2023</i> | | 2 | 2 |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| City Prosecutor | GR82 | GR84 | 1.00 | 1.00 |
| Senior Asst City Prosecutor | GR74 | GR76 | 1.00 | 1.00 |
| Assistant City Prosecutor | GR72 | GR74 | 1.50 | 1.50 |
| Legal Technician | GR54 | GR54 | 2.00 | 3.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 5.50 | 6.50 |



PROSECUTION

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 1405-411000 Salaries Full-Time | \$ 371,037 | \$ 424,758 | \$ 476,000 | \$ 524,916 | 24% |
| 2 1405-411001 Salaries Part/Seasonal | 47,668 | 47,815 | 45,000 | 53,591 | 12% |
| 3 1405-411003 Overtime | 8,936 | - | 22,000 | 10,000 | 100% |
| 4 1405-411030 Sick Leave Buyout | - | 785 | 3,664 | 4,054 | 100% |
| 5 1405-413000 Benefits | 164,017 | 176,445 | 206,175 | 222,502 | 26% |
| 6 | 591,657 | 649,803 | 752,839 | 815,063 | 25% |
| Operations | | | | | |
| 7 1405-421000 Books & Subscriptions | 548 | 12,942 | 3,225 | 4,000 | -69% |
| 8 1405-421500 Memberships | 1,955 | 2,000 | 2,000 | 2,000 | 0% |
| 9 1405-425000 Equipment Supplies & Main | - | 4,000 | - | 2,000 | -50% |
| 10 1405-425560 IT Services | - | - | - | 46,414 | 100% |
| 11 1405-431000 Professional & Tech | 243 | 4,000 | 100 | 2,000 | -50% |
| 12 1405-431200 Civilian Witness Fee | 2,589 | 4,000 | 1,100 | 2,000 | -50% |
| 13 1405-433000 Training | 1,250 | 2,000 | 1,000 | 2,000 | 0% |
| 14 1405-433100 Travel | 1,974 | 2,000 | 2,000 | 2,500 | 25% |
| 15 1405-448000 Dept Supplies | 3,085 | 3,200 | 2,000 | 2,500 | -22% |
| 16 | 11,643 | 34,142 | 11,425 | 65,414 | 92% |
| 17 TOTAL PROSECUTION | \$ 603,300 | \$ 683,945 | \$ 764,264 | \$ 880,477 | 29% |

JUSTIFICATION

| Operations | | | | |
|-------------------|-------------|---------------------------|--------|--|
| 18 | 1405-421000 | Books & Subscriptions | 4,000 | Address software, eProsecutor (8) |
| 19 | 1405-421500 | Memberships | 2,000 | Utah State Bar dues (4) |
| 20 | 1405-425000 | Equipment Supplies & Main | 2,000 | Small office equipment |
| 21 | 1405-425560 | IT Services | 46,414 | IT services and equipment replacement |
| 22 | 1405-431000 | Professional & Tech | 2,000 | Subpoenas, mailings, etc. |
| 23 | 1405-431200 | Witness Fees | 2,000 | Civilian and expert witnesses |
| 24 | 1405-433000 | Training | 2,000 | Continuing education conferences and specialized training for required continuing legal education (CLE), legal technician specialized training, BCI training |
| 25 | 1405-433100 | Travel | 2,500 | Conference and training travel |
| 26 | 1405-448000 | Dept Supplies | 2,500 | Shredding, office supplies, postage |

27 **65,414**



VICTIM ADVOCATE

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

Victim advocates are trained to support victims of crime. They offer emotional support, victim's rights information, help in finding needed resources, and assistance in filling out crime victim-related forms. Advocates frequently accompany victims and their family members through the criminal justice proceedings. Advocates work with other organizations, such as criminal justice or social service agencies to provide help or information for the victims. Advocates are on-call 24 hours a day, 7 days a week to deal with all crises, including death. A significant percentage of the Victim Advocate program is VOCA (Victims of Crime Act) grant-funded.

GOALS & OBJECTIVES

Goal: Ensure that all victims of crime have a voice and that their needs are met.

Objective 1: Reach out to each victim of crime assigned to the victim advocate team.

Objective 2: Provide a wide variety of services to victims of crime.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|-----------------------------------|------------------|------------------|--------------------|----------------|
| # of victims served | 1,193 | 1,690 | 2,500 | 3,000 |
| # of call outs to victims | | 56 | 83 | 100 |
| # of services provided to victims | | 11,450 | 17,175 | 20,000 |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Victim Assistance Coordinator | GR53 | GR53 | 1.00 | 1.00 |
| Victim Advocate | GR49 | GR49 | 2.00 | 2.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 3.00 | 3.00 |



VICTIM ADVOCATE

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-------------------|---------------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 | 1407-411000 Salaries Full-Time | \$ 142,965 | \$ 148,063 | \$ 145,200 | \$ 161,383 9% |
| 2 | 1407-411003 Overtime | - | 25,000 | 1,000 | 5,000 -80% |
| 3 | 1407-411030 Sick Leave Buyout | - | - | 208 | 222 100% |
| 4 | 1407-411100 On Call Salaries | 3,204 | 5,000 | 3,000 | 3,000 -40% |
| 5 | 1407-413000 Benefits | 68,371 | 82,101 | 94,000 | 106,372 30% |
| 6 | | 214,539 | 260,164 | 243,408 | 275,977 6% |
| Operations | | | | | |
| 7 | 1407-421000 Books & Subscriptions | - | 1,806 | - | 1,000 -45% |
| 8 | 1407-425000 Equipment Supplies & Main | 841 | 3,000 | 1,600 | 2,500 -17% |
| 9 | 1407-425500 Fleet O&M Charge | 4,103 | 8,353 | 8,353 | 9,107 9% |
| 10 | 1407-425501 Fleet Replacement Charge | 2,504 | 7,350 | 7,350 | 7,350 0% |
| 11 | 1407-425560 IT Services | - | - | - | 18,511 100% |
| 12 | 1407-431200 Civilian Witness Fee | 19 | 50 | - | 50 0% |
| 13 | 1407-432700 Victim Assist Program | 1,195 | 1,500 | - | 2,000 33% |
| 14 | 1407-433000 Training | 123 | 1,325 | 1,500 | 2,000 51% |
| 15 | 1407-433100 Travel | 400 | 3,000 | 3,000 | 3,000 0% |
| 16 | 1407-448000 Dept Supplies | 1,263 | 1,774 | 1,200 | 1,000 -44% |
| 17 | | 10,447 | 28,158 | 23,003 | 46,518 65% |
| 18 | TOTAL VICTIM ADVOCATE | \$ 224,986 | \$ 288,322 | \$ 266,411 | \$ 322,495 12% |

JUSTIFICATION

| Operations | | | | |
|-------------------|-------------|---------------------------|--------|--|
| 19 | 1407-421000 | Books & Subscriptions | 1,000 | eProsecutor software user license, shredder, VSTRACKING victim assistance and grant management software |
| 20 | 1407-425000 | Equipment Supplies & Main | 2,500 | Car seats, diapers, food, travel tickets, etc as needed for victims |
| 21 | 1407-425500 | Fleet O&M Charge | 9,107 | Charge for operation and maintenance of vehicles |
| 22 | 1407-425501 | Fleet Replacement Charge | 7,350 | Lease/replacement of vehicles based on useful life |
| 23 | 1407-425560 | IT Services | 18,511 | IT services and equipment replacement |
| 24 | 1407-431200 | Civilian Witness Fee | 50 | Witness fees |
| 25 | 1407-432700 | Victim Assist Program | 2,000 | Grant-funded emergency fund for crisis victim assistance |
| 26 | 1407-433000 | Training | 2,000 | Specialized required training for victim assistance work and grant writing, including SWAVO and other required conferences |
| 27 | 1407-433100 | Travel | 3,000 | Travel to attend training |
| 28 | 1407-448000 | Dept Supplies | 1,000 | Office supplies, low cost one-time equipment, printing of brochures, & misc. costs |

29 **46,518**





JUSTICE COURT

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The Justice Court is a limited jurisdiction court responsible for the adjudication of criminal matters classified as Class B and C misdemeanors, violations of city ordinances, infractions, and small claims actions not to exceed \$15,000 in value. The mission of the Utah Justice Courts is to improve the quality of life in our communities. The West Jordan Justice Court strives to treat all individuals courteously and with respect, and to apply the law in a fair and impartial manner.

REVENUE POLICY STATEMENT

The Justice Court is funded by the City's General Fund without regard to the revenue generated by court fines. Court fines and the bail schedule are established by state law. The intent of court decisions, fines, and enforcement activities is to change behavior and not solely to generate revenue. Those who violate criminal, traffic, zoning, and animal-related laws should primarily bear the costs of enforcement rather than the general public. The court will make every effort to collect all revenue due and handle funds collected in compliance with city policy and the State Money Management Act.

GOALS & OBJECTIVES

- Provide fair and impartial judicial services to the citizens of West Jordan City and hold offenders accountable for unlawful behavior.
- Set delinquent cases for an Order to Show Cause within 60 days of becoming delinquent on fine payments.
- Complete yearly Warrant Validation within 90 days of receiving warrant list.

PERFORMANCE AND WORKLOAD MEASURES

| | 2021 Actual | 2022 Actual | 2023 Estimate | 2024 Anticipated |
|---|----------------|----------------|------------------|---------------------|
| # of traffic cases filed | 5,075 | 5,773 | 5,608 | 5,600 |
| # of criminal cases filed | 1,934 | 1,499 | 1,502 | 1,500 |
| # of small claim cases filed | 434 | 396 | 424 | 425 |
| # of pending cases at year end | 3,626 | 3,042 | 4,112 | 3,800 |
| % of cases closed | 67% | 73% | 73% | 75% |
| Avg # of days after becoming delinquent that cases are set for an Order to Show Cause | | 77 | 60 | 60 |
| # Clerks who completed yearly Warrant Validation w/in 90 days of list receipt | | 5 of 7 | 7 of 7 | 7 of 7 |

JUSTICE COURT

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Judge | N/A | N/A | 1.00 | 1.00 |
| Court Clerk Supervisor | GR58 | GR58 | 1.00 | 1.00 |
| Lead Judicial Assistant | GR53 | GR53 | 1.00 | 1.00 |
| Sr Judicial Assistant | GR49 | GR49 | 3.00 | 3.00 |
| Judicial Assistant II | GR47 | GR47 | 2.00 | 2.00 |
| Judicial Assistant I | GR45 | GR45 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 9.00 | 9.00 |

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-------------------|---------------------------------------|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| Personnel | | | | | | |
| 1 | 2001-411000 Salaries Full-Time | \$ 547,647 | \$ 612,721 | \$ 612,721 | \$ 651,610 | 6% |
| 2 | 2001-411030 Sick Leave Buyout | - | 715 | 715 | 744 | 4% |
| 3 | 2001-413000 Benefits | 244,124 | 244,752 | 244,752 | 252,666 | 3% |
| 4 | | 791,771 | 858,188 | 858,188 | 905,020 | 5% |
| Operations | | | | | | |
| 5 | 2001-421000 Books & Subscriptions | 954 | 1,000 | 1,100 | 1,200 | 20% |
| 6 | 2001-421500 Memberships | 434 | 460 | 460 | 730 | 59% |
| 7 | 2001-425000 Equipment Supplies & Main | 80 | - | - | - | - |
| 8 | 2001-425560 IT Services | - | - | - | 55,533 | 100% |
| 9 | 2001-431000 Professional & Tech | 12,708 | 12,000 | 14,000 | 14,000 | 17% |
| 10 | 2001-431100 Jury | 1,676 | 2,000 | 1,500 | 2,000 | 0% |
| 11 | 2001-433000 Training | 550 | 1,600 | 850 | 900 | -44% |
| 12 | 2001-433100 Travel | 815 | 5,220 | 3,176 | 3,500 | -33% |
| 13 | 2001-448000 Dept Supplies | 10,927 | 12,100 | 12,100 | 12,100 | 0% |
| 14 | 2001-454000 Bank Charges | 12,938 | 12,600 | 12,600 | 12,600 | 0% |
| 15 | | 41,081 | 46,980 | 45,786 | 102,563 | 118% |
| 16 | TOTAL COURTS | \$ 832,852 | \$ 905,168 | \$ 903,974 | \$ 1,007,583 | 11% |

JUSTIFICATION

| Operations | | | |
|-------------------|-----------------------------------|-------------------|---|
| 17 | 2001-421000 Books & Subscriptions | \$ 1,200 | LexisNexis, UT Code, UT Advanced Reports, UT Court Rules, etc |
| 18 | 2001-421500 Memberships | 730 | Justice court membership, UT State Bar, Notary |
| 19 | 2001-425560 IT Services | 55,533 | IT services and equipment replacement |
| 20 | 2001-431000 Professional & Tech | 14,000 | Interpreters, pro tem judges, process servers, judicial services, etc |
| 21 | 2001-431100 Jury | 2,000 | Jury pay and hospitality as needed |
| 22 | 2001-433000 Training | 900 | BCI Conference, Court Clerk Conference, Judge |
| 23 | 2001-433100 Travel | 3,500 | Conference, other training as needed (out-of-state) |
| 24 | 2001-448000 Dept Supplies | 12,100 | Postage, forms, envelopes, paper, printing, water, office supplies, etc |
| 25 | 2001-454000 Bank Charges | 12,600 | Credit card payment fees |
| 26 | | \$ 102,563 | |



COMMUNITY DEVELOPMENT

PLANNING

SERVICE LEVEL CHANGES

Effective in FY 2023, this department has been transferred to Development Services Fund, a special revenue fund (Fund 260) in order to comply with requirements by the Utah State Auditor.

The information reported below reflects the activity as it was reported and budgeted in the General Fund in previous years.

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|
| Personnel | | | | |
| 1 1601-411000 Salaries Full-Time | \$ 554,747 | \$ - | \$ - | \$ - |
| 2 1601-413000 Benefits | 273,479 | - | - | - |
| 3 | 828,226 | - | - | - |
| Operations | | | | |
| 4 1601-421000 Books & Subscriptions | 85 | - | - | - |
| 5 1601-421500 Memberships | 2,739 | - | - | - |
| 6 1601-425000 Equipment Supplies & Main | 451 | - | - | - |
| 7 1601-425500 Fleet O&M Charge | 4,540 | - | - | - |
| 8 1601-425501 Fleet Replacement Charge | 3,283 | - | - | - |
| 9 1601-431000 Professional & Tech | 5,793 | - | - | - |
| 10 1601-433000 Training | 3,300 | - | - | - |
| 11 1601-433100 Travel | 4,696 | - | - | - |
| 12 1601-448000 Dept Supplies | 7,433 | - | - | - |
| 13 | 32,319 | - | - | - |
| Other | | | | |
| 14 1601-431500 Planning Commission | 10,690 | - | - | - |
| 15 1601-431700 Board of Adjustments | 750 | - | - | - |
| 16 | 11,440 | - | - | - |
| 17 TOTAL PLANNING | \$ 871,985 | \$ - | \$ - | \$ - |



BUILDING

SERVICE LEVEL CHANGES

Effective in FY 2023, this department has been transferred to Development Services Fund, a special revenue fund (Fund 260) in order to comply with requirements by the Utah State Auditor.

The information reported below reflects the activity as it was reported and budgeted in the General Fund in previous years.

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|
| Personnel | | | | |
| 1 1605-411000 Salaries Full-Time | \$ 728,154 | \$ - | \$ - | \$ - |
| 2 1605-411003 Overtime | 357 | - | - | - |
| 3 1605-411100 On Call Salaries | 422 | - | - | - |
| 4 1605-413000 Benefits | 311,959 | - | - | - |
| 5 | 1,040,892 | - | - | - |
| Operations | | | | |
| 6 1605-421000 Books & Subscriptions | 1,501 | - | - | - |
| 7 1605-421500 Memberships | 1,239 | - | - | - |
| 8 1605-425000 Equipment Supplies & Main | 1,023 | - | - | - |
| 9 1605-425010 Uniforms | 2,852 | - | - | - |
| 10 1605-425500 Fleet O&M Charge | 24,898 | - | - | - |
| 11 1605-425501 Fleet Replacement Charge | 19,589 | - | - | - |
| 12 1605-431000 Professional & Tech | 22,229 | - | - | - |
| 13 1605-433000 Training | 5,901 | - | - | - |
| 14 1605-433100 Travel | 9,633 | - | - | - |
| 15 1605-448000 Dept Supplies | 2,000 | - | - | - |
| 16 1605-454000 Credit Card Fees | 25,402 | - | - | - |
| 17 | 116,266 | - | - | - |
| 18 TOTAL BUILDING | \$ 1,157,158 | \$ - | \$ - | \$ - |

COMMUNITY PRESERVATION

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

Community Preservation is a division of Community Development and assists in providing the citizens and businesses a friendly and attractive community in which to live and conduct business. This is done through enforcement of the City ordinances including enforcement, business licensing, and management of the Good Landlord Program and the Administrative Law Judge Program.

GOALS & OBJECTIVES

Goal 1: Code Enforcement will continue to complete new inspections within 7 calendar days of case initiation and re-inspections within 3 days of request.

Goal 2: Code Enforcement will attempt in person contact upon initial inspection on 90% of cases.

Goal 3: Business Licensing to finish integration with the new CityWorks records management system.

Goal 4: Business Licensing will work to improve customer service with the on-line application and payment system. This will be checked against the time frame from application acceptance to date issued.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|--|------------------|------------------|--------------------|----------------|
| % of new inspections within 7 calendar days | 100% | 92% | 95% | 100% |
| % of re-inspections within 3 calendar days of request | 100% | 100% | 99% | 100% |
| # of past due cases scheduled for hearing within 7 calendar days | 138 | 186 | 180 | 150 |
| # of administrative law hearings | 111 | 142 | 130 | 110 |
| % of written legal decisions written within 2 business days of hearing | 100% | 98% | 95% | 100% |
| # of businesses licensed annually | 635 | 607 | 610 | 650 |
| % of business licenses issued within 30 days of receipt | 98% | 97% | 95% | 100% |
| % of rental permits issued within 7 days of receipt | 98% | 94% | 95% | 100% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Code Enforcement Manager | GR72 | GR72 | 1.00 | 1.00 |
| Business License Coordinator | GR53 | GR54 | 2.00 | 2.00 |
| Code Enforcement Officer | GR51 | GR51 | 3.00 | 3.00 |
| Administrative Assistant | GR45 | GR45 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 7.00 | 7.00 |



COMMUNITY PRESERVATION

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-------------------|---------------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 | 1606-411000 Salaries Full-Time | \$ 387,800 | \$ 441,182 | \$ 441,182 | \$ 452,664 3% |
| 2 | 1606-413000 Benefits | 223,598 | 221,160 | 221,160 | 236,331 7% |
| 3 | | 611,398 | 662,342 | 662,342 | 688,995 4% |
| Operations | | | | | |
| 4 | 1606-421500 Memberships | 130 | 180 | 90 | 180 0% |
| 5 | 1606-425000 Equipment Supplies & Main | 8,582 | 9,000 | 5,000 | 9,000 0% |
| 6 | 1606-425010 Uniforms | 862 | 1,300 | 1,300 | 1,300 0% |
| 7 | 1606-425500 Fleet O&M Charge | 12,302 | 25,291 | 25,291 | 14,128 -44% |
| 8 | 1606-425501 Fleet Replacement Charge | 9,257 | 12,163 | 12,163 | 12,163 0% |
| 9 | 1606-425560 IT Services | - | - | - | 57,106 100% |
| 10 | 1606-431000 Professional & Tech | 1,603 | 5,500 | 5,500 | 5,500 0% |
| 11 | 1606-433000 Training | 400 | 1,200 | 1,200 | 1,500 25% |
| 12 | 1606-433100 Travel | 1,178 | 3,500 | 3,500 | 4,000 14% |
| 13 | 1606-448000 Dept Supplies | 7,505 | 9,100 | 9,100 | 9,100 0% |
| 14 | 1606-462110 Abatements | - | 15,000 | 10,000 | 15,000 0% |
| 15 | | 41,819 | 82,234 | 73,144 | 128,977 57% |
| 16 | TOTAL COMMUNITY PRESERVATION | \$ 653,217 | \$ 744,576 | \$ 735,486 | \$ 817,972 10% |

JUSTIFICATION

Operations

| | | | | |
|----|-------------|--------------------------------|--------|--|
| 17 | 1606-421500 | Membership | 180 | Utah Business Licensing Association |
| 18 | 1606-425000 | Equip Supplies & Maint | 9,000 | Equipment for Business License, Code |
| 19 | 1606-425010 | Uniforms | 1,300 | Uniform clothing and safety gear for 4 CE Officers |
| 20 | 1606-425500 | Fleet Operations & Maintenance | 14,128 | Charge for operation and maintenance of vehicles |
| 21 | 1606-425501 | Fleet Replacement | 12,163 | Charge for lease/replacement of vehicles |
| 22 | 1606-425560 | IT Services | 57,106 | IT services and equipment replacement |
| 23 | 1606-431000 | Prof & Tech Services | 5,500 | Administrative Law Judge |
| 24 | 1606-433000 | Training | 1,500 | Annual conference for Business License and Code Enforcement |
| 25 | 1606-433100 | Travel | 4,000 | Expenses for Utah Ordinance Compliance conference as well as the Business License Association conference |
| 26 | 1606-448000 | Dept Supplies | 9,100 | Postage, forms, envelopes, paper, printing, office supplies, etc |
| 27 | 1606-462110 | Abatements | 15,000 | Clean up of dilapidated properties that create a health and safety hazard |

128,977

28



PROPERTY ADMINISTRATION

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

Acquire, sell, lease, contract and manage all real property interests the City desires to acquire, retain or dispose of in the course of its day-to-day operations.

GOALS & OBJECTIVES

Goal 1: Collaborate with GIS to maintain a complete inventory of City-owned property.

Goal 2: Provide professional services for the acquisition of property and right-of-ways.

Goal 3: Collaborate with other departments on property-related services (i.e. liens, special assessments, tenant management, etc)

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Real Property Administrator | GR72 | GR72 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 1.00 | 1.00 |

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-------------------------------------|---------------------------|------------------------|--------------------------|-----------------------|---------------------|
| Personnel | | | | | |
| 1 3008-411000 Salaries Full-Time | \$ 98,377 | \$ 109,446 | \$ 109,800 | \$ 113,690 | 4% |
| 2 3008-411030 Sick Leave Buyout | - | 292 | 473 | 491 | 68% |
| 3 3008-413000 Benefits | 45,575 | 46,123 | 46,123 | 46,113 | 0% |
| 4 | 143,952 | 155,861 | 156,396 | 160,294 | 3% |
| Operations | | | | | |
| 5 3008-421500 Memberships | 260 | 300 | 260 | 260 | -13% |
| 6 3008-425560 IT Services | - | - | - | 6,170 | 100% |
| 7 3008-431000 Professional & Tech | 1 | 5,000 | 5,000 | 5,000 | 0% |
| 8 3008-433000 Training | 415 | 1,000 | 1,000 | 1,000 | 0% |
| 9 3008-448000 Dept Supplies | - | 300 | 300 | 300 | 0% |
| 10 | 676 | 6,600 | 6,560 | 12,730 | |
| Shared Services Allocation | | | | | |
| 11 3008-493100 Allocated Wages | - | (77,931) | (78,198) | (80,147) | |
| 12 3008-493110 Allocated Operations | - | (3,300) | (3,280) | (6,365) | |
| 13 | - | (81,231) | (81,478) | (86,512) | 7% |
| 14 TOTAL PROPERTY MANAGEMENT | \$ 144,628 | \$ 81,230 | \$ 81,478 | \$ 86,512 | 7% |



PROPERTY ADMINISTRATION

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------|-------|---|
| 15 | 3008-421500 | Memberships | 260 | International Right of Way Association |
| 16 | 3008-425560 | IT Services | 6,170 | IT services and equipment replacement |
| 17 | 3008-431000 | Professional & Tech | 5,000 | Consultants as needed |
| 18 | 3008-433000 | Training | 1,000 | Conferences and/or training to obtain current and relevant information pertaining to property acquisitions and property management. |
| 19 | 3008-444800 | Dept Supplies | 300 | |

20 12,730

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|----------|-------------------------------------|
| 21 | 3008-493100 | Allocated Wages | (80,147) | 50.00% to Development Services Fund |
| 22 | 3008-493110 | Allocated Operations | (6,365) | 50.00% to Development Services Fund |

23 (86,512)



PUBLIC WORKS



PUBLIC WORKS ADMINISTRATION

SERVICE LEVEL CHANGES

- Transfer Administrative Assistant to Public Utilities.
- IT Services previously consolidated and budgeted in Non-Departmental.
- Shared Services allocation adjusted from 30% to 55%.

PURPOSE

Provide effective and timely direction, leadership and support to all Public Works divisions, managers, and programs. Provide professional and timely customer service.

GOALS & OBJECTIVES

Goal 1: Invest in staff - building on employee morale and encouraging continuous growth and improvement, fostering a sense of personal worth for each employee assisting with employee retention and increased efficiency and service to the citizens.

Objective 1: Continue to support and provide training opportunities for job enhancement, customer service training, leadership training, higher education reimbursement for employee growth within the city.

Goal 2: Strengthen partnerships with internal Divisions - continue the contribution of Public Works personnel to the overall process of city functions.

Objective 1: Provide the vision along with leadership and administrative support for achieving stewardship of Public Works with internal divisions and the citizens of West Jordan.

Goal 3: Improve external communication - utilize multiple pathways to transfer information between the citizens of West Jordan and the Public Works Divisions.

Objective 1: Utilize available internal resources, social media to communicate the functions and projects of the Public Works Division to provide clear communication to the residents of the city.

PERFORMANCE & WORKLOAD MEASURES

| | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|--------------------------------|--------------------|---------------------|----------------|
| # of calls taken | Begin in FY2023 | 8,206 | 7,000 |
| # of work requests completed | | 710 | 800 |
| # of purchase orders processed | | 1,526 | 1,600 |
| # of snow removal inquiries | | 200 | 125 |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Public Works Director | GR90 | GR90 | 1.00 | 1.00 |
| Public Works Operations Manager | GR74 | GR74 | 1.00 | 1.00 |
| Executive Assistant | GR54 | GR54 | 1.00 | 1.00 |
| Administrative Assistant | GR45 | | 1.00 | |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 4.00 | 3.00 |



PUBLIC WORKS ADMINISTRATION

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 3001-411000 Salaries Full-Time | \$ 432,449 | \$ 388,757 | \$ 388,757 | \$ 338,338 | -13% |
| 2 3001-411030 Sick Leave Buyout | - | 3,129 | 415 | 444 | -86% |
| 3 3001-413000 Benefits | 207,616 | 176,523 | 176,523 | 147,098 | -17% |
| 4 | 640,066 | 568,409 | 565,695 | 485,880 | -15% |
| Operations | | | | | |
| 5 3001-421000 Books & Subscriptions | - | 800 | 500 | 800 | 0% |
| 6 3001-421500 Memberships | 1,747 | 2,000 | 1,500 | 2,000 | 0% |
| 7 3001-425000 Equipment Supplies & Main | 2,599 | 12,000 | 8,000 | 12,000 | 0% |
| 8 3001-425010 Uniforms | 1,080 | 2,000 | 2,000 | 2,000 | 0% |
| 9 3001-425500 Fleet O&M Charge | 14,037 | 21,914 | 21,914 | 10,569 | -52% |
| 10 3001-425501 Fleet Replacement Charge | 12,411 | 10,593 | 10,593 | 6,158 | -42% |
| 11 3001-425560 IT Services | - | - | - | 28,946 | 100% |
| 12 3001-431000 Professional & Tech | 1,995 | 7,500 | 4,000 | 5,000 | -33% |
| 13 3001-433000 Training | 999 | 3,000 | 3,000 | 3,500 | 17% |
| 14 3001-433100 Travel | 2,844 | 3,000 | 3,000 | 4,000 | 33% |
| 15 3001-448000 Dept Supplies | 1,947 | 6,000 | 4,500 | 11,000 | 83% |
| 16 | 39,658 | 68,807 | 59,007 | 85,973 | 25% |
| Shared Services Allocation | | | | | |
| 17 3001-493100 Allocated Wages | (366,090) | (170,522) | (169,709) | (267,234) | |
| 18 3001-493110 Allocated Operations | (26,310) | (17,202) | (17,702) | (47,285) | |
| 19 | (392,400) | (187,724) | (187,411) | (314,519) | -68% |
| 20 TOTAL PUBLIC WORKS ADMINISTRATION | \$ 287,323 | \$ 449,492 | \$ 437,291 | \$ 257,334 | -43% |

PUBLIC WORKS ADMINISTRATION

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|--------|---|
| 21 | 3001-421000 | Books & Subscriptions | 800 | American City and County magazine, ENR, Public Works magazine, other technical books |
| 22 | 3001-421500 | Memberships | 2,000 | American Water Works Association, American Public Works Association, Utah Water Users Association, UCEA |
| 23 | 3001-425000 | Equipment Supplies & Main | 12,000 | Equipment and supplies. Increased to accommodate the need for Public Works building |
| 24 | 3001-425010 | Uniforms | 2,000 | Boots, safety vests, shirts, and sweatshirts |
| 25 | 3001-425500 | Fleet O&M Charge | 10,569 | Charge for operation and maintenance of vehicles |
| 26 | 3001-425501 | Fleet Replacement Charge | 6,158 | Charge for lease/replacement of vehicles |
| 27 | 3001-425560 | IT Services | 28,946 | IT services and equipment replacement |
| 28 | 3001-431000 | Professional & Tech | 5,000 | Misc. studies, reports and investigations |
| 29 | 3001-433000 | Training | 3,500 | APWA conference, and other trainings |
| 30 | 3001-433100 | Travel | 4,000 | |
| 31 | 3001-448000 | Dept Supplies | 11,000 | Office supplies, business meetings |

85,973

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|----------|-------------------------------|
| 33 | 3001-493100 | Allocated Wages | (24,294) | 5.00% to Development Services |
| 34 | | | (48,588) | 15.00% to Water Fund |
| 35 | | | (48,588) | 15.00% to Sewer Fund |
| 36 | | | (97,176) | 20.00% to Solid Waste Fund |
| 37 | | | (48,588) | 15.00% to Storm Water Fund |
| 38 | 3001-493110 | Allocated Operations | (4,299) | 5.00% to Development Services |
| 39 | | | (8,597) | 15.00% to Water Fund |
| 40 | | | (8,597) | 15.00% to Sewer Fund |
| 41 | | | (17,195) | 20.00% to Solid Waste Fund |
| 42 | | | (8,597) | 15.00% to Storm Water Fund |

(314,519)



ENGINEERING

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.
- Shared Services allocation adjusted from 55% to 45%.

PURPOSE

Engineering is a division of Public Works. The purpose of the Engineering Division is to provide professional engineering and surveying services for the City to ensure that public improvements related to the City's rights-of-way are constructed to City standards. In addition, this division issues permits and inspection services for improvements within the public right-of-way.

GOALS & OBJECTIVES

Goal 1: Increase emphasis among staff and management for improved customer service and efficiency in the review and processing of new development projects by improving the efficiency of plan review, bond reductions and releases, and inspections.

Goal 2: Revise, update, and improve City standard engineering plans, including streets, sewer, water, and storm drain standards.

Goal 3: Improve and expand the City's low impact development practices and standards.

Goal 4: Improve temporary traffic safety through master planning close management of traffic management and traffic calming.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|---|------------------|------------------|---------------------|----------------|
| # of 1st reviews performed in less than 4 weeks | 106 | 110 | 92 | 100 |
| % of resubmitted reviews performed in less than 2 weeks | 72.5% | 80.0% | 73.0% | 85.0% |
| # of encroachment land disturbance permits issued | 507 | 500 | 446 | 510 |
| # of plans reviewed | 41 | 45 | 38 | 40 |
| # of pre-application meetings | 141 | 140 | 166 | 130 |
| | 83 | 80 | 35 | 75 |



ENGINEERING

STAFFING

| | Grade | | Count | |
|---|---------|---------|--------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| City Engineer | GR81 | GR81 | 1.00 | 1.00 |
| Eng Inspector Supervisor | GR67 | GR67 | 1.00 | 1.00 |
| Senior Engineer | GR74 | GR74 | | |
| Traffic Engineer | GR72 | GR72 | 4.00 | 4.00 |
| Associate Engineer | GR69 | GR69 | | |
| Assistant Engineer | GR61 | GR63 | | |
| Engineering Inspector III | GR62 | GR62 | | |
| Engineering Inspector II | GR58 | GR58 | 3.00 | 3.00 |
| Engineering Inspector I | GR55 | GR55 | | |
| Engineering Assistant | GR56 | GR56 | 1.00 | 1.00 |
| Engineering Development Coordinator | GR53 | GR53 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 11.00 | 11.00 |

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|---------------------------------------|---------------------------|------------------------|--------------------------|-----------------------|---------------------|
| Personnel | | | | | | |
| 1 | 3002-411000 Salaries Full-Time | \$ 819,925 | \$ 938,327 | \$ 815,200 | \$ 1,030,228 | 10% |
| 2 | 3002-411003 Overtime | 113 | - | 1,000 | 2,000 | 100% |
| 3 | 3002-411030 Sick Leave Buyout | - | 609 | 369 | 423 | -31% |
| 4 | 3002-413000 Benefits | 371,040 | 405,931 | 339,850 | 431,895 | 6% |
| 5 | | 1,191,078 | 1,344,867 | 1,156,419 | 1,464,546 | 9% |
| Operations | | | | | | |
| 6 | 3002-421000 Books & Subscriptions | - | 500 | 500 | 1,000 | 100% |
| 7 | 3002-421500 Memberships | 2,370 | 1,500 | 900 | 1,500 | 0% |
| 8 | 3002-425000 Equipment Supplies & Main | 1,867 | 2,000 | 2,000 | 2,000 | 0% |
| 9 | 3002-425010 Uniforms | 2,440 | 5,000 | 5,000 | 5,500 | 10% |
| 10 | 3002-425500 Fleet O&M Charge | 22,192 | 17,432 | 17,432 | 24,313 | 39% |
| 11 | 3002-425501 Fleet Replacement Charge | 18,757 | 17,950 | 17,950 | 18,418 | 3% |
| 12 | 3002-425560 IT Services | - | - | - | 85,265 | 100% |
| 13 | 3002-431000 Professional & Tech | 40,846 | 80,000 | 11,000 | 90,000 | 13% |
| 14 | 3002-433000 Training | 3,864 | 3,500 | 1,800 | 2,500 | -29% |
| 15 | 3002-433100 Travel | 3,864 | 6,000 | 3,000 | 4,500 | -25% |
| 16 | 3002-448000 Dept Supplies | 1,691 | 2,900 | 1,800 | 3,500 | 21% |
| 17 | | 97,892 | 136,782 | 61,382 | 238,496 | 74% |
| Shared Services Allocation | | | | | | |
| 18 | 3002-493100 Allocated Wages | (400,405) | (739,677) | (636,030) | (659,046) | |
| 19 | 3002-493110 Allocated Operations | (34,012) | (75,230) | (33,760) | (107,323) | |
| 20 | | (434,417) | (814,907) | (669,790) | (766,369) | 6% |
| 21 | TOTAL ENGINEERING | \$ 854,553 | \$ 666,742 | \$ 548,011 | \$ 936,673 | 40% |



ENGINEERING

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|--------|---|
| 22 | 3002-421000 | Books & Subscriptions | 1,000 | MUTC books, APWA standards |
| 23 | 3002-421500 | Memberships | 1,500 | APWA, Int'l Traffic Engineer Association, etc |
| 24 | 3002-425000 | Equipment Supplies & Main | 2,000 | Equipment as needed |
| 25 | 3002-425010 | Uniforms | 5,500 | Uniforms for engineers and inspectors (11) |
| 26 | 3002-425500 | Fleet O&M Charge | 24,313 | Charge for operation and maintenance of vehicles |
| 27 | 3002-425501 | Fleet Replacement | 18,418 | Charge for lease/replacement of vehicles |
| 28 | 3002-425560 | IT Services | 85,265 | IT services and equipment replacement |
| 29 | 3002-431000 | Professional & Tech | 15,000 | Maintenance of signage, striping, crosswalks, ped signals etc. Traffic counters, Technical training in the use and admin of electronic inspection techniques. |
| 30 | | | 50,000 | Traffic calming program, RRFB, LED speed Radar signs |
| 31 | | | 25,000 | Studies, fees, surveys, etc |
| 32 | 3002-433000 | Training | 2,500 | UCEA Winter Conference, APWA Fall Conference, |
| 33 | 3002-433100 | Travel | 4,500 | UDOT Annual Conference, ITE, asphalt conference |
| 34 | 3002-448000 | Dept Supplies | 3,500 | Office supplies and other miscellaneous |

238,496

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|-----------|--------------------------------|
| 36 | 3002-493100 | Allocated Wages | (659,046) | 45.00% to Development Services |
| 37 | 3002-493110 | Allocated Operations | (107,323) | 45.00% to Development Services |

(766,369)

GEOGRAPHIC INFORMATION SYSTEM (GIS)

SERVICE LEVEL CHANGES

- Add full-time Utility Locator to serve the increased demand.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The mission of the GIS Division is to maintain high quality GIS data used to provide analysis, produce maps and

GOALS & OBJECTIVES

Goal 1: Develop and implement an accurate, comprehensive, and up-to-date geographic information system.

Goal 2: Provide quick and easy access to GIS information.

Goal 3: Promote the use of GIS to expedite work process.

Objective 1: Implement drone technology

Objective 2: Implement parks playground inspection app

Objective 3: Establish connection with Versaterm; build dashboard of live feed for fire/medical calls

Objective 4: Implement lead & copper rule app

PERFORMANCE & WORKLOAD MEASURES

| | FY2023 Estimated | FY2024 Goal |
|---|---------------------|----------------|
| Utility maps provided within 1 business day | 99% | 99% |
| Inventory reports within 1 business day | 50% | 50% |
| % of as-built drawings digitally archived | 100% | 100% |
| Update parcel data & VECC data within 5 business days of receiving the data | 85% | 100% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| GIS Administrator | GR69 | GR69 | 1.00 | 1.00 |
| GIS Specialist II | GR60 | GR60 | 2.00 | 2.00 |
| GIS Specialist I | GR53 | GR53 | | |
| Utility Locator | GR45 | GR45 | 1.00 | 2.00 |
| GIS Interns (PT) ¹ | | | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 5.00 | 6.00 |

¹ .50 FTE = 1,040 hrs, .67 FTE = 1,400 hrs

GEOGRAPHIC INFORMATION SYSTEM (GIS)

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|---------------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | | |
| 1 | 3004-411000 Salaries Full-Time | \$ 242,314 | \$ 270,925 | \$ 252,000 | \$ 330,719 | 22% |
| 2 | 3004-411001 Salaries Part-Time | 35,530 | 58,160 | 62,410 | 43,464 | -25% |
| 3 | 3004-411003 Overtime | 167 | - | - | - | 0% |
| 4 | 3004-411030 Sick Leave Buyout | - | 465 | 339 | 362 | -22% |
| 5 | 3004-413000 Benefits | 97,111 | 103,758 | 91,550 | 140,254 | 35% |
| 6 | | 375,121 | 433,308 | 406,299 | 514,799 | 19% |
| Operations | | | | | | |
| 7 | 3004-421000 Books & Subscriptions | - | 250 | 200 | 250 | 0% |
| 8 | 3004-425000 Equipment Supplies & Main | 9,873 | 30,000 | 30,000 | 30,500 | 2% |
| 9 | 3004-425010 Uniforms | 1,057 | 1,500 | 1,500 | 2,000 | 33% |
| 10 | 3004-425500 Fleet O&M Charge | 12,872 | 12,870 | 12,870 | 14,018 | 9% |
| 11 | 3004-425501 Fleet Replacement Charge | 10,881 | 11,895 | 11,895 | 8,556 | -28% |
| 12 | 3004-425560 IT Services | - | - | - | 47,457 | 100% |
| 13 | 3004-431000 Professional & Tech | 27,387 | 30,000 | 30,000 | 30,000 | 0% |
| 14 | 3004-431400 Inform. System Contracts | 166,212 | 203,500 | 203,500 | 203,500 | 0% |
| 15 | 3004-433000 Training | 725 | 3,000 | 3,000 | 3,000 | 0% |
| 16 | 3004-433100 Travel | 2,691 | 5,000 | 5,000 | 5,000 | 0% |
| 17 | 3004-448000 Dept Supplies | 356 | 400 | 400 | 400 | 0% |
| 18 | | 232,054 | 298,415 | 298,365 | 344,681 | 16% |
| Shared Services Allocation | | | | | | |
| 19 | 3004-493100 Allocated Wages | (180,928) | (281,650) | (264,094) | (339,768) | |
| 20 | 3004-493110 Allocated Operations | (116,027) | (193,970) | (193,937) | (227,488) | |
| 21 | | (296,955) | (475,620) | (458,031) | (567,256) | -19% |
| 22 | TOTAL GIS | \$ 310,219 | \$ 256,103 | \$ 246,633 | \$ 292,224 | 14% |

GEOGRAPHIC INFORMATION SYSTEM (GIS)

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|---------|---|
| 23 | 3004-421000 | Books & Subscriptions | 250 | Technical manuals, GIS publications. |
| 24 | 3004-425000 | Equipment Supplies & Main | 30,500 | Plotter supplies & maintenance, aerial images, utility locating supplies |
| 25 | 3004-425010 | Uniforms | 2,000 | Uniforms for GIS staff |
| 26 | 3004-425500 | Fleet O&M Charge | 14,018 | Charge for operation and maintenance of vehicles |
| 27 | 3004-425501 | Fleet Replacement Charge | 8,556 | Charge for lease/replacement of vehicles |
| 28 | 3004-425560 | IT Services | 47,457 | IT services and equipment replacement |
| 29 | 3004-431000 | Professional & Tech | 30,000 | Update GIS system & database |
| 30 | 3004-431400 | Inform. System Contracts | 203,500 | ESRI, CityWorks, Blue Stakes of Utah, Uilisyc, Granite Net, Trimble, other software |
| 31 | 3004-433000 | Training | 3,000 | Utah Geographic Information Council, ESRI UC |
| 32 | 3004-433100 | Travel | 5,000 | Conference, CityWorks Conference |
| 33 | 3004-448000 | Dept Supplies | 400 | Office supplies, miscellaneous |

34 **344,681**

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|-----------|--------------------------------|
| 35 | 3004-493100 | Allocated Wages | (77,220) | 15.00% to Development Services |
| 36 | | | (154,440) | 30.00% to Water Fund |
| 37 | | | (41,184) | 7.50% to Sewer Fund |
| 38 | | | (25,740) | 5.00% to Solid Waste Fund |
| 39 | | | (41,184) | 7.50% to Storm Water Fund |
| 40 | 3004-493110 | Allocated Operations | (51,702) | 15.00% to Development Services |
| 41 | | | (103,404) | 30.00% to Water Fund |
| 42 | | | (27,574) | 7.50% to Sewer Fund |
| 43 | | | (17,234) | 5.00% to Solid Waste Fund |
| 44 | | | (27,574) | 7.50% to Storm Water Fund |

45 **(567,256)**

STREETS

SERVICE LEVEL CHANGES

- Add temporary intern to assist in the recording of Google fiber into our GIS system (2 years).
- Consolidated operational supplies from Dept Supplies to Equipment, Maintenance & Supplies.
- IT Services previously consolidated and budgeted in Non-Departmental.
- Velocity ESRI Software (snow removal tracking)

PURPOSE

The Streets Division provides maintenance of the City's streets and associated infrastructure.

GOALS & OBJECTIVES

Goal 1: Preserve transportation system infrastructure investments, protect the environment, and utilize resources in a responsible manner. Modernize and enhance the maintenance operation to improve efficiency.

Objective 1: Provide the highest quality integrated transportation infrastructure maintenance for economic benefit and improved quality of life.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|---|------------------|------------------|---------------------|----------------|
| # of tons of asphalt for road repair & maintenance | 15,595 | 10,671 | 12,035 | 13,500 |
| # of tons of crack seal material | 39 | 45.64 | 64 | 75 |
| # of yards of concrete installed for curb, gutter, and sidewalk repairs | 167 | 210 | 205 | 300 |
| # of regulatory signs managed | | 9,000 | 9,300 | 9,500 |
| % of streets cleared within 36 hours of end of 2" snow event | 100% | 100% | 100% | 100% |
| % of graffiti removed in targeted areas within 72 hours of being reported | 99% | 99% | 100% | 100% |

STAFFING

| | Grade | | Count | |
|---|-------------|-------------|--------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Streets Superintendent | GR69 | GR69 | 1.00 | 1.00 |
| Street Maint Crew Supervisor | GR58 | GR58 | 3.00 | 3.00 |
| Heavy Equipment Operator | GR53 | GR53 | 3.00 | 3.00 |
| Street Maintenance Worker III | GR49 | GR51 | | |
| Street Maintenance Worker II | GR47 | GR49 | 18.00 | 18.00 |
| Street Maintenance Worker I | GR45 | GR47 | | |
| Streets Intern (1,040 hours) | \$20 per hr | \$20 per hr | 0.50 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 25.50 | 26.00 |

¹.50 FTE = 1,040 hrs, .67 FTE = 1,400 hrs



STREETS

BUDGET & FINANCIAL HISTORY

| | | | Prior Year Actual FY 2022 | Adopted Budget FY 2022 | Estimated Actual FY 2022 | Annual Budget FY 2023 | FY23 to FY22 Budget |
|-------------------|----------------------|----------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | | | |
| 1 | 3101-411000 | Salaries Full-Time | \$ 981,469 | \$ 1,333,138 | \$ 1,250,000 | \$ 1,465,531 | 10% |
| 2 | 3101-411001 | Salaries Part/Seasonal | 1,238 | 17,780 | 17,780 | 43,464 | 144% |
| 3 | 3101-411003 | Overtime | 76,505 | 110,160 | 135,000 | 100,000 | -9% |
| 4 | 3101-411030 | Sick Leave Buyout | - | 2,312 | 826 | 953 | -59% |
| 5 | 3101-411100 | On Call Salaries | 10,554 | 8,100 | 18,000 | 30,950 | 282% |
| 6 | 3101-413000 | Benefits | 587,410 | 707,084 | 659,000 | 750,776 | 6% |
| 7 | | | 1,657,176 | 2,178,574 | 2,080,606 | 2,391,674 | 10% |
| Operations | | | | | | | |
| 8 | 3101-421500 | Membership | 2,276 | 1,050 | 1,075 | 1,200 | 14% |
| 9 | 3101-425000 | Equipment Supplies & Main | 128,558 | 122,800 | 100,000 | 258,250 | 110% |
| 10 | 3101-425010 | Uniforms | 13,126 | 15,950 | 15,950 | 12,750 | -20% |
| 11 | 3101-425500 | Fleet O&M Charge | 308,130 | 345,408 | 345,408 | 422,452 | 22% |
| 12 | 3101-425501 | Fleet Replacement Charge | 398,894 | 527,648 | 527,648 | 603,536 | 14% |
| 13 | 3101-425560 | IT Services | - | - | - | 49,624 | 100% |
| 14 | 3101-427000 | Utilities | 11,420 | 14,418 | 14,418 | 14,850 | 3% |
| 15 | 3101-431000 | Professional & Tech | 14,280 | 65,000 | 65,000 | 111,500 | 72% |
| 16 | 3101-431751 | Type C Road Salt | 126,275 | 150,000 | 246,128 | 180,000 | 20% |
| 17 | 3101-431752 | High Performance Road Salt | 65,284 | 75,000 | 105,240 | 85,000 | 13% |
| 18 | 3101-433000 | Training | 21,085 | 16,000 | 16,000 | 17,400 | 9% |
| 19 | 3101-444100 | Street Lights Crossing | - | 20,000 | 20,000 | 20,000 | 0% |
| 20 | 3101-444110 | Signs | 15,387 | 31,930 | 31,930 | 50,000 | 57% |
| 21 | 3101-448000 | Dept Supplies | 33,215 | 144,250 | 70,000 | 5,000 | -97% |
| 22 | 3101-462100 | Miscellaneous Services | - | 5,000 | 5,000 | 5,000 | 0% |
| 23 | | | 1,137,930 | 1,534,454 | 1,563,797 | 1,836,562 | 20% |
| 24 | TOTAL STREETS | | \$ 2,795,107 | \$ 3,713,028 | \$ 3,644,403 | \$ 4,228,236 | 14% |

STREETS

JUSTIFICATION

Operations

| | | | | |
|----|-------------|----------------------------|---------|--|
| 25 | 3101-421500 | Membership | 1,200 | |
| 26 | 3101-425000 | Equipment Supplies & Main | 134,000 | Equipment and consumables for streets maintenance for non-Class C roads, sidewalks, parking lots, etc, plow blades for snow removal, small equipment and lease |
| 27 | | | 124,250 | Paint, graffiti remover, road base, concrete, safety equipment, fencing, etc (previously in Dept Supplies) |
| 28 | 3101-425010 | Uniforms | 12,750 | Uniforms and safety gear for streets division (25 x \$500, 1 x \$250) |
| 29 | 3101-425500 | Fleet O&M Charge | 422,452 | Charge for operation and maintenance of vehicles |
| 30 | 3101-425501 | Fleet Replacement | 603,536 | Charge for lease/replacement of vehicles |
| 31 | 3101-425560 | IT Services | 49,624 | IT services and equipment replacement |
| 32 | 3101-427000 | Utilities | 14,850 | Traffic signal power |
| 33 | 3101-431000 | Professional & Tech | 71,000 | Increased efforts to contract additional concrete rehabilitation |
| 34 | | | 40,500 | Add Velocity ESRI software for snow removal |
| 35 | 3101-431751 | Type C Road Salt | 180,000 | Regular white type "C" road salt on State of Utah Cooperative contract |
| 36 | 3101-431752 | High Performance Road Salt | 85,000 | Redmond High Performance Salt on State of Utah Cooperative Contract. |
| 37 | 3101-433000 | Training | 17,400 | Third party classroom and snowplow simulator training, other training as needed |
| 38 | 3101-444100 | Street Lights Crossing | 20,000 | Maintenance and repair of school crossing lights and other light maintenance projects |
| 39 | 3101-444110 | Signs | 50,000 | Street signs - regulatory, identification, directional, etc |
| 40 | 3101-448000 | Dept Supplies | 5,000 | Office supplies, staff meetings, water, etc |
| 41 | 3101-462100 | Miscellaneous Services | 5,000 | Quality control testing, misc. grinding for overlays, roadway striping, etc. |

42

1,836,562



PUBLIC UTILITIES

PUBLIC UTILITIES

SERVICE LEVEL CHANGES

- Convert one Inspector III position to Inspector Supervisor.
- Transfer Administrative Assistant from Public Works Administration.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The Public Utilities department manages the design, engineering, operations, maintenance and construction of the water, sewer, and storm water systems.

GOALS & OBJECTIVES

Goal 1: Provide accurate engineering estimates for project financial management.

Objective 1: Design accuracy which result in change orders of less than 10%.

Goal 2: Provide accurate project and construction time management.

Objective 1: Environmental, design, and property acquisition complete on-time based on project complexity.

Objective 2: Complete construction on-time based on project complexity.

PERFORMANCE AND WORKLOAD MEASURES

| | 2023 Estimated | 2024 Goal |
|--|-------------------|--------------|
| % of projects within 10% of budget | 80% | 100% |
| % of construction projects that did not exceed 10% of contract amount in change orders | 75% | 100% |
| % of project on-time - Environmental, Design, ROW | 80% | 75% |
| % of project on-time - Construction | 75% | 100% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Public Utilities Director | GR90 | GR90 | 1.00 | 1.00 |
| Utilities Engineering Manager | GR81 | GR81 | 1.00 | 1.00 |
| Senior Engineer | GR74 | GR74 | | |
| Associate Engineer | GR69 | GR69 | 2.00 | 2.00 |
| Assistant Engineer | GR61 | GR63 | | |
| Engineering Designer | GR57 | GR57 | 1.00 | 1.00 |
| Utilities Inspector Supervisor | | GR67 | | 1.00 |
| Utilities Inspector III | GR62 | GR62 | | |
| Utilities Inspector II | GR58 | GR58 | 2.00 | 1.00 |
| Utilities Inspector I | GR55 | GR55 | | |
| Administrative Assistant | | GR45 | | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 7.00 | 8.00 |



PUBLIC UTILITIES

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget | |
|-----------------------------------|---------------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|-------------|
| Personnel | | | | | | |
| 1 | 3006-411000 Salaries Full-Time | \$ 332,729 | \$ 642,484 | \$ 667,000 | \$ 731,906 | 14% |
| 2 | 3006-411003 Overtime | - | 20,000 | - | 20,000 | 0% |
| 3 | 3006-411030 Sick Leave Buyout | - | 2,588 | 906 | 960 | -63% |
| 4 | 3006-413000 Benefits | 171,377 | 295,994 | 295,650 | 336,098 | 14% |
| 5 | | 504,106 | 961,066 | 963,556 | 1,088,964 | 13% |
| Operations | | | | | | |
| 6 | 3006-421000 Books & Subscriptions | - | 1,000 | 1,000 | 1,000 | 0% |
| 7 | 3006-421500 Memberships | 2,650 | 3,000 | 1,500 | 3,000 | 0% |
| 8 | 3006-425000 Equipment Supplies & Main | 66,442 | 30,000 | 30,000 | 30,000 | 0% |
| 9 | 3006-425010 Uniforms | 1,101 | 1,750 | 1,750 | 1,750 | 0% |
| 10 | 3006-425500 Fleet O&M Charge | 12,695 | 17,432 | 17,432 | 24,295 | 39% |
| 11 | 3006-425501 Fleet Replacement Charge | 10,478 | 4,127 | 4,127 | 9,079 | 120% |
| 12 | 3006-425560 IT Services | - | - | - | 77,189 | 100% |
| 13 | 3006-431000 Professional & Tech | 10,134 | 25,000 | 25,000 | 50,000 | 100% |
| 14 | 3006-433000 Training | 1,223 | 9,500 | 9,500 | 9,500 | 0% |
| 15 | 3006-433100 Travel | 1,673 | 3,500 | 3,000 | 3,000 | -14% |
| 16 | 3006-448000 Dept Supplies | 729 | 3,000 | 3,000 | 3,000 | 0% |
| 17 | | 107,125 | 98,309 | 96,309 | 211,813 | 115% |
| Shared Services Allocation | | | | | | |
| 18 | 3006-493100 Allocated Wages | (289,417) | (961,066) | (963,556) | (1,088,964) | |
| 19 | 3006-493110 Allocated Operations | (64,208) | (98,309) | (96,309) | (211,813) | |
| 20 | | (353,625) | (1,059,375) | (1,059,865) | (1,300,777) | -23% |
| 21 | TOTAL PUBLIC UTILITIES | \$ 257,606 | \$ - | \$ - | \$ - | 0% |

PUBLIC UTILITIES

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|--------|---|
| 22 | 3006-421000 | Books & Subscriptions | 1,000 | Reference books, design manuals as required |
| 23 | 3006-421500 | Memberships | 3,000 | 6 APWA, 4 AWWA, 4 ASCE |
| 24 | 3006-425000 | Equipment Supplies & Main | 30,000 | AutoCAD license renewals, software license and maintenance fees for Info Water, Info Sewer, and Info Swim (storm water) |
| 25 | 3006-425010 | Uniforms | 1,750 | Safety vests, winter coats, boots, shirts, pants |
| 26 | 3006-425500 | Fleet O&M | 24,295 | Charge for operation and maintenance of vehicles |
| 27 | 3006-425501 | Fleet Replacement | 9,079 | Charge for lease/replacement of vehicles |
| 28 | 3006-425560 | IT Services | 77,189 | IT services and equipment replacement |
| 29 | 3006-431000 | Professional & Tech | 50,000 | Studies, code changes, and standard updates |
| 30 | 3006-433000 | Training | 9,500 | Local and regional conferences (travel expenses to Tri-State conference - NV), INFOswmm - INFOwater models training, AutoCAD training, MicroPaver software training |
| 31 | 3006-433100 | Travel | 3,000 | |
| 32 | 3006-448000 | Dept Supplies | 3,000 | Miscellaneous office supplies, etc |

211,813

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|-----------|--------------------------------|
| 34 | 3006-493100 | Allocated Wages | (544,482) | 50.00% to Development Services |
| 35 | | | (217,793) | 20.00% to Water Fund |
| 36 | | | (141,565) | 13.00% to Sewer Fund |
| 37 | | | (185,124) | 17.00% to Storm Water Fund |
| 38 | 3006-493110 | Allocated Operations | (105,906) | 50.00% to Development Services |
| 39 | | | (42,363) | 20.00% to Water Fund |
| 40 | | | (27,536) | 13.00% to Sewer Fund |
| 41 | | | (36,008) | 17.00% to Storm Water Fund |

(1,300,777)



PUBLIC SERVICES



PUBLIC SERVICES ADMINISTRATION

SERVICE LEVEL CHANGES

- Shared Services allocation adjusted from 25% to 20%.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

- People, Our Pride
- Integrity, Our Core
- Service, Our Pledge
- Excellence, Our Quest

GOALS & OBJECTIVES

Administer, manage, and coordinate professional services to provide clean, safe, and well-maintained parks, facilities, cemeteries, and parkstrips that promote the City in a positive manner. These services result in an improved quality of life for residents and visitors of the City.

PERFORMANCE & WORKLOAD MEASURES

| | 2023 Estimate | 2024 Goal |
|--|------------------|--------------|
| Respond to all customer concerns within 24 hours | 80% | 100% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Public Services Director | GR90 | GR90 | 1.00 | 1.00 |
| Administrative Assistant | GR45 | GR45 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 2.00 | 2.00 |



PUBLIC SERVICES ADMINISTRATION

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget | |
|-----------------------------------|---------------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|-------------|
| Personnel | | | | | | |
| 1 | 3202-411000 Salaries Full-Time | \$ 180,525 | \$ 191,435 | \$ 180,000 | \$ 209,365 | 9% |
| 2 | 3202-411003 Overtime | 5,602 | - | 3,500 | - | 0% |
| 3 | 3202-413000 Benefits | 86,656 | 87,174 | 83,223 | 94,135 | 8% |
| 4 | | 272,783 | 278,609 | 266,723 | 303,500 | 9% |
| Operations | | | | | | |
| 5 | 3202-425000 Equipment Supplies & Main | - | 3,000 | 3,000 | 3,000 | 0% |
| 6 | 3202-425010 Uniforms | - | 500 | 600 | 500 | 0% |
| 7 | 3202-425500 Fleet O&M Charge | 3,644 | 4,624 | 4,624 | 5,025 | 9% |
| 8 | 3202-425501 Fleet Replacement Charge | 3,276 | - | - | - | 0% |
| 9 | 3202-425560 IT Services | - | - | - | 19,297 | 100% |
| 10 | 3202-431000 Professional & Tech | - | 3,500 | 3,500 | 3,500 | 0% |
| 11 | 3202-433000 Training | - | 1,800 | 1,500 | 1,800 | 0% |
| 12 | 3202-433100 Travel | - | 2,000 | 1,100 | 2,000 | 0% |
| 13 | 3202-448000 Dept Supplies | (39) | 1,000 | 900 | 1,000 | 0% |
| 14 | | 6,881 | 16,424 | 15,224 | 36,122 | 120% |
| Shared Services Allocation | | | | | | |
| 15 | 3202-493100 Allocated Wages | (90,172) | (55,722) | (66,681) | (60,700) | |
| 16 | 3202-493110 Allocated Operations | - | (3,285) | (3,806) | (7,224) | |
| 17 | | (90,172) | (59,007) | (70,487) | (67,924) | -15% |
| 18 | TOTAL PUBLIC SERVICES | \$ 189,492 | \$ 236,026 | \$ 211,460 | \$ 271,698 | 15% |

JUSTIFICATION

| Operations | | | |
|-----------------------------------|-------------|---------------------------|-----------------|
| 19 | 3202-425000 | Equipment Supplies & Main | 3,000 |
| 20 | 3202-425010 | Uniforms | 500 |
| 21 | 3202-425500 | Fleet O&M Charge | 5,025 |
| 22 | 3202-425501 | Fleet Replacement Charge | - |
| 23 | 3202-425560 | IT Services | 19,297 |
| 24 | 3202-431000 | Professional & Tech | 3,500 |
| 25 | 3202-433000 | Training | 1,800 |
| 26 | 3202-433100 | Travel | 2,000 |
| 27 | 3202-448000 | Dept Supplies | 1,000 |
| 28 | | | 36,122 |
| Shared Services Allocation | | | |
| 29 | 3202-493100 | Allocated Wages | (60,700) |
| 30 | 3202-493110 | Allocated Operations | (7,224) |
| 31 | | | (67,924) |

CEMETERY

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The Cemetery Division is committed to providing professional and caring cemetery services and maintaining the cemetery properties. The City of West Jordan maintains two cemeteries. Customer service responsibilities include meeting with patrons to arrange interment and disinterment services, selling burial plots, perform plot transfers, and assist in any other patron needs. Maintenance responsibilities include turf maintenance, grave repair, performing interment and disinterment services, managing and repairing irrigation systems, etc.

GOALS & OBJECTIVES

The Cemetery Sexton's goals and objectives are to provide excellent customer service to the patrons, funeral directors, and monument companies that visit the cemetery, along with conducting business with the patrons showing compassion during sensitive situations. Long-term and continual goals are to keep accurate records of lot sales and burials as well as to keep updated fee schedules and policies. Short-term objectives are to maintain the cemetery grounds weekly and to perform funeral services as needed.

PERFORMANCE & WORKLOAD MEASURES

| | 2021 Actual | 2022 Actual | 2023 Estimated | 2024 Goal |
|-----------------------------------|----------------|----------------|-------------------|--------------|
| Cemetery Acres | 12 | 12 | 12 | 12 |
| Lot Sales | 243 | 160 | 170 | 140 |
| Funeral Services | 135 | 99 | 110 | 110 |
| % of cemeteries maintained weekly | 100% | 100% | 100% | 100% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Cemetery Sexton | GR58 | GR58 | 1.00 | 1.00 |
| Maintenance Worker III | GR49 | GR49 | | |
| Maintenance Worker II | GR46 | GR47 | 1.00 | 1.00 |
| Maintenance Worker I | GR43 | GR45 | | |
| Cemetery Seasonal (1,360 hours) | \$16/hr | \$16/hr | 0.65 | 0.65 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 2.65 | 2.65 |

¹.50 FTE = 1,040 hrs, .67 FTE = 1,400 hrs



CEMETERY

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-------------------|---------------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | | |
| 1 | 3208-411000 Salaries Full-Time | \$ 50,250 | \$ 103,493 | \$ 103,493 | \$ 110,586 | 7% |
| 2 | 3208-411001 Salaries Part-Time | - | 21,860 | 10,000 | 24,045 | 10% |
| 3 | 3208-411003 Overtime | 9,013 | 3,500 | 8,000 | 5,000 | 43% |
| 4 | 3208-411030 Sick Leave Buyout | - | 221 | 288 | 308 | 39% |
| 5 | 3208-411100 On Call Salaries | 629 | 750 | 750 | 3,120 | 316% |
| 6 | 3208-413000 Benefits | 39,040 | 64,461 | 61,240 | 67,668 | 5% |
| 7 | | 98,932 | 194,285 | 183,771 | 210,727 | 8% |
| Operations | | | | | | |
| 8 | 3208-421500 Memberships | - | 200 | - | 200 | 0% |
| 9 | 3208-425000 Equipment Supplies & Main | 9,564 | 3,750 | 3,000 | 3,750 | 0% |
| 10 | 3208-425010 Uniforms | 152 | 800 | 1,000 | 1,400 | 75% |
| 11 | 3208-425500 Fleet O&M Charge | 5,930 | 6,914 | 6,914 | 8,655 | 25% |
| 12 | 3208-425501 Fleet Replacement Charge | 5,759 | 18,912 | 18,912 | 18,287 | -3% |
| 13 | 3208-425560 IT Services | - | - | - | 13,973 | 100% |
| 14 | 3208-426000 Building And Grounds | 10,980 | 16,000 | 8,500 | 16,000 | 0% |
| 15 | 3208-426010 Irrigation | 2,942 | 9,500 | 4,500 | 9,500 | 0% |
| 16 | 3208-426020 Weed Abatement | - | 1,200 | 600 | 1,200 | 0% |
| 17 | 3208-427000 Utilities | 2,572 | 5,500 | 5,500 | 5,500 | 0% |
| 18 | 3208-433000 Training | - | 700 | 500 | 700 | 0% |
| 19 | 3208-448000 Dept Supplies | 392 | 1,200 | - | 1,200 | 0% |
| 20 | | 38,290 | 64,676 | 49,426 | 80,365 | 24% |
| 21 | TOTAL CEMETERY | \$ 137,222 | \$ 258,961 | \$ 233,197 | \$ 291,092 | 12% |

CEMETERY

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|--------|---|
| 22 | 3208-421500 | Memberships | 200 | Utah Cemetery and Parks Association (UCPA) |
| 23 | 3208-425000 | Equipment Supplies & Main | 3,750 | Service/maintenance and purchase of small equipment for the cemetery, such as weed eaters, edger's, hedge trimmers, blowers, mower blades, mowers, utility cart, 2 cycle oil, and weed eater string, filters etc. |
| 24 | 3208-425010 | Uniforms | 1,400 | Uniform funds for the Cemetery Sexton, pants, shirts, sweatshirts, winter gear, steel toe safety boots, etc. |
| 25 | 3208-425500 | Fleet O&M Charge | 8,655 | Charge for operation and maintenance of vehicles |
| 26 | 3208-425501 | Fleet Replacement Charge | 18,287 | Charge for lease / replacement of vehicles |
| 27 | 3208-425560 | IT Services | 13,973 | IT services and equipment replacement |
| 28 | 3208-426000 | Building And Grounds | 16,000 | This funds the building and grounds maintenance program. Items such as; top soil, sod for grave repair, headstone repair, lot repurchase, overseeding, fertilizer, and maintenance of the cemetery buildings. |
| 29 | 3208-426010 | Irrigation | 9,500 | Funds to maintain and repair the cemeteries' aging irrigation systems. Replacement of one to two irrigation zones in an effort to correct the deficient irrigation system. This will be a long-term project. |
| 30 | 3208-426020 | Weed Abatement | 1,200 | Herbicide for the cemetery grounds for weed control. |
| 31 | 3208-427000 | Utilities | 5,500 | Water and other utilities |
| 32 | 3208-433000 | Training | 700 | Non-commercial pesticide applicators certification, CDL license, flagger certification, confined space training, forklift training, and CEU's for certifications. Registration for UCPA conference. |
| 33 | 3208-448000 | Dept Supplies | 1,200 | Supplies for cemetery such as tools and miscellaneous materials. |

34

80,365



EVENTS

SERVICE LEVEL CHANGES

- Transfer events overtime from all departments (parks, police, fire).
- Add First Friday concerts at the Viridian.
- Add equipment rentals for events support.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

The Events Division is responsible for planning, coordinating, and implementing all aspects of city and community events in West Jordan. These events increase the quality of life by building a sense of community and belonging. Events is a division of the Public Services Department.

GOALS & OBJECTIVES

Creating better and more frequent events that provide easy and affordable ways for our community to engage and connect with each other or with content.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|-------------------------|------------------|------------------|---------------------|----------------|
| # of community events | 14 | 16 | 14 | 31 |
| # of event days | 49 | 41 | 32 | 79 |
| Gross Revenue Generated | \$0 | \$293,850 | \$374,766 | \$475,000 |

STAFFING

| | Grade | | Count | |
|---|-----------|-----------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Events Manager | GR59 | GR63 | 1.00 | 1.00 |
| Events Coordinator | | GR53 | | 1.00 |
| Events Assistant | GR48 | | 1.00 | |
| Events Seasonals | 1,200 hrs | 1,040 hrs | 0.58 | 0.50 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 2.58 | 2.50 |



EVENTS

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 1802-411000 Salaries Full-Time | \$ 91,239 | \$ 118,698 | \$ 118,698 | \$ 131,425 | 11% |
| 2 1802-411001 Salaries Part/Seasonal | - | 19,400 | 19,400 | 16,224 | -16% |
| 3 1802-411003 Overtime | 33,171 | 7,500 | 35,000 | 40,000 | 433% |
| 4 1802-411030 Sick Leave Buyout | - | 490 | 360 | 391 | -20% |
| 5 1802-413000 Benefits | 64,468 | 73,461 | 73,461 | 64,713 | -12% |
| 6 | 188,877 | 219,549 | 246,919 | 252,753 | 15% |
| Operations | | | | | |
| 7 1802-421500 Memberships | 50 | 1,050 | 1,050 | 1,200 | 14% |
| 8 1802-425000 Equipment Supplies & Main | 11,267 | 48,000 | 62,000 | 159,070 | 231% |
| 9 1802-425010 Uniforms | 761 | 1,800 | 1,800 | 2,000 | 11% |
| 10 1802-425500 Fleet O&M Charge | 4,518 | 4,509 | 4,509 | 4,906 | 9% |
| 11 1802-425501 Fleet Replacement Charge | 4,145 | 4,531 | 4,531 | 4,531 | 0% |
| 12 1802-425560 IT Services | - | - | - | 25,724 | 100% |
| 13 1802-431000 Professional & Tech | (1,935) | 41,000 | 53,885 | 40,000 | -2% |
| 14 1802-431014 Events | 445,984 | 545,000 | 545,000 | 540,435 | -1% |
| 15 1802-433000 Training | - | 1,000 | 1,000 | 1,500 | 50% |
| 16 1802-433100 Travel | - | 2,000 | 2,500 | 2,200 | 10% |
| 17 1802-448000 Dept Supplies | 704 | 3,000 | 3,000 | 3,250 | 8% |
| 18 | 465,494 | 651,890 | 679,275 | 784,816 | 20% |
| 19 TOTAL EVENTS | \$ 654,372 | \$ 871,439 | \$ 926,194 | \$ 1,037,569 | 19% |

JUSTIFICATION

| Operations | | | | | |
|-------------------|-------------|---------------------------|----------------|--|--|
| 20 | 1802-421500 | Memberships | 1,200 | International Festival & Events Association, ACECO, URPA | |
| 21 | 1802-425000 | Equipment Supplies & Main | 159,070 | Equipment rental such as tables, chairs, restrooms, stage, canopies, generators, audio/visual, stage, track, etc | |
| 22 | 1802-425010 | Uniforms | 2,000 | Uniforms for event staff, volunteers, etc | |
| 23 | 1802-425500 | Fleet O&M Charge | 4,906 | Charge for operation and maintenance of vehicles | |
| 24 | 1802-425501 | Fleet Replacement | 4,531 | Charge for lease/replacement of vehicles | |
| 25 | 1802-425560 | IT Services | 25,724 | IT services and equipment replacement | |
| 26 | 1802-431000 | Professional & Tech | 40,000 | Annual events guide and outsourced advertising | |
| 27 | 1802-431014 | Events | 508,185 | City-wide events, contracted service costs are rising | |
| 28 | | | 32,250 | Add First Fridays at the Viridian Center | |
| 29 | 1802-433000 | Training | 1,500 | IFEA/URPA/NFR annual conferences | |
| 30 | 1802-433100 | Travel | 2,200 | | |
| 31 | 1802-448000 | Dept Supplies | 3,250 | Office supplies and general equipment | |
| 32 | | | 784,816 | | |

FACILITIES

SERVICE LEVEL CHANGES

- On-call rate increased from \$12/day to \$30/day based on competitive market study.
- Shared Services allocation adjusted from 25% to 34%.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

Facilities Maintenance is a division of Public Works, it is dedicated to providing quality service by keeping all City facilities maintained in the most efficient and cost effective manner.

GOALS & OBJECTIVES

Provide clean, safe, and accessible facilities that best represent the City and its standards of a progressive and active community.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|---|------------------|------------------|---------------------|----------------|
| % of high priority additional work request responses within 24 hours | 93% | 91% | 100% | 100% |
| # of additional work order requests completed (outside of normal maintenance) | 576 | 587 | <500 | <500 |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| <i>Facilities Maintenance</i> | | | | |
| Facilities Maint Supervisor | GR60 | GR63 | 1.00 | 1.00 |
| Facilities Maint Specialist (HVAC) | GR53 | GR57 | 1.00 | 1.00 |
| Sr Facilities Maint Technician | GR49 | GR51 | 3.00 | 3.00 |
| Facilities Maint Technician | GR47 | GR49 | | |
| Facilities - Custodian (PT) ¹ | GR37 | GR39 | 0.25 | 0.25 |
| Facilities Maint Technician (Seasonal) ¹ | \$16.00 | \$16.64 | 0.50 | 0.50 |
| <i>Electricians</i> | | | | |
| Master Electrician | GR66 | GR67 | 1.00 | 1.00 |
| Journeyman Electrician | GR55 | GR58 | 1.00 | 1.00 |
| Apprentice Electrician | GR45 | GR45 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 8.75 | 8.75 |

¹ .25 FTE = 520 hrs, .50 FTE = 1,040 hrs

FACILITIES

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2022 | Estimated Actual FY 2022 | Annual Budget FY 2023 | FY23 to FY22 Budget | | |
|-----------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|---------------------|-------------|
| Personnel | | | | | | | |
| 1 | 1902-411000 | Salaries Full-Time | \$ 410,468 | \$ 475,622 | \$ 476,250 | \$ 531,258 | 12% |
| 2 | 1902-411001 | Salaries Part-Time | 12,984 | 25,363 | 25,300 | 28,071 | 11% |
| 3 | 1902-411003 | Overtime | 14,208 | 2,500 | 20,000 | 15,000 | 500% |
| 4 | 1902-411030 | Sick Leave Buyout | - | 985 | - | - | -100% |
| 5 | 1902-411100 | On Call Salaries | 4,687 | 3,500 | 5,000 | 10,950 | 213% |
| 6 | 1902-413000 | Benefits | 224,569 | 245,271 | 258,762 | 270,939 | 10% |
| 7 | | | 666,917 | 753,241 | 785,312 | 856,218 | 14% |
| Operations | | | | | | | |
| 8 | 1902-425000 | Equipment Supplies & Main | 15,069 | 15,000 | 15,000 | 15,000 | 0% |
| 9 | 1902-425010 | Uniforms | 6,104 | 5,600 | 5,600 | 6,150 | 10% |
| 10 | 1902-425500 | Fleet O&M Charge | 67,506 | 66,256 | 66,256 | 74,956 | 13% |
| 11 | 1902-425501 | Fleet Replacement Charge | 77,792 | 35,207 | 35,207 | 35,207 | 0% |
| 12 | 1902-425560 | IT Services | - | - | - | 77,574 | 100% |
| 13 | 1902-426000 | Building And Grounds | 227,413 | 275,000 | 270,000 | 200,000 | -27% |
| 14 | 1902-427000 | Utilities | 472,124 | 501,000 | 546,090 | 546,090 | 9% |
| 15 | 1902-427010 | Utilities - Interfund | 56,809 | 62,540 | 62,450 | 62,450 | 0% |
| 16 | 1902-431000 | Professional & Tech | (78) | 2,000 | 500 | 2,000 | 0% |
| 17 | 1902-431080 | Contract - Heating/AC | 38,742 | 35,000 | 55,000 | 50,000 | 43% |
| 18 | 1902-431810 | Contract Services | 134,919 | 200,000 | 195,000 | 250,000 | 25% |
| 19 | 1902-431820 | Contract - Custodial | 251,479 | 303,450 | 303,450 | 303,450 | 0% |
| 20 | 1902-433000 | Training | 906 | 6,500 | 5,500 | 6,500 | 0% |
| 21 | 1902-448000 | Dept Supplies | 1,638 | 500 | 500 | 500 | 0% |
| 22 | 1902-474144 | Minor Projects | 119 | 2,000 | 2,000 | 2,000 | 0% |
| 23 | | | 1,350,542 | 1,510,053 | 1,562,553 | 1,631,877 | 8% |
| Shared Services Allocation | | | | | | | |
| 24 | 1902-493100 | Allocated Wages | (158,528) | (188,310) | (196,328) | (291,116) | |
| 25 | 1902-493110 | Allocated Operations | (324,409) | (377,513) | (390,639) | (554,837) | |
| 26 | | | (482,937) | (565,823) | (586,967) | (845,953) | -50% |
| 27 | TOTAL FACILITIES | | \$ 1,534,522 | \$ 1,697,471 | \$ 1,760,898 | \$ 1,642,142 | -3% |

FACILITIES

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|---------|--|
| 28 | 1902-425000 | Equipment Supplies & Main | 15,000 | Purchase and repair of tools and small equipment under \$5000 |
| 29 | 1902-425010 | Uniforms | 6,150 | Uniform clothing, cold weather gear as necessary, and other safety protection equipment for 9 employees |
| 30 | 1902-425500 | Fleet O&M Charge | 74,956 | Charge for operation and maintenance of vehicles |
| 31 | 1902-425501 | Fleet Replacement | 35,207 | Charge for lease/replacement of vehicles |
| 32 | 1902-425560 | IT Services | 77,574 | IT services and equipment replacement |
| 33 | 1902-426000 | Building And Grounds | 200,000 | General improvements and preventative maintenance for City buildings and to paint and repair existing park pavilions throughout the City parks |
| 34 | 1902-427000 | Utilities | 546,090 | Utilities other than city-provided |
| 35 | 1902-427010 | Utilities - Interfund | 62,450 | Payments to West Jordan for water, sewer, garbage and recycling, and storm water utilities |
| 36 | 1902-431000 | Professional & Tech | 2,000 | Misc consulting costs related to outsourced electrical and facilities work |
| 37 | 1902-431080 | Contract - Heating/Ac | 50,000 | HVAC maintenance contract |
| 38 | 1902-431810 | Contract Services | 250,000 | Contract services for the bus driving and custodial services at the Senior Center. Carpet cleaning, window washing, generator maintenance, fire alarm/sprinkler system maintenance, pest control, overhead door maintenance, elevator maintenance. |
| 39 | 1902-431820 | Contract - Custodial | 303,450 | Contract custodial for major city buildings. Also includes custodial supplies and paper products for all facilities. |
| 40 | 1902-433000 | Training | 6,500 | HVAC and controls training, continuing education training, licensing, and training for code changes |
| 41 | 1902-448000 | Dept Supplies | 500 | |
| 42 | 1902-474144 | Minor Projects | 2,000 | |

1,631,877

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|-----------|------------------------------------|
| 44 | 1902-493100 | Allocated Wages | (42,811) | 5.00% to Development Services Fund |
| 45 | | | (171,244) | 20.00% to Water Fund |
| 46 | | | (25,687) | 3.00% to Sewer Fund |
| 47 | | | (25,687) | 3.00% to Solid Waste Fund |
| 48 | | | (25,687) | 3.00% to Storm Water Fund |
| 49 | 1902-493110 | Allocated Operations | (81,594) | 5.00% to Development Services Fund |
| 50 | | | (326,375) | 20.00% to Water Fund |
| 51 | | | (48,956) | 3.00% to Sewer Fund |
| 52 | | | (48,956) | 3.00% to Solid Waste Fund |
| 53 | | | (48,956) | 3.00% to Storm Water Fund |

(845,953)

PARKS

SERVICE LEVEL CHANGES

- Add one (1) Irrigation Specialist.
- Convert Irrigation Lead to Parks Maintenance Crew Supervisor.
- IT Services previously consolidated and budgeted in Non-Departmental.
- Interfund utilities increased for water in new parks.
- Consolidated some operational supplies from Dept Supplies to Equipment, Maintenance & Supplies.

PURPOSE

The mission of the Parks Division is to maintain quality parks, trails, and open space that provides excellent recreational opportunities, inviting community gathering places and aesthetically pleasing green space for a diversity of users to enjoy. The Parks Division is structured under the Public Services Department.

GOALS & OBJECTIVES

The Parks Division's goals and objectives are based on maintenance levels of service and customer service. Maintenance levels of service goals are detailed in the West Jordan Parks, Recreation, Trails, and Open Space Master Plan. The master plan details the goal for the regional parks and administration buildings as a 1.5 service level and we are currently providing a 2.0 service level for regional parks and administration buildings grounds maintenance. Community parks have a service level goal of a 2 and we are currently at a 2.75 service level for community parks grounds maintenance. Open spaces have a service level goal of 2 and we are currently at a 2.5 service level for open space grounds maintenance. We set a high expectation for our staff to be customer service oriented and to try to meet a high satisfaction rate with the residents that we serve. Though we always strive for 100% customer satisfaction we feel a realistic goal of 95% satisfaction rate is obtainable due to the many different situations and conditions that our staff members are placed in.

PERFORMANCE AND WORKLOAD MEASURES

| | 2021 Actual | 2022 Actual | 2023 Estimated | 2024 Goal |
|--------------------------------|----------------|----------------|-------------------|--------------|
| Acres of open space | 520 | 520 | 520 | 520 |
| Acres of parks | 363 | 374 | 388 | 412 |
| # of manicured areas / parks | 59 | 61 | 61 | 61 |
| Miles of urban trail | 26 | 26 | 26 | 26 |
| # of administrative properties | 28 | 29 | 32* | 29 |
| # of trees | 13,000 | 13,000 | 13,000 | 13,000 |

* Temporary City Hall

| | | | | |
|---|------|------|------|------|
| % of administrative properties and regional parks maintained weekly | 70% | 70% | 80% | 80% |
| % of community parks maintained on a 10-day cycle | 70% | 70% | 80% | 80% |
| % of open land serviced 3x per year | 100% | 100% | 100% | 100% |
| % of 24-hr response to customer service work requests | 95% | 90% | 95% | 95% |
| % of after-hour on-call requests responded to within one hour | 95% | 95% | 95% | 95% |

PARKS

STAFFING

| | Grade | | Count | |
|---|------------|------------|--------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Parks Manager | GR76 | GR76 | 1.00 | 1.00 |
| Parks Superintendent | GR69 | GR69 | 1.00 | 1.00 |
| Parks Project Manager | GR67 | GR67 | 1.00 | 1.00 |
| Urban Forester | GR60 | GR60 | 1.00 | 1.00 |
| Parks Maint Crew Supervisor | GR57 | GR57 | 4.00 | 5.00 |
| Parks Irrigation Lead | GR55 | | 1.00 | |
| Parks Irrigation Specialist | GR52 | GR52 | 1.00 | 2.00 |
| Parks Maintenance Worker III | GR49 | GR49 | | |
| Parks Maintenance Worker II | GR46 | GR47 | 9.00 | 9.00 |
| Parks Maintenance Worker I | GR43 | GR45 | | |
| Parks Seasonal Lead | 5,400 hrs | 5,400 hrs | 2.60 | 2.60 |
| Parks Seasonal | 36,150 hrs | 36,150 hrs | 17.38 | 17.38 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 38.97 | 39.97 |

¹.50 FTE = 1,040 hrs, .67 FTE = 1,400 hrs

PARKS

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|---------------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | | |
| 1 | 3201-411000 Salaries Full-Time | \$ 826,188 | \$ 1,123,894 | \$ 940,000 | \$ 1,260,220 | 12% |
| 2 | 3201-411001 Salaries Part-Time | 416,137 | 673,340 | 673,340 | 746,001 | 11% |
| 3 | 3201-411003 Overtime | 66,311 | 50,250 | 50,000 | 35,000 | -30% |
| 4 | 3201-411030 Sick Leave Buyout | - | 770 | 899 | 686 | -11% |
| 5 | 3201-411100 On Call Salaries | 4,958 | 4,700 | 7,500 | 25,950 | 452% |
| 6 | 3201-413000 Benefits | 515,328 | 699,662 | 596,500 | 729,667 | 4% |
| 7 | | 1,828,923 | 2,552,616 | 2,268,239 | 2,797,524 | 10% |
| Operations | | | | | | |
| 8 | 3201-421000 Books & Subscriptions | - | 200 | - | 200 | 0% |
| 9 | 3201-421500 Memberships | 296 | 600 | 700 | 800 | 33% |
| 10 | 3201-425000 Equipment Supplies & Main | 97,851 | 238,900 | 65,000 | 260,100 | 9% |
| 11 | 3201-425010 Uniforms | 10,763 | 12,000 | 14,000 | 15,500 | 29% |
| 12 | 3201-425500 Fleet O&M Charge | 316,972 | 346,698 | 346,698 | 395,686 | 14% |
| 13 | 3201-425501 Fleet Replacement Charge | 285,444 | 306,890 | 306,890 | 348,083 | 13% |
| 14 | 3201-425560 IT Services | - | - | - | 111,861 | 100% |
| 15 | 3201-426000 Building And Grounds | 208,921 | 208,500 | 230,000 | 230,000 | 10% |
| 16 | 3201-426010 Irrigation | 78,656 | 130,000 | 110,000 | 130,000 | 0% |
| 17 | 3201-426020 Weed Abatement | 25,538 | 21,000 | 21,000 | 21,000 | 0% |
| 18 | 3201-426030 Urban Forestry | 79,622 | 80,000 | 80,000 | 100,000 | 25% |
| 19 | 3201-427000 Utilities | 77,516 | 140,000 | 115,000 | 140,000 | 0% |
| 20 | 3201-427010 Utilities - Interfund | 559,677 | 600,000 | 600,000 | 628,000 | 5% |
| 21 | 3201-431000 Professional & Tech | 11,282 | 48,000 | 15,000 | 30,000 | -38% |
| 22 | 3201-431860 Park Strip Maint Contract | 175,190 | 195,000 | 208,000 | 220,000 | 13% |
| 23 | 3201-433000 Training | 6,564 | 5,000 | 8,500 | 9,000 | 80% |
| 24 | 3201-433100 Travel | - | 2,000 | 1,400 | 2,000 | 0% |
| 25 | 3201-448000 Dept Supplies | 28,031 | 26,200 | 26,200 | 5,000 | -81% |
| 26 | 3201-462100 Miscellaneous Services | 11,870 | 12,000 | 1,200 | 12,000 | 0% |
| 27 | | 1,974,193 | 2,372,988 | 2,149,588 | 2,659,230 | 12% |
| Shared Services Allocation | | | | | | |
| 28 | 3201-493100 Allocated Wages | - | (79,444) | (50,000) | (83,495) | |
| 29 | | - | (79,444) | (50,000) | (83,495) | -100% |
| 30 | TOTAL PARKS | \$ 3,803,116 | \$ 4,846,160 | \$ 4,367,827 | \$ 5,373,259 | 11% |

PARKS

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|---------|--|
| 31 | 3201-421000 | Books & Subscriptions | 200 | RS Means Landscaping and Site Work Estimating Guide |
| 32 | 3201-421500 | Memberships | 800 | Memberships for UNLA and ISA |
| 33 | 3201-425000 | Equipment Supplies & Main | 140,100 | Supplies for parks maintenance, purchase and maintenance of small equipment. Equipment and restroom rental, field striping, urban wildlife control. (portion previously in Dept Supplies) |
| 34 | | | 120,000 | Park lighting maintenance projects |
| 35 | 3201-425010 | Uniforms | 15,500 | 19 full-time employees and 34+ seasonals |
| 36 | 3201-425500 | Fleet O&M Charge | 395,686 | Charge for operation and maintenance of vehicles |
| 37 | 3101-425501 | Fleet Replacement | 348,083 | Charge for lease / replacement of vehicles |
| 38 | 3101-425560 | IT Services | 111,861 | IT services and equipment replacement |
| 39 | 3201-426000 | Building And Grounds | 230,000 | Maintain parks facilities, playground systems, pavilions, restrooms, plant material, fertilizer, chemical application, topsoil, playground soft fall materials, mulch, ball mix, etc. |
| 40 | 3201-426010 | Irrigation | 130,000 | Maintain the irrigation systems in all city owned properties, secondary pump repairs, pump filters and repairs, PVC fittings and pipe, sprinkler heads and backflow devices |
| 41 | 3201-426020 | Weed Abatement | 21,000 | Selective and non-selective herbicide for city-owned park properties for weed control |
| 42 | 3201-426030 | Urban Forestry | 100,000 | Contracted tree pruning/tree removal, tree replacement, pruning tools, etc. |
| 43 | 3201-427000 | Utilities | 140,000 | Utilities other than city-provided |
| 44 | 3201-427010 | Utilities - Interfund | 628,000 | West Jordan for water, sewer, garbage and recycling, and storm water utilities |
| 45 | 3201-431000 | Professional & Tech | 12,000 | Technical services on the secondary pump stations, controller tech support, soil testing etc. |
| 46 | | | 18,000 | Park reservation system maintenance agreement |
| 47 | 3201-431860 | Park Strip Maint Contract | 220,000 | Outsourced services |
| 48 | 3201-433000 | Training | 9,000 | Testing, training, certification, and renewals of the following; CDL, Pesticide Applicator License, Flagger Certification, ISA Arborist, UNLA Conference, UCPA Conference, CPO Certification, Forklift Certification, Confined Space Certification, Snow Removal Simulator Training, NRPA Conference, etc. |
| 49 | 3201-433100 | Travel | 2,000 | |
| 50 | 3201-448000 | Dept Supplies | 5,000 | Office supplies, staff meetings, water, etc |
| 51 | 3201-462100 | Miscellaneous Services | 12,000 | Miscellaneous services such as, property lease payments, contracted services, etc. |

52

2,659,230

PARKS

JUSTIFICATION (continued)

Shared Services Allocation

| | | | | |
|----|-------------|-----------------|----------|--|
| 52 | 3201-493100 | Allocated Wages | (83,495) | 66% of Parks Project Manager to Development Services |
|----|-------------|-----------------|----------|--|

| | | | | |
|----|--|--|--|-----------------|
| 53 | | | | <u>(83,495)</u> |
|----|--|--|--|-----------------|



POLICE DEPARTMENT

POLICE DEPARTMENT

SERVICE LEVEL CHANGES

- Add one (1) Sergeant, four (4) Police Officers I, and one (1) Police Records Technician.
- Convert one PT Background Investigator to PT Evidence Custodian.
- Add overtime to adjust for changes in compensation.
- IT Services previously consolidated and budgeted in Non-Departmental.
- Add online reporting software.

PURPOSE

Through innovative leadership, the West Jordan Police Department provides professional and dependable public safety services promoting a safe community and encouraging growth, development, and quality of life. We provide this service through community cooperation, accountability, and appropriate transparency.

GOALS & OBJECTIVES

Creating department culture focused on outwardness, employee wellness, and job satisfaction- Encouraging the philosophy that "you matter like I matter." Providing resources to help employees achieve mental and physical well being. Fostering an environment of support for each other.

Community Involvement and Engagement- Members of the police department, through their professional assignments, will seek to be involved in community events, create opportunities to interact with the public, and seek input and feedback from the public concerning police operations.

Focus on Customer Service- Department members, by understanding the needs of others, will provide outstanding service in an appropriate, professional, and ethical way.

Innovative Policing Progression- The West Jordan Police Department is committed to continued development of policies and procedures and to remain on the cutting edge of police progression in response to the changing societal expectations.



POLICE DEPARTMENT

PERFORMANCE AND WORKLOAD MEASURES

Having a Community Represented Police Department: In order for the department to match the diversity of the community, the West Jordan Police Department will continue to employ hiring and recruitment strategies to increase the diversity of the Police Department workforce to better reflect the diversity of the community. The Department will utilize approaches and techniques found in the city's Equal Employment Opportunity Plan to attract and keep qualified diverse applicants.

Public Trust and Community Relationships: In order to increase public trust and community relationships, the West Jordan Police Department will increase community outreach to develop partnerships, build public trust, and promote authentic engagement with a focus on underserved communities. The West Jordan Police Department has developed a tool to better monitor community engagement activities and public perception. This tool has helped to collect information to evaluate community interactions. Some of the statistics gathered from this tool are included below.

Accreditation: The department will maintain accreditation through the Utah Chiefs of Police Association. This achievement will provide independent verification that the police department meets the highest professional standards related to providing police service to the community, including current best practice policies on the use of force, duty to intervene, avoiding bias based policing, and fair labor practices. The department will maintain these standards in future years by seeking reaccreditation.

Positive Relationship with Youth: The Juvenile division of the police department has seen approximately 1,900 students graduate the DARE program this year. The DARE program and our school resource detectives continue to be our primary contacts with the youth in our community. The police department will implement a training program for school district personnel and have regular communication with school district personnel related to the services and support these detectives provide. Through these interactions the police department will better determine the impacts on the youth and officials in our schools.

Implement the Active Bystandership for Law Enforcement (ABLE) program: The ABLE program teaches officers how and when to intervene if they see another officer about to make a mistake, particularly critical mistakes in high liability areas. The department will continue to train new and existing officers in this program to keep at least 90% of the department trained during the year.

| | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|---|----------------------------|---------------------|----------------|
| Accreditation achieved Y/N | Y | Y | Y |
| # of DARE graduates | 1,900 | 2,000 | 1,700 |
| Calls for service | 49,032 | 50,000 | |
| % of sworn officers ABLE certified | 75% | 95% | 100% |
| % of community that feels safe (city-wide survey) | <i>Begin in FY 2024</i> | | 75% |
| Total police interaction surveys | <i>Begin in FY2023</i> | 157 | 400 |
| # of favorable responses | | 146 | 320 |
| # of unfavorable responses | | 11 | |
| % of positive interactions reported to police survey | | 93% | 80% |

POLICE DEPARTMENT

STAFFING

| | Grade | | Count | |
|---|---------|---------|---------------|---------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| <i>First Responders</i> | | | | |
| Police Chief | PO-7 | PO-7A | 1.00 | 1.00 |
| Deputy Police Chief | PO-6 | PO-6A | 2.00 | 2.00 |
| Police Lieutenant | PO-5 | PO-5 | 7.00 | 7.00 |
| Police Sergeant | PO-4 | PO-4 | 18.00 | 19.00 |
| Police Officer III | PO-3 | PO-3 | | |
| Police Officer II | PO-2 | PO-2 | 97.00 | 99.00 |
| Police Officer I | PO-1 | PO-1 | | |
| Police Officer In Training | GR45 | GR45 | | |
| Police Officer I - III (grant-funded) | | | | 2.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 125.00 | 130.00 |
| <i>Administrative Support</i> | | | | |
| Police Operations Coordinator | GR65 | GR65 | 1.00 | 1.00 |
| Police Technology Specialist | GR59 | GR60 | 1.00 | 1.00 |
| Crime Analyst | GR55 | GR55 | 1.00 | 1.00 |
| Background Investigator (PT) ¹ | GR53 | GR53 | 1.00 | 0.50 |
| Crime Scene Technician II | GR53 | GR53 | | |
| Crime Scene Technician I | GR49 | GR49 | 2.00 | 2.00 |
| Evidence Custodian | GR49 | GR49 | 1.00 | 1.50 |
| Quartermaster | GR47 | GR47 | 1.00 | 1.00 |
| Community Service Officer | GR45 | GR45 | 3.00 | 3.00 |
| Police Records Supervisor | GR55 | GR55 | 1.00 | 1.00 |
| Police Records Technician III | GR49 | GR49 | 1.00 | 1.00 |
| Police Records Technician | GR45 | GR45 | 8.00 | 9.00 |
| Police Records Technician (PT) ¹ | GR45 | GR45 | 1.00 | 1.00 |
| Executive Assistant | GR54 | GR54 | 0.75 | 0.75 |
| Administrative Assistant | GR45 | GR45 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 23.75 | 24.75 |



POLICE DEPARTMENT

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2022 | Estimated Actual FY 2022 | Annual Budget FY 2023 | FY23 to FY22 Budget | |
|-------------------|---|------------------------------|--------------------------------|-----------------------------|---------------------------|------------|
| Personnel | | | | | | |
| 1 | 2101-411000 Salaries - Full-time | \$ 9,888,803 | \$ 11,879,278 | \$ 11,879,278 | \$ 13,026,764 | 10% |
| 2 | 2101-411001 Salaries - Part-time | 128,652 | 170,588 | 165,000 | 111,254 | -35% |
| 3 | 2101-411030 Leave Buyout | - | 34,140 | 40,981 | 43,852 | 28% |
| 4 | 2101-411050 Additional Pay | 62,407 | 60,000 | 60,000 | 69,000 | 15% |
| 5 | 2101-411100 On-Call | 39,063 | 37,400 | 37,400 | 43,000 | 15% |
| 6 | 2101-413000 Benefits | 5,732,003 | 6,404,626 | 6,287,792 | 6,930,771 | 8% |
| 7 | | 15,850,928 | 18,586,032 | 18,470,451 | 20,224,641 | 9% |
| Overtime | | | | | | |
| 8 | 2101-411003 Overtime | 393,374 | 475,000 | 475,000 | 545,000 | 15% |
| 9 | 2101-411005 Overtime - Traffic Enforcement | 46,452 | - | 40,000 | - | |
| 10 | 2101-411007 Overtime - DUI Enforcement | 44,866 | - | 80,000 | - | |
| 11 | 2101-411008 Overtime - Special | 1,666 | - | 5,000 | - | |
| 12 | | 486,359 | 475,000 | 600,000 | 545,000 | 15% |
| Operations | | | | | | |
| 13 | 2101-421000 Books & Subscriptions | 375 | 1,500 | 1,500 | 1,500 | 0% |
| 14 | 2101-421500 Memberships | 2,765 | 2,350 | 2,350 | 2,350 | 0% |
| 15 | 2101-425000 Equip Supplies & Maint | 300,392 | 340,448 | 340,448 | 360,500 | 6% |
| 16 | 2101-425002 Equipment - Liquor Tax | 79,383 | 343,165 | 343,165 | 140,000 | -59% |
| 17 | 2101-425010 Uniforms | 93,644 | 116,697 | 116,697 | 120,500 | 3% |
| 18 | 2101-425200 Computers | 4,947 | 5,800 | 5,800 | 8,000 | 38% |
| 19 | 2101-425500 Fleet O&M Charge | 810,569 | 803,675 | 803,675 | 914,391 | 14% |
| 20 | 2101-425501 Fleet Replacement | 1,490,924 | 1,700,722 | 1,700,722 | 1,407,014 | -17% |
| 21 | 2101-425560 IT Services | - | - | - | 1,158,194 | 100% |
| 22 | 2101-428000 Telecommunications | 1,690 | 2,200 | 2,200 | 3,500 | 59% |
| 23 | 2101-431000 Prof & Tech Services | 457,928 | 665,279 | 705,297 | 792,300 | 19% |
| 24 | 2101-431010 Valley Emergency Communication | 841,057 | 925,163 | 925,163 | 983,701 | 6% |
| 25 | 2101-433000 Training | 88,761 | 119,178 | 100,000 | 113,000 | -5% |
| 26 | 2101-433100 Travel | 16,840 | 13,000 | 20,000 | 20,000 | 54% |
| 27 | 2101-441300 Recruitment & Marketing | 18,558 | 40,000 | 20,000 | 40,000 | 0% |
| 28 | 2101-445200 Special Operations | 6,674 | 7,000 | 7,000 | 7,000 | 0% |
| 29 | 2101-445900 Firearms Range | 11,495 | 10,000 | 10,000 | 10,000 | 0% |
| 30 | 2101-446000 Crime Prevention | 1,575 | 6,000 | 6,000 | 6,000 | 0% |
| 31 | 2101-448000 Other Supplies | 18,187 | 18,500 | 18,500 | 18,500 | 0% |
| 32 | 2101-448001 School Programs | 6,720 | 7,000 | 7,000 | 7,000 | 0% |
| 33 | 2101-448020 Equipment - Fed Asset Forfeitures | 9,077 | - | - | - | 0% |
| 34 | | 4,261,562 | 5,127,677 | 5,135,517 | 6,113,450 | 19% |
| 35 | TOTAL POLICE | \$ 20,598,849 | \$ 24,188,709 | \$ 24,205,968 | \$ 26,883,091 | 11% |

POLICE DEPARTMENT

JUSTIFICATION

Operations

| | | | | |
|----|-------------|--|-----------|--|
| 36 | 2101-421000 | Books & Subscriptions | 1,500 | Arbinger training material, monthly law enforcement publications |
| 37 | 2101-421500 | Memberships | 2,350 | IACP (Int'l Association of Chiefs of Police), UCOPA (Utah Chiefs of Police Association), FBI NA (FBI National Academy), UNOA (Utah Narcotic Officers Association), UPOA (Utah Police Officers Association), NAPO (National Association of Police Organizations), IAWP (International Association of Women Police) |
| 38 | 2101-425000 | Equip Supplies & Maint | 360,500 | Ammunition, furniture, pepper spray, and any other law enforcement, evidence room, and records equipment. Law enforcement equipment for our Patrol Division including new employee equipment, firearms, ammunition, and officer safety gear. |
| 39 | 2101-425002 | Equipment - Liquor Tax | 140,000 | Sourced from the liquor tax allocated to agencies to use for equipment to investigate drug and alcohol offenses. |
| 40 | 2101-425010 | Uniforms | 120,500 | Yearly uniform replacements, damaged uniform repair/replacement, uniform accessories, new officer uniforms, ballistic vest purchase & replacement, uniform cleaning (including SWAT uniforms). |
| 41 | 2101-425200 | Computers | 8,000 | Computer peripheral equipment such as monitors, printers and ink, keyboards, mice, etc. |
| 42 | 2101-425500 | Fleet O&M Charge | 914,391 | Charge for operation and maintenance of vehicles |
| 43 | 2101-425501 | Fleet Replacement | 1,407,014 | Lease/replacement of vehicles based on 5-year replacement plan |
| 44 | 2101-425560 | IT Services | 1,158,194 | IT services and equipment replacement |
| 45 | 2101-428000 | Telecommunications | 3,500 | Covert phone system for undercover operations |
| 46 | 2101-431000 | Prof & Tech Services | 332,500 | Psych. & medical evaluations, vaccinations required for 1st responders, State & County data processing, UCAN and the printing of forms and citation books, police software renewals. Also extradition costs; travel and per diem for warrant officers recovering prisoners apprehended outside of West Jordan. Transcription services. Mental health services. |
| 47 | | | 231,000 | Body and vehicle camera system and evidence storage (both software and hardware) |
| 48 | | | 175,000 | Constables' court security and prisoner transport. Also extradition costs; travel and per diem for warrant officers recovering prisoners apprehended outside of West Jordan. |
| 49 | | | 21,300 | Online reporting software and app |
| 50 | | | 32,500 | Cell phone evidence and investigation software |
| 51 | 2101-431010 | Valley Emergency Communications Center | 983,701 | Dispatch services |

POLICE DEPARTMENT

JUSTIFICATION (continued)

Operations (continued)

| | | | | |
|----|-------------|-------------------------|---------|--|
| 52 | 2101-433000 | Training | 113,000 | Training funds are used to keep our officers and investigative staff up to date on the most recent law enforcement best practices. Trainings include language training, active shooter scenarios, de-escalation techniques, and police equipment training. |
| 53 | 2101-433100 | Travel | 20,000 | This covers the travel and accommodation expenses for the previously mentioned training. |
| 54 | 2101-441300 | Recruitment & Marketing | 40,000 | Hiring incentive to pay for officer certification programs. |
| 55 | 2101-445200 | Special Operations | 7,000 | Covert operations - including undercover drug buys, informants, and other operational needs. |
| 56 | 2101-445900 | Firearms Range | 10,000 | Lease/rental agreements for the use of the Murray PD range, Camp Williams, the FARM, and other range fees and related expenses. |
| 57 | 2101-446000 | Crime/Fire Prevention | 6,000 | Promotional Neighborhood Watch signs that are placed in neighborhoods. Similar signs, sticker badges, plastic badges, pencils, training DVD's, pamphlets to promote the program. |
| 58 | 2101-448000 | Other Supplies | 18,500 | Awards, certificates, plaques, annual recognition event, office equipment and supplies. Miscellaneous computer software and parts. |
| 59 | 2101-448001 | School Programs | 7,000 | Equipment and supplies for WJPD's DARE program. |

60 **TOTAL OPERATIONS** 6,113,450



ANIMAL SERVICES

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.
- First full year contract of USDA County Cooperative contract for nuisance animals.

PURPOSE

Animal Services is a division of the West Jordan Police Department that enforces ordinances related to animals and ensures the humane treatment of pets and domestic animals in the City. Provides adoption, spay/neuter, vaccination, animal licensing, and public education services.

GOALS & OBJECTIVES

Goal 1: Creating department culture focused on outwardness, employee wellness, and job satisfaction.

Objective 1: Encouraging the philosophy that "you matter like I matter." Providing resources to help employees achieve mental and physical well being. Fostering an environment of support for each other.

Goal 2: Increase public engagement to encourage adoption and increase animal to owner reuniting efforts.

Objective 1: Maintain the status of a "no kill" shelter and increase direct adoption rate.

Objective 2: Increase the number of followers on Facebook to help meet the goals of more community interaction, increasing the number of pet licenses, and improving adoption rates.

Goal 3: Increase the number of pet licenses issued by the city through providing an online resource for residents to obtain their licenses.

Objective 1: Advertise and encourage the use of online pet licensing service to increase efficiency and encourage more participation / compliance with pet licensing statutes.

Objective 2: Increase the number of followers on Facebook to help meet the goals of more community interaction, increasing the number of pet licenses, and improving adoption rates.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|---|------------------|------------------|---------------------|----------------|
| # of calls for service | | 2,902 | 3,000 | |
| % of animals returned to owners | | 29% | 30% | 30% |
| # of pet licenses issued | 4,218 | 4,080 | 5,000 | 5,400 |
| Adoption rate directly from the shelter | | 18% | 18% | 19% |
| Facebook followers | | 5,083 | 5,500 | 6,000 |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Animal Services Manager | GR63 | GR63 | 1.00 | 1.00 |
| Animal Services Officer | GR51 | GR51 | 4.00 | 4.00 |
| Police Records Technician | GR45 | GR45 | 1.50 | 1.50 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 6.50 | 6.50 |



ANIMAL SERVICES

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 2106-411000 Salaries Full-Time | \$ 275,474 | \$ 343,343 | \$ 337,000 | \$ 363,976 | 6% |
| 2 2106-411001 Salaries Part/Seasonal | 17,351 | 23,302 | 13,400 | 21,150 | -9% |
| 3 2106-411003 Overtime | 12,823 | 11,565 | 12,000 | 15,000 | 30% |
| 4 2106-411050 Additional Pay | 3,416 | 500 | 3,000 | 3,000 | 500% |
| 5 2106-411100 On Call Salaries | 4,092 | 3,000 | 4,600 | 5,000 | 67% |
| 6 2106-413000 Benefits | 148,314 | 176,751 | 153,150 | 163,205 | -8% |
| 7 | 461,470 | 560,930 | 524,950 | 573,226 | 2% |
| Operations | | | | | |
| 8 2106-425000 Equip Supplies & Maint | 10,881 | 17,700 | 17,700 | 17,700 | 0% |
| 9 2106-425001 Adoption Supplies | - | 750 | 750 | 750 | 0% |
| 10 2106-425010 Uniforms | 3,479 | 6,500 | 6,500 | 6,500 | 0% |
| 11 2106-425500 Fleet O&M Charge | 1,410 | 16,209 | 16,209 | 34,434 | 112% |
| 12 2106-425501 Fleet Replacement Charge | 39,226 | 31,976 | 31,976 | 27,138 | -15% |
| 13 2106-425560 IT Services | - | - | - | 54,670 | 100% |
| 14 2106-431000 Prof & Tech Services | 4,737 | 24,416 | 24,416 | 38,340 | 57% |
| 15 2106-431830 Pet Sterilization | 1,960 | 5,400 | 5,400 | 5,400 | 0% |
| 16 2106-433000 Training | 873 | 1,600 | 1,600 | 1,600 | 0% |
| 17 2106-433100 Travel | - | 750 | 1,500 | 1,500 | 100% |
| 18 2106-448000 Dept Supplies | 2,418 | 1,900 | 1,900 | 4,140 | 118% |
| 19 | 64,984 | 107,201 | 107,951 | 192,172 | 79% |
| 20 TOTAL ANIMAL SERVICES | \$ 526,454 | \$ 668,131 | \$ 632,901 | \$ 765,398 | 15% |

ANIMAL SERVICES

JUSTIFICATION

Operations

| | | | | |
|----|-------------|--------------------------|--------|---|
| 20 | 2106-425000 | Equip Supplies & Maint | 17,700 | Equipment used in the retrieval, treatment, adoption, sheltering, and other services related to animals. |
| 21 | 2106-425001 | Adoption Supplies | 750 | Support and promotion of the adoption program including supplies to increase adoptability. |
| 22 | 2106-425010 | Uniforms | 6,500 | Purchase, clean, and replace uniforms. |
| 23 | 2106-425500 | Fleet O&M Charge | 34,434 | Charge for operation and maintenance of vehicles. |
| 24 | 2106-425501 | Fleet Replacement Charge | 27,138 | Charge for lease/replacement of vehicles based on useful life. |
| | 2106-425560 | IT Services | 54,670 | IT services and equipment replacement |
| 25 | 2106-431000 | Prof & Tech Services | 9,500 | Veterinary services, food, medical, and other supplies that relate to the care of animals in the shelter. |
| 26 | | | 25,000 | USDA County Cooperative contract for nuisance animals |
| 27 | | | 3,840 | Chameleon software licensing fee for online license renewals. |
| 28 | 2106-431830 | Pet Sterilization | 5,400 | The city requires every cat and dog that is adopted be spayed/neutered. Expense is recovered through the adoption fees. |
| 29 | 2106-433000 | Training | 1,600 | UACO annual conference, Chemical Capture Cert., Euthanasia Cert., POST for those not SFO certified, |
| 30 | 2106-433100 | Travel | 1,500 | National A.C. Certification, Animal Cruelty Investigations, Reptile Handling. |
| 31 | 2106-448000 | Dept Supplies | 4,140 | Cleaning supplies and other supplies to support the shelter. Cremation urns to be sold as an option, sold at cost recovery. |

32

192,172



CROSSING GUARDS

SERVICE LEVEL CHANGES

- Add 1,450 crossing guard shifts to support the summer lunch program.

PURPOSE

Protect pedestrians, primarily school children, when they cross high-traffic roadways while walking to or from school.

GOALS & OBJECTIVES

Goal 1: Provide safe routes for pedestrian travel to and from schools in West Jordan.

Objective 1: Number of Crossings- The police department and the West Jordan City Traffic Engineer, in cooperation with school district personnel, will meet to coordinate safe walking routes to schools. The department will staff crossing guards at locations where a crossing guard is statutorily required, where a guard is determined to be needed during the safe routes meeting, or where an unusual hazard has been identified.

Goal 2: Improve communication within the unit to improve services provided and job satisfaction.

Objective 1: Internal job satisfaction survey- The unit will implement an internal survey to collect data that will help determine the needs of the unit, individual needs, and the overall level of job satisfaction within the crossing guard ranks. The department will use this information to determine a baseline to evaluate future progress.

PERFORMANCE & WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Estimated | FY2023 Estimated | FY2024 Goal |
|--------------------------------------|------------------|---------------------|---------------------|----------------|
| Number of crossing locations staffed | 235 | 235 | 230 | 230 |

STAFFING

| POOLED SHIFTS | FY 2023 | | FY 2024 | |
|--------------------------------|-------------------|------------------|-------------------|------------------|
| | Shift A | Shift B | Shift A | Shift B |
| # of days | 180 | 180 | 180 | 180 |
| Shifts per day | 215 | 20 | 215 | 20 |
| Rate per crossing | \$15.00 | \$11.00 | \$15.60 | \$11.44 |
| | \$ 580,500 | \$ 39,600 | \$ 603,720 | \$ 41,184 |
| SUMMER CROSSINGS SHIFTS | | | | \$ 25,045 |



CROSSING GUARDS

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--------------------------------------|---------------------------|------------------------|--------------------------|-----------------------|---------------------|
| Personnel | | | | | |
| 1 2105-411001 Salaries - Part-time | \$ 580,857 | \$ 630,100 | \$ 625,000 | \$ 679,524 | 8% |
| 2 2105-413000 Benefits | 62,564 | 69,311 | 64,617 | 75,193 | 8% |
| 3 | 643,421 | 699,411 | 689,617 | 754,717 | 8% |
| Operations | | | | | |
| 4 2105-425000 Equip Supplies & Maint | 1,227 | 2,700 | 2,700 | 5,000 | 85% |
| 5 2105-425010 Uniforms | 2,655 | 4,900 | 4,900 | 4,900 | 0% |
| 6 | 3,882 | 7,600 | 7,600 | 9,900 | 30% |
| 7 TOTAL CROSSING GUARDS | \$ 647,303 | \$ 707,011 | \$ 697,217 | \$ 764,617 | 8% |

JUSTIFICATION

| Operations | | | | |
|-------------------|-------------|------------------------|---------------------|--|
| 8 | 2105-425000 | Equip Supplies & Maint | 5,000 | Orange cones, stop paddles, warning lights, and other related equipment for school crossings. Safety-related equipment (ie- snow cleats, shovels) |
| 9 | 2105-425010 | Uniforms | 4,900 | Replacements for old or damaged uniforms, winter coats, gloves, and reflective vests. Also the purchase of new winter coats and gloves for new guards. |
| 10 | | | <u>9,900</u> | |

SWAT

PURPOSE

The SWAT division specializes in high-risk search warrants, apprehension of violent offenders, barricaded subjects, and hostage rescue.
 SWAT is staffed with police officers as a secondary assignment as needed.

GOALS & OBJECTIVES

- Goal 1:** Focus on new technologies that will improve management of equipment and personnel.
- Goal 2:** Improve processes to help with the integration of dual assignments.
- Goal 3:** Focus on the core function of supporting patrol and investigations in tactical/high risk situations through quality training, planning, and professionalism.

PERFORMANCE & WORKLOAD MEASURES

- Continuity of supervision-** Clear protocols established for approvals of team operations between SWAT team leaders and the primary supervisors of team members.
- Fitness and Firearms Standards-** 100% success rate of team members with department and team fitness and firearms testing.
- Specialty teams with current instructor certifications-** Specialty elements will have at least one current certified instructor to ensure the practices of that specialty are maintained and taught to other members.

| | FY2021 Actual | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|--|------------------|------------------|---------------------|----------------|
| Success rate with fitness and firearms testing | 100% | 100% | 100% | 100% |
| # of certified instructors per specialty | 2.2 | 2.5 | 3.0 | 2.0 |
| # of formal SWAT operations | | 27 | 30 | |



SWAT

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--------------------------------------|---------------------------|------------------------|--------------------------|-----------------------|---------------------|
| Operations | | | | | |
| 1 2107-425000 Equip Supplies & Maint | \$ 63,188 | \$ 89,650 | \$ 89,650 | \$ 99,000 | 10% |
| 2 2107-425010 Uniforms | 23,026 | 23,840 | 23,840 | 26,000 | 9% |
| 3 2107-433000 Training | 13,008 | 19,400 | 19,400 | 21,000 | 8% |
| 4 2107-433100 Travel | 2,811 | 3,500 | 3,500 | 4,000 | 14% |
| 5 TOTAL POLICE SWAT | \$ 102,033 | \$ 136,390 | \$ 136,390 | \$ 150,000 | 10% |

JUSTIFICATION

| Operations | | | | |
|-------------------|-------------|------------------------|----------------|---|
| 6 | 2107-425000 | Equip Supplies & Maint | 99,000 | Duty/training ammunition, firearms, protective armor, flash bangs, impact munitions, gas, and other equipment to support the division. |
| 7 | 2107-425010 | Uniforms | 26,000 | Replacement uniforms, cold weather gear, body armor replacement/Vest (23 operators) |
| 8 | 2107-433000 | Training | 21,000 | BTOC (Basic Tactical Operator Course), explosive/mechanical breacher school, sniper schools, less-than lethal instructor, tactical tracking, etc. |
| 9 | 2107-433100 | Travel | 4,000 | |
| 10 | | | 150,000 | |



FIRE DEPARTMENT

FIRE DEPARTMENT

SERVICE LEVEL CHANGES

- Wages adjusted to provide credit for years of service for lateral hires.
- Wages reclassified to remove the career ladder for captains, paramedics, and engineers.
- Add overtime to adjust for changes in compensation.
- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

Mission: Provide professional and efficient service to mitigate fire, medical, and other risks to life and property, while enhancing public awareness and education through inspections and prevention programs.

GOALS & OBJECTIVES

Goal 1: Follow best practices for all-hazards service delivery

- Objective 1: Continuously evaluate Fire, EMS, HazMat and Heavy Rescue programs for effectiveness and efficiency
- Objective 2: Identify and address gaps in coverage and response
- Objective 3: Improve data collection and records storage through prudent use of technology
- Objective 4: Track maintenance of small tools, hydrants, and other equipment
- Objective 5: Equip reserve apparatus with tools necessary to be used as front-line when needed
- Objective 6: Improve wildland capabilities to meet EMAC and Fire Rates Agreement (FRA) standards

Goal 2: Create and maintain culture of fiscal responsibility

- Objective 1: Ensure budget projections are thorough and accurate
- Objective 2: Be judicious in use of overtime spending and compensatory time
- Objective 3: Seek out and explore grant opportunities to support department programs and enhance use of taxpayer funds

Goal 3: Build upon existing culture of health and safety of firefighters

- Objective 1: Maintain and take pride in clean, functional physical training (PT) equipment
- Objective 2: Reduce short and long-term health and safety risks to all employees
- Objective 3: Promote healthy and resilient workforce through fitness programs and annual evaluations, including physicals and mental health check-ins

Goal 4: Develop robust community outreach and education program

- Objective 1: Further develop existing public education and outreach opportunities
- Objective 2: Ensure professional communication with citizens through social media, city website, and face-to-face interactions with public

Goal 5: Maintain clean, functional facilities and reliable apparatus

- Objective 1: Ensure functional apparatus through long-term equipment maintenance and replacement schedule
- Objective 2: Have pride in and maintain fire stations and landscaping
- Objective 3: Proactively prepare for future growth and needs

Goal 6: Assist in personal and professional development of all employees

- Objective 1: Emphasize continuous education through policy and incentives to seek higher education
- Objective 2: Maintain competitive pay and benefits through annual salary surveys
- Objective 3: Support employees in advancing and developing their careers (career ladder, recertifications)
- Objective 4: Provide ongoing, applicable training, both in the classroom and on the drill-ground
- Objective 5: Recognize and celebrate accomplishments of employees through awards and annual banquet



FIRE DEPARTMENT

PERFORMANCE AND WORKLOAD MEASURES

| | 2021 Actual | 2022 Actual | 2023 Estimated | 2024 Anticipated |
|--|----------------|----------------|-------------------|---------------------|
| # of calls for service | 7,507 | 7,693 | 7,917 | 8,000 |
| Medical | | 6,095 | 6,277 | 6,400 |
| Fire | | 1,593 | 1,640 | 1,600 |
| Average emergency response time | 4 min 17 sec | 4 min 4 sec | 4 min 0 sec | 4 min 0 sec |
| # of public education classes | 84 | 62 | 85 | 85 |
| # of CPR-certified cards issued | 101 | 48 | 80 | 80 |
| Cardiac arrest calls | | 73 | 75 | 75 |
| Return of spontaneous circulation (ROSC) | | 13 | 15 | 15 |
| Rate of ROSC | | 18% | 20% | 20% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|--------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| <i>First Responders</i> | | | | |
| Fire Chief | GP91 | GP91 | 1.00 | 1.00 |
| Deputy Fire Chief | GP84 | GP84 | 1.00 | 1.00 |
| Battalion Chief | GF76 | GF76 | 5.00 | 5.00 |
| Fire Captain | GF68-70 | GF70 | 14.00 | 14.00 |
| Paramedic | GF61-63 | GF63 | 40.00 | 40.00 |
| Fire Engineer | GF59-61 | GF61 | 12.00 | 12.00 |
| Firefighter I - II | GR53-55 | GR53-55 | 17.00 | 17.00 |
| <i>Administrative Support</i> | | | | |
| Fire Service Officer | GR45 | GR45 | 1.00 | 1.00 |
| Public Education Specialist | GR52 | GR52 | 1.00 | 1.00 |
| Administrative Assistant | GR45 | GR45 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 93.00 | 93.00 |



FIRE DEPARTMENT

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Personnel | | | | | |
| 1 2201-411000 Salaries Full-Time | \$ 7,194,568 | \$ 7,506,649 | \$ 7,506,649 | \$ 8,183,416 | 9% |
| 2 2201-411003 Overtime | 388,339 | 325,000 | 325,000 | 518,000 | 59% |
| 3 2201-411030 Sick Leave Buyout | - | 38,805 | 38,805 | 23,817 | -39% |
| 4 2201-411100 On Call Salaries | 8,361 | - | - | 15,000 | 100% |
| 5 2201-413000 Benefits | 3,639,752 | 3,741,081 | 3,741,081 | 3,925,587 | 5% |
| 6 | 11,231,021 | 11,611,535 | 11,611,535 | 12,665,820 | 9% |
| Operations | | | | | |
| 7 2201-421000 Books & Subscriptions | 526 | 2,175 | 1,500 | 10,575 | 386% |
| 8 2201-421500 Memberships | 885 | 1,900 | 1,000 | 2,300 | 21% |
| 9 2201-425000 Equipment Supplies & Main | 176,766 | 207,500 | 207,500 | 216,900 | 5% |
| 10 2201-425010 Uniforms | 85,293 | 120,000 | 80,000 | 129,100 | 8% |
| 11 2201-425500 Fleet O&M Charge | 326,423 | 414,800 | 414,800 | 527,562 | 27% |
| 12 2201-425501 Fleet Replacement Charge | 364,020 | 450,878 | 450,878 | 376,698 | -16% |
| 13 2201-425560 IT Services | - | - | - | 184,743 | 100% |
| 14 2201-426000 Building And Grounds | 2,138 | 8,000 | 1,500 | 8,000 | 0% |
| 15 2201-427000 Utilities | 41,962 | 45,000 | 45,000 | 50,000 | 11% |
| 16 2201-431000 Professional & Tech | 268,923 | 310,675 | 300,000 | 301,700 | -3% |
| 17 2201-431010 Valley Emergency Communications | 213,178 | 233,000 | 233,000 | 247,386 | 6% |
| 18 2201-433000 Training | 45,264 | 62,600 | 55,000 | 69,800 | 12% |
| 19 2201-433100 Travel | 8,445 | 15,400 | 13,000 | 17,150 | 11% |
| 20 2201-445000 Dept Supplies | 15,641 | 25,000 | 25,000 | 25,000 | 0% |
| 21 2201-445100 Emergency Operations | 6,343 | 9,460 | 9,460 | 1,500 | -84% |
| 22 2201-445300 Department Awards | 447 | 8,000 | 10,200 | 10,000 | 25% |
| 23 2201-446010 Prevention & Preparedness | 7,639 | 10,250 | 10,250 | 10,250 | 0% |
| 24 2201-448000 Dept Supplies | 635 | - | - | - | 0% |
| 25 2201-474000 Equipment | 82,429 | - | - | - | 0% |
| 26 | 1,646,957 | 1,924,638 | 1,858,088 | 2,188,664 | 14% |
| Shared Services Allocation | | | | | |
| 27 2201-493100 Allocated Wages | - | (86,145) | (86,145) | (94,636) | |
| | - | (86,145) | (86,145) | (94,636) | 10% |
| 28 TOTAL FIRE DEPARTMENT | \$ 12,877,978 | \$ 13,450,028 | \$ 13,383,478 | \$ 14,759,848 | 10% |

FIRE DEPARTMENT

JUSTIFICATION

Operations

| | | | | |
|----|-------------|--|---------|--|
| 29 | 2201-421000 | Books & Subscriptions | 10,575 | Code books and reference materials for Fire Marshal's office, NFPA subscription, cable services |
| 30 | 2201-421500 | Memberships | 2,300 | Professional memberships, annual membership fees, Exchange Club dues, Sam's Club membership |
| 31 | 2201-425000 | Equipment Supplies & Main | 216,900 | Ambulance medical supplies and oxygen, station cleaning supplies, and annual air compressor maintenance. 12 Lead EKG program. SCBA bottles recertification and testing. Increase in medical supply costs and increased call volume. Will be taking delivery of new brush truck that will need to be equipped. |
| 32 | 2201-425010 | Uniforms | 129,100 | Uniform shirts, pants, boots, coats, etc. Bunker gear (coats, pants, helmets gloves, hoods, etc.) T-shirts, badges, collar brass, etc. Increased costs of Nomex and turnouts. |
| 33 | 2201-425500 | Fleet O&M Charge | 527,562 | Charge for operation and maintenance of vehicles |
| 34 | 2201-425501 | Fleet Replacement | 376,698 | Lease/replacement of vehicles |
| 35 | 2201-425560 | IT Services | 184,743 | IT services and equipment replacement |
| 36 | 2201-426000 | Building And Grounds | 8,000 | Equipment needed for exterior maintenance of the 4 fire stations. Lawn Equipment, snowblowers, salt, fertilizer, bark, etc. |
| 37 | 2201-427000 | Utilities | 50,000 | Electricity and natural gas utilities for the 4 fire stations. |
| 38 | 2201-431000 | Professional & Tech | 301,700 | Maintenance fees for the dispatch system. State Medicaid Assessment fees. Ambulance billing fees, Medical Director fees, ImageTrend Maintenance fee, CrewSense and Target Solutions fees. Outsourcing for sprinkler plan reviews. |
| 39 | 2201-431010 | Valley Emergency Communications Center | 247,386 | VECC dispatch assessment |
| 40 | 2201-433000 | Training | 69,800 | Required training for all firefighters to maintain their paramedic, emergency medical technician, Utah fire certifications. Includes cost for 2 people to paramedic school. State Fire Chief Conference, SL Valley Fire Alliance, Arson Investigator's Conference, Haz-Mat training, heavy rescue training. Training equipment and supplies. |
| 41 | 2201-433100 | Travel | 17,150 | Utah State Chiefs Conference, ImageTrend Conference, Public Education Conference, FDIC, Versaterm Conference, National Fire Academy meals. |
| 42 | 2201-445100 | Emergency Operations | 1,500 | EOC equipment, repairs, and maintenance |



FIRE DEPARTMENT

JUSTIFICATION (continued)

| | | | | |
|-----------------------------------|-------------|---------------------------|-------------------------|--|
| 43 | 2201-445300 | Department Awards | 10,000 | Promotional and retirement certificates, employee recognition and citizen awards. Honor Guard supplies and Employee Banquet. |
| 44 | 2201-446010 | Prevention & Preparedness | 10,250 | CPR classes, CERT classes, Jr Firefighter Academy, Fire Prevention Week, Citizens Academy. Addition of teen Jr. Firefighter Academy. Public education supplies (stickers, pencils, hats, handouts, etc.) |
| 45 | 2201-448000 | Dept Supplies | 25,000 | Toilet paper, paper towels, soap, dish soap, etc. for four stations and admin offices. Office supplies, vehicle cleaning supplies, arson investigator supplies, RTF supplies, vehicle decals, etc. |
| 46 | | | <u>2,188,664</u> | |
| Shared Services Allocation | | | | |
| 47 | 2201-493100 | Allocated Wages | (94,636) | 50% of Fire Marshall allocated to Development Services Fund |
| 48 | | | <u>(94,636)</u> | |

EMERGENCY MANAGEMENT

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.

PURPOSE

To provide the City of West Jordan employees, residents, businesses / industry, and non-governmental organizations the education and support necessary to reduce the loss of life and human suffering; minimize property damage; and protect environmentally sensitive areas from all types of disasters through a comprehensive, risk-based, all-hazard emergency management program.

GOALS & OBJECTIVES

Goal 1: Oversee the City's Emergency Operations Plan (EOP).

Objective 1: Ensure the City's compliance with the National Incident Management System (NIMS).

Objective 2: Oversee the maintenance and distribution of the Emergency Operations Plan.

Objective 3: Establish Emergency Communications Plan for employees, residents, and businesses.

Goal 2: Develop training and exercise plans for the Emergency Management Team.

Objective 1: Provide organizational leadership and direction during EOC exercises and actual disaster events.

Objective 2: Provide emergency management guidance and training opportunities to the City's Emergency Management Team and employees.

Goal 3: Maintain and equip the City's Emergency Operations Center (EOC) for activation readiness.

Objective 1: Establish written Memorandums of Understanding (MOUs) with outside agencies to prepare for, respond to, recover from, and mitigate emergency/disaster events.

Objective 2: Establish Emergency Communications Plan for employees, residents, and businesses.

Objective 3: Support the efforts of state, county, and local organizations which focus on emergency management.

Goal 4: Establish and direct resident and business emergency preparedness outreach programs.

Objective 1: Conduct quarterly meetings of the City Citizen Readiness Corps.

Objective 2: Implement quarterly meetings of the West Jordan Ready Your Business.

Objective 3: Attend and present on West Jordan Emergency Management at public and private organizational activities and events.

Objective 4: Teach CERT ICS principles.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2022* Actual | FY2023 Estimate | FY2024 Goal |
|--|-------------------|--------------------|----------------|
| EM participation in Exercises / Drills (City) | 1 | 6 | 6 |
| Emergency Mgmt Team Mtgs / Training | 5 | 23 | 25 |
| Number of Outreach Events (business meetings hosted, resident meetings hosted, outreach presentations) | 2 | 25 | 25 |

* Department recently established, so FY2022 measures include Nov - Jun only



EMERGENCY MANAGEMENT

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Emergency Manager | GR67 | GR67 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 1.00 | 1.00 |

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|---------------------------------------|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| Personnel | | | | | | |
| 1 | 1005-411000 Salaries Full-Time | \$ - | \$ 84,465 | \$ 84,465 | \$ 90,163 | 7% |
| 2 | 1005-413000 Benefits | - | 24,475 | 24,475 | 25,795 | 5% |
| 3 | | - | 108,940 | 108,940 | 115,958 | 6% |
| Operations | | | | | | |
| 4 | 1005-421500 Memberships | - | 300 | 300 | 300 | 0% |
| 5 | 1005-425000 Equipment Supplies & Main | - | 10,000 | 10,000 | 10,000 | 0% |
| 6 | 1005-425560 IT Services | - | - | - | 9,649 | 100% |
| 7 | 1005-431000 Professional & Tech | - | 5,000 | 3,000 | 3,000 | -40% |
| 8 | 1005-433000 Training | - | 2,000 | 4,000 | 4,000 | 100% |
| 9 | 1005-433100 Travel | - | 3,000 | 3,000 | 3,000 | 0% |
| 10 | 1005-448000 Dept Supplies | - | 1,000 | 1,000 | 1,000 | 0% |
| 11 | | - | 21,300 | 21,300 | 30,949 | 45% |
| Shared Services Allocation | | | | | | |
| 12 | 1005-493100 Allocated Wages | - | (27,235) | (27,235) | (28,989) | |
| 13 | 1005-493110 Allocated Operations | - | (5,325) | (5,326) | (7,738) | |
| 14 | | - | (32,560) | (32,561) | (36,727) | 13% |
| 15 | TOTAL EMERGENCY MANAGEMENT | \$ - | \$ 97,680 | \$ 97,679 | \$ 110,180 | 13% |

EMERGENCY MANAGEMENT

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|--------|---|
| 16 | 1005-421500 | Memberships | 300 | Int'l Association of Emergency Managers, UT Emergency Management Association |
| 17 | 1005-425000 | Equipment Supplies & Main | 10,000 | Emergency operations center supplies, training and development of the City's emergency management plan with departments |
| 18 | 1005-425560 | IT Services | 9,649 | IT services and equipment replacement |
| 19 | 1005-431000 | Professional & Tech | 3,000 | Plan writing, peer review, maintenance of the plan (County), mitigation planning, studies |
| 20 | 1005-433000 | Training | 4,000 | Annual state conference, national conference, exercises |
| 21 | 1005-433100 | Travel | 3,000 | Support development and training |
| 22 | 1005-448000 | Dept Supplies | 1,000 | Public outreach, plan writing, operational supplies |

23 **30,949**

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|----------|---------------------------|
| 24 | 1005-493100 | Allocated Wages | (17,394) | 15.00% to Water Fund |
| 25 | | | (4,348) | 3.75% to Sewer Fund |
| 26 | | | (2,899) | 2.50% to Solid Waste Fund |
| 27 | | | (4,348) | 3.75% to Storm Water Fund |
| 28 | 1005-493110 | Allocated Operations | (4,642) | 15.00% to Water Fund |
| 29 | | | (1,161) | 3.75% to Sewer Fund |
| 30 | | | (774) | 2.50% to Solid Waste Fund |
| 31 | | | (1,161) | 3.75% to Storm Water Fund |

32 **(36,727)**



NON-DEPARTMENTAL



NON-DEPARTMENTAL

SERVICE LEVEL CHANGES

- IT Services previously consolidated and budgeted in Non-Departmental.
- Add implentation of mobile service reporting app.
- Shared Services allocation adjusted from 25% to 35%, increased due to election and mobile app.

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Non-Allocated Costs | | | | | |
| 1 1008-411030 Leave Buyout | \$ 208,202 | \$ 250,000 | \$ 250,000 | \$ 250,000 | 0% |
| 2 1008-413000 Retiree Insurance Program | 31,096 | - | - | - | 0% |
| 3 1008-431800 Community Arts | 60,000 | 60,000 | 60,000 | 60,000 | 0% |
| 4 1008-432220 Jordan River Commission | 5,800 | 5,500 | 5,860 | 6,000 | 9% |
| 5 1008-432340 Healthy City Committee | - | 10,000 | 10,000 | 10,000 | 0% |
| 6 1008-432400 Historical Committee | - | 5,500 | 5,500 | 6,000 | 9% |
| 7 1008-445100 Emergency Operations | 1,969 | - | - | - | 0% |
| 8 1008-451100 Risk Allocation | 1,132,716 | 1,096,329 | 1,096,329 | 1,216,025 | 11% |
| 9 1008-451162 IT Allocation | 2,400,000 | 1,815,000 | 1,815,000 | - | -100% |
| 10 1008-461007 Legal Defenders | 76,850 | 125,000 | 80,000 | 125,000 | 0% |
| 11 1008-461419 Employee Downpayment Assist | 339 | 50,000 | 15,000 | 50,000 | 0% |
| 12 | 3,916,972 | 3,417,329 | 3,337,689 | 1,723,025 | -50% |
| Allocated Costs | | | | | |
| 13 1008-431000 Professional & Tech | 64,800 | 250,000 | 150,000 | 310,000 | 24% |
| 14 1008-432200 Chamber Of Commerce | 10,000 | 15,000 | 10,000 | 15,000 | 0% |
| 15 1008-432210 Utah League of Cities and Towns | 71,181 | 75,000 | 78,327 | 82,000 | 9% |
| 16 1008-448000 Dept Supplies | - | - | 16,000 | 22,500 | 100% |
| 17 1008-461001 Elections | 120,692 | 10,000 | 10,000 | 304,000 | 100% |
| 18 1008-461028 Employee Events | 40,811 | 50,000 | 50,000 | 50,000 | 0% |
| 19 | 307,483 | 400,000 | 314,327 | 783,500 | 96% |
| Shared Services Allocation | | | | | |
| 20 1008-493110 Allocated Operations | (81,633) | (100,000) | (78,581) | (274,225) | |
| 21 | (81,633) | (100,000) | (78,581) | (274,225) | -174% |
| 22 TOTAL NON-DEPARTMENTAL | \$ 4,142,823 | \$ 3,717,329 | \$ 3,573,435 | \$ 2,232,300 | -40% |

NON-DEPARTMENTAL

JUSTIFICATION

Non-Allocated Costs

| | | | | |
|----|-------------|---------------------------------|-----------|--|
| 23 | 1008-411030 | Leave Buyout | 250,000 | Payout of leave time at retirement |
| 24 | 1008-431800 | Community Arts | 60,000 | Annual contribution to West Jordan Cultural Arts Society |
| 25 | 1008-432220 | Jordan River Commission | 6,000 | Annual contributions for membership to the Jordan River Commission |
| 26 | 1008-432340 | Healthy City Committee | 10,000 | Healthy West Jordan activities managed by committee |
| 27 | 1008-432400 | Historical Committee | 6,000 | To assist in the administration of the museum |
| 28 | 1008-451100 | Risk Allocation | 1,216,025 | Assessment for property insurance, liability claims, and legal expenses |
| 29 | 1008-461007 | Legal Defenders | 125,000 | By State Law the City must contract with an outside Legal Defender for indigent defense. The Administrative Office of the Courts has informed the City that this must be paid from any program other than the Courts or the Attorneys. Contract will be rebid in FY2024. |
| 30 | 1008-461007 | Employee Downpayment Assistance | 50,000 | Downpayment assistance program for on-call and critical incident responders to live in West Jordan to provide a higher level of service by reducing response times |

31 **1,723,025**

Allocated Costs

| | | | | |
|----|-------------|-------------------------------|---------|--|
| 32 | 1008-431000 | Prof & Tech Services | 175,000 | State lobbying efforts |
| 33 | | | 100,000 | Federal lobbying efforts |
| 34 | | | 35,000 | Service reporting app for mobile phones |
| 35 | 1008-432200 | Chamber Of Commerce | 15,000 | ChamberWest contribution |
| 36 | 1008-432210 | Utah League of Cities & Towns | 82,000 | ULCT membership |
| 37 | 1008-448000 | Dept Supplies | 15,000 | Business meals |
| 38 | | | 7,500 | State mail administrative fee |
| 39 | 1008-461001 | Elections | 254,000 | SL County Clerk contract for primary and general |
| 40 | | | 50,000 | Mailings, meet the candidate, swearing in, etc |
| 41 | 1008-461028 | Employee Events | 50,000 | Annual employee events |

42 **783,500**

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|-----------|---------------------------------|
| 43 | 1008-493110 | Allocated Operations | (78,350) | 10.00% to Development Svcs Fund |
| 44 | | | (117,525) | 15.00% to Water Fund |
| 45 | | | (29,381) | 3.75% to Sewer Fund |
| 46 | | | (19,588) | 2.50% to Solid Waste Fund |
| 47 | | | (29,381) | 3.75% to Storm Water Fund |

48 **(274,225)**



DEBT SERVICE

DEBT SERVICE SCHEDULES

Series 2014 General Obligation Bond

Special property tax rate through FY 2025

| | Principal | Interest | Fees | Total |
|---------|-----------|----------|------|---------|
| FY 2025 | 730,000 | 24,090 | 400 | 754,490 |

Lease - Public Works Building

Series 2016 Municipal Building Authority Bond - 48% of debt service

| | Amount | | Amount |
|---------|------------|---------|------------|
| FY 2025 | \$ 886,848 | FY 2033 | \$ 887,328 |
| FY 2026 | 887,928 | FY 2034 | 889,068 |
| FY 2027 | 887,808 | FY 2035 | 889,008 |
| FY 2028 | 888,828 | FY 2036 | 888,672 |
| FY 2029 | 888,528 | FY 2037 | 888,336 |
| FY 2030 | 889,248 | FY 2038 | 886,752 |
| FY 2031 | 888,528 | FY 2039 | 888,624 |
| FY 2032 | 888,708 | | |

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|---------------------------|------------------------|--------------------------|-----------------------|---------------------|
| 1 1998-481000 Bond Principal | \$ 1,355,000 | \$ 2,775,000 | \$ 2,775,000 | \$ 710,000 | -74% |
| 2 1998-482000 Bond Interest | 121,824 | 93,922 | 70,370 | 44,183 | -53% |
| 3 1998-483000 Fiscal Agent Fees | 400 | 1,800 | 400 | 400 | -78% |
| 4 1998-484000 Building Lease - PW | 887,976 | 889,853 | 889,853 | 887,748 | 0% |
| 5 TOTAL DEBT SERVICE | \$ 2,365,200 | \$ 3,760,575 | \$ 3,735,623 | \$ 1,642,331 | -56% |

JUSTIFICATION

Debt Service

| | | | | |
|----|-------------|--|---------|------------------------|
| 6 | 1998-481000 | Bond Principal | 710,000 | Series 2014 (GO Bond) |
| 7 | 1998-482000 | Bond Interest | 44,183 | Series 2014 (GO Bond) |
| 8 | 1998-483000 | Fiscal Agent Fees | 400 | Series 2014 (GO Bond) |
| 9 | 1998-484000 | Building Lease - Public Works (Series 2016 Lease Revenue Bond) | 887,028 | 48% of debt service |
| 10 | | | 720 | 48% of the trustee fee |

1,642,331



TRANSFERS OUT

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|---|---------------------------|------------------------|--------------------------|-----------------------|
| 1 1999-492700 To Highlands SID | \$ 62,400 | \$ 61,000 | \$ 64,951 | \$ 69,313 |
| 2 1999-494400 To Capital Projects | 17,339,910 | - | 6,000,000 | - |
| 3 1999-494650 Transfer to Benefits Mgmt | - | - | 2,000,000 | - |
| 4 1999-498610 To RDA Fund | - | 50,000 | 350,346 | 300,000 |
| 5 TOTAL TRANSFERS OUT | \$ 17,402,310 | \$ 111,000 | \$ 8,415,297 | \$ 369,313 |

JUSTIFICATION

Transfers Out

| | | | | |
|---|-------------|------------------|-----------|--|
| 6 | 1999-492700 | To Highlands SID | \$ 69,313 | 20% of Highlands SID budget per agreement |
| 7 | 1999-498610 | To RDA Fund | 250,000 | EDA 4 - Aligned Energy municipal energy tax rebate |
| 8 | | | 50,000 | CRA 1 - Sportsmans Warehouse sales tax rebate |

369,313



CLASS C ROADS FUND



CLASS C ROADS FUND

FUND PURPOSE

The Class B & C road system with a funding program was established by the Utah Legislature in 1937 as a means of providing assistance to counties and incorporated municipalities for the improvement of roads and streets throughout the State. Class B roads are owned by a county and Class C roads are owned by a municipality.

The funding for this program comes directly from fuel tax and is distributed to cities and counties based on the following formula:

50% is based on the percentage that the population of the county or municipality bears to the total population of the State, and 50% is based on the percentage that the B and C Road weighted mileage of the county or municipality bears to the total Class B and Class C Road total weighted mileage (UCA 72-2-108).

GOALS & OBJECTIVES

Maintain a 5-year plan on asphalt maintenance based on PCI.

PERFORMANCE AND WORKLOAD MEASURES

| | 2021 Actual | 2022 Actual | 2023 Estimated |
|---|------------------------|------------------------|---------------------------|
| % of state's total population | 3.63% | 3.58% | 3.40% |
| Actual road miles | 362.94 | 356.50 | 459.00 |
| Total weighted miles | 1,634.99 | 1,634.99 | 1,775.50 |
| Pavement condition index for arterial roads | 53.25 | 55.08 | 53.69 |

CLASS C ROADS FUND

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget | |
|--|--|---------------------------|-----------------------------|--------------------------|---------------------------|-------------|
| Revenues | | | | | | |
| 1 | 112-335600 Class C Roads Funds | \$ 4,691,750 | \$ 4,400,000 | \$ 4,700,000 | \$ 4,700,000 | 7% |
| 2 | 112-361000 Interest Earnings | 17,094 | - | 60,000 | - | |
| 3 | | 4,708,844 | 4,400,000 | 4,760,000 | 4,700,000 | 7% |
| Expenditures | | | | | | |
| Road Maintenance (Streets) | | | | | | |
| 4 | 1121-425000 Equipment Supplies & Main | (6,178) | (6,000) | (6,000) | (6,000) | 0% |
| 5 | 1121-473002 Street Supplies | (6,022) | (58,000) | (35,000) | (63,000) | 9% |
| 6 | 1121-473044 Misc Curb/Gutter/Sidewalk | (46,131) | (130,000) | (130,000) | (160,000) | 23% |
| 7 | 1121-473074 Manhole Collars | (367,438) | (60,000) | (60,000) | (70,000) | 17% |
| 8 | 1121-473075 Road Striping | (165,168) | (180,000) | (180,000) | (196,000) | 9% |
| 9 | 1121-473076 Sign Replacement | (20,535) | (40,000) | (40,000) | (45,000) | 13% |
| 10 | 1121-473090 Pavement Maintenance | (128,412) | (130,000) | (130,000) | (145,000) | 12% |
| 11 | | (739,884) | (604,000) | (581,000) | (685,000) | 13% |
| Road Maintenance (Capital Projects) | | | | | | |
| 12 | 1122-473082 Traffic Signal Maintenance | (99,723) | (150,000) | (150,000) | (165,000) | 10% |
| 13 | 1122-473090 Pavement Maintenance | (2,219,244) | (7,283,123) | (7,283,123) | (4,458,000) | -39% |
| 14 | 1122-473173 Road Maintenance Projects | (531,803) | - | - | - | 0% |
| 15 | 1122-473092 Safe Sidewalks | (10,500) | (850,000) | (200,000) | (425,000) | -50% |
| 16 | | (2,861,270) | (8,283,123) | (7,633,123) | (5,048,000) | -39% |
| 17 | Net change | \$ 1,107,690 | \$ (4,487,123) | \$ (3,454,123) | \$ (1,033,000) | |
| 18 | Beginning reserve balance | \$ 3,379,433 | \$ 4,487,123 | \$ 4,487,123 | \$ 1,033,000 | |
| 19 | Net change | 1,107,690 | (4,487,123) | (3,454,123) | (1,033,000) | |
| 20 | Ending reserve balance | \$ 4,487,123 | \$ (0) | \$ 1,033,000 | \$ (0) | |

CLASS C ROADS FUND

JUSTIFICATION

Road Maintenance (Streets)

| | | | | |
|----|-------------|------------------------|-----------------------|--|
| 21 | 1121-425000 | Equip Supplies & Maint | 6,000 | Small equipment replacement |
| 22 | 1121-473002 | Street Supplies | 63,000 | Asphalt material, road safety supplies |
| 23 | 1121-473044 | Curb/Gutter/Sidewalk | 160,000 | Maintenance of curb, gutter, ADA ramps, and sidewalks to provide safe walking routes |
| 24 | 1121-473074 | Manhole Collars | 70,000 | Maintenance or replacement of manhole collars |
| 25 | 1121-473075 | Road Striping | 196,000 | Road striping |
| 26 | 1121-473076 | Sign Replacement | 45,000 | Road sign replacement and maintenance |
| 27 | 1121-473090 | Pavement Maintenance | 145,000 | In-house crack seal, overlays, repairs |
| 28 | | | <u>685,000</u> | |

Road Maintenance (Capital Projects)

| | | | | |
|----|-------------|----------------------------|-------------------------|--|
| 29 | 1121-473082 | Traffic Signal Maintenance | 165,000 | Maintenance of existing traffic signals |
| 30 | 1122-473090 | Pavement Maintenance | 4,458,000 | Contracted overlays and other pavement maintenance projects |
| 31 | 1122-473092 | Safe Sidewalks | 425,000 | Contracted maintenance of curb, gutter, ADA ramps, and sidewalks. Partially used as required grant matching funds. |
| 32 | | | | |
| 33 | | | <u>5,048,000</u> | |

CLASS C ROADS FUND 5-Year Plan

| | FY 2024 Next Year | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|--|-----------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| REVENUE | | | | | | |
| Class C Roads Funds | \$ 4,700,000 | \$ 4,700,000 | \$ 4,700,000 | \$ 4,700,000 | \$ 4,700,000 | \$ 4,700,000 |
| Interest Earnings | - | - | - | - | - | - |
| | <u>4,700,000</u> | <u>4,700,000</u> | <u>4,700,000</u> | <u>4,700,000</u> | <u>4,700,000</u> | <u>4,700,000</u> |
| EXPENSE | | | | | | |
| Road Maintenance (Streets) | | | | | | |
| Equipment Supplies & Main | (6,000) | (6,300) | (6,615) | (6,946) | (7,293) | (7,658) |
| Street Supplies | (63,000) | (66,150) | (69,458) | (72,930) | (76,577) | (80,406) |
| Misc Curb/Gutter/Sidewalk | (160,000) | (168,000) | (176,400) | (185,220) | (194,481) | (204,205) |
| Manhole Collars | (70,000) | (73,500) | (77,175) | (81,034) | (85,085) | (89,340) |
| Road Striping | (196,000) | (205,800) | (216,090) | (226,895) | (238,239) | (250,151) |
| Sign Replacement | (45,000) | (47,250) | (49,613) | (52,093) | (54,698) | (57,433) |
| Pavement Maintenance | (145,000) | (152,250) | (159,863) | (167,856) | (176,248) | (185,061) |
| Road Maintenance (Capital Projects) | | | | | | |
| Traffic Signal Maintenance | (165,000) | (173,250) | (181,913) | (191,008) | (200,559) | (210,586) |
| Pavement Maintenance | (4,458,000) | (4,000,000) | (4,200,000) | (4,410,000) | (4,630,500) | (4,862,025) |
| Safe Sidewalks | (425,000) | (600,000) | (630,000) | (661,500) | (694,575) | (729,304) |
| | <u>(5,733,000)</u> | <u>(5,492,500)</u> | <u>(5,767,125)</u> | <u>(6,055,481)</u> | <u>(6,358,255)</u> | <u>(6,676,168)</u> |
| NET CHANGE | <u>\$ (1,033,000)</u> | <u>\$ (792,500)</u> | <u>\$ (1,067,125)</u> | <u>\$ (1,355,481)</u> | <u>\$ (1,658,255)</u> | <u>\$ (1,976,168)</u> |
| RESERVES | | | | | | |
| Beginning reserve balance | \$ 1,033,000 | \$ (0) | \$ (792,500) | \$ (1,859,625) | \$ (3,215,107) | \$ (4,873,362) |
| Net change | (1,033,000) | (792,500) | (1,067,125) | (1,355,481) | (1,658,255) | (1,976,168) |
| Ending reserve balance | <u>\$ (0)</u> | <u>\$ (792,500)</u> | <u>\$ (1,859,625)</u> | <u>\$ (3,215,107)</u> | <u>\$ (4,873,362)</u> | <u>\$ (6,849,530)</u> |



DEVELOPMENT SERVICES FUND

DEVELOPMENT SERVICES FUND

SERVICE LEVEL CHANGES

- Add IT Services for support of CityWorks and Planning staff.
- Shared Services allocation adjusted in General Fund to reflect actual cost of services.

FUND PURPOSE

As of FY 2023, the Utah State Auditor will require an annual accounting of all development-related fees and their associated costs. Any balance of fees in excess of costs will be required to be held in a restricted reserve. In years when fees do not exceed costs, the General Fund will provide a temporary subsidy in the form of a transfer. It is intended this subsidy will be paid back in years when fees exceed costs.

Information related to prior years was reported in the General Fund and is included below for comparative purposes only.

PURPOSE

PLANNING

Prepares and coordinates comprehensive planning activities to meet the demand for future growth in West Jordan. Facilitates the review of construction plans and zoning permits for compliance with adopted plans and codes. Assists citizens and developers with development applications and supports zoning enforcement.

BUILDING

The Building Division enforces minimum standards to provide a reasonable level of safety, public health and general welfare by regulating and reviewing the design, construction, quality of materials, use, occupancy, location, and maintenance of all buildings and structures. Applies city ordinances by competent review, enforcement, permitting, and inspection of all building construction, demolition, renovation, or remodeling in the City. Building is a division of Community Development.

GOALS & OBJECTIVES

PLANNING

Goal 1: Maintain and update the City's General Plan

Objective 1: Plan for updates at least every 5 years.

Objective 2: Assign planning staff to monitor and implement adopted goals and strategies of the plan as required.

Goal 2: Maintain and update the City's Moderate-Income Housing Plan

Objective 1: Keep track of housing numbers and values.

Objective 2: Update the Plan and ordinance as required by State law.

Objective 3: Complete and submit annual required MIH report by deadline.

Objective 4: Assign planners MIH strategies to implement according to MIH plan implementation plan.

Goal 3: Maintain and update the City Code as it relates to planning and development

Objective 1: Collaborate with the Council Office to identify and adopt code changes as needed.

Objective 2: Regularly review and update the Code to repair incorrect and inconsistent code.

Objective 3: Have all code changes as required by new legislation adopted by stated timeframe in the law or within 6 months of the new law.

DEVELOPMENT SERVICES FUND

GOALS & OBJECTIVES (continued)

Goal 4: Fully implement City works software.

Objective 1: Train staff to efficiently and effectively use software.

Objective 2: Require the use of the software as the primary tracking system for projects.

Goal 5: Housing Division and Community Development Block Grant program implementation.

Objective 1: Complete Policy and Procedures Manual for Community Development Block Grant.

Objective 2: Debut housing rehab program.

Objective 3: Begin transition to housing division the moderate income housing reporting requirement within the next 2-4 years.

BUILDING

Goal 1: Provide courteous, prompt, professional, and accurate customer service to residents, builders, developers, and design professionals.

Goal 2: Provide accurate record keeping and archiving in compliance with state and city policies

Objective 1: Automate parcel data

Objective 2: Review parcel and owner information for permits and certificate of occupancies

Objective 3: Automate the DOPL contractor database

PERFORMANCE AND WORKLOAD MEASURES

| PLANNING | FY2021 Actual | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|---|---------------|---------------|------------------|-------------|
| % of 1st reviews in less than 4 weeks | 98.3% | 97.3% | 99.0% | 99.0% |
| % of resubmitted reviews in less than 2 weeks | 97.3% | 93.7% | 98.0% | 98.0% |
| % of pre-application meetings scheduled in less than 1 week | 96.2% | 98.3% | 100.0% | 100.0% |
| % of business license reviews for zoning compliance in less than 3 days | 100.0% | 100.0% | 100.0% | 100.0% |

| BUILDING | FY2021 Actual | FY2022 Actual | FY2023 Estimated | FY2024 Goal |
|--|---------------|---------------|------------------|-------------|
| # of Dwelling Permits Issued | 472 | 164 | 200 | 275 |
| # of Miscellaneous Residential Permits Issued | 1,507 | 1,574 | 1,500 | 1,500 |
| % of 1st Reviews for Single Family / Attached Dwelling < 14 Bus Days | 99.5% | 99.5% | 99.5% | 99.5% |
| % of inspections performed within 3 days of request | 100.0% | 100.0% | 100.0% | 100.0% |

DEVELOPMENT SERVICES FUND

ALLOCATED SERVICES

| | Personnel | | Operations | |
|----------------------------------|-----------|---------------------|------------|-------------------|
| Administrative Services | 10.00% | \$ 131,183 | 10.00% | \$ 12,670 |
| City Attorney | 15.00% | 171,555 | 15.00% | 26,887 |
| City Council | 25.00% | 167,741 | 25.00% | 45,547 |
| City Recorder / Customer Service | 10.00% | 52,396 | 10.00% | 8,134 |
| Engineering | 45.00% | 659,046 | 45.00% | 107,323 |
| Facilities | 5.00% | 42,811 | 5.00% | 81,594 |
| Fire (Fire Marshall) | 50.00% | 94,636 | 0.00% | - |
| GIS | 15.00% | 77,220 | 15.00% | 51,702 |
| Human Resources | 3.00% | 16,001 | 3.00% | 8,090 |
| Mayor's Office | 25.00% | 240,740 | 25.00% | 30,484 |
| Non-Departmental | 10.00% | - | 10.00% | 78,350 |
| Parks | 66.00% | 83,495 | 0.00% | - |
| Property Administration | 50.00% | 80,147 | 50.00% | 6,365 |
| Public Affairs | 5.00% | 21,036 | 5.00% | 5,323 |
| Public Services | 20.00% | 60,700 | 20.00% | 7,224 |
| Public Utilities | 50.00% | 544,481 | 50.00% | 105,906 |
| Public Works | 5.00% | 24,294 | 5.00% | 4,299 |
| | | <u>\$ 2,467,482</u> | | <u>\$ 579,898</u> |
| Fleet Management | | | 0.70% | \$ 56,642 |
| IT Management | | | 10.03% | \$ 393,647 |
| Risk Management | | | 0.90% | \$ 21,941 |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| PLANNING | | | | |
| Community Dev Director | GR87 | GR90 | 1.00 | 1.00 |
| City Planner | GR78 | GR78 | 1.00 | 1.00 |
| Senior Planner | GR67 | GR67 | 2.00 | 2.00 |
| Associate Planner | GR61 | GR61 | 2.00 | 3.00 |
| Assistant Planner | GR57 | GR57 | | |
| Executive Assistant | GR54 | GR54 | 1.00 | 1.00 |
| Development Coordinator | GR53 | GR53 | 1.00 | |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | <u>8.00</u> | <u>8.00</u> |

| | Grade | | Count | |
|---|---------|---------|--------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| BUILDING | | | | |
| Building Official | GR76 | GR76 | 1.00 | 1.00 |
| Assistant Building Official | GR69 | GR69 | 1.00 | 1.00 |
| Senior Plans Examiner | GR67 | GR67 | 1.00 | 1.00 |
| Plans Examiner | GR62 | GR63 | 1.00 | 1.00 |
| Combination Inspector III | GR62 | GR62 | | |
| Combination Inspector II | GR58 | GR58 | 4.00 | 4.00 |
| Combination Inspector I | GR55 | GR55 | | |
| Permit Technician | GR45 | GR47 | 1.00 | 1.00 |
| Administrative Assistant | GR45 | GR45 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | <u>10.00</u> | <u>10.00</u> |

DEVELOPMENT SERVICES FUND

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|---------------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Revenue | | | | | | |
| 1 | 260-321800 Conditional Use Permits | \$ 18,045 | \$ 22,000 | \$ 15,000 | \$ 10,000 | -55% |
| 2 | 260-321900 Fire Permit Fee | - | 55,000 | - | - | -100% |
| 3 | 260-322100 Building Permits | 3,399,249 | 2,750,000 | 3,800,000 | 3,500,000 | 27% |
| 4 | 260-322200 Encroachment Permits | - | 495,000 | - | - | 0% |
| 5 | 260-341200 Site Plan Review | 162,438 | 165,000 | 150,000 | 150,000 | -9% |
| 6 | 260-341300 Zoning & Subdivision Fee | 140,937 | 137,500 | 120,000 | 120,000 | -13% |
| 7 | 260-341600 Service Fee | 140,937 | - | 20,000 | 20,000 | 100% |
| 8 | 260-342400 Inspection Fee | 71,284 | 110,000 | 30,000 | 30,000 | -73% |
| 9 | 260-342500 Fire Inspection Fee | 25,293 | 33,000 | 30,000 | 30,000 | -9% |
| 10 | 260-343000 Eng. Review & Insp. Fee | 300,961 | 385,000 | 325,000 | 325,000 | -16% |
| 11 | 260-343020 Concept Plan Meeting Fee | 5,700 | 3,300 | 6,000 | 6,000 | 82% |
| 12 | 260-347700 Sign Review | 9,281 | 11,000 | 10,000 | 10,000 | -9% |
| 13 | Total Revenue | \$ 4,274,123 | \$ 4,166,800 | \$ 4,506,000 | \$ 4,201,000 | 1% |
| Expenditures | | | | | | |
| Planning | | | | | | |
| Personnel | | | | | | |
| 14 | 2601-411000 Salaries Full-Time | (554,747) | (688,885) | (655,000) | (745,701) | 8% |
| 15 | 2601-411030 Sick Leave Buyout | - | (3,597) | (3,096) | (3,385) | -6% |
| 16 | 2601-413000 Benefits | (273,479) | (306,849) | (305,189) | (326,790) | 6% |
| 17 | | (828,226) | (999,331) | (963,285) | (1,075,876) | 8% |
| Operations | | | | | | |
| 18 | 2601-421000 Books & Subscriptions | (85) | (750) | (500) | (800) | 7% |
| 19 | 2601-421500 Memberships | (2,739) | (3,350) | (4,000) | (3,850) | 15% |
| 20 | 2601-425000 Equipment Supplies & Main | (451) | - | - | - | 0% |
| 21 | 2601-425500 Fleet O&M Charge | (4,540) | (8,784) | (8,784) | (9,560) | 9% |
| 22 | 2601-425501 Fleet Replacement Charge | (3,283) | (8,452) | (8,452) | (8,452) | 0% |
| 23 | 2601-425560 IT Services | (3,283) | - | - | (187,175) | 100% |
| 24 | 2601-431000 Professional & Tech | (5,793) | (3,500) | (3,000) | (3,000) | -14% |
| 25 | 2601-433000 Training | (3,300) | (4,100) | (4,100) | (4,500) | 10% |
| 26 | 2601-433100 Travel | (4,696) | (5,000) | (5,000) | (5,500) | 10% |
| 27 | 2601-448000 Dept Supplies | (7,433) | (7,500) | (7,000) | (8,000) | 7% |
| 28 | | (35,602) | (41,436) | (40,836) | (230,837) | 457% |
| Other | | | | | | |
| 29 | 2601-431500 Planning Commission | (10,690) | (13,650) | (12,000) | (13,650) | 0% |
| 30 | 2601-431700 Board of Adjustments | (750) | (3,000) | (3,000) | (3,000) | 0% |
| 31 | | (11,440) | (16,650) | (15,000) | (16,650) | 0% |
| Shared Services Allocation | | | | | | |
| 32 | 2601-493120 Grant Wages | - | 55,852 | 55,852 | 57,725 | |
| 33 | | - | 55,852 | 55,852 | 57,725 | 3% |
| 34 | Total Planning | (875,268) | (1,001,565) | (963,269) | (1,265,638) | 26% |

DEVELOPMENT SERVICES FUND

BUDGET & FINANCIAL HISTORY (continued)

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget | | |
|---------------------------|----------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|----------------|------|
| Building | | | | | | | |
| Personnel | | | | | | | |
| 35 | 2605-411000 | Salaries Full-Time | (728,154) | (754,958) | (734,000) | (800,784) | 6% |
| 36 | 2605-411003 | Overtime | (357) | (10,000) | - | (10,000) | 0% |
| 37 | 2605-411030 | Sick Leave Buyout | - | (2,726) | (3,432) | (3,165) | 16% |
| 38 | 2605-411100 | On Call Salaries | (422) | (10,000) | - | (10,950) | 10% |
| 39 | 2605-413000 | Benefits | (311,959) | (308,773) | (278,242) | (314,438) | 2% |
| 40 | | | (1,040,892) | (1,086,457) | (1,015,674) | (1,139,337) | 5% |
| Operations | | | | | | | |
| 41 | 2605-421000 | Books & Subscriptions | (1,501) | (5,500) | (5,300) | (3,000) | -45% |
| 42 | 2605-421500 | Memberships | (1,239) | (1,750) | (1,750) | (1,925) | 10% |
| 43 | 2605-425000 | Equipment Supplies & Main | (1,023) | (1,820) | (1,820) | (1,850) | 2% |
| 44 | 2605-425010 | Uniforms | (2,852) | (3,200) | (3,200) | (4,000) | 25% |
| 45 | 2605-425500 | Fleet O&M Charge | (24,898) | (24,918) | (24,918) | (27,169) | 9% |
| 46 | 2605-425501 | Fleet Replacement Charge | (19,589) | (14,807) | (14,807) | (11,461) | -23% |
| 47 | 2605-425560 | IT Services | - | (225,000) | (225,000) | (206,472) | -8% |
| 48 | 2605-431000 | Professional & Tech | (22,229) | (20,000) | (35,000) | (32,000) | 60% |
| 49 | 2605-433000 | Training | (5,901) | (6,200) | (6,200) | (6,500) | 5% |
| 50 | 2605-433100 | Travel | (9,633) | (8,260) | (7,500) | (8,000) | -3% |
| 51 | 2605-448000 | Dept Supplies | (2,000) | (3,000) | (3,000) | (3,000) | 0% |
| 52 | 2605-454000 | Credit Card Fees | (25,402) | (30,000) | (30,000) | (12,000) | -60% |
| 53 | | | (116,266) | (344,455) | (358,495) | (317,377) | -8% |
| 54 | Total Building | | (1,157,158) | (1,430,912) | (1,374,169) | (1,456,714) | 2% |
| Allocated Services | | | | | | | |
| 55 | 2605-493100 | Allocated Wages | NA | (1,956,735) | (1,890,206) | (2,467,483) | 26% |
| 56 | 2605-493110 | Allocated Operations | NA | (151,154) | (133,847) | (579,898) | 284% |
| 57 | 2605-496700 | Allocated Risk Mgt | NA | (19,700) | (19,700) | (21,941) | 11% |
| 58 | | | | (2,127,589) | (2,043,753) | (3,069,322) | 100% |
| 59 | Total Expenditures | | (2,032,426) | (4,560,066) | (4,381,191) | (5,791,674) | |
| 60 | Net change | | \$ 2,241,696 | \$ (393,266) | \$ 124,809 | \$ (1,590,674) | |
| 61 | Beginning reserve balance | | | \$ - | \$ - | \$ 124,809 | |
| 62 | Net change | | | (393,266) | 124,809 | (1,590,674) | |
| 63 | Ending reserve balance | | | \$ (393,266) | \$ 124,809 | \$ (1,465,865) | |

DEVELOPMENT SERVICES FUND

JUSTIFICATION

Planning

Operations

| | | | | |
|----|-------------|-----------------------|---------|---|
| 64 | 2601-421000 | Books & Subscriptions | 800 | Online subscriptions, CE, and AICP test prep materials |
| 65 | 2601-421500 | Memberships | 3,850 | National and state chapter dues |
| 66 | 2601-425500 | Fleet O&M Charge | 9,560 | Charge for operation and maintenance of vehicles |
| 67 | 2601-425501 | Fleet Replacement | 8,452 | Charge for lease/replacement of vehicles |
| 68 | 2601-425560 | IT Services | 187,175 | IT services and equipment replacement |
| 69 | 2601-431000 | Professional & Tech | 3,000 | Update to Housing Plan based on possible new legislation. Publication of plans and pamphlets. |
| 70 | 2601-433000 | Training | 4,500 | Training for professional development and continuing education requirements |
| 71 | 2601-433100 | Travel | 5,500 | |
| 72 | 2601-448000 | Dept Supplies | 8,000 | Office supplies, meeting supplies, miscellaneous |

230,837

Other

| | | | | |
|----|-------------|----------------------|--------|---|
| 74 | 2601-431500 | Planning Commission | 13,650 | 7 members, \$75 per meeting, 26 meetings per yr |
| 75 | 2601-431700 | Board of Adjustments | 3,000 | 5 members, \$50 per meeting, 12 meetings per yr |

16,650

Shared Services Allocation

| | | | | |
|----|-------------|-------------|----------|---|
| 77 | 2601-493120 | Grant Wages | (57,725) | 60% of Associate Planner personnel costs allocated to the CDBG Fund for grants management and administration. |
|----|-------------|-------------|----------|---|

(57,725)

Building

Operations

| | | | | |
|----|-------------|---------------------------|---------|---|
| 79 | 2605-421000 | Books & Subscriptions | 3,000 | Code books |
| 80 | 2605-421500 | Memberships | 1,925 | ICC National Memberships, Utah Chapter of ICC, Bonneville Chapter ICC, Beehive Chapter ICC, Utah Chapter of IA EI, Utah Chapter of UAPMO, professional licensing renewals, and new certifications |
| 81 | 2605-425000 | Equipment Supplies & Main | 1,850 | Tools, batteries for equipment, emergency/disaster mitigation supplies |
| 82 | 2605-425010 | Uniforms | 4,000 | Uniforms for eight (8) employees |
| 83 | 2605-425500 | Fleet O&M Charge | 27,169 | Operation and maintenance of vehicles |
| 84 | 2605-425501 | Fleet Replacement | 11,461 | Lease/replacement of vehicles |
| 85 | 2605-425560 | IT Services | 206,472 | IT services and equipment replacement |
| 86 | 2605-431000 | Professional & Tech | 32,000 | Peer review of complex engineered designs and large solar array systems. Special reviews as needed |
| 87 | 2605-433000 | Training | 6,500 | Local and in-state training for all inspectors, plans examiners, and permit technician. Building Official to National ICC Training |
| 88 | 2605-433100 | Travel | 8,000 | Per diem, transportation, lodging |
| 89 | 2605-448000 | Dept Supplies | 3,000 | Office supplies |
| 90 | 2605-454000 | Credit Card Fees | 12,000 | Credit card fees for permits paid |

317,377

DEVELOPMENT SERVICES FUND

JUSTIFICATION (continued)

ALLOCATED SERVICES

| | | | | |
|----|-------------------------|---------------------------|-----------|---|
| 92 | 2604-493100 | Allocated Wages | 2,467,483 | Allocated wages and operations from departments in the General Fund for support services (project, financial, and legislative management, as well as administrative and technical support). |
| 93 | 2604-493110 | Allocated Operations | 579,898 | |
| 94 | 2604-493167 | Allocated Risk Management | 21,941 | |
| 95 | <u>3,069,322</u> | | | |



HIGHLANDS SPECIAL DISTRICT



HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

SERVICE LEVEL CHANGES

- In order to improve the quality and consistency of services provided to the District, change service from contracted to in-house.
- Remove contract for landscaping services.
- Add two (2) Parks Maintenance Workers.
- Add 1,000 seasonal laborer hours.
- Add equipment, vehicles, and operational cost.

FUND PURPOSE

The Highlands Special Improvement District was approved to provide landscaping and snow removal services to the area within the district. The service demand is in excess of normal City-provided services.

The Highlands Special Improvement District consists of the following area:

| | 2023 ERU's | 2024 ERU's | | |
|-------------|--------------|--------------|------------|--------------------------|
| Residential | 1,491 | 1,491 | 92% of 80% | 1 ERU = Residential unit |
| Commercial | 87 | 100 | 5% of 80% | 1 ERU = 1/4 acre |
| Undeveloped | 372 | 442 | 3% of 80% | 1 ERU = 1/4 acre |
| Exempt | 173 | 178 | | |
| | <u>2,123</u> | <u>2,211</u> | | |

ERU is defined as equivalent residential unit. One (1) ERU in the District is calculated as 0.25 acres per the agreement.

GOALS & OBJECTIVES

- Goal 1:** Monitor and inspect weekly the level of service performed based on the scope of work.
- Goal 2:** Service the garbage cans weekly.
- Goal 3:** Inspect the district playgrounds monthly.
- Goal 4:** Perform broadleaf weed control in the assigned native areas in the district monthly during the grow season.
- Goal 5:** Clear all assigned district sidewalks of snow within 24-hours of the end of the snow event.

PERFORMANCE / WORKLOAD MEASURES

| <i>Measures to begin tracking in FY 2023</i> | 2023 Estimated | 2024 Goal |
|--|-------------------|--------------|
| % of weekly inspections | 80% | 100% |
| % of weekly garbage can servicing | 85% | 90% |
| % of monthly playground inspections | 90% | 100% |
| % of monthly native area weed control | 60% | 60% |
| % within 24-hour sidewalk snow removal | 60% | 60% |



HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

FEE SCHEDULE

| Fee per ERU | Ordinance 22-05 | |
|---------------------------------------|------------------------|------------------------|
| | Effective July 1, 2022 | Effective July 1, 2023 |
| Single Family Residential (per month) | \$15.00 | \$16.00 |
| Multi-Family (per unit per month) | \$15.00 | \$16.00 |
| Commercial (annual) | \$143.45 | \$140.00 |
| Undeveloped (annual) | \$20.18 | \$19.00 |

STAFFING

| | Grade | | Count | |
|---|---------|-----------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Parks Maint Crew Supervisor | | GR57 | | 1.00 |
| Parks Specialist | GR52 | | 1.00 | |
| Parks Maintenance Worker III | | GR49 | | |
| Parks Maintenance Worker II | | GR47 | | 2.00 |
| Parks Maintenance Worker I | | GR45 | | |
| Parks Seasonal | | 1,000 hrs | | 0.48 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 1.00 | 2.48 |

HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Revenues | | | | | | |
| 1 | 270-344201 Residential Assessments | \$ 168,821 | \$ 231,000 | \$ 262,253 | \$ 286,272 | 24% |
| 2 | 270-344202 Commercial Assessments | 13,632 | 13,000 | 13,566 | 14,000 | 8% |
| 3 | 270-344203 Land Assessments | - | 7,600 | 17,380 | 8,398 | 11% |
| 4 | 270-361000 Interest Earnings | (46) | - | - | - | 0% |
| 5 | | 182,407 | 251,600 | 293,199 | 308,670 | 23% |
| Expenditures | | | | | | |
| Personnel | | | | | | |
| 6 | 2702-411000 Salaries Full-Time | (8,802) | (55,303) | (55,303) | (151,662) | 174% |
| 7 | 2702-411001 Salaries Part-time/Seasonal | - | - | - | (15,600) | 100% |
| 8 | 2702-411003 Overtime | (675) | - | - | (8,000) | 100% |
| 9 | 2702-413000 Benefits | (6,377) | (28,401) | (28,401) | (105,491) | 271% |
| 10 | | (15,854) | (83,704) | (83,704) | (280,753) | 235% |
| Operations | | | | | | |
| 11 | 2702-425000 Equipment Supplies & Main | - | - | - | (43,500) | 100% |
| 12 | 2702-425010 Uniforms | - | - | - | (1,700) | 100% |
| 13 | 2702-425500 Fleet O&M Charge | - | - | - | - | 0% |
| 14 | 2702-425501 Fleet Replacement Charge | - | - | - | - | 0% |
| 15 | 2702-425560 IT Services | - | - | - | (10,931) | 100% |
| 16 | 2702-427000 Utilities | (773) | (1,050) | (1,050) | (1,050) | 0% |
| 17 | 2702-431810 Contract Services | (169,284) | (220,100) | (240,000) | (2,000) | -99% |
| 18 | 2702-433000 Training | - | - | - | (1,200) | 100% |
| 19 | 2702-454000 Credit Card Fees | - | - | - | (2,750) | 100% |
| 20 | | (170,057) | (221,150) | (241,050) | (63,131) | -71% |
| Shared Services Allocation | | | | | | |
| 21 | 2702-493100 Allocated Wages | (50,351) | - | - | - | |
| 22 | 2702-493110 Allocated Operations | (5,893) | - | - | - | |
| 23 | | (56,244) | - | - | - | |
| Transfers In (Out) | | | | | | |
| 24 | 270-394100 Transfer from General Fund | 62,400 | 61,000 | 64,951 | 69,313 | |
| 25 | | 62,400 | 61,000 | 64,951 | 69,313 | 14% |
| 26 | Net change | \$ 2,653 | \$ 7,746 | \$ 33,396 | \$ 34,099 | |
| 27 | Beginning reserve balance | \$ 117 | \$ 2,770 | \$ 2,770 | \$ 36,166 | |
| 28 | Net change | 2,653 | 7,746 | 33,396 | 34,099 | |
| 29 | Ending reserve balance | \$ 2,770 | \$ 10,516 | \$ 36,166 | \$ 70,265 | |

HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|--------|--|
| 30 | 2702-425000 | Equipment Supplies & Main | 43,500 | Blowers, edgers, small equipment, fertilizer, herbicides, etc |
| 31 | 2702-425010 | Uniforms | 1,700 | Uniforms for 3 FTE's and seasonals |
| 32 | 2702-425500 | Fleet O&M Charge | - | Beginning in FY2025 |
| 33 | 2702-425501 | Fleet Replacement Charge | - | Beginning in FY2025 |
| 34 | 2702-425560 | IT Services | 10,931 | IT services and equipment replacement |
| 35 | 2702-427000 | Utilities | 1,050 | Electricity |
| 36 | 2702-431810 | Contract Services | 2,000 | |
| 37 | 2702-433000 | Training | 1,200 | Chemical and pesticide education and certification, landscape etc. |
| 38 | 2702-454000 | Credit Card Fees | 2,750 | Credit card payments received for monthly assessments |

39

63,131



KRAFTMAID SPECIAL DISTRICT

KRAFTMAID SPECIAL IMPROVEMENT DISTRICT

FUND PURPOSE

The KraftMaid Special Improvement District was created to manage the taxable portion of debt service on the Series 2008 Tax Increment Bonds issued for improvements in this area per the KraftMaid Participation Agreement. The bonds were issued to fund infrastructure on behalf of the development in the RDA area. This portion of the bonds was paid in full in FY 2019. The tax-exempt portion of these bonds is managed by the Redevelopment Agency (RDA). The balance of this fund will be invested in infrastructure to improve the area.

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|---------------------------|----------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|
| Revenues | | | | | |
| 1 | 290-361000 Interest Earnings | \$ 4,128 | \$ - | \$ 24,000 | \$ - |
| 2 | 290-366000 Donations | - | - | - | - |
| 3 | | 4,128 | - | 24,000 | - |
| Expenditures | | | | | |
| 4 | 290-481000 Principal | - | - | - | - |
| 5 | 290-482000 Interest- Ltd | - | - | - | - |
| 6 | 290-483000 Agents Fee | - | - | - | - |
| 7 | | - | - | - | - |
| Transfers In (Out) | | | | | |
| 8 | 290-387300 Transfer From RDA | - | - | - | - |
| | | - | - | - | - |
| 9 | Net change | \$ 4,128 | \$ - | \$ 24,000 | \$ - |
| 10 | Beginning reserve balance | \$ 842,429 | \$ 846,557 | \$ 846,557 | \$ 870,557 |
| | Net change | 4,128 | - | 24,000 | - |
| 11 | Ending reserve balance | \$ 846,557 | \$ 846,557 | \$ 870,557 | \$ 870,557 |



CAPITAL PROJECTS FUND

CAPITAL PROJECTS FUND RESERVES

ENDING RESERVES BY RESTRICTION

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|
| Restricted Roads | | | | |
| Roads Impact Fee | \$ 11,813,594 | \$ 503,456 | \$ 10,956,881 | \$ 987,493 |
| 2021 HB244 - Transportation | 1,800,000 | 1,750,294 | 2,900,000 | 4,000,000 |
| 7800 South (includes 2014 SB139) | 2,543,195 | 969,279 | 2,543,195 | - |
| 8600 South Bridge (includes 2019 HB244) | 1,273,694 | - | - | - |
| 9000 South Extension (includes 2022 HB0003 Line 3214) | - | - | 121,190 | - |
| Restricted Parks | | | | |
| Parks Impact Fee | 8,585,353 | 7,055,353 | 7,448,042 | 2,348,042 |
| Series 2015 Bond | - | - | - | - |
| Big Bend | 50,000 | - | - | - |
| Restricted Other | | | | |
| Community Arts Center | 5,670,293 | 5,670,293 | 5,670,293 | - |
| Restricted Public Safety | | | | |
| Police Impact Fees | 22,127 | (27,411) | (302,400) | (202,595) |
| Fire Impact Fees | (84,717) | (209,025) | (582,514) | (517,806) |
| TOTAL RESTRICTED | 31,673,539 | 15,712,239 | 28,754,687 | 6,615,134 |
| Unrestricted | | | | |
| General Capital | 21,586,537 | 10,533,791 | 19,964,987 | 12,812,131 |
| TOTAL RESTRICTED | 21,586,537 | 10,533,791 | 19,964,987 | 12,812,131 |
| TOTAL CAPITAL RESERVES | \$ 53,260,076 | \$ 26,246,030 | \$ 48,719,674 | \$ 19,427,265 |



ROADS CAPITAL PROJECTS FUND

Combined with Parks, General Capital, Police Impact Fee, and Fire Impact Fee Funds for reporting and audit purposes.

FUND PURPOSE

The purpose of the Roads Capital Projects Fund is to account for the collection and use of road impact fees as well as other road capital projects.

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|
| Revenues | | | | |
| 1 440-382400 Roads Impact Fee | \$ 2,249,282 | \$ 1,000,000 | \$ 1,300,000 | \$ 1,000,000 |
| 2 440-337400 Misc Intergovernmental | 1,100,000 | 4,415,000 | 5,536,190 | 16,850,000 |
| 3 440-361000 Interest Earnings | 48,942 | - | - | - |
| 4 440-361200 Interest Earnings - Impact Fees | - | - | - | - |
| 5 440-366000 Donations | - | - | - | - |
| 6 440-360100 Miscellaneous | 50,000 | - | - | - |
| 7 | 3,448,224 | 5,415,000 | 6,836,190 | 17,850,000 |
| Expenditures | | | | |
| 8 4401-425050 Maintenance | (2,135) | - | - | (11,830) |
| 9 4401-431000 Professional & Tech Svcs | (1,643) | (100,000) | (25,000) | (346,190) |
| 10 4401-473823 Land and Bldg Purchases | - | - | (315,000) | (150,000) |
| 11 4401-473000 Construction Projects | (808,296) | (21,002,005) | (6,920,338) | (15,620,000) |
| 12 4401-474040 Developer Reimbursements | - | - | (500,000) | (14,500,000) |
| 13 | (812,075) | (21,102,005) | (7,760,338) | (30,628,020) |
| 14 Net change | \$ 2,636,149 | \$ (15,687,005) | \$ (924,148) | \$ (12,778,020) |
| 15 Beginning reserve balance | \$ 15,609,007 | \$ 18,245,156 | \$ 18,245,156 | \$ 17,321,008 |
| 16 Net change | 2,636,149 | (15,687,005) | (924,148) | (12,778,020) |
| 17 Ending reserve balance | \$ 18,245,156 | \$ 2,558,151 | \$ 17,321,008 | \$ 4,542,988 |



ROADS CAPITAL PROJECTS FUND

Combined with Parks, General Capital, Police Impact Fee, and Fire Impact Fee Funds for reporting and audit purposes.

JUSTIFICATION

| | | | | |
|----|-------------|---|-------------------|--|
| 18 | 4401-425000 | Maintenance | 11,830 | 9000 South signal powder coating |
| 19 | 4401-431000 | Professional & Tech Services | 50,000 | Environmental Study - 5490 W 7800 S Roundabout |
| 20 | | | 30,000 | Study - 9000 S 4000 W Intersection |
| 21 | | | 125,000 | Transportation Master Plan |
| 22 | | | 10,000 | Impact Fee Study |
| 23 | | | 121,190 | 9000 South extension transportation study (UDOT TPA) |
| 24 | | | 10,000 | Other studies |
| 25 | | | 4401-473823 | Land and Bldg Purchases |
| 26 | 75,000 | ROW - Redwood Rd & 7600 S signal improvements | | |
| 27 | 4401-473000 | Construction Projects | 1,000,000 | 1300 West Phase I |
| 28 | | | 3,500,000 | 7800 South (Highland Loop Rd U-111) |
| 29 | | | 10,000,000 | 8600 South 5600 W to 6200 W Bridge |
| 30 | | | 500,000 | 9000 South sound walls |
| 31 | | | 370,000 | Pedestrian Bridge - 7800 S Jordan River (1100 W) |
| 32 | | | 250,000 | Traffic signal installation (new) |
| 33 | 4401-474040 | Developer Reimbursement | 10,000,000 | 9000 South extension (2022 HB0003, Line 3214) |
| 34 | | | 4,000,000 | 8600 South 6400 W to U-111 (2023 SB0002, Line 3496) |
| 35 | | | 500,000 | Developer reimbursements for upgrades |
| 36 | | | 30,628,020 | |



ROADS CAPITAL PROJECTS

Combined with Parks, General Capital, Police Impact Fee, and Fire Impact Fee Funds for reporting and audit purposes.

5-YEAR CAPITAL PROJECTS PLAN

| | FY 2024 Budget | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning Reserves | \$ 17,321,008 | \$ 4,542,988 | \$ 1,491,988 | \$ 2,841,988 | \$ 4,137,889 | \$ 5,487,889 |
| Revenue | 17,850,000 | 2,100,000 | 2,100,000 | 2,100,000 | 2,100,000 | 2,100,000 |
| Expense | (30,628,020) | (5,151,000) | (750,000) | (804,099) | (750,000) | (750,000) |
| Ending Reserves | \$ 4,542,988 | \$ 1,491,988 | \$ 2,841,988 | \$ 4,137,889 | \$ 5,487,889 | \$ 6,837,889 |

| Projects | FY 2024 Budget | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1300 West: Phase I | 1,000,000 | | | | | |
| 1300 West: Phase II | | 2,051,000 | | | | |
| 7000 S Redwood Rd - Bangerter (Widening) | | 1,000,000 | | | | |
| 7800 S 1300 W - U111 (Highland Loop Rd U-111 widening) | 3,500,000 | | | | | |
| 8600 S 5600 W - 6200 W (Bridge) | 10,000,000 | | | | | |
| 9000 S 4000 W Intersection Improve | | 250,000 | | | | |
| 9000 South Sound Walls (1075 W to Galilee) | 500,000 | | | | | |
| Pedestrian Bridge 7800 S Jordan River (1100 W) | 370,000 | | | | | |
| Traffic Signal Installation | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| Sugar Factory Sidewalks | | 1,100,000 | | | | |
| Redwood Road & Gardner Lane signal improvement (ROW) | 75,000 | | | | | |
| Redwood Road 7600 signal improvement (ROW) | 75,000 | | | | | |
| | 15,770,000 | 4,651,000 | 250,000 | 250,000 | 250,000 | 250,000 |

Maintenance

| | | | | | | |
|--|---------------|---|---|---|---|---|
| 9000 South Signals - Powder coating | 11,830 | | | | | |
| | 11,830 | - | - | - | - | - |

Studies & Plans

| | | | | | | |
|--|----------------|---|---|---------------|---|---|
| Environmental Study - 5490 W 7800 S Roundabout | 50,000 | | | 54,099 | | |
| Transportation Study - 9000 S 4000 W Intersection Improve | 30,000 | | | | | |
| Transportation Master Plan | 125,000 | | | | | |
| Impact Fee Study | 10,000 | | | | | |
| Transportation Study - 9000 South extension (UDOT TPA) | 121,190 | | | | | |
| Other Studies (grant match, etc) | 10,000 | | | | | |
| | 346,190 | - | - | 54,099 | - | - |

Developer Reimbursement

| | | | | | | |
|--|-------------------|----------------|----------------|----------------|----------------|----------------|
| Developer Reimbursement | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| 8600 South Road improvements 6400 W - U-111 | 4,000,000 | | | | | |
| 9000 South extension | 10,000,000 | | | | | |
| | 14,500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |

| | | | | | |
|----------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| \$ 30,628,020 | \$ 5,151,000 | \$ 750,000 | \$ 804,099 | \$ 750,000 | \$ 750,000 |
|----------------------|---------------------|-------------------|-------------------|-------------------|-------------------|



ROADS CAPITAL PROJECTS

Combined with Parks, General Capital, Police Impact Fee, and Fire Impact Fee Funds for reporting and audit purposes.

5-YEAR CAPITAL PROJECTS PLAN

| | Priority | Source | Local Match | UDOT PIN | Impact % |
|--|----------|----------|-------------|----------|----------|
| Projects | | | | | |
| 1300 West: Phase I | 2 | STP | | 14039 | 80% |
| 1300 West: Phase II | 4 | STP | | 20148 | 80% |
| 7000 S Redwood Rd - Bangerter (Widening) | | STP | 50% | 16922 | |
| 7000/7800 S RR Crossing | | | | | 100% |
| 7800 S 1300 W - U111 (Highland Loop Rd U-111 | 3 | STP | 39% | 14830 | 52% |
| 8600 S 5600 W - 6200 W (Bridge) | 1 | STP | | 15936 | 64% |
| 9000 S 4000 W Intersection Improvements | | | | | |
| 9000 South Sound Walls (1075 W to Galilee) | 6 | | | | |
| Pedestrian Bridge 7800 S Jordan River (1100 W) | 8 | TAP TTIF | | 14947 | 31% |
| Traffic Signal Installation | | | | | 100% |
| Sugar Factory Sidewalks | 9 | | | | |
| Redwood Road & Gardner Lane signal improvement (ROW) | | | | | |
| Redwood Road 7600 signal improvement (ROW) | | | | | |

Maintenance

| | | | | | |
|-------------------------------------|--|--|--|--|--|
| 9000 South Signals - Powder coating | | | | | |
|-------------------------------------|--|--|--|--|--|

Studies & Plans

| | | | | | |
|--|--|--|--|--|------|
| Environmental Study - 5490 W 7800 S Roundabout | | | | | 52% |
| Transportation Study - 9000 S 4000 W Intersection | | | | | |
| Transportation Master Plan | | | | | 50% |
| Impact Fee Study | | | | | 100% |
| Transportation Study - 9000 South extension (UDOT) | | | | | |
| Other Studies (grant match, etc) | | | | | |

Developer Reimbursement

| | | | | | |
|---|--|--|--|--|------|
| Developer Reimbursement | | | | | 100% |
| 8600 South Road improvements 6400 W - U-111 | | | | | 100% |
| 9000 South extension | | | | | 100% |



PARKS CAPITAL PROJECTS FUND

Combined with Roads, General Capital, Police Impact Fee, and Fire Impact Fee Funds for reporting and audit purposes.

FUND PURPOSE

The purpose of the Parks Capital Projects Fund is to account for capital projects related to parks and City grounds.

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|--|---------------------------|------------------------|--------------------------|-----------------------|
| Revenues | | | | |
| 1 450-383000 Parks Impact Fee | \$ 1,766,269 | \$ 1,000,000 | \$ 400,000 | \$ 400,000 |
| 2 450-337400 Misc Intergovernmental | 513,536 | 1,815,000 | 2,144,000 | - |
| 3 450-361000 Interest Earnings | 47,600 | - | - | - |
| 4 450-366000 Donations | 50,000 | - | - | - |
| 5 | 2,377,405 | 2,815,000 | 2,544,000 | 400,000 |
| Expenditures | | | | |
| 6 4501-425050 Maintenance | (11,212) | - | - | (670,000) |
| 7 4501-431000 Professional & Tech Svcs | (1,166) | - | (6,754) | - |
| 8 4501-473000 Construction Projects | (3,080,811) | (4,188,874) | (2,267,420) | (6,408,874) |
| 9 4501-473451 Big Bend Project | (224,018) | (1,315,000) | (1,694,000) | - |
| 10 | (3,317,207) | (5,503,874) | (3,968,174) | (7,078,874) |
| Transfers in/out | | | | |
| 11 450-382500 Transfer In - General Fund | 20,000 | - | - | - |
| 12 | 20,000 | - | - | - |
| 13 Net change | \$ (919,801) | \$ (2,688,874) | \$ (1,424,174) | \$ (6,678,874) |
| 14 Beginning reserve balance | \$ 9,864,476 | \$ 8,944,675 | \$ 8,944,675 | \$ 7,520,501 |
| 15 Net change | (919,801) | (2,688,874) | (1,424,174) | (6,678,874) |
| 16 Ending reserve balance | \$ 8,944,675 | \$ 6,255,801 | \$ 7,520,501 | \$ 841,627 |

JUSTIFICATION

| | | | | |
|----|-------------|-----------------------|------------------|--|
| 17 | 4501-425000 | Maintenance | 40,000 | Arterial beautification |
| 18 | | | 80,000 | Arterial beautification - 7800 S 5200 W |
| 19 | | | 50,000 | Minor projects |
| 20 | | | 500,000 | Playground replacement, park maintenance |
| 21 | 4501-473000 | Construction Projects | 298,874 | 9000 S Betterment Irrigation (UDOT) |
| 22 | | | 400,000 | Constitution Park improvements |
| 23 | | | 60,000 | Disc Golf Course |
| 24 | | | 150,000 | Dog Park (east-side) |
| 25 | | | 4,000,000 | Ron Wood Park |
| 26 | | | 1,500,000 | Wheels Park |
| 27 | | | 7,078,874 | |



PARKS CAPITAL PROJECTS FUND 5-Year Plan

Combined with Roads, General Capital, Police Impact Fee, and Fire Impact Fee Funds for reporting and audit purposes.

5-YEAR CAPITAL PROJECTS PLAN

| | FY 2024 Budget | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning Reserves | \$ 7,520,501 | \$ 841,627 | \$ 1,541,627 | \$ 2,941,627 | \$ 4,391,627 | \$ 5,591,627 |
| Revenue | 400,000 | 1,500,000 | 2,500,000 | 2,250,000 | 2,000,000 | 2,000,000 |
| Expense | (7,078,874) | (800,000) | (1,100,000) | (800,000) | (800,000) | (1,100,000) |
| Ending Reserves | \$ 841,627 | \$ 1,541,627 | \$ 2,941,627 | \$ 4,391,627 | \$ 5,591,627 | \$ 6,491,627 |

| Projects | Impact % | FY 2024 Budget | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|--------------------------------------|----------|---------------------|-------------------|---------------------|-------------------|-------------------|---------------------|
| 9000 S Betterments Irrigation (UDOT) | | 298,874 | | | | | |
| Arterial Beautification | | 40,000 | | | | | |
| 7800 South 5200 West | | 80,000 | | | | | |
| Constitution Park | | 400,000 | | | | | |
| Disc Golf Course | | 60,000 | | | | | |
| Dog Park (east-side) | | 150,000 | | | | | |
| Maintenance | | 500,000 | 750,000 | 750,000 | 750,000 | 750,000 | 750,000 |
| Maple Hills Park | 100% | | | | | | 300,000 |
| Minor Projects | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Ron Wood Park | 100% | 4,000,000 | | | | | |
| Ron Wood Wheels Park | 100% | 1,500,000 | | | | | |
| Wild West Playground | | | | 300,000 | | | |
| | | \$ 7,078,874 | \$ 800,000 | \$ 1,100,000 | \$ 800,000 | \$ 800,000 | \$ 1,100,000 |



GENERAL CAPITAL PROJECTS FUND

Combined with Roads, Parks, Police Impact Fee, and Fire Impact Fee Funds for reporting and audit purposes.

FUND PURPOSE

The purpose of the General Capital Projects Fund is to account for capital projects excluding parks and streets.

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|---|------------------------------|---------------------------|-----------------------------|--------------------------|
| Revenues | | | | |
| 1 470-337400 Misc Intergovernmental | \$ - | \$ - | \$ - | \$ 2,200,000 |
| 2 470-361000 Interest Earnings | 61,696 | - | 425,000 | - |
| 3 | 61,696 | - | 425,000 | 2,200,000 |
| Expenditures | | | | |
| 4 4701-425050 Maintenance | (61,556) | (159,000) | (159,000) | (386,000) |
| 5 4701-473000 Construction Projects | (1,886,517) | (9,606,000) | (8,105,606) | (12,846,600) |
| 6 4701-473837 Equipment - Fire | - | - | - | (20,000) |
| 7 | (1,948,073) | (9,765,000) | (8,264,606) | (13,252,600) |
| Transfers in/out | | | | |
| 8 470-382500 Transfer In - General Fund | 17,319,910 | - | 6,000,000 | - |
| 9 | 17,319,910 | - | 6,000,000 | - |
| Interfund Loans | | | | |
| 10 470-387010 Loan Payment - Water | - | 398,000 | 190,000 | 171,000 |
| 11 470-387020 Loan Payment - Sewer | - | 587,679 | 279,850 | 251,865 |
| 12 | - | 985,679 | 469,850 | 422,865 |
| 13 Net change | \$ 15,433,533 | \$ (8,779,321) | \$ (1,369,756) | \$(10,629,735) |
| 14 Beginning reserve balance | \$ 10,699,301 | \$ 26,132,834 | \$ 26,132,834 | \$ 24,763,078 |
| 15 Net change | 15,433,533 | (8,779,321) | (1,369,756) | (10,629,735) |
| 16 Ending reserve balance | \$ 26,132,834 | \$ 17,353,513 | \$ 24,763,078 | \$ 14,133,343 |

JUSTIFICATION

| | | | | |
|----|-------------|-----------------------|-----------|---|
| 17 | 4701-425050 | Maintenance | 46,000 | Animal Shelter |
| 18 | | | 80,000 | Fire Stations |
| 19 | | | 60,000 | Justice Center |
| 20 | | | 200,000 | Other Maintenance |
| 21 | 4701-473000 | Construction Projects | 3,500,000 | City Hall Remodel |
| 22 | | | 8,000,000 | Community Arts Center |
| 23 | | | 800,000 | Justice Center HVAC System |
| 24 | | | 300,000 | Justice Center Roof |
| 25 | | | 96,600 | Catwalk and Water Cannon for truck cleanout area (safety) |
| 26 | | | 150,000 | Senior Center HVAC System |
| 27 | 4701-473837 | Equipment - Fire | 20,000 | Chair Replacement (72) for Fire Station 53 Training Room |

28 13,252,600



GENERAL CAPITAL PROJECTS FUND 5-Year Plan

Combined with Roads, Parks, Police Impact Fee, and Fire Impact Fee Funds for reporting and audit purposes.

5-YEAR CAPITAL PROJECTS PLAN

| | FY 2024 Budget | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Beginning Reserves | \$ 24,763,078 | \$ 14,133,343 | \$ 13,546,223 | \$ 12,985,118 | \$ 12,326,028 | \$ 11,600,953 |
| Revenue | 2,622,865 | 375,880 | 328,895 | 281,910 | 234,925 | 187,940 |
| Expense | (13,252,600) | (963,000) | (890,000) | (941,000) | (960,000) | (455,000) |
| Ending Reserves | \$ 14,133,343 | \$ 13,546,223 | \$ 12,985,118 | \$ 12,326,028 | \$ 11,600,953 | \$ 11,333,893 |

| Projects | FY 2024 Budget | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| City Hall Remodel | 3,500,000 | | | | | |
| Community Arts Center | 8,000,000 | | | | | |
| Justice Center HVAC | 800,000 | | | | | |
| Justice Center Roof | 300,000 | | | | | |
| PW safety catwalk & water | 96,600 | | | | | |
| Senior Center | 150,000 | 500,000 | 250,000 | 250,000 | | 120,000 |
| | 12,846,600 | 500,000 | 250,000 | 250,000 | - | 120,000 |

Maintenance

| | | | | | | |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Animal Shelter | 46,000 | 43,000 | | 91,000 | | 25,000 |
| City Hall Exterior | | | 50,000 | 100,000 | | 150,000 |
| Fire Stations | 80,000 | 90,000 | 200,000 | 100,000 | 150,000 | 100,000 |
| Fire Equipment | 20,000 | | | | | |
| Justice Center | 60,000 | 80,000 | 40,000 | | 40,000 | 60,000 |
| Other Maintenance | 200,000 | 250,000 | 350,000 | 250,000 | 270,000 | |
| Public Works Shell | | | | 150,000 | 500,000 | |
| | 406,000 | 463,000 | 640,000 | 691,000 | 960,000 | 335,000 |

| | | | | | | |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | \$ 13,252,600 | \$ 963,000 | \$ 890,000 | \$ 941,000 | \$ 960,000 | \$ 455,000 |
|--|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|



POLICE IMPACT FEE FUND

Combined with Roads, Parks, General Capital, and Fire Impact Fee Funds for reporting and audit purposes.

FUND PURPOSE

The purpose of the Police Impact Fee Fund is to account for the collection and use of the fire impact fee. The fee is collected from new development and is used to construct and purchase additional police facilities including land and substations.

MEASURES

| | 2021 Actual | 2022 Actual | 2023 Estimated |
|----------------------------------|----------------|----------------|-------------------|
| # of residential permit receipts | 400 | 281 | 63 |
| # of commercial permits receipts | 20 | 27 | 41 |
| Residential permit value | \$ 73,287 | \$ 51,614 | \$ 11,821 |
| Commercial permit value | \$ 67,658 | \$ 93,924 | \$ 41,863 |

FEES

As of 05/25/17

| | |
|--------------------|------------------------|
| Residential | |
| Single Family | \$192 per housing unit |
| Multi-family | \$150 per housing unit |
| Commercial | |
| Assisted Living | \$12 per bed |
| Commercial | \$0.118 per sq ft |
| Hospital | \$0.061 per sq ft |
| Hotel/Motel | \$25 per room |
| Industrial | \$0.017 per sq ft |
| Nursing Home | \$0.035 per sq ft |
| Office | \$0.076 per sq ft |
| Warehouse | \$0.016 per sq ft |

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|
| Revenues | | | | |
| 1 471-382300 Police Impact Fee | \$ 145,539 | \$ 100,000 | \$ 75,000 | \$ 250,000 |
| 2 471-361000 Interest Earnings (expense) | 43 | - | (1,700) | - |
| 3 | 145,581 | 100,000 | 73,300 | 250,000 |
| Expenditures | | | | |
| 4 4710-431000 Professional & Technical Svcs | (1,431) | - | (8,289) | - |
| 5 4710-473823 Land and Building Purchases | - | - | (240,000) | - |
| 6 4710-481000 Bond Principal | (142,000) | (144,000) | (144,000) | (148,000) |
| 7 4710-482000 Bond Interest | (8,359) | (5,038) | (5,038) | (1,695) |
| 8 4710-483000 Agents Fee | (560) | (500) | (500) | (500) |
| 9 | (152,350) | (149,538) | (397,827) | (150,195) |
| 10 Net change | \$ (6,768) | \$ (49,538) | \$ (324,527) | \$ 99,805 |
| 11 Beginning reserve balance | \$ 28,895 | \$ 22,127 | \$ 22,127 | \$ (302,400) |
| 12 Net change | (6,768) | (49,538) | (324,527) | 99,805 |
| 13 Ending reserve balance | \$ 22,127 | \$ (27,411) | \$ (302,400) | \$ (202,595) |



POLICE IMPACT FEE FUND

Combined with Roads, Parks, General Capital, and Fire Impact Fee Funds for reporting and audit purposes.

JUSTIFICATION

| | | | | |
|----|-------------|----------------|----------------|--------------------------------------|
| 14 | 4720-481000 | Bond Principal | 148,000 | 40% of Series 2013 Sales Tax Revenue |
| 15 | 4720-482000 | Bond Interest | 1,695 | 40% of Series 2013 Sales Tax Revenue |
| 16 | 4720-483000 | Agents Fee | 500 | 40% of Series 2013 Sales Tax Revenue |
| 17 | | | 150,195 | |

FIRE IMPACT FEE FUND

Combined with Roads, Parks, General Capital, and Police Impact Fee Funds for reporting and audit purposes.

FUND PURPOSE

The purpose of the Fire Impact Fee Fund is to account for the collection and use of the fire impact fee. The fee is collected from new development and is used to construct and purchase additional fire facilities including land, fire stations, and equipment valued at over \$100,000 per unit.

MEASURES

| | 2021 Actual | 2022 Actual | 2023 Estimated |
|----------------------------------|----------------|----------------|-------------------|
| # of residential permit receipts | 396 | 276 | 150 |
| # of commercial permits receipts | 24 | 31 | 15 |
| \$ of residential permits | \$ 12,550 | \$ 14,992 | \$ 5,000 |
| \$ of commercial permits | \$ 141,961 | \$ 218,845 | \$ 95,000 |

FEES

As of 05/25/17

| | |
|--------------------|-----------------------|
| Residential | |
| Single Family | \$33 per housing unit |
| Multi-family | \$26 per housing unit |
| Commercial | |
| Assisted Living | \$53 per bed |
| Commercial | \$0.158 per sq ft |
| Hospital | \$0.233 per sq ft |
| Hotel/Motel | \$34 per room |
| Industrial | \$0.142 per sq ft |
| Nursing Home | \$0.185 per sq ft |
| Office | \$0.263 per sq ft |
| Warehouse | \$0.072 per sq ft |

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 |
|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|
| Revenues | | | | |
| 1 472-382200 Fire Impact Fee | \$ 233,837 | \$ 100,000 | \$ 100,000 | \$ 300,000 |
| 2 472-361000 Interest Earnings (expense) | (795) | - | (5,200) | (10,000) |
| 3 | 233,042 | 100,000 | 94,800 | 290,000 |
| Expenditures | | | | |
| 4 4720-431000 Professional & Technical Svcs | (1,431) | - | (8,289) | - |
| 5 4720-473823 Land and Building Purchases | - | - | (360,000) | - |
| 6 4720-481000 Bond Principal | (213,000) | (216,000) | (216,000) | (222,000) |
| 7 4720-482000 Bond Interest | (12,423) | (7,558) | (7,558) | (2,542) |
| 8 4720-483000 Agents Fee | (840) | (750) | (750) | (750) |
| 9 | (227,694) | (224,308) | (592,597) | (225,292) |
| 10 Net change | \$ 5,348 | \$ (124,308) | \$ (497,797) | \$ 64,708 |
| 11 Beginning reserve balance | \$ (90,065) | \$ (84,717) | \$ (84,717) | \$ (582,514) |
| 12 Net change | 5,348 | (124,308) | (497,797) | 64,708 |
| 13 Ending reserve balance | \$ (84,717) | \$ (209,025) | \$ (582,514) | \$ (517,806) |



FIRE IMPACT FEE FUND

Combined with Roads, Parks, General Capital, and Police Impact Fee Funds for reporting and audit purposes.

JUSTIFICATION

Debt

| | | | | |
|----|-------------|----------------|----------------|--------------------------------------|
| 14 | 4720-481000 | Bond Principal | 222,000 | 60% of Series 2013 Sales Tax Revenue |
| 15 | 4720-482000 | Bond Interest | 2,542 | 60% of Series 2013 Sales Tax Revenue |
| 16 | 4720-483000 | Agents Fee | 750 | 60% of Series 2013 Sales Tax Revenue |
| 17 | | | 225,292 | |



COMMUNITY DEVELOPMENT BLOCK
GRANT FUND

COMMUNITY DEVELOPMENT BLOCK GRANT

FUND PURPOSE

The Community Development Block Grant Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974.

The City of West Jordan is considered an entitlement city which means it directly reports to the federal Department of Housing and Urban Development and receives a direct distribution of funds, and is administered by the City's Community Development Department.

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|---|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| Revenue | | | | | |
| 1 480-331600 CDBG CY Allocation | \$ 497,935 | \$ 533,932 | \$ 345,813 | \$ 487,959 | |
| 2 480-331601 Federal Economic Recovery Fun | 330,315 | - | 315,500 | - | |
| 3 480-331602 CDBG PY Allocation | - | 890,307 | 213,088 | 735,400 | |
| 4 | 828,250 | 1,424,239 | 874,401 | 1,223,359 | |
| Expenditures - Current Program Year | | | | | |
| <i>Administration (up to 20%)</i> | | | | | |
| 5 4801-411000 Salaries Full-Time | (57,510) | - | - | - | |
| 6 4801-411001 Salaries Part/Seasonal | (11,373) | - | - | - | |
| 7 4801-413000 Benefits | (23,989) | - | - | - | |
| 8 4801-493120 Grant Wages | - | (86,786) | (86,248) | (88,121) | |
| 9 4801-473401 Administration | (6,452) | (20,000) | (11,025) | (9,470) | |
| 10 | (99,324) | (106,786) | (97,273) | (97,591) | |
| <i>Public Services (up to 15%)</i> | | | | | |
| 11 4801-473402 Family Support Center | (1,165) | - | - | - | |
| 12 4801-473413 Travelers Aid | (9,833) | (9,200) | (9,200) | - | |
| 13 4801-473416 Legal Aid Society | (10,360) | (10,885) | (10,885) | (10,000) | |
| 14 4801-473420 South Valley Sanctuary | (18,812) | (23,555) | (23,555) | (29,639) | |
| 15 4801-473430 Crisis Nursery - Family Resource | (4,477) | - | - | - | |
| 16 4801-473442 Big Brothers Big Sisters | (7,267) | (6,549) | - | - | |
| 17 4801-473454 Cap Rent Assistance | - | (12,080) | (12,080) | (23,554) | |
| 18 4801-473455 The Inn Between | - | (7,820) | (7,820) | - | |
| 19 4801-473458 Senior Charity Foundation | - | (10,000) | (10,000) | (10,000) | |
| 20 | (51,914) | (80,089) | (73,540) | (73,193) | |
| <i>Housing (no maximum)</i> | | | | | |
| 21 4801-473403 Assist Inc | (179,396) | (150,071) | (150,071) | (200,000) | |
| 22 4801-473408 Housing Rehabilitation | - | - | - | (68,380) | |
| 23 4801-473414 Downpayment Assistance | (17,302) | - | - | - | |
| 24 | (196,698) | (150,071) | (150,071) | (268,380) | |

COMMUNITY DEVELOPMENT BLOCK GRANT

BUDGET & FINANCIAL HISTORY (continued)

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget | |
|--|-----------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|------------------|
| <i>Public Improvements (no maximum)</i> | | | | | | |
| 25 | 4801-473426 | Neighborhood Improvements | (3,700) | (143,593) | - | - |
| 26 | | | (3,700) | (143,593) | - | - |
| <i>Contingency (up to 10%)</i> | | | | | | |
| 27 | 4801-473411 | Contingency | - | (53,393) | (24,929) | (48,795) |
| 28 | | | - | (53,393) | (24,929) | (48,795) |
| 29 | Total Current Program Year | | (351,636) | (533,932) | (345,813) | (487,959) |
| Expenditures - Prior Program Year | | | | | | |
| <i>Housing (no maximum)</i> | | | | | | |
| 30 | 4802-473403 | Assist Inc | (30,000) | - | - | - |
| 31 | 4802-473408 | Housing Rehabilitation | - | (123,500) | (40,000) | (375,000) |
| 32 | 4802-473414 | Downpayment Assistance | - | (10,400) | - | (10,400) |
| 33 | | | (30,000) | (133,900) | (40,000) | (385,400) |
| <i>Public Improvements (no maximum)</i> | | | | | | |
| 34 | 4802-473426 | Neighborhood Improvements | (119,679) | (756,407) | (173,088) | (350,000) |
| 35 | | | (119,679) | (756,407) | (173,088) | (350,000) |
| 36 | Total Prior Program Year | | (167,100) | (890,307) | (213,088) | (735,400) |
| Expenditures - CARES Act | | | | | | |
| <i>Administration (up to 20%)</i> | | | | | | |
| 37 | 4804-411000 | Salaries Full-Time | (23,773) | - | - | - |
| 38 | 4804-411001 | Salaries Part/Seasonal | (16,035) | - | - | - |
| 39 | 4804-413000 | Benefits | (11,507) | - | - | - |
| 40 | 4804-493100 | Grant Wages | - | - | (63,100) | - |
| 41 | | | (51,315) | - | (63,100) | - |
| <i>Public Services</i> | | | | | | |
| 42 | 4804-473416 | Legal Aid Society | (16,343) | - | - | - |
| 43 | 4804-473420 | South Valley Sanctuary | (29,861) | - | (990) | - |
| 44 | 4804-473430 | Fsc - Crisis Nursery | (6,200) | - | - | - |
| 45 | 4804-473454 | Cap Rent Assistance | (43,005) | - | (2,685) | - |
| 46 | 4804-473459 | Senior Food Program | (150,294) | - | (248,725) | - |
| 47 | | | (245,703) | - | (252,400) | - |
| 48 | Total CARES Act Program | | (297,018) | - | (315,500) | - |
| 49 | Net change | | 12,495 | - | - | - |
| 50 | Beginning reserve balance | | \$ 779,146 | \$ 791,641 | \$ 791,641 | \$ 791,641 |
| 51 | Net change | | 12,495 | - | - | - |
| 52 | Ending reserve balance | | \$ 791,641 | \$ 791,641 | \$ 791,641 | \$ 791,641 |

¹ Does not include long-term receivables from housing assistance (due upon the sale of the property)

COMMUNITY DEVELOPMENT BLOCK GRANT

JUSTIFICATIONS

Current Program Year

Administration (up to 20%)

| | | | | |
|----|-------------|----------------|--------|---|
| 53 | 4801-493120 | Grant wages | 88,121 | CDBG management and coordination. Wages only - 80% planner, 31% mgmt analyst |
| 54 | 4801-473401 | Administration | 9,470 | Annual conferences, grant mgmt software, supplies |

Public Services (up to 15%)

| | | | | |
|----|-------------|---------------------------|--------|---|
| 55 | 4801-473416 | Legal Aid Society | 10,000 | Legal Aid Society of Salt Lake provides a legal assistance program for low and moderate-income residents from West Jordan. The services are provided to victims of domestic violence on matters dealing with divorce, custody disputes, restraining orders, etc. |
| 56 | 4801-473420 | South Valley Sanctuary | 29,639 | South Valley Sanctuary operates a Crisis Shelter and a Resource Center in West Jordan for victims of domestic violence. The Resource Center is located on the first floor of the West Jordan City Hall building. CDBG funding is provided for victim assistance staff at these facilities. This facility offers services to both men and women. |
| 57 | 4801-473454 | CAP Rental Assistance | 23,554 | The Community Action Program provides housing counseling and rent assistance to persons facing eviction from their homes. This service is short term and recommendations usually come from the Jordan School District. |
| 58 | 4801-473458 | Senior Charity Foundation | 10,000 | The Senior Charity Foundation offers mobile dental services to seniors in West Jordan. This service currently provides services for residents at the West Jordan Sugar Factory Senior apartment complex. |

Housing (no maximum)

| | | | | |
|----|-------------|------------------------|---------|--|
| 59 | 4801-473403 | ASSIST | 200,000 | ASSIST provides emergency home repairs and access improvements for low- and moderate-income homeowners in West Jordan. Program participants usually have an income of 50% or less of the Salt Lake County median income. |
| 60 | 4801-473408 | Housing Rehabilitation | 68,380 | |

Contingency (up to 10%)

| | | | | |
|----|-------------|-------------|--------|--|
| 61 | 4801-473411 | Contingency | 48,795 | Up to 10% of program year revenue allowed to meet requests or needs after the program year start date. |
|----|-------------|-------------|--------|--|

62 **487,959**

Prior Program Year(s)

| | | | | |
|----|-------------|---------------------------|---------|-----------------------------|
| 63 | 4802-473408 | Housing Rehabilitation | 375,000 | |
| 64 | 4802-473414 | Downpayment Assistance | 10,400 | |
| 65 | 4802-473426 | Neighborhood Improvements | 350,000 | Kentucky Drive improvements |

735,400



GRANTS FUND

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget | |
|--------------------------|----------------------------------|----------------------------------|--------------------------------|-----------------------------|---------------------------|------------------|
| Program Revenues | | | | | | |
| 1 | 481-331601 | Federal Economic Recovery Fund | \$ - | \$ - | \$ - | \$ - |
| 2 | 481-332900 | VFAST US Marshall Task Force | 18,761 | - | 18,831 | - |
| 3 | 481-335802 | State - DUI Enforcement | 4,374 | - | 31,314 | - |
| 4 | 481-336200 | EMS out-of-area assistance | 21,762 | - | 15,885 | - |
| 5 | 481-336320 | Internet Crimes Against Children | 15,269 | - | 4,316 | - |
| | 481-336700 | K9 Grants & Donations | - | - | 5,278 | - |
| | 481-337400 | Misc Intergovernmental Rev | - | - | 7,035 | - |
| 7 | 481-337602 | State Homeland Security | - | - | - | - |
| 8 | 481-361000 | Interest Earnings | - | - | - | - |
| 9 | 481-366000 | Donations | 10,595 | - | 12,386 | - |
| 10 | | | 70,760 | - | 95,045 | - |
| Expenditures | | | | | | |
| <i>Fire Department</i> | | | | | | |
| 17 | 4810-411003 | Overtime | (4,230) | - | (38,350) | - |
| 20 | 4810-474011 | Fire Supplies - Grant | (17,532) | - | - | - |
| 21 | 4810-493120 | Grant - Wages | - | - | - | - |
| 22 | 4810-493130 | Grant - Operations | - | - | - | - |
| 23 | | | (21,762) | - | (38,350) | - |
| <i>Police Department</i> | | | | | | |
| 24 | 4811-411007 | DUI Enforcement | - | - | - | - |
| 25 | 4811-411008 | OT Special Assignments | (38,403) | - | (23,147) | - |
| 26 | 4811-425000 | Equipment Supplies & Main | - | - | - | - |
| 27 | 4811-425900 | Police Vehicle Equipment | - | - | - | - |
| 28 | 4811-474012 | Police Supplies - Grant | - | - | (20,099) | - |
| 29 | | | (38,403) | - | (43,246) | - |
| 30 | Net change | | \$ 10,595 | \$ - | \$ 13,449 | \$ - |
| 31 | Beginning reserve balance | | \$ 15,486 | \$ 26,081 | \$ 26,081 | \$ 39,530 |
| 32 | Net change | | 10,595 | - | 13,449 | - |
| 33 | Ending reserve balance | | \$ 26,081 | \$ 26,081 | \$ 39,530 | \$ 39,530 |





WATER FUND

SERVICE LEVEL CHANGES

- Convert one (1) Utility Operator IV position to a Utility Crew Supervisor.

FUND PURPOSE

The Water Fund is used to account for the revenues generated from operating and maintenance activities related to the delivery of culinary water to its customers. Fees and rates are designed to fully recover the cost of providing this product and service. Expenses include operating costs, debt service payments, capital costs, and transfer out to the General Fund which represents the value to the taxpayers of owning the right-of-ways where the water system is located.

GOALS & OBJECTIVES

- Goal 1:** Plan for future by keeping master plan and conservation plan updated every four years.
- Goal 2:** Provide monthly water quality testing of current system.
- Goal 3:** Repair leaks and breaks in the system within a 24 hour period to mitigate residence water being off for long periods.
- Goal 4:** Plan and prioritize aged pipe that can be replaced in house.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|---|------------------|------------------|--------------------|----------------|
| Service disruptions longer than 6 hours | 5 | 0 | 0 | 0 |
| Commercial backflow devices inspected | 1,637 | 1,258 | 1,400 | 1,650 |
| Residential meters replaced | 2,430 | 1,610 | 1,300 | 2,500 |
| Commercial meters replaced | 478 | 280 | 200 | 100 |
| # of residential meters | 23,078 | 23,717 | | |
| # of commercial meters | 1,917 | 2,006 | | |



WATER FUND

FEES

All customers are charged a base charge plus usage rate on a monthly basis.

Low-income residents may be qualified by Salt Lake County for the Circuit Breaker Relief Program for the first 7,000 gallons of water.

Rates become effective on the first billing following the effective date.

WATER RATES

Effective October 1, 2022

Base charge (cost per month)

| | Residential | Commercial | Landscape |
|------------|-------------|------------|------------|
| 3/4" meter | \$20.40 | \$20.40 | \$20.40 |
| 5/8" meter | \$20.40 | \$30.60 | \$30.60 |
| 1" meter | \$20.40 | \$45.90 | \$45.90 |
| 1.5" meter | | \$71.40 | \$71.40 |
| 2" meter | | \$102.00 | \$102.00 |
| 3" meter | | \$327.42 | \$327.42 |
| 4" meter | | \$698.48 | \$698.48 |
| 6" meter | | \$1,266.00 | \$1,266.00 |
| 8" meter | | \$1,899.01 | \$1,899.01 |
| 10" meter | | \$2,772.11 | \$2,772.11 |

Usage rate (cost per 1,000 gallons)

| Tier | Usage Range | Residential | Commercial | Landscape |
|--------|--------------------------|-------------|------------|-----------|
| Tier 1 | 0 - 7,000 gallons | \$2.30 | \$2.30 | \$2.30 |
| Tier 2 | 7,001 - 25,000 gallons | \$3.72 | \$2.60 | \$3.57 |
| Tier 3 | 25,001 - 50,000 gallons | \$3.93 | \$2.75 | \$3.72 |
| Tier 4 | 50,001 - 100,000 gallons | \$4.18 | \$2.91 | \$3.83 |
| Tier 5 | Over 100,000 gallons | \$4.85 | \$3.21 | \$4.59 |

City-direct usage rate (cost per 1,000 gallons)

| | |
|-------------|--------------|
| Base charge | 50% discount |
| Usage rate | \$1.95 |

WATER METER & INSTALLATION

| | |
|------------|----------|
| 3/4" meter | \$500 |
| 1" meter | \$700 |
| 1.5" meter | \$2,450 |
| 2" meter | \$2,750 |
| 3" meter | \$3,250 |
| 4" meter | \$4,000 |
| 6" meter | \$6,000 |
| 8" meter | \$7,500 |
| 10" meter | \$13,500 |

HYDRANT METER RENTAL

| | |
|--------------------------------|---------|
| Monthly charge | \$200 |
| Usage rate (per 1,000 gallons) | \$4.75 |
| Refundable deposit | |
| 1.5" meter | \$500 |
| 4" meter | \$1,250 |

OTHER FEES

| | |
|----------------------------------|-----------------------|
| Backflow Device Inspection | \$150 |
| Construction Water Service | \$75 |
| Water Line Installation | \$750, plus materials |
| Water Pressure Test ¹ | \$75 |
| Water Sampling Request | \$60 |



WATER FUND

ALLOCATED SERVICES

| | Personnel | | Operations | |
|--|-----------|---------------------|------------|-------------------|
| Administrative Services | 17.50% | \$ 229,569 | 17.50% | \$ 22,173 |
| City Attorney | 15.00% | 171,555 | 15.00% | 26,887 |
| City Council | 15.00% | 100,644 | 15.00% | 27,328 |
| City Recorder / Customer Service | 30.00% | 157,188 | 30.00% | 24,403 |
| Emergency Management | 15.00% | 17,394 | 15.00% | 4,642 |
| Facilities | 20.00% | 171,244 | 20.00% | 326,375 |
| GIS | 30.00% | 154,440 | 30.00% | 103,404 |
| Human Resources | 15.00% | 80,005 | 15.00% | 40,449 |
| Mayor's Office | 10.00% | 96,296 | 10.00% | 12,194 |
| Non-Departmental | 15.00% | - | 15.00% | 117,525 |
| Public Affairs | 15.00% | 63,107 | 15.00% | 15,969 |
| Public Utilities | 20.00% | 217,793 | 20.00% | 42,363 |
| Public Works | 10.00% | 48,588 | 10.00% | 8,597 |
| Utility Billing | 25.00% | 67,702 | 25.00% | 36,628 |
| | | <u>\$ 1,575,525</u> | | <u>\$ 808,937</u> |
| Fleet Management | | | 5.6% | \$ 455,368 |
| IT Management | | | 14.3% | \$ 562,337 |
| Risk Management | | | 16.6% | \$ 404,773 |
| (includes allocated risk as well as workers compensation & unemployment budgeted under personnel benefits) | | | | |

STAFFING

| | Grade | | Count | |
|---|---------|---------|--------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Utility Division Superintendent | GR69 | GR69 | 1.00 | 1.00 |
| Utility Crew Supervisor | GR61 | GR61 | 1.00 | 2.00 |
| Utility Crew Leader | GR59 | GR59 | 4.00 | 4.00 |
| Utility Operator IV | GR57 | GR57 | | |
| Utility Operator III | GR53 | GR53 | 18.00 | 17.00 |
| Utility Operator II | GR50 | GR50 | | |
| Utility Operator I | GR46 | GR46 | | |
| SCADA Technician | GR56 | GR56 | 1.00 | 1.00 |
| Lead Meter Technician | GR46 | GR46 | 1.00 | 1.00 |
| Meter Technician | GR43 | GR43 | 1.00 | 1.00 |
| Utility Locator | GR45 | GR45 | 1.00 | 1.00 |
| Seasonal Laborer (meter support) | | | 0.50 | 0.50 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | <u>28.50</u> | <u>28.50</u> |

¹.50 FTE = 1,040 hrs, .67 FTE = 1,400 hrs

WATER FUND

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|---------------------------|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Operating Revenues | | | | | | |
| 1 | 510-391100 Metered Water Sales | \$ 26,144,370 | \$ 27,370,000 | \$ 27,385,000 | \$ 26,735,000 | -2% |
| 2 | 510-391130 Sales - Interfund | 597,548 | 650,000 | 650,000 | 690,450 | 6% |
| 3 | 510-391500 Misc Water Revenue | 363,996 | 250,000 | 250,000 | 250,000 | 0% |
| 4 | 510-391900 Reconnect/Admin Fees | 600 | - | - | - | |
| 5 | 510-365150 Misc Reimbursement | 164,908 | - | 400 | - | |
| 6 | 510-369000 Sundry Revenue | 110 | - | - | - | |
| 7 | | 27,271,532 | 28,270,000 | 28,285,400 | 27,675,450 | -2% |
| Operating Expenses | | | | | | |
| Personnel | | | | | | |
| 8 | 5101-411000 Salaries Full-Time | (1,187,181) | (1,540,440) | (1,457,000) | (1,673,501) | 9% |
| 9 | 5101-411001 Salaries Part-Time | - | (16,740) | (16,740) | (18,387) | 10% |
| 10 | 5101-411003 Overtime | (65,502) | (70,000) | (70,000) | (70,000) | 0% |
| 11 | 5101-411030 Sick Leave Buyout | - | (475) | (1,699) | (1,836) | 287% |
| 12 | 5101-411100 On Call Salaries | (4,604) | (4,400) | (4,400) | (10,950) | 149% |
| 13 | 5101-413000 Benefits | (356,541) | (727,617) | (677,315) | (744,296) | 2% |
| 14 | | (1,613,829) | (2,359,672) | (2,227,154) | (2,518,970) | 7% |
| Operations | | | | | | |
| 15 | 5101-421000 Books & Subscriptions | - | (1,000) | (1,000) | (1,000) | 0% |
| 16 | 5101-421500 Memberships | (2,064) | (1,800) | (500) | (1,800) | 0% |
| 17 | 5101-424100 Building Rent | (240,494) | (241,002) | (241,002) | (240,432) | 0% |
| 18 | 5101-425000 Ops Equip Supplies & Main | (219,138) | (510,000) | (505,000) | (323,000) | 22% |
| 19 | 5101-425050 Construct Equip Supplies & | - | - | - | (300,000) | |
| 20 | 5101-425010 Uniforms | (11,257) | (15,150) | (15,150) | (13,800) | -9% |
| 21 | 5101-425500 Fleet O&M Charge | (158,550) | (171,315) | (171,315) | (216,701) | 26% |
| 22 | 5101-425501 Fleet Replacement Charge | (183,868) | (184,174) | (184,174) | (238,667) | 30% |
| 23 | 5101-425560 IT Services | (425,000) | (450,000) | (450,000) | (562,337) | 25% |
| 24 | 5101-426000 Building And Grounds | (41,763) | (65,000) | (65,000) | - | -100% |
| 25 | 5101-427000 Utilities | (636,847) | (695,000) | (695,000) | (695,000) | 0% |
| 26 | 5101-431000 Professional & Tech | (104,178) | (147,000) | (147,000) | (147,000) | 0% |
| 27 | 5101-431111 Pt-Samples | (31,680) | (45,000) | (45,000) | (45,000) | 0% |
| 28 | 5101-431810 Contract Services | - | (12,000) | (12,000) | (54,000) | 350% |
| 29 | 5101-433000 Training | (15,860) | (15,000) | (15,000) | (18,000) | 20% |
| 30 | 5101-433100 Travel | (9,731) | (5,000) | (5,000) | (7,500) | 50% |
| 31 | 5101-448000 Dept Supplies | (5,088) | (4,000) | (4,000) | (4,000) | 0% |
| 32 | 5101-448010 Metering Supplies | (1,310,833) | (2,000,000) | (1,000,000) | (600,000) | -70% |
| 33 | 5101-448100 Source Of Supply | (10,029,753) | (12,000,000) | (12,000,000) | (12,000,000) | 0% |
| 34 | 5101-454000 Bank Charges | (132,742) | (160,000) | (160,000) | (160,000) | 0% |
| 35 | 5101-466100 Canal Shares | (14,798) | (24,750) | (24,750) | (24,750) | 0% |
| 36 | 5101-473850 Water Rights | (450) | (1,500) | (1,500) | (1,500) | 0% |
| 37 | | (13,574,094) | (16,748,691) | (15,742,391) | (15,654,487) | -7% |

WATER FUND

BUDGET & FINANCIAL HISTORY (continued)

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Shared Services Allocation | | | | | |
| 38 5101-496700 Allocated Risk Mgmt | (270,204) | (306,526) | (306,526) | (404,773) | 32% |
| 39 5101-493100 Allocated Wages | (1,482,027) | (1,466,179) | (1,353,229) | (1,575,525) | 7% |
| 40 5101-493110 Allocated Operations | (505,944) | (564,667) | (512,513) | (808,937) | 43% |
| 41 | (2,258,175) | (2,337,372) | (2,172,268) | (2,789,235) | 19% |
| Transfers In (Out) | | | | | |
| 42 5101-495100 Transfer to the General Fund | (1,356,657) | (1,364,675) | (1,364,675) | (1,336,750) | |
| 43 | (1,356,657) | (1,364,675) | (1,364,675) | (1,336,750) | -2% |
| Non-Operating Revenues | | | | | |
| 44 510-388000 Water Impact Fee | 1,393,179 | 1,000,000 | 600,000 | 987,465 | -1% |
| 45 510-361000 Interest Income | 80,523 | - | 500,000 | - | 0% |
| 46 510-365000 Sale of Materials | 545 | - | - | - | 0% |
| 47 510-337400 Misc Intergovernmental | 743,619 | 1,650,000 | 1,256,381 | - | 0% |
| 48 510-331601 Federal Grants | - | 1,694,189 | 1,694,189 | - | 0% |
| 49 510-387447 Loan from CIP Fund | - | - | 3,049,430 | 750,570 | 100% |
| 50 | 2,217,866 | 4,344,189 | 7,100,000 | 1,738,035 | -60% |
| Transfers In (Out) | | | | | |
| 51 510-387300 Transfer from RDA Fund | - | - | 500,000 | 1,805,000 | |
| 52 | - | - | 500,000 | 1,805,000 | |
| Non-Operating Expenses | | | | | |
| Debt Service | | | | | |
| 53 5101-481000 Principal | (690,000) | (1,095,000) | (1,095,000) | (1,125,000) | |
| 54 5101-482000 Interest- Ltd | (288,976) | (281,600) | (453,600) | (406,000) | |
| 55 5101-483000 Agents Fee | 238,712 | (1,500) | (1,500) | (1,500) | |
| 56 | (740,264) | (1,378,100) | (1,550,100) | (1,532,500) | 11% |
| Capital Projects | | | | | |
| 57 5101-473000 Construction Projects | (4,937,720) | (16,330,100) | (8,264,924) | (6,076,381) | |
| 58 5101-474000 Equipment | (195,796) | - | - | - | |
| 59 5101-474040 Developer Reimbursement | - | - | (121,000) | - | |
| 60 | (5,133,516) | (16,330,100) | (8,385,924) | (6,076,381) | -63% |
| 61 Net change | \$ 4,812,862 | \$ (7,904,421) | \$ 4,442,888 | \$ 1,310,162 | |
| 62 Beginning reserve balance ¹ | \$ 13,661,506 | \$ 18,232,455 | \$ 18,232,455 | \$ 22,675,343 | |
| 63 Net change | 4,812,862 | (7,904,421) | 4,442,888 | 1,310,162 | |
| 64 Adjustment for capital ² | (241,913) | | | | |
| 65 Ending reserve balance ¹ | \$ 18,232,455 | \$ 10,328,034 | \$ 22,675,343 | 23,985,505 | |

¹ Excludes net investment in capital assets

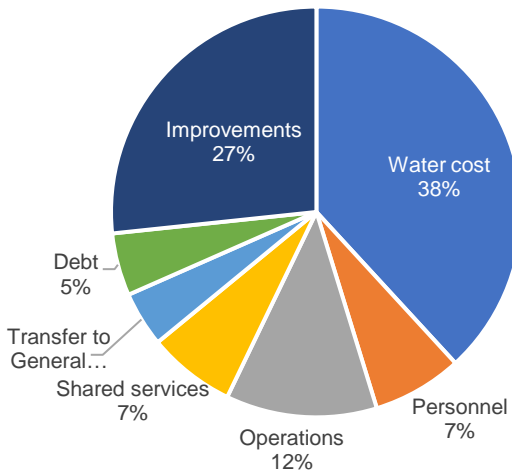
² Adjustment for changes in capital

WATER FUND

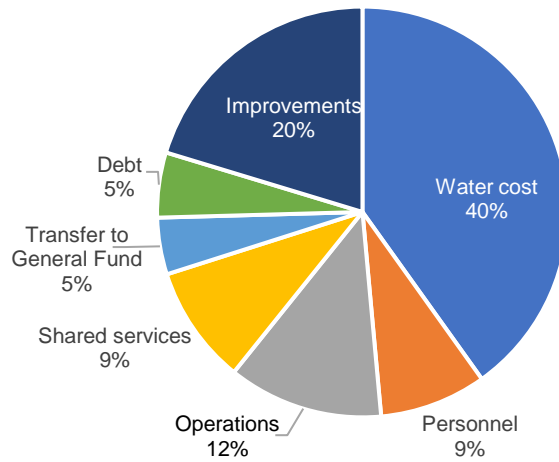
DEBT SERVICE COVERAGE RATIO

| | | | | | |
|----|---|--------------|--------------|--------------|--------------|
| 66 | Operating Revenue | 27,271,532 | 28,270,000 | 28,285,400 | 27,675,450 |
| 67 | Operating Expense | (17,446,099) | (21,445,735) | (20,141,813) | (20,962,692) |
| 68 | Ratio calculation (Revenue divided by expense) | 1.56 | 1.32 | 1.40 | 1.32 |

FY 2023 EXPENDITURES



FY 2024 EXPENDITURES



WATER FUND

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---|---|---|
| 69 | 5101-421000 | Books & Subscriptions | 1,000 | |
| 70 | 5101-421500 | Memberships | 1,800 | |
| 71 | 5101-424100 | Building Rent | 240,432 | 13% of the annual lease amount used for the debt service of the Series 2016 MBA Lease Revenue Bond for the Public Works Building. |
| 72 | 5101-425000 | Ops Equipment Supplies & System Maintenance | 323,000 | Support of the operations of the water system. Chemical reagents, parts, supplies, maintenance repairs, and replacements for testing equipment as necessary. Outside technical services and diagnosis. Tools, small equipment, and chlorine tablets. |
| 73 | 5101-425050 | Construct Equipment Supplies & System Maintenance | <i>This is a new account split from 5101-425000 to assist with resource management.</i> | |
| 74 | | | 110,000 | Maintenance and repairs/replacement of the City's water system |
| 75 | | | 190,000 | Booster stations, maintenance and replacement |
| 76 | 5101-425010 | Uniforms | 13,800 | |
| 77 | 5101-425500 | Fleet O&M Charge | 216,701 | Charge for operation and maintenance and replacement of vehicles |
| 78 | 5101-425501 | Fleet Replacement Charge | 238,667 | |
| 79 | 5101-425560 | IT Services | 562,337 | IT services and equipment replacement |
| 80 | 5101-427000 | Utilities | 695,000 | Power and heating operations at wells, booster pump stations, and other water facilities, SCADA, RTUs, and all other remote sites. Fuel for generators. We are also going to be adding a booster station and 2 new |
| 81 | 5101-431000 | Professional & Tech | 147,000 | SCADA system maintenance and programming adjustments. Servicing and maintenance repairs for RTUs and other instrumentation in the well buildings and the pump stations. Cross connection software service agreement (\$680/yr). GPS mapping equipment and maintenance. Other consulting as needed. (\$30,000 per year for AMI system service and support) |
| 82 | 5101-431111 | Pt-Samples | 45,000 | Required water quality samples and lab analysis fees. |
| 83 | 5101-431810 | Contract Services | 12,000 | Outside services as required to assist with special projects. Pest control, landscape maintenance, Pump control PM contract, Well and Booster Motor PM Contract |
| 84 | | | 42,000 | Landscape maintenance and snow removal around water facilities (previously Bldg and Grounds) |
| 85 | 5101-433000 | Training | 18,000 | Annual conferences, water certifications, etc |
| 86 | 5101-433100 | Travel | 7,500 | APWA, AWWA, conferences |
| 87 | 5101-448000 | Dept Supplies | 4,000 | Operations administrative support supplies |
| 88 | 5101-448010 | Metering Supplies | 600,000 | Meter replacement and installation |
| 89 | 5101-448100 | Source Of Supply | 12,000,000 | Water purchases from the Jordan Valley Water Conservancy District (JVVCD) |
| 90 | 5101-454000 | Bank Charges | 160,000 | Credit card fees |
| 91 | 5101-466100 | Canal Shares | 24,750 | Annual canal share assessment |
| 92 | 5101-473850 | Water Shares | 1,500 | Annual water right renewal |

15,654,487

93

WATER FUND

JUSTIFICATION (continued)

Shared Services

| | | | | |
|----|-------------|----------------------|-----------|---|
| 94 | 5101-496700 | Allocated Risk Mgmt | 404,773 | Claims, and risk management |
| 95 | 5101-493100 | Allocated Wages | 1,575,525 | Allocated wages and operations from departments in the General Fund for support services (project, financial, and legislative management, as well as administrative and technical support). |
| 96 | 5101-493110 | Allocated Operations | 808,937 | |

97 **2,789,235**

Transfers Out

| | | | | |
|----|-------------|--------------------------|-----------|---------------------------|
| 98 | 5101-495100 | Transfer to General Fund | 1,336,750 | 5% of metered water sales |
|----|-------------|--------------------------|-----------|---------------------------|

99 **1,336,750**

Debt Services

| | | | | |
|-----|-------------|---------------|---------|------------------------|
| 100 | 5101-481000 | Principal | 745,000 | Series 2021 Water Bond |
| 101 | | | 380,000 | Loan 2022 CIP Fund |
| 102 | 5101-482000 | Interest- Ltd | 235,000 | Series 2021 Water Bond |
| 103 | | | 171,000 | Loan 2022 CIP Fund |
| 104 | 5101-483000 | Agents Fee | 1,500 | Series 2021 Water Bond |

105 **1,532,500**

Capital Projects

| | | | | |
|-----|-------------|-----------------------|-----------|--|
| 106 | 5101-473000 | Construction Projects | 1,850,000 | Zone 1 3MG Cemetery tank and transmission line |
| 107 | | | 756,381 | Zone 6 3MG tank and transmission line |
| 108 | | | 1,200,000 | Well 8 (Ron Wood Park) |
| 109 | | | 650,000 | Fire Flow - Residential Area 2 (Drake Lane/Executive Dr) |
| 110 | | | 350,000 | Replacement and maintenance plan |
| 111 | | | 70,000 | 2700 West waterline replacement |
| 112 | | | 800,000 | 1300 West waterline replacement |
| 113 | | | 400,000 | Zone 4 OBH waterline replacement |

114 **6,076,381**

WATER FUND 5-Year Plan

| COMBINED | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| <i>Utility and Impact Fees</i> | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Revenue | \$ 48,562,336 | \$ 31,785,703 | \$ 33,274,988 | \$ 34,838,738 | \$ 36,480,675 |
| Expense | | | | | |
| JVWCD | (12,360,000) | (12,730,800) | (13,112,724) | (13,506,106) | (13,911,289) |
| Personnel | (2,619,729) | (2,724,518) | (2,833,499) | (2,946,839) | (3,064,712) |
| Operations | (3,764,122) | (3,877,045) | (3,993,357) | (4,113,157) | (4,236,552) |
| Shared Services | (2,928,697) | (3,075,132) | (3,228,888) | (3,390,333) | (3,559,849) |
| General Fund Xfr | (1,418,367) | (1,489,285) | (1,563,749) | (1,641,937) | (1,724,034) |
| Debt Service | (1,513,700) | (1,494,700) | (2,689,135) | (2,667,935) | (2,650,535) |
| Construction Projects | (26,333,000) | (5,650,000) | (5,950,000) | (5,800,000) | (7,770,000) |
| Net Change | (2,375,278) | 744,223 | (96,364) | 772,432 | (436,297) |

| | | | | | |
|-------------------|---------------|---------------|---------------|---------------|---------------|
| Beginning balance | \$ 23,985,505 | \$ 21,610,227 | \$ 22,354,450 | \$ 22,258,087 | \$ 23,030,518 |
| Net change | (2,375,278) | 744,223 | (96,364) | 772,432 | (436,297) |
| YE adjustment | - | - | - | - | - |
| Ending Balance | \$ 21,610,227 | \$ 22,354,450 | \$ 22,258,087 | \$ 23,030,518 | \$ 22,594,222 |

| WATER UTILITY | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
|----------------------|----------------|----------------|----------------|----------------|----------------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Rate increase | 2.5% | 5.0% | 5.0% | 5.0% | 5.0% |

| REVENUE | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Water Sales | 28,367,336 | 29,785,703 | 31,274,988 | 32,838,738 | 34,480,675 |
| Transfer from RDA Fund | 1,195,000 | - | - | - | - |
| Bond Issuance | 18,000,000 | - | - | - | - |
| | 47,562,336 | 29,785,703 | 31,274,988 | 32,838,738 | 34,480,675 |

| EXPENSE | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
|------------------|----------------|----------------|----------------|----------------|----------------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| JVWCD | (12,360,000) | (12,730,800) | (13,112,724) | (13,506,106) | (13,911,289) |
| Personnel | (2,619,729) | (2,724,518) | (2,833,499) | (2,946,839) | (3,064,712) |
| Operations | (3,764,122) | (3,877,045) | (3,993,357) | (4,113,157) | (4,236,552) |
| Shared Services | (2,928,697) | (3,075,132) | (3,228,888) | (3,390,333) | (3,559,849) |
| General Fund Xfr | (1,418,367) | (1,489,285) | (1,563,749) | (1,641,937) | (1,724,034) |
| Debt Service | (127,621) | (127,621) | (127,491) | (127,205) | (127,413) |
| | (23,218,535) | (24,024,401) | (24,859,708) | (25,725,576) | (26,623,849) |

| CAPITAL IMPROVEMENTS | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Construction Projects | (24,771,563) | (5,650,000) | (5,725,000) | (5,650,000) | (7,620,000) |

| | | | | | |
|-------------------|--------------|------------|------------|--------------|------------|
| NET CHANGE | \$ (427,761) | \$ 111,302 | \$ 690,280 | \$ 1,463,162 | \$ 236,825 |
|-------------------|--------------|------------|------------|--------------|------------|

| | | | | | |
|-------------------|---------------|---------------|---------------|---------------|---------------|
| Beginning balance | \$ 39,758,398 | \$ 39,330,637 | \$ 39,441,939 | \$ 40,132,219 | \$ 41,595,381 |
| Net change | (427,761) | 111,302 | 690,280 | 1,463,162 | 236,825 |
| YE adjustment | | | | | |
| Ending Balance | \$ 39,330,637 | \$ 39,441,939 | \$ 40,132,219 | \$ 41,595,381 | \$ 41,832,206 |

| | | | | | |
|--------------------------|------------|------------|------------|------------|------------|
| Operating Revenue | 28,367,336 | 29,785,703 | 31,274,988 | 32,838,738 | 34,480,675 |
| Operating Expense | 21,672,547 | 22,407,495 | 23,168,467 | 23,956,434 | 24,772,402 |
| Debt Ratio (minimum 1.2) | 1.31 | 1.33 | 1.35 | 1.37 | 1.39 |



WATER FUND 5-Year Plan

| WATER IMPACT FEES | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|-----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| REVENUE | | | | | |
| Impact Fees | \$ 1,000,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 2,000,000 |
| Interest Earnings | - | - | - | - | - |
| | <u>1,000,000</u> | <u>2,000,000</u> | <u>2,000,000</u> | <u>2,000,000</u> | <u>2,000,000</u> |
| CAPITAL IMPROVEMENTS | | | | | |
| Debt Service | (1,386,079) | (1,367,079) | (2,561,644) | (2,540,730) | (2,523,122) |
| Construction Projects | (1,561,438) | - | (225,000) | (150,000) | (150,000) |
| | <u>(2,947,517)</u> | <u>(1,367,079)</u> | <u>(2,786,644)</u> | <u>(2,690,730)</u> | <u>(2,673,122)</u> |
| NET CHANGE | <u>\$ (1,947,517)</u> | <u>\$ 632,921</u> | <u>\$ (786,644)</u> | <u>\$ (690,730)</u> | <u>\$ (673,122)</u> |
| Beginning reserve balance | \$ (15,772,893) | \$ (17,720,409) | \$ (17,087,488) | \$ (17,874,132) | \$ (18,564,862) |
| Net change | (1,947,517) | 632,921 | (786,644) | (690,730) | (673,122) |
| Ending reserve balance | <u>\$ (17,720,409)</u> | <u>\$ (17,087,488)</u> | <u>\$ (17,874,132)</u> | <u>\$ (18,564,862)</u> | <u>\$ (19,237,984)</u> |

WATER FUND

5-YEAR CAPITAL PROJECTS PLAN

| | Impact % | FY 2024 Budget | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|--|----------|----------------|----------------|----------------|----------------|----------------|----------------|
| Storage Tanks / Wells / Booster Stations | | | | | | | |
| Zone 1 Cemetery 3MG Reservoir | 38% | 1,850,000 | 4,150,000 | | | | |
| Zone 2 - Booster Station Pump | 100% | | | | 150,000 | | |
| Zone 3 - Booster Station Pump | 100% | | | | | 150,000 | |
| Zone 3 - Booster Station Pump | 100% | | | | | | 150,000 |
| Zone 5 - 4MG Reservoir, transmission lines, booster station (N or S) | 100% | | 18,000,000 | | | | |
| Zone 6 Junction 3MG Reservoir | 100% | 756,381 | | | | | |
| Well 8 (Ron Wood Park) | 100% | 1,200,000 | | | | | |

Transmission Lines / Pipelines / Fire Flow

| | | | | | | | |
|---|--|---------|--|--|--|--|-----------|
| Fire Flow - Residential Area 2 (Drake Lane / Executive) | | 650,000 | | | | | |
| Low Pressure (McGinnis Lane) Zone 3/4 | | | | | | | 1,970,000 |

Replacement & maintenance projects

| | | | | | | | |
|--|--|---------|-----------|-----------|-----------|-----------|-----------|
| Replacement and maintenance | | 350,000 | 3,983,000 | 5,650,000 | 5,650,000 | 5,650,000 | 2,063,000 |
| 2700 West replacement (6600 South to 7800 South) | | 70,000 | | | | | 3,587,000 |
| 1300 West replacement | | 800,000 | | | | | |
| Zone 4 OBH replacement | | 400,000 | | | | | |
| Arc Flash - Booster Stations | | | 200,000 | | | | |

Plans and studies

| | | | | | | | |
|-----------------------------|-----|--|--|--|---------|--|--|
| Master Plan (5 year update) | 50% | | | | 150,000 | | |
|-----------------------------|-----|--|--|--|---------|--|--|

| | | | | | | | |
|--------------|--|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| Total | | \$ 6,076,381 | \$ 26,333,000 | \$ 5,650,000 | \$ 5,950,000 | \$ 5,800,000 | \$ 7,770,000 |
|--------------|--|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|





SEWER FUND

SERVICE LEVEL CHANGES

- None

PURPOSE

Our purpose is to provide the residents and businesses of West Jordan City with uninterrupted removal of wastewater from their homes and businesses; to dedicate ourselves to preparing the sewer system for future upgrades so the system will remain sufficient for the foreseeable future.

The sewer utility performs the sanitary sewer collection and treatment services required by the State of Utah. Treatment and disposal are performed at the South Valley Water Reclamation Facility, of which the City owns 36.44%. The City is responsible for the collection and delivery of the wastewater to this Facility. This service is critical to providing a proper quality of life for West Jordan citizens and businesses. This is accomplished by maintaining the system in a way to maximize infrastructure functionality and longevity, to assess system needs and make improvements where necessary, and to respond to demand in a timely and proactive manner.

GOALS & OBJECTIVES

- Goal 1:** Have zero service disruptions or sewer plugs lasting longer than 12 hours
- Goal 2:** Maintain 33% of the City sewer system each year through our jetting operation
- Goal 3:** Inspect 20% of the City sewer system each year through our CCTV operation
- Goal 4:** Construction repairs, one major pipeline repair project annually, 15 point repairs annually

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|--|------------------|------------------|--------------------|----------------|
| Linear feet of sewer main citywide | 1,670,000 | 1,690,991 | 1,705,000 | 1,720,000 |
| Feet of pipeline per operator | 111,333 | 112,733 | 113,860 | 114,803 |
| Feet of pipeline maintained per year | 467,600 | 520,219 | 560,000 | 560,000 |
| % of pipeline cleaned | 28% | 31.0% | 33% | 32.0% |
| Feet of pipeline inspected per year | 417,500 | 401,435 | 400,000 | 400,000 |
| % of pipeline inspected by video | 25% | 24% | 23% | 23% |
| Service disruptions longer than 12 hours | 0 | 0 | 0 | 0 |
| Workplace injuries resulting in days off | 0 | 1 | 0 | 0 |
| # of sewer accounts | 24,229 | 24,557 | 24,885 | |



SEWER FUND

ALLOCATED SERVICES

| | Personnel | | Operations | |
|---|-----------|-------------------|------------|-------------------|
| Administrative Services | 7.00% | \$ 91,828 | 7.00% | \$ 8,869 |
| City Attorney | 3.75% | 42,889 | 3.75% | 6,722 |
| City Council | 3.75% | 25,161 | 3.75% | 6,832 |
| City Recorder / Customer Service | 7.50% | 39,297 | 7.50% | 6,101 |
| Emergency Management | 3.75% | 4,348 | 3.75% | 1,161 |
| Facilities | 3.00% | 25,687 | 3.00% | 48,956 |
| GIS | 8.00% | 41,184 | 8.00% | 27,574 |
| Human Resources | 3.75% | 20,001 | 3.75% | 10,112 |
| Mayor's Office | 5.00% | 48,148 | 5.00% | 6,097 |
| Non-Departmental | 3.75% | - | 3.75% | 29,381 |
| Public Affairs | 3.75% | 15,777 | 3.75% | 3,992 |
| Public Utilities | 13.00% | 141,565 | 13.00% | 27,536 |
| Public Works | 10.00% | 48,588 | 10.00% | 8,597 |
| Utility Billing | 25.00% | 67,702 | 25.00% | 36,628 |
| | | <u>\$ 612,175</u> | | <u>\$ 228,558</u> |
| Fleet Management | | | 5.3% | \$ 428,643 |
| IT Management | | | 4.4% | \$ 170,898 |
| Risk Management | | | 3.3% | \$ 81,317 |
| <i>(includes allocated risk as well as workers compensation & unemployment budgeted under personnel benefits)</i> | | | | |

STAFFING

| | Grade | | Count | |
|---|---------|---------|--------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Utility Division Superintendent | GR69 | GR69 | 1.00 | 1.00 |
| Utility Crew Supervisor | GR61 | GR61 | 1.00 | 1.00 |
| Utility Crew Leader | GR59 | GR59 | 3.00 | 3.00 |
| Utility Operator IV | GR57 | GR57 | | |
| Utility Operator III | GR53 | GR53 | 11.00 | 11.00 |
| Utility Operator II | GR50 | GR50 | | |
| Utility Operator I | GR46 | GR46 | | |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 16.00 | 16.00 |

FEES

SEWER RATES

Rates become effective on the first billing following the effective date.

All customers are charged a base charge plus volume rate on a monthly basis. Base charge is a flat rate. Volume is charged per 1,000 gallons as recalculated in October of each year based on the average water use during the previous November - January of the account holder.

| | Effective Oct 1, 2022 | | Effective Oct 1, 2023 | |
|-------------------------------------|-----------------------|---------------------------|-----------------------|---------------------------|
| | Base | Volume (per 1,000 gal) | Base | Volume (per 1,000 gal) |
| Single Family Residential | \$22.44 | \$2.09 | \$24.01 | \$2.24 |
| Multi-family Residential (per unit) | \$27.54 | | \$29.47 | |
| Commercial | \$29.07 | \$2.09 | \$31.10 | \$2.24 |
| Industrial | \$3,289.50 | \$2.09 | \$3,519.77 | \$2.24 |

OTHER FEES

| | | |
|---|----------|----------|
| Dye test | \$75.00 | \$75.00 |
| Nose-on Connection | \$165.00 | \$165.00 |
| Stoppage Inspection (waived if caused by city infrastructure) | \$375.00 | \$375.00 |

SEWER FUND

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Operating Revenues | | | | | | |
| 1 | 520-393100 Sewer Fees | \$ 13,668,619 | \$ 14,000,000 | \$ 14,344,785 | \$ 15,000,000 | 7% |
| 2 | 520-393130 Sewer Interfund Fees | 18,938 | 10,000 | 20,000 | 22,000 | 120% |
| 3 | 520-361000 Interest Income | 62,470 | - | 450,000 | - | 100% |
| 4 | | 13,750,027 | 14,010,000 | 14,814,785 | 15,022,000 | 7% |
| Operating Expenses | | | | | | |
| Personnel | | | | | | |
| 5 | 5201-411000 Salaries Full-Time | (825,443) | (990,806) | (900,000) | (1,035,962) | 5% |
| 6 | 5201-411003 Overtime | (21,306) | (25,000) | (25,000) | (25,000) | 0% |
| 7 | 5201-411030 Sick Leave Buyout | - | (199) | - | - | -100% |
| 8 | 5201-411100 On Call Salaries | (4,322) | (4,400) | (4,400) | (10,950) | 149% |
| 9 | 5201-413000 Benefits | (256,141) | (489,757) | (406,550) | (514,310) | 5% |
| 10 | | (1,107,212) | (1,510,162) | (1,335,950) | (1,586,222) | 5% |
| Operations | | | | | | |
| 11 | 5201-421000 Books & Subscriptions | - | (500) | (500) | (500) | 0% |
| 12 | 5201-421500 Memberships | (451) | (1,650) | (1,650) | (1,650) | 0% |
| 13 | 5201-424100 Building Rent | (295,992) | (296,618) | (296,618) | (295,916) | 0% |
| 14 | 5201-425000 Equipment Supplies & Maint | (44,095) | (83,000) | (75,000) | (158,000) | 90% |
| 15 | 5201-425010 Uniforms | (8,049) | (8,250) | (8,250) | (8,250) | 0% |
| 16 | 5201-425500 Fleet O&M Charge | (171,791) | (169,529) | (169,529) | (190,917) | 13% |
| 17 | 5201-425501 Fleet Replacement Charge | (198,319) | (271,890) | (271,890) | (237,726) | -13% |
| 18 | 5201-425560 IT Services | (110,000) | (113,500) | (113,500) | (170,898) | 51% |
| 19 | 5201-431000 Professional & Tech | (13,930) | (47,000) | (47,000) | (47,000) | 0% |
| 20 | 5201-433000 Training | (9,138) | (13,650) | (13,000) | (16,650) | 22% |
| 21 | 5201-433100 Travel | (9,385) | (6,000) | (3,000) | (3,000) | -50% |
| 22 | 5201-448000 Dept Supplies | (48,506) | (80,000) | (50,000) | (5,000) | -94% |
| 23 | 5201-454000 Bank Charges | (76,331) | (108,000) | (90,000) | (110,000) | 2% |
| 24 | 5201-449100 Sewage Treat & Disposal | (5,629,515) | (6,966,418) | (6,966,418) | (7,673,404) | 10% |
| 25 | | (6,615,503) | (8,166,005) | (8,106,355) | (8,918,911) | 9% |
| Shared Services Allocation | | | | | | |
| 26 | 5201-496700 Allocated Risk Mgmt | (59,592) | (68,745) | (68,745) | (81,317) | 18% |
| 27 | 5201-493100 Allocated Wages | (576,996) | (590,091) | (570,028) | (612,175) | 4% |
| 28 | 5201-493110 Allocated Operations | (174,218) | (195,885) | (173,359) | (228,558) | 17% |
| 29 | | (810,806) | (854,721) | (812,132) | (922,050) | 8% |
| Transfers In (Out) | | | | | | |
| 30 | 5201-495100 Transfer to the General Fund | (665,000) | (700,000) | (700,000) | (750,000) | |
| 31 | | (665,000) | (700,000) | (700,000) | (750,000) | 7% |

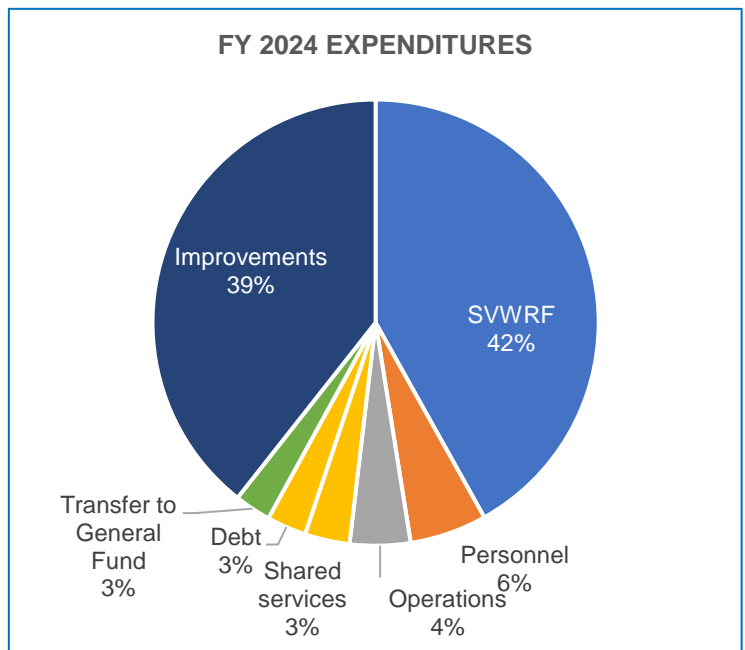
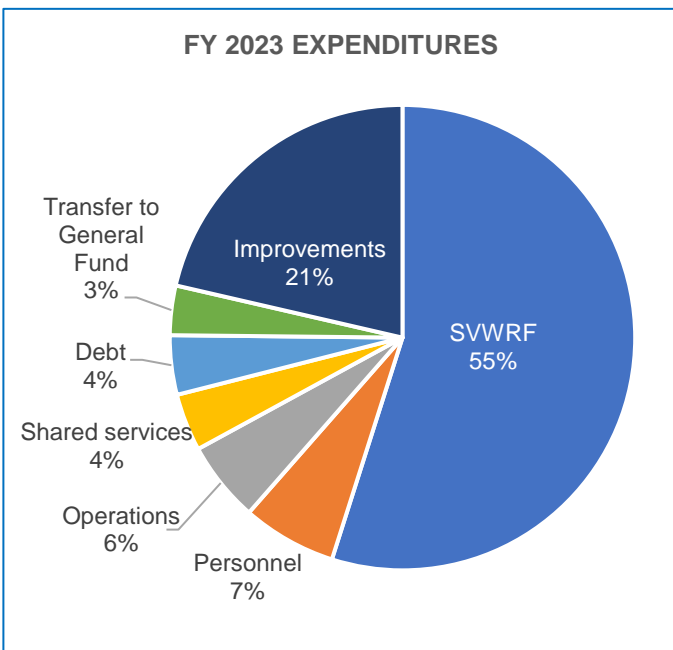
SEWER FUND

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| Non-Operating Revenues | | | | | |
| 32 520-388400 Wastewater Impact Fee | 1,129,496 | 1,000,000 | 400,000 | 1,000,000 | |
| 33 520-331601 Federal Grants | - | 1,694,189 | 1,694,189 | - | |
| 34 520-337400 Misc Intergovernmental | 219,890 | 2,359,000 | 2,014,811 | - | |
| 35 520-387447 Loan from CIP Fund | - | - | - | 5,596,998 | |
| 36 | 1,349,386 | 5,053,189 | 4,109,000 | 6,596,998 | 31% |
| Non-Operating Expenses | | | | | |
| Debt Service | | | | | |
| 37 5201-481000 Principal | - | (559,699) | (559,700) | (559,700) | |
| 38 5201-482000 Interest | - | (27,980) | (279,850) | (251,865) | |
| 39 5201-473000 SVWRF Related-Party | (2,509,623) | (2,869,365) | (2,867,286) | (2,866,122) | |
| 40 | (2,509,623) | (3,457,044) | (3,706,836) | (3,677,687) | 6% |
| Construction Projects | | | | | |
| 41 5201-473000 Construction Projects | (2,312,377) | (15,025,000) | (4,357,500) | (11,175,000) | |
| 42 5201-473000 SVWRF Projects | - | (1,349,000) | (1,349,000) | (1,350,000) | |
| 43 5201-474040 Developer Reimbursement | - | (500,000) | - | - | |
| 44 | (2,312,377) | (16,874,000) | (5,706,500) | (12,525,000) | -26% |
| 45 Net change | \$ 1,078,892 | \$ (12,498,743) | \$ (1,443,988) | \$ (6,760,872) | |
| 46 Beginning reserve balance ¹ | \$ 10,759,310 | \$ 11,838,202 | \$ 11,838,202 | \$ 10,394,214 | |
| 47 Net change | 1,078,892 | (12,498,743) | (1,443,988) | (6,760,872) | |
| 48 YE adjustment to capital | | | | | |
| 49 Ending reserve balance ¹ | \$ 11,838,202 | \$ (660,541) | \$ 10,394,214 | \$ 3,633,342 | |

¹ Excludes net investment in capital assets

² Adjustment for changes in capital



SEWER FUND

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---|-----------|--|
| 50 | 5201-421000 | Books & Subscriptions | 500 | |
| 51 | 5201-421500 | Memberships | 1,650 | |
| 52 | 5201-424100 | Building Rent | 295,916 | 16% of the annual lease amount used for the debt service of the Series 2016 MBA Lease Revenue Bond for the Public Works Building. |
| 53 | 5201-425000 | Equipment Supplies & System Maintenance | 158,000 | Supplies for maintenance, repairs, and replacements of the system. Outside technical services and diagnosis. |
| 54 | 5201-425010 | Uniforms | 8,250 | Uniforms and safety gear for 16 FTE's + seasonal |
| 55 | 5201-425500 | Fleet O&M Charge | 190,917 | Charge for operation and maintenance and replacement of vehicles |
| 56 | 5201-425501 | Fleet Replacement Charge | 237,726 | |
| 57 | 5201-425560 | IT Services | 170,898 | IT services and equipment replacement |
| 58 | 5201-431000 | Professional & Tech | 47,000 | Software maintenance, updates, and annual use agreements, CDL licenses and certifications, testing fees. Technical services provided by SVWRF, consulting services, monitoring equipment, survey services, blue stake services, GPS survey equipment, traffic control. |
| 59 | 5201-433000 | Training | 16,650 | Certifications, specialized training |
| 60 | 5201-433100 | Travel | 3,000 | |
| 61 | 5201-448000 | Dept Supplies | 5,000 | Operations administrative support supplies |
| 62 | 5201-454000 | Bank Charges | 110,000 | Credit card fees for payments received |
| 63 | 5201-449100 | Sewage Treat & Disposal | 7,641,396 | \$ 606,460 per mo Jul-Dec 2023 \$ 660,000 per mo Jan-Jun 2024 |
| 64 | | | 22,008 | DEQ R&R |
| 65 | | | 10,000 | YDM fees |

8,918,911

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|---------|--|
| 67 | 5201-496700 | Allocated Risk Mgmt | 81,317 | Claims and risk management |
| 68 | 5201-493100 | Allocated Wages | 612,175 | Allocated wages and operations from departments in the General Fund for support services such as project management, financial management, legislative management, and other administrative and technical support. |
| 69 | 5201-493110 | Allocated Operations | 228,558 | |

922,050

Transfers Out

| | | | | |
|----|-------------|--------------------------|---------|-----------------------|
| 71 | 5201-495100 | Transfer to General Fund | 750,000 | 5% of utility revenue |
|----|-------------|--------------------------|---------|-----------------------|

750,000

SEWER FUND

JUSTIFICATION (continued)

Debt Service

| | | | | |
|----|-------------|-----------|-----------|-------------------------------------|
| 73 | 5201-481000 | Principal | 559,700 | Loan 2022 CIP Fund |
| 74 | 5201-482000 | Interest | 251,865 | Loan 2022 CIP Fund |
| 75 | 5201-473000 | SVWRF | 441,243 | SVWRF Series 2008 Bond (end FY2031) |
| 76 | | | 1,225,200 | SVWRF Series 2014 Bond (end FY2031) |
| 77 | | | 1,174,750 | SVWRF Series 2018 Bond (end FY2028) |
| 78 | | | 22,008 | SVWRF DEQ |
| 79 | | | 2,921 | SVWRF bond fees |

80 **3,677,687**

Capital Projects

| | | | | |
|----|-------------|-----------------------|-----------|---|
| 81 | 5201-473000 | Construction Projects | 1,350,000 | SVWRF improvements |
| 82 | | | 100,000 | Wells Park upgrade and pipe burst |
| 83 | | | 8,500,000 | SWQ sewer line expansion |
| 84 | | | 850,000 | 1300 West upgrade - 9000 S to 9220 S |
| 85 | | | 1,500,000 | 7800 South upgrade - 5600 West to Mtn View Corridor |
| 86 | | Maintenance Projects | 100,000 | 9000 South upgrade - Jordan River to Redwood |
| 87 | | Studies | 125,000 | Master plan update |

88 **12,525,000**



SEWER FUND 5-Year Plan

| COMBINED Utility and Impact Fees | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Revenue | \$ 22,670,538 | \$ 18,198,688 | \$ 19,402,596 | \$ 20,690,778 | \$ 22,069,132 |
| Expense | | | | | |
| SVWRF - Treatment | (8,057,074) | (8,459,928) | (8,882,924) | (9,327,071) | (9,793,424) |
| Personnel | (1,649,671) | (1,715,658) | (1,784,284) | (1,855,655) | (1,929,882) |
| Operations | (1,295,327) | (1,347,140) | (1,401,026) | (1,457,067) | (1,515,350) |
| Shared Services | (958,932) | (997,289) | (1,037,181) | (1,078,668) | (1,121,815) |
| General Fund Transfer | (803,677) | (859,934) | (920,130) | (984,539) | (1,053,457) |
| Construction Projects | (2,177,500) | (800,000) | (800,000) | (800,000) | (800,000) |
| Debt Service (Interfund Loan) | (783,580) | (755,595) | (727,610) | (699,625) | (671,640) |
| SVWRF - Debt | (2,841,152) | (2,842,917) | (2,859,717) | (2,860,399) | (1,674,491) |
| SVWRF - Projects | (2,000,000) | (2,000,000) | (2,000,000) | (2,500,000) | (3,000,000) |
| | <u>(20,566,913)</u> | <u>(19,778,462)</u> | <u>(20,412,872)</u> | <u>(21,563,024)</u> | <u>(21,560,058)</u> |
| NET CHANGE | <u>\$ 2,103,625</u> | <u>\$ (1,579,774)</u> | <u>\$ (1,010,276)</u> | <u>\$ (872,246)</u> | <u>\$ 509,074</u> |
| Beginning reserve balance | \$ 3,633,342 | \$ 5,736,967 | \$ 4,157,193 | \$ 3,146,917 | \$ 2,274,671 |
| Net change | 2,103,625 | (1,579,774) | (1,010,276) | (872,246) | 509,074 |
| YE adjustment to capital | | | | | |
| Ending reserve balance | <u>\$ 5,736,967</u> | <u>\$ 4,157,193</u> | <u>\$ 3,146,917</u> | <u>\$ 2,274,671</u> | <u>\$ 2,783,746</u> |

| SEWER UTILITY | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Rate increase | 7.0% | 7.0% | 7.0% | 7.0% | 7.0% |
| | \$ 25.69 | \$ 27.49 | \$ 29.41 | \$ 31.47 | \$ 33.68 |
| REVENUE | | | | | |
| Sewer Fees | \$ 16,073,540 | \$ 17,198,688 | \$ 18,402,596 | \$ 19,690,778 | \$ 21,069,132 |
| Loan from CIP Fund | 5,596,998 | - | - | - | - |
| | <u>21,670,538</u> | <u>17,198,688</u> | <u>18,402,596</u> | <u>19,690,778</u> | <u>21,069,132</u> |
| EXPENSE | | | | | |
| SVWRF - Treatment | (8,057,074) | (8,459,928) | (8,882,924) | (9,327,071) | (9,793,424) |
| Personnel | (1,649,671) | (1,715,658) | (1,784,284) | (1,855,655) | (1,929,882) |
| Operations | (1,295,327) | (1,347,140) | (1,401,026) | (1,457,067) | (1,515,350) |
| Shared Services | (958,932) | (997,289) | (1,037,181) | (1,078,668) | (1,121,815) |
| General Fund Transfer | (803,677) | (859,934) | (920,130) | (984,539) | (1,053,457) |
| | <u>(12,764,681)</u> | <u>(13,379,950)</u> | <u>(14,025,545)</u> | <u>(14,703,000)</u> | <u>(15,413,927)</u> |
| DEBT SERVICE | | | | | |
| SVWRF - Debt | (546,429) | (546,433) | (550,606) | (550,334) | (549,451) |
| Debt Service (Loan) | (78,358) | (75,559) | (72,761) | (69,962) | (67,164) |
| | <u>(624,786)</u> | <u>(621,993)</u> | <u>(623,367)</u> | <u>(620,297)</u> | <u>(616,615)</u> |
| CAPITAL IMPROVEMENTS | | | | | |
| SVWRF - Projects | (2,000,000) | (2,000,000) | (2,000,000) | (2,500,000) | (3,000,000) |
| Construction Projects | (1,340,000) | (800,000) | (800,000) | (800,000) | (800,000) |
| | <u>(3,340,000)</u> | <u>(2,800,000)</u> | <u>(2,800,000)</u> | <u>(3,300,000)</u> | <u>(3,800,000)</u> |
| NET CHANGE | <u>\$ 4,941,070</u> | <u>\$ 396,745</u> | <u>\$ 953,684</u> | <u>\$ 1,067,481</u> | <u>\$ 1,238,591</u> |
| Beginning reserve balance | \$ 17,076,181 | \$ 22,017,251 | \$ 22,413,997 | \$ 23,367,680 | \$ 24,435,161 |
| Net change | 4,941,070 | 396,745 | 953,684 | 1,067,481 | 1,238,591 |
| YE adjustment to capital | - | - | - | - | - |
| Ending reserve balance | <u>\$ 22,017,251</u> | <u>\$ 22,413,997</u> | <u>\$ 23,367,680</u> | <u>\$ 24,435,161</u> | <u>\$ 25,673,752</u> |



SEWER FUND 5-Year Plan

| SEWER IMPACT FEES | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|-----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| REVENUE | | | | | |
| Impact Fees | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 |
| Interest Earnings | - | - | - | - | - |
| | <u>1,000,000</u> | <u>1,000,000</u> | <u>1,000,000</u> | <u>1,000,000</u> | <u>1,000,000</u> |
| DEBT SERVICE | | | | | |
| SVWRF - Debt | (2,294,723) | (2,296,484) | (2,309,111) | (2,310,065) | (1,125,040) |
| Debt Service (Loan) | (705,222) | (680,035) | (654,849) | (629,662) | (604,476) |
| | <u>(2,999,945)</u> | <u>(2,976,519)</u> | <u>(2,963,960)</u> | <u>(2,939,727)</u> | <u>(1,729,516)</u> |
| CAPITAL IMPROVEMENTS | | | | | |
| Construction Projects | (837,500) | - | - | - | - |
| | <u>(837,500)</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| NET CHANGE | <u>\$ (2,837,445)</u> | <u>\$ (1,976,519)</u> | <u>\$ (1,963,960)</u> | <u>\$ (1,939,727)</u> | <u>\$ (729,516)</u> |
| Beginning reserve balance | \$ (13,442,840) | \$ (16,280,286) | \$ (18,256,804) | \$ (20,220,764) | \$ (22,160,491) |
| Net change | (2,837,445) | (1,976,519) | (1,963,960) | (1,939,727) | (729,516) |
| Ending reserve balance | <u>\$ (16,280,286)</u> | <u>\$ (18,256,804)</u> | <u>\$ (20,220,764)</u> | <u>\$ (22,160,491)</u> | <u>\$ (22,890,007)</u> |



SEWER FUND

5-YEAR CAPITAL PROJECTS PLAN

| | Impact % | FY 2024 Budget | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|--|----------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Construction Projects | | | | | | | |
| 1300 West upgrade - 9000 South to 9320 South | 75% | 850,000 | | | | | |
| 7800 South upgrade - 5600 West to MVC | 75% | 1,500,000 | | | | | |
| SW Quadrant Expansion (2022 loan, ARPA) | 0% | 8,500,000 | | | | | |
| Wells Park upgrade and pipe burst | 100% | 100,000 | 837,500 | | | | |
| Replacement & maintenance projects | | | | | | | |
| Sewer System Maintenance - pipelines | 0% | | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| Sewer System Maintenance - manholes | 0% | | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| 7800 South SR 154 replacement | 0% | | 540,000 | | | | |
| 9000 South upgrade - Jordan River to Redwood | 0% | 100,000 | | | | | |
| Plans & Studies (431000) | | | | | | | |
| Master plan update | 50% | 125,000 | | | | | |
| SVWRF Projects | | | | | | | |
| SVWRF projects | | 1,350,000 | 1,500,000 | 1,675,025 | 2,000,000 | 2,500,000 | 3,000,000 |
| Developer Reimbursement | | | | | | | |
| Developer reimbursement | 100% | | | | | | |
| SVWRF Debt Service | | | | | | | |
| SVWRF Plant Expansion - Phase IV (Series 2008) | 66.75% | 441,243 | 441,345 | 441,249 | 441,274 | 441,411 | 441,338 |
| SVWRF Plant Expansion - Phase IV (Series 2014) | 66.75% | 1,225,200 | 1,200,549 | 1,200,660 | 1,213,185 | 1,212,230 | 1,209,645 |
| Trustee fees (2008/2014) | 66.75% | 1,121 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| SVWRF - DEQ | 100% | 22,008 | 22,008 | 22,008 | 22,008 | 22,008 | 22,008 |
| SVWRF Phosphorus & Grit Removal (Series 2018) | 100% | 1,174,750 | 1,173,750 | 1,175,500 | 1,179,750 | 1,181,250 | |
| Trustee fees (2018) | 100% | 1,800 | 2,000 | 2,000 | 2,000 | 2,000 | |
| Debt Service | | | | | | | |
| Loan from CIP Fund | 90% | 811,565 | 783,580 | 755,595 | 727,610 | 699,625 | 671,640 |
| Total | | \$ 16,202,687 | \$ 7,302,232 | \$ 6,073,537 | \$ 6,387,327 | \$ 6,860,024 | \$ 6,146,131 |



SOLID WASTE FUND

SOLID WASTE FUND

SERVICE LEVEL CHANGES

- Allocation adjustment

PURPOSE

The solid waste utility performs the residential collection and processing of garbage, green waste, and recyclable materials for the City from all single family homes. In addition, this utility manages the residential dumpster rental program and maintains the City's collection can inventory. No commercial collection services are offered by the City.

GOALS & OBJECTIVES

Goals: Reducing and eliminating adverse impacts of waste materials on human health and the environment to support economic development and superior quality of life. Manage the collection and proper disposal of solid waste for all single family homes in West Jordan, while protecting the environment and utilizing resources in a responsible manner.

Objective: Provide the highest quality service for economic benefit and improved quality of life for the citizens of West Jordan.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|---|------------------|------------------|--------------------|----------------|
| Trans-Jordan tipping fee | \$18.00 | \$20.00 | \$22.00 | \$24.00 |
| Ace Disposal contract increase | 3.10% | 5.00% | 5.00% | 5.00% |
| # of cans serviced (garbage, recycling, green waste) | 80,798 | 82,829 | 82,840 | 83,720 |
| # of accounts | 25,552 | 25,753 | 26,031 | 26,291 |
| % of workorders completed within 7 days | | 100% | 100% | 100% |
| # of dumpster rentals | | 2,855 | 2,852 | 2,850 |

ALLOCATED SERVICES

The following percentages relate the percentage of the department's total cost allocated to support operations of the Solid Waste Fund. The dollars represent the maximum allocation for operational support.

| | Personnel | | Operations | |
|----------------------------------|-----------|-------------------|------------|-------------------|
| Administrative Services | 3.50% | \$ 45,914 | 3.50% | \$ 4,435 |
| City Attorney | 2.50% | 28,593 | 2.50% | 4,481 |
| City Council | 2.50% | 16,774 | 2.50% | 4,555 |
| City Recorder / Customer Service | 5.00% | 26,198 | 5.00% | 4,067 |
| Emergency Management | 2.50% | 2,899 | 2.50% | 774 |
| Facilities | 3.00% | 25,687 | 3.00% | 48,956 |
| GIS | 5.00% | 25,740 | 5.00% | 17,234 |
| Human Resources | 2.50% | 13,334 | 2.50% | 6,742 |
| Mayor's Office | 5.00% | 48,148 | 5.00% | 6,097 |
| Non-Departmental | 2.50% | - | 2.50% | 19,588 |
| Public Affairs | 2.50% | 10,518 | 2.50% | 2,661 |
| Public Works | 20.00% | 97,176 | 20.00% | 17,195 |
| Utility Billing | 25.00% | 67,702 | 25.00% | 36,627 |
| | | <u>\$ 408,683</u> | | <u>\$ 173,412</u> |
| Fleet Management | | | 1.4% | \$ 114,118 |
| IT Management | | | 2.5% | \$ 96,638 |
| Risk Management | | | 0.7% | \$ 16,831 |



SOLID WASTE FUND

STAFFING

| | Grade | | Count | |
|---|--------------|--------------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Street Maint Crew Supervisor | GR58 | GR58 | 1.00 | 1.00 |
| Street Maintenance Worker III | GR49 | GR51 | | |
| Street Maintenance Worker II | GR47 | GR49 | 2.00 | 2.00 |
| Street Maintenance Worker I | GR45 | GR47 | | |
| Streets Seasonal | \$15-\$19/hr | \$15-\$19/hr | 0.50 | 0.50 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 3.50 | 3.50 |

¹.50 FTE = 1,040 hrs, .67 FTE = 1,400 hrs

FEES

COLLECTION FEES

Basic service includes one (1) can each for garbage, recycling, and green waste.
Rates become effective on the first billing following the effective date.

| | Effective Oct 1, 2022 | Effective Oct 1, 2023 |
|----------------------------|-----------------------|-----------------------|
| Cost per month | | |
| Basic service | \$18.29 | \$20.12 |
| 2nd garbage can | \$11.24 | \$12.36 |
| 3rd garbage can | \$15.76 | \$17.34 |
| Additional recycling can | \$5.62 | \$6.18 |
| Additional green waste can | \$5.62 | \$6.18 |

DUMPSTER RENTAL

All rentals are first come, first serve.

No utility account will be able to schedule more than one reservation at a time to increase availability.

Payment due at the time of reservation.

Clean-up projects that include city-owned property may be eligible for no fee. The dumpster must be located on public property and is subject to availability and clean-up need as determined by the City.

| | Effective Jan 1, 2021 |
|---------------------------|-----------------------|
| Per calendar year | |
| 1st rental | \$50.00 |
| Each rental after the 1st | \$250.00 |
| Cancellation fee | \$20.00 |

OTHER FEES

| | |
|--------------------------------------|-------------------------|
| Reinstatement of green waste service | \$50.00 |
| Late fee (interest) | 1.5% of past due amount |
| Service fee due to non-payment | \$100.00 |

SOLID WASTE FUND

BUDGET & FINANCIAL HISTORY

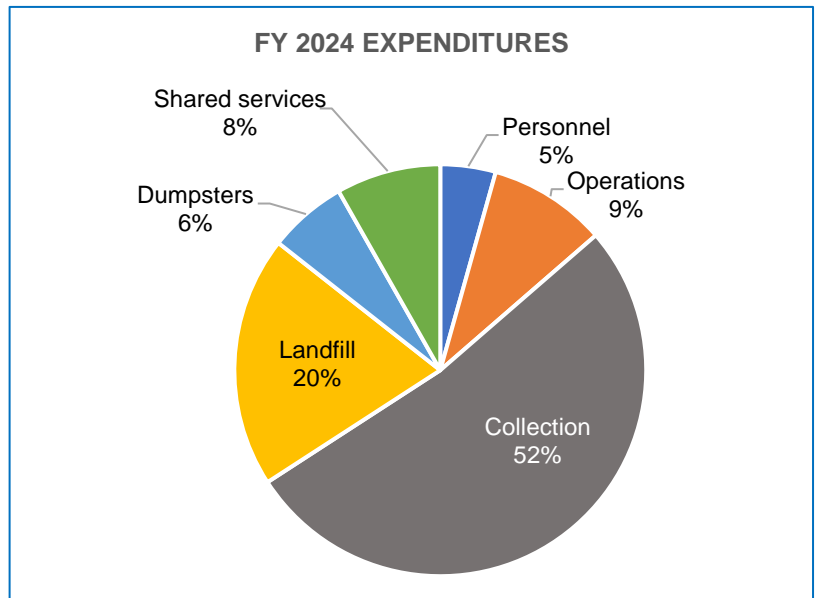
| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Operating Revenues | | | | | | |
| 1 | 540-344300 Collection Fees | \$ 6,093,068 | \$ 6,193,050 | \$ 6,300,000 | \$ 6,930,000 | 12% |
| 2 | 540-344302 Dumpster Rentals | 166,100 | 175,000 | 120,000 | 150,000 | -14% |
| 3 | 540-361000 Interest Earnings | 3,253 | - | 20,000 | - | 0% |
| 4 | | 6,262,421 | 6,368,050 | 6,440,000 | 7,080,000 | 11% |
| Operating Expenses | | | | | | |
| Personnel | | | | | | |
| 5 | 5401-411000 Salaries Full-Time | (162,355) | (170,090) | (154,500) | (187,313) | 10% |
| 6 | 5401-411001 Salaries Part-Time | - | (16,740) | - | (18,387) | 10% |
| 7 | 5401-411003 Overtime | (1,444) | (9,000) | (3,000) | (5,000) | -44% |
| 8 | 5401-411100 On Call Salaries | (804) | (1,500) | (1,500) | (5,000) | 233% |
| 9 | 5401-413000 Benefits | (49,856) | (78,857) | (81,700) | (101,106) | 28% |
| 10 | | (214,459) | (276,187) | (240,700) | (316,806) | 15% |
| Operations | | | | | | |
| 11 | 5401-424100 Building Rent | (129,497) | (129,770) | (129,770) | (129,463) | 0% |
| 12 | 5401-425000 Equipment Supplies & Main | - | (38,000) | (38,000) | (38,000) | 0% |
| 13 | 5401-425010 Uniforms | (530) | (2,200) | (2,200) | (1,700) | -23% |
| 14 | 5401-425500 Fleet O&M Charge | (50,187) | (49,521) | (49,521) | (65,503) | 32% |
| 15 | 5401-425501 Fleet Replacement Charge | (61,880) | (49,128) | (49,128) | (48,615) | -1% |
| 16 | 5401-425560 IT Services | (55,000) | (56,500) | (56,500) | (96,638) | 71% |
| 17 | 5401-431810 Contract Services | - | (1,000) | (1,000) | (1,000) | 0% |
| 18 | 5401-433000 Training | - | (500) | (500) | (500) | 0% |
| 19 | 5401-448000 Dept Supplies | (2,835) | (5,000) | (5,000) | (5,000) | 0% |
| 20 | 5401-448400 Garbage Cans | (192,620) | (210,000) | (210,000) | (225,000) | 7% |
| 21 | 5401-448500 Landfill | (899,089) | (1,025,000) | (1,025,000) | (1,440,000) | 40% |
| 22 | 5401-448600 City Dumpsters | (379,655) | (450,000) | (450,000) | (450,000) | 0% |
| 23 | 5401-448700 Collection Contract | (3,363,758) | (3,600,000) | (3,600,000) | (3,800,000) | 6% |
| 24 | 5401-448710 Glass Recycling | (5,416) | (5,000) | (5,000) | (6,000) | 20% |
| 25 | 5401-454000 Bank Charges | (41,116) | (40,000) | (60,000) | (65,000) | 63% |
| 26 | | (5,181,583) | (5,661,619) | (5,681,619) | (6,372,419) | 13% |
| Shared Services Allocation | | | | | | |
| 27 | 5401-496700 Allocated Risk Mgmt | (14,676) | (12,395) | (12,395) | (16,831) | 36% |
| 28 | 5401-493100 Allocated Wages | (279,368) | (399,315) | (385,379) | (408,683) | 2% |
| 29 | 5401-493110 Allocated Operations | (107,355) | (149,361) | (132,184) | (173,412) | 16% |
| 30 | | (401,399) | (561,071) | (529,958) | (598,926) | 7% |
| Transfers In (Out) | | | | | | |
| 31 | 5401-495100 Transfer to the General Fund | (298,700) | - | - | - | |
| 32 | | (298,700) | - | - | - | |
| 33 | Net change | \$ 166,280 | \$ (130,827) | \$ (12,277) | \$ (208,151) | |

SOLID WASTE FUND

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| 34 Beginning reserve balance ¹ | \$ 659,815 | \$ 826,095 | \$ 826,095 | \$ 813,818 | |
| 35 Net change | 166,280 | (130,827) | (12,277) | (208,151) | |
| 36 Ending reserve balance ¹ | \$ 826,095 | \$ 695,268 | \$ 813,818 | \$ 605,667 | |

¹ Excludes net investment in capital assets



SOLID WASTE FUND

JUSTIFICATION

Operations

| | | | | |
|----|-------------|----------------------------|-----------|---|
| 37 | 5401-424100 | Building Rent | 129,463 | 7% of the annual lease amount used for the debt service of the Series 2016 MBA Lease Revenue Bond for the Public Works Building |
| 38 | 5401-425000 | Equipment Supplies & Maint | 38,000 | Wheeler Loader lease |
| 39 | 5401-425010 | Uniforms | 1,700 | 3 x 500 + seasonal |
| 40 | 5401-425500 | Fleet O&M Charge | 65,503 | Charge for operation and maintenance of vehicles |
| 41 | 5401-425501 | Fleet Replacement Charge | 48,615 | Charge for replacement of vehicles |
| 42 | 5401-425560 | IT Services | 96,638 | IT services and equipment replacement |
| 43 | 5401-431810 | Contract Services | 1,000 | Studies for transfer station-related issues, etc. |
| 44 | 5401-433000 | Training | 500 | Waste conference |
| 45 | 5401-448000 | Dept Supplies | 5,000 | Used for flyers, mailer, and educational material |
| 46 | 5401-448400 | Garbage Cans | 225,000 | New and replacement collection containers |
| 47 | 5401-448500 | Landfill | 1,440,000 | Trans-Jordan landfill tipping fees |
| 48 | 5401-448600 | City Dumpsters | 450,000 | Contract for service with Ace Disposal for dumpster program |
| 49 | 5401-448700 | Collection Contract | 3,800,000 | Ace Disposal collection contract |
| 50 | 5401-448710 | Glass Recycling | 6,000 | Ace Disposal glass recycling service |
| 51 | 5401-454000 | Bank Charges | 65,000 | Fees for payments received by credit card |

6,372,419

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|---------|---|
| 53 | 5401-496700 | Allocated Risk Mgmt | 16,831 | Liability insurance, claims, and risk management |
| 54 | 5401-493100 | Allocated Wages | 408,683 | Allocated wages and operations to the General Fund for support services such as financial management, legislative management, and other administrative and technical support. |
| 55 | 5401-493110 | Allocated Operations | 173,412 | |

598,926

56

SOLID WASTE FUND 5-Year Plan

| | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| REVENUE | | | | | |
| Collection Fees | \$ 7,553,700 | \$ 8,044,691 | \$ 8,607,819 | \$ 9,210,366 | \$ 9,809,040 |
| Dumpster Rental | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| Other | - | - | - | - | - |
| | <u>7,753,700</u> | <u>8,244,691</u> | <u>8,807,819</u> | <u>9,410,366</u> | <u>10,009,040</u> |
| EXPENSE | | | | | |
| Collection Contract | (4,575,200) | (4,918,340) | (5,287,216) | (5,683,757) | (6,110,038) |
| Landfill Contract | (1,548,000) | (1,664,100) | (1,788,908) | (1,923,076) | (2,067,306) |
| Containers | (229,500) | (234,090) | (238,772) | (243,547) | (248,418) |
| Personnel | (332,646) | (349,279) | (366,743) | (385,080) | (404,334) |
| Operations | (460,447) | (469,656) | (479,049) | (488,630) | (498,403) |
| Shared Services | (628,872) | (660,316) | (693,332) | (727,998) | (764,398) |
| Transfers Out | - | - | - | - | - |
| | <u>(7,774,666)</u> | <u>(8,295,781)</u> | <u>(8,854,019)</u> | <u>(9,452,088)</u> | <u>(10,092,898)</u> |
| NET CHANGE | <u>\$ (20,966)</u> | <u>\$ (51,090)</u> | <u>\$ (46,200)</u> | <u>\$ (41,722)</u> | <u>\$ (83,858)</u> |
| RESERVES | | | | | |
| Beginning reserve balance | \$ 605,667 | \$ 584,701 | \$ 533,610 | \$ 487,411 | \$ 445,689 |
| Net change | (20,966) | (51,090) | (46,200) | (41,722) | (83,858) |
| Ending reserve balance | <u>\$ 584,701</u> | <u>\$ 533,610</u> | <u>\$ 487,411</u> | <u>\$ 445,689</u> | <u>\$ 361,831</u> |



STORM WATER FUND

STORM WATER FUND

SERVICE LEVEL CHANGES

- Add one-time funds for stormwater basin aesthetics.

PURPOSE

The stormwater utility performs the flood control services required by the State of Utah and Federal Clean Water Act. It provides the uninterrupted removal of stormwater from all impervious surfaces surrounding homes and businesses within the utility service area. This is accomplished by maintaining the system in a way to maximize infrastructure functionality and longevity, to assess system needs and make improvements where necessary, and to respond to demand in a timely and proactive manner.

Purpose: To protect the residents of West Jordan from flooding during rainfall events.

GOALS & OBJECTIVES

- Goal 1:** Clean 15% / 170,842 feet of storm drain pipe yearly.
- Goal 2:** Inspect 10% 113,895 feet of storm drain pipe yearly.
- Goal 3:** Sweep all roads in the City a minimum of three times a year, with main roads being swept 5 times a year.
- Goal 4:** Inspect all City Owned Stormwater Basins at least once a year.
- Goal 5:** Complete SWPPP inspections on all active construction sites monthly.
- Goal 6:** Inspect all Post Construction Facilities "Private Businesses" once every five years.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimate | FY2024 Goal |
|--|------------------|------------------|--------------------|----------------|
| % of system cleaned | 15% | 15% | 15% | 15% |
| % of system inspected | 15% | 7% | 10% | 10% |
| % of local streets swept 3 times annually | 80% | 100% | 100% | 100% |
| % of arterial streets swept 5 times annually | 100% | 75% | 100% | 100% |
| Total feet of storm drain pipe, creeks, and washes | 1,135,200 | 1,293,604 | 1,300,000 | 1,300,000 |
| Feet of storm drain pipe per employee | 75,680 | 86,240 | 86,666 | 86,666 |
| City-owned stormwater basins | 135 | 144 | 146 | 146 |
| City-owned stormwater basins per employee | 9.0 | 9.6 | 9.7 | 9.7 |



STORM WATER FUND

ALLOCATED SERVICES

| | Personnel | | Operations | |
|----------------------------------|-----------|-------------------|------------|-------------------|
| Administrative Services | 7.00% | \$ 91,828 | 7.00% | \$ 8,869 |
| City Attorney | 3.75% | 42,889 | 3.75% | 6,722 |
| City Council | 3.75% | 25,161 | 3.75% | 6,832 |
| City Recorder / Customer Service | 7.50% | 39,297 | 7.50% | 6,101 |
| Emergency Management | 3.75% | 4,348 | 3.75% | 1,161 |
| Facilities | 3.00% | 25,687 | 3.00% | 48,956 |
| GIS | 8.00% | 41,184 | 8.00% | 27,574 |
| Human Resources | 3.75% | 20,001 | 3.75% | 10,112 |
| Mayor's Office | 5.00% | 48,148 | 5.00% | 6,097 |
| Non-Departmental | 3.75% | - | 3.75% | 29,381 |
| Public Affairs | 3.75% | 15,777 | 3.75% | 3,992 |
| Public Utilities | 17.00% | 185,124 | 17.00% | 36,008 |
| Public Works | 10.00% | 48,588 | 10.00% | 8,597 |
| Utility Billing | 25.00% | 67,702 | 25.00% | 36,628 |
| | | <u>\$ 655,734</u> | | <u>\$ 237,030</u> |
| Fleet Management | | | 4.6% | \$ 372,563 |
| IT Management | | | 4.1% | 161,249 |
| Risk Management | | | 4.1% | 100,894 |

STAFFING

| | Grade | | Count | |
|---|---------|---------|--------------|--------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Utility Division Superintendent | GR69 | GR69 | 1.00 | 1.00 |
| Utility Crew Supervisor | GR61 | GR61 | 1.00 | 1.00 |
| Stormwater Inspector | GR57 | GR57 | 2.00 | 2.00 |
| Sweeper Operator | GR49 | GR51 | 3.00 | 3.00 |
| Utility Crew Leader | GR59 | GR59 | 2.00 | 2.00 |
| Utility Operator IV | GR57 | GR57 | | |
| Utility Operator III | GR53 | GR53 | | |
| Utility Operator II | GR50 | GR50 | 6.00 | 6.00 |
| Utility Operator I | GR46 | GR46 | | |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 15.00 | 15.00 |

FEES

STORM WATER FEES

ERU is defined as an 'equivalent residential unit' and represents 3,000 square feet of impervious surface. Impervious surface is defined as land surfaces that repel rainwater and do not permit it to infiltrate into the ground.
 Rates become effective on the first billing following the effective date.

| | Effective Oct 1, 2022 |
|---------------------------------------|-----------------------|
| Single Family Residential (per month) | \$6.34 |
| Other ERU (per ERU per month) | \$6.34 |

STORM WATER FUND

BUDGET & FINANCIAL HISTORY

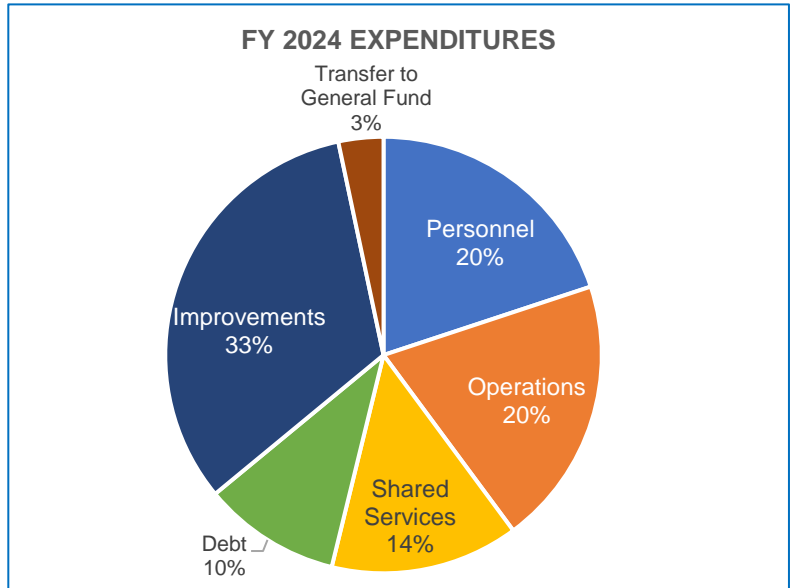
| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------------|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Operating Revenues | | | | | | |
| 1 | 550-393700 Storm Water Revenue | \$ 4,393,867 | \$ 4,699,800 | \$ 4,740,000 | \$ 4,740,000 | 1% |
| 2 | 550-383500 Miscellaneous | 34,037 | - | 300,000 | - | 0% |
| 3 | 550-361000 Interest Income | 50,405 | - | 300,000 | - | 0% |
| 4 | | 4,478,309 | 4,699,800 | 5,340,000 | 4,740,000 | 1% |
| Operating Expenses | | | | | | |
| Personnel | | | | | | |
| 5 | 5501-411000 Salaries Full-Time | (749,505) | (918,468) | (850,000) | (977,158) | 6% |
| 6 | 5501-411003 Overtime | (5,507) | (10,000) | (7,500) | (10,000) | 0% |
| 7 | 5501-411030 Sick Leave Buyout | - | (1,839) | - | - | -100% |
| 8 | 5501-411100 On Call Salaries | (4,213) | (3,300) | (3,500) | (10,950) | 232% |
| 9 | 5501-413000 Benefits | (207,393) | (418,573) | (354,482) | (420,704) | 1% |
| 10 | | (966,619) | (1,352,180) | (1,215,482) | (1,418,812) | 5% |
| Operations | | | | | | |
| 11 | 5501-421500 Memberships | (1,230) | (1,140) | (1,140) | (1,140) | 0% |
| 12 | 5501-424100 Building Rent | (258,993) | (259,540) | (259,540) | (258,927) | 0% |
| 13 | 5501-425000 Ops Equip Supplies & Maint | (162,581) | (200,000) | (200,000) | (400,000) | 62% |
| 14 | 5501-425050 Construct Equip Supplies & Mai | - | - | - | (120,000) | |
| 15 | 5501-425010 Uniforms | (7,825) | (9,350) | (9,350) | (7,500) | -20% |
| 16 | 5501-425500 Fleet O&M Charge | (168,731) | (163,548) | (163,548) | (198,766) | 22% |
| 17 | 5501-425501 Fleet Replacement Charge | (245,405) | (365,117) | (365,117) | (173,797) | -52% |
| 18 | 5501-425560 IT Services | (110,000) | (113,500) | (113,500) | (161,249) | 42% |
| 19 | 5501-431000 Professional & Technical Serviv | (27,948) | (50,000) | (50,000) | (50,000) | 0% |
| 20 | 5501-433000 Training | (8,958) | (13,500) | (9,000) | (13,500) | 0% |
| 21 | 5501-433100 Travel | (4,465) | (4,000) | (4,000) | (4,000) | 0% |
| 22 | 5501-448000 Dept Supplies | (37,308) | (125,500) | (125,500) | (5,000) | -9% |
| 23 | 5501-454000 Bank Charges | (20,892) | (26,400) | (26,400) | (26,400) | 0% |
| 24 | | (1,054,337) | (1,331,595) | (1,327,095) | (1,420,279) | 7% |
| Shared Services Allocation | | | | | | |
| 25 | 5501-496700 Risk Management Allocation | (78,432) | (82,526) | (82,526) | (100,894) | 22% |
| 26 | 5501-493100 Allocated Wages | (571,105) | (590,091) | (569,518) | (655,734) | 11% |
| 27 | 5501-493110 Allocated Operations | (170,758) | (195,885) | (173,358) | (237,030) | 21% |
| 28 | | (820,295) | (868,502) | (825,402) | (993,658) | 14% |
| Transfers In (Out) | | | | | | |
| 29 | 5501-495100 Transfer to the General Fund | (216,529) | (234,990) | (234,990) | (237,000) | |
| 30 | | (216,529) | (234,990) | (234,990) | (237,000) | 1% |
| Non-Operating Revenues | | | | | | |
| 31 | 550-349600 Storm Drain Impact Fee | \$ 1,596,877 | \$ 1,000,000 | \$ 3,000,000 | \$ 1,000,000 | |
| 32 | | 1,596,877 | 1,000,000 | 3,000,000 | 1,000,000 | 0% |

STORM WATER FUND

BUDGET & FINANCIAL HISTORY (continued)

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| Non-Operating Expenses | | | | | |
| Debt Service | | | | | |
| 33 5501-481000 Bond Principal | (660,000) | (670,000) | (670,000) | (685,000) | |
| 34 5501-482000 Bond Interest | (61,821) | (53,364) | (53,364) | (40,434) | |
| 35 5501-483000 Agent Fees | (1,350) | (1,250) | (1,250) | (1,250) | |
| 36 | (723,171) | (724,614) | (724,614) | (726,684) | 0% |
| Capital Projects | | | | | |
| 37 5501-473000 Construction Projects | (2,309,485) | (2,815,000) | (673,375) | (2,325,000) | |
| 38 | (2,309,485) | (2,815,000) | (673,375) | (2,325,000) | -17% |
| 39 Net change | \$ (15,250) | \$ (1,627,081) | \$ 3,339,042 | \$ (1,381,433) | |
| 40 Beginning reserve balance ¹ | \$ 10,874,093 | \$ 10,858,844 | \$ 10,858,844 | \$ 14,197,886 | |
| 41 Net change | (15,250) | (1,627,081) | 3,339,042 | (1,381,433) | |
| 42 Ending reserve balance ¹ | \$ 10,858,844 | \$ 9,231,763 | \$ 14,197,886 | \$ 12,816,453 | |

¹ Excludes investment in capital assets



STORM WATER FUND

JUSTIFICATION

Operations

| | | | | |
|----|-------------|--|---|--|
| 43 | 5501-421500 | Memberships | 1,140 | |
| 44 | 5501-424100 | Building Rent | 258,927 | 16% of the annual lease amount used for the debt service of the Series 2016 MBA Lease Revenue Bond for the Public Works Building. |
| 45 | 5501-425000 | Ops Equipment Supplies & Maintenance | 200,000 | Parts, supplies, maintenance repairs, and replacements for equipment as necessary. Outside technical services and diagnosis. |
| 46 | | | 200,000 | Storm basin aesthetics |
| 47 | 5501-425050 | Construct Equipment Supplies & Maintenance | <i>This is a new account split from 5101-425000 to assist with resource management.</i> | |
| | | | 120,000 | Includes CCTV Van pipe rovers and accessories, hoses, pole inspection laser cameras, computers and supplies, survey-grade GPS equipment, enterprise funds for GPS, Utilisync and StormwaterGo software, truck and VACTOR maintenance services and accessories, operation supplies. |
| 48 | 5501-425010 | Uniforms | 7,500 | \$500 x 15 FTEs |
| 49 | 5501-425500 | Fleet O&M Charge | 198,766 | Charge for operation and maintenance of vehicles |
| 50 | 5501-425501 | Fleet Replacement Charge | 173,797 | Charge for replacement of vehicles |
| 51 | 5501-425560 | IT Services | 161,249 | IT services and equipment replacement |
| 52 | 5501-431000 | Professional & Tech | 50,000 | Funds for SLCO Stormwater Coalition fees (increase to \$16,000 - FY 2019), Education and outreach program, Wet land sampling, testing and lab fees, Utah SW discharge permit renewal fees, SLCO SW Coalition newsletter publishing, TV ads, and promotional education services. |
| 53 | 5501-433000 | Training | 13,500 | Tri-state, Rural Water Conference and Stormwater Expo; Confined Space, Trench Shoring, Flagger, Traffic Control etc; Wastewater Collection Exam and Register Stormwater Inspector Certification. |
| 54 | 5501-433100 | Travel | 4,000 | |
| 55 | 5501-448000 | Dept Supplies | 5,000 | Operations administrative support supplies |
| 56 | 5501-454000 | Bank Charges | 26,400 | Credit card fees for payments received |

1,420,279

Shared Services Allocation

| | | | | |
|----|-------------|----------------------|---------|--|
| 58 | 5501-496700 | Allocated Risk Mgmt | 100,894 | Claims, and risk management |
| 59 | 5501-493100 | Allocated Wages | 655,734 | Allocated wages and operations from departments in the General Fund for support services such as project management, financial management, legislative management, and other administrative and technical support. |
| 60 | 5501-493110 | Allocated Operations | 237,030 | |

993,658

Transfers In (Out)

| | | | | |
|----|-------------|--------------------------|---------|-----------------------|
| 62 | 5501-495100 | Transfer to General Fund | 237,000 | 5% of utility revenue |
|----|-------------|--------------------------|---------|-----------------------|

237,000



STORM WATER FUND

JUSTIFICATION (continued)

Debt Service

| | | | | |
|----|-------------|----------------|---------|--------------------------------------|
| 64 | 5501-481000 | Bond Principal | 685,000 | Series 2016 Storm Drain Revenue Bond |
| 65 | 5501-482000 | Bond Interest | 40,434 | Series 2016 Storm Drain Revenue Bond |
| 66 | 5501-483000 | Agent Fees | 1,250 | Series 2016 Storm Drain Revenue Bond |

67 **726,684**

Capital Projects

| | | | | |
|----|-------------|-----------------------|-----------|---|
| 68 | 5501-473000 | Construction Projects | 475,000 | 1300 West 9000-9400 South (Phase 2) |
| 69 | | | 1,200,000 | Ron Wood Bike/Skate Park detention improvements |
| 70 | | | 100,000 | 4800 West Barney's Creek Culvert (Design) |
| 71 | | | 550,000 | Executive Drive - 7000 S to 7265 S |

72 **2,325,000**



STORM WATER FUND 5-Year Plan

| COMBINED Utility and Impact Fees | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Revenue | \$ 6,095,500 | \$ 6,477,663 | \$ 6,888,487 | \$ 7,330,124 | \$ 7,804,883 |
| Expense | | | | | |
| Personnel | (1,475,564) | (1,534,587) | (1,595,971) | (1,659,809) | (1,726,202) |
| Operations | (1,462,887) | (1,506,774) | (1,551,977) | (1,598,537) | (1,646,493) |
| Shared Services | (1,043,341) | (1,095,508) | (1,150,283) | (1,207,798) | (1,268,187) |
| General Fund Xfr | (254,775) | (273,883) | (294,424) | (316,506) | (340,244) |
| Debt Service | (728,463) | (724,953) | - | - | - |
| Construction Projects | (1,855,000) | (950,000) | - | - | - |
| Net Change | (724,531) | 391,957 | 2,295,832 | 2,547,474 | 2,823,757 |
| Beginning reserve balance | \$ 12,816,453 | \$ 12,091,923 | \$ 12,483,881 | \$ 14,779,712 | \$ 17,327,186 |
| Net change | (724,531) | 391,957 | 2,295,832 | 2,547,474 | 2,823,757 |
| Ending reserve balance | \$ 12,091,922 | \$ 12,483,881 | \$ 14,779,712 | \$ 17,327,186 | \$ 20,150,944 |

| STORM WATER UTILITY | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUE | | | | | |
| Storm Water Fees | 5,095,500 | 5,477,663 | 5,888,487 | 6,330,124 | 6,804,883 |
| Other Operating | - | - | - | - | - |
| Interest Earnings | - | - | - | - | - |
| Non-operating | - | - | - | - | - |
| | 5,095,500 | 5,477,663 | 5,888,487 | 6,330,124 | 6,804,883 |
| EXPENSE | | | | | |
| Personnel | (1,475,564) | (1,534,587) | (1,595,971) | (1,659,809) | (1,726,202) |
| Operations | (1,462,887) | (1,506,774) | (1,551,977) | (1,598,537) | (1,646,493) |
| Shared Services | (1,043,341) | (1,095,508) | (1,150,283) | (1,207,798) | (1,268,187) |
| General Fund Xfr | (254,775) | (273,883) | (294,424) | (316,506) | (340,244) |
| Debt Service | (728,463) | (724,953) | - | - | - |
| | (4,965,031) | (5,135,705) | (4,592,655) | (4,782,650) | (4,981,126) |
| CAPITAL IMPROVEMENTS | | | | | |
| Construction Projects | (1,855,000) | (855,000) | - | - | - |
| NET CHANGE | \$ (1,724,531) | \$ (513,043) | \$ 1,295,832 | \$ 1,547,474 | \$ 1,823,757 |
| Beginning reserve balance | \$ 5,084,664 | \$ 3,360,133 | \$ 2,847,090 | \$ 4,142,922 | \$ 5,690,396 |
| Net change | (1,724,531) | (513,043) | 1,295,832 | 1,547,474 | 1,823,757 |
| Ending reserve balance | \$ 3,360,133 | \$ 2,847,090 | \$ 4,142,922 | \$ 5,690,396 | \$ 7,514,153 |



STORM WATER FUND 5-Year Plan

| STORM WATER IMPACT FEES | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|--------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUE | | | | | |
| Impact Fees | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 |
| Interest Earnings | | | | | |
| | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| CAPITAL IMPROVEMENTS | | | | | |
| Construction Projects | - | (95,000) | - | - | - |
| NET CHANGE | \$ 1,000,000 | \$ 905,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 |
| Beginning reserve balance | \$ 7,731,790 | \$ 8,731,790 | \$ 9,636,790 | \$ 10,636,790 | \$ 11,636,790 |
| Net change | 1,000,000 | 905,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Ending reserve balance | \$ 8,731,790 | \$ 9,636,790 | \$ 10,636,790 | \$ 11,636,790 | \$ 12,636,790 |

Proposed Collection Fees

| | | | | | |
|---------------|----------------|----------------|----------------|----------------|----------------|
| Rate increase | 7.50% | 7.50% | 7.50% | 7.50% | 7.50% |
| | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 |
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Per ERU | \$6.49 | \$6.98 | \$7.50 | \$8.07 | \$8.67 |



STORM WATER FUND

5-YEAR CAPITAL PROJECTS PLAN

| | Impact % | FY 2024 Budget | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---|----------|----------------|----------------|----------------|----------------|----------------|----------------|
| Construction Projects - 10 Year Facilities | | | | | | | |
| OBH Safe Sidewalk (Irrigation & SD) | 0% | | 700,000 | | | | |
| 1300 West 7200-7800 S (JVWCD - New) | 0% | | 350,000 | | | | |
| 1300 West 6600-7800 South (Phase 3) | 0% | | 475,000 | | | | |
| 1300 West 7800-9000 South (Phase 2) | 0% | 475,000 | | | | | |
| Axel Park Rd SD Improvements | 10% | | | 950,000 | | | |

| | | | | | | | |
|--|------|-----------|---------|--|--|--|--|
| Construction Projects - 100 Year Facilities | | | | | | | |
| 1900 West 9000 South Smith's Detention rehab | 0% | | 180,000 | | | | |
| Ron Wood Skatepark Detention Improvements | 30% | 1,200,000 | | | | | |
| 4800 West Barney's Creek Culvert Project (Design) | 100% | 100,000 | | | | | |

| | | | | | | | |
|---|----|---------|---------|--|--|--|--|
| Replacement / Maintenance Projects | | | | | | | |
| Executive Drive - 7000 S to 7265 S. | 0% | 550,000 | | | | | |
| 8948 S 1240 W (repairs & expansion) | 0% | | 150,000 | | | | |

| | | | | | |
|---------------------|---------------------|-------------------|-------------|-------------|-------------|
| \$ 2,325,000 | \$ 1,855,000 | \$ 950,000 | \$ - | \$ - | \$ - |
|---------------------|---------------------|-------------------|-------------|-------------|-------------|



STREETLIGHT FUND

STREETLIGHT FUND

PURPOSE

The streetlight utility provides improvements, maintenance, and operations of the City's streetlight system. A flat monthly fee is charged to each residential/commercial unit. This fee was created in FY 2017.

GOALS & OBJECTIVES

To improve and maintain the City's streetlight system focusing on both public safety and energy efficiency.

WORKLOAD AND PERFORMANCE MEASURES

| | 2021 Actual | 2022 Actual | 2023 Estimated | 2024 Goal |
|--|----------------|----------------|-------------------|--------------|
| # of streetlights | 6,124 | 6,300 | 6,489 | 6,814 |
| % of streetlights converted to LED | 5% | 5% | 6% | 5% |
| # of streetlights per facilities electrician | 1,531 | 2,100 | 2,163 | 2,271 |

FEE SCHEDULE

| | | |
|----------------------------|------------------------|---------------------------|
| | Effective July 1, 2021 | Effective October 1, 2023 |
| Streetlight Fee (per unit) | \$1.74 | \$1.81 |

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Operating Revenues | | | | | |
| 1 570-347500 Street Light Fee | \$ 826,878 | \$ 780,000 | \$ 790,000 | \$ 805,800 | 3% |
| 2 570-347510 Street Light Activation Fee | - | - | 4,245 | - | 0% |
| 3 570-361000 Interest Earnings | 5,106 | - | 25,000 | - | 0% |
| 4 570-369000 Sundry Revenue | 790 | - | 10,350 | - | 0% |
| 5 | 832,775 | 780,000 | 829,595 | 805,800 | 3% |
| Operating Expenses | | | | | |
| Operations | | | | | |
| 6 5701-424100 Building Rent | (36,999) | (37,077) | (37,077) | (36,990) | 0% |
| 7 5701-425000 Equipment Supplies & Main | (497,437) | (659,750) | (500,000) | (809,750) | 23% |
| 8 5701-425030 Street Light Maintenance | (169,809) | (221,450) | (221,450) | (300,000) | 35% |
| 9 5701-425040 Street Light Power | (122,989) | (170,000) | (170,000) | (176,800) | 4% |
| 10 5701-431000 Professional & Tech | (4,016) | (15,000) | (15,000) | (15,000) | 0% |
| 11 5701-454000 Bank Charges | (6,454) | (8,400) | (8,400) | (9,000) | 7% |
| 12 | (837,703) | (1,111,677) | (951,927) | (1,347,540) | 21% |
| Transfers In (Out) | | | | | |
| 13 5701-495100 Transfer to General Fund | (37,500) | (39,000) | (39,000) | (40,290) | |
| 14 | (37,500) | (39,000) | (39,000) | (40,290) | 3% |
| 15 Net change | \$ (42,428) | \$ (370,677) | \$ (161,332) | \$ (582,030) | |
| 16 Beginning reserve balance | \$ 1,063,342 | \$ 1,020,914 | \$ 1,020,914 | \$ 859,582 | |
| 17 Net change | (42,428) | (370,677) | (161,332) | (582,030) | |
| 18 Ending reserve balance | \$ 1,020,914 | \$ 650,237 | \$ 859,582 | \$ 277,552 | |

STREETLIGHT FUND

JUSTIFICATION

Operations

| | | | | |
|----|-------------|----------------------------|------------------|---|
| 19 | 5701-424100 | Building Rent | 36,990 | 2% of the annual lease amount used for the debt service of the Series 2016 MBA Lease Revenue Bond for the Public Works Building |
| 20 | 5701-425000 | Equipment Supplies & Maint | 650,000 | Streetlight equipment, LED upgrades, improvements |
| 21 | | | 159,750 | 9000 South Betterment Agreement |
| 22 | 5701-425030 | Street Light Maintenance | 300,000 | Maintenance, repair, and replacement of street lights: poles, ballasts, bulbs, fixtures, and photocells. Provides some funding for inventory, capital projects, and dark sky requests. These funds are also used for the purchase and maintenance of small equipment, tools, and department supplies. |
| 23 | 5701-425040 | Street Light Power | 176,800 | Street light power |
| 24 | 5701-431000 | Professional & Tech | 15,000 | Contracted services to repair underground lines, certifications, and licensing |
| 25 | 5701-454000 | Bank Charges | 9,000 | Credit card fees for payments received |
| 26 | | | 1,347,540 | |
| | | Transfers In (Out) | | |
| 27 | 5701-495100 | Transfers to General Fund | 40,290 | 5% of revenues |
| 28 | | | 40,290 | |



STREETLIGHT FUND 5-Year Plan

| | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| REVENUES | | | | | |
| Operating | \$ 838,032 | \$ 879,934 | \$ 919,531 | \$ 956,312 | \$ 994,564 |
| | 838,032 | 879,934 | 919,531 | 956,312 | 994,564 |
| EXPENSES | | | | | |
| Improvements | (300,000) | (300,000) | (300,000) | (300,000) | (300,000) |
| Street Light Maintenance | (309,000) | (318,270) | (327,818) | (337,653) | (347,782) |
| Street Light Power | (182,104) | (187,567) | (193,194) | (198,990) | (204,960) |
| Building Rent | (36,990) | (36,990) | (36,990) | (36,990) | (36,990) |
| Other Operations | (24,240) | (24,482) | (24,727) | (24,974) | (25,224) |
| Transfer to General Fund | (41,902) | (43,997) | (45,977) | (47,816) | (49,728) |
| | (894,236) | (911,306) | (928,706) | (946,423) | (964,684) |
| NET CHANGE | \$ (56,204) | \$ (31,373) | \$ (9,175) | \$ 9,889 | \$ 29,880 |
| RESERVES | | | | | |
| Beginning balance | \$ 277,552 | \$ 221,348 | \$ 189,975 | \$ 180,800 | \$ 190,689 |
| Net change | (56,204) | (31,373) | (9,175) | 9,889 | 29,880 |
| Ending Balance | \$ 221,348 | \$ 189,975 | \$ 180,800 | \$ 190,689 | \$ 220,569 |

Proposed Collection Fees

| | 4.0% FY 2025 Year 1 | 5.0% FY 2026 Year 2 | 4.5% FY 2027 Year 3 | 4.0% FY 2028 Year 4 | 4.0% FY 2029 Year 5 |
|-----------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Rate increase | | | | | |
| Streetlight fee | \$1.88 | \$1.98 | \$2.07 | \$2.15 | \$2.23 |



FLEET MANAGEMENT
INTERNAL SERVICE FUND



FLEET MANAGEMENT FUND

SERVICE LEVEL CHANGES

- IT Services assessment model changed from estimates to a weighted value based on the software, equipment and # of employees supported.

PURPOSE

The mission of the City of West Jordan Fleet Services department is to manage and maintain the City's fleet of vehicles and equipment in a responsible and sustainable way, supporting and providing our fellow City employees with a safe and efficient product for use in any emergency or non-emergency event.

GOALS & OBJECTIVES

The core functions of the fleet department are to provide safe equipment that meets operational needs, is available to meet those needs, and be cost effective. Our goals include asset availability of 95% or better; preventative maintenance schedules met within 10% of cycle completion 95% of the time; emergency repairs to encumber 30% or less of total maintenance and repairs. In addition, the fleet department is seeking ways to reduce our fuel usage and greenhouse gas emissions through timely maintenance, proper utilization and right-sizing of our fleet, and integration of alternative fueled vehicles where possible.

PERFORMANCE AND WORKLOAD MEASURES

| | 2021 Actual | 2022 Actual | 2023 Estimated | 2024 Goal |
|--|----------------|----------------|-------------------|--------------|
| % of preventive maintenance inspections within 60 days of notice | 89% | 76% | 75% | 78% |
| Units per mechanic | 116 | 121 | 121 | 123 |
| % of vehicles in service | 98% | 98% | 98% | 98% |
| # of vehicles managed | 354 | 357 | 358 | 360 |
| # of equipment managed | 166 | 181 | 181 | 185 |
| # of trailers managed | 60 | 68 | 68 | 72 |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Fleet Manager | GR67 | GR67 | 1.00 | 1.00 |
| Fleet Shop Supervisor | | GR59 | | 1.00 |
| Lead Fleet Mechanic | GR57 | | 1.00 | |
| Fleet Mechanic | GR55 | GR55 | 5.00 | 5.00 |
| Administrative Assistant | GR45 | GR45 | 1.00 | 1.00 |
| Fleet Service Technician | GR43 | GR43 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 9.00 | 9.00 |

FLEET MANAGEMENT FUND

ALLOCATION MODEL

| | Equipment Value | Vehicle Count | Service Charge | Vehicle Charge |
|------------------------------|----------------------|---------------|---------------------|---------------------|
| General Fund | | | | |
| Animal Services ² | \$ 257,020 | 6 | \$ 34,434 | \$ 27,138 |
| Cemetery | 58,109 | 1 | 8,655 | 18,287 |
| Community Preservation | 85,139 | 3 | 14,128 | 12,163 |
| Engineering | 154,899 | 5 | 24,313 | 18,418 |
| Events | 31,718 | 1 | 4,906 | 4,531 |
| Facilities | 639,624 | 10 | 74,956 | 35,207 |
| Fire | 7,376,299 | 30 | 527,562 | 376,698 |
| GIS | 83,261 | 3 | 14,018 | 8,556 |
| Parks | 3,114,413 | 24 | 395,686 | 348,083 |
| Police ² | 7,370,668 | 156 | 914,391 | 1,407,014 |
| Public Services Admin | 33,741 | 1 | 5,025 | - |
| Public Utilities Admin | 154,590 | 5 | 24,295 | 9,079 |
| Public Works Admin | 76,301 | 2 | 10,569 | 6,158 |
| Streets | 4,721,118 | 30 | 422,452 | 603,537 |
| Victim Advocate | 51,452 | 2 | 9,107 | 7,350 |
| Development Svcs Funds | | | | |
| Planning | 59,163 | 2 | 9,560 | 8,452 |
| Building | 151,801 | 6 | 27,169 | 11,461 |
| Water Fund | 2,288,478 | 21 | 216,701 | 238,666 |
| Sewer Fund | 2,265,154 | 14 | 190,917 | 237,726 |
| Solid Waste Fund | 781,982 | 6 | 65,503 | 48,615 |
| Storm Water Fund | 2,434,333 | 15 | 198,766 | 173,797 |
| | <u>\$ 32,189,262</u> | <u>343</u> | <u>\$ 3,193,113</u> | <u>\$ 3,600,936</u> |

| | |
|---|-----------------------|
| Allocated Cost | \$ 6,794,049 |
| Less: Cost (expenditures less additional revenue) | <u>(7,845,648)</u> |
| Unallocated Cost | <u>\$ (1,051,599)</u> |

² Includes leased vehicles

FLEET MANAGEMENT FUND

BUDGET & FINANCIAL HISTORY

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Revenues | | | | | |
| 1 610-363710 Vehicle Charge - General | \$ 2,756,640 | \$ 3,140,842 | \$ 3,140,842 | \$ 2,882,218 | -8% |
| 2 610-363726 Vehicle Charge - Dev Svcs | - | 23,259 | 23,259 | 19,913 | -14% |
| 3 610-363751 Vehicle Charge - Water | 183,868 | 184,174 | 184,174 | 238,667 | 30% |
| 4 610-363752 Vehicle Charge - Sewer | 198,319 | 271,890 | 271,890 | 237,726 | -13% |
| 5 610-363754 Vehicle Charge - Solid Waste | 61,880 | 49,128 | 49,128 | 48,615 | -1% |
| 6 610-363755 Vehicle Charge - Storm Water | 245,405 | 365,117 | 365,117 | 173,797 | -52% |
| 7 610-384200 Service Charge - General | 1,952,741 | 2,112,385 | 2,112,385 | 2,484,497 | 18% |
| 8 610-384226 Service Charge - Dev Svcs | - | 33,702 | 33,702 | 36,729 | 9% |
| 9 610-384251 Service Charge - Water | 158,550 | 171,315 | 171,315 | 216,701 | 26% |
| 10 610-384252 Service Charge - Sewer | 171,791 | 169,529 | 169,529 | 190,917 | 13% |
| 11 610-384254 Service Charge - Solid Waste | 50,187 | 49,521 | 49,521 | 65,503 | 32% |
| 12 610-384255 Service Charge - Storm Water | 168,731 | 163,548 | 163,548 | 198,766 | 22% |
| 13 610-369000 Sundry Revenue | 313 | - | - | - | 0% |
| 14 610-363600 Lease Proceeds | 87,004 | - | - | - | 0% |
| 15 610-364000 Sale Of Fixed Assets | 259,035 | 300,000 | 100,000 | 300,000 | 0% |
| 16 610-361000 Interest Earnings | 15,766 | - | 85,000 | - | 0% |
| 17 | 6,310,230 | 7,034,410 | 6,919,410 | 7,094,049 | 1% |
| Expenditures | | | | | |
| Personnel | | | | | |
| 18 6101-411000 Salaries Full-Time | (532,001) | (582,468) | (550,000) | (619,974) | 6% |
| 19 6101-411003 Overtime | (2,092) | (2,000) | (3,500) | (2,000) | 0% |
| 20 6101-411030 Sick Leave Buyout | - | (2,070) | (803) | (850) | -59% |
| 21 6101-411100 On Call Salaries | (4,327) | (4,500) | (4,500) | (10,950) | 143% |
| 22 6101-413000 Benefits | (123,861) | (243,830) | (243,830) | (267,990) | 10% |
| 23 | (662,282) | (834,868) | (802,633) | (901,764) | 8% |
| Operations | | | | | |
| 24 6101-425000 Equipment Supplies & Main | (1,046,720) | (973,840) | (973,480) | (1,086,444) | 12% |
| 25 6101-425010 Uniforms | (5,620) | (5,136) | (5,136) | (2,000) | -61% |
| 26 6101-425020 Tools | (4,794) | (4,800) | (480) | (9,000) | 88% |
| 27 6101-425100 Fuel | (908,089) | (800,000) | (900,000) | (972,000) | 22% |
| 28 6101-425560 IT Services | - | - | - | (19,923) | 100% |
| 29 6101-431000 Professional & Tech | (2,927) | - | - | - | 0% |
| 30 6101-431400 Inform. System Contracts | (17,382) | (18,000) | (18,000) | (27,000) | 50% |
| 31 6101-431810 Contract Services | (18,270) | - | - | - | 0% |
| 32 6101-433000 Training | (4,714) | (6,000) | (4,000) | (6,000) | 0% |
| 33 6101-433100 Travel | (582) | (2,000) | (2,000) | (2,000) | 0% |
| 34 6101-448000 Dept Supplies | (10,257) | (10,000) | (10,000) | (10,000) | 0% |
| 35 6101-465000 Damage Reserve | (81,722) | (100,000) | (75,000) | (100,000) | 0% |
| 36 6101-496700 Risk Management Fee | (7,536) | (8,577) | (8,577) | (10,123) | 18% |
| 37 | (2,108,615) | (1,928,353) | (1,996,673) | (2,244,490) | 16% |

FLEET MANAGEMENT FUND

BUDGET & FINANCIAL HISTORY (continued)

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|--|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Capital | | | | | |
| 38 6101-474100 New Vehicles | - | (400,000) | (400,000) | (690,000) | 73% |
| 39 6101-474200 Replacement Vehicles | (1,474,090) | (3,985,500) | (3,000,000) | (3,601,000) | -10% |
| 40 6101-474210 Intangible Vehicles & Equipment | (98,180) | - | - | - | 0% |
| 41 | (1,572,269) | (4,385,500) | (3,400,000) | (4,291,000) | -2% |
| Debt Service | | | | | |
| 42 6101-425510 Vehicle Lease | - | (637,007) | (637,007) | (708,394) | 11% |
| 43 6101-481000 Principal | (2,720,927) | - | - | - | 0% |
| 44 6101-482000 Interest | (136,906) | - | - | - | 0% |
| 45 | (2,857,833) | (637,007) | (637,007) | (708,394) | 11% |
| 46 Net change | \$ (890,768) | \$ (751,318) | \$ 83,097 | \$ (1,051,599) | |
| 47 Beginning reserve balance ¹ | \$ 3,293,930 | \$ 2,529,598 | \$ 2,529,598 | \$ 2,612,695 | |
| 48 Net change | (890,768) | (751,318) | 83,097 | (1,051,599) | |
| 49 YE adjustment to capital | 126,436 | | | | |
| 50 Ending reserve balance ¹ | \$ 2,529,598 | \$ 1,778,280 | \$ 2,612,695 | \$ 1,561,096 | |

¹ Excludes investment in capital assets

FLEET MANAGEMENT FUND

JUSTIFICATION

Operations

| | | | | |
|----|-------------|---------------------------|-----------|---|
| 51 | 6101-425000 | Equipment Supplies & Main | 1,051,750 | Parts, supplies, and sublet repairs for fleet vehicles and equipment. Hazardous waste, tire disposal, and shop supplies. Shop equipment inspections. NAPA contract fee. |
| 52 | | | 34,694 | Lease vehicle maintenance (10% of pmt) |
| 53 | 6101-425010 | Uniforms | 2,000 | Uniforms and coveralls for mechanics, supervisor, manager, and technician (8 @ \$250 each) |
| 54 | 6101-425020 | Tools | 9,000 | Tool allowance for 5 mechanics, 1 lead mechanic (\$1,500 each) |
| 55 | 6101-425100 | Fuel | 972,000 | Fuel purchases for fleet vehicles and equipment |
| 56 | 6101-425560 | IT Services | 19,923 | IT services and equipment replacement |
| 57 | 6101-431400 | Inform. System Contracts | 27,000 | Support contract for Fleet Management software FASTER, subscriptions to ALL-DATA and Chrome Data Solutions |
| 58 | 6101-433000 | Training | 6,000 | Training, fees for certifications and licenses for fleet personnel |
| 59 | 6101-433100 | Travel | 2,000 | Costs to attend FASTER User Meeting, GFX Conference, and PDX Conference |
| 60 | 6101-448000 | Dept Supplies | 10,000 | Small shop equipment, diagnostic tools updates or additions, etc |
| 61 | 6101-465000 | Damage Reserve | 100,000 | Outside charges to repair vehicles damaged by or involved in an accident |
| 62 | 6101-496700 | Risk Management | 10,123 | Claims, and risk management |

2,244,490

Capital

| | | | | |
|----|-------------|--------------------------|-----------|---|
| 64 | 6101-474100 | New Vehicles & Equipment | 70,000 | Police Officer |
| 65 | | | 70,000 | Police Officer |
| 66 | | | 70,000 | Police Officer - JORCU MOU |
| 67 | | | 70,000 | Police Officer - JORCU MOU |
| 68 | | | 70,000 | Police Sergeant |
| 69 | | | 50,000 | Utility Locator |
| 70 | | | 95,000 | Parks Irrigation Specialist |
| 71 | | | 60,000 | Ventrec Tractor w/ V-Plow, KX Snowblower, Contour Mower |
| 72 | | | 75,000 | F350 Crew Truck (Highlands) |
| 73 | | | 60,000 | Equipment for Highlands (mowers, etc) |
| 74 | 6101-474200 | Vehicle Purchases | 3,499,500 | Annual vehicle replacement program |
| 75 | | | 101,500 | Residual payment for last 5 police vehicles to extend useful life from 3 yrs to 5 yrs |

4,291,000

FLEET MANAGEMENT FUND

JUSTIFICATION (continued)

| | | | | |
|----|-------------|---------------|------------------|---|
| 77 | 6101-425510 | Vehicle Lease | Capital leases | |
| 78 | | | 207,360 | 2018 Lease - 3 vehicles (Pmt 7 of 10) |
| 79 | | | 67,561 | 2019-A Lease - Sewer vactor truck (Pmt 6 of 7) |
| 80 | | | 121,231 | 2019-B Lease - Ambulance, fire engine (Pmt 5 of 10) |
| 81 | | | Operating leases | |
| 82 | | | 19,800 | E18020 Wheeler - Streets equipment |
| 83 | | | 10,557 | E20012 Wheeler - Streets equipment |
| 84 | | | 9,186 | E21011 Wheeler - Streets equipment |
| 85 | | | 13,050 | E21012 Wheeler - Streets equipment |
| 86 | | | 9,186 | E21013 Wheeler - Streets equipment |
| 87 | | | 9,186 | E21014 Wheeler - Streets equipment |
| 88 | | | 7,425 | E21015 Wheeler - Streets equipment |
| 89 | | | 54,450 | E23009 Wheeler - Streets equipment |
| 90 | | | 54,000 | E23006 Wheeler - Streets equipment |
| 91 | | | 10,125 | E22002 Wheeler - Parks equipment |
| 92 | | | 6,048 | E21006 Wheeler - Parks equipment |
| 93 | | | 8,694 | E21008 Wheeler - Parks equipment |
| 94 | | | 10,125 | E22001 Wheeler - Cemetery equipment |
| 95 | | | 20,385 | E23011 Wheeler - Sewer equipment |
| 96 | | | 30,150 | E23012 Wheeler - Storm water equipment |
| 97 | | | 18,675 | NEW Wheeler - Storm water equipment |
| 98 | | | 10,310 | E21022 Wheeler - Water equipment |
| 99 | | | 10,890 | E23010 Wheeler - Water equipment |

##

708,394

FLEET MANAGEMENT FUND 5-Year Plan

| | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| REVENUE | | | | | |
| Service Charges (O&M) | \$ 3,259,000 | \$ 3,375,000 | \$ 3,497,000 | \$ 3,622,000 | \$ 3,753,000 |
| Assessments (Capital) | 3,956,000 | 4,853,000 | 4,870,000 | 4,741,000 | 4,911,000 |
| Other revenue | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| | <u>7,715,000</u> | <u>8,728,000</u> | <u>8,867,000</u> | <u>8,863,000</u> | <u>9,164,000</u> |
| EXPENSE | | | | | |
| O&M | | | | | |
| Personnel | 946,852 | 994,195 | 1,043,905 | 1,096,100 | 1,150,905 |
| Operations | 2,311,825 | 2,381,179 | 2,452,615 | 2,526,193 | 2,601,979 |
| | <u>3,258,677</u> | <u>3,375,374</u> | <u>3,496,519</u> | <u>3,622,293</u> | <u>3,752,884</u> |
| Capital | | | | | |
| Replacements | 4,084,500 | 4,800,000 | 4,800,000 | 4,800,000 | 5,000,000 |
| Leases | 621,017 | 553,456 | 569,765 | 441,092 | 411,078 |
| | <u>4,705,516</u> | <u>5,353,456</u> | <u>5,369,765</u> | <u>5,241,092</u> | <u>5,411,078</u> |
| | <u>7,964,193</u> | <u>8,728,830</u> | <u>8,866,285</u> | <u>8,863,385</u> | <u>9,163,962</u> |
| NET CHANGE | \$ (249,193) | \$ (830) | \$ 715 | \$ (385) | \$ 38 |
| RESERVES | | | | | |
| Beginning Fund Balance | \$ 1,561,096 | \$ 1,311,903 | \$ 1,311,073 | \$ 1,311,788 | \$ 1,311,403 |
| Net change | (249,193) | (830) | 715 | (385) | 38 |
| Adjustment | | | | | |
| Ending Balance | <u>\$ 1,311,903</u> | <u>\$ 1,311,073</u> | <u>\$ 1,311,788</u> | <u>\$ 1,311,403</u> | <u>\$ 1,311,440</u> |

DEBT SERVICE SCHEDULE

| | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| LEASE AND BUY-BACK SCHEDULES | | | | | |
| Capital Leases | | | | | |
| 2018 Lease (10 yr) | \$ 128,673 | \$ 128,673 | \$ 128,673 | | |
| 2019-A Lease (7 yr) | 67,561 | | | | |
| 2019-B Lease (10 yr) | 77,847 | 77,847 | 77,847 | 77,847 | 47,833 |
| | <u>274,081</u> | <u>206,520</u> | <u>206,520</u> | <u>77,847</u> | <u>47,833</u> |
| Equipment Leases | | | | | |
| 3101 - 430F2 Backhoe Loader | 22,000 | 22,000 | 23,100 | 23,100 | 23,100 |
| 3101 - 305.5E2 Excavator | 11,730 | 11,730 | 12,317 | 12,317 | 12,317 |
| 3101 - CB34B Utility Compactor | 10,207 | 10,207 | 10,717 | 10,717 | 10,717 |
| 3101 - 430F2 Backhoe Loader | 14,500 | 14,500 | 15,225 | 15,225 | 15,225 |
| 3101 - CB34B Utility Compactor | 10,207 | 10,207 | 10,717 | 10,717 | 10,717 |
| 3101 - CB34B Utility Compactor | 10,207 | 10,207 | 10,717 | 10,717 | 10,717 |
| 3101 - 246D3 Skidsteer Loader | 8,250 | 8,250 | 8,663 | 8,663 | 8,663 |
| 3101 - AP1055 Asphalt Paver | 60,500 | 60,500 | 63,525 | 63,525 | 63,525 |
| 3101 - PM312 Cold Planer | 60,000 | 60,000 | 63,000 | 63,000 | 63,000 |
| 3201 - 420 Backhoe Loader | 11,250 | 11,250 | 11,813 | 11,813 | 11,813 |
| 3201 - 246D3 Skidsteer Loader | 6,720 | 6,720 | 7,056 | 7,056 | 7,056 |
| 3201 - 305.5E23PT Excavator | 9,660 | 9,660 | 10,143 | 10,143 | 10,143 |
| 3208 - 420 Backhoe Loader | 11,250 | 11,250 | 11,813 | 11,813 | 11,813 |
| 5201 - 310 Excavator | 22,650 | 22,650 | 23,783 | 23,783 | 23,783 |
| 5501 - 315 Excavator | 33,500 | 33,500 | 35,175 | 35,175 | 35,175 |
| 5501 - NEW | 20,750 | 20,750 | 20,750 | 20,750 | 20,750 |
| 5101 - 308TH Excavator | 11,455 | 11,455 | 12,028 | 12,028 | 12,028 |
| 5101 - 279D3 Compact Track Loader | 12,100 | 12,100 | 12,705 | 12,705 | 12,705 |
| | <u>\$ 346,936</u> | <u>\$ 346,936</u> | <u>\$ 363,245</u> | <u>\$ 363,245</u> | <u>\$ 363,245</u> |



INFORMATION TECHNOLOGY
INTERNAL SERVICE FUND

INFORMATION TECHNOLOGY FUND

SERVICE LEVEL CHANGES

- Assessment model changed from estimates to a weighted value based on the software, equipment and # of employees supported.
- FY 2023 was intentionally under-assessed to use a portion of reserves.

PURPOSE

The Information Technology Fund provides the City with technology solutions, a reliable network, information security, data backup, and technical support. Cost allocations are charged to each department or fund. The basis is cost recovery as well as cash funding for infrastructure replacement and enhancement.

GOALS & OBJECTIVES

- Goal 1:** Maintain the City's information management systems in a secure and safe environment.
- Goal 2:** Foster a collaborative, engaging and innovative approach to meet the City's information system needs.

PERFORMANCE AND WORKLOAD MEASURES

| | FY2023 Estimate | FY2024 Goal |
|--|--------------------|----------------|
| IT system projects completed | 8 | 8 |
| # of support requests | 3,116 | 3,200 |
| % of support requests closed within service level agreements | 23% | 20% |
| % of support requests closed within 24 hours | 80% | 85% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| IT Director | GR84 | GR84 | 1.00 | 1.00 |
| Deputy IT Director | GR80 | GR81 | 1.00 | 1.00 |
| Sr IT System Administrator | GR70 | GR70 | 1.00 | 1.00 |
| Database Management Technician | GR69 | GR69 | 1.00 | 1.00 |
| IT Support Manager | GR69 | GR69 | 1.00 | 1.00 |
| IT Security Specialist | GR67 | GR67 | 1.00 | 1.00 |
| IT Specialist | GR55 | GR55 | 2.00 | 2.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 8.00 | 8.00 |

INFORMATION TECHNOLOGY FUND

ASSESSMENT MODEL

Assessment is based on weighted values of number of employees, devices, and mobile devices supported.

| | Assessment | % of cost |
|------------------------------------|---------------------|-----------|
| General Fund | | |
| Administrative Services | \$ 61,703 | 1.57% |
| Animal Control | 54,670 | 1.39% |
| Cemetery | 13,973 | 0.36% |
| City Attorney | 40,844 | 1.04% |
| City Council | 96,487 | 2.46% |
| City Recorder | 43,192 | 1.10% |
| Code Enforcement | 57,106 | 1.45% |
| Economic Development | 18,511 | 0.47% |
| Emergency Management | 9,649 | 0.25% |
| Engineering | 85,265 | 2.17% |
| Events | 25,724 | 0.66% |
| Facilities | 77,574 | 1.98% |
| Fire | 184,743 | 4.71% |
| GIS | 47,457 | 1.21% |
| Human Resources | 28,160 | 0.72% |
| Justice Court | 55,533 | 1.41% |
| Mayor | 41,287 | 1.05% |
| Parks | 111,861 | 2.85% |
| Police | 1,158,194 | 29.51% |
| Property Administration | 6,170 | 0.16% |
| Prosecution | 46,414 | 1.18% |
| Public Affairs | 29,459 | 0.75% |
| Public Services Administration | 19,297 | 0.49% |
| Public Utilities Administration | 77,189 | 1.97% |
| Public Works Administration | 28,946 | 0.74% |
| Streets | 49,624 | 1.26% |
| Utility Billing | 18,511 | 0.47% |
| Victim Advocate | 18,511 | 0.47% |
| Development Services Fund | | |
| Planning | 187,175 | 4.77% |
| Building | 206,472 | 5.26% |
| Highlands Special Service District | 10,931 | 0.28% |
| Water Fund | 562,337 | 14.33% |
| Sewer Fund | 170,898 | 4.35% |
| Solid Waste Fund | 96,638 | 2.46% |
| Storm Water Fund | 161,249 | 4.11% |
| Fleet Management Fund | 19,923 | 0.51% |
| Risk Management Fund | 15,819 | 0.40% |
| | <u>\$ 3,937,496</u> | |

INFORMATION TECHNOLOGY FUND

BUDGET & FINANCIAL HISTORY

| | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget | |
|---------------------|---|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|------------|
| Revenues | | | | | | | |
| 1 | 620-384200 | Assessment - General Fund | \$ 2,400,000 | \$ 1,815,000 | \$ 1,815,000 | \$ 2,506,054 | 38% |
| 2 | 620-384226 | Assessment - Dev Svcs Fund | - | 225,000 | 225,000 | 393,647 | 100% |
| 3 | 620-384227 | Assessment - Highlands SID | - | - | - | 10,931 | 100% |
| 4 | 620-384251 | Assessment - Water Fund | 425,000 | 450,000 | 450,000 | 562,337 | 25% |
| 5 | 620-384252 | Assessment - Sewer Fund | 110,000 | 113,500 | 113,500 | 170,898 | 51% |
| 6 | 620-384254 | Assessment - Solid Waste | 55,000 | 56,500 | 56,500 | 96,638 | 71% |
| 7 | 620-384255 | Assessment - Storm Water | 110,000 | 113,500 | 113,500 | 161,249 | 42% |
| 8 | 620-384261 | Assessment - Fleet Management | - | - | - | 19,923 | 100% |
| 9 | 620-384267 | Assessment - Risk Management | - | - | - | 15,819 | 100% |
| 10 | 620-361000 | Interest Earnings | 10,722 | - | - | - | 0% |
| 11 | | | 3,110,722 | 2,773,500 | 2,773,500 | 3,937,496 | 42% |
| Expenditures | | | | | | | |
| Personnel | | | | | | | |
| 12 | 6201-411000 | Salaries Full-Time | (689,150) | (742,320) | (693,000) | (770,043) | 4% |
| 13 | 6201-411030 | Sick Leave Buyout | - | (3,950) | (2,858) | (3,049) | -23% |
| 14 | 6201-411100 | On Call Salaries | (4,433) | (5,000) | (5,533) | (6,500) | 30% |
| 15 | 6201-413000 | Benefits | (253,147) | (311,893) | (317,821) | (305,795) | -2% |
| 16 | | | (946,729) | (1,063,163) | (1,019,212) | (1,085,387) | 2% |
| Operations | | | | | | | |
| 17 | 6201-421500 | Memberships | - | (400) | (400) | (400) | 0% |
| 18 | 6201-425000 | Equipment Supplies & Main | (17,323) | (53,000) | (53,000) | (50,000) | -6% |
| 19 | 6201-425610 | Copier Maintenance | (23,333) | (20,000) | (20,000) | (20,000) | 0% |
| 20 | 6201-425620 | Copier Toner | (5,296) | (15,000) | (15,000) | (15,000) | 0% |
| 21 | 6201-428000 | Phone & Wireless Systems | (358,128) | (450,000) | (450,000) | (500,000) | 11% |
| 22 | 6201-428500 | Network Communications | (348,945) | (223,400) | (223,000) | (270,000) | 21% |
| 23 | 6201-431000 | Professional & Tech | (41,501) | (108,000) | (108,000) | (110,000) | 2% |
| 24 | 6201-431400 | Annual Contracts | (442,990) | (848,517) | (848,517) | (1,200,000) | 41% |
| 25 | 6201-433000 | Training | (2,884) | (6,000) | (6,000) | (6,000) | 0% |
| 26 | 6201-433100 | Travel | (1,046) | (4,000) | (2,000) | (2,000) | -50% |
| 27 | 6201-448000 | Dept Supplies | (558) | (4,100) | (4,100) | (4,100) | 0% |
| 28 | | | (1,242,002) | (1,732,417) | (1,730,017) | (2,177,500) | 26% |
| Capital | | | | | | | |
| 29 | 6201-425250 | Workstation Replacement | (146,470) | (100,000) | (100,000) | (266,000) | 166% |
| 30 | 6201-425251 | Hardware Replacement | (16,966) | (16,000) | (16,000) | (26,500) | 66% |
| 31 | 6201-425260 | Printer Replacement | (16,334) | (5,000) | (5,000) | (50,000) | 900% |
| 32 | 6201-425270 | Server Replacement | (10,547) | (45,000) | (45,000) | (45,000) | 0% |
| 33 | 6201-425280 | Network Replacement | (46,720) | (40,000) | (40,000) | (125,000) | 213% |
| 34 | 6201-474000 | Equipment | (5,805) | - | - | - | 0% |
| 35 | 6201-474900 | Software Implementation | (222,373) | (150,000) | (150,000) | (150,000) | 0% |
| 36 | | | (465,214) | (356,000) | (356,000) | (662,500) | 86% |
| 37 | Net change | | \$ 456,776 | \$ (378,080) | \$ (331,729) | \$ 12,109 | |
| 38 | Beginning reserve balance ¹ | | \$ 1,630,371 | \$ 2,087,148 | \$ 2,087,148 | \$ 1,755,419 | |
| 39 | Net change | | 456,776 | (378,080) | (331,729) | 12,109 | |
| 40 | Ending reserve balance ¹ | | \$ 2,087,148 | \$ 1,709,068 | \$ 1,755,419 | \$ 1,767,528 | |

¹ Excludes investment in capital assets

INFORMATION TECHNOLOGY FUND

JUSTIFICATION

Specific information related to contracts and professional services is not provided as a best practice for cyber security.

This year's budget includes approximately \$100,000 of additional costs to support the move back to City Hall.

In addition, the computer replacement plan requires a 2-year increase as technology that was purchased during the pandemic will need to be replaced. Police Toughbooks, laptops, etc. (approximately \$250,000 per year).

Operations

| | | | | |
|----|-------------|---------------------------|-----------|--|
| 41 | 6201-421500 | Memberships | 400 | Professional Memberships |
| 42 | 6201-425000 | Equipment Supplies & Main | 50,000 | Cables, connectors, cleaning supplies, backup tapes, and other equipment as needed. |
| 43 | 6201-425610 | Copier Maintenance | 20,000 | |
| 44 | 6201-425620 | Copier Toner | 15,000 | |
| 45 | 6201-428000 | Phone & Wireless Systems | 500,000 | Cell phones and mifi devices, consistent with |
| 46 | 6201-428500 | Network Communications | 270,000 | Internet contracts, network communications for |
| 47 | 6201-431000 | Professional & Tech | 110,000 | Outsourced electrical, network design, support, etc |
| 48 | 6201-431400 | Annual Contracts | 1,200,000 | Cloud management, licensing, renewal and maintenance contracts, security, system performance monitoring; current and additional software maintenance and renewals. |
| 49 | 6201-433000 | Training | 6,000 | Cyber security, best practices, continuing education |
| 50 | 6201-433100 | Travel | 2,000 | |
| 51 | 6201-448000 | Dept Supplies | 4,100 | Miscellaneous department supplies |

2,177,500

Capital

| | | | | |
|----|-------------|----------------------|---------|---|
| 53 | 6201-425250 | Workstations | 250,000 | Computer replacement plan |
| 54 | | New positions | | |
| 55 | | | 2,100 | Police Officer |
| 56 | | | 2,100 | Police Officer |
| 57 | | | 2,100 | Police Officer - JORCU MOU |
| 58 | | | 2,100 | Police Officer - JORCU MOU |
| 59 | | | 2,100 | Police Sergeant |
| 60 | | | 1,500 | Police Records Technician |
| 61 | | | 1,400 | Utility Locator |
| 62 | | | 1,400 | Parks Irrigation Specialist |
| 63 | | | 600 | Parks Maintenance Worker I (Highlands) |
| 64 | | | 600 | Parks Maintenance Worker I (Highlands) |
| 65 | 6201-425251 | Hardware Replacement | 26,500 | Mobile equipment to support remote work |
| 66 | 6201-425260 | Printers | 50,000 | Printer and copier replacement plan |
| 67 | 6201-425270 | Servers | 45,000 | Server replacement plan |
| 68 | 6201-425280 | Network | 125,000 | Network supplies and replacement plan |
| 69 | 6202-474900 | Software | 150,000 | Software implementation and purchase |

\$ 662,500

70



INFORMATION TECHNOLOGY FUND 5-Year Plan

| | FY 2025 Year 1 | FY 2026 Year 2 | FY 2027 Year 3 | FY 2028 Year 4 | FY 2029 Year 5 |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Assessment increase | 1.0% | 1.0% | 1.0% | 1.0% | 1.0% |
| REVENUES | | | | | |
| Assessments | \$ 3,976,871 | \$ 4,016,640 | \$ 4,056,806 | \$ 4,097,374 | \$ 4,138,348 |
| Other | - | - | - | - | - |
| | <u>3,976,871</u> | <u>4,016,640</u> | <u>4,056,806</u> | <u>4,097,374</u> | <u>4,138,348</u> |
| EXPENSES | | | | | |
| Personnel | (1,117,949) | (1,151,487) | (1,186,032) | (1,221,613) | (1,258,261) |
| Operations | (2,242,825) | (2,310,110) | (2,379,413) | (2,450,795) | (2,524,319) |
| Capital | (325,377) | (335,138) | (345,192) | (355,548) | (366,215) |
| One-time | | | (275,000) | | |
| | <u>(3,686,151)</u> | <u>(3,796,735)</u> | <u>(4,185,637)</u> | <u>(4,027,956)</u> | <u>(4,148,795)</u> |
| NET CHANGE | <u>\$ 290,720</u> | <u>\$ 219,905</u> | <u>\$ (128,831)</u> | <u>\$ 69,418</u> | <u>\$ (10,447)</u> |
| RESERVES | | | | | |
| Beginning balance | \$ 1,767,528 | \$ 2,058,248 | \$ 2,278,153 | \$ 2,149,322 | \$ 2,218,739 |
| Net change | 290,720 | 219,905 | (128,831) | 69,418 | (10,447) |
| Ending Balance | <u>\$ 2,058,248</u> | <u>\$ 2,278,153</u> | <u>\$ 2,149,322</u> | <u>\$ 2,218,739</u> | <u>\$ 2,208,292</u> |

Police Toughbooks
- \$275k



RISK MANAGEMENT
INTERNAL SERVICE FUND

RISK MANAGEMENT FUND

SERVICE LEVEL CHANGES

- IT Services assessment model changed from estimates to a weighted value based on the software, equipment and # of employees supported.

PURPOSE

The Risk Management Fund is an internal service fund centralizing the management of all liability insurance and claims for the City. Additionally, this fund supports programming to increase safety within city departments. The Fund is managed by the Risk Manager under the general direction of the City Attorney. The risk management team is comprised of a professional risk manager and a professional risk specialist, and works closely with the City's civil and prosecution attorneys.

GOALS & OBJECTIVES

Goal 1: Protect City employees and assets with adequate insurance coverage
(excluding employer-provided benefit plans)

Objective 1: Secure insurance policies with coverage based on data analysis, expert consultation, and historical performance

Goal 2: Continue growing the City's culture of safety by supporting departments in safety training, programs, incentives, and consultations

Objective 1: Decrease total at-fault internal accidents

Objective 2: Reduce the occurrence of workplace injuries and damage to City property

PERFORMANCE AND WORKLOAD MEASURES

| | FY2021 Actual | FY2022 Actual | FY2023 Estimated |
|---|------------------|------------------|---------------------|
| # of liability claims | no data | 42 | 51 |
| Amount of liability claims settled | \$ 96,821 | \$167,016 | \$286,573 |
| # of at-fault internal accidents | 35 | 47 | 42 |
| % change in at-fault internal accidents | -36.4% | 38.00% | -10.60% |
| # of no-fault internal accidents | 21 | 14 | 16 |
| % change in no-fault internal accidents | -23.8% | -22.20% | 14.20% |
| Workers compensation claims as a % of the average total employees | 6.5% | 6.7% | 6.0% |

STAFFING

| | Grade | | Count | |
|---|---------|---------|-------------|-------------|
| | FY 2023 | FY 2024 | FY 2023 | FY 2024 |
| Risk Manager | GR74 | GR74 | 1.00 | 1.00 |
| Risk Specialist | GR61 | GR61 | 1.00 | 1.00 |
| TOTAL FTE'S (FTE=Full-time equivalent) | | | 2.00 | 2.00 |

RISK MANAGEMENT FUND

ALLOCATION MODEL

The risk management allocation is based on the previous year's liability premiums for property, vehicles, and equipment blended with a 5-year claims history.

| | Property Premium | Vehicle Premium | Risk Cost Allocation |
|-----------------------|------------------|-----------------|----------------------|
| General Fund | 56.12% | 74.98% | 66.06% |
| Development Svcs Fund | 0.00% | 0.60% | 1.84% |
| Water Fund | 43.88% | 6.51% | 18.82% |
| Sewer Fund | 0.00% | 6.88% | 5.20% |
| Solid Waste Fund | 0.00% | 2.22% | 0.80% |
| Storm Water Fund | 0.00% | 7.41% | 6.83% |
| Fleet Fund | 0.00% | 1.39% | 0.46% |
| | <u>100.00%</u> | <u>100.00%</u> | <u>100.00%</u> |

| | Property Premium | Vehicle Premium | Risk Cost Allocation (reduced) | Total |
|---|-------------------|-------------------|--------------------------------|-------------------|
| General Fund | \$ 228,407 | \$ 278,622 | \$ 708,996 | \$ 1,216,025 |
| Development Svcs Fund | - | 2,230 | 19,711 | 21,941 |
| Water Fund | 178,593 | 24,194 | 201,986 | 404,773 |
| Sewer Fund | - | 25,554 | 55,763 | 81,317 |
| Solid Waste Fund | - | 8,267 | 8,564 | 16,831 |
| Storm Water Fund | - | 27,547 | 73,347 | 100,894 |
| Fleet Fund | - | 5,157 | 4,966 | 10,123 |
| Allocated Cost | <u>\$ 407,000</u> | <u>\$ 371,571</u> | <u>\$ 1,073,333</u> | 1,851,904 |
| Less: Cost (expenditures less additional revenue) | | | | 1,853,219 |
| Unallocated Cost | | | | <u>\$ (1,315)</u> |

RISK MANAGEMENT FUND

BUDGET & FINANCIAL HISTORY

| | | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-----------------------------|-------------------|------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|---------------------------|
| Revenues | | | | | | | |
| 1 | 670-362010 | Workers Comp Refund | \$ 19,157 | \$ - | \$ 2,600 | \$ - | 0% |
| 2 | 670-383010 | Workers Comp Payroll | 405,903 | 441,511 | 470,491 | 539,923 | 22% |
| 3 | 670-384200 | General Fund Assessments | 1,132,716 | 1,096,329 | 1,096,329 | 1,216,025 | 11% |
| 4 | 670-384226 | Dev Svcs Fund Assessments | - | 19,700 | 19,700 | 21,941 | 100% |
| 5 | 670-384251 | Water Fund Assessments | 270,204 | 306,526 | 306,526 | 404,773 | 32% |
| 6 | 670-384252 | Sewer Fund Assessments | 59,592 | 68,745 | 68,745 | 81,317 | 18% |
| 7 | 670-384254 | Solid Waste Fund Assessments | 14,676 | 12,395 | 12,395 | 16,831 | 36% |
| 8 | 670-384255 | Storm Water Fund Assessments | 78,432 | 82,526 | 82,526 | 100,894 | 22% |
| 9 | 670-384261 | Fleet Fund Assessments | 7,536 | 8,577 | 8,577 | 10,123 | 18% |
| 10 | 670-385010 | Unemployment Payroll | 33,965 | 39,741 | 38,992 | 43,069 | 8% |
| 11 | 670-361000 | Interest Earnings | 7,728 | - | 40,000 | - | 0% |
| 12 | | | 2,029,908 | 2,076,050 | 2,146,881 | 2,434,896 | 17% |
| Expenditures | | | | | | | |
| Personnel | | | | | | | |
| 13 | 6701-411000 | Salaries Full-Time | \$ (114,861) | \$ (152,622) | \$ (144,000) | \$ (164,777) | 8% |
| 14 | 6701-411030 | Sick Leave Buyout | - | (630) | - | - | -100% |
| 15 | 6701-413000 | Benefits | (34,195) | (78,566) | (72,050) | (84,385) | 7% |
| 16 | | | (149,056) | (231,818) | (216,050) | (249,162) | 7% |
| Operations | | | | | | | |
| 17 | 6701-421000 | Subscriptions | - | (1,800) | (1,800) | (1,854) | 100% |
| 18 | 6701-421500 | Memberships | (895) | (1,180) | (895) | (895) | -24% |
| 19 | 6701-425560 | IT Services | - | - | - | (15,819) | 100% |
| 20 | 6701-431000 | Professional & Tech | (1,002) | (45,100) | (3,600) | (46,300) | 3% |
| 21 | 6701-433000 | Training | (1,605) | (2,285) | (1,899) | (3,320) | 45% |
| 22 | 6701-433100 | Travel | - | (1,500) | (1,727) | (1,900) | 27% |
| 23 | 6701-448000 | Dept Supplies | (483) | (1,000) | (903) | (1,000) | 0% |
| 24 | 6701-462050 | Safety & Training | (7,299) | (16,735) | (11,356) | (10,000) | -40% |
| 25 | | | (11,283) | (69,600) | (22,180) | (81,088) | 17% |
| Liability Management | | | | | | | |
| 26 | 6701-462010 | Liability Premiums | (581,021) | (708,380) | (731,230) | (848,571) | 20% |
| 27 | 6701-462040 | Liability Losses | (169,556) | (300,000) | (300,000) | (300,000) | 0% |
| 28 | 6701-462041 | Liability Loss/Wtr Swr | (8,590) | (100,000) | (50,000) | (100,000) | 0% |
| 29 | 6701-462042 | Liability Loss/Legal Exp | (518) | (200,000) | (50,000) | (200,000) | 0% |
| 30 | 6701-463200 | Workmans Compensation | (402,501) | (494,511) | (493,548) | (599,000) | 21% |
| 31 | 6701-463201 | Medical-Only Claims | (7,083) | (15,000) | (11,755) | (15,000) | 0% |
| 32 | 6701-463400 | Unemployment | (6,449) | (39,741) | (3,000) | (43,390) | 9% |
| 33 | | | (1,175,717) | (1,857,632) | (1,639,533) | (2,105,961) | 13% |
| 34 | Net change | | \$ 693,852 | \$ (83,000) | \$ 269,118 | \$ (1,315) | |

RISK MANAGEMENT FUND

BUDGET & FINANCIAL HISTORY (continued)

| | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|------------------------------|------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| 35 Beginning reserve balance | \$ 1,032,092 | \$ 1,725,945 | \$ 1,725,945 | \$ 1,995,063 | |
| 36 Net change | 693,852 | (83,000) | 269,118 | (1,315) | |
| 37 Ending reserve balance | \$ 1,725,945 | \$ 1,642,945 | \$ 1,995,063 | \$ 1,993,748 | |

JUSTIFICATION

Operations

| | | | | |
|----|-------------|----------------------|--------|---|
| 38 | 6701-421000 | Subscriptions | 1,854 | Filevine licensing |
| 39 | 6701-421500 | Membership | 895 | Risk team memberships in professional |
| 40 | 6701-425560 | IT Services | 15,819 | IT services and equipment replacement |
| 41 | 6701-431000 | Prof & Tech Services | 1,500 | Claims adjustment services |
| 42 | | | 40,000 | Risk management software (one-time) |
| 43 | | | 4,800 | Risk management software (on-going) |
| 44 | 6701-433000 | Training | 3,320 | Cost for annual training and professional certification |
| 45 | 6701-433100 | Travel | 1,900 | Travel to professional development and training |
| 46 | 6701-448000 | Dept Supplies | 1,000 | Office supplies and tools |
| 47 | 6701-462050 | Safety Training | 10,000 | Cost to augment departmental training programs with safety grants, safety supplies, teaching supplies, and safety-compliance incentives |

48 **81,088**

Liability Management

| | | | | |
|----|-------------|--------------------------|---------|--|
| 49 | 6702-462010 | Liability Premiums | 407,000 | Property insurance premiums |
| 50 | | | 371,571 | Liability insurance premiums |
| 51 | | | 70,000 | Cyber liability insurance premium |
| 52 | 6702-462040 | Liability Losses | 300,000 | General liability claim payments |
| 53 | 6702-462041 | Liability Loss/Wtr Swr | 100,000 | Claims resulting from water and/or wastewater systems. Maximum budget amount established by city ordinance 9-3-8-A |
| 54 | 6702-462042 | Liability Loss/Legal Exp | 200,000 | Legal defense costs |
| 55 | 6701-463200 | Workmans Compensation | 599,000 | Workers Compensation insurance premium (payroll + 10% contingency) |
| 56 | 6701-463201 | Medical-Only Claims | 15,000 | Self-pay for first-aid only workplace injuries |
| 57 | 6701-463400 | Unemployment | 43,390 | Self-insured unemployment insurance cost, set at 0.1% of payroll |

58 **2,105,961**



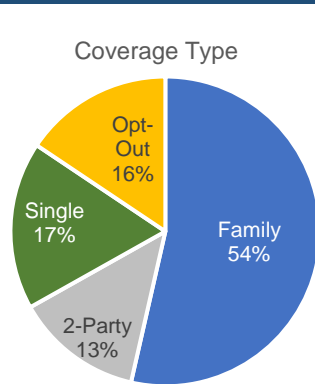
BENEFITS MANAGEMENT
INTERNAL SERVICE FUND

BENEFITS MANAGEMENT FUND

PURPOSE

The Benefits Management Fund centralizes the management of the City's self-funded health insurance. The revenues are the result of both employer and employee contributions as determined annually. The basis is cost recovery plus an allowance for health care cost increases.

PREMIUM AND COVERAGE



| | # of Employees | Premium per month | | |
|---------|----------------|-------------------|----------|----------|
| | | Employer | Employee | Total |
| Family | 278 | \$ 1,599 | \$ 176 | \$ 1,775 |
| 2-Party | 69 | \$ 1,112 | \$ 122 | \$ 1,234 |
| Single | 91 | \$ 567 | \$ - | \$ 567 |
| Opt-Out | 81 | \$ 300 | \$ - | \$ 300 |
| | <u>519</u> | | | |

BUDGET & FINANCIAL HISTORY

| | | | Prior Year Actual FY 2022 | Adopted Budget FY 2023 | Estimated Actual FY 2023 | Annual Budget FY 2024 | FY24 to FY23 Budget |
|-------------------------|----------------------------------|----------------------------|---------------------------|------------------------|--------------------------|-----------------------|---------------------|
| Revenues | | | | | | | |
| 1 | 650-363800 | Employer Contributions | \$ - | \$ 6,413,970 | \$ 6,000,000 | \$ 6,875,092 | 7% |
| 2 | 650-363810 | Employee Contributions | - | 586,397 | 610,000 | 688,152 | 17% |
| 3 | 650-361000 | Interest Earnings | - | - | 25,000 | - | 0% |
| 4 | | | - | 7,000,367 | 6,635,000 | 7,563,244 | 8% |
| Expenditures | | | | | | | |
| Operations | | | | | | | |
| 5 | 6501-431000 | Professional & Technical | - | (1,095,000) | (924,000) | (1,050,000) | -4% |
| 6 | 6501-461170 | Wellness Program | - | (100,000) | - | - | -100% |
| 7 | 6501-463201 | Claims | - | (5,805,367) | (6,000,000) | (6,513,244) | 12% |
| 8 | | | - | (7,000,367) | (6,924,000) | (7,563,244) | 8% |
| Transfers In/Out | | | | | | | |
| 9 | 650-382500 | Transfer from General Fund | - | - | 2,000,000 | - | |
| 10 | Net change | | \$ - | \$ - | \$ 1,711,000 | \$ - | |
| 11 | Beginning reserve balance | | \$ - | \$ - | \$ - | \$ 1,711,000 | |
| 12 | Net change | | - | - | 1,711,000 | - | |
| 13 | Ending reserve balance | | \$ - | \$ - | \$ 1,711,000 | \$ 1,711,000 | |

JUSTIFICATION

| Operations | | | | |
|-------------------|-------------|----------------------|-------------------------|--|
| 14 | 6501-431000 | Prof & Tech Services | 1,050,000 | Claims administration, stop-loss premium |
| 15 | 6501-463201 | Claims | 6,513,244 | Medical claim payments |
| 16 | | | <u>7,563,244</u> | |



STAFFING DOCUMENT



STAFFING DOCUMENT

GENERAL FUND

| | Status | | Salary Grade | | | # of Positions | | |
|--|-----------|------------|-------------------|---------------|---------------|----------------|---------------|---------------|
| | | | Prior Year Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget |
| | | | FY 2022 | FY 2023 | FY 2024 | FY 2022 | FY 2023 | FY 2024 |
| ADMINISTRATIVE SERVICES | | | | | | | | |
| Administrative Services Director | Appointed | Exempt | GR90 | GR90 | GR90 | 1.00 | 1.00 | 1.00 |
| Controller | | Exempt | GR77 | GR77 | GR77 | 1.00 | 1.00 | 1.00 |
| City Treasurer | Appointed | Exempt | GR74 | GR74 | GR75 | 1.00 | 1.00 | 1.00 |
| Purchasing Manager | | Exempt | GR69 | GR69 | GR69 | 1.00 | 1.00 | 1.00 |
| Accountant II | | Exempt | GR66 | GR66 | GR66 | 1.00 | 1.00 | 1.00 |
| Sr Management Analyst | | Exempt | GR65 | GR65 | GR65 | 1.00 | 1.00 | 1.00 |
| Budget & Management Analyst | | Exempt | GR65 | GR65 | GR65 | 0.50 | 0.50 | 1.00 |
| Buyer & Contracts Specialist | | Exempt | GR56 | GR56 | GR56 | 1.00 | 1.00 | 1.00 |
| Accountant I | | Non-exempt | GR55 | GR55 | GR55 | 1.00 | 1.00 | 1.00 |
| Accounts Payable Technician | | Non-exempt | GR47 | GR47 | GR49 | 1.00 | 1.00 | 1.00 |
| | | | | | | 9.50 | 9.50 | 10.00 |
| ANIMAL SERVICES | | | | | | | | |
| Animal Services Manager | | Non-exempt | GR63 | GR63 | GR63 | 1.00 | 1.00 | 1.00 |
| Animal Services Officer | | Non-exempt | GR51 | GR51 | GR51 | 4.00 | 4.00 | 4.00 |
| Animal Services Technician | | Non-exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| Animal Services Technician (PT) ¹ | | Non-exempt | GR45 | GR45 | GR45 | 0.50 | 0.50 | 0.50 |
| | | | | | | 6.50 | 6.50 | 6.50 |
| BUILDING | | | | | | | | |
| <i>Transferred to the Development Services Fund (Special Revenue Fund)</i> | | | | | | | | |
| Building Official | | | GR76 | | | 1.00 | | |
| Asst Building Official | | | GR67 | | | 1.00 | | |
| Sr Plans Examiner | | | GR67 | | | 1.00 | | |
| Plans Examiner | | | GR62 | | | 1.00 | | |
| Combination Inspectors I - III | | | see below | | | 4.00 | | |
| Building Permit Technician | | | GR45 | | | 1.00 | | |
| Administrative Assistant | | | GR45 | | | 1.00 | | |
| | | | | | | 10.00 | - | - |
| Combination Inspector III | | | GR61 | | | | | |
| Combination Inspector II | | | GR57 | | | | | |
| Combination Inspector I | | | GR54 | | | | | |
| CEMETERY | | | | | | | | |
| Cemetery Sexton | | Non-Exempt | GR58 | GR58 | GR58 | 1.00 | 1.00 | 1.00 |
| Parks Maintenance Workers I - III | | see below | | see below | see below | | 1.00 | 1.00 |
| Parks Seasonals (1,360 hours) ¹ | At-Will | Non-Exempt | | \$15-\$17/hr | \$15-\$17/hr | | 0.65 | 0.65 |
| | | | | | | 1.00 | 2.65 | 2.65 |
| Parks Maintenance Worker III | | Non-Exempt | | GR49 | GR49 | | | |
| Parks Maintenance Worker II | | Non-Exempt | | GR46 | GR47 | | | |
| Parks Maintenance Worker I | | Non-Exempt | | GR43 | GR45 | | | |
| CITY ATTORNEY | | | | | | | | |
| City Attorney | Appointed | Exempt | GR93 | GR93 | GR94 | 1.00 | 1.00 | 1.00 |
| Deputy City Attorney | At-Will | Exempt | | GR87 | | | 1.00 | |
| Sr Asst City Attorney | | Exempt | GR84 | GR84 | GR84 | 2.00 | 1.00 | 2.00 |
| Civil Litigator | | Exempt | GR84 | GR84 | GR84 | 1.00 | 1.00 | 1.00 |
| Assistant City Attorney | | Exempt | GR80 | GR80 | GR80 | 1.00 | 1.00 | 1.00 |
| Legal Executive Assistant/Paraleg | At-Will | Non-Exempt | GR55 | GR55 | GR55 | 1.00 | 1.00 | 1.00 |
| Legal Technician | | Non-Exempt | GR53 | GR53 | | 1.00 | 1.00 | |
| Law Clerk (PT) ¹ | At-Will | Non-Exempt | \$20-\$24/hr | \$20-\$24/hr | \$20-\$24/hr | 0.67 | 0.67 | 0.67 |
| | | | | | | 7.67 | 7.67 | 6.67 |



STAFFING DOCUMENT

GENERAL FUND (continued)

| | Status | | Salary Grade | | | # of Positions | | |
|---|-----------|------------|-------------------|---------------|---------------|----------------|---------------|---------------|
| | | | Prior Year Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget |
| | | | FY 2022 | FY 2023 | FY 2024 | FY 2022 | FY 2023 | FY 2024 |
| CITY COUNCIL | | | | | | | | |
| Council Members | Elected | Exempt | \$18,000 | \$18,000 | \$18,000 | 7.00 | 7.00 | 7.00 |
| Council Office Director | Appointed | Exempt | GR77 | GR83 | GR88 | 1.00 | 1.00 | 1.00 |
| Public Liaison and Policy Analyst | Appointed | Exempt | GR58 | GR58 | GR65 | 1.00 | 1.00 | 1.00 |
| Council Office Clerk | Appointed | Non-exempt | GR58 | GR58 | GR58 | 1.00 | 1.00 | 1.00 |
| | | | | | | 10.00 | 10.00 | 10.00 |
| CITY RECORDER & CUSTOMER SERVICE | | | | | | | | |
| City Recorder | Appointed | Exempt | GR66 | GR66 | GR66 | 1.00 | 1.00 | 1.00 |
| Deputy City Recorder | At-Will | Exempt | | GR54 | GR54 | | 1.00 | 1.00 |
| Customer Svc/Passport Agent | | Non-Exempt | GR45 | GR45 | GR45 | 4.00 | 3.00 | 4.00 |
| Customer Svc/Passport Agent (PT) ¹ | | Non-Exempt | GR45 | GR45 | GR45 | 1.25 | 2.00 | 1.00 |
| Receptionist / Customer Svc Rep | | Non-Exempt | | | GR45 | | | 1.00 |
| | | | | | | 6.25 | 7.00 | 8.00 |
| COMMUNITY PRESERVATION | | | | | | | | |
| Code Enforcement Manager | At-Will | Exempt | GR72 | GR72 | GR72 | 1.00 | 1.00 | 1.00 |
| Business License Coordinator | | Non-Exempt | GR53 | GR53 | GR54 | 2.00 | 2.00 | 2.00 |
| Code Enforcement Officer | | Non-Exempt | GR51 | GR51 | GR51 | 3.00 | 3.00 | 3.00 |
| Administrative Assistant | | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| | | | | | | 7.00 | 7.00 | 7.00 |
| ECONOMIC DEVELOPMENT | | | | | | | | |
| Economic Development Director | At-Will | Exempt | GR83 | GR83 | GR88 | 1.00 | 1.00 | 1.00 |
| Business Development Manager | | Exempt | GR74 | GR75 | GR75 | 1.00 | 1.00 | 1.00 |
| Business Retention & Expansion Manager | | Exempt | GR65 | GR65 | GR65 | 1.00 | 1.00 | 1.00 |
| | | | | | | 3.00 | 3.00 | 3.00 |
| EMERGENCY MANAGEMENT | | | | | | | | |
| Emergency Manager | | Exempt | | GR67 | GR67 | | 1.00 | 1.00 |
| | | | | | | - | 1.00 | 1.00 |
| ENGINEERING | | | | | | | | |
| <i>Engineering</i> | | | | | | | | |
| City Engineer | Appointed | Exempt | GR81 | GR81 | GR81 | 1.00 | 1.00 | 1.00 |
| Engineers I - IV | | see below | see below | see below | see below | 3.00 | 4.00 | 4.00 |
| Engineering Assistant | | Non-Exempt | GR56 | GR56 | GR56 | 1.00 | 1.00 | 1.00 |
| Engineering Development Coordinator | | Non-Exempt | GR53 | GR53 | GR53 | 1.00 | 1.00 | 1.00 |
| <i>Engineering Inspection</i> | | | | | | | | |
| Engineering Inspector Supervisor | | Non-Exempt | GR67 | GR67 | GR67 | 1.00 | 1.00 | 1.00 |
| Engineering Inspectors I - III | | see below | see below | see below | see below | 4.00 | 3.00 | 3.00 |
| | | | | | | 11.00 | 11.00 | 11.00 |
| Sr Engineer IV | | Exempt | GR71 | GR74 | GR74 | | | |
| Associate Engineer II | | Exempt | GR65 | GR69 | GR69 | | | |
| Assistant Engineer I | | Exempt | GR61 | GR61 | GR63 | | | |
| Engineering Inspector III | | Non-Exempt | GR61 | GR62 | GR62 | | | |
| Engineering Inspector II | | Non-Exempt | GR57 | GR58 | GR58 | | | |
| Engineering Inspector I | | Non-Exempt | GR54 | GR55 | GR55 | | | |
| EVENTS | | | | | | | | |
| Events Manager | | Exempt | | GR59 | GR63 | | 1.00 | 1.00 |
| Events Coordinator | | Non-Exempt | GR53 | | GR53 | 1.00 | | 1.00 |
| Events Assistant | | Non-Exempt | GR48 | GR48 | | 1.00 | 1.00 | |
| Events Seasonals ¹ | At-Will | Non-Exempt | | \$15-\$17/hr | \$15-\$17/hr | | 0.58 | 0.50 |
| | | | | | | 2.00 | 2.58 | 2.50 |



STAFFING DOCUMENT

GENERAL FUND (continued)

| | Status | Salary Grade | | | # of Positions | | |
|--|--------------------|-------------------|---------------|---------------|----------------|---------------|---------------|
| | | Prior Year Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget |
| | | FY 2022 | FY 2023 | FY 2024 | FY 2022 | FY 2023 | FY 2024 |
| FACILITIES | | | | | | | |
| <i>Facilities Maintenance</i> | | | | | | | |
| Facilities Maintenance Supervisor | Non-Exempt | GR59 | GR60 | GR63 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Specialist (HVAC) | Non-Exempt | GR51 | GR53 | GR57 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Technicians | see below | see below | see below | see below | 3.00 | 3.00 | 3.00 |
| Custodian (PT) ¹ | At-Will Non-Exempt | GR36 | GR37 | GR39 | 0.25 | 0.25 | 0.25 |
| Facilities Maintenance Seasonal ¹ | At-Will Non-Exempt | \$12-\$14/hr | \$15-\$17/hr | \$15-\$17/hr | 0.50 | 0.50 | 0.50 |
| <i>Electricians</i> | | | | | | | |
| Master Electrician | Exempt | GR63 | GR66 | GR67 | 1.00 | 1.00 | 1.00 |
| Journeyman Electrician | Non-Exempt | GR55 | GR55 | GR58 | 2.00 | 2.00 | 1.00 |
| Apprentice Electrician | Non-Exempt | GR45 | GR45 | GR45 | | | 1.00 |
| | | | | | 8.75 | 8.75 | 8.75 |
| Sr Facilities Maintenance Technician | Non-Exempt | GR49 | GR49 | GR51 | | | |
| Facilities Maintenance Technician | Non-Exempt | GR47 | GR47 | GR49 | | | |
| FIRE DEPARTMENT | | | | | | | |
| <i>First Responders</i> | | | | | | | |
| Fire Chief | Appointed Exempt | GP87 | GP91 | GP91A | 1.00 | 1.00 | 1.00 |
| Deputy Fire Chief | At-Will Exempt | GP82 | GP84 | GP84A | 1.00 | 1.00 | 1.00 |
| Battalion Chief - 40 hour shift | Exempt | GP75 | GP76 | GP76 | 2.00 | 2.00 | 2.00 |
| Battalion Chief | Exempt | GF75 | GF76 | GF76 | 3.00 | 3.00 | 3.00 |
| Fire Captain - 40 hour shift | Non-Exempt | | | GP70 | | | 2.00 |
| Fire Captain | Non-Exempt | | | GF70 | | | 12.00 |
| Fire Captain I - II | see below | see below | see below | | 14.00 | 14.00 | |
| Paramedic | Non-Exempt | | | GF63 | | | 40.00 |
| Paramedic I - II | see below | see below | see below | | 40.00 | 40.00 | |
| Engineer | Non-Exempt | | | GF61 | | | 12.00 |
| Fire Engineer I - II | see below | see below | see below | | 12.00 | 12.00 | |
| Firefighter I - II | see below | see below | see below | | 17.00 | 17.00 | 17.00 |
| <i>Administrative Support</i> | | | | | | | |
| Public Education Specialist | Non-Exempt | GR52 | GR52 | GR52 | 1.00 | 1.00 | 1.00 |
| Fire Service Officer | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| | | | | | 93.00 | 93.00 | 93.00 |
| Fire Captain II | Non-Exempt | GF70 | GF70 | | | | |
| Fire Captain I | Non-Exempt | GF68 | GF68 | | | | |
| Paramedic II | Non-Exempt | GF63 | GF63 | | | | |
| Paramedic I | Non-Exempt | GF61 | GF61 | | | | |
| Fire Engineer II | Non-Exempt | GF61 | GF61 | | | | |
| Fire Engineer I | Non-Exempt | GF59 | GF59 | | | | |
| Firefighter II | Non-Exempt | GF55 | GF55 | GF55 | | | |
| Firefighter I | Non-Exempt | GF53 | GF53 | GF53 | | | |
| GEOGRAPHICAL INFORMATION SYSTEMS | | | | | | | |
| GIS Administrator | Exempt | GR69 | GR69 | GR69 | 1.00 | 1.00 | 1.00 |
| GIS Specialists I - II | see below | see below | see below | see below | 2.00 | 2.00 | 2.00 |
| Utility Locator | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 2.00 |
| GIS Intern (PT) ¹ | At-Will Non-Exempt | \$16-\$20/hr | \$16-\$20/hr | \$16-\$20/hr | 1.00 | 1.00 | 1.00 |
| | | | | | 5.00 | 5.00 | 6.00 |
| GIS Specialist II | Non-Exempt | GR59 | GR60 | GR60 | | | |
| GIS Specialist I | Non-Exempt | GR53 | GR53 | GR53 | | | |



STAFFING DOCUMENT

GENERAL FUND (continued)

| | Status | | Salary Grade | | | # of Positions | | |
|--|-----------|------------|-------------------|---------------|---------------|----------------|---------------|---------------|
| | | | Prior Year Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget |
| | | | FY 2022 | FY 2023 | FY 2024 | FY 2022 | FY 2023 | FY 2024 |
| HUMAN RESOURCES | | | | | | | | |
| Human Resources Manager | Appointed | Exempt | GR81 | GR82 | GR84 | 1.00 | 1.00 | 1.00 |
| Benefits Administrator | | Exempt | GR67 | GR67 | GR67 | 1.00 | 1.00 | 1.00 |
| HR Generalist | | Exempt | GR65 | GR65 | GR65 | 1.00 | 1.00 | 1.00 |
| HR Specialist | | Non-Exempt | GR52 | GR55 | GR55 | 1.00 | 1.00 | 1.00 |
| | | | | | | 4.00 | 4.00 | 4.00 |
| JUSTICE COURTS | | | | | | | | |
| Judge | Elected | Exempt | \$157,997 | \$166,680 | \$178,113 | 1.00 | 1.00 | 1.00 |
| Court Clerk Supervisor | | Non-Exempt | GR55 | GR58 | GR58 | 1.00 | 1.00 | 1.00 |
| Lead Judicial Assistant | | Non-Exempt | GR53 | GR53 | GR53 | 1.00 | 1.00 | 1.00 |
| Sr Judicial Assistant | | Non-Exempt | GR49 | GR49 | GR49 | 3.00 | 3.00 | 3.00 |
| Judicial Assistant II | | Non-Exempt | GR47 | GR47 | GR47 | 2.00 | 2.00 | 2.00 |
| Judicial Assistant | | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| | | | | | | 9.00 | 9.00 | 9.00 |
| MAYOR'S OFFICE | | | | | | | | |
| Mayor (after 01/01/2024) | Elected | Exempt | \$105,000 | \$105,000 | \$124,000 | 1.00 | 1.00 | 1.00 |
| CAO | Appointed | Exempt | GR99 | GR99 | GR99A | 1.00 | 1.00 | 1.00 |
| Assistant CAO | At-Will | Exempt | | GR90 | GR94 | | 1.00 | 1.00 |
| Community Outreach Manager | | Exempt | GR67 | GR67 | GR67 | 1.00 | 1.00 | 1.00 |
| Executive Assistant | At-Will | Non-exempt | GR53 | GR54 | GR54 | 1.00 | 1.00 | 1.00 |
| Emergency Manager | | Exempt | GR67 | | | 1.00 | | |
| | | | | | | 5.00 | 5.00 | 5.00 |
| PARKS | | | | | | | | |
| Parks Manager | | Exempt | GR76 | GR76 | GR76 | 1.00 | 1.00 | 1.00 |
| Parks Superintendent | | Exempt | GR68 | GR69 | GR69 | 1.00 | 1.00 | 1.00 |
| Parks Project Manager | | Exempt | | GR67 | GR67 | | 1.00 | 1.00 |
| Urban Forester | | Non-Exempt | GR60 | GR60 | GR60 | 1.00 | 1.00 | 1.00 |
| Parks Maint Crew Supervisor | | Non-Exempt | GR57 | GR57 | GR57 | 4.00 | 4.00 | 5.00 |
| Parks Irrigation Specialist | | Non-Exempt | GR49 | GR52 | GR52 | 2.00 | 2.00 | 2.00 |
| Parks Maintenance Workers I - III | | see below | see below | see below | see below | 8.00 | 9.00 | 9.00 |
| Parks Seasonal Leads (Pooled hours) | At-Will | Non-Exempt | 5,400 hrs | 5,400 hrs | 5,400 hrs | 2.60 | 2.60 | 2.60 |
| Parks Seasonals (Pooled hours) ¹ | At-Will | Non-Exempt | 38,700 hrs | 36,150 hrs | 36,150 hrs | 18.60 | 17.38 | 17.38 |
| | | | | | | 38.20 | 38.97 | 39.98 |
| Parks Maintenance Worker III | | Non-Exempt | GR49 | GR49 | GR49 | | | |
| Parks Maintenance Worker II | | Non-Exempt | GR44 | GR46 | GR47 | | | |
| Parks Maintenance Worker I | | Non-Exempt | GR40 | GR43 | GR45 | | | |
| PLANNING | | | | | | | | |
| <i>Transferred to the Development Services Fund (Special Revenue Fund)</i> | | | | | | | | |
| Community Dev Director | | | GR85 | | | 1.00 | | |
| City Planner | | | GR75 | | | 1.00 | | |
| Senior Planner | | | GR67 | | | 2.00 | | |
| Associate Planner | | | GR61 | | | 2.00 | | |
| Assistant Planner | | | GR57 | | | | | |
| Executive Assistant | | | GR53 | | | 1.00 | | |
| Development Coordinator | | | GR53 | | | 1.00 | | |
| | | | | | | 8.00 | - | - |



STAFFING DOCUMENT

GENERAL FUND (continued)

| | Status | | Salary Grade | | | # of Positions | | |
|---|-----------|------------|-------------------|---------------|---------------|----------------|---------------|---------------|
| | | | Prior Year Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget |
| | | | FY 2022 | FY 2023 | FY 2024 | FY 2022 | FY 2023 | FY 2024 |
| POLICE DEPARTMENT | | | | | | | | |
| <i>First Responders</i> | | | | | | | | |
| Police Chief | Appointed | Exempt | PO7 | PO7A | PO7A | 1.00 | 1.00 | 1.00 |
| Deputy Police Chief | At-Will | Exempt | PO6 | PO6A | PO6A | 2.00 | 2.00 | 2.00 |
| Police Lieutenant | | Exempt | PO5 | PO5A | PO5A | 7.00 | 7.00 | 7.00 |
| Police Sergeant | | Non-Exempt | PO4 | PO4A | PO4A | 18.00 | 18.00 | 19.00 |
| Police Officers I - III | | see below | see below | see below | see below | 97.00 | 97.00 | 99.00 |
| Police Officers I - III (grant-funded) | | see below | see below | see below | see below | | 2.00 | 2.00 |
| <i>Administrative Support</i> | | | | | | | | |
| Police Operations Coordinator | | Exempt | GR65 | GR65 | GR65 | 1.00 | 1.00 | 1.00 |
| Police Technology Specialist | | Non-Exempt | GR59 | GR59 | GR60 | 1.00 | 1.00 | 1.00 |
| Crime Analyst | | Exempt | GR53 | GR55 | GR55 | 1.00 | 1.00 | 1.00 |
| Police Records Supervisor | | Exempt | GR55 | GR55 | GR55 | 1.00 | 1.00 | 1.00 |
| Crime Scene Technicians I - II | | see below | see below | see below | see below | 2.00 | 2.00 | 2.00 |
| Executive Assistant (QT) ¹ | | Non-Exempt | GR53 | GR54 | GR54 | 0.50 | 0.75 | 0.75 |
| Background Investigator (PT) ¹ | | Non-Exempt | GR53 | GR53 | GR53 | 1.00 | 1.00 | 0.50 |
| Evidence Custodian | | Non-Exempt | GR47 | GR49 | GR49 | 1.00 | 1.00 | 1.50 |
| Quartermaster | | Non-Exempt | | GR47 | GR47 | | 1.00 | 1.00 |
| Sr Police Records Technician | | Non-Exempt | GR49 | GR49 | GR49 | 1.00 | 1.00 | 1.00 |
| Police Records Technician | | Non-Exempt | GR45 | GR45 | GR45 | 8.00 | 8.00 | 9.00 |
| Police Records Technician (PT) ¹ | | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| Community Service Officer | | Non-Exempt | GR45 | GR45 | GR45 | 4.00 | 3.00 | 3.00 |
| Administrative Assistant | | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| | | | | | | 148.50 | 150.75 | 154.75 |
| Police Officer III | | Non-Exempt | PO3 | PO3A | PO3A | | | |
| Police Officer II | | Non-Exempt | PO2 | PO2A | PO2A | | | |
| Police Officer I | | Non-Exempt | PO1 | PO1A | PO1A | | | |
| Police Officer In Training | | Non-Exempt | GR45 | GR45 | GR45 | | | |
| Crime Scene Technician II | | Non-Exempt | GR51 | GR53 | GR53 | | | |
| Crime Scene Technician I | | Non-Exempt | GR47 | GR49 | GR49 | | | |
| PROPERTY MANAGEMENT | | | | | | | | |
| Real Property Administrator | At-Will | Exempt | GR72 | GR72 | GR72 | 1.00 | 1.00 | 1.00 |
| | | | | | | 1.00 | 1.00 | 1.00 |
| PROSECUTION | | | | | | | | |
| City Prosecutor | | Exempt | GR82 | GR82 | GR84 | 1.00 | 1.00 | 1.00 |
| Sr Asst City Prosecutor | | Exempt | GR74 | GR74 | GR76 | 1.00 | 1.00 | 1.00 |
| Assistant City Prosecutor | | Exempt | GR70 | GR72 | GR74 | 1.00 | 1.00 | 1.00 |
| Assistant City Prosecutor (PT) ¹ | At-Will | Non-Exempt | GR70 | GR72 | GR74 | 0.50 | 0.50 | 0.50 |
| Legal Technician | | Non-Exempt | GR53 | GR54 | GR54 | 2.00 | 2.00 | 3.00 |
| | | | | | | 5.50 | 5.50 | 6.50 |
| PUBLIC AFFAIRS | | | | | | | | |
| Public Affairs Director | Appointed | Exempt | GR85 | GR85 | GR88 | 1.00 | 1.00 | 1.00 |
| Public Information Manager | | Exempt | | GR59 | GR63 | | 1.00 | 1.00 |
| Graphics & Web Designer | | Non-Exempt | GR52 | GR56 | GR56 | 1.00 | 1.00 | 1.00 |
| Sr Digital Comm Specialist | | Non-Exempt | GR57 | | | 1.00 | | |
| | | | | | | 3.00 | 3.00 | 3.00 |
| PUBLIC SERVICES | | | | | | | | |
| Public Services Director | Appointed | Exempt | GR87 | GR90 | GR90 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| | | | | | | 2.00 | 2.00 | 2.00 |



STAFFING DOCUMENT

GENERAL FUND (continued)

| | Status | Salary Grade | | | # of Positions | | |
|--|-----------|-------------------|---------------|---------------|----------------|---------------|---------------|
| | | Prior Year Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget |
| | | FY 2022 | FY 2023 | FY 2024 | FY 2022 | FY 2023 | FY 2024 |
| PUBLIC UTILITIES | | | | | | | |
| Public Utilities Director | Appointed | Exempt | GR90 | GR90 | | 1.00 | 1.00 |
| Utilities Engineering Manager | | Exempt | GR79 | GR81 | GR81 | 1.00 | 1.00 |
| Engineers | | see below | see below | see below | see below | 2.00 | 2.00 |
| Engineering Designer | | Non-Exempt | GR57 | GR57 | GR57 | 1.00 | 1.00 |
| Utilities Inspector Supervisor | | Non-Exempt | | | GR67 | | 1.00 |
| Utilities Inspectors I - III | | see below | see below | see below | see below | 2.00 | 1.00 |
| Administrative Assistant | | Non-Exempt | | | GR45 | | 1.00 |
| | | | | | | 4.00 | 7.00 |
| | | | | | | | 8.00 |
| Sr Engineer IV | | Exempt | GR71 | GR74 | GR74 | | |
| Associate Engineer II | | Exempt | GR65 | GR69 | GR69 | | |
| Assistant Engineer I | | Exempt | GR61 | GR61 | GR63 | | |
| Utilities Inspector III | | Non-Exempt | GR61 | GR62 | GR62 | | |
| Utilities Inspector II | | Non-Exempt | GR57 | GR58 | GR58 | | |
| Utilities Inspector I | | Non-Exempt | GR54 | GR55 | GR55 | | |
| PUBLIC WORKS ADMINISTRATION | | | | | | | |
| Public Works Director | Appointed | Exempt | GR87 | GR90 | GR90 | 1.00 | 1.00 |
| Utilities Manager | | Exempt | GR77 | | | 1.00 | |
| Public Works Operations Manager | | Exempt | GR74 | GR74 | GR74 | 1.00 | 1.00 |
| Executive Assistant | At-Will | Non-Exempt | GR53 | GR54 | GR54 | 1.00 | 1.00 |
| Administrative Assistant | | Non-Exempt | GR45 | GR45 | | 1.00 | 1.00 |
| | | | | | | 5.00 | 4.00 |
| | | | | | | | 3.00 |
| STREETS | | | | | | | |
| Streets Superintendent | | Exempt | GR68 | GR69 | GR69 | 1.00 | 1.00 |
| Street Maint Crew Supervisor | | Non-Exempt | GR58 | GR58 | GR58 | 3.00 | 3.00 |
| Heavy Equipment Operator | | Non-Exempt | GR53 | GR53 | GR53 | 3.00 | 3.00 |
| Streets Maintenance Workers I - III | | see below | see below | see below | see below | 16.00 | 18.00 |
| Streets Seasonal (Pooled hrs) ¹ | | Non-Exempt | 1,040 hrs | 1,040 hrs | | 0.50 | 0.50 |
| Streets Intern (PT) ¹ | | Non-Exempt | | | \$16-\$20/hr | | 0.50 |
| Streets Intern (PT) ¹ Temporary | | Non-Exempt | | | \$16-\$20/hr | | 0.50 |
| | | | | | | 23.50 | 25.50 |
| | | | | | | | 26.00 |
| Street Maintenance Worker III | | Non-Exempt | GR49 | GR49 | GR51 | | |
| Street Maintenance Worker II | | Non-Exempt | GR45 | GR47 | GR49 | | |
| Street Maintenance Worker I | | Non-Exempt | GR42 | GR45 | GR47 | | |
| UTILITY BILLING | | | | | | | |
| Utility Billing Representative | | Non-Exempt | GR51 | GR51 | GR51 | 3.00 | 3.00 |
| | | | | | | 3.00 | 3.00 |
| | | | | | | | 3.00 |
| VICTIMS ADVOCATE | | | | | | | |
| Victim Advocate Assistance Coordinator | | Non-Exempt | GR53 | GR53 | GR53 | 1.00 | 1.00 |
| Victim Advocate | | Non-Exempt | GR45 | GR49 | GR49 | 2.00 | 2.00 |
| | | | | | | 3.00 | 3.00 |
| | | | | | | | 3.00 |

TOTAL GENERAL FUND

443.37 435.38 443.30

FTE'S (FTE=Full-time equivalent)

of Crossings

| | | | |
|-----------------|-----|-----|-----|
| Crossing Guards | 235 | 230 | 230 |
|-----------------|-----|-----|-----|



STAFFING DOCUMENT

DEVELOPMENT SERVICES FUND

| | Status | Salary Grade | | | # of Positions | | |
|---|--------------------|-------------------|---------------|---------------|----------------|---------------|---------------|
| | | Prior Year Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget |
| | | FY 2022 | FY 2023 | FY 2024 | FY 2022 | FY 2023 | FY 2024 |
| <i>This fund was created in FY 2023. Divisions were transferred from the General Fund. Prior year grades are included for reference only.</i> | | | | | | | |
| BUILDING | | | | | | | |
| Building Official | Exempt | GR76 | GR76 | GR76 | | 1.00 | 1.00 |
| Assistant Building Official | Exempt | GR67 | GR69 | GR69 | | 1.00 | 1.00 |
| Sr Plans Examiner | Exempt | GR67 | GR67 | GR67 | | 1.00 | 1.00 |
| Plans Examiner | Non-Exempt | GR62 | GR62 | GR63 | | 1.00 | 1.00 |
| Combination Inspectors I - III | see below | see below | see below | see below | | 4.00 | 4.00 |
| Building Permit Technician | Non-Exempt | GR45 | GR45 | GR47 | | 1.00 | 1.00 |
| Administrative Assistant | Non-Exempt | GR45 | GR45 | GR45 | | 1.00 | 1.00 |
| | | | | | | 10.00 | 10.00 |
| Combination Inspector III | Non-Exempt | GR61 | GR62 | GR62 | | | |
| Combination Inspector II | Non-Exempt | GR57 | GR58 | GR58 | | | |
| Combination Inspector I | Non-Exempt | GR54 | GR55 | GR55 | | | |
| PLANNING | | | | | | | |
| Community Dev Director | Appointed Exempt | GR85 | GR87 | GR90 | | 1.00 | 1.00 |
| City Planner | Exempt | GR75 | GR78 | GR78 | | 1.00 | 1.00 |
| Senior Planner | Exempt | GR67 | GR67 | GR67 | | 2.00 | 2.00 |
| Planners | see below | see below | see below | see below | | 2.00 | 3.00 |
| Executive Assistant | At-Will Non-Exempt | GR53 | GR54 | GR54 | | 1.00 | 1.00 |
| Development Coordinator | Non-Exempt | GR53 | GR53 | | | 1.00 | |
| | | | | | | 8.00 | 8.00 |
| Associate Planner | Exempt | GR61 | GR61 | GR61 | | | |
| Assistant Planner | Non-Exempt | GR57 | GR57 | GR57 | | | |
| TOTAL DEVELOPMENT SERVICES | | | | | | 18.00 | 18.00 |

FTE'S (FTE=Full-time equivalent)

HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

| | Status | Salary Grade | | | # of Positions | | |
|---|--------------------|-------------------|---------------|---------------|----------------|---------------|---------------|
| | | Prior Year Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget |
| | | FY 2022 | FY 2023 | FY 2024 | FY 2022 | FY 2023 | FY 2024 |
| HIGHLANDS SID | | | | | | | |
| Parks Maintenance Crew Supervisor | Non-Exempt | | | GR57 | | | 1.00 |
| Parks Specialist | Non-Exempt | GR52 | GR52 | | 1.00 | 1.00 | |
| Parks Maintenance Worker I | Non-Exempt | | | GR45 | | | 2.00 |
| Parks Seasonals | At-Will Non-Exempt | | | 1,000 hrs | | | 0.48 |
| | | | | | 1.00 | 1.00 | 3.48 |
| TOTAL HIGHLANDS SPECIAL IMPROVEMENT DISTRICT | | | | | 1.00 | 1.00 | 3.48 |

FTE'S (FTE=Full-time equivalent)



STAFFING DOCUMENT

INTERNAL SERVICE FUNDS

| | Status | Salary Grade | | | # of Positions | | |
|--|------------------|-------------------|---------------|---------------|----------------|---------------|---------------|
| | | Prior Year Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget | Annual Budget |
| | | FY 2022 | FY 2023 | FY 2024 | FY 2022 | FY 2023 | FY 2024 |
| FLEET MANAGEMENT | | | | | | | |
| Fleet Manager | Exempt | GR64 | GR67 | GR67 | 1.00 | 1.00 | 1.00 |
| Fleet Shop Supervisor | Exempt | | | GR59 | | | 1.00 |
| Lead Fleet Mechanic | Non-Exempt | GR57 | GR57 | | 1.00 | 1.00 | |
| Fleet Mechanic | Non-Exempt | GR55 | GR55 | GR55 | 5.00 | 5.00 | 5.00 |
| Administrative Assistant | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| Fleet Service Technician | Non-Exempt | GR41 | GR43 | GR43 | 1.00 | 1.00 | 1.00 |
| | | | | | 9.00 | 9.00 | 9.00 |
| INFORMATION TECHNOLOGY MANAGEMENT | | | | | | | |
| IT Director | Appointed Exempt | GR84 | GR84 | GR84 | 1.00 | 1.00 | 1.00 |
| Deputy IT Director | At-Will Exempt | GR81 | GR80 | GR81 | 1.00 | 1.00 | 1.00 |
| Sr IT System Administrator | Exempt | GR70 | GR70 | GR70 | 1.00 | 1.00 | 1.00 |
| Sr IT Network Administrator | Exempt | GR70 | | | 1.00 | | |
| Database Management Technician | Exempt | GR69 | GR69 | GR69 | 1.00 | 1.00 | 1.00 |
| IT Support Manager | Exempt | | GR69 | GR69 | | 1.00 | 1.00 |
| IT Security Specialist | Exempt | | GR67 | GR67 | | 1.00 | 1.00 |
| IT Support Specialists | see below | see below | see below | see below | 2.00 | 1.00 | 2.00 |
| Help Desk Coordinator | Non-Exempt | GR48 | GR48 | | 1.00 | 1.00 | |
| | | | | | 8.00 | 8.00 | 8.00 |
| Sr IT Support Specialist | Non-Exempt | GR59 | GR59 | GR60 | | | |
| IT Support Specialist | Non-Exempt | | | GR55 | | | |
| RISK MANAGEMENT | | | | | | | |
| Risk Manager | Exempt | GR74 | GR74 | GR74 | 1.00 | 1.00 | 1.00 |
| Risk Specialist | Non-Exempt | GR61 | GR61 | GR61 | 1.00 | 1.00 | 1.00 |
| | | | | | 2.00 | 2.00 | 2.00 |
| TOTAL INTERNAL SERVICE FUNDS | | | | | 19.00 | 19.00 | 19.00 |
| FTE'S (FTE=Full-time equivalent) | | | | | | | |



STAFFING DOCUMENT

UTILITIES

| | Status | Salary Grade | | | # of Positions | | |
|---|------------|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | Prior Year Budget FY 2022 | Annual Budget FY 2023 | Annual Budget FY 2024 | Annual Budget FY 2022 | Annual Budget FY 2023 | Annual Budget FY 2024 |
| SEWER DEPARTMENT | | | | | | | |
| Utility Division Superintendent | Exempt | GR67 | GR69 | GR69 | 1.00 | 1.00 | 1.00 |
| Utility Crew Supervisor | Non-Exempt | GR61 | GR61 | GR61 | 1.00 | 1.00 | 1.00 |
| Utility Crew Leader | Non-Exempt | | GR59 | GR59 | | 3.00 | 3.00 |
| Utility Operators I - IV | see below | see below | see below | see below | 14.00 | 11.00 | 11.00 |
| | | | | | 16.00 | 16.00 | 16.00 |
| Utility Operator IV | Non-Exempt | GR57 | GR57 | GR57 | | | |
| Utility Operator III | Non-Exempt | GR53 | GR53 | GR53 | | | |
| Utility Operator II | Non-Exempt | GR47 | GR50 | GR50 | | | |
| Utility Operator I | Non-Exempt | GR44 | GR46 | GR46 | | | |
| SOLID WASTE DEPARTMENT (garbage, recycling, and green waste) | | | | | | | |
| Street Maint Crew Supervisor | Non-Exempt | GR58 | GR58 | GR58 | 1.00 | 1.00 | 1.00 |
| Street Maintenance Workers | see below | see below | see below | see below | 2.00 | 2.00 | 2.00 |
| Streets Seasonal Laborer (PT) ¹ | Non-Exempt | | | | 0.50 | 0.50 | 0.50 |
| | | | | | 3.50 | 3.50 | 3.50 |
| Street Maintenance Worker III | Non-Exempt | GR49 | GR49 | GR51 | | | |
| Street Maintenance Worker II | Non-Exempt | GR45 | GR47 | GR49 | | | |
| Street Maintenance Worker I | Non-Exempt | GR42 | GR45 | GR47 | | | |
| STORM WATER DEPARTMENT | | | | | | | |
| Utility Division Superintendent | Exempt | GR67 | GR69 | GR69 | 1.00 | 1.00 | 1.00 |
| Utility Crew Supervisor | Non-Exempt | GR61 | GR61 | GR61 | 1.00 | 1.00 | 1.00 |
| Utility Crew Leader | Non-Exempt | | GR59 | GR59 | | 2.00 | 2.00 |
| Utility Operators I - IV | see below | see below | see below | see below | 8.00 | 6.00 | 6.00 |
| Stormwater Inspector | Non-Exempt | GR57 | GR57 | GR57 | 2.00 | 2.00 | 2.00 |
| Sweeper Operator | Non-Exempt | GR49 | GR49 | GR51 | 3.00 | 3.00 | 3.00 |
| | | | | | 15.00 | 15.00 | 15.00 |
| Utility Operator IV | Non-Exempt | GR57 | GR57 | GR57 | | | |
| Utility Operator III | Non-Exempt | GR53 | GR53 | GR53 | | | |
| Utility Operator II | Non-Exempt | GR47 | GR50 | GR50 | | | |
| Utility Operator I | Non-Exempt | GR44 | GR46 | GR46 | | | |
| WATER DEPARTMENT | | | | | | | |
| Utility Division Superintendent | Exempt | GR67 | GR69 | GR69 | 1.00 | 1.00 | 1.00 |
| Utility Crew Supervisor | Non-Exempt | GR61 | GR61 | GR61 | 1.00 | 1.00 | 2.00 |
| Utility Crew Leader | Non-Exempt | | GR59 | GR59 | | 4.00 | 4.00 |
| Utility Operators I - IV | see below | see below | see below | see below | 22.00 | 18.00 | 17.00 |
| SCADA Technician | Non-Exempt | GR56 | GR56 | GR56 | 1.00 | 1.00 | 1.00 |
| Lead Utility Service Technician | Non-Exempt | GR46 | GR46 | GR46 | 1.00 | 1.00 | 1.00 |
| Utility Locator | Non-Exempt | GR45 | GR45 | GR45 | 1.00 | 1.00 | 1.00 |
| Utility Service Technician | Non-Exempt | GR41 | GR43 | GR43 | 1.00 | 1.00 | 1.00 |
| Seasonal Laborer (PT) ¹ | Non-Exempt | | | | 0.50 | 0.50 | 0.50 |
| | | | | | 28.50 | 28.50 | 28.50 |
| Utility Operator IV | Non-Exempt | GR57 | GR57 | GR57 | | | |
| Utility Operator III | Non-Exempt | GR53 | GR53 | GR53 | | | |
| Utility Operator II | Non-Exempt | GR47 | GR50 | GR50 | | | |
| Utility Operator I | Non-Exempt | GR44 | GR46 | GR46 | | | |

TOTAL UTILITIES

63.00 63.00 63.00

FTE'S (FTE=Full-time equivalent)



SALARY TABLES



SALARY TABLES - CITY

| Grade | Minimum Rate | Maximum Rate | Minimum Salary | Maximum Salary | Grade | Minimum Rate | Maximum Rate | Minimum Salary | Maximum Salary |
|-------|--------------|--------------|----------------|----------------|-------|--------------|--------------|----------------|----------------|
| GR36 | \$ 15.75 | \$ 22.45 | \$ 32,760 | \$ 46,696 | GR82 | \$ 49.09 | \$ 69.88 | \$102,107 | \$145,350 |
| GR37 | 16.15 | 22.99 | 33,592 | 47,819 | GR83 | 50.31 | 71.59 | 104,645 | 148,907 |
| GR38 | 16.56 | 23.57 | 34,445 | 49,026 | GR84 | 51.57 | 73.40 | 107,266 | 152,672 |
| GR39 | 16.98 | 24.18 | 35,318 | 50,294 | GR85 | 52.86 | 75.22 | 109,949 | 156,458 |
| GR40 | 17.39 | 24.75 | 36,171 | 51,480 | GR86 | 54.19 | 77.11 | 112,715 | 160,389 |
| GR41 | 17.84 | 25.39 | 37,107 | 52,811 | GR87 | 55.54 | 79.07 | 115,523 | 164,466 |
| GR42 | 18.29 | 26.03 | 38,043 | 54,142 | GR88 | 56.91 | 80.99 | 118,373 | 168,459 |
| GR43 | 18.75 | 26.69 | 39,000 | 55,515 | GR89 | 58.35 | 83.04 | 121,368 | 172,723 |
| GR44 | 19.22 | 27.35 | 39,978 | 56,888 | GR90 | 59.82 | 85.12 | 124,426 | 177,050 |
| GR45 | 19.70 | 28.07 | 40,976 | 58,386 | GR91 | 61.30 | 87.23 | 127,504 | 181,438 |
| GR46 | 20.19 | 28.76 | 41,995 | 59,821 | GR92 | 62.83 | 89.42 | 130,686 | 185,994 |
| GR47 | 20.70 | 29.48 | 43,056 | 61,318 | GR93 | 64.41 | 91.66 | 133,973 | 190,653 |
| GR48 | 21.22 | 30.22 | 44,138 | 62,858 | GR94 | 66.02 | 93.96 | 137,322 | 195,437 |
| GR49 | 21.75 | 30.99 | 45,240 | 64,459 | GR95 | 67.68 | 96.27 | 140,774 | 200,242 |
| GR50 | 22.29 | 31.72 | 46,363 | 65,978 | GR96 | 69.36 | 98.71 | 144,269 | 205,317 |
| GR51 | 22.85 | 32.53 | 47,528 | 67,662 | GR97 | 71.09 | 101.23 | 147,867 | 210,558 |
| GR52 | 23.43 | 33.35 | 48,734 | 69,368 | GR98 | 72.87 | 103.69 | 151,570 | 215,675 |
| GR53 | 24.01 | 34.16 | 49,941 | 71,053 | GR99 | 77.30 | 110.02 | 160,784 | 228,842 |
| GR54 | 24.60 | 35.05 | 51,168 | 72,904 | | | | | |
| GR55 | 25.22 | 35.93 | 52,458 | 74,734 | | | | | |
| GR56 | 25.85 | 36.80 | 53,768 | 76,544 | | | | | |
| GR57 | 26.49 | 37.73 | 55,099 | 78,478 | | | | | |
| GR58 | 27.16 | 38.68 | 56,493 | 80,454 | | | | | |
| GR59 | 27.84 | 39.63 | 57,907 | 82,430 | | | | | |
| GR60 | 28.53 | 40.63 | 59,342 | 84,510 | | | | | |
| GR61 | 29.24 | 41.59 | 60,819 | 86,507 | | | | | |
| GR62 | 29.98 | 42.66 | 62,358 | 88,733 | | | | | |
| GR63 | 30.73 | 43.72 | 63,918 | 90,938 | | | | | |
| GR64 | 31.49 | 44.81 | 65,499 | 93,205 | | | | | |
| GR65 | 32.28 | 45.91 | 67,142 | 95,493 | | | | | |
| GR66 | 33.08 | 47.09 | 68,806 | 97,947 | | | | | |
| GR67 | 33.92 | 48.26 | 70,554 | 100,381 | | | | | |
| GR68 | 34.76 | 49.48 | 72,301 | 102,918 | | | | | |
| GR69 | 35.62 | 50.68 | 74,090 | 105,414 | | | | | |
| GR70 | 36.51 | 51.97 | 75,941 | 108,098 | | | | | |
| GR71 | 37.42 | 53.26 | 77,834 | 110,781 | | | | | |
| GR72 | 38.36 | 54.62 | 79,789 | 113,610 | | | | | |
| GR73 | 39.31 | 55.96 | 81,765 | 116,397 | | | | | |
| GR74 | 40.29 | 57.36 | 83,803 | 119,309 | | | | | |
| GR75 | 41.30 | 58.80 | 85,904 | 122,304 | | | | | |
| GR76 | 42.34 | 60.26 | 88,067 | 125,341 | | | | | |
| GR77 | 43.39 | 61.76 | 90,251 | 128,461 | | | | | |
| GR78 | 44.46 | 63.32 | 92,477 | 131,706 | | | | | |
| GR79 | 45.59 | 64.91 | 94,827 | 135,013 | | | | | |
| GR80 | 46.72 | 66.48 | 97,178 | 138,278 | | | | | |
| GR81 | 47.89 | 68.17 | 99,611 | 141,794 | | | | | |

| | | |
|--|--|--------------------|
| ELECTED OFFICIALS | | |
| Elected Council Member | | \$ 18,000 |
| Elected Mayor | | 124,000 |
| Judge | | 178,113 |
| OTHER HOURLY RATES | | |
| Crossing Guard (Regular) | | \$ 15.60 |
| Crossing Guard (Kindergarten) | | \$ 11.44 |
| Seasonal Laborer | | \$15.60-\$17.68/hr |
| Lead Seasonal Laborer | | \$17.68-\$19.76/hr |
| INTERNS AND TEMPORARY POSITIONS | | |
| <i>Intern, Temporary and Law Clerk positions are not to exceed 12 months of service to the City.</i> | | |
| Intern Minimum ¹ | | \$ 16.64 |
| Intern Midpoint ¹ | | 18.72 |
| Intern Maximum ¹ | | 20.80 |
| Law Clerk (year 1) | | 20.80 |
| Law Clerk (year 2) | | 22.88 |
| Law Clerk (year 3) | | 24.96 |
| Temporary Employee ² | | TBD |

¹ Requirements: Min - High School Diploma/GED, College Freshman/Sophomore, Mid - Junior/Senior level or Associate's degree, Max - Bachelor's degree or Graduate student

² Temporary positions will be compensated at Step 1 of the Range of the respective position.



SALARY TABLES - PUBLIC SAFETY

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Minimum Salary | Maximum Salary |
|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|----------------|
| SWORN POLICE OFFICERS | | | | | | | | | | |
| PO1A | \$ 31.27 | \$ 32.84 | \$ 34.48 | \$ 35.34 | \$ 36.23 | | | | \$ 65,042 | \$ 75,358 |
| PO2A | | | | 36.22 | 38.03 | 38.98 | 39.96 | 40.96 | 75,338 | 85,197 |
| PO3A | | | | | 40.93 | 42.98 | 44.06 | 45.16 | 85,134 | 93,933 |
| PO4A | | | | 48.15 | 49.36 | 50.60 | 51.87 | 53.17 | 100,152 | 110,594 |
| PO5A | | | | 57.61 | 59.06 | 60.54 | 62.06 | 63.61 | 119,829 | 132,309 |
| PO6A | | | | | 69.70 | 71.48 | 73.31 | 75.20 | 144,976 | 156,416 |
| PO7A | | | | | 83.15 | 83.15 | 87.31 | 91.68 | 172,952 | 190,694 |
| FIREFIIGHTERS / PARAMEDICS | | | | | | | | | | |
| 24-HOUR SHIFT SCHEDULES | | | | | | | | | | |
| <i>2,748 hours per year</i> | | | | | | | | | | |
| GF53 | \$18.33 | \$19.25 | \$20.22 | \$21.24 | \$22.31 | \$23.44 | \$24.62 | \$25.85 | \$ 50,371 | \$ 71,036 |
| GF55 | 19.27 | 20.24 | 21.26 | 22.33 | 23.45 | 24.63 | 25.87 | 27.17 | 52,954 | 74,663 |
| GF61 | 22.34 | 23.47 | 24.65 | 25.89 | 27.19 | 28.55 | 29.98 | 31.48 | 61,390 | 86,507 |
| GF63 | 23.48 | 24.66 | 25.90 | 27.20 | 28.56 | 29.99 | 31.49 | 33.08 | 64,523 | 90,904 |
| GF68 | 25.54 | 26.82 | 28.17 | 29.58 | 31.06 | 32.62 | 34.26 | 35.98 | 70,184 | 98,873 |
| GF70 | 27.91 | 29.31 | 30.78 | 32.32 | 33.94 | 35.65 | 37.44 | 39.32 | 76,697 | 108,051 |
| <i>2,904 hours per year</i> | | | | | | | | | | |
| GF76 | 32.40 | 34.02 | 35.73 | 37.52 | 39.40 | 41.38 | 43.45 | 45.63 | 94,090 | 132,510 |
| 8-HOUR SHIFT SCHEDULES | | | | | | | | | | |
| <i>2,080 hours per year</i> | | | | | | | | | | |
| GP53 | \$ 24.21 | \$ 25.42 | \$ 26.70 | \$ 28.04 | \$ 29.45 | \$ 30.92 | \$ 32.47 | \$ 34.11 | \$ 50,357 | \$ 70,949 |
| GP55 | 25.44 | 26.72 | 28.06 | 29.47 | 30.94 | 32.49 | 34.13 | 35.84 | 52,915 | 74,547 |
| GP61 | 29.51 | 30.99 | 32.54 | 34.17 | 35.88 | 37.68 | 39.58 | 41.56 | 61,381 | 86,445 |
| GP63 | 31.01 | 32.57 | 34.20 | 35.92 | 37.72 | 39.61 | 41.59 | 43.67 | 64,501 | 90,834 |
| GP70 | 36.86 | 38.71 | 40.66 | 42.70 | 44.84 | 47.09 | 49.45 | 51.93 | 76,669 | 108,014 |
| GP76 | 42.76 | 44.90 | 47.15 | 49.51 | 51.98 | 54.58 | 57.32 | 60.19 | 88,941 | 125,195 |
| GP85 | 53.41 | 56.06 | 58.87 | 61.83 | 64.95 | 68.23 | 71.64 | 75.20 | 111,093 | 156,416 |
| GP91 | 65.11 | 68.38 | 71.82 | 75.40 | 79.20 | 83.15 | 87.31 | 91.68 | 135,429 | 190,694 |



CONSOLIDATED FEE SCHEDULE



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

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AMBULANCE

1) Ambulance Transportation and Services

Pursuant to Utah Code Annotated 26-8-4(18) Administrative Rule R426-1-8-2, 3, and 4, the Utah Department of Health establishes and orders the maximum allowable rates for each fiscal year, which rate shall be the rate assessed by the West Jordan Fire Department. Rates for each fiscal year are listed at <https://bemsp.utah.gov/regulations/laws-rules-fees/>.

2) Ambulance Supplies Actual cost recovery
West Jordan Municipal Code 3-3-2(A)

3) Ambulance Report \$10 per report
HIPAA required copies are free of charge

ANIMAL SERVICES

1) Adoption

a) With vaccinations ~~\$45~~40
b) Without vaccinations \$25

2) Animal License

a) Altered Cat or Dog \$10 per year
b) Unaltered Cat or Dog \$35 per year
c) Sr Discount - Altered Cat or Dog ~~\$15~~11 per lifetime
d) Sr Discount - Unaltered Cat or Dog ~~\$15~~10 per year
e) Late fee ~~\$25~~20 per license

3) Boarding (per day)

a) Cat or Dog ~~\$8~~7
b) Livestock ~~\$15~~12

4) Cremation

a) Urn \$20
b) Small or Exotic (Bird, Rat, Guinea Pig, Etc.) \$50
~~a)c) 0-25 lbs. \$85~~75
~~b)d) 26-50 lbs. \$110~~100
~~c)e) 51-75 lbs. \$135~~125
~~d)f) 76-100 lbs. \$160~~150
~~e)g) 101-125 lbs. \$185~~175

5) Disposal of Dead Animal

a) Less than 50 lbs. ~~\$10~~5
b) More than 50 lbs. ~~\$20~~10
c) Unlicensed penalty ~~\$30~~25

ANIMAL SERVICES (continued)

| | |
|---|------------------------------|
| 6) Impound | |
| a) Cat or Dog | |
| i) 1 st Confinement | \$ 40 <u>35</u> |
| ii) 2 nd Confinement | \$ 80 <u>70</u> |
| iii) 3 rd Confinement | \$ 120 <u>105</u> |
| iv) 4 th and Subsequent Confinement..... | \$ 160 <u>140</u> |
| b) Livestock, Large..... | \$ 80 <u>70</u> |
| c) Livestock, Small..... | \$ 50 <u>45</u> |
| 7) Microchip | \$ 20 <u>17</u> |
| 8) Owner Release | \$ 20 <u>11</u> |
| 9) Neuter and Spay | |
| <u>a) Through Jordan Applied Technology Center (JATC)</u> | <u>\$50</u> |
| a) b) Cat Neuter | \$100 <u>35</u> |
| b) c) Cat Spay | \$125 <u>50</u> |
| <u>d) Dog Neuter</u> | <u>\$130</u> 55 |
| i) Less than 26 lbs. | \$130 |
| ii) 26 - 50 lbs. | \$170 |
| iii) 51 - 75 lbs. | \$210 |
| e) iv) More than 75 lbs. | \$210 |
| d) e) Dog Spay | |
| i) Less than 26 lbs. | \$ 150 <u>65</u> |
| ii) 26 - 50 lbs. | \$ 190 <u>75</u> |
| iii) 51 - 75 lbs. | \$ 200 <u>85</u> |
| iv) More than 75 lbs. | \$ 230 <u>95</u> |
| 10) Permits (per-year) | |
| a) Kennel (<u>Annual</u>) | |
| i) Class A (3-15 animals) | \$ 40 <u>35</u> |
| ii) Class B (16-30 animals) | \$ 50 <u>45</u> |
| iii) Class C (31+ animals) | \$ 600 <u>550</u> |
| b) Fowl Keeping (<u>Annual</u>) | \$ 20 <u>17</u> |
| c) Riding Stables (<u>Annual</u>) | \$ 40 <u>33</u> |
| <u>d) Late Fee</u> | <u>\$35</u> 30 |
| d) e) Community Cat Caretaker Permit (3 Year) | \$20 |
| 11) Shelter Intake | \$ 50 <u>30</u> |
| 12) Vaccinations | |
| a) Parvo/Distemper Combo | \$ 10 <u>7</u> |
| b) Rabies | \$ 10 <u>8</u> |



CONSOLIDATED FEE SCHEDULE

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BUILDING PERMITS

- 1) Bond Agreements
 - a) Escrow Processing Fee \$~~173~~¹⁶⁵ per bond

- 2) Building Inspections
 - a) Building Relocation Review and/or Inspection (2-hour minimum) \$55 per hour
 - b) Other Building Inspections ¹ \$72

¹ Including by not limited to inspections deemed appropriate by the building official which may include re-inspection fees.

- 3) Building Permits
 - a) Building Permit based on valuation ¹ (base fee plus rate)

Valuation to be determined by the current issue of the Building Valuation Data published by the International Code Council as of July 1st of each year located at <https://www.iccsafe.org/products-and-services/i-codes/code-development-process/building-valuation-data/>

| Valuation | Base Fee | Rate for each additional \$100 (or fraction thereof) after \$500 |
|--|------------|--|
| i) \$1 - \$2,000 | \$57.50 | \$3.51 |
| Rate for each additional \$1,000 (or fraction thereof) after the minimum valuation of each level | | |
| ii) \$2,001 - \$25,000 | \$80.00 | \$16.10 |
| iii) \$25,001 - \$50,000 | \$450.00 | \$11.62 |
| iv) \$50,001 - \$100,000 | \$740.00 | \$8.05 |
| v) \$100,000 - \$500,000 | \$1,143.00 | \$6.44 |
| vi) \$500,001 - \$1,000,000 | \$3,719.00 | \$5.46 |
| vii) More than \$1,000,000 | \$6,450.00 | \$3.62 |

- b) Demolition Permit..... \$150
- c) Miscellaneous Minimum Permit (plumbing, electrical, mechanical)..... \$65
- d) Permit Extension..... \$115
- e) Permit Processing Fee..... \$11 per permit issued
- f) Manufactured Home Building Permit..... \$150
- g) State Surcharge 1% or building permit fee

- 4) Plan Reviews
 - a) Multi-Family Residential 65% of the building permit fee
 - b) Multi-Family Residential 'Same As' ¹ 20% of the building permit fee
 - c) Non-Residential 65% of the building permit fee
 - d) Residential 40% of the building permit fee
 - e) Single Family Residential 'Same As' ¹ \$100

¹ 'Same-As' is defined as an exact copy of a previously-reviewed plan



CONSOLIDATED FEE SCHEDULE

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BUILDING PERMITS (continued)

- 5) Solar Permits – Residential only
 - a) Battery Storage Inspection.....\$55
 - b) Building Permit (\$100 minimum) \$44 per 1,000 watts
 - c) Plan Check Review (2-hour minimum)..... \$55 per hour
 - d) State Surcharge 1% of building permit fee
 - e) Permit Processing Fee..... \$11 per permit issued

BUSINESS LICENSING

Pursuant to West Jordan Municipal Code 4-1B-1 and 2, every person engaging in business within the City shall apply for and maintain in full force and effect a valid City business license. (Ord. 12-13, 6/13/2012)

- 1) Business (not to exceed \$2,000)
 - a) Application (one-time)\$53
 - b) Base Fee.....\$163
 - c) Per Employee Fee\$8
- 2) Home Occupation (when required)
 - a) Application (one-time)\$53
 - b) Base Fee \$40
- 3) Alcohol Licensing
 - a) Application (one-time)\$315
 - b) Bond (in addition to the alcohol license costs listed below).....\$1,000
 - c) Alcohol License.....\$342
- 4) Amusement Devices (not to exceed \$500 per location)
 - a) Class A and C\$53 each
 - b) Class B, D, E, and F\$27 each
- 5) Pawn Shops\$210
- 6) Rental Dwelling Units (annual fee)
 - a) Application (one-time)\$53
 - b) License\$44
 - c) Good Landlord Program Rental License Fee..... \$21 per rental unit
 - d) Standard Fee
 - i) Condominium/Townhouse\$171 per unit
 - ii) Duplex\$34 per unit
 - iii) Multi-Unit\$171 per unit
 - iv) Mobile Home\$32
 - v) Single Family Home\$168



BUSINESS LICENSING (continued)

| | |
|---|-----------|
| 7) Solicitor | \$105 |
| 8) Sexually Oriented Business License | |
| a) Application (non-refundable) | \$100 |
| b) Business License Fee (annual) | |
| i) Adult Businesses and Semi-nude Entertainment Bars | \$300 |
| ii) Outcall Business | \$600 |
| iii) Nude and Semi-nude Entertainment Agencies and Nude Entertainment Businesses ... | \$450 |
| iv) Outcall Business and Semi-nude Entertainment Business | \$640 |
| 9) Sexually Oriented Business Employee License | |
| a) Application (non-refundable) | \$100 |
| b) Employee License (annual) | |
| i) Employee providing outcall services away from the premises of the outcall business ... | \$300 |
| ii) Adult business employee | \$100 |
| iii) Outcall business employee requiring a license but NOT performing any services outside the licensed premises | \$100 |
| iv) Nude entertainment business employee requiring a license but NOT individually providing nude entertainment services to patrons | \$100 |
| v) Semi-nude entertainment bar employee requiring a license but is NOT a performer, OR employee of nude and semi-nude entertainment agencies requiring a license but is NOT a performer | \$100 |
| 10) Vending Machine (not to exceed \$500 per location) | \$11 each |
| 11) Vendor License | |
| a) Large Vendor | \$244 |
| b) Small Vendor | \$178 |
| 12) Food Truck Secondary Permit..... | \$21 |
| 13) Late Fees | |
| a) Commercial..... | \$30 |
| b) Residential | \$20 |



CONSOLIDATED FEE SCHEDULE

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CEMETERY

| | Resident | Non-resident |
|--|----------|--------------|
| 1) Plots | \$1,100 | \$1,650 |
| 2) Cemetery Certificate Replacement or Transfer | \$30 | \$600 |
| <i>Price difference due to plot cost between resident and non-resident</i> | | |
| 3) Disinterment | | |
| a) Adult | \$1,200 | \$1,800 |
| b) Infant | \$700 | \$1,050 |
| c) Cremation | \$450 | \$675 |
| 4) Interment | | |
| a) Weekday services prior to 1:30 p.m. | | |
| i) Casket | \$600 | \$900 |
| ii) Cremation | \$275 | \$425 |
| iii) Infant <i>(Res 20-57)</i> | \$300 | \$450 |
| b) Weekday services after 1:30 p.m. <i>(Res 20-57)</i> | | |
| i) Casket | \$900 | \$1,350 |
| ii) Cremation | \$575 | \$875 |
| iii) Infant | \$600 | \$900 |
| c) Weekend or Holiday services | | |
| i) Casket | \$975 | \$1,475 |
| ii) Cremation | \$650 | \$1,000 |
| iii) Infant | \$675 | \$1,025 |



CODE ENFORCEMENT

- 1) Administrative Code Enforcement Costs Actual cost recovery
West Jordan Municipal Code 3-3-2(A)

Includes hearing preparation, notice of violation investigation, re-inspections and will be the actual hourly rates for participating employees and actual costs as established by affidavit filing with the hearing officer.

- 2) Fines and Penalties
 - a) Fines (per violation)
 - i) If violation is corrected within 14 days immediately following notice No charge
 - ii) If violation is not corrected within 14 days immediately following notice violators will be retroactively fined for all days since the date of the notice at the following rates:
 - 1. Days 1 - 14 \$53 per day
 - 2. Days 15 and thereafter \$105 per day
 - iii) Any higher penalty amount otherwise provided by the City Code
 - b) Late Penalty 10% per annum, compounded monthly
- 3) Hearing Request Filing Fees
 - a) Fee for an Appeal of a Notice of Violation No charge
 - b) Fee for an Appeal of anything other than a Notice of Violation \$158
- 4) Inspections
 - a) 1st Compliance Inspection No charge
 - b) 2nd Compliance Inspection \$158
 - c) 3rd Compliance Inspection and thereafter \$210

COURTS

- 1) Justice Court Fees (Filing, Transcript, and Record Requests)

Pursuant to Utah Code Annotated 78A-2-301, the Utah Administrative Office of the Courts establishes and orders the maximum allowable fees for each fiscal year, which rate shall be the rate assessed by the West Jordan Justice Court. Rates for each fiscal year are listed at <https://www.utcourts.gov/resources/fees.htm>.
- 2) State of Utah Online Payment Service Fee..... \$2.50



CONSOLIDATED FEE SCHEDULE

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FACILITY RENTALS

All facility rentals require a security deposit of \$200 for residents and \$300 for non-residents which is refundable if there is no damage or missing items. Non-profit organizations may receive a 25% discount on applicable rental fees. This discount does not apply to security deposits.

1) City Hall Rooms (2-hour minimum)

Community Room – 1st Floor Maximum Occupancy: 102
 Council Chambers – 3rd Floor Maximum Occupancy: 126

| | Resident | Non-resident |
|--|---------------|----------------|
| Weekdays, 8:00 a.m. – 5:00 p.m. (limited availability) | \$55 per hour | \$85 per hour |
| Weekdays, 5:00 p.m. – 10:00 p.m. | \$95 per hour | \$125 per hour |
| Weekends & Holidays 8:00 a.m. – 10:00 p.m. | \$95 per hour | \$125 per hour |

2) Justice Center Room (2-hour minimum)

Community Room – 1st Floor Maximum Occupancy: 154

| | Resident | Non-resident |
|--|---------------|----------------|
| Weekdays, 8:00 a.m. – 5:00 p.m. (limited availability) | \$55 per hour | \$85 per hour |
| Weekdays, 5:00 p.m. – 10:00 p.m. | \$95 per hour | \$125 per hour |
| Weekends & Holidays 8:00 a.m. – 10:00 p.m. | \$95 per hour | \$125 per hour |

3) Fire Station 53 Training Room (2-hour minimum)

Maximum Occupancy: 64

| | Resident | Non-resident |
|--|----------------|----------------|
| Weekdays, 8:00 a.m. – 5:00 p.m. (limited availability) | \$130 per hour | \$160 per hour |
| Weekdays, 5:00 p.m. – 10:00 p.m. | \$170 per hour | \$200 per hour |
| Weekends & Holidays 8:00 a.m. – 10:00 p.m. | \$170 per hour | \$200 per hour |

4) Fire Station 54 Training Room (2-hour minimum)

Maximum Occupancy: 50

| | Resident | Non-resident |
|--|---------------|---------------|
| Weekdays, 8:00 a.m. – 5:00 p.m. (limited availability) | \$25 per hour | \$45 per hour |
| Weekdays, 5:00 p.m. – 10:00 p.m. | \$45 per hour | \$65 per hour |
| Weekends & Holidays 8:00 a.m. – 10:00 p.m. | \$45 per hour | \$65 per hour |

5) Pioneer Hall

Maximum Occupancy: 118

| | Resident | Non-resident |
|--------------------------------|----------|--------------|
| ½ Day (4 hour rental)..... | \$250 | \$300 |
| Full Day (8 hour rental) | \$375 | \$450 |



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FALSE ALARM

- 1) Fire False Alarm Responses (each calendar year)
 - a) 1st False Alarm No charge
 - b) 2nd False Alarm No charge
 - c) 3rd False Alarm and thereafter..... \$200 each

- 2) Police False Alarm Responses (each calendar year)
 - a) 1st False Alarm No charge
 - b) 2nd False Alarm No charge
 - c) 3rd False Alarm and thereafter..... \$115 each

FIRE DEPARTMENT

- 1) Fire Standby Service or Response Hourly Rate (excludes any ambulance fees and/or supplies)
 - a) On-Duty
 - i) Ambulance \$130.00
 - ii) Auxiliary Vehicle \$128.00
 - iii) Command Vehicle \$75.00
 - iv) Engine \$215.00
 - v) Heavy Rescue \$184.00
 - vi) Inspector..... \$60.00
 - vii) Inspector - Battalion Chief Vehicle..... \$75.00
 - viii) Inspector - Captain Vehicle \$75.00
 - ix) Inspector - Firefighter Vehicle..... \$60.00
 - x) Ladder Truck \$253.00
 - xi) Special Ops Vehicle \$128.00
 - xii) Transport Engine \$215.00
 - b) Overtime
 - i) Ambulance \$175.00
 - ii) Auxiliary Vehicle \$173.00
 - iii) Command Vehicle \$102.50
 - iv) Engine \$282.50
 - v) Heavy Rescue \$229.00
 - vi) Inspector..... \$80.00
 - vii) Inspector - Battalion Chief Vehicle..... \$102.50
 - viii) Inspector - Captain Vehicle \$102.50
 - ix) Inspector - Firefighter Vehicle..... \$80.00
 - x) Ladder Truck \$320.50
 - xi) Special Ops Vehicle \$173.00
 - xii) Transport Engine \$282.50

- 2) Audio Dispatch Recording (VECC) \$25 each

- 3) Babysitting Course \$15 per student



FIRE DEPARTMENT (continued)

| | |
|--|----------------------|
| 4) CERT Course | \$15 per student |
| 5) CPR Course | \$30 per student |
| 6) Junior Firefighter Academy | \$35 per student |
| 7) Young Adult Fire Academy..... | \$75 per student |
| 8) Fire Reports | \$12 per report |
| 9) Haz-Mat Supplies | Actual cost recovery |
| 10) Photographs Digital CD (up to 50 photographs)..... | \$25 |

FIRE INSPECTIONS

| | |
|--|--------------------|
| 1) Business Inspection (Annual) | |
| a) 0 - 10 employees..... | \$44 |
| b) 11 - 50 employees..... | \$121 |
| c) More than 50 employees..... | \$165 |
| d) 2 nd Inspection | No charge |
| e) 3 rd Inspection and thereafter | \$165 each |
| f) Inspection Reports | \$13 per report |
| 2) Fire Alarm Plan (not part of electrical)..... | \$127 |
| <u>2) Standard Fire Inspection (fire alarms, fireworks, spray booths, etc.).....</u> | <u>\$100</u> |
| <u>3) Kitchen Hood Plan Review/Inspection</u> | <u>\$127</u> |
| 4) Fire Sprinkler Inspection | |
| a) Commercial | |
| i. 1 – 25 sprinkler heads (includes plan review)..... | \$127 |
| ii. 26 – 99 sprinkler heads | \$171 |
| iii. 100 – 1,000 sprinkler heads | \$336 |
| iv. 1,001 – 4,000 sprinkler heads | \$420 |
| v. 4,000+ sprinkler heads | \$504 |
| b) Multi-Family Housing | |
| i. 1 – 99 sprinkler heads | \$171 per building |
| ii. 100+ sprinkler heads | \$253 per building |
| 3)5) Group Home Facility | \$121 |
| 4)6) Home Childcare Facility | \$44 |
| 5)7) Hydrant Flow Testing | \$204 |



CONSOLIDATED FEE SCHEDULE

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FIRE INSPECTIONS (continued)

| | |
|---|--|
| 8) <u>8)</u> Local Emergency Planning Committee (LEPC) Tier II | \$55 per site |
| 6)9) <u>9)</u> Tent And Membrane Structure Inspection (In Excess of 400 sq ft) | \$100 |
| 7) <u>7)</u> Miscellaneous | \$127 |
| 8)10) <u>10)</u> Mobile Food Vendor | \$83 |
| 9)11) <u>11)</u> Nursing Home Facility | \$165 |
| 10) Sprinkler System Maintenance or Addition | |
| a) Less than 25 sprinkler heads | \$99 |
| b) 26 - 99 sprinkler heads..... | \$440 |
| c) 100 - 1,000 sprinkler heads..... | \$605 |
| d) 1,001 - 4,000 sprinkler heads..... | \$1,678 |
| e) More than 4,001 sprinkler heads | Based on incremental units of above fee schedule (i.e. 5,000 sprinkler heads - \$1,678 + \$605) |
| f) Multi family Housing | |
| i. Less than 99 sprinkler heads..... | \$171 per building |
| ii. More than 99 sprinkler heads | \$253 per building |
| <u>12) Hazardous Materials (Tier II)</u> | |
| <u>a) (Solid/Liquid/Gas ≤500lbs./55Gal./200Cub. Ft.).....</u> | <u>\$150</u> |
| <u>b) (Solid/Liquid/Gas ≥500lbs./55Gal./200Cub. Ft.).....</u> | <u>\$250</u> |
| 11)13) <u>13)</u> Storage Tank | |
| a) Above Ground..... | \$253 per site |
| b) Below Ground | \$660 per site |

HIGHLANDS ASSESSMENTS

Ordinance 13-27 established the Highlands Assessment Area on July 31, 2013. The following assessments are budget-based and follow the methodology in Ordinance 13-27.

| | |
|--------------------------------------|---|
| 1) Residential Assessment..... | \$15.00 <u>\$16.00</u> per month per dwelling unit |
| 2) Commercial Assessment | \$143.32 <u>\$140.00</u> per year for each commercial business, or, if the business occupies more than one quarter-acre of land, each quarter-acre of land occupied by a single commercial business. |
| 3) Undeveloped Land Assessment | \$20.16 <u>\$19.00</u> per year for each quarter-acre of land. Land area measuring less than a quarter-acre shall be rounded to the nearest whole quarter-acre. |

IMPACT FEES

- 1) Residential
 - a) Single-Family



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| | |
|------------------|----------------------------------|
| Fire | \$33 per housing unit |
| Parks | \$3,201 per housing unit |
| Police..... | \$192 per housing unit |
| Roads | \$2,333 per housing unit |
| Sewer | \$1,973 per housing unit |
| Storm drain..... | \$7,165 per acre |
| Water | \$2,514 per housing unit |
| b) Multi-Family | |
| Fire | \$26 per housing unit |
| Parks | \$2,498 per housing unit |
| Police..... | \$150 per housing unit |
| Roads | \$1,690 per housing unit |
| Sewer | \$873 per housing unit |
| Storm drain..... | \$12,283 per acre |
| Water | Based on meter size ² |



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IMPACT FEES (continued)

2) Non-Residential

a) Assisted Living

| | |
|------------------|----------------------------------|
| Fire | \$53 per bed |
| Police..... | \$12 per bed |
| Roads | \$273 per bed |
| Storm drain..... | \$15,354 per acre |
| Sewer | Based on meter size ¹ |
| Water | Based on meter size ² |

b) Commercial

| | |
|------------------|----------------------------------|
| Fire | \$0.158 per sq ft |
| Police..... | \$0.118 per sq ft |
| Roads | \$2.706 per sq ft |
| Storm drain..... | \$18,425 per acre |
| Sewer | Based on meter size ¹ |
| Water | Based on meter size ² |

c) Hospital

| | |
|------------------|----------------------------------|
| Fire | \$0.233 per sq ft |
| Police..... | \$0.061 per sq ft |
| Roads | \$1.359 per sq ft |
| Storm drain..... | \$15,534 per acre |
| Sewer | Based on meter size ¹ |
| Water | Based on meter size ² |

d) Hotel/Motel (per room)

| | |
|------------------|----------------------------------|
| Fire | \$34 per room |
| Police..... | \$25 per room |
| Roads | \$578 per room |
| Storm drain..... | \$18,425 per acre |
| Sewer | Based on meter size ¹ |
| Water | Based on meter size ² |

e) Industrial

| | |
|------------------|----------------------------------|
| Fire | \$0.142 per sq ft |
| Police..... | \$0.017 per sq ft |
| Roads | \$0.392 per sq ft |
| Storm drain..... | \$12,283 per acre |
| Sewer | Based on meter size ¹ |
| Water | Based on meter size ² |

f) Nursing Home

| | |
|------------------|----------------------------------|
| Fire | \$0.185 per sq ft |
| Police..... | \$0.035 per sq ft |
| Roads | \$0.781 per sq ft |
| Storm drain..... | \$15,354 per acre |
| Sewer | Based on meter size ¹ |
| Water | Based on meter size ² |



IMPACT FEES (continued)

g) Office

| | |
|------------------|----------------------------------|
| Fire | \$0.263 per sq ft |
| Police..... | \$0.076 per sq ft |
| Roads..... | \$1.706 per sq ft |
| Storm drain..... | \$15,354 per acre |
| Sewer | Based on meter size ¹ |
| Water..... | Based on meter size ² |

h) Warehouse

| | |
|------------------|----------------------------------|
| Fire | \$0.072 per sq ft |
| Police..... | \$0.016 per sq ft |
| Roads..... | \$0.365 per sq ft |
| Storm drain..... | \$12,283 per acre |
| Sewer | Based on meter size ¹ |
| Water..... | Based on meter size ² |

i) Sewer Impact Fee (based on meter size)

| | |
|--|----------|
| 3/4"..... | \$1,973 |
| 1"..... | \$3,353 |
| 1 1/2"..... | \$6,509 |
| 2"..... | \$10,454 |
| 3"..... | \$21,106 |
| Greater than 3" – Fee based on annualized average day demand and the net capital cost per gallon capacity. | |

j) Water Impact Fee (based on meter size)

| | |
|--|----------|
| 3/4"..... | \$2,514 |
| 1"..... | \$4,274 |
| 1 1/2"..... | \$8,296 |
| 2"..... | \$13,324 |
| 3"..... | \$26,900 |
| Greater than 3" – Fee based on annualized average day demand and the net capital cost per gallon capacity. | |

3) Impact Fee Appeal.....\$1,000 refundable deposit applicable to actual cost recovery



CONSOLIDATED FEE SCHEDULE

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MAPS

Per sheet:

- 1) Maps – Color
 - a) 8.5x11 ~~\$2.50~~ \$1
 - b) 11x17 ~~\$5~~ \$2
 - c) 17x24 ~~\$6~~ \$4
 - d) 22x34 \$8
 - e) 34x44 \$10
 - f) Larger than 34x44 \$12

- 2) Maps – Black & White (\$0.50 minimum)
 - a) 8.5x11 ~~\$10.10~~
 - b) Plat or Plan Copies ~~\$4~~ \$2
 - c) Existing Maps ~~\$4~~ \$2

- 3) Maps – Digital (Aerial photography)
 - a) Per Quarter Section \$50
 - b) Parcel Data (per section) \$10
 - c) Street Centerline Data \$25
 - d) Custom Maps \$25 per hour
 - e) Technical Assistance \$25 per hour

OTHER

- 1) Electric Vehicle Charging Station Use – available at the Public Works Building
 - a) Hourly rate
 - i) First 2 hours No charge
 - ii) More than 2 hours \$5 per hour
 - b) Connection fee \$1.50
 - c) Electricity rate \$0.20 per kWh

- 2) Returned Payment Fee \$20

PASSPORT OFFICE

These fees may be adjusted at any time as dictated by the US State Department.

- 1) Passport Processing Fee \$35
- 2) Passport Photo \$10+Sales Tax
- 3) Fee to Expedite Passport \$60



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

PARK RESERVATIONS

1) Pavilions – Constitution Park or Veterans Memorial Park only

a) Groups of more than 200

| | Resident | Non-resident |
|--|---------------|---------------|
| i) Large Pavilion (all day) | | |
| · Weekday..... | \$130 | \$200 |
| · Weekends/Holidays..... | \$200 | \$300 |
| ii) Small Pavilion (all day) | | |
| · Weekday..... | \$65 | \$130 |
| · Weekends/Holidays..... | \$100 | \$200 |
| iii) Refundable security deposit | \$500 | \$500 |
| iv) Requested Set-Up/Clean-Up (per worker) (\$150 minimum) | \$25 per hour | \$25 per hour |

b) Groups of less than 200

| | Resident | Non-resident |
|--|---------------|---------------|
| i) Large Pavilion (all day) | | |
| · Weekday..... | \$65 | \$100 |
| · Weekends/Holidays..... | \$100 | \$150 |
| ii) Small Pavilion (all day) | | |
| · Weekday..... | \$40 | \$65 |
| · Weekends/Holidays..... | \$65 | \$100 |
| iii) Requested Set-Up/Clean-Up (per worker) (\$50 minimum) | \$25 per hour | \$25 per hour |

2) Rodeo Arena

| | |
|--|---|
| a) Arena Rental Fee (2-hour minimum) | \$65 per hour ¹ |
| | <small>¹ West Jordan Youth Groups receive a 50% discount</small> |
| b) Concession Stand | \$500 per day |
| c) Lighting (2-hour minimum) | \$55 per hour |
| d) Refundable security deposit | \$2,500 |
| e) Tractor and Driver | \$50 per hour |
| f) Riding Clubs (April 1 – October 20) | |

| | Main Arena | Practice Arena |
|---|---|----------------|
| i) Up to 28 Sessions ¹ | \$600 | \$450 |
| | <small>¹ West Jordan Youth Groups receive a 50% discount</small> | |
| ii) Additional Session | \$25 | \$15 |
| iii) West Jordan Youth Group Additional Session | \$20 | \$10 |

g) Special Events ¹

¹ West Jordan Youth Groups receive a 50% discount

| | Main Arena | Practice Arena |
|--|------------|----------------|
| i) Monday – Thursday (per 8 hours) | \$400 | \$300 |
| ii) Friday – Saturday (per 8 hours) | \$600 | \$450 |
| iii) Sunday & Holidays (per 8 hours) | \$800 | \$600 |
| iv) Ticket Fee (per ticket, if applicable) | \$1.50 | \$1.50 |

3) Event Park Rental Fee (Veterans Memorial Park Only)

| | |
|--------------------------|-------|
| a) Weekday..... | \$500 |
| b) Weekend/Holidays..... | \$750 |



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

PARK RESERVATIONS (continued)

| | | | |
|---|--|--------------|---|
| 4) Sports Field | | | |
| a) Field Rental (per field per ½ day) | | | |
| i) Resident | | | \$50 |
| ii) Non-resident | | | \$250 |
| b) Leagues | | | |
| i) Resident Leagues Per Field Rental | | | |
| Baseball | Adult | Youth | |
| Football | \$15 per hour | \$3 per hour | |
| Soccer | \$15 per hour | \$4 per hour | |
| ii) Non-Resident Leagues Per Field Rental | N/A | \$5 per hour | |
| iii) Refundable Security Deposit (per season) | | | \$500 |
| iv) Concession Stand (3-month period) | | | \$2,500 |
| v) Concession Stand (short season) | | | \$800 |
| c) Tournaments | | | |
| i) Per Field Rental | | | |
| a. Less than 5 fields | | | \$20 per hour per field |
| b. More than 5 Fields | | | \$400 per day, plus \$20 per hour per field |
| ii) Refundable Security Deposit (More than 5 Fields) | | | \$500 |
| iii) Concession Stand | | | \$200 per day |
| d) Additional Services | | | Actual cost recovery |
| | | | West Jordan Municipal Code 3-3-2(A) |
| e) Lighting (2-hour minimum) | | | \$55 per hour |
| f) Special Events (without City sponsorship or endorsement) | | | Actual cost recovery |
| | | | West Jordan Municipal Code 3-3-2(A) |
| | Non-profit organizations may receive a 25% discount on special event fees. | | |



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

PLANNING AND ENGINEERING

- 1) Address Change Request \$7579
- 2) Agreements
 - a) Agreement Request ~~\$1,000~~ 1,050 refundable deposit to be applied toward actual cost recovery
Examples: Development, reimbursement, deferral, franchise, real property, other
 - b) Change Fee for Recording and Bonding Process \$250 per change
 - c) Escrow Processing Fee \$50 per bond
 - d) Service Fee for Industrial Development Revenue Bonds (IDRB) Assignment and Assumption Requests \$2,500
- 3) Appeals
 - a) Of Administrative Decision ~~\$1,165~~ 1,110
 - b) To Board of Adjustments ~~\$1,250~~ 1,190
 - c) To City Council ~~\$1,250~~ 1,190
- 4) Boards, Commissions, and Committees
 - a) Board of Adjustment ~~\$866~~ 825
 - b) Design Review Committee ~~\$315~~ 300
 - c) Planning Commission Other ~~\$604~~ 575
- 5) Conditional Use Permits
 - a) Permit Processing Fee ~~\$11.55~~ 11 for each permit issued
 - b) Administrative Conditional Use Permit Application ~~\$415~~ 395
 - c) Conditional Use Permit Application ~~\$1,013~~ 965
 - d) Conditional Use Permit Amended ~~\$436~~ 415
 - e) Engineering Review Fee ~~\$262~~ 250

6) Development Reviews

Base fee plus per item fee applies to the first 2 reviews. Supplementary hourly review fee applies to any subsequent reviews.

| | Base Fee | Per Item | Supplemental Review Hourly Fee |
|---|---------------------------------|--------------------------------------|-----------------------------------|
| a) Commercial / Industrial | | | |
| i) Engineering Review Fee | \$1,155 <u>1,100</u> | per application | |
| ii) Preliminary Site Plan Review | \$1,579 <u>1,658</u> | \$138 <u>145</u> per acre | \$94 <u>98.70</u> |
| iii) Final / Amended Site Plan Review | \$1,595 <u>1,675</u> | \$138 <u>145</u> per acre | \$94 <u>98.70</u> |
| b) Condominium Plat / Conversion | | | |
| i) Engineering Review Fee | \$520 <u>495</u> | per application | |
| i) Preliminary Site Plan Review | \$1,797 <u>1,711</u> | \$48.30 <u>46</u> per lot | \$94 <u>98.70</u> |
| ii) Final / Amended Site Plan Review | \$2,010 <u>1,914</u> | \$48.30 <u>46</u> per lot | \$94 <u>98.70</u> |



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

PLANNING AND ENGINEERING (continued)

6) Development Reviews

Base fee plus per item fee applies to the first 2 reviews. Supplementary hourly review fee applies to any subsequent reviews.

| | Base Fee | Per Item | Supplemental Review Hourly Fee |
|---|--------------|-------------------|--------------------------------|
| c) Multi-Family Residential | | | |
| i) Engineering Review Fee | \$1,1551,100 | per application | |
| ii) 2 – 25 Units Preliminary Site Plan Review | \$1,5251,452 | \$145138 per acre | \$98.7094 |
| iii) 2 – 25 Units Final / Amended Site Plan Review | \$1,7971,711 | \$145138 per acre | \$98.7094 |
| iv) 26 – 100 Units Preliminary Site Plan Review | \$2,0851,986 | \$145138 per acre | \$98.7094 |
| v) 26 – 100 Units Final / Amended Site Plan Review | \$1,8661,777 | \$145138 per acre | \$98.7094 |
| vi) More than 100 Units Preliminary Site Plan Review | \$2,0971,997 | \$145138 per acre | \$98.7094 |
| vii) More than 100 Units Final / Amended Site Plan Review | \$2,0911,991 | \$145138 per acre | \$98.7094 |
| d) Subdivision | | | |
| i) Preliminary / Final Engineering Review Fee | \$1,1551,100 | per application | |
| ii) Amended Engineering Review Fee | \$434413 | per application | |
| iii) 1 - 9 Lots Preliminary Plat Review | \$1,3741,309 | \$52.5050 per lot | \$98.7094 |
| iv) 1 - 9 Lots Final / Amended Plat Review | \$1,4041,337 | \$52.5050 per lot | \$98.7094 |
| v) More than 9 Lots Preliminary Plat Review ... | \$1,7971,711 | \$52.5050 per lot | \$98.7094 |
| vi) More than 9 Lots Final / Amended Plat Review ... | \$2,0101,914 | \$52.5050 per lot | \$98.7094 |
| vii) PC, PRD, WSPA & TSOD Preliminary Plat Review | \$2,5242,404 | \$52.5050 per lot | \$98.7094 |
| viii) PC, PRD, WSPA & TSOD Final / Amended Plat Review | \$1,4041,337 | \$52.5050 per lot | \$98.7094 |



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

PLANNING AND ENGINEERING (continued)

6) Development Reviews (continued)

e) General Review

| | |
|---|--|
| i) Annexation | \$ 2,696 <u>2,831</u> plus \$ 94 <u>98.70</u> per hour |
| ii) Concept Plan Meeting (pre-application)..... | \$ 116 <u>110</u> |
| iii) Conceptual Development Plan Application | \$ 577 <u>550</u> |
| iv) Development Plan Engineering Review Fee..... | \$ 404 <u>385</u> |
| v) Final Development Plan | \$ 1,011 <u>963</u> plus \$ 94 <u>98.70</u> per hour |
| vi) Final Development Plan Revisions | \$ 1,011 <u>963</u> plus \$ 94 <u>98.70</u> per hour |
| vii) Land Use Map Amendment | \$ 2,039 <u>1,942</u> |
| viii) Land Use Engineering Review Fee | \$ 1,155 <u>1,100</u> |
| ix) Lot Line Adjustment | \$ 1,432 <u>1,364</u> plus \$ 94 <u>98.70</u> per hour |
| x) Lot Line Adjustment Engineering Review Fee | \$ 1,155 <u>1,100</u> |
| xi) Master Plan Amendment | \$2,404 |
| xii) Preliminary Development Plan..... | \$ 1,432 <u>1,364</u> plus \$ 94 <u>98.70</u> per hour |
| xiii) Preliminary Development Plan Revisions | \$ 1,184 <u>1,128</u> plus \$ 94 <u>98.70</u> per hour |
| xiv) Sheet Change Correction | \$45 per hour |
| xv) Site Plan Condition Amendment | \$ 722 <u>688</u> plus \$ 94 <u>98.70</u> per hour |
| xvi) Subdivision Condition Amendment | \$ 722 <u>688</u> plus \$ 94 <u>98.70</u> per hour |
| xvii) Subdivision or Street Vacation Request (right-of-way)..... | \$ 1,921 <u>1,830</u> plus \$ 94 <u>98.70</u> per hour |
| xviii) Master Development Plan/Master Development Agreement | |
| | \$ 5,775 <u>5,500</u> plus \$ 98.70 <u>94</u> per hour |

f) Other Fees

| | |
|--|---|
| i) Additional Meetings with Staff (as requested) | Actual cost recovery West Jordan Municipal Code 3-3-2(A) |
| ii) Application Withdrawal | |
| 1) Within 10 days of completed application | 90% reimbursement |
| 2) After first review | 50% reimbursement |
| 3) After staff report is prepared | 10% reimbursement |
| 4) After public hearing or Planning Commission decision | No reimbursement |
| iii) Certificate of Occupancy Inspection (Planning) | \$286 |
| iv) Development Time Extension | \$ 185 <u>176</u> |
| v) Public Notice Mailing Fee | \$ 0.63 <u>0.60</u> per address |
| vi) Request for Modification of Design Standards | \$ 1,531 <u>1,458</u> |
| vii) Request for Modification of Design Standards Engineering Review Fee | \$ 577 <u>550</u> |
| viii) Waiver / Deferral Request | \$ 1,531 <u>1,458</u> |
| ix) Development Review/Application Processing Fee..... | \$11 |

7) Engineering Review and Inspection (includes 2 redline reviews)

| | |
|--------------------------------------|--|
| a) Review and Inspection Fee | 4.5% of the public/private improvement bond amount |
| b) Traffic Impact Study Review | Cost of contracted service plus 3.5% |

| | |
|--|--|
| 8) Lane Obstruction or Closure Request (Permit processing & onsite inspection) | \$110 per day per lane Requires Encroachment Permit |
|--|--|



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

PLANNING AND ENGINEERING (continued)

9) Permits

a) Encroachment Permit

i) Street Excavation

a. Within 3 feet from pavement, including pavement (based on age of pavement)

Less than 2 years old \$1,760 plus \$0.39 per square foot

More than 2 years old \$286 plus \$0.28 per square foot

b. Outside of 3 feet from pavement \$330 plus \$0.22 per square foot

c. Extension Fee..... \$50% of the original permit cost

ii) Other than Street Excavation..... \$286

iii) Penalties

a. Encroachment without permit 200% of the permit fee plus legal permit

b. Non-notification \$220 per incident

c. Failure to Comply or Complete with permit period \$231 per day

iv) Micro or Narrow Trenching

a. Plan review and processing \$200

b. Trenching Fee..... \$0.55 per linear foot

b) Land Disturbance Permit..... \$165

c) Water/Wastewater Service Abandonment Permit \$107

d) Permit Processing Fee..... \$11 for each permit issued

10) Sign Reviews

a) Sign Review based on valuation (base fee plus rate)

| | Valuation | Base Fee | Rate for each add'l \$100 (or fraction of) after \$500 |
|-----|-----------------------|----------|--|
| i) | \$1 - \$500 | \$33 | N/A |
| ii) | \$501 - \$2,000 | \$33 | \$1.10 |

| | Valuation | Base Fee | Rate for each add'l \$1,000 (or fraction of) after the minimum valuation of each level |
|------|---------------------------|----------|--|
| iii) | \$2,001 - \$25,000 | \$63 | \$ |
| iv) | \$25,001 - \$50,000 | \$336 | \$7.87 |
| v) | More than \$50,001 | \$512 | \$5.67 |

b) Bus Bench ~~\$60~~57 each

c) Bus Shelter ~~\$90~~86 each

d) Off-Premises Development / Construction Signs ~~\$300~~286

e) Planning Commission Review ~~\$491~~468

f) Sign Impound Fee..... ~~\$64~~61

g) Temporary Sign Review..... ~~\$35~~33

h) Penalty – Installation without permit 2x original permit fee



PLANNING AND ENGINEERING (continued)

11) Small Wireless

Pursuant to Utah Code Annotated 54-21-503 which establishes and orders the maximum allowable rates for each fiscal year, which rate shall be the rate assessed by the City.

- a) Master License Agreement \$1,100
- b) New Installation / Modification / Replacement \$275 per pole
- c) New Co-Location \$110 per pole
- d) Annual Co-Location Rate \$55 per pole

12) Street Name Change Request \$347 plus sign cost

13) Street Vacation Request

- a) Refundable deposit to be applied to cost \$4,500
- b) Labor Actual cost recovery

14) Streetlight Connection Fee \$165

15) Temporary Use

- a) Use up to 30 days (administrative) \$~~180~~171
- b) Use up to 150 days (requires Planning Commission review) \$~~607~~578
- c) Renewal \$~~180~~171

16) Zoning

- b) Zoning Administration / Interpretation / Determination \$~~98.70~~94 per hour
- c) Zone Change \$~~1,906~~1,815
- d) Zoning Engineering Review Fee \$~~1,155~~1,100
- e) Zoning Verification Letter \$~~98.70~~94
- f) Text Amendment \$2,283



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

POLICE DEPARTMENT

- 1) Police Standby Service, Traffic Assistance, or Response Hourly Rate (private-party)
 - a) \$500 refundable deposit to be applied toward services when request is estimated at over \$500
 - b) Per sworn officer \$70 per hour
 - c) Per supervisor (required when 5+ officers are requested) \$80 per hour

- 2) Audio/Visual Recordings
 - a) 0 – 30 minutes \$30
 - b) 31-60 minutes \$40
 - c) 61-90 minutes \$50
 - d) 91+ minutes \$60

- 3) Police Clearance Check (per request)..... ~~\$15~~ \$10

- 4) Fingerprinting
 - a) Up to three fingerprint cards..... \$15
 - b) Each card after three fingerprint cards \$5 each

- 5) Photographs Digital CD (up to 50 photographs)..... \$25
 - a) 1-49 photos \$25
 - b) 50-99 photos \$35
 - c) 100-149 photos \$45
 - ~~5) d) 150+ photos \$55 deposit plus \$30/hour beyond \$55 cost to process request~~

- 6) Police Reports \$15 each

- 7) Sex Offender Registry (per year) \$25

- 8) Vehicle Storage (seized) \$10 per day

- 9) Tow Truck Rotation Fees (per year)
 - a) Application Fee (non-refundable)..... \$50
 - b) Tow Rotation Coordination and Inspection Fee \$100
 - c) Suspension Reactivation Fee ~~\$100~~ \$50

- 10) Traffic School \$35



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

PUBLIC WORKS

- 1) Bid Package Request Actual cost recovery (minimum \$25)
- 2) Public Property Vehicle Abatement \$50 per vehicle

RECORDS (CITY RECORDER)

- 1) Audio Official Recording \$10 per CD or flash drive
- 2) Copies \$0.25 per page
 - a) Budget \$0.25 per page
 - b) Annual Comprehensive Financial Report \$0.25 per page
- 3) Document Certification \$5 per document
- 4) GRAMA Requests 1st 15 minutes free, after that actual cost recovery
West Jordan Municipal Code 3-3-2(A)
- 5) Notary Public Services \$5
- 6) Elected Official Filing Fee
 - a) Councilmember \$25
 - b) Mayor \$50

SEWER

New rates will be effective on October 1, 2023~~October 1, 2022~~. However, for administrative purposes, the rate will be changed on the first billing of each customer that contains any October dates of service. For previous rates, please see the ~~2022-2023~~ Fee Schedule.

1) Sewer Utility Rates

| | Fixed Charge | Volume Charge ¹ (per 1,000 gallons) |
|---|--|---|
| a) Single Family Residential..... | \$ 24.01 <u>22.44</u> | \$ 2.24 <u>2.09</u> |
| b) Multi-family Residential (per housing unit)..... | \$ 29.47 <u>27.54</u> | No charge |
| c) Commercial..... | \$ 31.10 <u>29.07</u> | \$ 2.24 <u>2.09</u> |
| d) Industrial / Dannon..... | \$ 3,519.77 <u>3,289.50</u> | \$ 2.24 <u>2.09</u> |

¹ Based on average winter water use, calculated once a year.

- 2) Dye test \$75 each
- 3) Nose-on Connection \$165 each
- 4) Stoppage Inspection \$375 each ²

² Stoppage Inspection fee is waived if the problem is caused by the City's infrastructure.



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

STORM DRAIN

~~New rates will be effective on October 1, 2022. However, for administrative purposes, the rate will be changed on the first billing of each customer that contains any October dates of service. For previous rates, please see the 2022 Fee Schedule.~~

- 1) Storm Drain Utility Rates
 - a) Single Family Residential\$6.34 per month
 - b) Non-Single Family Residential\$6.34 per ERU per month ¹

¹ ERU is defined as an equivalent residential unit and equates to 3,000 square feet of property

STREETS

Construction-related Street Cleaning \$200 per hour

STREETLIGHTS

New rates will be effective on October 1, 2023. However, for administrative purposes, the rate will be changed on the first billing of each customer that contains any October dates of service. For previous rates, please see the 2023 Fee Schedule.

Streetlight Maintenance Fee ~~\$1.81~~1.74 per housing unit per month

UTILITY BILLING

- 1) Delinquent Penalty 1.5% of unpaid balance
- 2) Termination of Service (involuntary).....\$100
- 3) Termination of Service (returned mail or failure to sign up for service)\$50
- 4) Turn On-Turn Off Service (customer request) \$50



WASTE COLLECTION AND DISPOSAL

New rates will be effective on October 1, 2023 ~~October 1, 2022~~. However, for administrative purposes, the rate will be changed on the first billing of each customer that contains any October dates of service. For previous rates, please see the ~~2022-2023~~ Fee Schedule.

1) Waste Collection and Disposal Utility Rates

- a) Basic service ~~\$18.29~~ \$20.12 per month
Includes one (1) can each for garbage, recycling, and green waste
- b) 2nd Garbage Can ~~\$11.24~~ \$12.36 per month
- c) 3rd Garbage Can ~~\$15.76~~ \$17.34 per month
- d) Additional Recycling Can ~~\$5.62~~ \$6.18 per month
- e) Additional Green Waste Can ~~\$5.62~~ \$6.18 per month

2) Dumpster Rental per calendar year (Effective January 1, 2023)

- a) 1st Rental..... \$50
- b) Additional rentals in the same calendar year \$250
- c) Cancellation Fee \$20

3) Other Services

- a) Reinstatement of Green Waste Service \$50
- b) Late Fee (interest)..... 1.5% of past due amount
- c) Disconnection due to non-payment..... \$100



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

WATER

~~New rates will be effective on October 1, 2022. However, for administrative purposes, the rate will be changed on the first billing of each customer that contains any October dates of service. For previous rates, please see the 2022 Fee Schedule.~~

1) Water Utility Rates (base charge plus usage rate)

a) Residential

Low-income residents who are qualified by Salt Lake County for the Circuit Breaker Tax Relief Program may receive the first 7,000 gallons of water at no charge, the base rate and other rates still apply.

i) Base charge

| | |
|------------------|---------|
| 3/4" meter | \$20.40 |
| 5/8" meter | \$20.40 |
| 1" meter | \$20.40 |

ii) Usage rate (cost per 1,000 gallons)

| | |
|---------------------------------------|--------|
| Tier 1 0 – 7,000 gallons..... | \$2.30 |
| Tier 2 7,001 – 25,000 gallons..... | \$3.72 |
| Tier 3 25,001 – 50,000 gallons..... | \$3.93 |
| Tier 4 50,001 – 100,000- gallons..... | \$4.18 |
| Tier 5 Over 100,000 gallons..... | \$4.85 |

b) Landscape

i) Base charge (cost per month)

| | |
|--------------------|------------|
| 3/4" meter | \$20.40 |
| 1" meter | \$45.90 |
| 1 1/2" meter | \$71.40 |
| 2" meter | \$102.00 |
| 3" meter | \$327.42 |
| 4" meter | \$698.48 |
| 6" meter | \$1,266.00 |
| 8" meter | \$1,899.01 |
| 10" meter | \$2,772.11 |

ii) Usage rate (cost per 1,000 gallons)

| | |
|---------------------------------------|--------|
| Tier 1 0 – 7,000 gallons..... | \$2.30 |
| Tier 2 7,001 – 25,000 gallons..... | \$3.57 |
| Tier 3 25,001 – 50,000 gallons..... | \$3.72 |
| Tier 4 50,001 – 100,000- gallons..... | \$3.83 |
| Tier 5 Over 100,000 gallons..... | \$4.59 |



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

WATER (continued)

| | | |
|---|----------------------------------|--------------------------|
| c) Commercial | | |
| i) Base charge (cost per month) | | |
| 3/4" meter | | \$20.40 |
| 5/8" meter | | \$30.60 |
| 1" meter | | \$45.90 |
| 1 1/2" meter | | \$71.40 |
| 2" meter | | \$102.00 |
| 3" meter | | \$327.42 |
| 4" meter | | \$698.48 |
| 6" meter | | \$1,266.00 |
| 8" meter | | \$1,899.01 |
| 10" meter | | \$2,772.11 |
| ii) Usage rate (cost per 1,000 gallons) | | |
| Tier 1 0 – 7,000 gallons..... | | \$2.30 |
| Tier 2 7,001 – 25,000 gallons..... | | \$2.60 |
| Tier 3 25,001 – 50,000 gallons..... | | \$2.75 |
| Tier 4 50,001 – 100,000- gallons..... | | \$2.91 |
| Tier 5 Over 100,000 gallons..... | | \$3.21 |
| d) City-Use Rate | | |
| i) Base Charge..... | 50% discount based on meter type | |
| ii) Wholesale rate..... | | \$1.95 |
| 2) Hydrant Meter Rental | | |
| a) Refundable Rental Deposit | | |
| i) Small meter (1 1/2") | | \$500 |
| ii) Large meter (4") | | \$1,250 |
| b) Monthly Rental | | \$200 per month |
| c) Water rate | | \$4.75 per 1,000 gallons |
| 3) Backflow Device Inspection | | \$150 |
| 4) Construction Water Service | | \$75 |
| 5) Water Line Installation | | \$750 plus materials |



WATER (continued)

| | |
|---------------------------------|----------|
| 6) Water Meter and Installation | |
| a) 3/4" Meter | \$500 |
| b) 1" Meter | \$700 |
| c) 1 1/2" Meter | \$2,450 |
| d) 2" Meter | \$2,750 |
| e) 3" Meter | \$3,250 |
| f) 4" Meter | \$4,000 |
| g) 6" Meter | \$6,000 |
| h) 8" Meter | \$7,500 |
| i) 10" Meter | \$13,500 |

| | |
|------------------------------|-------------------|
| 7) Water Pressure Test | \$75 ¹ |
|------------------------------|-------------------|

¹ Fee is waived if the problem is caused by the City's infrastructure.

| | |
|---------------------------------|------|
| 8) Water Sampling Request | \$60 |
|---------------------------------|------|



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

APPENDIX

Revised

AMBULANCE

- 1) Ambulance Transportation and Services 07/12/2012
- 2) Ambulance Supplies 07/01/2006
- 3) Ambulance Reports 08/11/2016

ANIMAL SERVICES

- 1) Adoption
 - a) With vaccinations 06/24/2020
 - b) Without vaccinations 06/24/2020
- 2) Animal License
 - a) Altered Cat or Dog 06/24/2020
 - b) Unaltered Cat or Dog 06/24/2020
 - c) Sr Discount - Unaltered Cat or Dog 06/24/2020
 - d) Sr Discount - Altered Cat or Dog 06/24/2020
 - e) Late fee 06/24/2020
- 3) Boarding (per day)
 - a) Cat or Dog 06/24/2020
 - b) Livestock 06/24/2020
- 4) Cremation
 - a) 0-25 lbs 06/24/2020
 - b) 26-50 lbs 06/24/2020
 - c) 51-75 lbs 06/24/2020
 - d) 76-100 lbs 06/24/2020
 - e) 101-125 lbs 06/24/2020
- 5) Disposal of Dead Animal
 - a) Less than 50 lbs 06/24/2020
 - b) More than 50 lbs 06/24/2020
 - c) Unlicensed penalty 06/24/2020
- 6) Impound
 - a) Cat or Dog
 - i) 1st Confinement 06/24/2020
 - ii) 2nd Confinement 06/24/2020
 - iii) 3rd Confinement 06/24/2020
 - iv) 4th and Subsequent Confinement 06/24/2020
 - b) Livestock, Large 06/24/2020
 - c) Livestock, Small 06/24/2020
- 7) Microchip 06/24/2020
- 8) Owner Release 06/24/2020
- 9) Neuter and Spay
 - a) Cat Neuter 06/24/2020
 - b) Cat Spay 06/24/2020
 - c) Dog Neuter 06/24/2020
 - d) Dog Spay
 - i) Less than 26 lbs 06/24/2020
 - ii) 26 – 50 lbs 06/24/2020
 - iii) 51 – 75 lbs 06/24/2020
 - iv) More than 75 lbs 06/24/2020



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

APPENDIX (continued)

Revised

ANIMAL SERVICES (continued)

| | | |
|-----------------------------|-------|------------|
| 10) Permits (per year) | | |
| a) Kennel | | |
| i) Class A (3-15 animals) | | 06/24/2020 |
| ii) Class B (16-30 animals) | | 06/24/2020 |
| iii) Class C (31+ animals) | | 06/24/2020 |
| b) Fowl Keeping | | 06/24/2020 |
| c) Riding Stables | | 06/24/2020 |
| d) Late Fee | | 06/24/2020 |
| 11) Shelter Intake | | 06/24/2020 |
| 12) Vaccinations | | |
| a) Parvo/Distemper Combo | | 06/24/2020 |
| b) Rabies | | 06/24/2020 |

BUILDING PERMITS

| | | |
|--|-------|------------|
| 1) Bond Agreements | | |
| a) Escrow Processing Fee | | 06/22/2022 |
| 2) Building Inspections | | |
| a) Building Relocation Review and/or Inspection (2-hour minimum) | | 06/22/2022 |
| b) Other Building Inspections | | 06/22/2022 |
| 3) Building Permits | | |
| a) Building Permit based on valuation (base fee plus rate) | | |
| i) \$1 - \$2,000 | | 06/23/2021 |
| ii) \$2,001 - \$25,000 | | 06/23/2021 |
| iii) \$25,001 - \$50,000 | | 06/23/2021 |
| iv) \$50,001 - \$100,000 | | 06/23/2021 |
| v) \$100,001 - \$500,000 | | 06/23/2021 |
| vi) \$500,001 - \$1,000,000 | | 06/23/2021 |
| vii) More than \$1,000,000 | | 06/23/2021 |
| b) Demolition Permit | | 06/22/2022 |
| c) Miscellaneous Minimum Permit (plumbing, electrical, mechanical) | | 06/24/2020 |
| d) Permit Extension | | 06/22/2022 |
| e) Permit Processing Fee | | 06/22/2022 |
| f) Manufactured Home Building Permit | | 06/22/2022 |
| g) State Surcharge | | 06/22/2022 |
| 4) Plan Reviews | | |
| a) Multi-Family Residential | | Pre-2006 |
| b) Multi-Family Residential 'Same As' | | Pre-2006 |
| c) Non-Residential | | Pre-2006 |
| d) Residential | | Pre-2006 |
| e) Single Family Residential 'Same As' | | Pre-2006 |
| 5) Solar Permits – Residential only | | |
| a) Battery Storage Inspection | | 06/22/2022 |
| b) Building Permit (\$100 minimum) | | 06/22/2022 |
| c) Plan Check Review (2-hour minimum) | | 06/22/2022 |
| d) State Surcharge | | Pre-2006 |
| e) Permit Processing Fee | | 06/22/2022 |

APPENDIX (continued)

Revised

BUSINESS LICENSING

| | |
|---|------------|
| 1) Business (not to exceed \$2,000) | |
| a) Application (one-time) | 06/24/2020 |
| b) Base Fee | 06/24/2020 |
| c) Per Employee Fee | 06/24/2020 |
| 2) Home Occupation (when required) | |
| a) Application (one-time) | 06/24/2020 |
| b) Base Fee | 01/09/2019 |
| 3) Alcohol Licensing | |
| a) Application (one-time) | 06/24/2020 |
| b) Bond | 06/23/2021 |
| c) Alcohol License | 06/23/2021 |
| 4) Amusement Devices (not to exceed \$500 per location) | |
| a) Class A and C | 06/24/2020 |
| b) Class B, D, E, and F | 06/24/2020 |
| 5) Pawn Shops | 06/24/2020 |
| 6) Rental Dwelling Units (annual fee) | |
| a) Application (one-time) | 06/24/2020 |
| b) License | 06/24/2020 |
| c) Good Landlord Program Rental License Fee | 06/23/2021 |
| d) Standard Fee | |
| i) Condominium/Townhouse | 06/24/2020 |
| ii) Duplex | 06/24/2020 |
| iii) Multi-Unit | 06/24/2020 |
| iv) Mobile Home | 06/24/2020 |
| v) Single Family Home | 06/24/2020 |
| 7) Solicitor | 06/24/2020 |
| 8) Sexually Oriented Business License | |
| a) Application | 06/23/2021 |
| b) Business License Fee | |
| i) Adult Businesses and Semi-nude Entertainment Bars | 06/23/2021 |
| ii) Outcall Business | 06/23/2021 |
| iii) Nude and Semi-nude Entertainment Agencies and Nude Entertainment Businesses | 06/23/2021 |
| iv) Outcall Business and Semi-nude Entertainment Business | 06/23/2021 |
| 9) Sexually Oriented Business Employee License | |
| a) Application (non-refundable) | 06/23/2021 |
| b) Employee License (annual) | |
| i) Employee providing outcall services away from the premises of the outcall business | 06/23/2021 |
| ii) Adult business employee | 06/23/2021 |
| iii) Outcall business employee requiring a license but NOT performing any services outside the licensed premises | 06/23/2021 |
| iv) Nude entertainment business employee requiring a license but NOT individually providing nude entertainment services to patrons | 06/23/2021 |
| v) Semi-nude entertainment bar employee requiring a license but is NOT a performer, OR employee of nude and semi-nude entertainment agencies requiring a license but is NOT a performer | 06/23/2021 |
| 10) Vending Machine (not to exceed \$500 per location) | 06/24/2020 |
| 11) Vendor License | |
| a) Large Vendor | 06/24/2020 |
| b) Small Vendor | 06/24/2020 |
| 12) Food Truck Secondary Permit | 06/24/2020 |
| 13) Late Fees | |
| a) Commercial | 06/24/2020 |
| b) Residential | 06/24/2020 |



APPENDIX (continued)

Revised

CEMETERY

| | |
|---|------------|
| 1) Cemetery Certificate Replacement or Transfer | |
| a) To Resident | 03/09/2016 |
| b) To Non-resident | 03/09/2016 |
| 2) Disinterment | |
| a) Adult Resident | 06/24/2020 |
| b) Adult Non-resident | 06/24/2020 |
| c) Infant Resident | 06/24/2020 |
| d) Infant Non-resident | 06/24/2020 |
| e) Cremation Resident | 06/24/2020 |
| f) Cremation Non-resident | 06/24/2020 |
| 3) Interment | |
| a) Weekday services before 1:30 p.m. | |
| i) Casket | |
| . Resident | 06/24/2020 |
| . Non-resident | 06/24/2020 |
| ii) Cremation | |
| . Resident | 06/24/2020 |
| . Non-resident | 06/24/2020 |
| iii) Infant | |
| . Resident | 06/24/2020 |
| . Non-resident | 06/24/2020 |
| b) Weekday services after 1:30 p.m. | |
| i) Casket | |
| . Resident | 06/24/2020 |
| . Non-resident | 06/24/2020 |
| ii) Cremation | |
| . Resident | 06/24/2020 |
| . Non-resident | 06/24/2020 |
| iii) Infant | |
| . Resident | 06/24/2020 |
| . Non-resident | 06/24/2020 |
| c) Weekend or Holiday services | |
| i) Casket | |
| . Resident | 06/24/2020 |
| . Non-resident | 06/24/2020 |
| ii) Cremation | |
| . Resident | 06/24/2020 |
| . Non-resident | 06/24/2020 |
| iii) Infant | |
| . Resident | 06/24/2020 |
| . Non-resident | 06/24/2020 |
| 4) Plots (cost includes perpetual care) | |
| a) Resident | 06/24/2020 |
| b) Non-resident | 06/24/2020 |



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

APPENDIX (continued)

Revised

CODE ENFORCEMENT

- 1) Administrative Code Enforcement Costs 07/12/2012
- 2) Fines and Penalties
 - a) Fines (per violation)
 - i) If violation is corrected within 14 days immediately following notice 07/12/2012
 - ii) If violation is not corrected within 14 days immediately following notice violators will be retroactively fined for all days since the date of the notice at the following rates:
 - 1. Days 1 - 14 06/24/2020
 - 2. Days 15 and thereafter 06/24/2020
 - b) Late Penalty 07/12/2012
- 3) Hearing Request Filing Fee
 - a) Fee for an Appeal of a Notice of Violation 06/22/2022
 - b) Fee for an Appeal of anything other than a Notice of Violation 06/22/2022
- 4) Inspections
 - a) 1st Compliance Inspection 07/12/2012
 - b) 2nd Compliance Inspection 06/24/2020
 - c) 3rd Compliance Inspection and thereafter 06/24/2020

COURTS

- 1) Justice Court Fees (Filing, Transcript, and Record Requests) 01/24/2018
- 2) State of Utah Online Payment Service Fee 03/11/2010

FACILITY RENTALS

- 1) City Hall Rooms 06/23/2021
- 2) Justice Center Room 06/23/2021
- 3) Fire Station 53 Training Room 03/09/2016
- 4) Fire Station 54 Training Room 06/23/2021
- 5) Pioneer Hall 06/23/2021

FALSE ALARM

- 1) Fire False Alarm Responses 06/23/2021
- 2) Police False Alarm Responses 06/23/2021

FIRE DEPARTMENT

- 1) Fire Standby Service or Response Hourly Rate (excludes any ambulance fees and/or supplies)
 - a) On-Duty
 - i) Ambulance 06/24/2020
 - ii) Auxiliary Vehicle 06/24/2020
 - iii) Command Vehicle 06/24/2020
 - iv) Engine 06/24/2020
 - v) Heavy Rescue 06/24/2020
 - vi) Inspector 06/24/2020
 - vii) Inspector - Battalion Chief Vehicle 06/24/2020
 - viii) Inspector - Captain Vehicle 06/24/2020
 - ix) Inspector - Firefighter Vehicle 06/24/2020
 - x) Ladder Truck 06/24/2020
 - xi) Special Ops Vehicle 06/24/2020
 - xii) Transport Engine 06/24/2020
 - b) Overtime
 - i) Ambulance 06/24/2020
 - ii) Auxiliary Vehicle 06/24/2020
 - iii) Command Vehicle 06/24/2020
 - iv) Engine 06/24/2020

APPENDIX (continued)

Revised

FIRE DEPARTMENT (continued)

| | | |
|-------|---|------------|
| v) | Heavy Rescue | 06/24/2020 |
| vi) | Inspector | 06/24/2020 |
| vii) | Inspector - Battalion Chief Vehicle | 06/24/2020 |
| viii) | Inspector - Captain Vehicle | 06/24/2020 |
| ix) | Inspector - Firefighter Vehicle | 06/24/2020 |
| x) | Ladder Truck | 06/24/2020 |
| xi) | Special Ops Vehicle | 06/24/2020 |
| xii) | Transport Engine | 06/24/2020 |
| 2) | Audio Dispatch Recording (VECC) | 08/11/2016 |
| 3) | Babysitting Course | 06/23/2021 |
| 4) | CERT Course | 09/09/2016 |
| 5) | CPR Course | 06/24/2020 |
| 6) | Junior Firefighter Academy | 06/24/2020 |
| 7) | Young Adult Fire Academy | 06/23/2021 |
| 8) | Fire Reports | 06/24/2020 |
| 9) | Haz-Mat Supplies | 08/11/2011 |
| 10) | Photographs Digital CD (up to 50 photographs) | 07/12/2012 |

FIRE INSPECTIONS

| | | |
|-----|---|------------|
| 1) | Business Inspection (Annual) | |
| a) | 0 - 10 employees | 06/22/2022 |
| b) | 11 - 50 employees | 06/22/2022 |
| c) | More than 50 employees | 06/22/2022 |
| d) | 2 nd Inspection | 03/09/2016 |
| e) | 3 rd Inspection and thereafter | 06/22/2022 |
| f) | Inspection Reports | 06/22/2022 |
| 2) | Fire Alarm Plan (not part of electrical) | 06/22/2022 |
| 3) | Group Home Facility | 06/22/2022 |
| 4) | Home Childcare Facility | 06/22/2022 |
| 5) | Hydrant Flow Testing | 06/22/2022 |
| 6) | Local Emergency Planning Committee (LEPC) Tier II | 06/22/2022 |
| 7) | Miscellaneous | 06/22/2022 |
| 8) | Mobile Food Vendor | 06/22/2022 |
| 9) | Nursing Home Facility | 06/22/2022 |
| 10) | Sprinkler System Maintenance or Addition | |
| a) | Less than 25 sprinkler heads | 06/22/2022 |
| b) | 26 - 99 sprinkler heads | 06/22/2022 |
| c) | 100 - 1,000 sprinkler heads | 06/22/2022 |
| d) | 1,001 - 4,000 sprinkler heads | 06/22/2022 |
| e) | More than 4,001 sprinkler heads | 06/22/2022 |
| f) | Multi-family Housing | |
| i) | Less than 99 sprinkler heads | 06/22/2022 |
| ii) | More than 99 sprinkler heads | 06/22/2022 |
| 11) | Storage Tank | |
| a) | Above Ground | 06/22/2022 |
| b) | Below Ground | 06/22/2022 |

HIGHLANDS ASSESSMENTS

| | | |
|----|-----------------------------------|------------|
| 1) | Residential Assessment | 06/22/2022 |
| 2) | Commercial Assessment | 06/22/2022 |
| 3) | Undeveloped Land Assessment | 06/22/2022 |



APPENDIX (continued)

Revised

IMPACT FEES

1) Residential

a) Single Family

| | |
|------------------|------------|
| Fire | 05/25/2017 |
| Parks | 05/25/2017 |
| Police | 05/25/2017 |
| Roads | 05/25/2017 |
| Sewer | 01/01/2019 |
| Storm drain..... | 05/25/2017 |
| Water..... | 01/01/2016 |

b) Multi-Family

| | |
|------------------|------------|
| Fire | 05/25/2017 |
| Parks | 05/25/2017 |
| Police | 05/25/2017 |
| Roads | 05/25/2017 |
| Sewer | 01/01/2019 |
| Storm drain..... | 05/25/2017 |
| Water..... | 01/01/2016 |

2) Non-Residential

a) Assisted Living

| | |
|------------------|------------|
| Fire | 05/25/2017 |
| Police | 05/25/2017 |
| Roads | 05/25/2017 |
| Sewer | 01/01/2019 |
| Storm drain..... | 05/25/2017 |
| Water..... | 01/01/2016 |

b) Commercial

| | |
|------------------|------------|
| Fire | 05/25/2017 |
| Police | 05/25/2017 |
| Roads | 05/25/2017 |
| Sewer | 01/01/2019 |
| Storm drain..... | 05/25/2017 |
| Water..... | 01/01/2016 |

c) Hospital

| | |
|------------------|------------|
| Fire | 05/25/2017 |
| Police | 05/25/2017 |
| Roads | 05/25/2017 |
| Sewer | 01/01/2019 |
| Storm drain..... | 05/25/2017 |
| Water..... | 01/01/2016 |

d) Hotel/Motel (per room)

| | |
|------------------|------------|
| Fire | 05/25/2017 |
| Police | 05/25/2017 |
| Roads | 05/25/2017 |
| Sewer | 01/01/2019 |
| Storm drain..... | 05/25/2017 |
| Water..... | 01/01/2016 |

e) Industrial

| | |
|--------------|------------|
| Fire | 05/25/2017 |
| Police | 05/25/2017 |
| Roads | 05/25/2017 |
| Sewer | 01/01/2019 |

APPENDIX (continued)

Revised

IMPACT FEES (continued)

| | | |
|----|--|------------|
| | Storm drain..... | 05/25/2017 |
| | Water..... | 01/01/2016 |
| f) | Nursing Home | |
| | Fire..... | 05/25/2017 |
| | Police..... | 05/25/2017 |
| | Roads..... | 05/25/2017 |
| | Sewer..... | 01/01/2019 |
| | Storm drain..... | 05/25/2017 |
| | Water..... | 01/01/2016 |
| g) | Office | |
| | Fire..... | 05/25/2017 |
| | Police..... | 05/25/2017 |
| | Roads..... | 05/25/2017 |
| | Sewer..... | 01/01/2019 |
| | Storm drain..... | 05/25/2017 |
| | Water..... | 01/01/2016 |
| h) | Warehouse | |
| | Fire..... | 05/25/2017 |
| | Police..... | 05/25/2017 |
| | Roads..... | 05/25/2017 |
| | Sewer..... | 01/01/2019 |
| | Storm drain..... | 05/25/2017 |
| | Water..... | 01/01/2016 |
| i) | Sewer Impact Fee (based on meter size) | |
| | ¾"..... | 01/01/2019 |
| | 1"..... | 01/01/2019 |
| | 1½"..... | 01/01/2019 |
| | 2"..... | 01/01/2019 |
| | 3"..... | 01/01/2019 |
| | Greater than 3"..... | 01/01/2019 |
| j) | Water Impact Fee (based on meter size) | |
| | ¾"..... | 01/01/2019 |
| | 1"..... | 01/01/2019 |
| | 1½"..... | 01/01/2019 |
| | 2"..... | 01/01/2019 |
| | 3"..... | 01/01/2019 |
| | Greater than 3"..... | 01/01/2019 |
| 3) | Impact Fee Appeal..... | 05/25/2017 |

MAPS

| | | |
|----|-----------------------------|------------|
| 1) | Maps – Color | |
| | a) 8.5x11..... | 07/01/2019 |
| | b) 11x17..... | 07/01/2019 |
| | c) 17x24..... | 07/01/2019 |
| | d) 22x34..... | 07/01/2019 |
| | e) 34x44..... | 07/01/2019 |
| | f) Larger than 34x44..... | 07/01/2019 |
| 2) | Maps – Black & White | |
| | a) 8.5x11..... | Pre-2006 |
| | b) Plat or Plan Copies..... | Pre-2006 |

APPENDIX (continued)

Revised

MAPS (continued)

| | |
|--|----------|
| c) Existing Maps | Pre-2006 |
| 3) Maps – Digital (Aerial photography) | |
| a) Per Quarter Section | Pre-2006 |
| b) Parcel Data (per section) | Pre-2006 |
| c) Street Centerline Data | Pre-2006 |
| d) Custom Maps | Pre-2006 |
| e) Technical Assistance | Pre-2006 |

OTHER

| | |
|---|------------|
| 1) Electric Vehicle Charging Station Use – available at the Public Works Building | |
| a) Hourly rate | |
| i) First 2 hours | 10/20/2018 |
| ii) More than 2 hours | 10/20/2018 |
| b) Connection fee | 10/20/2018 |
| c) Electricity rate | 10/20/2018 |
| 2) Returned Payment Fee | 07/01/2007 |

PASSPORT OFFICE

| | |
|-----------------------------------|------------|
| 1) Passport Processing Fee | 06/24/2020 |
| 2) Passport Photo | 06/24/2020 |
| 3) Fee to Expedite Passport | 06/24/2020 |

PARK RESERVATIONS

| | |
|---|------------|
| 1) Pavilions – Constitution Park or Veterans Memorial Park only | |
| a) Groups of more than 200 | |
| i) Large Pavilion (all day) | |
| • Weekday | 06/24/2020 |
| • Weekends/Holidays | 06/24/2020 |
| ii) Large Pavilion (all day) | |
| • Weekday | 06/24/2020 |
| • Weekends/Holidays | 06/24/2020 |
| iii) Refundable Security Deposit | 07/01/2006 |
| iv) Requested Set-Up/Clean-Up | 07/01/2006 |
| b) Groups of less than 200 | |
| i) Large Pavilion (all day) | |
| • Weekday | 06/24/2020 |
| • Weekends/Holidays | 06/24/2020 |
| ii) Large Pavilion (all day) | |
| • Weekday | 06/24/2020 |
| • Weekends/Holidays | 06/24/2020 |
| iii) Requested Set-Up/Clean-Up | 07/01/2006 |
| 2) Rodeo Arena | |
| a) Arena Rental Fee | 07/01/2006 |
| b) Concession Stand | 07/01/2006 |
| c) Lighting | 07/01/2006 |
| d) Refundable security deposit | 03/09/2016 |
| e) Tractor and Driver | 07/01/2006 |
| f) Riding Clubs | |
| i) Up to 28 Sessions | 07/01/2006 |

APPENDIX (continued)

Revised

PARK RESERVATIONS (continued)

| | | |
|------|--|------------|
| ii) | Additional Sessions | 07/01/2006 |
| iii) | West Jordan Youth Group Additional Session | 07/01/2006 |
| g) | Special Events | |
| i) | Monday – Thursday | 01/26/2012 |
| ii) | Friday – Saturday | 01/26/2012 |
| iii) | Sunday & Holidays | 01/26/2012 |
| iv) | Ticket Fee..... | 01/26/2012 |
| 3) | Event Park Rental Fee (Veterans Memorial Park Only) | |
| a) | Weekday | 06/24/2020 |
| b) | Weekend/Holidays | 06/24/2020 |
| 4) | Sports Field | |
| a) | Field Rental (per field per ½ day) | |
| i) | Resident | 06/24/2020 |
| ii) | Non-resident..... | 06/24/2020 |
| b) | Leagues | |
| i) | Resident Leagues Per Field Rental..... | 06/24/2020 |
| ii) | Non-Resident Leagues Per Field Rental | 1/26/2012 |
| iii) | Refundable Security Deposit | 1/26/2012 |
| iv) | Concession Stand | 1/26/2012 |
| v) | Concession Stand | 07/01/2006 |
| c) | Tournaments | |
| i) | Per Field Rental | |
| a. | Less than 5 fields | 01/26/2012 |
| b. | More than 5 Fields | 01/26/2012 |
| ii) | Refundable Security Deposit | 07/01/2006 |
| iii) | Concession Stand | 07/01/2006 |
| d) | Additional Services | 01/26/2012 |
| e) | Lighting (2-hour minimum) | 07/01/2006 |
| f) | Special Events (without City sponsorship or endorsement) | 01/26/2012 |

PLANNING AND ENGINEERING

| | | |
|----|--|------------|
| 1) | Address Change Request | 06/24/2020 |
| 2) | Agreements | |
| a) | Agreement Request | 02/04/2006 |
| b) | Change Fee for Recording and Bonding Process | 01/25/2018 |
| c) | Escrow Processing Fee | Pre-2006 |
| d) | Service Fee for Industrial Development Revenue Bonds (IDRB) Assignment and Assumption Requests | 06/22/2022 |
| 3) | Appeals | |
| a) | Of Administrative Decision | 06/24/2020 |
| b) | To Board of Adjustments | 06/24/2020 |
| c) | To City Council | 06/24/2020 |
| 4) | Boards, Commissions, and Committees | |
| a) | Board of Adjustment | 06/24/2020 |
| b) | Design Review Committee | 06/24/2020 |
| c) | Planning Commission Other | 06/24/2020 |
| 5) | Conditional Use Permits | |
| a) | Permit Processing Fee..... | 06/22/2022 |
| b) | Administrative Conditional Use Permit Application | 06/22/2022 |
| c) | Conditional Use Permit Application | 06/22/2022 |
| d) | Conditional Use Permit Amended | 06/22/2022 |
| e) | Engineering Review Fee..... | 06/22/2022 |

APPENDIX (continued)

Revised

PLANNING AND ENGINEERING (continued)

| | |
|---|------------|
| 6) Development Reviews | |
| a) Commercial / Industrial | |
| i) Engineering Review Fee | 06/22/2022 |
| ii) Preliminary Site Plan Review | 06/22/2022 |
| iii) Final / Amended Site Plan Review | 06/22/2022 |
| b) Condominium Plat / Conversion | |
| i) Engineering Review Fee | 06/22/2022 |
| ii) Preliminary Site Plan Review | 06/22/2022 |
| iii) Final / Amended Site Plan Review | 06/22/2022 |
| c) Multi-Family Residential | |
| i) Engineering Review Fee | 06/22/2022 |
| ii) 2 – 25 Units Preliminary Site Plan Review | 06/22/2022 |
| iii) 2 – 25 Units Final / Amended Site Plan Review | 06/22/2022 |
| iv) 26 – 100 Units Preliminary Site Plan Review | 06/22/2022 |
| v) 26 – 100 Units Final / Amended Site Plan Review | 06/22/2022 |
| vi) More than 100 Units Preliminary Site Plan Review | 06/22/2022 |
| vii) More than 100 Units Final / Amended Site Plan Review | 06/22/2022 |
| d) Subdivision | |
| i) Preliminary / Final Engineering Review Fee | 06/22/2022 |
| ii) Amended Engineering Review Fee | 06/22/2022 |
| iii) 1 - 9 Lots Preliminary Plat Review | 06/22/2022 |
| iv) 1 - 9 Lots Final / Amended Plat Review | 06/22/2022 |
| v) More than 9 Lots Preliminary Plat Review | 06/22/2022 |
| vi) More than 9 Lots Final / Amended Plat Review | 06/22/2022 |
| vii) PC, PRD, WSPA & TSOD Preliminary Plat Review | 06/22/2022 |
| viii) PC, PRD, WSPA & TSOD Final / Amended Plat Review | 06/22/2022 |
| e) General Review | |
| i) Annexation | 06/22/2022 |
| ii) Concept Plan Meeting (pre-application) | 06/22/2022 |
| iii) Conceptual Development Plan Application | 06/22/2022 |
| iv) Development Plan Engineering Review Fee | 06/22/2022 |
| v) Final Development Plan | 06/22/2022 |
| vi) Final Development Plan Revisions | 06/22/2022 |
| vii) Land Use Map Amendment | 06/22/2022 |
| viii) Land Use Engineering Review Fee | 06/22/2022 |
| ix) Lot Line Adjustment | 06/22/2022 |
| x) Lot Line Adjustment Engineering Review Fee | 06/22/2022 |
| xi) Master Plan Amendment | 06/22/2022 |
| xii) Preliminary Development Plan | 06/22/2022 |
| xiii) Preliminary Development Plan Revisions | 06/22/2022 |
| xiv) Sheet Change Correction | 06/22/2022 |
| xv) Site Plan Condition Amendment | 06/22/2022 |
| xvi) Subdivision Condition Amendment | 06/22/2022 |
| xvii) Subdivision or Street Vacation Request (right-of-way) | 06/22/2022 |

APPENDIX (continued)

Revised

PLANNING AND ENGINEERING (continued)

| | |
|--|------------|
| f) Other Fees | |
| i) Additional Meetings with Staff (as requested) | 06/20/2006 |
| ii) Application Withdrawal | |
| 1) Within 10 days of completed application | 07/30/2014 |
| 2) After first review | 07/30/2014 |
| 3) After staff report is prepared | 07/30/2014 |
| 4) After public hearing or Planning Commission decision | 07/30/2014 |
| iii) Certificate of Occupancy Inspection (Planning) | 06/22/2022 |
| iv) Development Time Extension | 06/22/2022 |
| v) Request for Modification of Design Standards | 06/22/2022 |
| vi) Request for Modification of Design Standards Engineering Review Fee | 06/22/2022 |
| vii) Waiver / Deferral Request | 06/22/2022 |
| viii) Development Review/Application Processing Fee | 06/22/2022 |
| ix) Public Notice Mailing Fee | 08/10/2022 |
| 7) Engineering Review and Inspection (includes 2 redline reviews) | |
| a) Review and Inspection Fee | 06/22/2022 |
| b) Traffic Impact Study Review | 06/22/2022 |
| 8) Lane Obstruction or Closure Request (Permit processing & onsite inspection) | 06/22/2022 |
| 9) Permits | |
| a) Encroachment Permit | |
| i) Street Excavation | |
| a. Within 3 feet from pavement, including pavement (based on age of pavement) | |
| Less than 2 years old | 08/10/2022 |
| More than 2 years old | 06/22/2022 |
| b. Outside of 3 feet from pavement | 06/22/2022 |
| c. Extension Fee | Pre-2006 |
| ii) Other than Street Excavation | 06/22/2022 |
| iii) Penalties | |
| a. Encroachment without permit | Pre-2006 |
| b. Non-notification | 06/22/2022 |
| c. Failure to Comply or Complete with permit period | 06/22/2022 |
| iv) Micro or Narrow Trenching | |
| a. Plan review and processing | 06/22/2022 |
| b. Trenching Fee | 06/22/2022 |
| b) Land Disturbance Permit | 06/22/2022 |
| c) Water/Wastewater Service Abandonment Permit | 06/22/2022 |
| d) Permit Processing Fee | 06/22/2022 |
| 10) Sign Reviews | |
| a) Sign Review based on valuation (base fee plus rate) | |
| i) \$1 - \$500 | 06/22/2022 |
| ii) \$501 - \$2,000 | 06/22/2022 |
| iii) \$2,001 - \$25,000 | 06/22/2022 |
| iv) \$25,001 - \$50,000 | 06/22/2022 |
| v) More than \$50,001 | 06/22/2022 |
| b) Bus Bench | 06/22/2022 |
| c) Bus Shelter | 06/22/2022 |
| d) Off-Premise Development / Construction Signs | 06/22/2022 |
| e) Planning Commission Review | 06/22/2022 |
| f) Sign Impound Fee | 06/22/2022 |
| g) Temporary Sign Review | 06/22/2022 |
| h) Penalty – Installation without permit | Pre-2006 |



APPENDIX (continued)

Revised

PLANNING AND ENGINEERING (continued)

- 11) Small Wireless
 - a) Master License Agreement 06/22/2022
 - b) New Installation / Modification / Replacement 06/22/2022
 - c) New Co-Location 06/22/2022
 - d) Annual Co-Location Rate 06/22/2022
- 12) Street Name Change Request 06/22/2022
- 13) Street Vacation Request
 - a) Refundable deposit to be applied to cost Pre-2006
 - b) Labor Pre-2006
- 14) Streetlight Connection Fee 06/22/2022
- 15) Temporary Use
 - a) Use up to 30 days (administrative) 06/22/2022
 - b) Use up to 150 days (requires Planning Commission review) 06/22/2022
 - c) Renewal 06/22/2022
- 16) Zoning
 - a) Zoning Administration / Interpretation / Determination 06/22/2022
 - b) Zone Change 06/22/2022
 - c) Zoning Engineering Review Fee 06/22/2022
 - d) Zoning Verification Letter 06/22/2022
 - e) Text Amendment 06/22/2022

POLICE DEPARTMENT

- 1) Police Stand-by Service, Traffic Assistance, or Response Hourly Rate (private-party events)
 - a) \$500 refundable deposit to be applies toward services when request is estimated at over \$500 06/22/2022
 - b) Per sworn officer 06/22/2022
 - c) Per supervisor (required when 5+ officers are requested) 06/22/2022
- 2) Audio/Visual Recordings
 - a) 0 – 30 minutes 06/23/2021
 - b) 31-60 minutes 06/23/2021
 - c) 61-90 minutes 06/23/2021
 - d) 91+ minutes 06/23/2021
- 3) Police Clearance Check (per request) Pre-2006
- 4) Fingerprint (per card)
 - a) Up to three fingerprint cards 06/23/2021
 - b) Each card after three fingerprint cards 06/23/2021
- 5) Photographs Digital CD (up to 50 photographs) 07/30/2014
- 6) Police Reports 08/11/2016
- 7) Sex Offender Registry (per year) 07/01/2013
- 8) Vehicle Storage (seized) 03/10/2010
- 9) Tow Truck Rotation Fees
 - a) Application Fee 06/23/2021
 - b) Tow Rotation Coordination and Inspection Fee 06/23/2021
 - c) Suspension Reactivation Fee 06/23/2021
- 10) Traffic School 06/23/2021

PUBLIC WORKS

- 1) Bid Package Request Pre-2006
- 2) Public Property Vehicle Abatement Pre-2006



APPENDIX (continued)

Revised

RECORDS (CITY RECORDER)

| | |
|--|------------|
| 1) Audio Official Recording | 07/01/2007 |
| 2) Copies | 08/01/2011 |
| a) Budget | 06/24/2020 |
| b) Annual Comprehensive Financial Report | 06/24/2020 |
| 3) Document Certification | 07/01/2007 |
| 4) GRAMA Requests..... | 10/01/2016 |
| 5) Notary Public Services..... | 07/01/2007 |
| 6) Elected Official Filing Fee | |
| a) Councilmember | 06/24/2020 |
| b) Mayor | 06/24/2020 |

SEWER

| | |
|--|------------|
| 1) Sewer Utility Rates | |
| a) Single Family Residential..... | 06/22/2022 |
| b) Multi-family Residential (per housing unit) | 06/22/2022 |
| c) Commercial | 06/22/2022 |
| d) Industrial / Dannon | 06/22/2022 |
| 2) Dye test | 06/24/2020 |
| 3) Nose-on Connection | 06/24/2020 |
| 4) Stoppage Inspection | 06/24/2020 |

STORM DRAIN

| | |
|--|------------|
| 1) Storm Drain Utility Rates | |
| a) Single Family Residential | 06/22/2022 |
| b) Non-Single Family Residential | 06/22/2022 |

STREETS

| | |
|--|------------|
| Construction-related Street Cleaning | 06/23/2021 |
|--|------------|

STREETLIGHTS

| | |
|-----------------------------------|------------|
| Streetlight Maintenance Fee | 06/23/2021 |
|-----------------------------------|------------|

UTILITY BILLING

| | |
|---|------------|
| 1) Delinquent Penalty | 06/24/2020 |
| 2) Termination of Service (involuntary) | 06/24/2020 |
| 3) Termination of Service (returned mail or failure to sign up for service) | 08/01/2011 |
| 4) Turn On-Turn Off Service (customer request) | 08/01/2011 |

WASTE COLLECTION AND DISPOSAL

| | |
|--|------------|
| 1) Waste Collection and Disposal Utility Rates | |
| a) Basic service | 06/22/2022 |
| b) 2 nd Garbage Can | 06/22/2022 |
| c) 3 rd Garbage Can | 06/22/2022 |
| d) Additional Recycling Can | 06/22/2022 |
| e) Additional Green Waste Can | 06/22/2022 |
| 2) Dumpster Rental per calendar year (Effective January 1, 2021) | |
| a) 1 st Rental | 06/22/2022 |
| b) Additional rentals in same calendar year | 06/22/2022 |
| c) Cancellation Fee | 06/24/2020 |



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

APPENDIX (continued)

Revised

WASTE COLLECTION AND DISPOSAL (continued)

| | |
|--|-------------|
| 3) Other Services | |
| a) Reinstatement of Green Waste Service..... | 07/01/2008 |
| b) Late Fee (interest)..... | 06/24/2020t |
| c) Disconnection due to non-payment..... | 06/24/2020 |

WATER

| | |
|--|------------|
| 1) Water Utility Rates (base charge plus usage rate) | |
| a) Residential | |
| i) Base charge | |
| 3/4" meter | 06/22/2022 |
| 5/8" meter | 06/22/2022 |
| 1" meter | 06/22/2022 |
| ii) Usage rate (cost per 1,000 gallons) | |
| Tier 1 | 06/22/2022 |
| Tier 2 | 06/22/2022 |
| Tier 3 | 06/22/2022 |
| Tier 4 | 06/22/2022 |
| Tier 5 | 06/22/2022 |
| b) Landscape | |
| i) Base charge (cost per month) | |
| 3/4" meter | 06/22/2022 |
| 1" meter | 06/22/2022 |
| 1 1/2" meter | 06/22/2022 |
| 2" meter | 06/22/2022 |
| 3" meter | 06/22/2022 |
| 4" meter | 06/22/2022 |
| 6" meter | 06/22/2022 |
| 8" meter | 06/22/2022 |
| 10" meter | 06/22/2022 |
| ii) Usage rate (cost per 1,000 gallons) | |
| Tier 1 | 06/22/2022 |
| Tier 2 | 06/22/2022 |
| Tier 3 | 06/22/2022 |
| Tier 4 | 06/22/2022 |
| Tier 5 | 06/22/2022 |
| c) Commercial | |
| i) Base charge (cost per month) | |
| 3/4" meter | 06/22/2022 |
| 5/8" meter | 06/22/2022 |
| 1" meter | 06/22/2022 |
| 1 1/2" meter | 06/22/2022 |
| 2" meter | 06/22/2022 |
| 3" meter | 06/22/2022 |
| 4" meter | 06/22/2022 |
| 6" meter | 06/22/2022 |
| 8" meter | 06/22/2022 |
| 10" meter | 06/22/2022 |



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

APPENDIX (continued)

Revised

WATER (continued)

| | | |
|-----|-------------------------------------|------------|
| ii) | Usage rate (cost per 1,000 gallons) | |
| | Tier 1 | 06/22/2022 |
| | Tier 2 | 06/22/2022 |
| | Tier 3 | 06/22/2022 |
| | Tier 4 | 06/22/2022 |
| | Tier 5 | 06/22/2022 |
| d) | City-Use Rate | |
| | i) Base Charge..... | 06/24/2020 |
| | ii) Wholesale rate..... | 06/24/2020 |
| 2) | Hydrant Meter Rental | |
| | a) Refundable Rental Deposit | |
| | i) Small meter (1 1/2") | 06/24/2020 |
| | ii) Large meter (4") | 06/24/2020 |
| | b) Monthly Rental | 06/24/2020 |
| | c) Water rate | 06/24/2020 |
| 3) | Backflow Device Inspection | 06/24/2020 |
| 4) | Construction Water Service | 06/24/2020 |
| 5) | Water Line Installation | 06/24/2020 |
| 6) | Water Meter and Installation | |
| | a) 3/4" Meter | 06/24/2020 |
| | b) 1" Meter | 06/24/2020 |
| | c) 1 1/2" Meter | 06/24/2020 |
| | d) 2" Meter | 06/24/2020 |
| | e) 3" Meter | 06/24/2020 |
| | f) 4" Meter | 06/24/2020 |
| | g) 6" Meter | 06/24/2020 |
| | h) 8" Meter | 06/24/2020 |
| | i) 10" Meter | 06/24/2020 |
| 7) | Water Pressure Test | 06/24/2020 |
| 8) | Water Sampling Request | 06/24/2020 |



WEST
JORDAN
UTAH

GLOSSARY

GLOSSARY

AA- – A bond rating given by financial rating agencies as their professional opinion about the ability of a government or not-for-profit organization to repay a tax-exempt loan (bond). Bond ratings may range from AAA (prime rating) to D (default).

Accrual Basis of Accounting – A method of accounting that recognizes income when earned and expenses when incurred regardless of when cash is received or disbursed.

Ad Valorem Tax – Taxes levied on both real and personal property according to the property's valuation and the tax rate. Also known as Property Tax.

Adopted Budget – The annual budget approved by the City Council that establishes the legal authority for the expenditure of funds in the fiscal year.

Allocation – The assignment of one or more items of cost or revenue to one or more segments of an organization according to benefits received, responsibilities, or other logical measures of use.

Allocated Operations – Indirect operating costs that are assessed/charged from one fund to another.

Allocated Wages – Indirect personnel costs that are assessed/charged from one fund to another.

Appropriation – Legal authorization granted by the City Council to make expenditures and incur obligations for specific purposes.

Assessed Valuation – A valuation set upon real estate or other property by the Salt Lake County Assessor as a basis for levying property taxes.

Audit – A review performed by an independent certified public accountant to form an opinion regarding the legitimacy of transactions and internal controls.

Balanced Budget – A budget in which current revenues equal current expenditures.

Basis of Budgeting – Basis of budgeting refers to the timing of when revenues or expenditures are recognized in the accounts and reported in the financial statements.

Bond – A written promise to pay a specified sum of money, called the face value or principal, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Bond Proceeds – Funds received from the sale or issuance of bonds.

Bond Refinancing – The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

Bond Refunding – The redemption of a bond with proceeds received from issuing lower-cost debt obligations.

Budget – A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period and the proposed means of financing them.

Budgetary Control – The control of management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Building Authority Bonds - Bonds secured by specified asset. CAFR – (see Comprehensive Annual Financial Report).

Call Date - Date on which a bond can be redeemed before maturity. Earliest date on which bonds can either be paid off or refinanced.

Capital Assets – Assets of significant value and having a useful life of several years.

Capital Carryovers – Any unspent appropriation for capital projects that are authorized by City Council to be reappropriated in the following year.

Capital Equipment - Equipment with an expected life of more than one year, such as automobiles, computers, and furniture.

Capital Improvement Program (CIP) – An annual, updated plan of capital expenditures for public facilities and infrastructure (buildings, streets, etc.), with estimated costs, sources of funding, and timing of work over a period of time.

Capital Outlay – Expenditures which result in the acquisition of capital assets.

Capital Project – Projects involving the purchase or construction of capital assets.

Career Ladder Increases - Career ladders are pay increases within a job series conditioned on obtaining required service experience and specified skills, training, and/or certification. They are typically used for jobs with critical or rapid learning curves to bring entry level employees to full productivity.

CDBG – (see Community Development Block Grant).

Certified Tax Rate – The tax rate that would generate the same amount of revenue as the previous year plus any new growth.

CIP – (see Capital Improvement Program).

Community Development Block Grant (CDBG) – The Housing and Community Development Act of 1974 provides funds to cities and counties to develop urban communities and expand economic opportunities principally for low- and moderate- income persons.

Comprehensive Annual Financial Report (CAFR) – The audited annual report of the City's financial condition at the conclusion of the fiscal year.

GLOSSARY

Consolidated Budget – City budget that includes all funds – governmental and proprietary.

Consumer Price Index (CPI) – A statistical description of price levels provided by the United States Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

Contingency – An appropriation of funds to cover unforeseen expenditures which may occur during the budget year.

CPI – (see Consumer Price Index).

Debt Service – The payment of principal, interest, and service charges related to long-term debt.

Debt Service Fund – A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit – An excess of expenditures or expenses over revenues.

Department – A major administrative division of the City that indicates overall management responsibility for an operation or group of related operations within a functional area.

Depreciation – Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

Designated Fund Balance – The portion of a fund balance that has been set aside for a specific purpose.

Division – A sub-section within a department that provides specific services.

Encumbrances – Obligations or commitments in the form of purchase orders or contracts, the expenditure/expense of which has not yet occurred.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – the services are predominantly self-supported by user fees and charges. Examples are water and solid waste.

Expenditure – The actual spending of governmental funds set aside by an appropriation.

Expense – The actual spending of proprietary funds set aside by an appropriation.

Fiscal Year (FY) – The twelve-month period of time to which a budget applies. The City of West Jordan's fiscal year is July 1 through June 30.

Franchise Tax – A tax levied at the state level against businesses and partnerships chartered within that state.

Full Time Equivalent (FTE) – The hourly equivalent of a full-time employee. An FTE can be made up of either one full-time employee or two or more part-time employees whose total hours equal 2,080 per year.

Fund – A fiscal or accounting entity with a self-balancing set of accounts established for the purpose of carrying out specific activities in accordance with clearly defined restrictions and/or limitations.

Fund Balance – The difference between a fund's assets and its liabilities.

GAAP – (see Generally Accepted Accounting Principles).

GASB – (see Governmental Accounting Standards Board).

General Fund – The primary fund of the City used to account for all financial resources except those identified for special purposes or required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and recording.

Governmental Accounting Standards Board (GASB) – The group that develops standardized reporting for government entities.

General Obligation Bonds – Bonds used for various purposes and repaid by the regular revenue raising powers of the City.

Grant – Contributions, gifts, or assets from another government entity to be used or expended for a specified purpose, activity, or facility.

Haircut Provision - Utah code related to redevelopment areas that allows portions of tax increment to be allocated and spent toward recreational purposes.

Impact Fees – Fees used to offset the additional burden on city infrastructure caused by new development within the city. The fees are collected and accounted for separately to be used for projects relating to the impact of the additional development.

Infrastructure – Facilities or assets on which the continuance and growth of a community depend, such as streets, waterlines, etc.

Interfund Transfers – Monies transferred from one fund to another to either finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Intergovernmental Revenue – Money collected by one level of government and distributed to another level of government.

Long-term Debt – Debt with a maturity of more than one year after the date of issuance.

Maturity – The date on which the principal or stated values of investments or debt obligations are due and may be reclaimed

Modified Accrual Basis of Accounting – A method of accounting in which revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred.

GLOSSARY

Motor Vehicle Fee – Fee imposed on passenger cars, light trucks, sport utility vehicles, vans, motorcycles, and recreational vehicles and are due at the time of registration.

Operating Expenditures – The cost for materials and equipment required for a department to perform its functions.

Operating Revenues – Funds received by the City as income to pay for ongoing operations.

Ordinance – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal standing than a resolution.

Property Tax – An ad valorem (according to value) tax based on the fair market value of real property (land and buildings) and personal property (business equipment). Fair market value is determined by the county as of January 1 of each year.

RDA – (see Redevelopment Agency).

Redevelopment Agency (RDA)– A separate entity established to revitalize blighted and economically depressed areas of a community and to promote economic growth.

Refunded - Refinanced to take advantage of lower interest rates.

Reserve – A portion of a fund balance which has been legally segregated for a specific use and is, therefore, not available for further appropriation or expenditure.

Resolution – A special order of the City Council that requires less legal formality and has a lower legal standing than an ordinance.

Revenues – Sources of income, such as taxes, used to finance the operation of government.

Revenue Bonds - Payable from specified revenues such as Sales Tax or User Fees.

Sales Tax – Tax imposed on the taxable sales of all final goods. West Jordan receives part of the sales tax percentage charged in Salt Lake County.

Special Assessment – A tax on property owners who receive a benefit not received by all other taxpayers.

Special Improvement District (SID) – An area of the city where the property owners come together and vote on incurring the costs of making special improvements to the area (such as putting in custom streetlights or enhanced landscape maintenance).

Tax Base – The total taxable value of property within the local government's legal boundaries.

Tax Increment – Property tax that is collected as a result of increased valuation within an RDA area.

Tax Rate – The amount of tax levied for each \$100 of assessed valuation.

Taxable Value – The assessed value of property less exemptions.

Taxes – Compulsory charges levied by a government for the purpose of financing services for the common benefit of the people.

Transfers – Legally authorized intra-city transfers of appropriations from one City fund to another City fund. Revenues and expenditures are accounted for in both funds.

Truth in Taxation – Legal requirement for Utah cities to hold public hearings in the event the city chooses to adopt a tax rate higher than the certified tax rate.

Undesignated Fund Balance – A portion of a fund balance that has not been designated or reserved for any specific use

User Fees – The payment of a fee for direct receipt of a public service by the party benefiting from the service.