

2012-13



*City of West Jordan, Utah*

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# Budget Book

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*Performance-Based Program and  
Accountability Budget*



# CITY OF WEST JORDAN

STATE OF UTAH



## ADOPTED BUDGET FISCAL YEAR 2012–2013

### ELECTED OFFICIALS

Melissa K. Johnson  
Chad Nichols  
Clive M. Killpack  
Judy Hansen  
Chris McConnehey  
Ben Southworth  
Justin Stoker

Mayor  
Mayor Pro-Tem  
Council Member  
Council Member  
Council Member  
Council Member  
Council Member

*The Mayor and City Council would like to express appreciation to all employees who dedicated many hours and their best efforts to create the annual budget.*

### BUDGET PREPARATION TEAM

Richard L. Davis  
Eric Okerlund  
Janice Larsen  
Melanie Briggs  
Kim Wells

City Manager  
Budget Officer  
Finance Manager  
City Clerk  
Public Information Officer

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## CITY MANAGER'S BUDGET MESSAGE

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**City of West Jordan**  
8000 South Redwood Road  
West Jordan, Utah 84088  
(801) 569-5100  
Fax (801) 565-8978

Mayor Melissa Johnson and City Council  
City of West Jordan, Utah

Dear Mayor Johnson and Council Members,

It is my privilege to present to you the annual budget for the City of West Jordan for the fiscal year ending June 30, 2013. I appreciate the energy that so many devoted to the composition of this very important policy document. I particularly acknowledge the contributions of citizens and you, our elected officials. We continue to cope with an era of uncertainty, increasing nondiscretionary costs, and resource scarcity. If we are to successfully respond to these challenges, we will need to continue to draw upon the talents, creativity, and efforts of our citizens, officials, and staff.

### INTO THE FUTURE

The City of West Jordan responded to the brutal realities of the Great Recession by implementing measures that necessarily resulted in declines in both staffing and level of service. These measures manifested themselves in a decreased commitment to capital equipment maintenance and replacement, a decline in capital facilities maintenance, and reductions in staffing. In addition, IT replacement and upgrade funding were cut, and various departments saw reductions in both equipment and human resources. Citizens, meanwhile, were able to see the impacts of these budget cuts in the form of decreased public space maintenance and an uptick in crime.

In January 2012, the City Council determined that the time had come to make or restore a significant commitment to four primary areas: police protection, information technology, capital facilities and equipment, and pavement management. These became the cornerstones of the current year's budget. Specifically, the City Council committed to hiring seven additional police officers, recognizing that West Jordan's ratio of caseload to officer was the highest in the Salt Lake Metro Area. Next, the Council recognized the key role that information technology plays in our ability to answer the needs of citizens. It therefore authorized additional funding for an enterprise resource project (ERP) that would replace and modernize the City's current software. Additional funding would also be authorized to support more aggressive technology replacement and maintenance. The Council made a commitment to addressing aging infrastructure, facilities, and fleet. Finally, the City will continue to address, to the best of its ability, pavement management priorities. In order to fund these commitments, the City Council authorized a 17% increase to the city's portion of the property tax rate. This change is estimated to bring an additional \$1.5 million into city coffers.



## A DISCUSSION OF REVENUES

Sales tax revenue, a primary municipal revenue source, has declined dramatically in recent years. In fact, most cities, including ours, have lost a half decade of sales tax growth. Nevertheless, in 2012, we did see a modest increase in sales tax receipts. It is, meanwhile, important to remember that of the sales taxes collected from West Jordan business, cities are allocated 1% of the total 6.85% tax (or about 14.6% of the total sales tax). So, for every \$100 spent in West Jordan, \$6.85 in sales tax is collected, and of that amount, cities receive \$1.00. The state has attempted to level the playing field somewhat between more locationally advantaged cities and others, by equalizing a portion of that tax. So, of that \$1.00 in city sales tax for purchases made within West Jordan, the city receives \$0.50 of the actual point of sale (POS) revenue, and the other half is put in a statewide pool that is distributed by population.

If a community received more in POS tax than population based tax, the obvious conclusion is that they are generating more tax per capita than the average. West Jordan has never been in that situation. However, during our fastest retail growth, we were getting close some months. So, for example, in FY2005 we collected about 49% of our total sales tax from the POS source, and 51% from the state pool.

As mentioned above, the city is currently experiencing moderate sales tax growth, and this budget projects additional modest growth in sales tax revenue. Obviously, there are a number of factors, most outside of our control, that could cause sales tax revenue to decline again. These factors include another recession, national and global fiscal instability, changes in state legislative policy, or all of the above. This budget also projects, meanwhile, a 1.5% projected increase to utility franchise tax revenue and a 5% increase in metered water sales. The Council decided to increase both stormwater and water rates in this budget. Increases to the stormwater rate are intended to enable the city to better meet federally mandated standards associated with stormwater management. Water rates were increased primarily in response to cost increases at Jordan Valley Water Conservancy.

Property tax is another primary revenue source for the city. Like sales tax, this revenue is the product of both base (the value of what is being taxed) and rate (the percentage or levy applied to the base or value). The property tax base is referred to generally as the total taxable assessed value (TAV). Over five or six years, the TAV has averaged an increase of more than 15% per year. However, in 2010 we experienced a 10% decrease. Part of that was due to lack of new building, and part was due to deflation of home values. Remember that the assessed valuation doesn't drive the amount of revenue we receive (except for the increment attributable to new growth).

As noted above, this budget proposes a 17% increase in the local government portion of the property tax. This change translates into an approximately \$3 per month increase on a home valued at \$220,000. The city had not increased the property tax rate beyond the certified rate since 1988. Growth has been able to carry us through the years. Obviously, this scenario has changed. Explosive building will likely not be our "normal" for years to come. At the same time, other jurisdictions, recognizing this, have and will continue to adjust their rates to maintain their abilities to provide services. Given these realities, we will not be able to wait another 24 years before we address the property tax rate again. Our tax base is simply not expanding nor is it expected to expand at the rate we experienced years and decades ago. Without a significant expansion of our tax base, we will necessarily have to adjust our rate in order to meet citizen needs. Adjustments in other fees will likewise need to be annually evaluated and possibly adjusted if we are to preserve the diversification of our budget and ensure our ability to provide the highest level of critical services.

### A DISCUSSION OF EXPENDITURES

With a general operating fund of roughly \$45 million, the City of West Jordan expends more than half of that amount (53%) for emergency services alone (fire, EMS, police, etc.). In fact, more than two-thirds of the city's total personnel costs are associated with this area. At the same time, we recognize the critical roles that our police and fire departments play in providing a high quality of life. This budget therefore provides for an additional seven officers. Additional funding has been designated for software and equipment upgrades for our emergency services. Longer term, as our community grows, we will need to find a sustainable way to ensure the quality of these services.

Other critical contributors to economic development, property values, and overall quality of life are sound infrastructure and capital equipment. This budget authorizes therefore additional funding to improve our roads (\$5,532,000), our storm system (\$774,162), our water system (\$2,632,539), our sanitary system (\$4,165,832), and our fleet (\$1,580,762).

### WHERE WE GO FROM HERE

It should be obvious that we cannot simply play offense without a sound defense. While the efforts in support of the City Council to increase revenues to meet critical service needs were much needed and appreciated, we must now respond to this extension of trust by doing all in our power to magnify the effectiveness of every citizen dollar. We will engage and empower employees in finding and eliminating waste from processes. We will scrutinize and eliminate unproductive or unnecessary programs. We will continue to improve our budget process so as to provide additional transparency and citizen inclusion in critical decision-making. We will proactively address our financial future through the composition and use of a five-year fiscal strategic plan.

As we move forward and implement these measures, I am confident that we can earn and grow our citizens' confidence in local government. Ours is a sacred trust that I do not take lightly. It is a privilege to work with our dedicated and talented team members who also take this charge and responsibility seriously.

I look forward to working with you, our staff, and our citizens to ensure a bright future for West Jordan into 2013.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Davis".

Richard L. Davis, ICMA-CM  
City Manager

## BUDGET HIGHLIGHTS

---

- The Stormwater Fund was created to account for the activities of the stormwater capital improvements and maintenance operations. The capital improvements had previously been accounted for in the Storm Capital Fund, and the operations activities had previously been accounted for in the Sewer Fund.
- The Western Stampede Fund was merged into the General Fund. This action moved two programs into the Parks Division of the General Fund: the Rodeo Program and the Demolition Derby Program. This action also created the Celebration Program in the Parks Division of the General Fund. In addition, the Events Program was moved from the City Manager's Office to the Parks Division.
- Two funds were created to account for the activities of two Economic Development Areas (EDAs): EDA 3 – Data Center and EDA 4 – Fairchild.
- The City Council appropriated \$520,000 for the purpose of funding a 2% pay increase for City employees. Employees who were at the top step of their pay range received a 2% increase to their base pay. Employees who were not yet at the top step of their pay range received a 2% one-time bonus.
- The City Council developed several goals during the Strategic Planning session held in January 2012. After modifications were made during the budget process, the total budget impact of the goals was \$3,886,659 categorized as follows:

Road Capital Funding	\$ 750,000
Economic Development	87,500
Lobbyist	33,000
Public Spaces	184,533
IT Replacement	138,728
Asset Management	17,350
Public Safety	993,109
ERP System & IT supplements	1,009,250
Vehicle Replacement	<u>673,189</u>
Total	\$3,886,659

- The City Council approved supplemental additions to the General Fund budget in the amount of \$1,180,367. Some of the more significant items are as follows:

Funding for wage compression issues	\$ 400,000
Assistant City Manager position	164,190
Transportation Master Plan update	85,000
Human Resource Specialist position	75,600

- As part of the supplemental additions and in association with its goals, the City Council approved funding for several positions as follows:

Assistant City Manager	Range 90
Human Resource Specialist	Range 58
Application /Web Developer	Range 70
Street Maintenance Worker I	Range 41
Stormwater Inspector	Range 57
Utilities Manager	Range 77
Stormwater Crew Supervisor	Range 58
Stormwater Operator	Range 45
GIS Specialist II	Range 56
Police Lieutenant	Range 74
Police Officer (seven positions)	Range 53
Community Service Officer	Range 41
Administrative Assistant I (part-time)	Range 37

## **OUTCOME MEASURES**

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The City of West Jordan exists to provide citizens with the opportunity to live an exceptional quality of life. The City provides many different services that impact this quality of life – ranging from police and fire protection to roads and water to parks and recreation. As City staff, our goal is to efficiently use the resources with which we are entrusted to provide the highest level of service possible. When City Manager Rick Davis took office in August 2011, he began implementing performance measures to better track department progress to ensure the realization of the City's prime directive.

Performance measures are most meaningful when there is data from several years with which to compare. This is the first year City staff has been actively tracking performance measures. The goal is to have more in-depth numbers for Fiscal Year 2013-14 so that progress may be more meaningfully measured. Each department was asked to develop a finite number of meaningful measures that allow staff and citizens to measure progress related to critical outcomes.

### ***Administration, Finance, and Human Resources***

#### **CRITICAL OUTCOMES**

- Government transparency
- Citizen participation in governance (volunteerism)
- Broad participation in electoral process
- Fiscal solvency and sustainability
- Responsible and adequate staffing of city departments

#### **OUTCOME MEASURES**

- Government records requests filled
- Government records requests filled prior to 10-day deadline
- Voter turnout (municipal elections)
- Citizens offering volunteer service
- General Fund reserves (as percentage of General Fund expenditures)
- Total outstanding per capita debt
- Revenue to expenditure ratio (end of year)
- Per capita employee population
- Employee turnover
- Employees receiving training

### ***Information Technology***

#### **CRITICAL OUTCOMES**

- Support to city departments
- System reliability

#### **OUTCOME MEASURES**

- Departmental work and support requests filled within 24 hours
- System up-time

## ***Legal, Code Enforcement, and Risk Management***

### CRITICAL OUTCOMES

- Litigation or claims resolution
- Crime victim assistance
- Successful criminal prosecution
- Code compliance
- Effective risk management

### OUTCOME MEASURES

- Legal claims or disputes resolved (value of claims)
- Number of crime victims assisted by prosecution
- Number of successful criminal prosecutions
- Number of code violations brought into compliance
- Total cost of risk
- Value of property claims paid
- Workers compensation claims

## ***Fire Department***

### CRITICAL OUTCOMES

- Prompt and effective emergency medical services
- Fire prevention and abatement
- Community emergency readiness

### OUTCOME MEASURES

- EMS response time (to residence)
- EMS transit time to hospital
- Total EMS service calls
- Fire calls
- Fire prevention outreach activities (events, schools, etc.)
- Citizens participating in CPR, CERT, or other skill/readiness training
- Total fire inspections
- Fire code violations brought into compliance

## ***Police Department***

### CRITICAL OUTCOMES

- Prompt law enforcement services
- Criminal apprehensions
- Juvenile crime abatement
- Adequate law enforcement staffing
- Increased auto safety

### OUTCOME MEASURES

- Police response time (priority calls to residence)
- Total arrests
- Total juvenile crime incidents (responded to)
- Officer to case ratio



- Per capita officers
- Auto accidents
- Auto fatalities

### ***Development Department***

#### CRITICAL OUTCOMES

- Increased and responsible community building/development
- Increased community wealth and opportunity

#### OUTCOME MEASURES

- Single family residence building permits
- Building plans reviewed
- Total building inspections provided to businesses and residences
- Residents benefiting from community development block grant funding
- Industrial/commercial square footage permitted
- New business licenses
- Total commercial licenses
- Employment (total jobs)
- Total retail sales
- Unemployment rate
- Property value
- Median household income

### ***Public Works, Parks, and Engineering***

#### CRITICAL OUTCOMES

- Safe and well maintained public infrastructure
- Increasing community aesthetic environment
- Well maintained parks, trails, and open space
- Effective maintenance and operation of critical municipal systems and facilities
- Provision of safe and appropriate community events/celebrations

#### OUTCOME MEASURES

- Lane miles maintained
- New lane miles
- Storm water infrastructure maintained
- Number of water valves maintained
- Neighborhood dumpsters provided and emptied
- Park acreage maintained
- Acres of medians and other public properties maintained
- Trail system miles maintained
- Graffiti incidents abated
- Replacement and new trees planted
- Number of community events administered
- Citizens attending community events
- Engineering reviews and inspections provided

## GOVERNMENT FINANCE OFFICERS ASSOCIATION AWARD

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of West Jordan for its annual budget for the fiscal year beginning July 1, 2011 and ending June 30, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



**CITY OF WEST JORDAN**  
Mayor Melissa K. Johnson  
Council Member Judy Hansen  
Council Member Clive M. Killpack  
Council Member Christopher M. McConnehey  
Council Member Chad Nichols  
Council Member Ben Southworth  
Council Member Justin D. Stoker

**Richard L. Davis**  
**CITY MANAGER**

JUSTICE COURT

**Aziz Kurdi - CIO**  
**INFORMATION TECHNOLOGY**

PRIMARY RESPONSIBILITY  
Hardware  
Infrastructure, Systems,  
Phones  
Software Development  
Technical Support

**Janice Larsen - CFO**  
**FINANCE**

PRIMARY RESPONSIBILITY  
Accounting  
Business Licensing  
Finance  
Public Information Officer  
Purchasing  
Treasury  
Utility Billing

**Jeff Robinson**  
**LEGAL DEPARTMENT**

PRIMARY RESPONSIBILITY  
City Attorney  
Code Enforcement  
Litigation  
Property  
Prosecution  
Risk Management

**Marc McElreath**  
**FIRE**

PRIMARY RESPONSIBILITY  
Emergency Operations  
Operations & Medical  
Prevention

**Doug Diamond**  
**POLICE**

PRIMARY RESPONSIBILITY  
Animal Control  
Crossing Guards  
Investigations  
Patrol  
Problem Oriented Policing  
Victim Assistance

**Tom Burdett**  
**DEVELOPMENT**

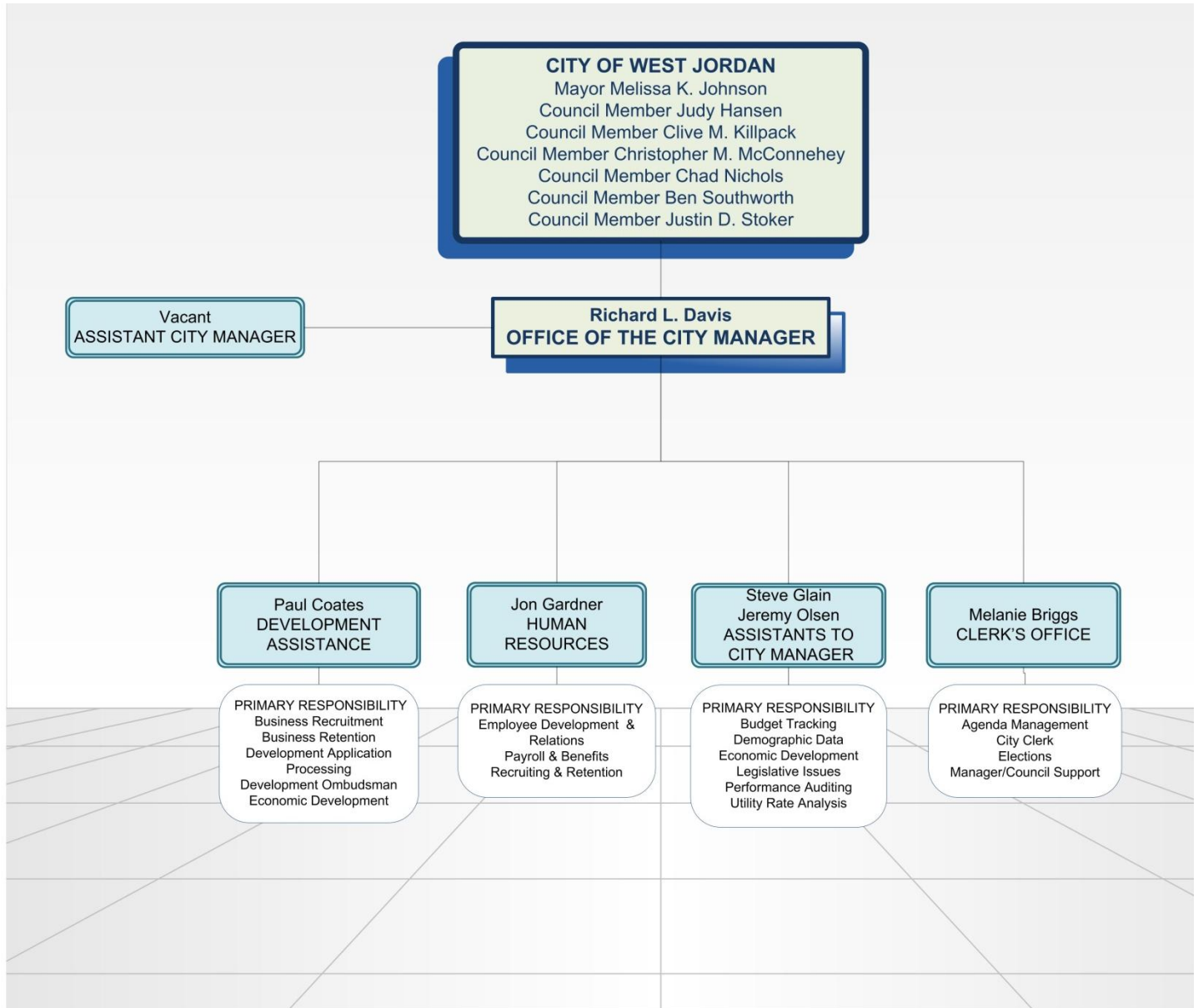
PRIMARY RESPONSIBILITY  
Building & Safety  
Development Review  
Economic Development  
Redevelopment Review  
Zoning

**Wendell Rigby**  
**PUBLIC WORKS**

PRIMARY RESPONSIBILITY  
Capital Projects  
Development Review  
Events  
Facilities  
Fleet Maintenance  
GIS  
Parks  
Resource Management  
Solid Waste  
Streets  
Water O&M  
Wastewater O&M

## CITY ORGANIZATIONAL CHART OFFICE OF THE CITY MANAGER

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## OVERVIEW

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CITY OF WEST JORDAN  
SUMMARY OF ADOPTED BUDGETS  
FISCAL YEAR 2012-2013

	SOURCES					USES				
	BEGINNING FUND BALANCE/ CASH BALANCE	REVENUES	INTERFUND CHARGES & TRANS. IN	USE OF FUND BALANCE	TOTAL SOURCES	EXPENDITURES	INTERFUND CHARGES & TRANS. OUT	CONTRIB. TO FUND BALANCE	TOTAL USES	ENDING FUND BALANCE/ CASH BALANCE
10 GENERAL FUND	14,520,531	45,572,765	3,690,514	626,444	49,889,723	45,320,757	4,568,966		49,889,723	13,894,087
25 FAIRWAY ESTATES	13,022	10,939		2,190	13,129	13,129			13,129	10,832
29 KRAFTMAID SID	1,836	0	201,617		201,617	201,617			201,617	1,836
42 BUILDING AUTHORITY	2,014,225	7,000	853,966		860,966	853,965		7,001	860,966	2,021,226
43 CAPITAL SUPPORT	1,508,614	851,564	1,725,000		2,576,564	1,799,292		777,272	2,576,564	2,285,886
44 ROAD CAPITAL	7,129,720	4,397,000	2,865,000		7,262,000	5,532,000	373,377	1,356,623	7,262,000	8,486,343
45 PARKS CAPITAL	4,630,583	1,520,000		907,038	2,427,038	2,373,000	54,038		2,427,038	3,723,545
47 BUILDINGS CAPITAL	511,432	152,800			152,800	0		152,800	152,800	664,232
48 CDBG	209,080	536,733		169,279	706,012	706,012			706,012	39,801
51 WATER	6,116,791	14,820,956		182,631	15,003,587	12,812,529	2,191,058		15,003,587	5,934,160
52 SEWER	6,455,064	7,956,800		2,416,146	10,372,946	9,233,426	1,139,520		10,372,946	4,038,918
54 SOLID WASTE	3,472,990	4,040,000		342,280	4,382,280	3,911,965	470,315		4,382,280	3,130,710
55 STORMWATER	1,410,144	2,191,003			2,191,003	1,497,199	381,478	312,326	2,191,003	1,722,470
61 FLEET	3,196,057	2,781,556		914,593	3,696,149	3,690,421	5,728		3,696,149	2,281,464
62 INFORMATION TECH.	188,734	0			0	0			0	188,734
67 RISK MANAGEMENT	3,215,724	1,040,000	50,000		1,090,000	1,030,000		60,000	1,090,000	3,275,724
80 ECONOMIC DEV. AREA 3	0	2,280,625			2,280,625	2,280,625			2,280,625	0
81 REDEVELOPMENT AREA 1	132,199	520,354			520,354	520,354			520,354	132,199
82 REDEVELOPMENT AREA 2	491,702	144,808		207,678	352,486	352,486			352,486	284,024
83 REDEVELOPMENT AREA 3	348,807	0		52,000	52,000	52,000			52,000	296,807
84 REDEVELOPMENT AREA 4	953,217	456,976		25,648	482,624	482,624			482,624	927,569
85 REDEVELOPMENT AREA 5	188,447	311,374		70,278	381,652	381,652			381,652	118,169
86 REDEVELOPMENT AREA 6	(132,663)	0			0	0			0	(132,663)
87 ECONOMIC DEV. AREA 4	0	567,393			567,393	567,393			567,393	0
89 ECONOMIC DEV. AREA 2	363,332	849,117		498,802	1,347,919	1,146,302	201,617		1,347,919	(135,470)
TOTAL		91,009,763	9,386,097	6,415,007	106,810,867	94,758,748	9,386,097	2,666,022	106,810,867	

NOTE: BEGINNING FUND/CASH BALANCE FIGURES ARE ESTIMATES ONLY



## **CITY OF WEST JORDAN FUND STRUCTURE OVERVIEW**

The City of West Jordan uses 23 separate funds to facilitate its fiscal management and oversight responsibilities. The two major categories of funds are governmental funds and proprietary funds. The governmental funds group consists of three different types of funds: General Fund, Special Revenue Funds, and Capital Projects Funds. The proprietary funds group consists of two different types of funds: Business-type Activities Funds and Internal Service Funds.

### **Governmental Funds**

These funds are intended to cover the various governmental responsibilities – either on a broad scale like the General Fund, or on a more focused scale like the various Special Revenue Funds and Capital Projects Funds.

- General Fund – This is the City’s largest single fund and covers the broadest scope of activities. It covers the general management and operations of the City, including public safety.
- Special Revenue Funds – These funds each account for specialized activities, such as the various Redevelopment Districts and the various Special Improvement Districts.
- Capital Projects Funds – These funds account for roads, parks, and buildings capital project activities as well as the fiscal support of those activities. Also, the CDBG Fund accounts for the various activities of the Community Development Block Grant programs.

### **Proprietary Funds**

These funds are intended to cover substantial activities that emulate business enterprises as well as centralized services that benefit some or all of the various City departments.

- Business-type Activities Funds – These funds account for the activities of the City’s water utility, sewer utility, and stormwater utility, including capital projects; and for the solid waste collection and disposal operations.
- Internal Service Funds – These funds account for activities associated with vehicle acquisition, operation, and maintenance and with risk management activities such as liability and property insurance.

# GENERAL FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING FUND BALANCE	4,661,474	9,728,438	9,728,438	14,520,531
REVENUES & OTHER SOURCES				
TAXES	29,518,032	30,178,994	31,923,643	34,377,242
LICENSES & PERMITS	1,507,353	1,683,000	1,593,082	1,689,550
INTERGOVERNMENTAL	4,050,109	4,167,782	4,086,232	3,844,197
CHARGES FOR SERVICE	2,674,835	2,365,598	2,734,347	2,830,885
INTERFUND CHARGES	4,561,988	4,043,403	4,043,403	3,690,514
FINES & FORFEITURES	1,927,790	2,000,500	1,768,245	2,100,500
MISCELLANEOUS	480,491	391,089	427,616	536,391
EVENTS	0	0	0	194,000
TRANSFERS IN	2,734,580	897,198	632,518	0
CONTRIBUTIONS (USE OF RESERVES)	0	2,450,258	0	626,444
TOTAL REVENUES & OTHER SOURCES	47,455,178	48,177,822	47,209,086	49,889,723
EXPENDITURES & OTHER USES				
OFFICE OF CITY MANAGER	2,531,510	3,468,829	2,758,000	3,254,760
COURTS	804,419	831,831	831,831	765,656
ADMINISTRATIVE SERVICES	5,317,592	5,668,526	5,668,526	5,705,706
CITY ATTORNEY	1,211,851	1,262,277	1,262,277	1,431,070
PUBLIC WORKS	8,273,985	12,002,677	9,752,677	11,617,092
DEVELOPMENT	1,837,114	1,768,186	1,768,186	1,543,908
POLICE	13,768,480	14,137,476	14,137,476	16,032,179
FIRE	8,643,263	9,038,020	9,038,020	9,539,352
**PROJECTION ADJUSTMENT**			(2,800,000)	
TOTAL EXPENDITURES & OTHER USES	42,388,214	48,177,822	42,416,993	49,889,723
ENDING FUND BALANCE	9,728,438	7,278,180	14,520,531	13,894,087

NOTE: BEGINNING FUND BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

**FAIRWAY ESTATES SPECIAL SERVICE DISTRICT FUND SUMMARY**

	<b>ACTUAL FY 10-11</b>	<b>ADJUSTED BUDGET FY 11-12</b>	<b>YEAR-END ESTIMATE FY 11-12</b>	<b>ADOPTED BUDGET FY 12-13</b>
BEGINNING FUND BALANCE	14,174	14,811	14,811	13,022
REVENUES & OTHER SOURCES				
PROPERTY TAXES	10,034	10,047	10,047	10,119
MOTOR VEHICLE TAXES	1,438	800	800	800
PENALTY & INT ON DEL TAX	4	20	20	20
INTEREST EARNINGS	91	0	0	0
CONTRIB. FROM FUND BALANCE	0	1,789	0	2,190
TOTAL REVENUES & OTHER SOURCES	11,567	12,656	10,867	13,129
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	10,930	12,656	12,656	13,129
TOTAL EXPENDITURES & OTHER USES	10,930	12,656	12,656	13,129
ENDING FUND BALANCE	14,811	13,022	13,022	10,832

NOTE: BEGINNING FUND BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# KRAFTMAID SPECIAL IMPROVEMENT DISTRICT FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING FUND BALANCE	0	1,836	1,836	1,836
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	336	0	0	0
TRANSFER FROM RDA FUND	201,617	201,617	201,617	201,617
TOTAL REVENUES & OTHER SOURCES	201,953	201,617	201,617	201,617
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	200,117	201,617	201,617	201,617
TOTAL EXPENDITURES & OTHER USES	200,117	201,617	201,617	201,617
ENDING FUND BALANCE	1,836	1,836	1,836	1,836

NOTE: BEGINNING FUND BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# BUILDING AUTHORITY FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		1,863,213	1,863,213	2,014,225
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	6,427	7,000	7,000	7,000
CITY HALL LEASE	447,950	445,355	445,355	281,819
FIRE STATION 53 LEASE	261,270	264,680	264,680	572,147
BOND PROCEEDS	0	3,290,000	3,290,000	0
TOTAL REVENUES & OTHER SOURCES	715,647	4,007,035	4,007,035	860,966
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	709,570	3,856,023	3,856,023	853,965
ADDITION TO RESERVES	0	151,012	0	7,001
TOTAL EXPENDITURES & OTHER USES	709,570	4,007,035	3,856,023	860,966
ENDING CASH BALANCE	1,863,213	2,014,225	2,014,225	2,021,226

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# CAPITAL SUPPORT FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		2,658,804	2,658,804	1,508,614
REVENUES & OTHER SOURCES				
PROPERTY TAXES	823,811	302,197	302,197	838,781
SALES TAX	1,822,300	198,153	198,153	0
INTEREST EARNINGS	19,837	22,943	22,943	12,783
SALE OF LAND	747,390	0	0	0
TRANS FROM GENERAL FUND	0	0	0	850,000
TRANSFER FROM WATER FUND	0	0	0	522,500
TRANSFER FROM SEWER FUND	0	0	0	225,000
TRANSFER FROM SOLID WASTE	0	0	0	85,000
TRANSFER FROM STORMWATER	0	750,000	750,000	42,500
TRANSFER FROM BLDGS CAPIT	0	518,724	518,724	0
PRIOR YEARS RESERVES	0	1,169,590	0	0
TOTAL REVENUES & OTHER SOURCES	3,413,338	2,961,607	1,792,017	2,576,564
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	3,659,089	2,961,607	2,942,207	1,799,292
ADDITION TO RESERVES	0	0	0	777,272
TOTAL EXPENDITURES & OTHER USES	3,659,089	2,961,607	2,942,207	2,576,564
ENDING CASH BALANCE	2,658,804	1,489,214	1,508,614	2,285,886

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY



## ROAD CAPITAL FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		8,291,348	8,291,348	7,129,720
REVENUES & OTHER SOURCES				
MISC. INTERGOVERNMENT. REV.	16,907	0	600,608	3,732,000
WFRC GRANT	468,558	0	0	0
INTEREST EARNINGS	45,590	15,000	0	15,000
INTEREST - REST. CASH	(6,467)	20,000	17,873	0
ROAD IMPACT FEE	672,016	1,250,000	650,000	650,000
TRANS FROM GENERAL FUND	(116,287)	3,709,348	2,451,168	2,115,000
TRANS FROM GF-ROAD MAINT	1,892,777	1,928,545	1,900,000	750,000
PRIOR YEARS RESERVES	0	11,189,398	0	0
TOTAL REVENUES & OTHER SOURCES	2,973,094	18,112,291	5,619,649	7,262,000
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	1,744,666	607,793	607,793	373,377
CAPITAL OUTLAYS	2,701,851	17,306,750	5,975,736	5,532,000
TRANSFERS OUT	1,132,141	197,748	197,748	0
ADDITION TO RESERVES	0	0	0	1,356,623
TOTAL EXPENDITURES & OTHER USES	5,578,658	18,112,291	6,781,277	7,262,000
ENDING CASH BALANCE	8,291,348	(2,898,050)	7,129,720	8,486,343

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# **PARKS CAPITAL FUND SUMMARY**

	<b>ACTUAL FY 10-11</b>	<b>ADJUSTED BUDGET FY 11-12</b>	<b>YEAR-END ESTIMATE FY 11-12</b>	<b>ADOPTED BUDGET FY 12-13</b>
BEGINNING CASH BALANCE		4,903,775	4,903,775	4,630,583
REVENUES & OTHER SOURCES				
MISC. INTERGOVERNMENT. REV.	0	0	0	1,100,000
INTEREST EARNINGS	13,747	0	0	0
INTEREST - REST. CASH	13,037	7,000	9,000	20,000
SUNDRY REVENUE	5,000	0	0	0
PARKS & REC. IMPACT FEE	331,652	900,000	400,000	400,000
PRIOR YEARS RESERVES	0	2,898,592	0	907,038
TOTAL REVENUES & OTHER SOURCES	363,436	3,805,592	409,000	2,427,038
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	22,487	22,487	22,487	54,038
CAPITAL OUTLAYS	738,663	3,512,302	388,902	2,373,000
TRANSFERS OUT	0	270,803	270,803	0
TOTAL EXPENDITURES & OTHER USES	761,150	3,805,592	682,192	2,427,038
ENDING CASH BALANCE	4,903,775	2,005,183	4,630,583	3,723,545

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# BUILDINGS CAPITAL FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		1,105,436	1,105,436	511,432
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	(515)	1,400	1,400	800
INTEREST - REST. CASH	8,118	8,000	8,000	2,000
FIRE IMPACT FEE	84,159	120,000	120,000	100,000
POLICE IMPACT FEE	44,167	60,000	60,000	50,000
PRIOR YEARS RESERVES	0	594,004	0	0
TOTAL REVENUES & OTHER SOURCES	135,929	783,404	189,400	152,800
EXPENDITURES & OTHER USES				
TRANSFERS OUT	1,050,005	783,404	783,404	0
ADDITION TO RESERVES	0	0	0	152,800
TOTAL EXPENDITURES & OTHER USES	1,050,005	783,404	783,404	152,800
ENDING CASH BALANCE	1,105,436	511,432	511,432	664,232

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# CDBG FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		252,340	252,340	209,080
REVENUES & OTHER SOURCES				
C.D.B.G.	552,816	717,568	520,000	536,733
CDBG STIMULUS	0	86,316	86,316	0
ENERGY BLOCK GRANT	266,867	880,350	790,000	0
HOME - FEDERAL GOVERNMENT	60,279	0	0	0
PRIOR YEARS RESERVES	0	0	0	169,279
TOTAL REVENUES & OTHER SOURCES	879,962	1,684,234	1,396,316	706,012
EXPENDITURES & OTHER USES				
CDBG	457,133	530,893	530,893	498,512
CDBG PRIOR	155,735	258,683	258,683	207,500
ENERGY BLOCK GRANT	266,867	880,350	650,000	0
ADDITION TO RESERVES	0	14,308	0	0
TOTAL EXPENDITURES & OTHER USES	879,735	1,684,234	1,439,576	706,012
ENDING CASH BALANCE	252,340	266,648	209,080	39,801

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# **WATER FUND SUMMARY**

	<b>ACTUAL FY 10-11</b>	<b>ADJUSTED BUDGET FY 11-12</b>	<b>YEAR-END ESTIMATE FY 11-12</b>	<b>ADOPTED BUDGET FY 12-13</b>
BEGINNING CASH BALANCE		6,829,381	6,829,381	6,116,791
REVENUES & OTHER SOURCES				
WATER RESOURCE GRANT	12,204	50,000	0	0
LANDSCAPE PLAN SUBMITTAL	3,000	4,200	0	0
CONTRIBUTIONS-DEVELOPERS	555,042	0	0	0
PRIOR YRS RSRVS - WATER	0	3,422,853	0	182,631
WATER DISTRIBUTION IMPACT	761,118	1,200,000	800,000	1,000,000
METERED SALES - AVAILABILITY	5,866,073	6,153,485	6,153,485	6,461,159
METERED SALES - COMMODITY	6,748,243	6,855,997	6,855,997	7,198,797
FLAT RATE WATER SALES	82,022	0	0	0
MISC WATER REVENUE	41,350	150,000	160,000	150,000
RECONNECTION ADMIN FEES	144,566	0	0	0
INTEREST W&S	14,695	15,500	15,500	8,000
INTEREST - REST. CASH	5,402	4,500	4,500	3,000
BOND PREMIUM	4,928	0	0	0
TOTAL REVENUES & OTHER SOURCES	14,238,643	17,856,535	13,989,482	15,003,587
EXPENDITURES & OTHER USES				
WATER DIVISION	2,499,211	2,570,778	2,570,778	2,670,832
WATER RESOURCES	7,642,132	8,003,944	8,003,944	8,428,140
WATER CONSERVATION	83,185	198,065	198,065	0
DEBT SERVICE	105,319	904,057	904,057	724,576
DEPRECIATION	1,971,304	0	0	0
WATER PROJECTS	200,627	6,154,691	3,000,228	2,632,539
TRANSFERS OUT	30,000	25,000	25,000	547,500
TOTAL EXPENDITURES & OTHER USES	12,531,778	17,856,535	14,702,072	15,003,587
ENDING CASH BALANCE	6,829,381	3,406,528	6,116,791	5,934,160

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

## SEWER FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		6,344,000	6,344,000	6,455,064
REVENUES & OTHER SOURCES				
CONTRIBUTIONS-DEVELOPERS	288,622	0	0	0
PRIOR YRS RSRVS - SEWER	0	1,048,239	0	2,416,146
WASTEWATER IMPACT FEE	524,881	800,000	600,000	640,000
CONTR. FROM RET. EARNINGS	0	0	0	0
INTEREST INCOME	12,288	10,000	10,000	9,400
INTEREST - REST. CASH	14,782	16,500	16,500	7,400
SEWER O&M	7,077,902	7,300,000	7,300,000	7,300,000
STORMWATER FEE	470,851	0	0	0
EQUITY G/L IN JOINT VENTURE	(311,083)	0	0	0
TOTAL REVENUES & OTHER SOURCES	8,078,243	9,174,739	7,926,500	10,372,946
EXPENDITURES & OTHER USES				
TREATMENT	4,087,724	4,622,269	4,622,269	4,853,538
STORMWATER	195,527	0	0	0
SEWER OPERATIONS	1,055,297	1,094,385	1,094,385	1,103,576
DEPRECIATION	900,085	0	0	0
SEWER PROJECTS	386,067	3,237,558	1,878,255	4,165,832
TRANSFERS OUT	33,458	220,527	220,527	250,000
TOTAL EXPENDITURES & OTHER USES	6,658,158	9,174,739	7,815,436	10,372,946
ENDING CASH BALANCE	6,344,000	5,295,761	6,455,064	4,038,918

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# SOLID WASTE FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		3,592,972	3,592,972	3,472,990
REVENUES & OTHER SOURCES				
COLLECTION FEES	4,069,709	4,020,000	4,020,000	4,020,000
RECYCLING FEES	19,315	0	0	0
INTEREST EARNINGS	14,808	15,000	15,000	20,000
PRIOR YEARS RESERVES	0	119,982	0	342,280
EQUITY G/L JOINT VENTURE	(10,716)	0	0	0
TOTAL REVENUES & OTHER SOURCES	4,093,116	4,154,982	4,035,000	4,382,280
EXPENDITURES & OTHER USES				
SOLID WASTE	3,761,032	4,154,982	4,154,982	4,297,280
TRANSFERS OUT	0	0	0	85,000
TOTAL EXPENDITURES & OTHER USES	3,761,032	4,154,982	4,154,982	4,382,280
ENDING CASH BALANCE	3,592,972	3,472,990	3,472,990	3,130,710

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

## STORMWATER FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		0	0	1,410,144
REVENUES & OTHER SOURCES				
MISC. INTERGOVERNMENT. REV.	0	0	0	400,000
STORM DRAIN IMPACT FEE	0	1,000,000	200,000	300,000
INTEREST EARNINGS	0	30,000	5,000	0
INTEREST - REST. CASH	0	12,000	13,000	0
TRANSFER FROM SEWER FUND	0	195,527	195,527	0
TRANSFER FROM STORM CAPITAL	0	3,505,751	3,505,751	0
PRIOR YEARS RESERVES	0	337,781	0	0
INTEREST INCOME	0	0	0	5,000
INTEREST - REST. CASH	0	0	0	20,000
STORMWATER FEE	0	718,629	718,629	1,466,003
TOTAL REVENUES & OTHER SOURCES	0	5,799,688	4,637,907	2,191,003
EXPENDITURES & OTHER USES				
ADMINISTRATION	0	0	0	352,733
INSPECTION & CLEANING	0	81,211	81,211	271,116
CONSTRUCTION & REPAIR	0	105,242	105,242	261,742
SPECIAL PROJECTS	0	24,207	24,207	23,395
STREET SWEEPING	0	145,542	145,542	153,029
STORM CAPITAL PROJECTS	0	4,693,486	2,121,561	774,162
TRANSFERS OUT	0	750,000	750,000	42,500
ADDITION TO RESERVES	0	0	0	312,326
TOTAL EXPENDITURES & OTHER USES	0	5,799,688	3,227,763	2,191,003
ENDING CASH BALANCE	0	(337,781)	1,410,144	1,722,470

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY



# FLEET FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		4,787,805	4,787,805	3,196,057
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	21,589	37,000	37,000	18,000
LEASE PROCEEDS	0	1,367,000	1,367,000	0
VEHICLE LEASE - INTERNAL	45,000	45,000	45,000	45,000
SALE OF FIXED ASSETS	59,030	0	0	0
SUNDRY REVENUE	33,935	0	0	0
TRANS FROM GENERAL FUND	154,114	0	0	0
CHARGE TO UTILITY FUND	199,840	172,303	172,303	322,827
CHARGE TO GENERAL FUND	1,616,893	1,627,943	1,627,943	2,336,439
CHARGE TO SOLID WASTE FUND	22,709	39,195	39,195	59,290
TRANSFER FROM SEWER FUND	3,458	0	0	0
TRANSFER FROM ROAD CAPITAL	132,141	0	0	0
PRIOR YEARS RESERVES	0	1,591,748	0	914,593
TOTAL REVENUES & OTHER SOURCES	2,288,709	4,880,189	3,288,441	3,696,149
EXPENDITURES & OTHER USES				
SALARIES & BENEFITS	474,047	557,150	557,150	574,854
OPERATING EXPENSES	2,955,519	1,999,541	1,999,541	2,051,295
CAPITAL OUTLAYS	0	2,323,498	2,323,498	1,070,000
TOTAL EXPENDITURES & OTHER USES	3,429,566	4,880,189	4,880,189	3,696,149
ENDING CASH BALANCE	4,787,805	3,196,057	3,196,057	2,281,464

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# RISK MANAGEMENT FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		2,657,130	2,657,130	3,215,724
REVENUES & OTHER SOURCES				
WORKMANS COMPENSATION	52,436	0	0	0
PAYROLL TO WORKMENS COMP	306,606	310,000	310,000	300,000
CHARGE TO GENERAL FUND	681,000	731,000	731,000	625,000
PAYROLL TO UNEMPLOYMENT	115,144	117,000	117,000	115,000
TRANSFER FROM WATER FUND	30,000	25,000	25,000	25,000
TRANSFER FROM SEWER FUND	30,000	25,000	25,000	25,000
TOTAL REVENUES & OTHER SOURCES	1,215,186	1,208,000	1,208,000	1,090,000
EXPENDITURES & OTHER USES				
EMPLOYEE INSURANCE	383,747	365,000	275,629	355,000
LIABILITY MANAGEMENT	471,616	781,000	373,777	675,000
ADDITION TO RESERVES	0	62,000	0	60,000
TOTAL EXPENDITURES & OTHER USES	855,363	1,208,000	649,406	1,090,000
ENDING CASH BALANCE	2,657,130	2,719,130	3,215,724	3,275,724

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# REDEVELOPMENT AREA 1 FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		132,199	132,199	132,199
REVENUES & OTHER SOURCES				
PROPERTY TAXES	520,526	520,527	520,527	520,354
TOTAL REVENUES & OTHER SOURCES	520,526	520,527	520,527	520,354
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	45,561	461,661	461,661	520,354
TRANSFERS OUT	280,486	58,866	58,866	0
TOTAL EXPENDITURES & OTHER USES	326,047	520,527	520,527	520,354
ENDING CASH BALANCE	132,199	132,199	132,199	132,199

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# REDEVELOPMENT AREA 2 FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		423,185	423,185	491,702
REVENUES & OTHER SOURCES				
PROPERTY TAXES	135,417	135,417	135,417	144,808
CONT FROM FUND BAL	0	0	0	207,678
TOTAL REVENUES & OTHER SOURCES	135,417	135,417	135,417	352,486
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	43,027	51,586	51,586	352,486
TRANSFERS OUT	71,469	15,314	15,314	0
ADDITION TO RESERVES	0	68,517	0	0
TOTAL EXPENDITURES & OTHER USES	114,496	135,417	66,900	352,486
ENDING CASH BALANCE	423,185	491,702	491,702	284,024

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# REDEVELOPMENT AREA 3 FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		348,807	348,807	348,807
REVENUES & OTHER SOURCES				
PROPERTY TAXES	63,033	0	0	0
CONT FROM FUND BAL	0	0	0	52,000
TOTAL REVENUES & OTHER SOURCES	63,033	0	0	52,000
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	23,886	0	0	52,000
TOTAL EXPENDITURES & OTHER USES	23,886	0	0	52,000
ENDING CASH BALANCE	348,807	348,807	348,807	296,807

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# REDEVELOPMENT AREA 4 FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		953,217	953,217	953,217
REVENUES & OTHER SOURCES				
PROPERTY TAXES	424,727	504,513	504,513	456,976
CONT FROM FUND BAL	0	0	0	25,648
TOTAL REVENUES & OTHER SOURCES	424,727	504,513	504,513	482,624
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	54,382	447,458	447,458	482,624
TRANSFERS OUT	261,471	57,055	57,055	0
TOTAL EXPENDITURES & OTHER USES	315,853	504,513	504,513	482,624
ENDING CASH BALANCE	953,217	953,217	953,217	927,569

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

# REDEVELOPMENT AREA 5 FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		188,447	188,447	188,447
REVENUES & OTHER SOURCES				
PROPERTY TAXES	246,275	289,434	289,434	311,374
CONT FROM FUND BAL	0	0	0	70,278
TOTAL REVENUES & OTHER SOURCES	246,275	289,434	289,434	381,652
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	24,627	256,702	256,702	381,652
TRANSFERS OUT	71,149	32,732	32,732	0
TOTAL EXPENDITURES & OTHER USES	95,776	289,434	289,434	381,652
ENDING CASH BALANCE	188,447	188,447	188,447	118,169

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

## ECONOMIC DEVELOPMENT AREA 2 FUND SUMMARY

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
BEGINNING CASH BALANCE		384,465	384,465	363,332
REVENUES & OTHER SOURCES				
PROPERTY TAXES	1,201,325	1,201,325	1,201,325	849,117
INTEREST EARNINGS	1,308	0	0	0
CONT FROM FUND BAL	0	21,133	0	498,802
TOTAL REVENUES & OTHER SOURCES	1,202,633	1,222,458	1,201,325	1,347,919
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	1,076,099	1,020,841	1,020,841	1,146,302
TRANSFERS OUT	201,617	201,617	201,617	201,617
TOTAL EXPENDITURES & OTHER USES	1,277,716	1,222,458	1,222,458	1,347,919
ENDING CASH BALANCE	384,465	363,332	363,332	(135,470)

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY



# **ECONOMIC DEVELOPMENT AREA 3 FUND SUMMARY**

	<b>ACTUAL FY 10-11</b>	<b>ADJUSTED BUDGET FY 11-12</b>	<b>YEAR-END ESTIMATE FY 11-12</b>	<b>ADOPTED BUDGET FY 12-13</b>
BEGINNING CASH BALANCE		0	0	0
REVENUES & OTHER SOURCES				
PROPERTY TAXES	0	0	0	2,280,625
TOTAL REVENUES & OTHER SOURCES	0	0	0	2,280,625
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	0	0	0	2,280,625
TOTAL EXPENDITURES & OTHER USES	0	0	0	2,280,625
ENDING CASH BALANCE	0	0	0	0

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

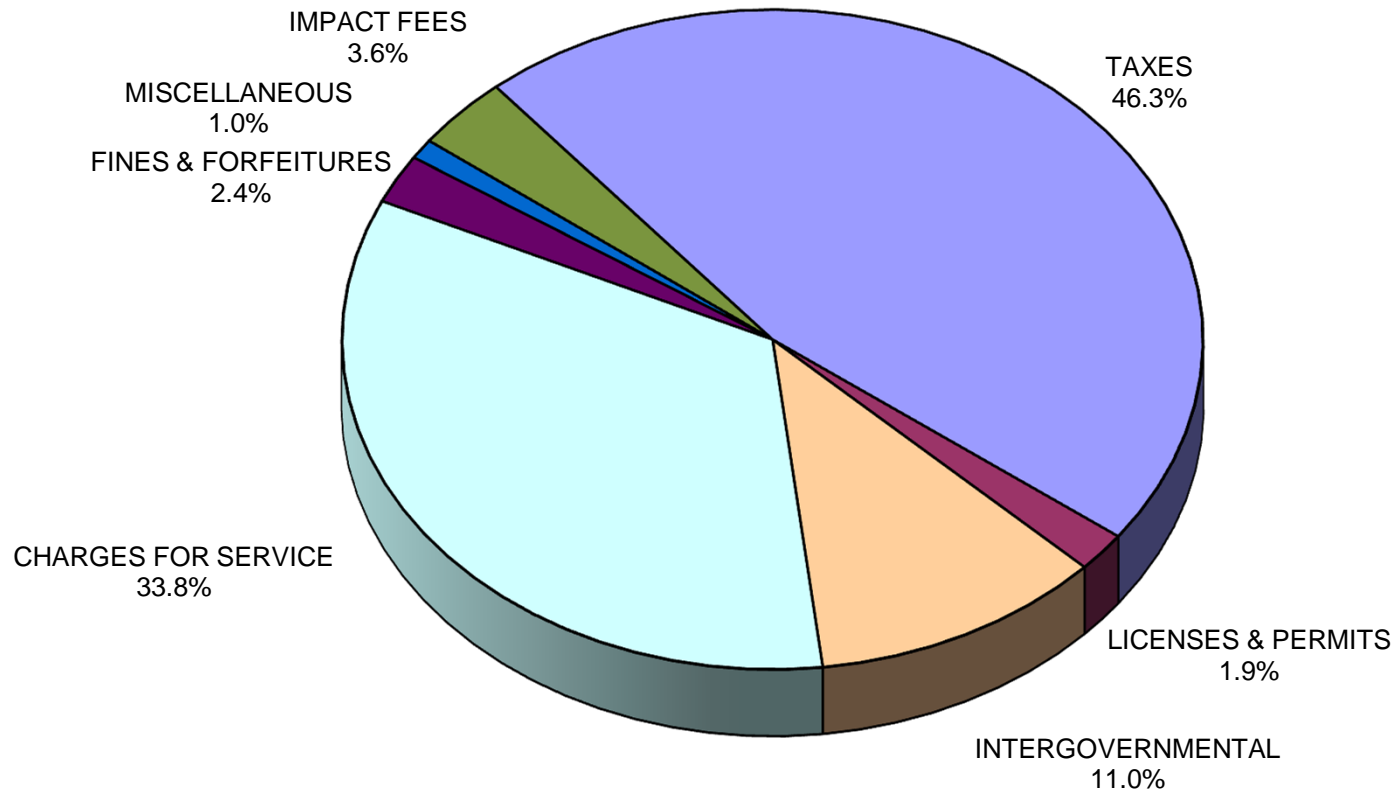
# **ECONOMIC DEVELOPMENT AREA 4 FUND SUMMARY**

	<b>ACTUAL FY 10-11</b>	<b>ADJUSTED BUDGET FY 11-12</b>	<b>YEAR-END ESTIMATE FY 11-12</b>	<b>ADOPTED BUDGET FY 12-13</b>
BEGINNING CASH BALANCE		0	0	0
REVENUES & OTHER SOURCES				
PROPERTY TAXES	0	0	0	567,393
TOTAL REVENUES & OTHER SOURCES	0	0	0	567,393
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	0	0	0	567,393
TOTAL EXPENDITURES & OTHER USES	0	0	0	567,393
ENDING CASH BALANCE	0	0	0	0

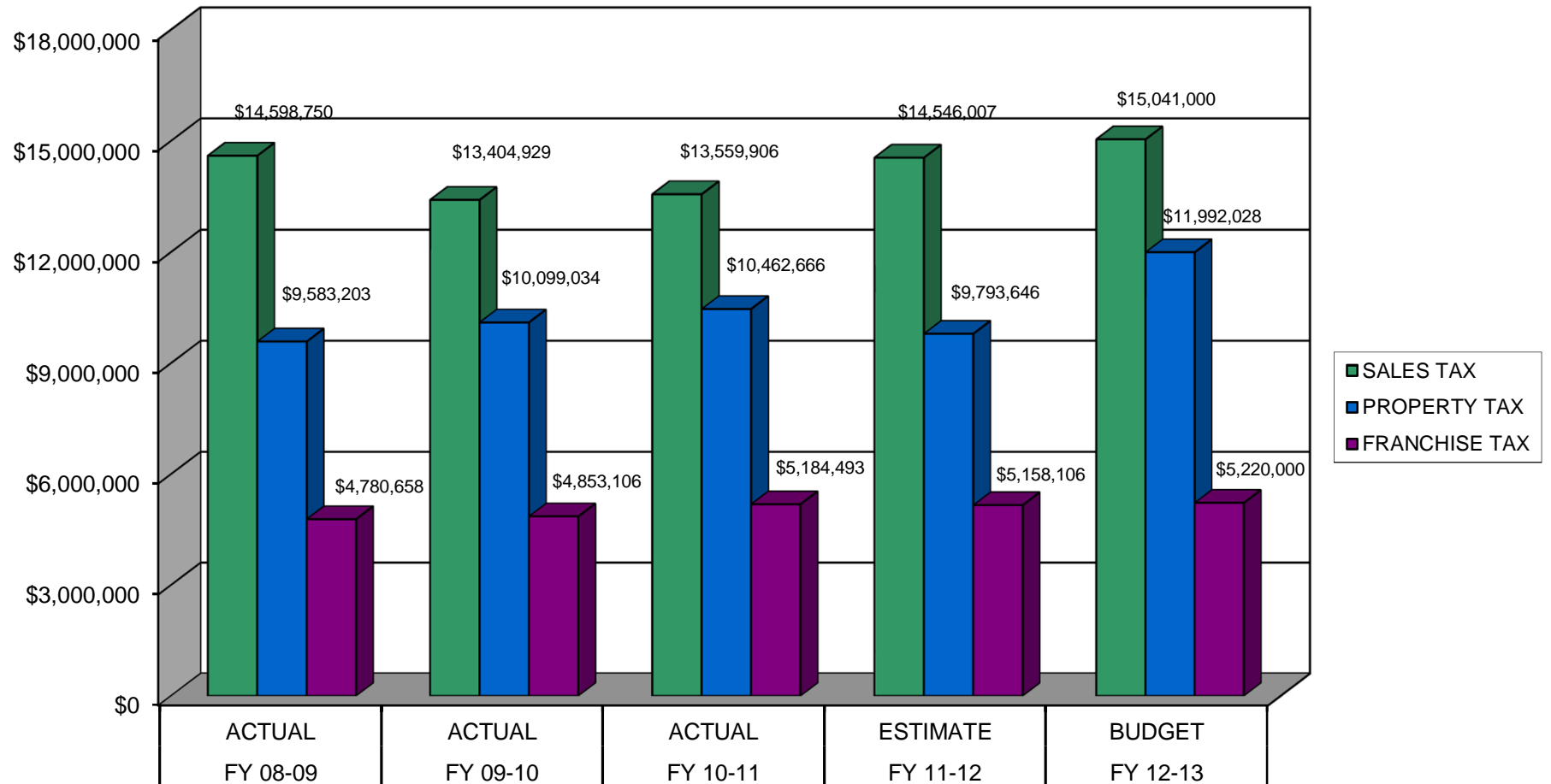
NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 12-13 ARE ESTIMATES ONLY

**CITY OF WEST JORDAN  
TOTAL REVENUES  
FY 2012-2013**

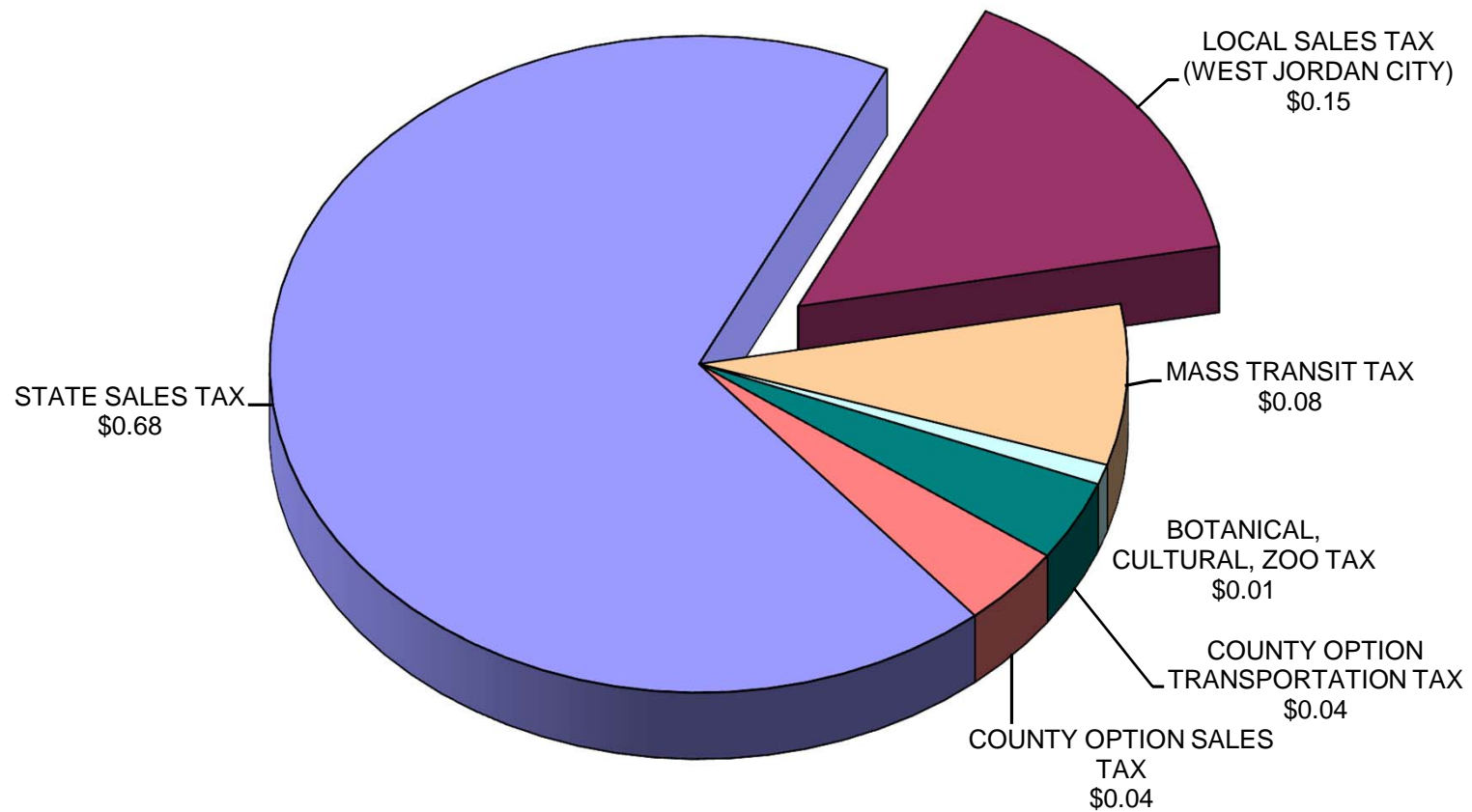
**\$87,188,207**



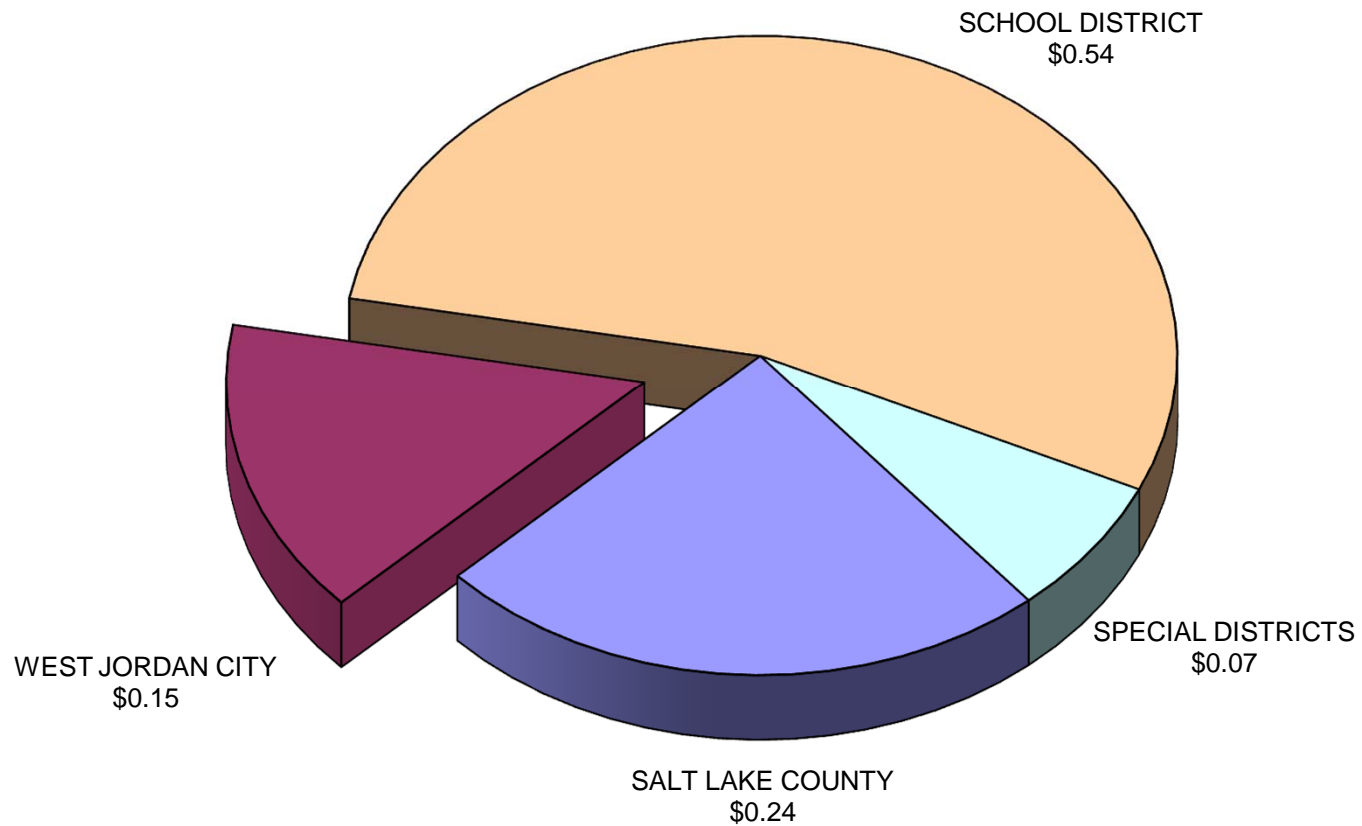
# **CITY OF WEST JORDAN SALES TAX, PROPERTY TAX, AND FRANCHISE TAX REVENUE**



## SALES TAX ALLOCATION (WHERE YOUR TAX DOLLAR GOES)

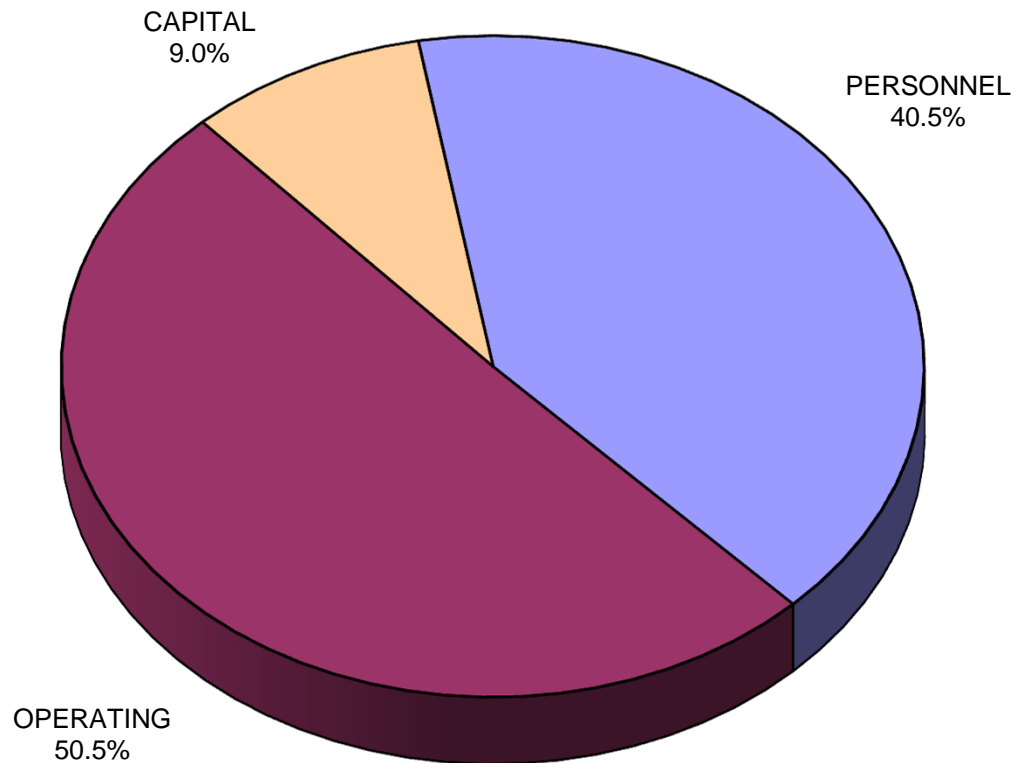


# PROPERTY TAX ALLOCATION (WHERE YOUR TAX DOLLAR GOES)



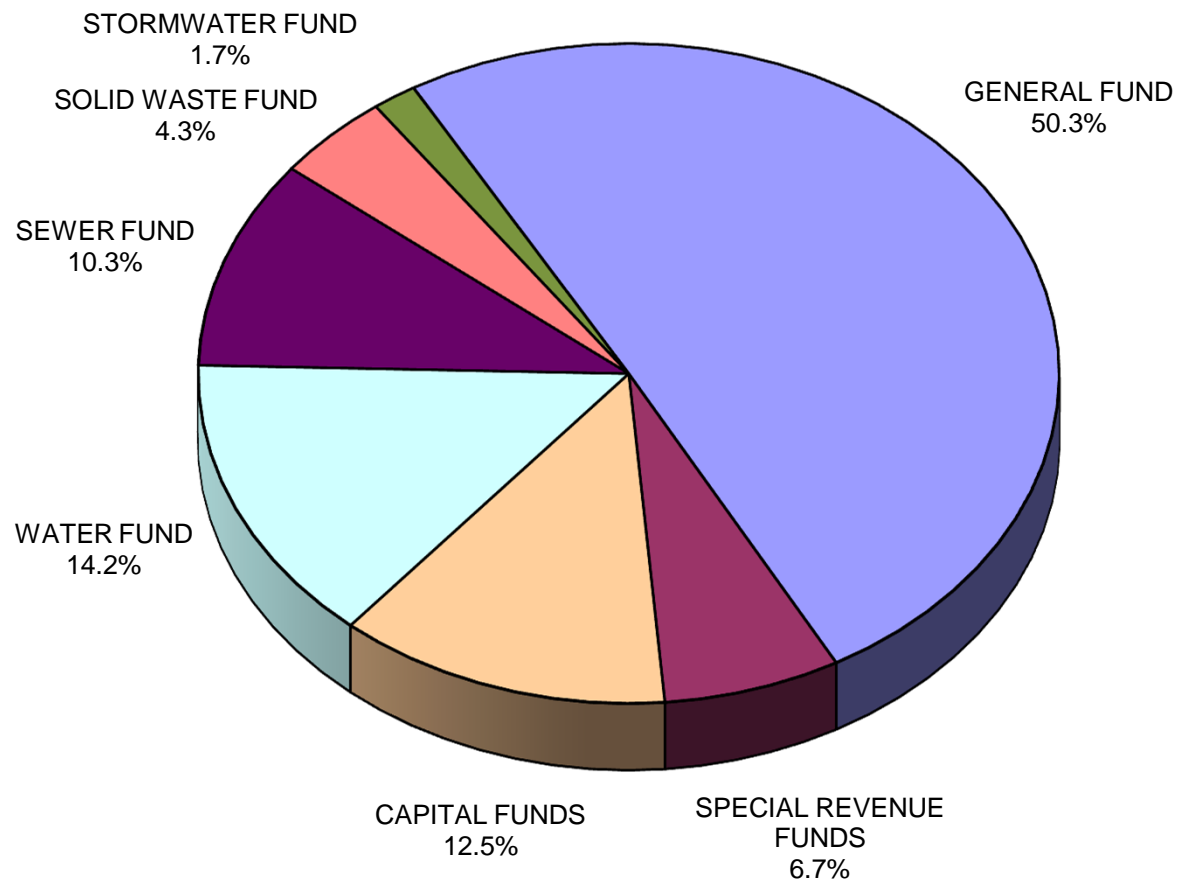
**CITY OF WEST JORDAN  
TOTAL EXPENDITURES BY CATEGORY  
FY 2012-2013**

**\$90,038,327**



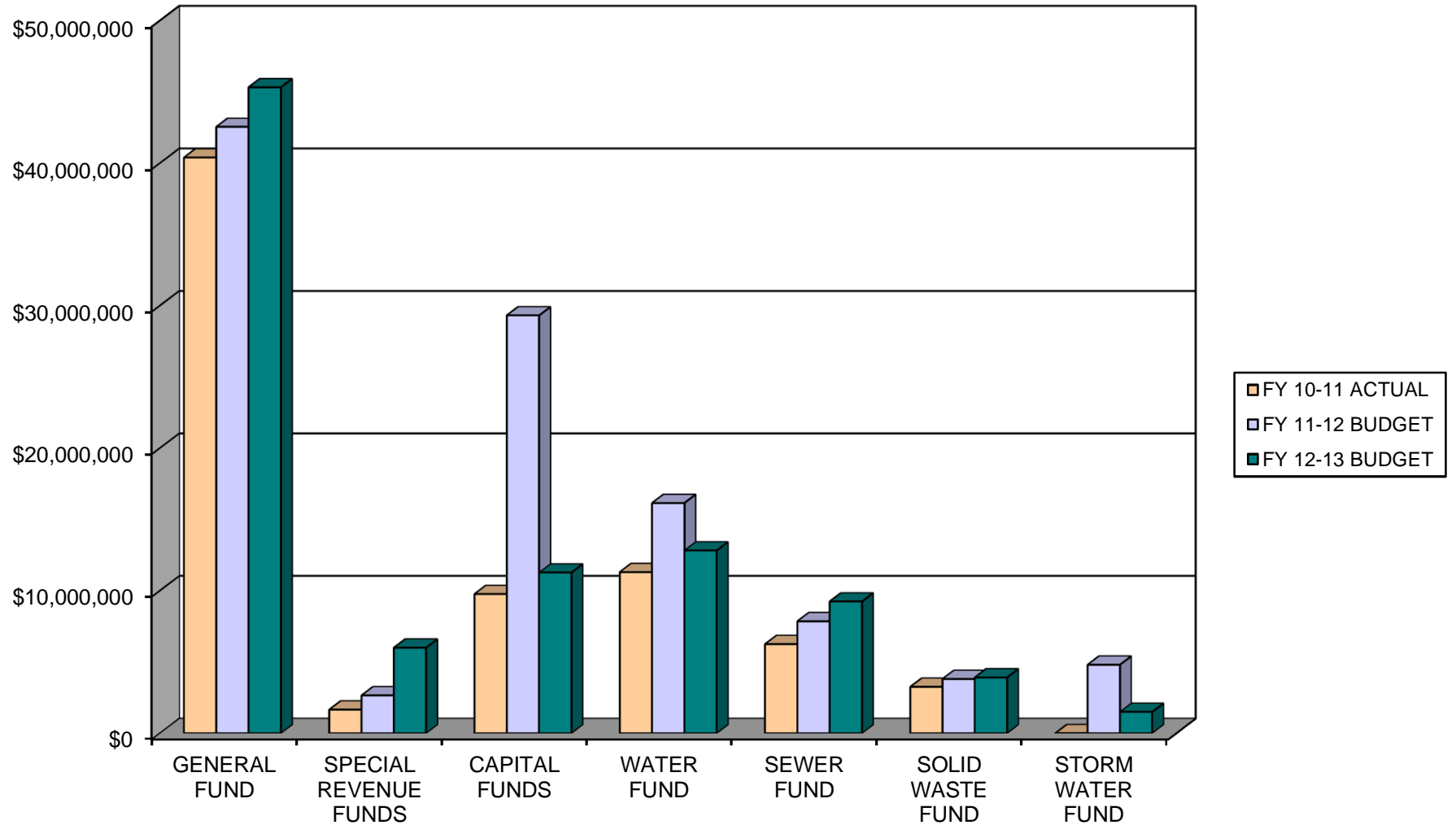
**CITY OF WEST JORDAN  
TOTAL EXPENDITURES BY FUND  
FY 2012-2013**

**\$90,038,327**





## CITY OF WEST JORDAN EXPENDITURES BY FUND TYPE



## OVERVIEW OF CAPITAL PROJECTS IMPACT ON THE OPERATING BUDGET

### ROADS

Three new traffic signal installations are budgeted for the current year. We estimate an increase in annual operating costs of \$15,000 resulting from these projects.

### PARKS

The continued development of the Jordan River Trail and the Ron Woods Regional Parks are the major construction projects budgeted for the current year. These projects are not expected to materially impact operating costs due to the primarily fixed nature of the costs (mostly personnel costs) associated with the parks maintenance crew.

### WATER

The majority of the construction projects are reconstruction or replacement projects. These projects should have no impact on operating costs. The projects that create new pipelines or facilities are not expected to materially impact operating costs due to the primarily fixed nature of the costs associated with the water distribution system.

### SEWER

The majority of the construction projects are reconstruction or replacement projects. These projects should have no impact on operating costs. The projects that create new pipelines or facilities are not expected to materially impact operating costs due to the primarily fixed nature of the costs associated with the sewer collection system.

### STORM

The construction projects are replacement projects. These projects should have no impact on operating costs.

CITY OF WEST JORDAN  
DEBT SUMMARY

Borrowing Activity During Fiscal Year 2011-2012

The City entered into one long-term obligation contract during fiscal year 2011-2012 outlined as follows:

2011 Lease Revenue Refunding Bonds

The City borrowed \$3,290,000 to refund the 1998 lease revenue bonds and the 2001 lease revenue bonds related to city hall and a fire station. The funding source for repayment of the loan is lease payments from the General Fund. The interest rate on the loan ranges from 1.11 percent to 2 percent. The first principal payment on the loan is due December 1, 2012 in the amount of \$805,000. The loan is scheduled to be completely repaid on December 1, 2015.

Long-Term Debt Overview

The City is subject to a statutory limitation, by the state of Utah, of general obligation debt of four percent of the estimated market value of taxable property. The City's general obligation debt as of June 30, 2012 is \$8,210,000. The estimated legal debt margin on general obligation debt for fiscal year 2011-2012 is calculated as follows:

Estimated Market Value of Taxable Property	7,400,579,512
Debt limit (4% of market value)	296,023,180
Debt applicable to limit	<u>8,210,000</u>
Legal Debt Margin	287,813,180

The citizens of the City pay property taxes to Jordan School District and Salt Lake County and are partially responsible for the governmental activities debt of those entities. The governmental activities debt outstanding for the three entities and the percentages applicable to West Jordan as of June 30, 2011 are shown in the following schedule:

Governmental Unit	Governmental Activities Debt Outstanding	Estimated Percentage Applicable to West Jordan	Estimated Amount Applicable to West Jordan
Direct:			
City of West Jordan	26,143,659	100.00%	26,143,659
Overlapping:			
Jordan School District	97,872,600	29.76%	29,126,886
Salt Lake County	<u>256,530,000</u>	6.35%	<u>16,289,655</u>
Total	380,546,259		71,560,200

While the City administration and council have general goals and objectives relating to debt, such as maintaining a minimum bond rating, a formal debt policy has not been created.

The City has several long-term obligations that are secured by specific revenue sources. The details of these long-term obligations are summarized in the schedule on the following page.

CITY OF WEST JORDAN  
SUMMARY OF LONG-TERM DEBT  
FISCAL YEAR 2012-2013

OBLIGATION	ESTIMATED BALANCE JUNE 30, 2012	BUDGETED PRINCIPAL PAYMENTS FY 12-13	BUDGETED INTEREST PAYMENTS FY 12-13	ESTIMATED BALANCE JUNE 30, 2013	DESCRIPTION
HUD CONTRACT PAYABLE	1,100,000	120,000	25,240	980,000	DUE IN ANNUAL PRINCIPAL INSTALLMENTS OF \$65,000 TO \$155,000 THROUGH AUGUST 2019; INTEREST AT 7.5 PERCENT TO 7.9 PERCENT; TO BE REPAID BY COMMUNITY DEVELOPMENT BLOCK GRANT REVENUE.
2004 GENERAL OBLIGATION BONDS	915,000	455,000	38,888	460,000	DUE IN ANNUAL PRINCIPAL INSTALLMENTS OF \$355,000 TO \$460,000 THROUGH APRIL 2014; INTEREST AT 3 PERCENT TO 5.25 PERCENT; TO BE REPAID BY PROPERTY TAX ASSESSMENTS.
2005 TAX INCREMENT REVENUE BONDS	3,960,000	735,000	409,802	3,225,000	DUE IN ANNUAL PRINCIPAL INSTALLMENTS OF \$530,000 TO \$865,000 THROUGH JUNE 2018; INTEREST AT 4.79 PERCENT TO 5.38 PERCENT; TO BE REPAID BY TAXES LEVIED ON PROPERTY IN ECONOMIC DEVELOPMENT AREA NUMBER 2.
2006 GENERAL OBLIGATION BONDS	7,295,000	55,000	285,676	7,240,000	DUE IN ANNUAL PRINCIPAL INSTALLMENTS OF \$45,000 TO \$785,000 THROUGH APRIL 2025; INTEREST AT 3.55 PERCENT TO 4 PERCENT; TO BE REPAID BY PROPERTY TAX ASSESSMENTS.
2008 TAX INCREMENT REVENUE BONDS	4,497,000	0	200,117	4,497,000	INTEREST-ONLY PAYMENTS DUE THROUGH JUNE 2017, FOLLOWED BY ANNUAL PRINCIPAL INSTALLMENTS OF \$135,000 TO \$960,000 THROUGH JUNE 2023; INTEREST AT 4.45 PERCENT; TO BE REPAID BY TAXES LEVIED ON PROPERTY IN ECONOMIC DEVELOPMENT AREA NUMBER 2.
2008 WATER REVENUE BONDS	180,000	180,000	7,380	0	DUE IN ANNUAL PRINCIPAL INSTALLMENTS OF \$180,000 TO \$1,425,000 THROUGH JUNE 2013; INTEREST AT 4.1 PERCENT; TO BE REPAID BY WATER FEES.
2008 S.L. COUNTY CONTRACT PAYABLE	750,000	250,000	0	500,000	DUE IN ANNUAL PRINCIPAL INSTALLMENTS OF \$250,000 THROUGH 2015; INTEREST AT 0 PERCENT; TO BE REPAID BY CAPITAL SUPPORT FUND RESERVES.
2010 WATER REVENUE BONDS	1,530,000	500,000	34,196	1,030,000	DUE IN ANNUAL PRINCIPAL INSTALLMENTS OF \$490,000 TO \$520,000 THROUGH JUNE 2015; INTEREST AT 2.235 PERCENT; TO BE REPAID BY WATER FEES.
2011 LEASE REVENUE BONDS	3,290,000	805,000	45,965	2,485,000	DUE IN ANNUAL PRINCIPAL INSTALLMENTS OF \$805,000 TO \$840,000 THROUGH DECEMBER 2015; INTEREST AT 1.11 PERCENT TO 2 PERCENT; SECURED BY CITY HALL AND A FIRE STATION AND TO BE REPAID BY THE MUNICIPAL BUILDING AUTHORITY.
TOTAL	23,517,000	3,100,000	1,047,264	20,417,000	

# Debt Service Scheduled Payments

	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
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## Municipal Building Authority Bonds - Average Interest Rate 1.53%

City Hall/Fire Station #53

General Fund Lease Revenues

	850,965	850,996	853,648	848,400									
<b>Total for GF LEASE REVENUES</b>	<b>850,965</b>	<b>850,996</b>	<b>853,648</b>	<b>848,400</b>									

## General Obligation Bonds - 2004 & 2006 - Average Interest Rate - 3.95%

Justice Center/Open Space

Property Taxes

	834,564	818,026	816,276	816,481	815,669	818,819	821,019	821,800	820,800	818,800	820,800	816,600	816,400
<b>Total for GF PROPERTY TAXES</b>	<b>834,564</b>	<b>818,026</b>	<b>816,276</b>	<b>816,481</b>	<b>815,669</b>	<b>818,819</b>	<b>821,019</b>	<b>821,800</b>	<b>820,800</b>	<b>818,800</b>	<b>820,800</b>	<b>816,600</b>	<b>816,400</b>

## Water Revenue Bonds - Average Interest Rate 3.76%

Water lines/meters

Water Revenues 187,380

## Water Revenue Bonds - Average Interest Rate 2.235%

Water Capital Improvements

Water Revenues 534,196 533,021 531,622

<b>Total for Water Revenues</b>	<b>721,576</b>	<b>533,021</b>	<b>531,622</b>										
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## RDA Bonds - Average Interest Rate 5.21%

KraftMaid Cabinetry, Inc.

Property Taxes - RDA

	944,686	861,466	790,103	750,388	765,938	558,488							
<b>Total for RDA- PROPERTY TAX INCREMENT</b>	<b>944,686</b>	<b>861,466</b>	<b>790,103</b>	<b>750,388</b>	<b>765,938</b>	<b>558,488</b>							

## Special Assessment Bonds - Average Interest Rate 4.45%

KraftMaid Cabinetry, Inc.

Property Taxes - RDA & assessment

	200,117	200,117	200,117	200,117	200,117	335,117	949,109	975,512	1,029,244	1,043,972	968,252		
<b>Total for SPECIAL ASSESSMENT</b>	<b>200,117</b>	<b>200,117</b>	<b>200,117</b>	<b>200,117</b>	<b>200,117</b>	<b>335,117</b>	<b>949,109</b>	<b>975,512</b>	<b>1,029,244</b>	<b>1,043,972</b>	<b>968,252</b>		

## GENERAL FUND REVENUES

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Summary .....	59
Detail .....	60-62

### *General Fund Summary*

Because the budget is organized by accountability centers (departments), general fund operations activities show up in a variety of locations. Funding, however, is generally from broad categories of taxes and other sources and is therefore reported in a single location.

We have seen a general decline in taxes and other revenue over the last couple of years as the economy has struggled. Our general approach is to be conservative in our estimates, then be regularly vigilant to respond to the changes as they appear.

In the near future, we will attempt to draw a closer correlation between the programs funded through the General Fund, and some of the specific revenues that support those programs. Typically programs and departments in the General Fund are not entirely paid for with fees attributable to direct use, like you might see in enterprise funds like water, wastewater, and solid waste. The implication is that the General Fund services provide a community-wide benefit, the cost of which is worth sharing across the entire community.

# GENERAL FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>TAXES</u></b>				
3110000 PROPERTY TAXES	9,267,945	9,171,213	9,206,611	10,782,247
3120000 DELINQUENT PROP TAX	370,910	372,500	284,838	371,000
3130000 SALES TAX	11,737,606	12,543,744	14,347,854	15,041,000
3140000 CABLE FRANCHISE TAX	442,198	452,000	508,355	456,995
3150000 UTILITY FRANCHISE TAX	5,184,493	5,142,537	5,158,106	5,220,000
3151000 TELECOMMUNICATIONS TAX	1,477,894	1,500,000	1,540,745	1,500,000
3160000 MOTOR VEHICLE TAXES	991,407	955,000	833,953	955,000
3170000 TRANSIENT ROOM TAX	24,498	23,000	27,481	30,000
3190000 PEN & INT ON DEL TAX	21,081	19,000	15,700	21,000
TOTAL TAXES	29,518,032	30,178,994	31,923,643	34,377,242
<b><u>LICENSES &amp; PERMITS</u></b>				
3210000 BUSINESS LICENSES	299,448	304,000	298,955	320,000
3211000 ANIMAL LICENSES	55,115	52,000	48,756	52,000
3212000 BUSINESS LICENSE APP FEE	32,554	26,000	22,748	28,000
3213000 RENTAL DWELLING LICENSE	136,420	76,000	137,547	66,000
3214000 RENTAL DWELLING APP FEE	19,925	10,000	6,598	8,000
3218000 CONDITIONAL USE PERMITS	15,900	15,000	16,500	15,550
3220000 1% BUILDING PERMIT SURCH	1,000	0	314	0
3221000 BUILDING PERMITS	765,241	980,000	884,581	980,000
3222000 ENCROACHMENT PERMITS	181,750	220,000	177,083	220,000
TOTAL LICENSES & PERMITS	1,507,353	1,683,000	1,593,082	1,689,550
<b><u>INTERGOVERNMENTAL</u></b>				
3326000 WJC HEALTHY CITY COMMITTEE	6,354	0	0	0
3328000 JUSTICE COURT TECH. GRANT	3,352	15,000	15,000	0
3356000 ALLOT-CLASS C	3,147,303	3,100,000	3,031,314	3,100,000
3358000 ALLOT- LIQUOR FUND	101,672	103,366	103,366	103,366
3359000 STATE ARTS GRANT	1,600	2,000	2,000	2,000
3360010 STATE ASSET FORF. GRANT	25,469	6,400	6,400	0
3360020 SAFE GRANT	0	18,000	18,000	0
3362000 EMS PERCAPITA	0	9,136	9,136	0
3362100 EMPG GRANT	10,875	750	7,250	0
3362200 EMPG COMP GRANT	3,465	4,276	811	0
3362400 HMEP HAZARDOUS FIRE GRANT	0	3,200	0	0
3362500 MMRS FEDERAL GRANT	0	4,000	3,850	0
3363000 CRIME VICTIMS REPARATION	34,015	34,015	40,715	29,000
3363100 VIOLENCE AGAINST WOMEN	0	6,713	1,335	0
3365500 US DEPT OF JUSTICE GRANT	5,390	7,340	14,560	7,340
3366000 COUNTY ARTS GRANT	12,346	15,000	12,577	15,000
3369100 JUSTICE ASSISTANCE GRANT	76,828	70,367	70,366	0
3369201 CCJJ JAG - DVSA	90,188	67,890	71,757	0
3374000 MISC INTERGOVERNMENT REV	45,942	62,395	82,337	0
3375010 FED ASSET SHARING PROGRAM	0	27,700	3,825	27,700
3376000 SHSP-WMD-FIRE GRANT	16,606	97,720	83,677	0
3377000 JORDAN SCHOOL REIMB.	270,000	270,000	270,000	270,000



## GENERAL FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3380002 GANG TASK FORCE REIMB.	6,301	17,316	15,197	17,316
3380003 DEA TASK FORCE REIMB.	17,859	17,000	12,759	17,000
3382001 ANIMAL CONTROL - MURRAY	173,044	208,198	210,000	255,475
3383000 USFA GRANT	1,500	0	0	0
TOTAL INTERGOVERNMENTAL	4,050,109	4,167,782	4,086,232	3,844,197

### CHARGES FOR SERVICE

3411000 RECLAIMED ANIMALS	35,237	37,000	34,000	37,000
3411100 PET STERILIZATION CHARGE	7,331	8,900	8,000	8,900
3412000 SITE PLAN REVIEW	36,818	33,210	33,210	53,410
3413000 ZONING & SUBDIVISION FEE	94,045	85,531	85,531	101,922
3415000 MAPS & PUBS FEE	1,583	450	3,141	450
3416000 NSF/SERV CHRG/LATE FEE	3,558	5,000	3,000	5,000
3421000 SPECIAL POLICE SERVICE	37,966	38,000	46,329	38,000
3424000 INSPECTION FEE	19,850	30,000	34,000	35,000
3425000 FIRE INSPECTION FEE	43,551	42,683	45,000	48,447
3425100 COST RECOVERY - FIRE	1,019	2,500	0	2,500
3428000 FALSE ALARM RUNS	16,920	20,000	14,000	20,000
3430000 ENGIN REVIEW & INSP FEE	315,057	300,000	130,000	300,000
3430010 DEVELOPER REIMB - TRAFFIC	0	0	1,500	0
3430020 CONCEPT PLAN MEETING FEE	13,500	15,000	8,000	10,000
3431000 TECHNOLOGY SURCHARGE	20,937	19,000	5,500	0
3442000 PROSECUTOR REIMBURSEMENT	1,399	0	3,043	0
3444000 LEGAL DEFENDER REIMB.	21,584	24,000	24,000	25,000
3446000 PROBATION FEES	1,160	0	1,157	0
3474000 PARKS, PUBLIC PROPERTY	53,210	61,516	65,431	46,516
3475000 STREET LIGHT FEE	645,871	557,000	616,919	652,000
3477000 SIGN REVIEW	1,700	3,275	2,600	2,600
3478000 AMBULANCE FEES	1,176,329	1,002,033	1,473,986	1,358,640
3481000 CEMETERY LOT SALE	84,725	50,000	58,000	52,000
3483000 OPENING & CLOSING	41,485	30,500	38,000	33,500
TOTAL CHARGES FOR SERVICE	2,674,835	2,365,598	2,734,347	2,830,885

### INTERFUND CHARGES

3499044 INTERFUND - ROAD CAPITAL	1,177,216	607,793	607,793	373,377
3499045 INTERFUND - PARKS CAPITAL	22,487	22,487	22,487	54,038
3499046 INTERFUND - STORM CAPITAL	230,505	247,451	247,451	0
3499051 INTERFUND - WATER	1,674,271	1,691,217	1,691,217	1,643,558
3499052 INTERFUND - SEWER	1,088,552	1,105,498	1,105,498	889,520
3499054 INTERFUND - SOLID WASTE	350,204	350,204	350,204	385,315
3499055 INTERFUND - STORMWATER	0	0	0	338,978
3499061 INTERFUND - FLEET	18,753	18,753	18,753	5,728
TOTAL INTERFUND CHARGES	4,561,988	4,043,403	4,043,403	3,690,514

### FINES & FORFEITURES

3511000 COURT FINES	1,927,118	2,000,000	1,767,975	2,100,000
3512000 SPECIAL ENFORCEMENTS	597	500	120	500
3513000 YOUTH COURT	75	0	150	0
TOTAL FINES & FORFEITURES	1,927,790	2,000,500	1,768,245	2,100,500

# GENERAL FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>MISCELLANEOUS REVENUES</u></b>				
3601000 MISCELLANEOUS FEES	55,819	0	0	0
3610000 INTEREST EARNINGS	24,692	20,000	20,000	20,000
3611000 C ROAD INTEREST	12,870	23,000	23,000	23,000
3620000 RENTS, CONCESSIONS	48,856	37,000	47,139	38,000
3620200 ARTS COUNCIL	27,855	24,850	9,574	19,100
3620210 YOUTH COMMITTEE	2,000	10,550	10,151	15,250
3621000 CHAMBER OF COMMERCE RENT	1,200	1,200	1,200	1,200
3623000 PROPERTY LEASES	105,805	60,000	60,000	60,000
3624000 SAFETY & HEALTH FAIR	1,905	5,000	6,000	3,000
3626000 JULY 4TH CELEBRATION	35,580	22,000	34,313	22,000
3626010 MISCELLANEOUS EVENTS	375	1,000	7,110	0
2626020 HEALTHY WEST JORDAN	0	10,000	6,409	8,000
3627000 RDA ADMIN REIMBURSEMENT	130,957	144,989	144,989	210,697
3660000 DONATIONS	0	500	0	0
3660030 VICTIMS ASSISTANCE CONTRIB.	420	3,000	0	0
3660050 ANIMAL CONTROL CONTRIB.	2,562	3,000	3,192	3,000
3670000 HISTORY BOOKS	80	0	50	0
3690000 SUNDRY REVENUE	29,515	25,000	54,489	113,144
TOTAL MISCELLANEOUS REVENUES	480,491	391,089	427,616	536,391
<b><u>EVENTS</u></b>				
3710001 TICKET SALES	0	0	0	157,000
3714000 PROGRAM SALES	0	0	0	1,500
3717000 SPONSORS	0	0	0	30,000
3719000 COMMERCIAL BOOTHS	0	0	0	5,000
3723000 MISCELLANEOUS	0	0	0	500
TOTAL EVENTS	0	0	0	194,000
<b><u>TRANSFERS IN</u></b>				
3873000 TRANSFER FROM RDA FUND	684,575	163,967	163,967	0
3874044 TRANSFER FROM ROAD CAPITAL	1,000,000	197,748	197,748	0
3874045 TRANSFER FROM PARKS CAPITAL	0	270,803	270,803	0
3874047 TRANSFER FROM BLDGS CAPITAL	1,050,005	264,680	0	0
TOTAL TRANSFERS IN	2,734,580	897,198	632,518	0
<b><u>CONTRIBUTIONS</u></b>				
3871000 CONT FROM FUND BALANCE	0	1,246,889	0	606,049
3872000 CONT FROM C ROAD RESERVES	0	1,203,369	0	20,395
TOTAL CONTRIBUTIONS	0	2,450,258	0	626,444
TOTAL GENERAL FUND REVENUES	47,455,178	48,177,822	47,209,086	49,889,723

## **SUPPORT: OFFICE OF THE CITY MANAGER**

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**OFFICE OF CITY MANAGER**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b>FUNCTIONAL SUMMARY</b>				
SALARIES & BENEFITS	1,003,701	884,821	884,821	1,441,830
OPERATING EXPENSES	1,527,809	2,584,008	1,873,179	1,812,930
TOTAL FUNCTIONAL AREAS	2,531,510	3,468,829	2,758,000	3,254,760
<b>PROGRAM SUMMARY</b>				
CITY COUNCIL	418,845	1,259,923	549,094	504,704
CITY MANAGER	374,758	242,191	242,191	833,555
PUBLIC INFORMATION	57,479	85,330	85,330	101,243
EVENTS	179,799	210,981	210,981	0
AGENDA MANAGEMENT	106,141	116,417	116,417	122,515
RECORDS MANAGEMENT	127,281	101,632	101,632	103,924
NON-DEPARTMENTAL	1,267,207	1,292,355	1,292,355	1,524,819
ELECTIONS	0	160,000	160,000	64,000
TOTAL CITY MANAGER	2,531,510	3,468,829	2,758,000	3,254,760

## **SUPPORT: OFFICE OF THE CITY MANAGER**

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### *Agenda Management*

#### PURPOSE

Assemble and process the City Council agenda packet information, through scheduling and compiling the various documents required for City Council approval. Ongoing attention is required to provide all departments of the city with comprehensive agenda management preparation.

The purpose of the agenda process is a requirement by law as outlined in the Utah State Code; Title 52, Chapter 4, Open and Public Meetings Act.

#### GOALS

- Coordinate all City Council action items with the various departments. Provide the information required for Council meetings in a concise and efficient manner.
- Continue to update the city's website with the Council actions from the meeting.

#### OUTCOME MEASUREMENTS

Have the Council agenda packet completed, distributed, and online by 5:00 p.m. the Thursday prior to the Council meeting.

# **AGENDA MANAGEMENT** **10414401**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	57,355	65,986	65,986	67,357
4110030 SICK LEAVE BUYOUT	465	500	500	500
4130110 RETIREMENT	11,208	12,765	12,765	13,108
4130120 MEDICAL & DENTAL INSURANCE	9,868	12,340	12,340	13,033
4130130 WORKERS COMPENSATION	98	111	111	120
4130140 LONG-TERM DISABILITY	721	900	900	657
4130150 UNEMPLOYMENT	291	330	330	330
4130160 VEHICLE ALLOWANCE	1,565	1,565	1,565	1,565
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	625	600	600	625
4220000 PUBLIC NOTICES	11,626	8,000	8,000	10,000
4240000 OFFICE SUPPLIES	72	300	300	1,500
4256100 COPIER MAINTENANCE	687	1,300	1,300	2,000
4310000 PROFESSIONAL & TECHNICAL	10,190	10,000	10,000	10,000
4330000 TRAINING	950	1,000	1,000	1,000
4480000 DEPARTMENT SUPPLIES	420	720	720	720
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL AGENDA MANAGEMENT</b>	<b>106,141</b>	<b>116,417</b>	<b>116,417</b>	<b>122,515</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>81,571</b>	<b>94,497</b>	<b>94,497</b>	<b>96,670</b>
<b>OPERATING EXPENSES</b>	<b>24,570</b>	<b>21,920</b>	<b>21,920</b>	<b>25,845</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>106,141</b>	<b>116,417</b>	<b>116,417</b>	<b>122,515</b>

## **SUPPORT: OFFICE OF THE CITY MANAGER**

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### *Records Management*

#### PURPOSE

Establish and maintain a Records Management program addressing all official City documents, providing complete and accurate information in a timely, efficient, and professional manner to any and all individuals.

Assist the public with GRAMA requests for public documents, as outlined in the Utah State Code; Title 63G, Chapter 2, Government Records Access Management Act.

Follow the Utah State Municipal Retention Schedule in the destruction of records that have met their lifecycle, coordinate the timely official shredding of documents.

#### GOALS

- Create an organized and efficient filing system for all records maintained in the City Clerk's office.
- Provide documents requested by individuals in a timely manner.

#### OUTCOME MEASUREMENTS

- Maintain the Records File Room in an orderly fashion to provide access to records.
- Respond to all GRAMA requests prior to the 10-day deadline.

# RECORDS MANAGEMENT

## 10414402

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	81,534	62,012	62,012	63,301
4110030 SICK LEAVE BUYOUT	442	500	500	500
4130110 RETIREMENT	15,590	11,997	11,997	12,319
4130120 MEDICAL & DENTAL INSURANCE	14,366	11,554	11,554	12,204
4130130 WORKERS COMPENSATION	136	104	104	113
4130140 LONG-TERM DISABILITY	1,003	846	846	618
4130150 UNEMPLOYMENT	404	310	310	310
4130160 VEHICLE ALLOWANCE	1,509	1,509	1,509	1,509
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	279	300	300	300
4240000 OFFICE SUPPLIES	1,533	2,000	2,000	2,000
4256100 COPIER MAINTENANCE	937	500	500	750
4310000 PROFESSIONAL & TECHNICAL	7,940	8,000	8,000	8,000
4330000 TRAINING	1,608	2,000	2,000	2,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL RECORDS MANAGEMENT</b>	<b>127,281</b>	<b>101,632</b>	<b>101,632</b>	<b>103,924</b>

### FUNCTIONAL SUMMARY

<b>SALARIES &amp; BENEFITS</b>	<b>114,984</b>	<b>88,832</b>	<b>88,832</b>	<b>90,874</b>
<b>OPERATING EXPENSES</b>	<b>12,297</b>	<b>12,800</b>	<b>12,800</b>	<b>13,050</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>127,281</b>	<b>101,632</b>	<b>101,632</b>	<b>103,924</b>



## **OFFICE OF THE CITY MANAGER**

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### *Elections*

#### PURPOSE

Manage all legal requirements of the Municipal Election process. The Clerk's Office is responsible for interpreting and implementing all mandatory laws and requirements to conduct any and all Municipal Elections as outlined in the Utah State Code, Title 20A, Election Code.

#### GOALS

Coordinate with other departments to establish an increased voter turnout during the 2013 Municipal Election. This would include Public Information as well as Information Technology.

#### OUTCOME MEASUREMENTS

Increase voter turnout from the 13.56% achieved in 2011, to a 20% for 2013.

## ELECTIONS

10417001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4220000 PUBLIC NOTICES	0	500	500	4,000
4610000 MISC SUPPLIES	0	500	500	0
4610001 COUNTY	0	159,000	159,000	60,000
<b>TOTAL ELECTIONS</b>	<b>0</b>	<b>160,000</b>	<b>160,000</b>	<b>64,000</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>160,000</b>	<b>160,000</b>	<b>64,000</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>160,000</b>	<b>160,000</b>	<b>64,000</b>

## **SUPPORT: OFFICE OF THE CITY MANAGER**

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### *Public Information/Transparency*

#### PURPOSE

Serves as the primary contact for public and media affairs and proactively develops and distributes information to the public and news media. Works closely with the City Council, city departments, and committees to publicize city issues and events. Participates in the design and management of community communications programs and tools, including the city website, social media, and newsletter. Also coordinates, produces and/or writes financial communications including the Budget Book, Comprehensive Annual Financial Report, and Budget Brief.

Works to continually improve and implement transparency best practices as defined by the Utah Transparency Project. Transparency in government promotes public trust and confidence, aids accountability and efficiency, and is a key element of achieving the goal of greater citizen engagement in our democratic process.

#### GOALS

- Provide reliable, timely and transparent information to the public via the media, city website, newsletter, social media, and other communications methods.
- Provide internal communications support for city departments and committees.
- Continue to earn an “A” grade for website transparency from Sunshine Review by providing all required information.

#### OUTCOME MEASUREMENTS

- Respond to media on the same day as request received.
- Keep website updated by removing dated material within one business day and posting new content within one business day of receipt.

**PUBLIC INFORMATION**  
**10413102**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	5,171	28,774	28,774	41,372
4110001 SALARIES PART/SEASONAL	22,602	13,358	13,358	13,358
4110003 OVERTIME	352	0	0	0
4110030 SICK LEAVE BUYOUT	233	200	200	300
4130110 RETIREMENT	3,534	6,907	6,907	7,058
4130120 MEDICAL & DENTAL INSURANCE	943	4,024	4,024	3,931
4130130 WORKERS COMPENSATION	87	226	226	248
4130140 LONG-TERM DISABILITY	89	392	392	287
4130150 UNEMPLOYMENT	151	211	211	211
4130160 VEHICLE ALLOWANCE	503	503	503	503
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	0	50	50	50
4240000 OFFICE SUPPLIES	171	185	185	185
4280000 TELEPHONE	511	500	500	500
4310000 PROFESSIONAL & TECHNICAL	824	4,800	4,800	10,440
4322010 CHAMBER - WJL ADVERTISING	0	2,400	2,400	0
4610060 NEWSLETTER	22,308	22,800	22,800	22,800
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PUBLIC INFORMATION</b>	<b>57,479</b>	<b>85,330</b>	<b>85,330</b>	<b>101,243</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>33,665</b>	<b>54,595</b>	<b>54,595</b>	<b>67,268</b>
<b>OPERATING EXPENSES</b>	<b>23,814</b>	<b>30,735</b>	<b>30,735</b>	<b>33,975</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>57,479</b>	<b>85,330</b>	<b>85,330</b>	<b>101,243</b>

## **SUPPORT: OFFICE OF THE CITY MANAGER**

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### *City Manager/Council Support*

#### PURPOSE

Lead the organization to excel in professionalism, responsiveness, innovation, and effectiveness. Establish standards of conduct, ethical behavior, compassion, and communication through example, coaching, and respect. Support operations by removing obstacles and managing resources.

#### GOALS

- Design and implement policies and practices to reach financial sustainability within by fiscal year fiscal year 2015.
- Present a current-year balanced budget for operational activities for Fiscal Year 2013.
- Refine the goals and performance measure accountability tools associated with the Program-based Performance and Accountability budget system.
- Train and mentor city staff to assume enthusiastic and confident leadership and accountability; tap the intelligence and creative resources of the community and staff expand our effectiveness; become a major player and a positive contributor in regional and state-wide settings and challenges.
- Maintain consistent progress on specific Council goals.

#### OUTCOME MEASUREMENTS

- Complete time-promised program goals and deliverables within the identified timeframes.
- Survey training and mentoring participants to gauge effectiveness and identify improvements.
- Track successful completion results from the Tracking/Accountability reports.
- Monitor successful completion of Council-directed specific goals.

**CITY MANAGER  
10413101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	282,632	164,253	164,253	594,064
4110001 SALARIES PART/SEASONAL	277	2,826	2,826	2,826
4110003 OVERTIME	74	0	0	0
4110030 SICK LEAVE BUYOUT	783	800	800	300
4130110 RETIREMENT	56,046	32,532	32,532	116,357
4130120 MEDICAL & DENTAL INSURANCE	19,783	18,790	18,790	76,373
4130130 WORKERS COMPENSATION	1,494	2,034	2,034	4,123
4130140 LONG-TERM DISABILITY	1,953	2,240	2,240	4,678
4130150 UNEMPLOYMENT	789	835	835	2,363
4130160 VEHICLE ALLOWANCE	5,164	6,820	6,820	12,410
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	1,074	2,467	2,467	2,467
4240000 OFFICE SUPPLIES	1,413	2,790	2,790	2,790
4280000 TELEPHONE	1,292	804	804	1,604
4330000 TRAINING	1,375	3,200	3,200	6,400
4610000 MISCELLANEOUS SUPPLIES	609	1,800	1,800	6,800
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL CITY MANAGER</b>	<b>374,758</b>	<b>242,191</b>	<b>242,191</b>	<b>833,555</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>368,995</b>	<b>231,130</b>	<b>231,130</b>	<b>813,494</b>
<b>OPERATING EXPENSES</b>	<b>5,763</b>	<b>11,061</b>	<b>11,061</b>	<b>20,061</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>374,758</b>	<b>242,191</b>	<b>242,191</b>	<b>833,555</b>

**CITY COUNCIL****10411201**

		ADJUSTED	YEAR-END	ADOPTED
	ACTUAL	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	108,690	129,436	129,436	134,526
4110001 SALARIES PART/SEASONAL	7,327	12,476	12,476	12,476
4110003 OVERTIME	74	0	0	0
4110030 SICK LEAVE BUYOUT	484	500	500	500
4130110 RETIREMENT	23,597	27,675	27,675	28,418
4130120 MEDICAL & DENTAL INSURANCE	48,825	56,292	56,292	40,321
4130130 WORKERS COMPENSATION	1,354	1,737	1,737	1,615
4130140 LONG-TERM DISABILITY	1,339	1,471	1,471	1,289
4130150 UNEMPLOYMENT	578	710	710	710
4130160 VEHICLE ALLOWANCE	3,669	3,669	3,669	3,669
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	50,037	50,150	50,150	50,150
4240000 OFFICE SUPPLIES	274	720	720	720
4280000 TELEPHONE	0	400	400	8,400
4310000 PROFESSIONAL & TECHNICAL	0	0	0	33,000
4315000 PLANNING COMMISSION	565	500	500	500
4318000 ARTS COUNCIL	60,436	37,564	37,564	45,616
4322000 CHAMBER OF COMMERCE	48,000	48,000	48,000	48,000
4323100 SISTER CITY COMMITTEE	0	880	880	880
4323400 HEALTHY CITY COMMITTEE	7,411	11,900	11,900	11,900
4323510 YOUTH COMMITTEE	0	18,550	18,550	18,550
4324000 HISTORICAL SOCIETY	3,614	3,614	3,614	3,614
4326000 URBAN FORESTRY	1,189	4,050	4,050	4,050
4330000 TRAINING	2,659	4,000	4,000	4,000
4610000 MISCELLANEOUS SUPPLIES	1,898	1,800	1,800	1,800
4610010 CONTINGENCY	46,825	843,829	133,000	50,000
<b>TOTAL COUNCIL</b>	<b>418,845</b>	<b>1,259,923</b>	<b>549,094</b>	<b>504,704</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>195,937</b>	<b>233,966</b>	<b>233,966</b>	<b>223,524</b>
<b>OPERATING EXPENSES</b>	<b>222,908</b>	<b>1,025,957</b>	<b>315,128</b>	<b>281,180</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>418,845</b>	<b>1,259,923</b>	<b>549,094</b>	<b>504,704</b>

## **SUPPORT: OFFICE OF THE CITY MANAGER**

### ***Non-Departmental***

#### **PURPOSE**

The non-departmental budget handles the few expenses that are organization-wide in nature and not allocated to specific departments or programs. This year the categories include: medical payments for retirees; funding of the risk management function (transfers funding to the Risk Management Fund); capital lease payments for City Hall; and employee events (we hold an annual summer barbeque and Christmas luncheon).

#### **NON-DEPARTMENTAL 10415001**

	<b>ACTUAL</b>	<b>ADJUSTED</b>	<b>YEAR-END</b>	<b>ADOPTED</b>
	<b>FY 10-11</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>FY 10-11</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 12-13</b>
<b><u>SALARIES &amp; BENEFITS</u></b>				
4130120 MEDICAL & DENTAL INSURANCE	127,781	100,000	100,000	150,000
<b><u>OPERATING EXPENSES</u></b>				
4241000 BUILDING RENT	447,950	445,355	445,355	281,819
4511000 RISK MANAGEMENT	681,000	731,000	731,000	625,000
4610007 LEGAL DEFENDERS	0	0	0	52,000
4610021 WAGE COMPRESSION POOL	0	0	0	400,000
4610028 EMPLOYEE EVENTS	10,476	16,000	16,000	16,000
<b><u>CAPITAL OUTLAYS</u></b>				
4738008 LAND PURCHASES	0	0	0	0
<b>TOTAL NONDEPARTMENTAL</b>	<b>1,267,207</b>	<b>1,292,355</b>	<b>1,292,355</b>	<b>1,524,819</b>

#### **FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>127,781</b>	<b>100,000</b>	<b>100,000</b>	<b>150,000</b>
<b>OPERATING EXPENSES</b>	<b>1,139,426</b>	<b>1,192,355</b>	<b>1,192,355</b>	<b>1,374,819</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,267,207</b>	<b>1,292,355</b>	<b>1,292,355</b>	<b>1,524,819</b>



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**CITY ATTORNEY OFFICE**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b>FUNCTIONAL SUMMARY</b>				
SALARIES & BENEFITS	1,166,822	1,157,876	1,157,876	1,280,524
OPERATING EXPENSES	45,029	104,401	104,401	150,546
TOTAL FUNCTIONAL AREAS	1,211,851	1,262,277	1,262,277	1,431,070
<b>PROGRAM SUMMARY</b>				
GENERAL LEGAL	442,368	412,610	412,610	411,164
RISK MANAGEMENT	99,455	115,613	115,613	117,019
LITIGATION	136,224	160,361	160,361	159,223
PROPERTY	97,810	119,584	119,584	111,395
PROSECUTION	435,994	454,109	454,109	416,761
CODE ENFORCEMENT	0	0	0	215,508
TOTAL CITY ATTORNEY	1,211,851	1,262,277	1,262,277	1,431,070

## **SUPPORT: LEGAL DEPARTMENT**

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### *General Legal*

#### PURPOSE

To provide sound and current legal advice to city personnel, council, boards and commissions, to ensure the legality, clarity and accuracy of the municipal code and to ensure effective contract language.

#### GOALS

- Respond to each research project within two weeks of request for information, even if the response is to advise that the project will take additional time complete.
- Staff report reviews – complete within two business days (unless it includes a contract initial review).
- Contract/Code/Policy drafting – meet with city staff within one week of request, prepare initial draft within two weeks of meeting.
- Contract/Code text amendments initial review (draft submitted by third party) – review and respond within one week from request for review.
- Bid documents review – complete within two business days.
- Complete each plat review within five business days of the request.
- Phone calls/e-mails – respond to each phone call and e-mail within 24 business hours, even if the response is to say that I will have to get back to them.
- Convey professionalism and courtesy in communications with city personnel, public, applicants and other lawyers.

#### OUTCOME MEASUREMENTS

- Complete time-promised program goals within the identified timeframes.
- Conduct periodic inquiry of program participants to ascertain if service levels are acceptable and within needed parameters.

**GENERAL LEGAL  
10414502**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	313,789	281,348	281,348	287,196
4110030 SICK LEAVE BUYOUT	683	700	700	1,500
4130110 RETIREMENT	59,476	56,212	56,212	57,756
4130120 MEDICAL & DENTAL INSURANCE	41,357	42,615	42,615	33,971
4130130 WORKERS COMPENSATION	503	471	471	513
4130140 LONG-TERM DISABILITY	3,722	3,838	3,838	2,802
4130150 UNEMPLOYMENT	1,501	1,407	1,407	1,407
4130160 VEHICLE ALLOWANCE	3,913	3,913	3,913	3,913
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	7,348	8,932	8,932	8,932
4215000 MEMBERSHIPS	2,800	2,806	2,806	2,806
4240000 OFFICE SUPPLIES	3,834	4,853	4,853	4,853
4312000 CIVILIAN WITNESS FEE	10	675	675	675
4330000 TRAINING	3,432	4,840	4,840	4,840
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL GENERAL LEGAL</b>	<b>442,368</b>	<b>412,610</b>	<b>412,610</b>	<b>411,164</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>424,944</b>	<b>390,504</b>	<b>390,504</b>	<b>389,058</b>
<b>OPERATING EXPENSES</b>	<b>17,424</b>	<b>22,106</b>	<b>22,106</b>	<b>22,106</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>442,368</b>	<b>412,610</b>	<b>412,610</b>	<b>411,164</b>

## **SUPPORT: LEGAL DEPARTMENT**

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### *Litigation*

#### PURPOSE

To maintain complete control over all litigation, including defenses to asserted claims against the city, counter claims, and all strategies to ensure that outcomes are most beneficial to the city. The city receives high quality legal representation with minimal fiscal impact, and ensures that the city's best interest is at all times maintained.

#### GOALS

Improve pre-litigation positioning and preparation by more closely coordinating with Risk Manager and city personnel.

Provide and coordinate training programs with city personnel to ensure compliance with city policies and procedures.

Reach case resolution in a manner consistent with the best interest of the city.

#### OUTCOME MEASUREMENTS

Survey training and pre-litigation preparation effectiveness internally.

Calculate litigation savings through internal audit process.

Calculate potential exposure, economic loss, or damages to the city in relation to final case dispositions.

**LITIGATION****10414504**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	105,012	77,341	77,341	78,948
4110030 SICK LEAVE BUYOUT	146	200	200	200
4130110 RETIREMENT	13,916	14,942	14,942	15,413
4130120 MEDICAL & DENTAL INSURANCE	6,609	10,237	10,237	7,295
4130130 WORKERS COMPENSATION	116	130	130	141
4130140 LONG-TERM DISABILITY	861	1,055	1,055	770
4130150 UNEMPLOYMENT	347	387	387	387
4130160 VEHICLE ALLOWANCE	839	839	839	839
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	1,464	2,200	2,200	2,200
4215000 MEMBERSHIPS	565	480	480	480
4240000 OFFICE SUPPLIES	1,187	1,000	1,000	1,000
4312000 CIVILIAN WITNESS FEE	137	725	725	725
4313000 LITIGATION	4,479	50,000	50,000	50,000
4330000 TRAINING	546	825	825	825
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL CITY LITIGATION</b>	<b>136,224</b>	<b>160,361</b>	<b>160,361</b>	<b>159,223</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>127,846</b>	<b>105,131</b>	<b>105,131</b>	<b>103,993</b>
<b>OPERATING EXPENSES</b>	<b>8,378</b>	<b>55,230</b>	<b>55,230</b>	<b>55,230</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>136,224</b>	<b>160,361</b>	<b>160,361</b>	<b>159,223</b>

## **SUPPORT: LEGAL DEPARTMENT**

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### *Property*

#### PURPOSE

In the most general terms, the program's purpose is to acquire, sell, lease, contract and manage all of the city's real property interests in the course of its day-to-day operations, but the program also serves as an important support function to various city departments with its ability to research property information and provide guidance on a variety of property issues, and it has become a valuable research and information tool for residents, developers, other government agencies and utility companies who do business with the city.

The Property program has been in place for about six and a half years. Prior to that, property issues were handled by a variety of individuals in various other departments, including engineering, legal, development, capital projects, administration, etc. The Property program is not required by law, but the program was started, in large part, due to the significant amounts of money spent on outsourcing the city's Capital Projects and because of the many legal problems that had arisen from property issues that were handled by those who did not have the technical skills, training, experience or legal understanding to perform them.

#### GOALS

##### **Capital Projects – Property Acquisition**

- Review and comment on project design within two weeks of receipt.
- Order necessary title reports and appraisals within two weeks of receiving 100% design.
- Review and correct each title report and appraisal and then mail purchase offers to each land owner within two weeks of receiving the final title and appraisal information.
- Provide two months of review and negotiating time to each land owner from the date the offer letter is mailed. If a purchase agreement is not reached within two months, seek City Council recommendation.

##### **Development Review**

- Complete each plat or site plan review within one week.
- Complete each contract review within two weeks.

##### **Property Management**

- Respond to Salt Lake County determinations and requests for information within two weeks.
- Respond to private citizen requests within one week.
- Respond to the discovery of encroachments on city property within one week.
- Manage the purchasing, selling, leasing, franchising, licensing and contracting of city property on an as-needed basis.

##### **Miscellaneous**

- Complete each research project within one week.
- Phone calls/emails – respond to each phone call and email within 1 business day, even if the response is to say that I will have to get back to them.

#### OUTCOME MEASUREMENTS

Complete the program goals within the identified timeframes.

**PROPERTY**  
**10414505**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	69,094	83,401	83,401	85,135
4110030 SICK LEAVE BUYOUT	49	100	100	400
4130110 RETIREMENT	13,113	16,225	16,225	16,767
4130120 MEDICAL & DENTAL INSURANCE	12,880	16,253	16,253	5,695
4130130 WORKERS COMPENSATION	990	1,020	1,020	1,120
4130140 LONG-TERM DISABILITY	844	1,138	1,138	831
4130150 UNEMPLOYMENT	340	417	417	417
4130160 VEHICLE ALLOWANCE	280	280	280	280
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	220	250	250	250
4240000 OFFICE SUPPLIES	0	250	250	250
4330000 TRAINING	0	250	250	250
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PROPERTY</b>	<b>97,810</b>	<b>119,584</b>	<b>119,584</b>	<b>111,395</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>97,590</b>	<b>118,834</b>	<b>118,834</b>	<b>110,645</b>
<b>OPERATING EXPENSES</b>	<b>220</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>97,810</b>	<b>119,584</b>	<b>119,584</b>	<b>111,395</b>



## **SUPPORT: LEGAL DEPARTMENT**

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### *Prosecution*

#### PURPOSE

With compassion and sound reason within the ethical standards required by law, the prosecution department protects the health, safety and welfare of the public through the prosecution of misdemeanor and infraction offenses within the jurisdiction of the West Jordan Prosecutor.

#### GOALS

- Promote the fair, impartial and expeditious pursuit of justice.
- Hold the offender accountable.
- Case disposition appropriate for offense and offender.
- Prosecute cases timely and efficiently.
- Improve service delivery to victims and witnesses.

Ensure safer communities

- Reduce crime.
- Reduce fear of crime.

Promote integrity in prosecution profession and coordination in the criminal justice system.

- Improve competency and professionalism.
- Achieve efficient and fiscally responsible management and administration.
- Consistent and coordinated enforcement efforts and administration of justice.

#### OUTCOME MEASUREMENTS

- Survey arrests, convictions, incarcerations, dismissals, placement in treatment or alternative programs, restitution ordered and completed, and victimizations.
- Survey dispositions of like offenders and like offenses.
- Survey time to dispose of cases and time to complete restitution.
- Survey victims' and witness' knowledge of criminal justice system, victim and witness attitudes about personal safety during prosecution, and victim/witness satisfaction with criminal justice experience.
- Survey public awareness of prosecution outcomes.

**PROSECUTION****10414506**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	282,517	291,437	291,437	269,813
4110001 SALARIES PART/SEASONAL	28,242	19,021	19,021	24,463
4110030 SICK LEAVE BUYOUT	1,067	1,100	1,100	500
4130110 RETIREMENT	51,474	57,848	57,848	55,060
4130120 MEDICAL & DENTAL INSURANCE	48,324	54,756	54,756	33,174
4130130 WORKERS COMPENSATION	1,181	1,252	1,252	1,099
4130140 LONG-TERM DISABILITY	3,239	3,975	3,975	2,633
4130150 UNEMPLOYMENT	1,321	1,525	1,525	1,443
4130160 VEHICLE ALLOWANCE	280	280	280	280
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	691	1,040	1,040	1,040
4215000 MEMBERSHIPS	715	980	980	980
4240000 OFFICE SUPPLIES	1,886	2,750	2,750	4,860
4250000 EQUIPMENT SUPPLIES & MAINT.	2,081	1,568	1,568	0
4255000 FLEET O&M CHARGE	4,542	3,887	3,887	3,958
4256100 COPIER MAINTENANCE	0	200	200	200
4280000 TELEPHONE	815	980	980	400
4312000 CIVILIAN WITNESS FEE	5,534	7,600	7,600	14,298
4330000 TRAINING	2,085	3,910	3,910	2,560
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PROSECUTION</b>	<b>435,994</b>	<b>454,109</b>	<b>454,109</b>	<b>416,761</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>417,645</b>	<b>431,194</b>	<b>431,194</b>	<b>388,465</b>
<b>OPERATING EXPENSES</b>	<b>18,349</b>	<b>22,915</b>	<b>22,915</b>	<b>28,296</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>435,994</b>	<b>454,109</b>	<b>454,109</b>	<b>416,761</b>

## **SUPPORT: LEGAL DEPARTMENT**

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### *Code Enforcement*

#### PURPOSE

The purpose of the City of West Jordan Code Enforcement program is to obtain compliance to the Municipal Code by providing citizens and businesses guidance and direction for the resolution of problems and violations in a friendly, fair and impartial manner so that the citizens of West Jordan may enjoy a cleaner, safer and better place to live.

#### GOALS

- Respond to code violation complaints within 48 business hours, even if only to confirm receipt of the complaint
- Maintain high level of business and citizen contacts in order to bolster relations with the community
- Increase safety and quality of life for the citizens and businesses through enforcement of city ordinances

#### OUTCOME MEASUREMENTS

- Collect and analyze monthly and annual data on city ordinance violations compared to compliance rates
- Compare prior statistics to determine effective rate of the Administrative Code Enforcement Program and improve compliance

**CODE ENFORCEMENT**  
**10414507**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	101,604
4110001 SALARIES PART/SEASONAL	0	0	0	20,560
4130110 RETIREMENT	0	0	0	17,463
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	32,314
4130130 WORKERS COMPENSATION	0	0	0	1,485
4130140 LONG-TERM DISABILITY	0	0	0	877
4130150 UNEMPLOYMENT	0	0	0	441
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	0	0	200
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	6,208
4250010 UNIFORMS	0	0	0	500
4255000 FLEET O&M CHARGE	0	0	0	7,037
4255010 FLEET REPLACEMENT CHARGE	0	0	0	14,140
4280000 TELEPHONE	0	0	0	1,679
4310000 PROFESSIONAL & TECHNICAL	0	0	0	10,000
4330000 TRAINING	0	0	0	1,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PROSECUTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215,508</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>174,744</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,764</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>215,508</b>

## **SUPPORT: LEGAL DEPARTMENT**

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### *Risk Management*

#### PURPOSE

A systematic approach to protecting the city's financial, property and personnel assets from the possibility of accidental loss, injury and/or catastrophic destruction; manages employee safety training; investigates, manages and resolves liability and worker's compensation claims; conducts analysis/identification of areas for eliminating, abating, transferring or retaining a variety of risks and exposures; reengineering operations, processes and policies to reduced potential risks, resulting in a better and safer environment for residents and employees; consults on risk strategies investigates potential options available to mitigate the city's exposure while fulfilling the city's ultimate mission of service.

#### GOALS

Ensure that the public has a positive service experience.

Minimize or eliminate the conditions and practices that cause loss and damage.

Provide guidance, direction, oversight and coordination of city-wide risk management program.

#### OUTCOME/ MEASUREMENTS

- Initiating and developing city-wide risk management policies and procedures.
- Monitoring, analyzing and reassessing loss experience and exposure.
- An accident-free workplace and a positive work experience for city employees.

# **RISK MANAGEMENT**

## **10414503**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	73,128	81,838	81,838	83,539
4110030 SICK LEAVE BUYOUT	49	100	100	100
4130110 RETIREMENT	13,639	15,923	15,923	16,418
4130120 MEDICAL & DENTAL INSURANCE	9,435	11,486	11,486	10,893
4130130 WORKERS COMPENSATION	1,038	1,061	1,061	1,165
4130140 LONG-TERM DISABILITY	876	1,116	1,116	815
4130150 UNEMPLOYMENT	353	409	409	409
4130160 VEHICLE ALLOWANCE	279	280	280	280
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	385	350	350	350
4240000 OFFICE SUPPLIES	65	1,250	1,250	1,250
4280000 TELEPHONE	113	300	300	300
4330000 TRAINING	95	1,500	1,500	1,500
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL RISK MANAGEMENT</b>	<b>99,455</b>	<b>115,613</b>	<b>115,613</b>	<b>117,019</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>98,797</b>	<b>112,213</b>	<b>112,213</b>	<b>113,619</b>
<b>OPERATING EXPENSES</b>	<b>658</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>99,455</b>	<b>115,613</b>	<b>115,613</b>	<b>117,019</b>

## **SUPPORT: LEGAL DEPARTMENT**

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### ***Risk Management Fund***

#### **PURPOSE**

The Risk Management fund is a component of the Risk management program. It provides the financial resources for the purchasing insurance and the funds necessary to fulfill the city's liability obligations.

#### **Essential components**

- Finance the city's Worker's Compensation Program as required by Utah code.
- Finance the city's Vehicle Liability insurance or self-insurance exposures as required by Utah code.
- Ensure that the city can meet any and all liability obligations.

#### **Potential Growth**

- Develop a cash reserve that will allow the city to decrease insurance costs by increasing its self insurance retention and increased deductibles.
- Develop a cash reserve that would allow the city to become fully self-insured in areas where commercial insurance is costly or coverages are limited.
- Increases the city's independence to manage liability exposures internally.

# **RISK MANAGEMENT FUND REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3620100 WORKMANS COMPENSATION	52,436	0	0	0
3830100 PAYROLL TO WORKMENS COMP	306,606	310,000	310,000	300,000
3842000 CHARGE TO GENERAL FUND	681,000	731,000	731,000	625,000
3850100 PAYROLL TO UNEMPLOYMENT	115,144	117,000	117,000	115,000
3870100 TRANSFER FROM WATER FUND	30,000	25,000	25,000	25,000
3870200 TRANSFER FROM SEWER FUND	30,000	25,000	25,000	25,000
TOTAL RISK MGT. FUND REVENUES	1,215,186	1,208,000	1,208,000	1,090,000



**EMPLOYEE INSURANCE**  
**67610001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4630200 WORKMENS COMPENSATION	330,767	310,000	241,024	300,000
4630400 UNEMPLOYMENT	52,980	55,000	34,605	55,000
4890000 CONT TO FUND BALANCE	0	62,000	0	60,000
<b>TOTAL RISK MANAGEMENT</b>	<b>383,747</b>	<b>427,000</b>	<b>275,629</b>	<b>415,000</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>OPERATING EXPENSES</b>	<b>383,747</b>	<b>427,000</b>	<b>275,629</b>	<b>415,000</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>383,747</b>	<b>427,000</b>	<b>275,629</b>	<b>415,000</b>

**LIABILITY MANAGEMENT**  
**67620001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4620100 LIABILITY PREMIUMS	366,032	406,000	302,800	325,000
4620400 LIABILITY LOSSES	83,554	250,000	43,489	250,000
4620410 LIABILITY LOSS/WTR,SWR	7,030	50,000	27,488	50,000
4620420 LIABILITY LOSS/LEGAL EXPENSE	15,000	75,000	0	50,000
<b>TOTAL RISK MANAGEMENT</b>	<b>471,616</b>	<b>781,000</b>	<b>373,777</b>	<b>675,000</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>OPERATING EXPENSES</b>	<b>471,616</b>	<b>781,000</b>	<b>373,777</b>	<b>675,000</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>471,616</b>	<b>781,000</b>	<b>373,777</b>	<b>675,000</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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# ADMINISTRATIVE SERVICES DEPARTMENT

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b>FUNCTIONAL SUMMARY</b>				
SALARIES & BENEFITS	2,279,834	2,220,256	2,220,256	2,604,158
OPERATING EXPENSES	884,070	1,060,377	1,060,377	1,501,548
CAPITAL OUTLAYS	35,963	0	0	0
TRANSFERS OUT	2,117,725	2,387,893	2,387,893	1,600,000
<b>TOTAL FUNCTIONAL AREAS</b>	<b>5,317,592</b>	<b>5,668,526</b>	<b>5,668,526</b>	<b>5,705,706</b>
<b>PROGRAM SUMMARY</b>				
ADMINISTRATION	85,169	83,874	83,874	113,094
<b>FINANCE DIVISION</b>				
ACCOUNTING	381,767	348,129	348,129	403,571
TREASURY	250,988	329,200	329,200	313,350
BUDGET	101,857	103,267	103,267	104,149
PURCHASING	114,310	115,551	115,551	118,169
BUSINESS LICENSING	76,011	78,691	78,691	82,268
RENTAL PROP. LICENSING	82,233	84,182	84,182	84,266
UTILITY BILLING	741,150	629,604	629,604	667,177
TRANSFERS OUT	2,117,725	2,387,893	2,387,893	1,600,000
<b>TOTAL FINANCE</b>	<b>3,866,041</b>	<b>4,076,517</b>	<b>4,076,517</b>	<b>3,372,950</b>
<b>HUMAN RESOURCES DIVISION</b>				
EMPLOYEE DEV. & RELATIONS	76,146	100,616	100,616	100,044
RECRUITING & RETENTION	92,288	88,022	88,022	172,988
PAYROLL & BENEFITS	102,846	89,705	89,705	225,418
<b>TOTAL HUMAN RESOURCES</b>	<b>271,280</b>	<b>278,343</b>	<b>278,343</b>	<b>498,450</b>
<b>INFORMATION TECH. DIVISION</b>				
IT SYSTEMS	582,275	652,100	652,100	722,349
IT HARDWARE	217,226	239,710	239,710	581,551
IT TECHNICAL SUPPORT	172,391	194,128	194,128	224,478
SOFT. DEV. & DATABASE ADMIN.	123,210	143,854	143,854	192,834
<b>TOTAL INFORMATION TECH.</b>	<b>1,095,102</b>	<b>1,229,792</b>	<b>1,229,792</b>	<b>1,721,212</b>
<b>TOTAL ADMIN. SERVICES</b>	<b>5,317,592</b>	<b>5,668,526</b>	<b>5,668,526</b>	<b>5,705,706</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance*** – General Administration

#### **PURPOSE**

General Administration is responsible for oversight of all Finance departmental activities and staff, while ensuring citizens the department is operating in the most efficient manner. The Finance Department helps various city departments meet their service objectives by: acquiring goods and services, providing financial planning services, securing financing for capital construction, safeguarding and investing city funds, allocating the city's financial resources, processing financial transactions, and disseminating financial information.

General Administration provides advice and analysis on financial matters affecting the city. The division prepares the Comprehensive Annual Financial Report (CAFR) and the State of Utah Annual Impact Fee Report, and then submits the reports as required by the State of Utah. These requirements can be found in The State of Utah's Uniform Accounting Manual, Section 1.A.

General Administration is also directly responsible for working with the City Manager and City Council to create, implement, and maintain financial policies ensuring long-term financial sustainability for the city.

#### **GOALS**

- Work with the City Council to create and adopt comprehensive written financial policies as recommended by the Government Finance Officers Association and considered to be best practices.
- Review, document, and analyze current department processes and procedures to identify and implement improvements, including increased use of technology
- Support the Information Technology department in choosing, implementing and maintaining a new Enterprise Resource Program.
- Provide staff additional training in customer service, Excel, and Word.
- Improve communication and coordination of activities within the department and with other City departments.

#### **OUTCOME MEASUREMENTS**

- Completion of written financial policies.
- Document the number of finance staff achieving an intermediate competency in Excel

**ADMINISTRATIVE SERVICES  
ADMINISTRATION  
10414101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	61,318	59,687	59,687	84,929
4110030 SICK LEAVE BUYOUT	389	400	400	400
4130110 RETIREMENT	11,541	11,526	11,526	11,836
4130120 MEDICAL & DENTAL INSURANCE	8,224	7,944	7,944	8,413
4130130 WORKERS COMPENSATION	101	100	100	109
4130140 LONG-TERM DISABILITY	744	814	814	594
4130150 UNEMPLOYMENT	300	298	298	298
4130160 VEHICLE ALLOWANCE	0	0	0	3,410
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	150	150	150
4215000 MEMBERSHIPS	213	485	485	485
4280000 TELEPHONE	487	480	480	480
4330000 TRAINING	1,852	1,990	1,990	1,990
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL ADMIN. SVCS. ADMIN.</b>	<b>85,169</b>	<b>83,874</b>	<b>83,874</b>	<b>113,094</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>82,617</b>	<b>80,769</b>	<b>80,769</b>	<b>109,989</b>
<b>OPERATING EXPENSES</b>	<b>2,552</b>	<b>3,105</b>	<b>3,105</b>	<b>3,105</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>85,169</b>	<b>83,874</b>	<b>83,874</b>	<b>113,094</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### *Finance* – General Accounting

#### PURPOSE

The primary purpose of General Accounting is to provide timely and accurate financial information using generally accepted accounting principles to internal and external customers. General Accounting is responsible for maintaining the accuracy of the city's financial records. Accuracy is maintained through monthly reviews and reconciliations of the general ledger, subsidiary ledgers, and bank statements. Monthly journal entries are created and posted in the accounting system prior to preparation and distribution of the monthly financial reports. During this process, budgeted revenues and expenditures are reviewed and compared to actual amounts.

General Accounting provides support to other city departments including: purchase of fleet vehicles, cash flow projections related to capital projects, tracking impact fee revenues and expenditures, grant revenues and expenditures, and providing other financial information as needed. General Accounting is also responsible for weekly processing of accounts payable.

#### GOALS

- Work with the City Council to create and adopt comprehensive written financial policies as recommended by the Government Finance Officers Association and considered to be best practices.
- Review, document, and analyze current department processes and procedures to identify and implement improvements, including increased use of technology
- Support the Information Technology department in choosing, implementing and maintaining a new Enterprise Resource Program.
- Provide staff additional training in customer service, Excel, and Word.
- Improve communication and coordination of activities within the department and with other City departments.
- Complete monthly bank reconciliations by the 10th day of the following month.
- Map and revise the monthly bank reconciliation process
- Distribute the Monthly Financial Report by the 15<sup>th</sup> day of the following month.

#### OUTCOME MEASUREMENTS

- Distribution of the Monthly Financial Report by the 20<sup>th</sup> of the following month.

**ACCOUNTING****10414102**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	249,205	189,825	189,825	228,406
4110001 SALARIES PART/SEASONAL	0	31,649	31,649	31,649
4110030 SICK LEAVE BUYOUT	627	600	600	1,000
4130110 RETIREMENT	47,612	42,753	42,753	50,470
4130120 MEDICAL & DENTAL INSURANCE	32,165	29,152	29,152	38,179
4130130 WORKERS COMPENSATION	415	371	371	466
4130140 LONG-TERM DISABILITY	3,070	3,021	3,021	2,544
4130150 UNEMPLOYMENT	1,238	1,108	1,108	1,277
4130160 VEHICLE ALLOWANCE	0	0	0	2,180
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	300	300	300
4215000 MEMBERSHIPS	326	150	150	300
4240000 OFFICE SUPPLIES	9,779	10,600	10,600	8,800
4280000 TELEPHONE	440	0	0	0
4310000 PROFESSIONAL & TECHNICAL	35,505	36,400	36,400	36,400
4330000 TRAINING	1,385	2,200	2,200	1,600
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL ACCOUNTING</b>	<b>381,767</b>	<b>348,129</b>	<b>348,129</b>	<b>403,571</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>334,332</b>	<b>298,479</b>	<b>298,479</b>	<b>356,171</b>
<b>OPERATING EXPENSES</b>	<b>47,435</b>	<b>49,650</b>	<b>49,650</b>	<b>47,400</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>381,767</b>	<b>348,129</b>	<b>348,129</b>	<b>403,571</b>



## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance*** – Treasury

#### PURPOSE

Customer Service Representatives receive payments and applications for utility services, business licensing, pet licensing and other city services. These other city services include revenues from the courts, police, development, animal control, parks, cemetery, and special events. Customer service processes more than 4,000 transactions per week, and also responds to about 1,700 calls each week. These customer service duties are done in a polite, professional, and helpful manner.

The Treasury division is also responsible for maintaining adequate internal control of city assets, internal auditing of cash transactions, banking relations, and the issuance of long-term debt.

#### GOALS

- Provide support to the IT staff during the implementation of the ERP.
- Increase level of training to Treasury staff in customer service
- Provide training to Treasury personnel with a goal of all staff attaining an intermediate level of competency in Excel.
- Improve accuracy of initial revenue receipting transactions.
- Offer quarterly cash handler training to all city staff involved in receipting transactions.
- Conduct semi-annual review and audit of all departments conducting cash transactions.

#### OUTCOME MEASUREMENTS

- Track the number of additional online services offered to citizens.
- Reduce wait time for customer service phone calls.

**TREASURY**  
**10414103**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	170,594	220,338	220,338	206,728
4110030 SICK LEAVE BUYOUT	647	700	700	800
4130110 RETIREMENT	36,704	47,652	47,652	45,099
4130120 MEDICAL & DENTAL INSURANCE	30,811	44,959	44,959	45,937
4130130 WORKERS COMPENSATION	281	369	369	369
4130140 LONG-TERM DISABILITY	2,076	3,005	3,005	2,017
4130150 UNEMPLOYMENT	837	1,102	1,102	1,013
4130160 VEHICLE ALLOWANCE	3,857	3,857	3,857	3,857
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	55	55	55	55
4215000 MEMBERSHIPS	215	575	575	575
4240000 OFFICE SUPPLIES	4,133	5,188	5,188	5,300
4330000 TRAINING	778	1,400	1,400	1,600
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL TREASURY</b>	<b>250,988</b>	<b>329,200</b>	<b>329,200</b>	<b>313,350</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>245,807</b>	<b>321,982</b>	<b>321,982</b>	<b>305,820</b>
<b>OPERATING EXPENSES</b>	<b>5,181</b>	<b>7,218</b>	<b>7,218</b>	<b>7,530</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>250,988</b>	<b>329,200</b>	<b>329,200</b>	<b>313,350</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance*** – Budget Management

#### **PURPOSE**

The budget program facilitates the creation and maintenance of a balanced budget, as required by the City of West Jordan and the State of Utah. State requirements can be found in section 1.B of the State of Utah Uniform Accounting Manual.

The budget procedures are designed to allow the appropriate city administrators to plan and control the total financial resources available and the expenditures of these resources. This is a continuous process. All budgets are working plans, designed to maximize the use of limited financial resources, and serve as a guide to effectively manage the city's total financial operations.

Budget Management provides the necessary information for the administration to make informed decisions for planning and budgeting purposes. The department will prepare the original budget and all amendments and reports accurately and in a timely manner. In reaching this goal, it will be necessary for the department to provide assistance and training to all other departments both in joint workshops and individually as needed. It will also be necessary for the department to continually improve the processes in the development of the original budget to ensure enough time is available for examination and analysis of entries.

Throughout the year, Budget Management works closely with other departments to provide information, particularly for projected personnel costs and to identify needed budget adjustments. The budget adjustments must be publicly noticed, presented, and approved by council.

Budget Management also supports the Accounting division by creating the Statistical Section of the CAFR each year and aiding in the continual comparison of budget to actual results for city revenues and expenditures.

#### **GOALS**

- Complete and distribute the "Budget Brief" document.
- Complete a written budget policy (as part of the full set of financial policies)
- Provide more timely online budget information

#### **OUTCOME MEASUREMENTS**

- Submit the annual budget certification and report to the State Auditor's Office within 30 days of adoption.

**BUDGET****10414104**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	72,143	71,551	71,551	73,038
4110030 SICK LEAVE BUYOUT	471	500	500	200
4130110 RETIREMENT	13,546	14,083	14,083	14,451
4130120 MEDICAL & DENTAL INSURANCE	10,013	10,679	10,679	11,309
4130130 WORKERS COMPENSATION	118	120	120	130
4130140 LONG-TERM DISABILITY	870	976	976	713
4130150 UNEMPLOYMENT	351	358	358	358
4130160 VEHICLE ALLOWANCE	335	335	335	335
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	214	215	215	265
4240000 OFFICE SUPPLIES	236	0	0	0
4310000 PROFESSIONAL & TECHNICAL	2,665	2,600	2,600	1,500
4330000 TRAINING	895	1,850	1,850	1,850
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL BUDGET</b>	<b>101,857</b>	<b>103,267</b>	<b>103,267</b>	<b>104,149</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>97,847</b>	<b>98,602</b>	<b>98,602</b>	<b>100,534</b>
<b>OPERATING EXPENSES</b>	<b>4,010</b>	<b>4,665</b>	<b>4,665</b>	<b>3,615</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>101,857</b>	<b>103,267</b>	<b>103,267</b>	<b>104,149</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance – Purchasing***

#### **PURPOSE**

Provide procurement services in accordance with the City Manager's goals, vision, and objectives.

Support the city's departments by helping them procure the goods and services they need to perform their missions, while ensuring they comply with the legal aspects of purchasing as mandated in the city's ordinance and policies.

Purchasing is responsible for protecting the city from harmful attention from the media as it relates to non-compliant procurement issues. Purchasing reviews purchase requests, prepares solicitations, and obtains quotes, bids, or proposals. Then reviews and tabulates offers from bidders, makes procurement awards, and evaluates adherence to policy.

Purchasing also works to ensure the fair and equitable treatment of all persons who deal with the city procurement system (i.e. suppliers, contractors, and city departments) and provide increased economy in the city procurement activities (i.e. cost saving measures, financial prudence, protection of the city's scarce resources

#### **GOALS**

- Provide increased savings to the City's scarce resources.
- Provide fair and equitable treatment to the supplier/contractor community.
- Procure needed goods and services in a timely manner.
- Comply with the legal aspects of purchasing.
- Avoid harmful attention from the news media as it relates to procurement issues.
- Use of technology to improve processes.
- Use cross-functional teams for all major procurements.
- Provide increased procurement auditing to reduce non-compliant "maverick" buying.
- Identify reliable alternate sources of supply to meet the City's requirements.
- Provide oversight, guidance, education, and training on the City's purchasing policies and procedures.
- Develop a "kinder-gentler" relationship with all persons who deal with the City's procurement system.

#### **OUTCOME MEASUREMENTS**

- Cost savings of 10% of total dollars spent.
- Average calendar days from requisition to PO (informal quotes) not to exceed five days.
- Average calendar days from requisition to PO (formal bids) not to exceed 18 days.

**PURCHASING**  
**10414105**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	86,810	86,444	86,444	88,240
4110030 SICK LEAVE BUYOUT	623	600	600	800
4130110 RETIREMENT	16,612	16,693	16,693	17,144
4130120 MEDICAL & DENTAL INSURANCE	8,407	8,907	8,907	9,384
4130130 WORKERS COMPENSATION	145	144	144	158
4130140 LONG-TERM DISABILITY	1,070	1,180	1,180	861
4130150 UNEMPLOYMENT	431	433	433	432
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	212	850	850	850
4330000 TRAINING	0	300	300	300
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PURCHASING</b>	<b>114,310</b>	<b>115,551</b>	<b>115,551</b>	<b>118,169</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>114,098</b>	<b>114,401</b>	<b>114,401</b>	<b>117,019</b>
<b>OPERATING EXPENSES</b>	<b>212</b>	<b>1,150</b>	<b>1,150</b>	<b>1,150</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>114,310</b>	<b>115,551</b>	<b>115,551</b>	<b>118,169</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance*** – Business Licensing

#### **PURPOSE**

A business license is required for all persons engaged in or carrying on a business within the city. Business Licensing encourages and supports businesses in complying with state and city ordinances. The program also assists in enforcing civil and criminal actions brought against persons violating the city's licensing code. Business Licensing issues business licenses and collects all license fees and taxes. Business Licensing currently has issued a total of 3,275 licenses, of which 1,857 are Home Occupation licenses and 1,396 Commercial licenses.

With the addition of the ERP, business licensing will identify in the program processes that can be designed to be more efficient. The new program will provide a user friendly environment for staff and the citizens as they access it through the online application processing.

Business Licensing is intended to protect customers, neighboring businesses, and residences from public health and safety issues and unfair business practices. Business Licensing does not generate more revenue than the full cost of the program.

#### **GOALS**

- Ensure businesses operating in the City of West Jordan comply with State and City ordinances, including registration, licensing and inspection.
- Identify unlicensed businesses operating in the City and bring them into compliance.

#### **OUTCOME MEASUREMENTS**

- Calculate the number of days from the receipt of a business license application to the issuance of a business license certificate.

# **BUSINESS LICENSING**

## **10414106**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	50,304	51,993	51,993	52,911
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	9,733	10,037	10,037	10,309
4130120 MEDICAL & DENTAL INSURANCE	9,292	10,265	10,265	10,938
4130130 WORKERS COMPENSATION	84	87	87	95
4130140 LONG-TERM DISABILITY	624	709	709	516
4130150 UNEMPLOYMENT	252	260	260	259
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	110	90	90	90
4240000 OFFICE SUPPLIES	5,599	4,350	4,350	5,850
4330000 TRAINING	13	800	800	1,200
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL BUSINESS LICENSING</b>	<b>76,011</b>	<b>78,691</b>	<b>78,691</b>	<b>82,268</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>70,289</b>	<b>73,451</b>	<b>73,451</b>	<b>75,128</b>
<b>OPERATING EXPENSES</b>	<b>5,722</b>	<b>5,240</b>	<b>5,240</b>	<b>7,140</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>76,011</b>	<b>78,691</b>	<b>78,691</b>	<b>82,268</b>



## **SUPPORT: ADMINISTRATIVE SERVICES**

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### **Finance – Rental Dwelling Licensing**

#### PURPOSE

The purpose of the Rental Dwelling program is to increase the desirability of living and working in West Jordan. Owners of rental properties located in West Jordan are required to obtain a Rental Dwelling Business License. Participation in the Good Landlord Program is voluntary. The Good Landlord Program encourages good rental practices that will result in better tenants, reduced crime, and improved safety of our communities. Currently we have about 720 landlords who have taken the Good Landlord Class, 103 who have chosen not to participate, and no reply from 230 property owners who were invited to participate.

Staff in the Rental Dwelling division has taken on the additional tasks of creating and mailing invoices for the recurring annual fire inspections and the city's lease/rental invoices for cell towers and property rentals. Currently we have issued 1,053 rental dwelling licenses to principle entities and 484 additional licenses to entities that have multiple properties attached to the principle license.

#### GOALS

The goal of the rental dwelling program is to assist landlords with rental properties in West Jordan in choosing good tenants and maintaining their properties to a certain standard which will result in a reduction of crime.

#### OUTCOME MEASUREMENTS

- On a fiscal year basis, track the number of unlicensed property owners that are identified and subsequently come into compliance with City licensing requirements.
- Track the number of licensed property owners participating in the Good Landlord Program.

# **RENTAL PROP. LICENSING** **10414107**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	54,751	54,079	54,079	55,203
4110030 SICK LEAVE BUYOUT	322	300	300	300
4130110 RETIREMENT	10,479	10,442	10,442	10,723
4130120 MEDICAL & DENTAL INSURANCE	12,478	13,023	13,023	13,792
4130130 WORKERS COMPENSATION	91	90	90	99
4130140 LONG-TERM DISABILITY	676	737	737	539
4130150 UNEMPLOYMENT	272	271	271	270
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	80	90	90	90
4240000 OFFICE SUPPLIES	3,071	4,350	4,350	2,300
4330000 TRAINING	13	800	800	950
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL BUSINESS LICENSING</b>	<b>82,233</b>	<b>84,182</b>	<b>84,182</b>	<b>84,266</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>79,069</b>	<b>78,942</b>	<b>78,942</b>	<b>80,926</b>
<b>OPERATING EXPENSES</b>	<b>3,164</b>	<b>5,240</b>	<b>5,240</b>	<b>3,340</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>82,233</b>	<b>84,182</b>	<b>84,182</b>	<b>84,266</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### *Finance – Utility Billing*

#### PURPOSE

Utility billing maintains and reads city water meters, creates utility bills, researches and adjusts account balances, and responds to utility billing inquiries.

#### GOALS

- Improve customer service and accurate revenue collection by reducing billing errors. Currently billing errors are most commonly caused by equipment failure. The Finance Division is working closely with Public Works division to implement a water meter replacement policy.
- On annual basis, update the utility rate study with actual revenues and expenditures. Provide a report to City Council and recommend either adjusting or maintaining utility rates.
- Provide support to the IT staff during the implementation of the ERP.
- Increase level of training to Treasury staff in customer service
- Provide training to Treasury staff with a goal of all staff attaining an intermediate level of competency in Excel.

#### OUTCOME MEASUREMENTS

- Track and compare the number of read errors for each district on a monthly basis.
- Annually review the meter replacement policy and track actual meters replaced.

**UTILITY BILLING****10414201**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	321,677	227,433	227,433	232,904
4110001 SALARIES PART/SEASONAL	10,919	14,118	14,118	14,118
4110003 OVERTIME	0	4,000	4,000	4,000
4110030 SICK LEAVE BUYOUT	979	1,000	1,000	1,000
4110100 ON CALL SALARIES	1,617	3,235	3,235	3,235
4130110 RETIREMENT	64,904	48,651	48,651	50,215
4130120 MEDICAL & DENTAL INSURANCE	56,877	38,959	38,959	49,538
4130130 WORKERS COMPENSATION	1,615	1,676	1,676	1,630
4130140 LONG-TERM DISABILITY	3,944	3,102	3,102	2,272
4130150 UNEMPLOYMENT	1,590	1,208	1,208	1,211
4130160 VEHICLE ALLOWANCE	1,397	1,398	1,398	1,398
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	500	500	500
4240000 OFFICE SUPPLIES	156,108	152,900	152,900	160,000
4250000 EQUIPMENT SUPPLIES & MAINT.	4,601	4,300	4,300	5,000
4250010 UNIFORMS	1,358	1,660	1,660	1,660
4255000 FLEET O&M CHARGE	18,167	7,996	7,996	8,142
4255010 FLEET REPLACEMENT CHARGE	0	0	0	4,054
4280000 TELEPHONE	2,035	1,668	1,668	3,500
4310000 PROFESSIONAL & TECHNICAL	2,242	0	0	7,000
4330000 TRAINING	0	800	800	800
4540000 BANK CHARGES	91,120	115,000	115,000	115,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL UTILITY BILLING</b>	<b>741,150</b>	<b>629,604</b>	<b>629,604</b>	<b>667,177</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>465,519</b>	<b>344,780</b>	<b>344,780</b>	<b>361,521</b>
<b>OPERATING EXPENSES</b>	<b>275,631</b>	<b>284,824</b>	<b>284,824</b>	<b>305,656</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>741,150</b>	<b>629,604</b>	<b>629,604</b>	<b>667,177</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance*** – Transfers Out

#### PURPOSE

Revenues collected, or fund balance held in the General Fund, sometimes need to be expended in another fund. The movement of these funds is represented as a Transfer Out from the General Fund. The transfers for fiscal year 2013 are to fund the movement of C Road (state gas tax), transfer \$750,000 from the General Fund to the Roads Capital Fund for specific road construction and/or maintenance projects; and transfer \$850,000 from the General Fund to the Capital Support Fund as partial funding for the planned transition to an enterprise resource planning system.

**TRANSFERS OUT**  
**10481001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<hr/>				
<b><u>TRANSFERS OUT</u></b>				
4920000 FLEET FUND	154,114	0	0	0
4927000 STONE CREEK FUND	43,834	0	0	0
4943000 CAPITAL SUPPORT FUND	0	0	0	850,000
4944000 ROAD CAPITAL FUND	1,892,777	2,387,893	2,387,893	750,000
4980000 WESTERN STAMPEDE FUND	27,000	0	0	0
<hr/>				
<b>TOTAL TRANSFERS OUT</b>	<b>2,117,725</b>	<b>2,387,893</b>	<b>2,387,893</b>	<b>1,600,000</b>

**FUNCTIONAL SUMMARY**

<b>TRANSFERS OUT</b>	<b>2,117,725</b>	<b>2,387,893</b>	<b>2,387,893</b>	<b>1,600,000</b>
<hr/>				
<b>TOTAL FUNCTIONAL AREAS</b>	<b>2,117,725</b>	<b>2,387,893</b>	<b>2,387,893</b>	<b>1,600,000</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance*** – Fairway Estates Special Service Recreation District

This district is a unique taxing entity ... the only one of its kind in the city. This type of district would typically be formed for one (or both) of two purposes: (a) to provide an enhanced level of park/recreation facility for the district over facilities normally provided in other areas of the city; and (b) to restrict access to the facilities from the general public. Today's preferred approach to accomplish those same purposes for small neighborhood facilities would be to form a private homeowners' association (HOA) that would own and maintain the facility. Multiple small districts like this would be a significant administrative burden to the City and detract from the city's core mission and goals. It would probably be prudent to evaluate the ongoing effectiveness of the district and explore alternative service delivery models.

**FAIRWAY ESTATES SPECIAL  
SERVICE REC. DISTRICT FUND  
REVENUES**

	<b>ACTUAL</b>	<b>ADJUSTED</b>	<b>YEAR-END</b>	<b>ADOPTED</b>
	<b>FY 10-11</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>FY 10-11</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 12-13</b>
3110000 PROPERTY TAXES	10,034	10,047	10,047	10,119
3160000 MOTOR VEHICLE TAXES	1,438	800	800	800
3190000 PENALTY & INT ON DEL TAX	4	20	20	20
3610000 INTEREST EARNINGS	91	0	0	0
3871000 CONTRIB. FROM FUND BALANCE	0	1,789	0	2,190
<b>TOTAL FAIRWAY EST. FUND REVENUES</b>	<b>11,567</b>	<b>12,656</b>	<b>10,867</b>	<b>13,129</b>

**FAIRWAY ESTATES SPECIAL  
SERVICE REC. DISTRICT  
25**

**OPERATING EXPENSES**

	<b>ACTUAL</b>	<b>ADJUSTED</b>	<b>YEAR-END</b>	<b>ADOPTED</b>
	<b>FY 10-11</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>FY 10-11</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 12-13</b>
4250000 EQUIPMENT SUPPLIES & MAINT.	7,195	1,500	1,500	1,500
4270000 UTILITIES	2,797	3,342	3,342	3,659
4621000 MISCELLANEOUS SERVICES	938	7,814	7,814	7,970
<b>TOTAL FAIRWAY ESTATES</b>	<b>10,930</b>	<b>12,656</b>	<b>12,656</b>	<b>13,129</b>

**FUNCTIONAL SUMMARY**

<b>OPERATING EXPENSES</b>	<b>10,930</b>	<b>12,656</b>	<b>12,656</b>	<b>13,129</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>10,930</b>	<b>12,656</b>	<b>12,656</b>	<b>13,129</b>



## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance*** – KraftMaid Special Improvement District

In order to attract the KraftMaid cabinet factory to West Jordan, the city and the state offered incentives. The city's primary incentive involved the creation of an Economic Development Area (EDA) that offered to commit tax increment income (increased amount of property taxes due to the increased value of the property after the building was built and equipment installed) to pay for certain improvements. There were also some additional infrastructure improvements that the city agreed to allow bond debt financing for in order to spread the cost out over a number of years. The Special Improvement District (SID) was formed to issue the bonds and create assessments against the property to pay the debt service. Those assessments can be all or partially paid by surplus tax increment from the EDA (the amount of increment not needed to pay the EDA's commitments); from impact fees on a schedule approved by the City Council; and then from direct payments from the manufacturer. In fact, the parent company (Masco) has the ultimate responsibility to cover any outstanding debt requirement so city resources are not at risk. Bond payment schedules are found in the Debt Service Scheduled Payments chart in the Budget Appendix.

## KRAFTMAID S.I.D. FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3610000 INTEREST EARNINGS	336	0	0	0
3873000 TRANSFER FROM RDA FUND	201,617	201,617	201,617	201,617
TOTAL KRAFTMAID S.I.D. FUND REVENUES	201,953	201,617	201,617	201,617

## KRAFTMAID SPECIAL IMPROVEMENT DISTRICT 29

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	0
<b><u>OPERATING EXPENSES</u></b>				
4820000 INTEREST	200,117	200,117	200,117	200,117
4830000 AGENTS FEE	0	1,500	1,500	1,500
<b><u>CAPITAL OUTLAYS</u></b>				
4731060 ROAD IMPROVEMENTS	0	0	0	0
TOTAL KRAFTMAID S.I.D.	200,117	201,617	201,617	201,617

## FUNCTIONAL SUMMARY

SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	200,117	201,617	201,617	201,617
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	200,117	201,617	201,617	201,617

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance*** – Municipal Building Authority

The Municipal Building Authority (MBA) is a specialized financing mechanism that allows the city to issue bonds for the construction of public facilities (in our case, the City Hall and the Fire Headquarters/Station 53 at Jordan Landing). The bonds are collateralized by the commitment of lease payments from the city's General Fund and avoid the more problematic use of general obligation bonding. Bond payment schedules are found in the Debt Service Scheduled Payments chart in the Budget Appendix.

## BUILDING AUTHORITY FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
		FY 11-12	FY 11-12	FY 12-13
3610000 INTEREST EARNINGS	6,427	7,000	7,000	7,000
3622000 CITY HALL LEASE	447,950	445,355	445,355	281,819
3628000 FIRE STATION 53 LEASE	261,270	264,680	264,680	572,147
3635000 BOND PROCEEDS	0	3,290,000	3,290,000	0
TOTAL BUILDING AUTH. FUND REVENUES	715,647	4,007,035	4,007,035	860,966

## BUILDING AUTHORITY 42

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
		FY 11-12	FY 11-12	FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4810000 PRINCIPAL	525,000	3,675,000	3,675,000	805,000
4820000 INTEREST	181,220	157,035	157,035	45,965
4830000 AGENTS FEE	3,350	23,988	23,988	3,000
4890000 CONT TO FUND BALANCE	0	151,012	0	7,001
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL BUILDING AUTHORITY</b>	<b>709,570</b>	<b>4,007,035</b>	<b>3,856,023</b>	<b>860,966</b>

## FUNCTIONAL SUMMARY

OPERATING EXPENSES	709,570	4,007,035	3,856,023	860,966
CAPITAL OUTLAYS	0	0	0	0
<b>TOTAL FUNCTIONAL AREAS</b>	<b>709,570</b>	<b>4,007,035</b>	<b>3,856,023</b>	<b>860,966</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### ***Finance*** – Capital Support Fund

The Capital Support Fund serves two key functions. The first is as a debt service fund to handle the funding and payments on general fund-related capital improvement bonding (roads, parks, and storm projects). The second is as a holding fund for surplus funds not already assigned to a specific capital fund.

## CAPITAL SUPPORT FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET FY 11-12	ESTIMATE FY 11-12	BUDGET FY 12-13
3110000 PROPERTY TAXES	823,811	302,197	302,197	838,781
3130000 SALES TAX	1,822,300	198,153	198,153	0
3610000 INTEREST EARNINGS	19,837	22,943	22,943	12,783
3643000 SALE OF LAND	747,390	0	0	0
3825000 TRANS FROM GENERAL FUND	0	0	0	850,000
3870100 TRANSFER FROM WATER FUND	0	0	0	522,500
3870200 TRANSFER FROM SEWER FUND	0	0	0	225,000
3870300 TRANSFER FROM SOLID WASTE	0	0	0	85,000
3870400 TRANSFER FROM STORMWATER	0	750,000	750,000	42,500
3874047 TRANSFER FROM BLDGS CAPIT	0	518,724	518,724	0
3875000 PRIOR YEARS RESERVES	0	1,169,590	0	0
<b>TOTAL CAPITAL SUPP. FUND REVENUES</b>	<b>3,413,338</b>	<b>2,961,607</b>	<b>1,792,017</b>	<b>2,576,564</b>

## CAPITAL SUPPORT 43410001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET FY 11-12	ESTIMATE FY 11-12	BUDGET FY 12-13
<b>OPERATING EXPENSES</b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	37,532	18,132	0
4310000 PROFESSIONAL & TECHNICAL	0	31,636	31,636	0
4738005 SUGAR FACTORY PROPERTY	361,557	0	0	0
4738038 LIBRARY	653,981	250,000	250,000	500,000
4738040 FACILITIES PROJECTS	0	0	0	462,728
4810000 PRINCIPAL	2,095,000	2,200,000	2,200,000	510,000
4820000 INTEREST	546,401	438,439	438,439	324,564
4830000 AGENTS FEE	2,150	4,000	4,000	2,000
4890000 CONT TO FUND BALANCE	0	0	0	777,272
<b>CAPITAL OUTLAYS</b>				
4740000 EQUIPMENT	0	0	0	0
<b>TRANSFERS OUT</b>				
4944000 ROAD CAPITAL FUND	0	0	0	0
<b>TOTAL CAPITAL SUPPORT</b>	<b>3,659,089</b>	<b>2,961,607</b>	<b>2,942,207</b>	<b>2,576,564</b>

## FUNCTIONAL SUMMARY

OPERATING EXPENSES	3,659,089	2,961,607	2,942,207	2,576,564
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	0	0	0	0
<b>TOTAL FUNCTIONAL AREAS</b>	<b>3,659,089</b>	<b>2,961,607</b>	<b>2,942,207</b>	<b>2,576,564</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### *Information Technology – Infrastructure, Systems, Phones*

#### PURPOSE

Research, design, implement, maintain and daily monitor the following:

- Fiber optic, dedicated T1 and DS3, DSL and wireless communication lines.
- Switches, routers, firewalls, web filters, spam appliance and telephone PBX.
- Servers including files, email, print and applications such as Pentamation, CityView, Spillman, Coris, Prosecutor, ImageTrend, LaserFiche, GIS and others.

#### GOALS

Provide the city with advanced, reliable and secure systems and communication infrastructure that are needed by all the city's departments to conduct their daily business process.

#### OUTCOME MEASUREMENT

99% up-time on all systems (not including maintenance downtime).

**IT SYSTEMS****10413601**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	157,670	130,938	130,938	178,201
4110030 SICK LEAVE BUYOUT	591	600	600	600
4110100 ON CALL SALARIES	8	0	0	0
4130110 RETIREMENT	29,263	25,300	25,300	26,187
4130120 MEDICAL & DENTAL INSURANCE	24,010	21,937	21,937	23,230
4130130 WORKERS COMPENSATION	2,319	1,949	1,949	2,141
4130140 LONG-TERM DISABILITY	1,887	1,786	1,786	1,304
4130150 UNEMPLOYMENT	761	655	655	655
4130160 VEHICLE ALLOWANCE	1,398	1,398	1,398	1,398
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	148	148	150
4215000 MEMBERSHIPS	0	26	26	100
4240000 OFFICE SUPPLIES	517	502	502	700
4250000 EQUIPMENT SUPPLIES & MAINT.	11,203	18,810	18,810	20,000
4280000 TELEPHONE	688	1,103	1,103	1,680
4285000 NETWORK COMMUNICATIONS	104,776	170,935	170,935	155,403
4310000 PROFESSIONAL & TECHNICAL	0	1,800	1,800	5,000
4314000 INFO. SYSTEM CONTRACTS	247,072	271,100	271,100	301,100
4330000 TRAINING	112	3,000	3,000	4,500
4480000 DEPARTMENT SUPPLIES	0	113	113	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL IT SYSTEMS</b>	<b>582,275</b>	<b>652,100</b>	<b>652,100</b>	<b>722,349</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>217,907</b>	<b>184,563</b>	<b>184,563</b>	<b>233,716</b>
<b>OPERATING EXPENSES</b>	<b>364,368</b>	<b>467,537</b>	<b>467,537</b>	<b>488,633</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>582,275</b>	<b>652,100</b>	<b>652,100</b>	<b>722,349</b>



## **SUPPORT: ADMINISTRATIVE SERVICES**

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### *Information Technology – Customer Hardware*

#### PURPOSE

Install, repair and maintain and replace the following:

- 400 workstations
- 70 printers and faxes
- 31 copiers and scanners
- 600 desk/cell phones and pagers; and 175 wireless cards.
- All network and systems hardware (i.e. servers and switches.)

#### GOALS

Ensure that city employees have the appropriate and functioning hardware to accomplish their duties.

#### OUTCOME MEASUREMENTS

Respond and resolve 97% of work orders within 24 hours.

**IT HARDWARE****10413602**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	70,812	89,682	89,682	103,436
4110030 SICK LEAVE BUYOUT	360	400	400	400
4110100 ON CALL SALARIES	49	0	0	0
4130110 RETIREMENT	13,322	17,335	17,335	17,801
4130120 MEDICAL & DENTAL INSURANCE	10,577	14,971	14,971	15,931
4130130 WORKERS COMPENSATION	1,043	1,316	1,316	1,445
4130140 LONG-TERM DISABILITY	857	1,223	1,223	893
4130150 UNEMPLOYMENT	346	448	448	448
4130160 VEHICLE ALLOWANCE	1,398	1,398	1,398	1,398
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	148	148	150
4215000 MEMBERSHIPS	0	26	26	100
4240000 OFFICE SUPPLIES	76	502	502	700
4250000 EQUIPMENT SUPPLIES & MAINT.	11,837	18,810	18,810	85,000
4252500 WORKSTATION REPLACEMENT	58,487	70,000	70,000	328,434
4256100 COPIER MAINTENANCE	11,029	19,235	19,235	19,235
4280000 TELEPHONE	903	1,103	1,103	1,680
4330000 TRAINING	167	3,000	3,000	4,500
4480000 DEPARTMENT SUPPLIES	0	113	113	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	35,963	0	0	0
<b>TOTAL IT HARDWARE</b>	<b>217,226</b>	<b>239,710</b>	<b>239,710</b>	<b>581,551</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>98,764</b>	<b>126,773</b>	<b>126,773</b>	<b>141,752</b>
<b>OPERATING EXPENSES</b>	<b>82,499</b>	<b>112,937</b>	<b>112,937</b>	<b>439,799</b>
<b>CAPITAL OUTLAYS</b>	<b>35,963</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>217,226</b>	<b>239,710</b>	<b>239,710</b>	<b>581,551</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### *Information Technology – Technical Support*

#### PURPOSE

Provide 24/7, 365 days-per-year technical support to:

- Resolve software/hardware malfunction.
- Assist users on the use and operation of software programs and hardware peripherals.
- Train users on new and upgraded software.

#### GOALS

Assist City employees to successfully use all aspects of information technology services provided to them by resolving any issues the user may have.

#### OUTCOME MEASUREMENTS

Respond to 98% of work orders within four hours.

# IT TECHNICAL SUPPORT

## 10413603

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	111,586	115,447	115,447	140,832
4110003 OVERTIME	0	4,185	4,185	4,185
4110030 SICK LEAVE BUYOUT	416	400	400	500
4110100 ON CALL SALARIES	1,617	0	0	0
4130110 RETIREMENT	21,101	22,368	22,368	22,969
4130120 MEDICAL & DENTAL INSURANCE	19,003	21,040	21,040	22,358
4130130 WORKERS COMPENSATION	1,132	1,346	1,346	1,479
4130140 LONG-TERM DISABILITY	1,364	1,575	1,575	1,150
4130150 UNEMPLOYMENT	550	577	577	577
4130160 VEHICLE ALLOWANCE	1,398	1,398	1,398	1,398
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	148	148	150
4215000 MEMBERSHIPS	0	26	26	100
4240000 OFFICE SUPPLIES	76	502	502	700
4256200 COPIER TONER	13,146	20,900	20,900	20,900
4280000 TELEPHONE	903	1,103	1,103	1,680
4330000 TRAINING	99	3,000	3,000	4,500
4480000 DEPARTMENT SUPPLIES	0	113	113	1,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL IT TECHNICAL SUPPORT</b>	<b>172,391</b>	<b>194,128</b>	<b>194,128</b>	<b>224,478</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>158,167</b>	<b>168,336</b>	<b>168,336</b>	<b>195,448</b>
<b>OPERATING EXPENSES</b>	<b>14,224</b>	<b>25,792</b>	<b>25,792</b>	<b>29,030</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>172,391</b>	<b>194,128</b>	<b>194,128</b>	<b>224,478</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### *Information Technology* – Software Development & Database Administration

#### PURPOSE

Provide the necessary coding and software solutions to:

- Customize applications such as Pentamation, CityView, Spillman, Coris, Prosecutor, ImageTrend, GIS and others.
- Research business needs and match with the best solutions available.
- Develop, design, and deploy applications such as City website, Intranet, Pentamation/CityView data exchange, Pentamation reporting and others.
- Develop and maintain 26 system databases.

#### GOALS

Provide in-house software expertise to develop and manage software needs, resolve software issues, manage databases and maintain application.

#### OUTCOME MEASUREMENTS

97% up-time on database, Internet\Intranet and City-wide applications.

**SOFTWARE DEVELOPMENT  
& DATABASE ADMIN.  
10413604**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	87,585	97,636	97,636	140,076
4110030 SICK LEAVE BUYOUT	829	900	900	700
4130110 RETIREMENT	16,727	18,877	18,877	19,381
4130120 MEDICAL & DENTAL INSURANCE	12,767	15,093	15,093	16,110
4130130 WORKERS COMPENSATION	1,317	1,438	1,438	1,579
4130140 LONG-TERM DISABILITY	1,076	1,332	1,332	972
4130150 UNEMPLOYMENT	434	488	488	488
4130160 VEHICLE ALLOWANCE	1,397	1,398	1,398	1,398
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	148	148	150
4215000 MEMBERSHIPS	0	26	26	100
4240000 OFFICE SUPPLIES	76	502	502	700
4280000 TELEPHONE	903	1,103	1,103	1,680
4310000 PROFESSIONAL & TECHNICAL	0	1,800	1,800	5,000
4330000 TRAINING	99	3,000	3,000	4,500
4480000 DEPARTMENT SUPPLIES	0	113	113	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0

<b>TOTAL SOFTWARE &amp; DATABASE</b>	<b>123,210</b>	<b>143,854</b>	<b>143,854</b>	<b>192,834</b>
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**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>122,132</b>	<b>137,162</b>	<b>137,162</b>	<b>180,704</b>
<b>OPERATING EXPENSES</b>	<b>1,078</b>	<b>6,692</b>	<b>6,692</b>	<b>12,130</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>123,210</b>	<b>143,854</b>	<b>143,854</b>	<b>192,834</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### *Human Resources Division – Employee Development & Relations*

#### PURPOSE

Oversee and coordinate employee relations programs that promote job satisfaction and positive employee morale. Coordinate the consistent City-wide application, interpretation, formulation and adherence to City personnel policies outlined in the Employee Handbook. Provide training to employees and supervisors on essential issues such as harassment, FLSA, FMLA, customer service, computer skills, and various leadership skills and responsibilities. Keep HR division current on applicable employment and benefit laws and regulations.

#### INCREASED LEVEL OF SERVICE

Effective and efficient training could be better facilitated if we had the ability to create and conduct online training. Everything HR does would be more efficient and effective if we had a true HRIS program. We are adding another member to the HR staff this year and one of their primary purposes will be to facilitate training throughout the City.

#### LEGAL REQUIREMENTS

Much of what is accomplished in this program is either required by law or helps the City to remain in conformance with existing laws.

#### GOALS

Improve effectiveness of training and employee support programs.

#### OUTCOME MEASUREMENTS

Use employee surveys to evaluate training and employee support program effectiveness.

**EMPLOYEE DEVELOPMENT  
& RELATIONS  
10413401**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	34,769	48,682	48,682	56,328
4110001 SALARIES PART/SEASONAL	343	3,133	3,133	3,133
4110030 SICK LEAVE BUYOUT	170	200	200	300
4130110 RETIREMENT	6,682	9,714	9,714	11,256
4130120 MEDICAL & DENTAL INSURANCE	6,283	8,468	8,468	8,974
4130130 WORKERS COMPENSATION	394	554	554	717
4130140 LONG-TERM DISABILITY	428	664	664	550
4130150 UNEMPLOYMENT	174	259	259	292
4130160 VEHICLE ALLOWANCE	0	0	0	3,354
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	439	850	850	900
4215000 MEMBERSHIPS	1,135	1,200	1,200	1,350
4240000 OFFICE SUPPLIES	789	2,320	2,320	6,320
4310000 PROFESSIONAL & TECHNICAL	15,297	2,872	2,872	2,870
4330000 TRAINING	3,475	3,700	3,700	3,700
4610130 EDUCATIONAL ASSISTANCE	5,768	18,000	18,000	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740102 OFFICE & FURNISHING	0	0	0	0
<b>TOTAL EMPLOYEE DEV. &amp; REL.</b>	<b>76,146</b>	<b>100,616</b>	<b>100,616</b>	<b>100,044</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>49,243</b>	<b>71,674</b>	<b>71,674</b>	<b>84,904</b>
<b>OPERATING EXPENSES</b>	<b>26,903</b>	<b>28,942</b>	<b>28,942</b>	<b>15,140</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>76,146</b>	<b>100,616</b>	<b>100,616</b>	<b>100,044</b>



## **SUPPORT: ADMINISTRATIVE SERVICES**

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### *Human Resources – Recruiting & Retention*

#### PURPOSE

Provide effective recruiting and selection strategies to provide management with a timely and adequate pool of qualified applicants. Oversee maintenance of City's compensation and classification table.

#### INCREASED LEVEL OF SERVICE

This program would be more effective and efficient if the City had a true HRIS program, including an applicant tracking system.

#### LEGAL REQUIREMENTS

This program is not specifically required by law, however, when hiring employees there are many laws that need to be followed.

#### GOALS

Determine cost per hire for various city positions to identify opportunities to streamline the recruiting process to make it more efficient and cost effective.

#### OUTCOME MEASUREMENTS

Utilize data from submitted employment applications to identify which recruiting sources are the most effective.

# RECRUITING & RETENTION

## 10413402

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	57,066	55,008	55,008	105,964
4110001 SALARIES PART/SEASONAL	8,518	6,266	6,266	6,266
4110030 SICK LEAVE BUYOUT	57	100	100	100
4130110 RETIREMENT	11,662	11,214	11,214	22,669
4130120 MEDICAL & DENTAL INSURANCE	4,716	4,567	4,567	18,116
4130130 WORKERS COMPENSATION	304	258	258	319
4130140 LONG-TERM DISABILITY	701	750	750	569
4130150 UNEMPLOYMENT	325	306	306	317
4130160 VEHICLE ALLOWANCE	0	0	0	1,118
<b><u>OPERATING EXPENSES</u></b>				
4220000 PUBLIC NOTICES	6,036	5,000	5,000	5,000
4240000 OFFICE SUPPLIES	455	2,053	2,053	2,050
4610170 RECOGNITION & WELLNESS	2,448	2,500	2,500	10,500
<b><u>CAPITAL OUTLAYS</u></b>				
4740102 OFFICE & FURNISHING	0	0	0	0
<b>TOTAL RECRUITING &amp; RET.</b>	<b>92,288</b>	<b>88,022</b>	<b>88,022</b>	<b>172,988</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>83,349</b>	<b>78,469</b>	<b>78,469</b>	<b>155,438</b>
<b>OPERATING EXPENSES</b>	<b>8,939</b>	<b>9,553</b>	<b>9,553</b>	<b>17,550</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>92,288</b>	<b>88,022</b>	<b>88,022</b>	<b>172,988</b>

## **SUPPORT: ADMINISTRATIVE SERVICES**

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### *Human Resources – Payroll & Benefits*

#### PURPOSE

Maintain a cost effective and competitive employee benefit package by analyzing market trends and City funding to identify on an annual basis opportunities for cost savings and efficiency. Expand the City wellness program in order to maximize employee knowledge and utilization of cost-effective treatment while decreasing the need for treatment on health issues related to lifestyle choices. Process payroll accurately and in a timely manner.

#### INCREASED LEVEL OF SERVICE

This program would be more effective and efficient if the City had a better payroll program. We are adding another member to the HR staff this year and one of their primary purposes will be to build the City wellness program.

#### GOALS

Promote cost-effective usage of benefits through employee education.

#### OUTCOME MEASUREMENTS

Track the number of employee benefit training sessions offered throughout the year.

**PAYROLL & BENEFITS****10413403**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	40,134	25,923	25,923	74,071
4110001 SALARIES PART/SEASONAL	6,884	6,266	6,266	6,266
4110030 SICK LEAVE BUYOUT	57	100	100	200
4130110 RETIREMENT	8,044	5,600	5,600	15,015
4130120 MEDICAL & DENTAL INSURANCE	4,542	3,259	3,259	6,954
4130130 WORKERS COMPENSATION	328	210	210	347
4130140 LONG-TERM DISABILITY	478	354	354	723
4130150 UNEMPLOYMENT	227	161	161	394
4130160 VEHICLE ALLOWANCE	0	0	0	1,118
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	368	405	405	405
4240000 OFFICE SUPPLIES	0	627	627	2,425
4310000 PROFESSIONAL & TECHNICAL	36,000	41,500	41,500	77,250
4330000 TRAINING	0	0	0	450
4610080 DRUG TESTING	5,784	5,300	5,300	5,300
4610170 RECOGNITION & WELLNESS	0	0	0	34,500
<b><u>CAPITAL OUTLAYS</u></b>				
4740102 OFFICE & FURNISHING	0	0	0	0
<b>TOTAL BENEFITS</b>	<b>102,846</b>	<b>89,705</b>	<b>89,705</b>	<b>225,418</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>60,694</b>	<b>41,873</b>	<b>41,873</b>	<b>105,088</b>
<b>OPERATING EXPENSES</b>	<b>42,152</b>	<b>47,832</b>	<b>47,832</b>	<b>120,330</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>102,846</b>	<b>89,705</b>	<b>89,705</b>	<b>225,418</b>

## JUSTICE COURT

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## COURTS

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b>FUNCTIONAL SUMMARY</b>				
SALARIES & BENEFITS	678,908	680,426	680,426	696,331
OPERATING EXPENSES	125,511	151,405	151,405	69,325
TOTAL FUNCTIONAL AREAS	804,419	831,831	831,831	765,656
<b>PROGRAM SUMMARY</b>				
JUSTICE COURT	804,419	831,831	831,831	765,656
TOTAL COURTS	804,419	831,831	831,831	765,656

## JUSTICE COURT

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### PURPOSE

The West Jordan Justice Court is responsible for adjudicating infractions, Class C and Class B misdemeanor violations of State Laws and City Ordinances. The court also provides a small claims forum for civil disputes of \$10,000 or less.

### GOALS

- Continue to serve the public and strive to maintain a 30 to 60 day calendar, enabling those charged with traffic and criminal offenses to be able to have their cases adjudicated in a speedy, efficient and fair manner.
- Maintain current tracking of past due fine payments, probations, and all other ordered conditions of sentences.

### LEGAL REQUIREMENT

- The programs and procedures utilized within the court are governed by city ordinance and state law. The court is obligated to follow established rules of procedure both in criminal and small claims cases as well as the State Code of Judicial Administration. Computer programs used by the court are provided by the Administrative Office of the Courts and other governmental agencies. The court staff is well trained in the use of these programs and all programs are up to date and fully utilized.

### INCREASED LEVEL OF SERVICE

- There are efforts under way at the state level to have all dockets and paper filings kept electronically, eventually eliminating the need for paper filings. However, the court can only take advantage of the technology as it becomes available through the Administrative Office of Courts.
- As more police officers are hired and police programs funded, more case filings will be generated and the workload for the court clerks and revenue from fines and forfeitures will obviously increase.
- Court service levels should be able to be maintained during the coming year with present staff and resources and any increase in case filings will be closely looked at for the next budget year.

### OUTCOME MEASUREMENTS

- It is difficult to measure performance of the Court since much of what we do is in cooperation with the Police Department and Legal Department. The Court will continue to work closely with these two departments to accomplish the mission of the Justice Court.
- Revenue generated from fines and forfeitures fluctuate as case filings fluctuate so the Court will continue to monitor case filings and revenue in order to remedy any systemic problems that may surface. It should be noted that caseload has increased this year by 3.9 % over the previous year.
- The Court has experienced a dramatic increase in small claims filings since they can no longer be filed in the District Court. This increase has had a significant impact upon the clerks who must enter and track these cases into the computer system. This has also created a backlog in calendaring. This backlog will need to be monitored and evaluated over the next year.

**JUSTICE COURT**  
**10412101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	469,315	459,945	459,945	472,694
4110003 OVERTIME	3,725	8,500	8,500	8,500
4110030 SICK LEAVE BUYOUT	1,649	1,600	1,600	1,700
4130110 RETIREMENT	90,957	91,432	91,432	94,442
4130120 MEDICAL & DENTAL INSURANCE	98,883	104,014	104,014	105,634
4130130 WORKERS COMPENSATION	776	771	771	844
4130140 LONG-TERM DISABILITY	5,697	6,274	6,274	4,612
4130150 UNEMPLOYMENT	2,316	2,300	2,300	2,315
4130160 VEHICLE ALLOWANCE	5,590	5,590	5,590	5,590
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	661	660	660	860
4215000 MEMBERSHIPS	595	735	735	745
4240000 OFFICE SUPPLIES	21,718	22,000	22,000	22,000
4250000 EQUIPMENT SUPPLIES & MAINT.	3,677	16,265	16,265	1,775
4250010 UNIFORMS	250	250	250	250
4280000 TELEPHONE	1,302	1,600	1,600	2,000
4310000 PROFESSIONAL & TECHNICAL	32,220	30,000	30,000	31,800
4311000 JURY	2,320	2,500	2,500	2,500
4330000 TRAINING	2,503	7,395	7,395	7,395
4610007 LEGAL DEFENDERS	60,265	70,000	70,000	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL JUSTICE COURT</b>	<b>804,419</b>	<b>831,831</b>	<b>831,831</b>	<b>765,656</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>678,908</b>	<b>680,426</b>	<b>680,426</b>	<b>696,331</b>
<b>OPERATING EXPENSES</b>	<b>125,511</b>	<b>151,405</b>	<b>151,405</b>	<b>69,325</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>804,419</b>	<b>831,831</b>	<b>831,831</b>	<b>765,656</b>



## **POLICE DEPARTMENT**

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# POLICE DEPARTMENT

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b>FUNCTIONAL SUMMARY</b>				
SALARIES & BENEFITS	11,908,864	12,121,516	12,121,516	13,397,177
OPERATING EXPENSES	1,853,726	2,015,960	2,015,960	2,635,002
CAPITAL OUTLAYS	5,890	0	0	0
<b>TOTAL FUNCTIONAL AREAS</b>	<b>13,768,480</b>	<b>14,137,476</b>	<b>14,137,476</b>	<b>16,032,179</b>
<b>PROGRAM SUMMARY</b>				
POLICE ADMINISTRATION	1,377,811	1,355,273	1,355,273	2,230,647
INVESTIGATIONS DIVISION				
GENERAL INVESTIGATIONS	1,570,443	1,514,773	1,514,773	4,232,518
VICTIM ASSISTANCE	125,951	125,654	125,654	0
JUVENILE	800,990	803,607	803,607	0
POLICE SPECIAL OPERATIONS	486,873	580,214	580,214	0
<b>TOTAL INVESTIGATIONS</b>	<b>2,984,257</b>	<b>3,024,248</b>	<b>3,024,248</b>	<b>4,232,518</b>
SUPPORT SERVICES DIVISION				
POLICE RECORDS	550,635	601,458	601,458	1,426,854
BUILDING SECURITY	327,310	340,086	340,086	0
EVIDENCE	124,006	146,175	146,175	0
WARRANTS	240,766	232,599	232,599	0
POLICE TRAINING	340,566	324,897	324,897	0
<b>TOTAL SUPPORT SERVICES</b>	<b>1,583,283</b>	<b>1,645,215</b>	<b>1,645,215</b>	<b>1,426,854</b>
LINE SERVICES DIVISION				
PATROL	4,780,310	4,953,902	4,953,902	7,030,370
TRAFFIC	793,329	800,048	800,048	0
CODE ENF./COMM. POLICING	657,847	674,722	674,722	0
CRIME PREVENTION	181,452	181,506	181,506	0
K-9 UNIT	254,589	280,136	280,136	0
CROSSING GUARDS	471,394	494,174	494,174	506,260
SWAT	178,271	149,345	149,345	0
ANIMAL CONTROL	505,937	578,907	578,907	605,530
<b>TOTAL LINES SERVICES</b>	<b>7,823,129</b>	<b>8,112,740</b>	<b>8,112,740</b>	<b>8,142,160</b>
<b>TOTAL POLICE</b>	<b>13,768,480</b>	<b>14,137,476</b>	<b>14,137,476</b>	<b>16,032,179</b>

## **POLICE DEPARTMENT**

---

### *Administration* – Police Administration, Professional Standards Bureau

#### PURPOSE

To provide oversight, direction, and review of the various programs in the Police Department for efficiency as well as responsiveness to the needs of our stakeholders. Ensure department and employee adherence to our code of ethics, department policy, and the law. Provide training and operational guidance to employees.

#### GOALS

- Review each program to ensure its effectiveness in order to ensure that the best possible police services are provided to our residents.
- Be able to document and demonstrate all workloads and time effectiveness.
- Ensure that all police activities are conducted within the law, department policy, and the code of ethics.
- Provide relevant in-service training to employees.
- Conduct community outreach through the Citizen Police Academy program, as well as social media and other technological outreach.
- Effectively manage the Volunteers in Policing (VIP) program.

#### LEGAL REQUIREMENTS

Pursuant to Utah Code §53-13-103, peace officers are required to complete a minimum of 40 hours of certified training. The professional standards bureau fulfills this requirement in-house. Additionally, various state and federal statutes require peace officers to be adequately and reasonably trained in order to avoid civil and criminal liability for the officer and his/her agency.

#### OUTCOME MEASUREMENTS

- Continually track the expense lines of each program to ensure they stay within their respective budgets.
- Provide crime and statistical analysis to demonstrate the crime trends and effectiveness of all programs.
- Use data analysis to steer police efforts in the most cost effective and efficient manner possible.
- Hold at least four in-service training courses per annum.
- Review required policies at in-service training sessions.
- Provide appropriate number of firearms courses per year in excess of minimum requirements outlined in policy.
- Continually improve Citizen Police Academy. Use student feedback to gauge progress.
- Measure and analyze work output from VIP program.

**POLICE ADMINISTRATION  
10421101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	349,523	270,375	270,375	729,149
4110003 OVERTIME	248	500	500	5,900
4110030 SICK LEAVE BUYOUT	3,847	2,500	2,500	4,600
4110100 ON CALL SALARIES	3,434	0	0	0
4130110 RETIREMENT	77,561	63,354	63,354	214,391
4130120 MEDICAL & DENTAL INSURANCE	48,727	41,464	41,464	125,347
4130130 WORKERS COMPENSATION	3,087	2,082	2,082	7,182
4130140 LONG-TERM DISABILITY	2,339	3,688	3,688	5,085
4130150 UNEMPLOYMENT	1,750	1,352	1,352	2,553
4130170 UNIFORM ALLOWANCE	720	0	0	720
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	2,825	3,205	3,205	3,205
4215000 MEMBERSHIPS	728	1,020	1,020	1,220
4240000 OFFICE SUPPLIES	12,892	16,650	16,650	21,650
4250000 EQUIPMENT SUPPLIES & MAINT.	67,447	23,800	23,800	143,216
4252000 COMPUTER	85,483	76,704	76,704	76,704
4255000 FLEET O&M CHARGE	4,542	3,887	3,887	21,875
4255010 FLEET REPLACEMENT CHARGE	0	0	0	14,000
4259000 POLICE VEHICLE EQUIPMENT	1,522	0	0	0
4280000 TELEPHONE	71,333	84,650	84,650	88,883
4310000 PROFESSIONAL & TECHNICAL	622,798	693,915	693,915	706,312
4330000 TRAINING	1,126	4,760	4,760	9,705
4459000 FIREARMS RANGE	12,774	13,250	13,250	13,250
4461000 CITIZEN ACADEMY	0	0	0	2,400
4480000 DEPT SUPPLIES	3,105	5,300	5,300	5,300
4480020 FED ASSET SHARING PROGRAM	0	42,517	42,517	27,700
4510000 INSURANCE	0	300	300	300
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL POLICE ADMINISTRATION</b>	<b>1,377,811</b>	<b>1,355,273</b>	<b>1,355,273</b>	<b>2,230,647</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>491,236</b>	<b>385,315</b>	<b>385,315</b>	<b>1,094,927</b>
<b>OPERATING EXPENSES</b>	<b>886,575</b>	<b>969,958</b>	<b>969,958</b>	<b>1,135,720</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,377,811</b>	<b>1,355,273</b>	<b>1,355,273</b>	<b>2,230,647</b>

## **POLICE DEPARTMENT**

---

*Investigations Division* – Criminal Investigations, Special Operations, Problem Oriented Policing (POP), Victim Assistance, Crime Prevention

### PURPOSE

This program conducts investigations of persons, property, narcotics, and juvenile crimes, which includes crimes ranging from juvenile status offenses to robbery and murder. Detectives manage caseloads, conduct interviews, coordinate with other detectives and agencies, perform field work, interrogate suspects, make arrests, and prepare cases for court. Specialized detectives are also assigned to elementary, middle, and high schools in various roles that support the community and the schools. These school resource officers also provide law enforcement education through classroom courses taught in our public high schools and DARE courses taught at each of the 16 elementary schools. This program also provides services to victims of domestic violence as well as other violent crimes and/or critical incidents. This program will be the home of the newly conceptualized Problem Oriented Policing (POP) unit that will replace the Community Oriented Policing unit, and serve as a proactive wing of the Police Department. This program also houses the Crime Prevention unit, which serves as a resource for businesses, residents, and community outreach.

### GOALS

- Provide the best possible criminal investigative service to the citizens we serve.
- Improve solvability rates which, in turn, will result in a higher arrest rates.
- Proactively address long term/chronic community problems.
- Continue to provide the best possible victim assistance support to residents.
- Develop and maintain positive relations with students, school administrators, and faculties that will foster safe and productive learning and working environments at the schools.
- Complete narcotics investigation cases within 30 days of assignment on average.

### OUTCOME MEASUREMENTS

- Measure and compare cases received with cases solved.
- Keep major crimes detective caseloads to less than 100 per detective/year.
- Keep property crimes detective caseloads to less than 225 per detective/year.
- Monitor caseloads to ensure that resources are deployed in the most efficient manner possible.
- Measure the amount and types of victim advocacy services provided, and compare with prior years to determine benchmarks.
- Increase the number of volunteer hours used in the Victim Advocate unit by 5%.
- Measure the number of students who complete education courses delivered by WJPD officers.
- Maintain the Neighborhood Watch, Good Landlord, and Business Watch programs.
- Provide training to business and community groups on how to avoid criminal activity.

# GENERAL INVESTIGATIONS

## 10421102

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	976,531	918,492	918,492	2,423,923
4110003 OVERTIME	35,817	51,996	51,996	138,327
4110005 TRAFFIC ENFORCEMENT	1,085	0	0	0
4110007 DUI ENFORCEMENT	759	0	0	0
4110030 SICK LEAVE BUYOUT	6,765	6,800	6,800	15,200
4110100 ON CALL SALARIES	6,370	7,700	7,700	7,700
4130110 RETIREMENT	261,735	253,297	253,297	723,841
4130120 MEDICAL & DENTAL INSURANCE	168,319	171,804	171,804	490,946
4130130 WORKERS COMPENSATION	13,745	13,098	13,098	34,557
4130140 LONG-TERM DISABILITY	5,908	12,528	12,528	21,402
4130150 UNEMPLOYMENT	4,802	4,592	4,592	10,744
4130170 UNIFORM ALLOWANCE	7,857	0	0	3,600
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	740	740	740
4215000 MEMBERSHIPS	200	350	350	350
4250000 EQUIPMENT SUPPLIES & MAINT.	7,411	9,980	9,980	112,868
4250010 UNIFORMS	2,769	0	0	3,600
4255000 FLEET O&M CHARGE	63,586	54,421	54,421	172,330
4255010 FLEET REPLACEMENT CHARGE	0	0	0	35,000
4310000 PROFESSIONAL & TECHNICAL	2,494	5,000	5,000	8,400
4330000 TRAINING	4,290	3,975	3,975	10,690
4452000 SPECIAL OPERATIONS	0	0	0	12,000
4460000 CRIME/FIRE PREVENTION	0	0	0	6,300
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL GEN. INVESTIGATIONS</b>	<b>1,570,443</b>	<b>1,514,773</b>	<b>1,514,773</b>	<b>4,232,518</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>1,489,693</b>	<b>1,440,307</b>	<b>1,440,307</b>	<b>3,870,240</b>
<b>OPERATING EXPENSES</b>	<b>80,750</b>	<b>74,466</b>	<b>74,466</b>	<b>362,278</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,570,443</b>	<b>1,514,773</b>	<b>1,514,773</b>	<b>4,232,518</b>

## **POLICE DEPARTMENT**

---

### *Patrol Division – Patrol, K-9, Traffic, SWAT*

#### PURPOSE

Act as the first responding units to our residents and businesses, responding to calls for service, provide traffic enforcement/investigation, and preventative patrol. Maintain a SWAT team that specializes in service of high-risk search warrants, apprehension of violent offenders, barricaded subjects, and hostage rescue. The SWAT team is a technical unit that has specialized equipment and training that gives the Police Department the ability to effectively handle high risk/low frequency street events where additional care is needed to preserve human life. Maintain a K-9 unit that specializes in suspect apprehension, officer protection, building clearing, and narcotics detection.

#### GOALS

- Provide reasonable preventative patrol
- Conduct appropriate traffic enforcement.
- Achieve response times below three minutes on priority one and two calls.
- Achieve a workable time balance between reactive and proactive patrol.
- Quality reporting of criminal incidents.
- Provide quality first-line law enforcement service.

#### OUTCOME MEASUREMENTSS

- Decrease calls for service per officer through staffing increases and the new POP unit.
- Compile statistical data on response times and make adjustments as needed.
- Utilize Community Service Officers on lower priority calls; collect data and analyze effectiveness.
- Strive to achieve a 30% officer discretionary time; Track activity by use of statistical data.
- Maintain a minimum standard of traffic enforcement while using it as a proactive patrol tool. Analyze statistical data to identify high traffic accident areas and target causal violations.
- Conduct quality accident reconstruction for accidents involving fatalities.
- Maintain high specialized training levels for K-9 and SWAT officers.
- Maintain deployment success levels for specialized units.
- Continually train personnel in order to prepare for high risk/low frequency events that occur.
- Participate in SWAT and K-9 competitions in order to hone skills.
- Maintain use of force policy compliance.

**PATROL**  
**10421301**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	2,726,354	2,636,713	2,636,713	3,642,255
4110003 OVERTIME	73,276	84,031	84,031	137,537
4110005 TRAFFIC ENFORCEMENT	28,951	0	0	59,000
4110007 DUI ENFORCEMENT	43,008	130,640	130,640	75,000
4110030 SICK LEAVE BUYOUT	12,205	12,200	12,200	16,800
4110050 ADDITIONAL PAY	4,176	6,720	6,720	18,580
4110100 ON CALL SALARIES	3,009	6,000	6,000	9,000
4130110 RETIREMENT	812,987	814,259	814,259	1,205,365
4130120 MEDICAL & DENTAL INSURANCE	511,807	567,879	567,879	788,023
4130130 WORKERS COMPENSATION	40,735	41,412	41,412	58,158
4130140 LONG-TERM DISABILITY	7,565	36,940	36,940	34,355
4130150 UNEMPLOYMENT	13,283	13,541	13,541	17,246
4130170 UNIFORM ALLOWANCE	720	0	0	0
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	147	400	400	400
4250000 EQUIPMENT SUPPLIES & MAINT.	36,697	150,953	150,953	203,540
4250010 UNIFORMS	57,576	103,750	103,750	132,422
4255000 FLEET O&M CHARGE	381,514	326,524	326,524	393,938
4255010 FLEET REPLACEMENT CHARGE	0	0	0	194,651
4259000 POLICE VEHICLE EQUIP	15,944	12,500	12,500	25,000
4330000 TRAINING	4,466	9,440	9,440	19,100
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	5,890	0	0	0
<b>TOTAL PATROL</b>	<b>4,780,310</b>	<b>4,953,902</b>	<b>4,953,902</b>	<b>7,030,370</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>4,278,076</b>	<b>4,350,335</b>	<b>4,350,335</b>	<b>6,061,319</b>
<b>OPERATING EXPENSES</b>	<b>496,344</b>	<b>603,567</b>	<b>603,567</b>	<b>969,051</b>
<b>CAPITAL OUTLAYS</b>	<b>5,890</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>4,780,310</b>	<b>4,953,902</b>	<b>4,953,902</b>	<b>7,030,370</b>



## **POLICE DEPARTMENT**

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### *Animal Control*

#### PURPOSE

The West Jordan Animal Shelter and officers/employees who manage the Animal Control program ensure the humane treatment of pets and domestic animals in the city. Adoption, spay/neuter, vaccination, licensing, and public education programs keep the public well-informed and both animals and citizens protected. This unit also serves as a contract provider of animal control services for the City of Murray.

#### GOALS

- Keep response times at a minimum.
- Increase proactive patrols.
- Increase number of animal adoptions.
- Increase number of pet licenses sold.
- Improve the quality of written reports.
- Improve service standards in the City of Murray to match that provided to the City of West Jordan.

#### OUTCOME MEASUREMENTS

- Keep two animal control officers in the field during daytime and evening hours.
- Walk through the dog park daily to perform license inspections.
- Increase the number of community events and “adopt-a-thons” in which we participate.
- Benchmark service standards in the City of Murray with West Jordan services to determine where, and what changes should be made in service levels.
- Collect statistical data on animal control services provided to both the City of West Jordan and the City of Murray.

**ANIMAL CONTROL****10425301**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<hr/>				
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	309,585	340,223	340,223	322,588
4110003 OVERTIME	13,714	12,730	12,730	12,730
4110030 SICK LEAVE BUYOUT	1,665	1,700	1,700	1,700
4110100 ON CALL SALARIES	2,654	4,569	4,569	4,569
4130110 RETIREMENT	61,357	68,140	68,140	62,944
4130120 MEDICAL & DENTAL INSURANCE	57,929	82,621	82,621	83,074
4130130 WORKERS COMPENSATION	4,262	4,440	4,440	4,470
4130140 LONG-TERM DISABILITY	3,905	4,641	4,641	3,148
4130150 UNEMPLOYMENT	1,574	1,701	1,701	1,580
4130170 UNIFORM ALLOWANCE	202	0	0	0
 <b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	0	150	150	150
4250000 EQUIPMENT SUPPLIES & MAINT.	4,186	10,734	10,734	45,654
4250001 ADOPTION SUPPLIES	855	3,000	3,000	4,500
4250010 UNIFORMS	6,212	7,645	7,645	7,645
4255000 FLEET O&M CHARGE	18,167	4,207	4,207	4,284
4255010 FLEET REPLACEMENT CHARGE	0	0	0	14,088
4310000 PROFESSIONAL & TECHNICAL	8,713	16,706	16,706	16,706
4310830 PET STERILIZATION	6,354	8,900	8,900	8,900
4330000 TRAINING	1,372	2,900	2,900	2,900
4610000 MISCELLANEOUS SUPPLIES	3,231	3,900	3,900	3,900
 <b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<hr/>				
<b>TOTAL ANIMAL CONTROL</b>	<b>505,937</b>	<b>578,907</b>	<b>578,907</b>	<b>605,530</b>
 <b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>456,847</b>	<b>520,765</b>	<b>520,765</b>	<b>496,803</b>
<b>OPERATING EXPENSES</b>	<b>49,090</b>	<b>58,142</b>	<b>58,142</b>	<b>108,727</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>				
<b>TOTAL FUNCTIONAL AREAS</b>	<b>505,937</b>	<b>578,907</b>	<b>578,907</b>	<b>605,530</b>

## **POLICE DEPARTMENT**

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### ***Support Services – Records, Security, Evidence, Warrants***

#### **PURPOSE**

Provide support services that allow sworn police officers to focus more time on detection, prevention, and arrest of criminal violators. The records unit is responsible for data entry including reports, citations, scanning of documents, filing and collection of information for the National Incident Based Reporting System. Building Security provides security services to the entire Justice Center, including the Justice Court. The Evidence unit is responsible for the lawful intake, documentation, categorization, storage, disposal, and release of evidence and property. The warrants unit is tasked with serving arrest warrants issued for individuals who are avoiding their responsibility to the court or who have not yet been apprehended for criminal violations.

#### **GOALS**

- Serve misdemeanor and felony warrants while giving priority to warrants originating in West Jordan.
- Assist the WJPD Investigations Division by serving warrants obtained through investigation.
- Efficiently manage received property.
- Efficiently release found property/hold for owner property.
- Efficiently manage property stored.
- Reduce time spent to receive authorization on disposal of bio-hazard property (i.e. blood and urine).
- Ensure appropriate security for the Justice Court.
- Maintain and test panic alarms and visual monitoring systems.
- Ensure quality front counter customer service.
- Ensure quality data entry and filing.

#### **OUTCOME MEASUREMENTS**

- Continually evaluate work schedules to ensure that the optimum number of personnel are working at any given time.
- Individual audits of data entry process for accuracy and efficiency.
- Maintain 100% court and building security.
- Efficiently release found property/hold for owner property.
- Research and complete 100+ evidence disposition forms monthly.
- Complete found property/hold for owner book release within 90 days.
- Collect data on number, originating agency, and types of warrants served.

**SUPPORT SERVICES**  
**10421106**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	343,291	355,598	355,598	843,240
4110001 SALARIES PART/SEASONAL	58,260	67,851	67,851	86,647
4110003 OVERTIME	3,741	8,603	8,603	22,983
4110030 SICK LEAVE BUYOUT	1,250	1,300	1,300	4,000
4110100 ON CALL SALARIES	372	2,300	2,300	2,300
4130110 RETIREMENT	72,556	76,619	76,619	214,381
4130120 MEDICAL & DENTAL INSURANCE	60,325	76,250	76,250	182,709
4130130 WORKERS COMPENSATION	943	1,023	1,023	9,084
4130140 LONG-TERM DISABILITY	2,233	4,806	4,806	8,195
4130150 UNEMPLOYMENT	1,999	2,101	2,101	4,547
4130170 UNIFORM ALLOWANCE	194	0	0	0
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	20,973
4250010 UNIFORMS	580	0	0	0
4255000 FLEET O&M CHARGE	4,542	3,887	3,887	23,750
4310000 PROFESSIONAL & TECHNICAL	0	0	0	2,200
4330000 TRAINING	349	1,120	1,120	1,845
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL POLICE RECORDS</b>	<b>550,635</b>	<b>601,458</b>	<b>601,458</b>	<b>1,426,854</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>545,164</b>	<b>596,451</b>	<b>596,451</b>	<b>1,378,086</b>
<b>OPERATING EXPENSES</b>	<b>5,471</b>	<b>5,007</b>	<b>5,007</b>	<b>48,768</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>550,635</b>	<b>601,458</b>	<b>601,458</b>	<b>1,426,854</b>

## **POLICE DEPARTMENT**

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### *Crossing Guards*

#### PURPOSE

School crossing guards are civilian personnel who perform the important function of protecting children when they cross high traffic roadways while walking to or from school. They perform their duties by presenting both a visual and physical barrier between motorized vehicle traffic and pedestrian students.

#### GOALS

- Keep in touch with school authorities including district personnel, to determine the correct number of sanctioned crossings.
- Work with City engineering personnel to complete a proper needs survey and identify the correct placing of crosswalks for maximum safety.
- Work with Public Works personnel for proper installation of crosswalk lights and paint.
- Train crossing guards twice per year to review safety issues and best practices.
- Maintain records of time, types, and locations of student crossings.

#### OUTCOME MEASUREMENTS

- Collect data on number of actual crossings.
- Annually identify number of students eligible for crossing and identify the average number of students using the various crosswalks.
- Continually evaluate staffing needs based upon current student/traffic trends.
- Have no preventable injury accidents.

**CROSSING GUARDS****10421306**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	45,991	40,791	40,791	45,372
4110001 SALARIES PART/SEASONAL	359,012	380,421	380,421	394,108
4110003 OVERTIME	428	0	0	0
4110030 SICK LEAVE BUYOUT	138	200	200	200
4130110 RETIREMENT	41,210	46,343	46,343	42,895
4130120 MEDICAL & DENTAL INSURANCE	8,513	9,651	9,651	3,496
4130130 WORKERS COMPENSATION	6,102	6,719	6,719	7,164
4130140 LONG-TERM DISABILITY	588	783	783	443
4130150 UNEMPLOYMENT	1,987	2,189	2,189	2,124
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	1,560	3,190	3,190	2,500
4250010 UNIFORMS	1,323	0	0	4,000
4255000 FLEET O&M CHARGE	4,542	3,887	3,887	3,958
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL CROSSING GUARDS</b>	<b>471,394</b>	<b>494,174</b>	<b>494,174</b>	<b>506,260</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>463,969</b>	<b>487,097</b>	<b>487,097</b>	<b>495,802</b>
<b>OPERATING EXPENSES</b>	<b>7,425</b>	<b>7,077</b>	<b>7,077</b>	<b>10,458</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>471,394</b>	<b>494,174</b>	<b>494,174</b>	<b>506,260</b>

## **FIRE DEPARTMENT**

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## FIRE DEPARTMENT

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b>FUNCTIONAL SUMMARY</b>				
SALARIES & BENEFITS	7,598,829	7,737,737	7,737,737	7,743,502
OPERATING EXPENSES	1,032,891	1,213,011	1,213,011	1,795,850
CAPITAL OUTLAYS	11,543	87,272	87,272	0
TOTAL FUNCTIONAL AREAS	8,643,263	9,038,020	9,038,020	9,539,352
<b>PROGRAM SUMMARY</b>				
FIRE ADMINISTRATION	342,982	318,566	318,566	308,375
FIRE PREVENTION	193,946	192,761	192,761	203,681
FIRE OPERATIONS	7,969,833	8,395,580	8,395,580	8,888,983
EMERGENCY OPS. CENTER	136,502	131,113	131,113	138,313
TOTAL FIRE	8,643,263	9,038,020	9,038,020	9,539,352



## **FIRE DEPARTMENT**

---

### *Administration*

#### PURPOSE

Provide overall vision, direction and accountability for all resources allocated to the Fire Department. This program includes the Chief of the Fire Department, fire and medical records management, personnel records, finance management and department level purchasing.

#### GOAL

Solicit input from external and internal customers regarding satisfaction, effectiveness and delivery of services.

#### LEGAL REQUIREMENTS

Utah Code, 11-7-1

*“(1) The governing body of every incorporated municipality and the board of commissioners of every county shall provide adequate fire protection within their own territorial limits and shall cooperate with all contiguous counties, municipal corporations, private corporations, fire districts, or federal governmental agencies to maintain adequate fire protection within their territorial limits.”*

**FIRE ADMINISTRATION  
10422001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<hr/>				
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	223,760	220,979	220,979	222,304
4110030 SICK LEAVE BUYOUT	1,073	1,100	1,100	1,600
4110100 ON CALL SALARIES	3,454	0	0	0
4130110 RETIREMENT	42,466	42,058	42,058	43,277
4130120 MEDICAL & DENTAL INSURANCE	37,438	39,744	39,744	26,126
4130130 WORKERS COMPENSATION	1,961	1,903	1,903	2,088
4130140 LONG-TERM DISABILITY	2,735	2,971	2,971	2,169
4130150 UNEMPLOYMENT	1,103	1,089	1,089	1,089
4130170 UNIFORM ALLOWANCE	720	720	720	1,440
 <b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	160	430	430	430
4240000 OFFICE SUPPLIES	1,139	1,338	1,338	1,338
4255000 FLEET O&M CHARGE	22,709	2,999	2,999	3,054
4310000 PROFESSIONAL & TECHNICAL	4,264	2,415	2,415	2,415
4330000 TRAINING	0	600	600	600
4453000 DEPARTMENT AWARDS	0	220	220	445
 <b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<hr/>				
<b>TOTAL FIRE ADMINISTRATION</b>	<b>342,982</b>	<b>318,566</b>	<b>318,566</b>	<b>308,375</b>
 <b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>314,710</b>	<b>310,564</b>	<b>310,564</b>	<b>300,093</b>
<b>OPERATING EXPENSES</b>	<b>28,272</b>	<b>8,002</b>	<b>8,002</b>	<b>8,282</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>				
<b>TOTAL FUNCTIONAL AREAS</b>	<b>342,982</b>	<b>318,566</b>	<b>318,566</b>	<b>308,375</b>

## **FIRE DEPARTMENT**

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### *Prevention*

#### PURPOSE

Enhance fire and life safety for the city through prevention, enforcement, and education programs and activities. This includes those duties of the Fire Marshal for plan review, inspection, testing, and follow-up enforcement of the state adopted fire code. Public education is coordinated through the Office of the Fire Marshal and includes tours and public presentations.

#### LEGAL REQUIREMENTS

2009 International Fire Code (IFC), 103.1 General

*“The department of fire prevention is established within the jurisdiction under the direction of the fire code official. The function of the department shall be implementation, administration and enforcement of the provision of this code.”*

2009 IFC adopted by the Utah legislature, Utah Code, 15A-1-403

**FIRE PREVENTION****10422002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	117,422	119,199	119,199	131,587
4110002 SPECIAL APPOINTMENTS	4,856	4,316	4,316	4,316
4110003 OVERTIME	2,341	0	0	0
4110030 SICK LEAVE BUYOUT	887	900	900	600
4110100 ON CALL SALARIES	2,350	0	0	0
4130110 RETIREMENT	23,064	23,091	23,091	25,666
4130120 MEDICAL & DENTAL INSURANCE	20,296	26,046	26,046	17,288
4130130 WORKERS COMPENSATION	2,185	2,163	2,163	2,570
4130140 LONG-TERM DISABILITY	1,494	1,626	1,626	1,284
4130150 UNEMPLOYMENT	602	596	596	645
4130170 UNIFORM ALLOWANCE	249	720	720	720
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	700	700	1,533
4215000 MEMBERSHIPS	30	0	0	390
4250000 EQUIPMENT SUPPLIES & MAINT.	108	150	150	150
4255000 FLEET O&M CHARGE	13,625	10,594	10,594	10,787
4310000 PROFESSIONAL & TECHNICAL	4,325	2,000	2,000	4,325
4460010 PREVENTION & PREPAREDNESS	112	660	660	1,820
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL FIRE PREVENTION</b>	<b>193,946</b>	<b>192,761</b>	<b>192,761</b>	<b>203,681</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>175,746</b>	<b>178,657</b>	<b>178,657</b>	<b>184,676</b>
<b>OPERATING EXPENSES</b>	<b>18,200</b>	<b>14,104</b>	<b>14,104</b>	<b>19,005</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>193,946</b>	<b>192,761</b>	<b>192,761</b>	<b>203,681</b>

## **FIRE DEPARTMENT**

---

### *Operations, Suppression, Medical, Rescue*

#### PURPOSE

Provide high-quality fire and medical services by properly training all firefighters in modern procedures. Based upon historical responses, the types of needed services include but are not limited to:

- Fire suppression
- Residential
- Multi-family
- Commercial
- Industrial
- Vehicle
- Open lands
- Advanced and basic life support triage, treatment and transport
- Mass casualty
- Hazardous materials containment and mitigation
- Technical rescue
- Vehicle extrication
- Rope rescue
- Confined space
- Heavy machinery
- Trench
- Collapse
- Water
- Fire investigation

#### GOALS

- Respond to all calls for Emergency Medical Advanced Life Support within 8 minutes or less.
- Respond fire apparatus to fire scenes within 8 minutes or less.

#### OUTCOME MEASUREMENTSS

First Advanced Life Support unit on scene within 8 minutes or less 90% of the time. (Time and target are based on a national standard that is used by the West Jordan Fire Department.)

Target: First responding fire apparatus is on scene within 8 minutes or less 90% of the time.

#### LEGAL REQUIREMENTS

Utah Code, 11-7-1

*“(1) The governing body of every incorporated municipality and the board of commissioners of every county shall provide adequate fire protection within their own territorial limits and shall cooperate with all contiguous counties, municipal corporations, private corporations, fire districts, or federal governmental agencies to maintain adequate fire protection within their territorial limits.”*

**FIRE OPERATIONS****10422003**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	4,649,127	4,703,318	4,703,318	4,720,196
4110002 SPECIAL APPOINTMENTS	11,326	16,548	16,548	16,548
4110003 OVERTIME	416,921	358,413	358,413	363,663
4110030 SICK LEAVE BUYOUT	39,012	39,000	39,000	41,200
4110100 ON CALL SALARIES	19,774	34,078	34,078	34,078
4130110 RETIREMENT	891,295	915,062	915,062	921,267
4130120 MEDICAL & DENTAL INSURANCE	824,588	888,508	888,508	881,672
4130130 WORKERS COMPENSATION	82,337	84,115	84,115	90,575
4130140 LONG-TERM DISABILITY	24,018	63,241	63,241	45,250
4130150 UNEMPLOYMENT	22,692	23,182	23,182	22,716
4130170 UNIFORM ALLOWANCE	2,161	2,160	2,160	2,160
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	2,996	800	800	2,214
4215000 MEMBERSHIPS	258	35	35	920
4240000 OFFICE SUPPLIES	4,142	4,995	4,995	5,113
4241000 BUILDING RENT	261,270	208,983	208,983	572,147
4250000 EQUIPMENT SUPPLIES & MAINT.	100,708	160,701	160,701	110,040
4250010 UNIFORMS	59,512	67,951	67,951	70,000
4255000 FLEET O&M CHARGE	140,797	246,973	246,973	251,480
4255010 FLEET REPLACEMENT CHARGE	0	0	0	200,242
4255100 VEHICLE LEASE	0	98,114	98,114	98,114
4255201 SCBA LEASE	36,543	36,653	36,653	36,653
4260000 BUILDING & GROUNDS	1,564	5,665	5,665	5,665
4270000 UTILITIES	67,817	49,314	49,314	59,314
4280000 TELEPHONE	40,692	25,399	25,399	32,216
4310000 PROFESSIONAL & TECHNICAL	227,577	221,508	221,508	251,114
4330000 TRAINING	19,489	17,778	17,778	20,000
4450000 DEPT SUPPLIES	11,319	35,599	35,599	33,981
4453000 DEPARTMENT AWARDS	355	215	215	445
<b><u>CAPITAL OUTLAYS</u></b>				
4740011 FIRE SUPPLIES - GRANT	11,543	87,272	87,272	0
<b>TOTAL FIRE OPERATIONS</b>	<b>7,969,833</b>	<b>8,395,580</b>	<b>8,395,580</b>	<b>8,888,983</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>6,983,251</b>	<b>7,127,625</b>	<b>7,127,625</b>	<b>7,139,325</b>
<b>OPERATING EXPENSES</b>	<b>975,039</b>	<b>1,180,683</b>	<b>1,180,683</b>	<b>1,749,658</b>
<b>CAPITAL OUTLAYS</b>	<b>11,543</b>	<b>87,272</b>	<b>87,272</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>7,969,833</b>	<b>8,395,580</b>	<b>8,395,580</b>	<b>8,888,983</b>

## **FIRE DEPARTMENT**

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### *Emergency Management & Community Preparedness*

#### PURPOSE

Through organized analysis, planning, decision-making and assignment of available resources we seek to mitigate, prepare for, respond to, and recover from the effects of disasters created by all types of hazards. Development, training and implementation of the City's Emergency Operations Plan are coordinated by this program. This program has one employee who is the Emergency Program Manager for the City.

Public Education Requests Filled

Target: 90%

#### GOAL

Provide resources for public education in fire, life safety, disaster preparedness, to include CERT. The delivery of public education programs by the West Jordan Fire Department is an essential part of our fire, life safety and disaster preparedness programs for the public.

#### OUTCOME MEASUREMENTS

Fulfill 90% of approved requests for public education events through station tours, school presentations and other public presentations.

#### LEGAL REQUIREMENTS

A. *WJ Municipal Code, 6-1B-4: Emergency Program Manager; Duties:*

B.

*The city manager shall designate an officer of the city to serve as the city emergency program manager. If no such designation has otherwise been made, the fire chief shall serve as the emergency program manager. The emergency program manager shall:*

C. *Request the city manager, when appropriate, to declare a local emergency as provided in section [6-1B-1](#) of this article;*

D. *Assist the city manager or his/her designee, in the exercise of emergency powers under section [6-1B-2](#) of this article;*

E. *Consult with the city attorney in the planning and exercise of emergency powers;*

F. *Maintain a liaison with other municipal, state, county, regional and federal disaster services agencies;*

G. *Coordinate activities of all other public and private agencies engaged in emergency management activities; and*

H. *Assume other emergency responsibilities as assigned by the city manager. (2009 Code)*

**EMERGENCY OPERATIONS  
CENTER  
10422004**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	86,557	86,443	86,443	88,240
4110003 OVERTIME	497	0	0	0
4110030 SICK LEAVE BUYOUT	993	1,000	1,000	1,000
4110100 ON CALL SALARIES	3,104	0	0	0
4130110 RETIREMENT	21,825	20,642	20,642	21,091
4130120 MEDICAL & DENTAL INSURANCE	8,365	8,907	8,907	5,341
4130130 WORKERS COMPENSATION	1,562	1,568	1,568	1,723
4130140 LONG-TERM DISABILITY	1,068	1,179	1,179	861
4130150 UNEMPLOYMENT	431	432	432	432
4130170 UNIFORM ALLOWANCE	720	720	720	720
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	5	25	25	25
4255000 FLEET O&M CHARGE	4,542	3,594	3,594	3,660
4451000 EMERGENCY OPERATIONS	6,833	5,263	5,263	12,720
4460010 PREVENTION & PREPAREDNESS	0	1,340	1,340	2,500
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0

<b>TOTAL EMERGENCY OPS. CTR.</b>	<b>136,502</b>	<b>131,113</b>	<b>131,113</b>	<b>138,313</b>
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**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>125,122</b>	<b>120,891</b>	<b>120,891</b>	<b>119,408</b>
<b>OPERATING EXPENSES</b>	<b>11,380</b>	<b>10,222</b>	<b>10,222</b>	<b>18,905</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>136,502</b>	<b>131,113</b>	<b>131,113</b>	<b>138,313</b>



## DEVELOPMENT DEPARTMENT

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*(Note: EDA 1 had no fiscal activity this past fiscal year so is not reported.)*

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**DEVELOPMENT  
DEPARTMENT**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b>FUNCTIONAL SUMMARY</b>				
SALARIES & BENEFITS	1,731,226	1,654,508	1,654,508	1,330,173
OPERATING EXPENSES	105,888	113,678	113,678	213,735
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,837,114</b>	<b>1,768,186</b>	<b>1,768,186</b>	<b>1,543,908</b>
<b>PROGRAM SUMMARY</b>				
DEVELOPMENT ADMINISTRATION	317,276	257,327	257,327	259,660
LONG-RANGE PLANNING	102,280	104,929	104,929	97,857
ZONING & CODE ENFORCEMENT	33,980	24,660	24,660	24,973
DEVELOPMENT REVIEW	376,212	414,120	414,120	213,455
ECONOMIC DEVELOPMENT	181,164	219,363	219,363	189,289
BUILDING SAFETY	826,202	747,787	747,787	758,674
<b>TOTAL DEVELOPMENT</b>	<b>1,837,114</b>	<b>1,768,186</b>	<b>1,768,186</b>	<b>1,543,908</b>

## **DEVELOPMENT DEPARTMENT**

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### *Administration & Project Management*

#### PURPOSE

Direct, coordinate, and administrate various programs, duties and activities assigned to the department.

#### GOALS

- Prepare and monitor budgets.
- Set staff priorities and promote efficiency.
- Assure training program is implemented for personnel development.
- Review and improve work products to meet City objectives.
- Monitor and report performance measures for services.
- Involve all personnel in program service improvement teams.

#### OPPORTUNITIES FOR EFFICIENCY OR REPLACEMENT

A recent conversion of paper to electronic record keeping has been completed. This has made the program more efficient. Further efficiencies will be implemented as the opportunities come forward. Program cannot be outsourced

#### LEGAL REQUIREMENTS

Required by municipal code section Title 1, Chapter 8, Article D.

#### OUTCOME MEASUREMENTS

- Deliver service and products at 98% of approved budget.
- Involve all employees with opportunities to attend training, continuing education, or professional development classes. Attend a minimum of 32 hours of training a year to maintain certifications.
- Prepare and monitor budgets to implement work programs in the department.

**DEVELOPMENT ADMIN.****10418001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	229,100	180,628	180,628	184,382
4110030 SICK LEAVE BUYOUT	1,018	1,000	1,000	800
4130110 RETIREMENT	43,826	34,908	34,908	35,844
4130120 MEDICAL & DENTAL INSURANCE	22,546	21,790	21,790	18,414
4130130 WORKERS COMPENSATION	2,522	1,843	1,843	2,024
4130140 LONG-TERM DISABILITY	2,908	2,464	2,464	1,799
4130150 UNEMPLOYMENT	1,138	903	903	903
4130160 VEHICLE ALLOWANCE	2,236	2,236	2,236	2,236
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	1,272	1,050	1,050	1,800
4240000 OFFICE SUPPLIES	2,443	2,500	2,500	2,500
4250000 EQUIPMENT SUPPLIES & MAINT.	157	0	0	0
4252000 COMPUTER	1,500	1,500	1,500	1,503
4255000 FLEET O&M CHARGE	4,542	791	791	805
4280000 TELEPHONE	1,893	1,464	1,464	2,400
4330000 TRAINING	175	4,250	4,250	4,250
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL DEVELOPMENT ADMIN.</b>	<b>317,276</b>	<b>257,327</b>	<b>257,327</b>	<b>259,660</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>305,294</b>	<b>245,772</b>	<b>245,772</b>	<b>246,402</b>
<b>OPERATING EXPENSES</b>	<b>11,982</b>	<b>11,555</b>	<b>11,555</b>	<b>13,258</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>317,276</b>	<b>257,327</b>	<b>257,327</b>	<b>259,660</b>

## DEVELOPMENT DEPARTMENT

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### *Economic Development*

#### PURPOSE

Economic development promotes expansion, diversification and retention of existing businesses and the recruitment of new businesses to the city to provide increased job opportunities.

#### GOALS

- Create new and maintain development incentive areas (RDA, EDA, and CDA)
- Attract new investment, businesses, and new entrepreneurs.
- Maintain total employment base of 30,500 employees and assist local businesses to expand.
- Plan and help prioritize City for future economic development opportunities.
- Promote recruitment of visitor and hospitality industries.
- Develop business-friendly name recognition and image.
- Create Small Business Resource Center.

#### INCREASED LEVEL OF SERVICE

The program team works to attract new investment, businesses, and entrepreneurs to maintain and expand a total employment base of 30,500 employees and to assist existing businesses to expand. In addition, the program supports development of business-friendly name recognition and image and promotes recruitment of visitor and hospitality industries. Increased levels of service are employed with the current fiscal year budget. A new economic development strategic plan has been drafted to serve as a guide for the next set of action steps. The elements include:

- Business recruitment
- Job creation
- Business expansion and retention
- Community branding
- Residential development
- Redevelopment and infill
- Hospitality
- Livability

As the economy expands, it is anticipated that new incentive areas will be created. The program also supports the sustainability of existing incentive areas (RDA, EDA, and CDA).

#### OUTCOME MEASUREMENTS

- Maintain average wage paid by companies receiving incentives at a minimum of 125% of county median.
- Contact 25 new businesses to assist with location or relocation plans to add a minimum of 400 new jobs.
- Visit and offer economic development program assistance to 50 existing businesses.
- Prepare economic development strategic plan.
- Prepare six pieces of public information material in coordination with Public Information Officer to promote business development, name recognition and image.
- Co-host one annual event (50-100 participants) such as an economic summit, strategic plan, finance or business expo with others (Chamber of Commerce, EDCU, GOED etc).

**ECONOMIC DEVELOPMENT  
10418101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	110,712	136,885	136,885	48,649
4110030 SICK LEAVE BUYOUT	672	700	700	700
4130110 RETIREMENT	21,450	26,461	26,461	9,489
4130120 MEDICAL & DENTAL INSURANCE	11,914	14,331	14,331	3,754
4130130 WORKERS COMPENSATION	1,064	1,523	1,523	804
4130140 LONG-TERM DISABILITY	1,380	1,867	1,867	475
4130150 UNEMPLOYMENT	556	684	684	238
4130160 VEHICLE ALLOWANCE	2,236	2,236	2,236	2,236
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	52	52	52	65
4215000 MEMBERSHIPS	1,100	1,100	1,100	1,500
4310000 PROFESSIONAL & TECHNICAL	0	0	0	62,500
4330000 TRAINING	3,029	3,780	3,780	9,135
4412000 EDCU	26,744	26,744	26,744	26,744
4413000 RECRUITMENT & MARKETING	255	3,000	3,000	23,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL ECONOMIC DEV.</b>	<b>181,164</b>	<b>219,363</b>	<b>219,363</b>	<b>189,289</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>149,984</b>	<b>184,687</b>	<b>184,687</b>	<b>66,345</b>
<b>OPERATING EXPENSES</b>	<b>31,180</b>	<b>34,676</b>	<b>34,676</b>	<b>122,944</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>181,164</b>	<b>219,363</b>	<b>219,363</b>	<b>189,289</b>

## DEVELOPMENT DEPARTMENT

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### *Long-Range Planning*

#### PURPOSE

The purpose of long-range planning is to prepare and coordinate comprehensive planning activities to meet the demand for future growth. Long-range planning programs include the coordination of advanced planning with surrounding municipalities, Salt Lake County, Wasatch Front Regional Council, Utah Department of Transportation, Utah Transit Authority, and other agencies. The program keeps the General Plan updated, prepares special area plans including sub-area plans, redevelopment plans and corridor plans. A portion of the program is dedicated to plan implementation through amendments and updates to the development regulations. In addition to coordinating activities for the General Plan Committee, this program team coordinates activities of the Parks and Open Lands Committee.

#### GOALS

- Initiate programs to implement the various elements of long-range planning.
- Implement updates to the City's Comprehensive General Plan, zoning and subdivision ordinances, and requests for small area corridor and/or community or neighborhood planning.

#### OUTCOME MEASUREMENTSS

- Completion of the Redwood Corridor Study and Plan by April 2013.
- Revision/update of the following sections of the Municipal Code – Zoning Ordinance:
  - Undergrounding of Utilities by October 2012.
  - Wind, Solar, & Alternative Energy to the Code by September 2012.
  - A provision for Bee Keeping and Apiaries by September 2012.
  - Annual Zoning Code fixes/amendments by November 2012.
- Complete and implement six long-range planning projects or special project requests as directed by the City Council (i.e. Performance Based Planning Area).
- Complete implementation of five amendments to the municipal code in conjunction with the Attorney's Office (i.e., amendments to Signs/Billboards) which may be completed with the annual code updates

# LONG-RANGE PLANNING

## 10418002

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	70,609	72,386	72,386	65,594
4110030 SICK LEAVE BUYOUT	222	200	200	200
4130110 RETIREMENT	13,442	13,981	13,981	12,747
4130120 MEDICAL & DENTAL INSURANCE	10,334	10,439	10,439	10,218
4130130 WORKERS COMPENSATION	1,036	1,000	1,000	1,083
4130140 LONG-TERM DISABILITY	865	987	987	640
4130150 UNEMPLOYMENT	349	362	362	321
4130160 VEHICLE ALLOWANCE	559	559	559	559
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	85
4215000 MEMBERSHIPS	281	290	290	290
4240000 OFFICE SUPPLIES	236	2,500	2,500	2,500
4310000 PROFESSIONAL & TECHNICAL	4,347	1,600	1,600	2,700
4330000 TRAINING	0	625	625	920
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL LONG-RANGE PLANNING</b>	<b>102,280</b>	<b>104,929</b>	<b>104,929</b>	<b>97,857</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>97,416</b>	<b>99,914</b>	<b>99,914</b>	<b>91,362</b>
<b>OPERATING EXPENSES</b>	<b>4,864</b>	<b>5,015</b>	<b>5,015</b>	<b>6,495</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>102,280</b>	<b>104,929</b>	<b>104,929</b>	<b>97,857</b>



## DEVELOPMENT DEPARTMENT

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### *Zoning & Code Enforcement*

#### PURPOSE

The primary purpose of Zoning & Code Enforcement is to facilitate the review of construction plans and zoning permits. This includes the review of building permits, temporary sign permits, administrative conditional use permits, temporary use permits, business licenses, zoning interpretation letters, and letters of nonconformance. This function also provides assistance to citizens and developers seeking general information either via email, telephone or at the one-stop permit center in City Hall. Zoning enforcement is included as a coordinated service in conjunction with the City's Code Enforcement division.

#### GOALS

- Continue to advance the one-stop permit center in conjunction with the Office of Development Assistance and Building Safety.
- Prepare ordinance, procedure, and automation (IT) changes to allow for efficiency in permitting.
- Review new single-family building permits within three days.
- Review all permanent and temporary sign permitting.
- Review all business license applications for zoning compliance.
- Coordinate with Code Enforcement officials on properties/uses suspected of violation(s).

#### OUTCOME MEASUREMENTS

- Review and approve 125 building permits.
- Review and approve 385 business licenses for zoning conformance.
- Complete 40 zoning conformance/enforcement actions.
- Issue 85 temporary sign permits.
- Issue 45 temporary use permits.
- Assist 1,400 citizen/developer walk-ins at the "one-stop permit" counter.
- Answer 3,720 general zoning-associated phone calls.

**ZONING & CODE  
ENFORCEMENT  
10418003**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	24,010	15,809	15,809	16,138
4110030 SICK LEAVE BUYOUT	14	100	100	100
4130110 RETIREMENT	4,515	3,053	3,053	3,135
4130120 MEDICAL & DENTAL INSURANCE	2,808	2,660	2,660	2,797
4130130 WORKERS COMPENSATION	360	243	243	267
4130140 LONG-TERM DISABILITY	291	216	216	157
4130150 UNEMPLOYMENT	117	79	79	79
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	1,865	2,500	2,500	2,300
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0

<b>TOTAL ZONING &amp; CODE ENF.</b>	<b>33,980</b>	<b>24,660</b>	<b>24,660</b>	<b>24,973</b>
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**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>32,115</b>	<b>22,160</b>	<b>22,160</b>	<b>22,673</b>
<b>OPERATING EXPENSES</b>	<b>1,865</b>	<b>2,500</b>	<b>2,500</b>	<b>2,300</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>33,980</b>	<b>24,660</b>	<b>24,660</b>	<b>24,973</b>

## DEVELOPMENT DEPARTMENT

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### *Development Review*

#### PURPOSE

The purpose of Development Review is to review plans for new development for compliance with adopted plans and codes for the city. Physical development of the community includes problem reconciliation with a technical review and a public involvement process to promote responsible growth in conformance with the municipal code and general plan. This program team coordinates the activities of the Planning Commission, Board of Adjustment, and Design Review Committee.

#### GOALS

- Minimize, as much as possible, the amount of review time for development project processing in support of the goals of the General Plan.
- Encourage developers to meet and/or exceed sound design practices and assist them through the design review and planning approval processes.
- Facilitate solutions to problems that may arise during the review, construction, and warranty period of projects.
- Facilitate communication and public involvement in the development process.

#### OUTCOME MEASUREMENTS

- Process and write 140 staff reports for Planning Commission, City Council, Board of Adjustment, and other administrative approvals.
- Process, analyze and review 90 development application proposals (i.e., rezones, text amendments, site plans, subdivisions, etc.).
- Obtain an overall satisfaction rating of 3.7 from permit applicant survey.
- Review 100% of original applications within three weeks.
- Review 100% of resubmitted applications within one week.

#### LEGAL REQUIREMENTS

A planning commission is required for municipalities by section 10-9a-301 of the Utah State Code. A zoning code is adopted for the city under Utah Code Annotated section 10-9a-101. Titles 12 – 15 of the West Jordan Code require zoning and land use decisions to be made by Planning Commission and staff.

**DEVELOPMENT REVIEW  
10418004**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	256,789	274,691	274,691	128,939
4110001 SALARIES PART/SEASONAL	18,101	22,885	22,885	22,885
4110030 SICK LEAVE BUYOUT	186	200	200	200
4130110 RETIREMENT	50,519	55,066	55,066	27,086
4130120 MEDICAL & DENTAL INSURANCE	39,039	44,563	44,563	21,285
4130130 WORKERS COMPENSATION	2,518	2,795	2,795	2,171
4130140 LONG-TERM DISABILITY	3,153	3,747	3,747	1,258
4130150 UNEMPLOYMENT	1,362	1,488	1,488	746
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	1,502	1,520	1,520	1,520
4215000 MEMBERSHIPS	608	1,690	1,690	1,690
4240000 OFFICE SUPPLIES	1,765	2,900	2,900	3,000
4310000 PROFESSIONAL & TECHNICAL	0	1,000	1,000	1,000
4330000 TRAINING	670	1,575	1,575	1,675
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL DEVELOPMENT REVIEW</b>	<b>376,212</b>	<b>414,120</b>	<b>414,120</b>	<b>213,455</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>371,667</b>	<b>405,435</b>	<b>405,435</b>	<b>204,570</b>
<b>OPERATING EXPENSES</b>	<b>4,545</b>	<b>8,685</b>	<b>8,685</b>	<b>8,885</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>376,212</b>	<b>414,120</b>	<b>414,120</b>	<b>213,455</b>

## DEVELOPMENT DEPARTMENT

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### *Building & Safety*

#### PURPOSE

The purpose of Building Safety is to enforce the minimum requirements of state and city adopted International Building and Fire Codes to safeguard the public health, safety, and general welfare. It includes review of structural strength, means of egress, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment. This is accomplished by thorough plan reviews, permitting, and field inspections to substantiate code compliance and is applicable to all building construction, demolition, renovation, or remodeling within the City.

#### GOALS

- Provide courteous, prompt, technical and professional customer service to residents, builders, developers, and design professionals.
- Review permit applications, plans and specification submittals for appropriate comprehensive assessment of adopted building, plan review, City impact, and state surcharge fees.
- Provide accurate record keeping and archiving in compliance with state and City policies.
- Physically inspect buildings and other structures for compliance with approved plans and specifications, adopted state and City codes and laws in a timely manner.
- Assist City code enforcement team in the enforcement of City standards, ordinances, and applicable codes.
- Address and mitigate comments, violations, and complaints.

#### OUTCOME MEASUREMENTS

- Maintain an average review time for permit applications, plan reviews, and building permits of five business days for residential and 10 business days for commercial and industrial applications.
- Maintain average Express Center application review time of one day
- Issue 1,000 building permits.
- Perform 10,000 inspections.
- Perform more than 900 plan reviews.
- Perform building inspections within 24 hour turnaround or less.

#### LEGAL REQUIREMENTS

The International Building Codes are adopted by Title 10 of the West Jordan Code. Through this title and Title 13 with zoning, conformance with the building codes are required.

**BUILDING SAFETY**  
**10424001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	532,971	461,174	461,174	470,760
4110001 SALARIES PART/SEASONAL	40,319	42,910	42,910	42,910
4110003 OVERTIME	0	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	741	800	800	900
4130110 RETIREMENT	105,164	95,572	95,572	98,978
4130120 MEDICAL & DENTAL INSURANCE	77,332	79,003	79,003	69,242
4130130 WORKERS COMPENSATION	8,390	6,586	6,586	7,234
4130140 LONG-TERM DISABILITY	6,483	6,416	6,416	4,718
4130150 UNEMPLOYMENT	2,791	2,520	2,520	2,520
4130160 VEHICLE ALLOWANCE	559	559	559	559
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	1,323	1,200	1,200	1,200
4215000 MEMBERSHIPS	1,673	2,000	2,000	2,000
4240000 OFFICE SUPPLIES	2,400	3,875	3,875	3,875
4250000 EQUIPMENT SUPPLIES & MAINT.	623	1,800	1,800	1,800
4250010 UNIFORMS	1,779	3,000	3,000	3,000
4255000 FLEET O&M CHARGE	27,251	19,292	19,292	19,644
4255010 FLEET REPLACEMENT CHARGE	0	0	0	4,054
4256100 COPIER MAINTENANCE	0	600	600	0
4280000 TELEPHONE	8,033	9,200	9,200	9,200
4310000 PROFESSIONAL & TECHNICAL	338	1,200	1,200	6,000
4330000 TRAINING	8,032	9,080	9,080	9,080
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL BUILDING SAFETY</b>	<b>826,202</b>	<b>747,787</b>	<b>747,787</b>	<b>758,674</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>774,750</b>	<b>696,540</b>	<b>696,540</b>	<b>698,821</b>
<b>OPERATING EXPENSES</b>	<b>51,452</b>	<b>51,247</b>	<b>51,247</b>	<b>59,853</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>826,202</b>	<b>747,787</b>	<b>747,787</b>	<b>758,674</b>

## **DEVELOPMENT DEPARTMENT**

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### *Community Development Block Grants*

#### PURPOSE

The CDBG Division is responsible for accounting, planning, and use of Federal entitlement CDBG, HOME, and other funds.

#### GOALS

- Provide the technical assistance necessary to manage funding in compliance with the City's direction for growth and redevelopment by utilizing providers of services such as Utah Food Bank, Community Action Program, The Road Home, etc.
- Provide consistent, equitable, and timely review of funding requests for assistance proposals for Community Development Block Grant funds through the utilization of the CDBG/HOME Committee.

#### OUTCOME MEASUREMENTS

- Provide service to 8,941 residents through the utilization of Public Service providers (all beneficiaries are City residents).
- Review and make recommendations on 20 funding requests to City Council for CDBG and other related program funding.

# **CDBG FUND REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3316000 C.D.B.G.	552,816	717,568	520,000	536,733
3316010 CDBG STIMULUS	0	86,316	86,316	0
3316020 ENERGY BLOCK GRANT	266,867	880,350	790,000	0
3317000 HOME - FEDERAL GOVERNMENT	60,279	0	0	0
3875000 PRIOR YEARS RESERVES	0	0	0	169,279
TOTAL CDBG FUND REVENUES	879,962	1,684,234	1,396,316	706,012



**CDBG**  
**48450001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	68,832	65,814	65,814	65,814
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	12,704	12,704	12,704	12,704
4130120 MEDICAL & DENTAL INSURANCE	3,190	3,966	3,966	4,019
4130130 WORKERS COMPENSATION	115	110	110	120
4130140 LONG-TERM DISABILITY	731	898	898	656
4130150 UNEMPLOYMENT	329	329	329	329
<b><u>OPERATING EXPENSES</u></b>				
4734001 ADMINISTRATION	3,613	839	839	7,500
4734002 FAMILY SUPPORT CENTER	3,500	2,550	2,550	0
4734003 ASSIST INC. EHR	80,000	80,000	80,000	80,000
4734004 CAP - EFP	4,000	3,750	3,750	6,000
4734006 CSC - FOOD BANK	0	2,000	2,000	0
4734007 CAP - FPC	4,000	3,800	3,800	0
4734011 CONTINGENCY	0	0	0	5,000
4734012 COG (PLANNING)	0	5,280	5,280	5,280
4734013 TRAV. AID (THE ROAD HOME)	5,500	5,250	5,250	10,000
4734014 DOWNPAYMENT ASSISTANCE	25,000	95,000	95,000	95,000
4734016 LEGAL AID	15,000	12,000	12,000	10,000
4734020 SOUTH VALLEY SANCTUARY	10,000	15,000	15,000	10,000
4734021 LRPC (THE ROAD HOME)	4,500	4,300	4,300	0
4734024 COMMUNITY HEALTH CENTERS	3,000	2,500	2,500	0
4734025 SECTION "108" PAYMENTS	180,819	141,078	141,078	145,240
4734026 STREET/SIDEWALK IMPR.	0	54,295	54,295	0
4734030 FSC - CRISIS NURSERY	7,600	6,050	6,050	10,000
4734032 FULLMER BOXING GYM	7,500	0	0	0
4734033 YWCA - CRISIS SHELTER	5,500	5,250	5,250	10,000
4734035 BOYS & GIRLS CLUB	5,500	5,780	5,780	10,500
4734038 211 INFORMATION PROGRAM	3,500	0	0	0
4734042 BIG BROTHERS BIG SISTERS	2,500	2,250	2,250	2,250
4734046 FSC - RENOVATION	200	0	0	0
47340XX VOLUNTEERS OF AMERICA	0	0	0	8,000
4890000 CONTR TO FUND BAL	0	14,308	0	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL CDBG</b>	<b>457,133</b>	<b>545,201</b>	<b>530,893</b>	<b>498,512</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>85,901</b>	<b>83,921</b>	<b>83,921</b>	<b>83,742</b>
<b>OPERATING EXPENSES</b>	<b>371,232</b>	<b>461,280</b>	<b>446,972</b>	<b>414,770</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>457,133</b>	<b>545,201</b>	<b>530,893</b>	<b>498,512</b>

## **DEVELOPMENT DEPARTMENT**

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### ***CDBG – Grants***

#### **PURPOSE**

The grants program is the primary contact for most grant activities for the City and reviews and researches proposed projects to determine potential funding sources. The program complies with the goals, policies, objectives, and regulations in determining funding avenues for City projects using grants as a matching funding source.

#### **GOALS**

- Provide a high level of professional grantsmanship expertise and recommendations to the City and other governmental agencies by assisting in grant request preparation.
- Provide for coordination with other local, state, and private agencies to provide for greater benefit from available grant funds for the development of affordable housing opportunities in the City.
- Provide coordination and completion of the Jordan River Trail project between 7800 South and 9000 South.

#### **OUTCOME MEASUREMENTS**

- Prepare and submit 10 applications for funding of City projects.
- Begin planning for future senior housing.

**CDBG PRIOR  
48460001**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<hr/>				
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	0
<b><u>OPERATING EXPENSES</u></b>				
4734002 FAMILY SUPPORT CENTER	1,900	0	0	0
4734003 ASSIST INC. EHR	4,665	0	0	0
4734008 HOUSING REHAB.	0	50,000	50,000	50,000
4734011 CONTINGENCY	0	8,999	8,999	0
4734012 COG (PLANNING)	0	5,868	5,868	0
4734014 DOWNPAYMENT ASSISTANCE	71,776	0	0	82,500
4734026 STREET/SIDEWALK IMPR.	0	100,000	100,000	75,000
4734037 UAF - HOUSE OF HOPE	1,088	0	0	0
4734044 CDBG STIMULUS	76,306	86,316	86,316	0
4734046 FSC - RENOVATION	0	7,500	7,500	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<hr/>				
<b>TOTAL CDBG PRIOR</b>	<b>155,735</b>	<b>258,683</b>	<b>258,683</b>	<b>207,500</b>
 <b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES</b>	<b>155,735</b>	<b>258,683</b>	<b>258,683</b>	<b>207,500</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<hr/>				
<b>TOTAL FUNCTIONAL AREAS</b>	<b>155,735</b>	<b>258,683</b>	<b>258,683</b>	<b>207,500</b>

## **REDEVELOPMENT AGENCY**

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The Redevelopment Agency (RDA) of the City of West Jordan utilizes Tax Increment Financing (TIF) Districts to encourage economic development and redevelopment of blighted areas within the City. To date, the RDA has adopted six urban renewal areas (URAs) and four Economic Development Areas (EDAs). In addition, the city has also adopted one Community Development Area (CDA). The governing board of Redevelopment Agency consists of the elected city council, in accordance with state statute. The RDA Board adopts the plans, policies, and budgets which are implemented by the agency.

Tax Increment Financing (TIF) is the use of tax increment monies to fund infrastructure, environmental remediation, or other improvements in urban renewal areas, economic development areas, or community development areas. The use of tax increment must be approved by a committee representing affected property taxing entities or their governing bodies in the case of a CDA.

TIF districts pay for only a small fraction of costs related to the new developments they encourage. The RDA's share of development cost is paid through the use of tax increment financing. Property tax increment is the increase in property taxes, and in some cases, sales taxes generated in a project area over and above property taxes generated prior to the new development (base taxes). State statute does not allow base taxes to pay for project costs.

## **URBAN RENEWAL AREAS**

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An Urban Renewal Area (URA) is a tax increment district that is created to redevelop blighted areas within the City and attract new jobs into the area. The City of West Jordan currently has adopted six urban renewal areas which are actively contributing to the redevelopment of blighted areas.

***Project #1: Town Center / Cantlon 6600 South-7000 South Redwood Rd.***

Project Area Created: December 12, 1989  
TIF years allowed: 32 years max (through 2032)  
TIF first received: 2000

Base Assessed Value, Real Property: \$625,352  
2011 Assessed Value, Real Property: \$39,576,315  
Total Value Added, Real Property: \$38,950,963

**Goal:** Area was established to remove blight and create a new retail center.

**Status:** Center has been developed. Current tenants include Target, Office Depot, and Petco.

**REDEVELOPMENT  
AREA 1 FUND  
REVENUES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
3110000 PROPERTY TAXES	520,526	520,527	520,527	520,354
TOTAL REDEV. AREA 1 FUND REVENUES	520,526	520,527	520,527	520,354

**REDEVELOPMENT AREA 1  
6600-7000 S REDWOOD  
28410101**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4310000 PROFESSIONAL & TECHNICAL	0	10,000	10,000	4,000
4310910 RDA HOUSING FUND ALLOC.	0	104,105	104,105	104,071
4350100 RDA ADMINISTRATION	45,561	52,053	52,053	52,035
4350300 RDA INFRASTRUCTURE	0	295,503	295,503	360,248
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b><u>TRANSFERS OUT</u></b>				
4990000 TRANS TO GENERAL FUND	280,486	58,866	58,866	0
<b>TOTAL REDEV. AREA 1</b>	<b>326,047</b>	<b>520,527</b>	<b>520,527</b>	<b>520,354</b>

**FUNCTIONAL SUMMARY**

<b>OPERATING EXPENSES</b>	<b>45,561</b>	<b>461,661</b>	<b>461,661</b>	<b>520,354</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS OUT</b>	<b>280,486</b>	<b>58,866</b>	<b>58,866</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>326,047</b>	<b>520,527</b>	<b>520,527</b>	<b>520,354</b>

**Project #2: Industrial Park 1300 West 7800 South**

Location: 1100 to 1500 West, 7800 to 8000 South  
 Project Area Created: September 18, 1990  
 TIF years allowed: 32 years max (through 2033)  
 TIF first received: 2001  
 Base Assessed Value, Real Property: \$2,120,906  
 2011 Assessed Value, Real Property: \$13,810,278  
 Total Value Added, Real Property: \$11,689,372

**Goal:** Removal of blight, public and private improvements to the 7800 South gateway and the Industrial park.

**Status:** Property owners in this area have not submitted any recent requests for assistance. Sidewalk and landscape improvements for 7800 South are planned.

**REDEVELOPMENT****AREA 2 FUND****REVENUES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
3110000 PROPERTY TAXES	135,417	135,417	135,417	144,808
3871000 CONT FROM FUND BAL	0	0	0	207,678
<b>TOTAL REDEV. AREA 2 FUND REVENUES</b>	<b>135,417</b>	<b>135,417</b>	<b>135,417</b>	<b>352,486</b>

**REDEVELOPMENT AREA 2**  
**1300-1600 W 7800 S**  
**28410201**
**OPERATING EXPENSES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
4310000 PROFESSIONAL & TECHNICAL	0	10,000	10,000	10,000
4310302 MERIT MEDICAL ADL	0	961	961	961
4310910 RDA HOUSING FUND ALLOC.	0	27,083	27,083	29,661
4350100 RDA ADMINISTRATION	11,609	13,542	13,542	11,864
4350300 RDA INFRASTRUCTURE	0	0	0	300,000
4480000 DEPARTMENT SUPPLIES	31,418	0	0	0
4890000 CONT TO FUND BALANCE	0	68,517	0	0

**CAPITAL OUTLAYS**

4740000 EQUIPMENT	0	0	0	0
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**TRANSFERS OUT**

4990000 TRANS TO GENERAL FUND	71,469	15,314	15,314	0
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<b>TOTAL REDEV. AREA 2</b>	<b>114,496</b>	<b>135,417</b>	<b>66,900</b>	<b>352,486</b>
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**FUNCTIONAL SUMMARY**

<b>OPERATING EXPENSES</b>	<b>43,027</b>	<b>120,103</b>	<b>51,586</b>	<b>352,486</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS OUT</b>	<b>71,469</b>	<b>15,314</b>	<b>15,314</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>114,496</b>	<b>135,417</b>	<b>66,900</b>	<b>352,486</b>

**Project #3: Southwire 3200 West – 3600 West 8600 South**

Location: 3200 to 3600 West, 8600 to 9000 South  
 Project Area Created: September 18, 1990 – Amended April 4, 2012  
 TIF years allowed: 32 years max (through 2026)  
 TIF first received: 1992

Base Assessed Value, Real Property: \$3,916,178  
 2011 Assessed Value, Real Property: \$7,938,442  
 Total Value Added, Real Property: \$4,022,264

**Goal:** Provide public infrastructure, finance construction of 3200 West, removal of blight, and accelerate construction of an industrial center

**Status:** Southwest industrial park was developed using RDA assistance. Currently LKL Associates and Alside Supply Center are the only businesses in the RDA boundaries. Creation of CDA #1 resulted in a 37-acre reduction of URA #3 with the remaining area being 31 acres.

**REDEVELOPMENT  
 AREA 3 FUND  
 REVENUES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
3110000 PROPERTY TAXES	63,033	0	0	0
3871000 CONT FROM FUND BAL	0	0	0	52,000
TOTAL REDEV. AREA 3 FUND REVENUES	63,033	0	0	52,000

**REDEVELOPMENT AREA 3  
 3200-3600 W 8600 S  
 28410301**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4310000 PROFESSIONAL & TECHNICAL	17,583	0	0	0
4310403 DIST 3 TIF HEBER RENTALS	0	0	0	52,000
4350100 RDA ADMINISTRATION	6,303	0	0	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b><u>TRANSFERS OUT</u></b>				
4990000 TRANS TO GENERAL FUND	0	0	0	0
<b>TOTAL REDEV. AREA 3</b>	<b>23,886</b>	<b>0</b>	<b>0</b>	<b>52,000</b>

**FUNCTIONAL SUMMARY**

OPERATING EXPENSES	23,886	0	0	52,000
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	0	0	0	0
<b>TOTAL FUNCTIONAL AREAS</b>	<b>23,886</b>	<b>0</b>	<b>0</b>	<b>52,000</b>

**Project #4: Spratling 1300 West 9000 South**

Location: 1300 to 1700 West, 8800 to 9000 South  
 Project Area Created: October 29, 1992  
 TIF years allowed: 32 years max (through 2033)  
 TIF first received: 2003  
 Base Assessed Value, Real Property: \$1,627,836  
 2011 Assessed Value, Real Property: \$35,841,259  
 Total Value Added, Real Property: \$34,213,423

**Goal:** Development of a retail center, installation of public infrastructure including construction of 1510 West and a traffic signal, and removal of blight

**Status:** Major tenants are Kmart and Home Depot. Additional properties need assistance.

**REDEVELOPMENT  
 AREA 4 FUND  
 REVENUES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
3110000 PROPERTY TAXES	424,727	504,513	504,513	456,976
3871000 CONT FROM FUND BAL	0	0	0	25,648
<b>TOTAL REDEV. AREA 4 FUND REVENUES</b>	<b>424,727</b>	<b>504,513</b>	<b>504,513</b>	<b>482,624</b>

**REDEVELOPMENT AREA 4  
 1300-1700 W 9000 S  
 28410401**

**OPERATING EXPENSES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
4310000 PROFESSIONAL & TECHNICAL	11,909	10,000	10,000	10,000
4310910 RDA HOUSING FUND ALLOC.	0	100,903	100,903	96,524
4350100 RDA ADMINISTRATION	42,473	50,451	50,451	38,610
4350300 RDA INFRASTRUCTURE	0	286,104	286,104	337,490

**CAPITAL OUTLAYS**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
4740000 EQUIPMENT	0	0	0	0

**TRANSFERS OUT**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
4990000 TRANS TO GENERAL FUND	261,471	57,055	57,055	0

<b>TOTAL REDEV. AREA 4</b>	<b>315,853</b>	<b>504,513</b>	<b>504,513</b>	<b>482,624</b>
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**FUNCTIONAL SUMMARY**

<b>OPERATING EXPENSES</b>	<b>54,382</b>	<b>447,458</b>	<b>447,458</b>	<b>482,624</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS OUT</b>	<b>261,471</b>	<b>57,055</b>	<b>57,055</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>315,853</b>	<b>504,513</b>	<b>504,513</b>	<b>482,624</b>



**Project #5: Downtown 1700 West 7600-7900 South**

Location: 1700 to 1900 West, 7600 to 7900 South  
 Project Area Created: May 11, 1993  
 TIF years allowed: 32 years max (through 2034)  
 TIF first received: 2005  
 Base Assessed Value, Real Property: \$8,352,370  
 2011 Assessed Value, Real Property: \$33,231,940  
 Total Value Added, Real Property: \$24,879,570

**Goals:** Blight removal, installation of public infrastructure and roads including bond financing of the 7800 South construction project, renovation of two retail centers, and revitalization of downtown area.

**Status:** The Redwood Road and 7800 South projects have been completed. Independence Square shopping center was rebuilt in 2000 and 2001.

**Provisions:** Debt was retired February 2010.

**REDEVELOPMENT****AREA 5 FUND****REVENUES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
3110000 PROPERTY TAXES	246,275	289,434	289,434	311,374
3871000 CONT FROM FUND BAL	0	0	0	70,278
TOTAL REDEV. AREA 5 FUND REVENUES	246,275	289,434	289,434	381,652

**REDEVELOPMENT AREA 5**  
**1700-1900 W 76-79 S**  
**28410501**
**OPERATING EXPENSES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
4310000 PROFESSIONAL & TECHNICAL	0	10,000	10,000	10,000
4310910 RDA HOUSING FUND ALLOC.	0	57,887	57,887	63,608
4350100 RDA ADMINISTRATION	24,627	28,943	28,943	25,443
4350300 RDA INFRASTRUCTURE	0	159,872	159,872	282,601

**CAPITAL OUTLAYS**

4740000 EQUIPMENT	0	0	0	0
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**TRANSFERS OUT**

4990000 TRANS TO GENERAL FUND	71,149	32,732	32,732	0
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<b>TOTAL REDEV. AREA 5</b>	<b>95,776</b>	<b>289,434</b>	<b>289,434</b>	<b>381,652</b>
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**FUNCTIONAL SUMMARY**

<b>OPERATING EXPENSES</b>	<b>24,627</b>	<b>256,702</b>	<b>256,702</b>	<b>381,652</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS OUT</b>	<b>71,149</b>	<b>32,732</b>	<b>32,732</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>95,776</b>	<b>289,434</b>	<b>289,434</b>	<b>381,652</b>

## **ECONOMIC DEVELOPMENT AREA**

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An Economic Development Area (EDA) is a tax increment district created to attract new jobs into the region. The City of West Jordan currently has one active EDA. Cities and counties may award incentives to companies locating in EDA districts.

Incentives are provided as a percentage of the tax increment created by the development. When a company builds a new building, its “tax increment” is 100% of the assessed value of the new construction multiplied by the property tax rate. If the tax rate is 1.2%, for example, a new \$1 million building would have an annual tax bill of \$12,000. The annual “tax increment” would be \$12,000.

An eight-member voting approval board is appointed to review each EDA district. Each board has two members from the city, two from the county, two representatives from the local school board, one representative from the state school board, and one member representing the remaining local taxing agencies. Tax increment dollars are returned to the developer or company with an agreement to assist with infrastructure development, land acquisition, or other eligible project costs.

**EDA Project #2: Bingham Business Park / KraftMaid**

Location: 10026 S Prosperity Road  
 Project Area Created: July 19, 2005  
 TIF years allowed: 17 years max (2007 through 2023)  
 TIF first received: 2007  
 Base Assessed Value, Real Property: \$3,217  
 2011 Assessed Value, Real Property: \$63,852,777  
 Total Value Added, Real Property: \$63,849,560

**Goal:** Encourage and assist economic development of the area and installation of public infrastructure.

**Status:** KraftMaid building is constructed and infrastructure work has been completed.

**Provisions:** 100% of tax increment financing is redirected for a period not to exceed 17 years. Revenues are used for repayment of tax-free and taxable bonds which were utilized for public and private improvements. Final debt service payment is scheduled for June 1, 2023.

**ECONOMIC DEVELOPMENT  
AREA 2 FUND  
REVENUES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
3110000 PROPERTY TAXES	1,201,325	1,201,325	1,201,325	849,117
3610000 INTEREST EARNINGS	1,308	0	0	0
3871000 CONT FROM FUND BAL	0	21,133	0	498,802
<b>TOTAL EC. DEV. AREA 2 FUND REVENUES</b>	<b>1,202,633</b>	<b>1,222,458</b>	<b>1,201,325</b>	<b>1,347,919</b>

**ECONOMIC DEV. AREA 2  
BINGHAM BUSINESS PARK  
28430201**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4810000 PRINCIPAL	790,000	770,000	770,000	735,000
4820000 INTEREST	286,099	249,341	249,341	409,802
4830000 AGENTS FEE	0	1,500	1,500	1,500
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b><u>TRANSFERS OUT</u></b>				
4949000 KRAFTMAID SID	201,617	201,617	201,617	201,617
<b>TOTAL ECONOMIC DEV. AREA 2</b>	<b>1,277,716</b>	<b>1,222,458</b>	<b>1,222,458</b>	<b>1,347,919</b>

**FUNCTIONAL SUMMARY**

<b>OPERATING EXPENSES</b>	<b>1,076,099</b>	<b>1,020,841</b>	<b>1,020,841</b>	<b>1,146,302</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS OUT</b>	<b>201,617</b>	<b>201,617</b>	<b>201,617</b>	<b>201,617</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,277,716</b>	<b>1,222,458</b>	<b>1,222,458</b>	<b>1,347,919</b>

**EDA Project #3: Data Center/ Oracle**

Location: 6200 West 10120 South  
 Project Area Created: July 22, 2008  
 TIF years allowed: 10 years max

**Goal:** Encourage and assist economic development of the area, establish a new business, creation of new job and stimulate associated business activity.

**Status:** Oracle building is completed and half of interior finishes are in place and in operation. Employment goal has been met.

**Provisions:** 85% of tax increment financing retained for a period not to exceed 10 years not to exceed \$11,794,872, which are to be used to finance public and private infrastructure and site improvements.

**ECONOMIC DEVELOPMENT  
 AREA 3 FUND  
 REVENUES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
3110000 PROPERTY TAXES	0	0	0	2,280,625
TOTAL EC. DEV. AREA 3 FUND REVENUES	0	0	0	2,280,625

**ECONOMIC DEV. AREA 3  
 DATA CENTER  
 28430301**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4310000 PROFESSIONAL & TECHNICAL	0	0	0	25,000
4310310 ADL INCENTIVE	0	0	0	2,200,000
4350100 RDA ADMINISTRATION	0	0	0	55,625
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b><u>TRANSFERS OUT</u></b>				
4981000 RDA 1 FUND	0	0	0	0
<b>TOTAL ECONOMIC DEV. AREA 3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,280,625</b>

**FUNCTIONAL SUMMARY**

OPERATING EXPENSES	0	0	0	2,280,625
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	0	0	0	0
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,280,625</b>

**EDA Project #4: Fairchild**

Location: 3333 West 9000 South  
 Project Area Created: April 14, 2010  
 TIF years allowed: 10 years max

**Goal:** Encourage and assist economic development to encourage the company to stay, re-tool and expand in the city. The city desired to retain the jobs rather than see them go to the east coast or Asia. Remodeling costs for a 35 year old building are an impediment.

**Status:** Approved by RDA board. Improvements to the property were made by the company and incentive reimbursement payments are estimated to begin in 2013.

**Provisions:** 80% of tax increment financing retained for a period not to exceed 10 years, not to exceed \$1,205,897.

**ECONOMIC DEVELOPMENT  
 AREA 4 FUND  
 REVENUES**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
3110000 PROPERTY TAXES	0	0	0	567,393
TOTAL EC. DEV. AREA 4 FUND REVENUES	0	0	0	567,393

**ECONOMIC DEV. AREA 4  
 FAIRCHILD  
 28430401**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4310000 PROFESSIONAL & TECHNICAL	0	0	0	25,000
4310310 ADL INCENTIVE	0	0	0	515,273
4350100 RDA ADMINISTRATION	0	0	0	27,120
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b><u>TRANSFERS OUT</u></b>				
4949000 KRAFTMAID SID	0	0	0	0
<b>TOTAL ECONOMIC DEV. AREA 4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>567,393</b>

**FUNCTIONAL SUMMARY**

OPERATING EXPENSES	0	0	0	567,393
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	0	0	0	0
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>567,393</b>

## COMMUNITY DEVELOPMENT AREA

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A Community Development Area (CDA) is a tax increment district created to assist in the investment of real estate. The City of West Jordan currently has one CDA.

CDA #1: Jordan Valley Station

Location: 3295 West 9000 South

Project Area Created: July 27, 2011

TIF years allowed: 20 years

Goal: Enhance housing and employment opportunities for community residents, improve access to goods and services for residents, increase and diversify the tax base, thus increasing the resources available for performing governmental services, to provide for a wider range of housing opportunities, and to cultivate the market for goods and services. These are implemented through the construction of on and off-site infrastructure including parking structures to support mixed uses, higher density, pedestrian environment and the use of multiple transportation modes.

Status: Awaiting construction (expected spring 2013) to begin TIF payments.

Provisions:

Entity	Maximum Cumulative Total to Agency	Percent of Tax Increment to Agency
City of West Jordan	\$ 3,751,297	75%
Jordan School District	\$10,669,808	70%
Central Utah Water Conservancy District	\$ 742,150	75%
Jordan Valley Water Conservancy District	\$ 722,759	75%
South Salt Lake Valley Mosquito Abatement	\$ 88,141	75%
Salt Lake County	\$ 5,486,765	73.5%

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**PUBLIC WORKS  
DEPARTMENT**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b>FUNCTIONAL SUMMARY</b>				
SALARIES & BENEFITS	5,037,390	4,935,662	4,935,662	5,059,362
OPERATING EXPENSES	3,082,375	3,327,015	3,327,015	3,947,730
CAPITAL OUTLAYS	270,507	490,000	490,000	495,000
TRANSFERS OUT	(116,287)	3,250,000	1,000,000	2,115,000
<b>TOTAL FUNCTIONAL AREAS</b>	<b>8,273,985</b>	<b>12,002,677</b>	<b>9,752,677</b>	<b>11,617,092</b>
<b>PROGRAM SUMMARY</b>				
ADMINISTRATION	495,868	465,706	465,706	537,601
DEVELOPMENT REVIEW DIVISION				
DEV. REVIEW SUPPORT	216,088	272,221	272,221	409,648
DEV. INSP. & PROJECT MGT.	436,602	500,541	500,541	382,152
<b>TOTAL DEVELOPMENT REVIEW</b>	<b>652,690</b>	<b>772,762</b>	<b>772,762</b>	<b>791,800</b>
GIS SUPPORT	226,166	291,691	291,691	311,593
CAPITAL GROUP DIVISION				
UTILITY INFR. & PLANNING	162,309	218,107	218,107	139,295
CAPITAL PROJECTS	509,486	406,292	406,292	430,241
FACILITIES MANAGEMENT	27,898	40,880	40,880	28,965
C ROAD PROJECTS	130,680	4,326,369	2,076,369	3,143,395
<b>TOTAL CAPITAL GROUP</b>	<b>830,373</b>	<b>4,991,648</b>	<b>2,741,648</b>	<b>3,741,896</b>
FACILITIES DIVISION				
FACILITIES MAINTENANCE	877,236	917,201	917,201	889,840
SENIOR CENTER	143,658	147,762	147,762	168,624
FACILITIES SPECIAL PROJECTS	16,985	8,089	8,089	0
<b>TOTAL FACILITIES</b>	<b>1,037,879</b>	<b>1,073,052</b>	<b>1,073,052</b>	<b>1,058,464</b>
OPERATIONS MANAGEMENT	121,514	278,461	278,461	0
STREETS DIVISION				
ROAD REPAIR	1,265,818	721,842	721,842	1,145,536
CURBS & SIDEWALKS	83,002	90,843	90,843	102,010
SIGNS & SIGNALS	122,566	115,766	115,766	97,422
SNOW REMOVAL	349,298	344,833	344,833	258,440
STREET SWEEPING	141,315	0	0	0
STREET LIGHTING	620,717	602,276	602,276	614,929
GRAFFITI REMOVAL	25,436	49,628	49,628	118,650
STREETS SPECIAL PROJECTS	70,485	97,167	97,167	123,494
STREETS ADMINISTRATION	0	0	0	37,962
<b>TOTAL STREETS</b>	<b>2,678,637</b>	<b>2,022,355</b>	<b>2,022,355</b>	<b>2,498,443</b>



**PUBLIC WORKS  
DEPARTMENT**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b>PROGRAM SUMMARY (CONTINUED)</b>				
<b>PARKS DIVISION</b>				
PARKS ADMINISTRATION	784,224	518,463	518,463	606,709
PARKS & TRAILS MAINTENANCE	1,073,763	817,136	817,136	872,463
NATURAL SPACES MAINT.	21,101	20,732	20,732	26,434
STREETSCAPE MAINTENANCE	112,634	295,399	295,399	353,531
PARKS SNOW REMOVAL	38,703	46,494	46,494	72,758
PARKS SPECIAL PROJECTS	27,970	35,180	35,180	5,021
ATHLETIC FIELDS	75,727	253,693	253,693	199,245
EVENTS	0	0	0	154,530
CELEBRATION	0	0	0	112,650
RODEO	0	0	0	120,303
DEMOLITION DERBY	0	0	0	23,595
CEMETERIES	96,736	119,905	119,905	130,056
<b>TOTAL PARKS</b>	<b>2,230,858</b>	<b>2,107,002</b>	<b>2,107,002</b>	<b>2,677,295</b>
<b>TOTAL PUBLIC WORKS</b>	<b>8,273,985</b>	<b>12,002,677</b>	<b>9,752,677</b>	<b>11,617,092</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Administration & Engineering* – Administration

#### PURPOSE

Administration provides effective and timely direction, leadership, and support to all Public Works divisions, managers, and programs.

#### GOALS

Ensure the most effective and efficient use of resources available to the Public Works Department by:

- Monitor expenditures for budget compliance.
- Evaluate all Public Works divisions for proper organization and effectiveness.
- Continually review processes and procedures to identify and implement improvements.
- Prepare Standard Operational Guidelines for Public Works divisions.
- Provide needed training.

#### OUTCOME MEASUREMENTS

- Hold quarterly budget review meetings with program managers to track all expenditures.
- Publish annually an evaluation of all Public Works divisions' organization and effectiveness, with recommended improvements.
- Publish written policies by year end for various department issues including graffiti removal, Adopt-a-Spot program, etc.
- Publish standard equipment specifications by year end to ensure quality at reasonable cost.
- Prepare a training plan for all PW staff by year end and track attendance for each staff member.

**PUBLIC WORKS ADMIN.  
10416301**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	332,152	205,381	205,381	360,754
4110003 OVERTIME	643	500	500	1,500
4110030 SICK LEAVE BUYOUT	498	500	500	1,500
4130110 RETIREMENT	61,844	39,734	39,734	70,203
4130120 MEDICAL & DENTAL INSURANCE	46,058	26,721	26,721	52,286
4130130 WORKERS COMPENSATION	2,941	1,973	1,973	3,995
4130140 LONG-TERM DISABILITY	3,989	2,801	2,801	3,520
4130150 UNEMPLOYMENT	1,609	1,027	1,027	1,767
4130160 VEHICLE ALLOWANCE	5,590	5,590	5,590	5,590
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	500	500	847
4215000 MEMBERSHIPS	563	604	604	740
4240000 OFFICE SUPPLIES	2,579	5,000	5,000	4,477
4250000 EQUIPMENT SUPPLIES & MAINT.	271	2,000	2,000	1,900
4250010 UNIFORMS	0	0	0	150
4255000 FLEET O&M CHARGE	22,709	4,853	4,853	4,942
4260000 BUILDING & GROUNDS	0	146,622	146,622	0
4280000 TELEPHONE	720	1,400	1,400	2,700
4310000 PROFESSIONAL & TECHNICAL	12,470	17,000	17,000	17,000
4330000 TRAINING	1,232	3,500	3,500	3,730
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PUBLIC WORKS ADMIN.</b>	<b>495,868</b>	<b>465,706</b>	<b>465,706</b>	<b>537,601</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>455,324</b>	<b>284,227</b>	<b>284,227</b>	<b>501,115</b>
<b>OPERATING EXPENSES</b>	<b>40,544</b>	<b>181,479</b>	<b>181,479</b>	<b>36,486</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>495,868</b>	<b>465,706</b>	<b>465,706</b>	<b>537,601</b>

## **PUBLIC WORKS DEPARTMENT**

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### ***Administration & Engineering – Development Construction (Inspections)***

#### **PURPOSE**

Provide the public with cost-effective, professional inspection services to ensure proper construction according to City specifications for installed City infrastructure. Inspectors look over private development projects, CIP projects and encroachment permits to make certain that improvements give the City maximum quality and length in service through the management and release of public, private, and landscape improvement bonds.

With additional resources available the City would be able to survey inspections as they go in and keep an accurate running inventory of important data for use in GIS. This combined with GPS cameras, the City would be allowed access to detailed buried information and relieve the burden of costly future pothole excavations.

This program is required in order to comply with City Code.

#### **GOALS**

Coordinate the efficient and timely transfer of private development and City installed infrastructure from developers or builders to Public Works operations.

- Maintain proper schedule updates (monthly to weekly, depending on complexity) with contractors during construction.
- Conduct daily inspections, report status to the City Engineer and contractor; resolve conflicts with design in the proper, documented manner within required timeframes to avoid cost increases.
- Use proper field directives to minimize time delays and construction impacts to residents when required.

#### **OUTCOME MEASUREMENTS**

- Once construction begins on a project, it is important that the project stay on schedule to avoid excessive costs and delays. The inspector will meet weekly with the contractor to review the accomplishments of the past week and to plan the work for the week ahead. The results of this meeting will be summarized in a weekly inspection report and reviewed by the City Engineer.
- Daily inspections are critical to ensure that infrastructure is constructed in accordance with City and industry standards. The findings must be reported to the City Engineer who grants final acceptance and handover of that infrastructure.
- All field directives will be documented in the daily inspection report prepared by the inspectors and reported to the City Engineer. Field directives of a significant nature will be coordinated and approved by the City Engineer prior to the directive being given to the contractor. Any change that is significant in nature or results in additional costs will be approved in writing and documented with a change order, signed by the City Engineer.

**DEVELOPMENT REVIEW  
SUPPORT  
10416302**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	133,033	171,947	171,947	163,773
4110001 SALARIES PART/SEASONAL	3,805	2,707	2,707	8,120
4110003 OVERTIME	81	500	500	500
4110030 SICK LEAVE BUYOUT	617	600	600	1,100
4130110 RETIREMENT	25,301	33,912	33,912	32,549
4130120 MEDICAL & DENTAL INSURANCE	19,465	26,287	26,287	29,975
4130130 WORKERS COMPENSATION	1,950	2,643	2,643	2,720
4130140 LONG-TERM DISABILITY	1,601	2,345	2,345	1,598
4130150 UNEMPLOYMENT	665	873	873	843
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	189	975	975	875
4215000 MEMBERSHIPS	726	2,300	2,300	1,600
4240000 OFFICE SUPPLIES	448	2,200	2,200	1,800
4250000 EQUIPMENT SUPPLIES & MAINT.	647	2,500	2,500	4,500
4250010 UNIFORMS	1,910	0	0	0
4255000 FLEET O&M CHARGE	22,709	15,532	15,532	15,815
4255010 FLEET REPLACEMENT CHARGE	0	0	0	4,480
4280000 TELEPHONE	657	1,400	1,400	1,100
4310000 PROFESSIONAL & TECHNICAL	0	0	0	135,000
4330000 TRAINING	2,284	5,500	5,500	3,300
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL DEV. REVIEW SUPPORT</b>	<b>216,088</b>	<b>272,221</b>	<b>272,221</b>	<b>409,648</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>186,518</b>	<b>241,814</b>	<b>241,814</b>	<b>241,178</b>
<b>OPERATING EXPENSES</b>	<b>29,570</b>	<b>30,407</b>	<b>30,407</b>	<b>168,470</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>216,088</b>	<b>272,221</b>	<b>272,221</b>	<b>409,648</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Administration & Engineering – Development Review*

#### PURPOSE

The majority of the time in the development review division is taken up in the direct processing and plan review of new development projects. From the very first time an applicant approaches the City with a proposed development project, an engineer is assigned to assist the applicant and to review the project concept and attend a pre-application meeting. From that point on, the engineering staff is involved in the review of plans, studies and reports as well as preparing memos, bonds and attending meetings to guide the applicant through the process. The development review activities also include coordinating with Public Works, Fire and outside entities such as UDOT, UTA and neighboring cities. The development review division also maintains and updates standard specifications and plans, and develops improvements to the development process.

This program is required in order to comply with City Code.

#### GOAL

The goal of the development review team is to protect the interest of the City by ensuring that all developments are designed and constructed in compliance with City standards. It is essential that new infrastructure, when accepted by the City, is fully compliant and serviceable. In practice, the development team is directed to provide full service project review. A high degree of customer service is demanded, with review being completed accurately and in a timely manner. When problems are encountered, the team will take the time to work with the developer to find the right solutions that serve the purpose of the developer while protecting the interests and requirements of the City.

#### OUTCOME MEASUREMENTS

- All initial submittals for preliminary and final development plans will be accurately reviewed and written comments provided within three weeks or less. These reviews are tracked by the Office of Development Assistance and a weekly status report is prepared and reviewed by the ODA manager, the City Engineer and the Director of Community Development.
- Subsequent reviews will be completed within seven days and tracked in the same manner as stated above.
- A redline return meeting is offered to all applicants to ensure clear understanding. The redline return meeting is scheduled by ODA and minutes are kept and assignments are tracked for follow-up. Periodic reports are provided which give an overall assessment of how well the development review staff has performed.
- Once a project is granted final approval, a preconstruction meeting is held with City staff, the developer, and the contractor. From that point on the City inspector has primary oversight of the construction activities. However, the City project engineer is still assigned to the project to answer questions, resolve utility conflicts and review change orders that arise.
- Final outcome is manifested by the completion of quality projects that comply with City requirements and meet the expectations of the department, Planning Commission and City Council.

**DEV. INSPECTIONS &  
PROJECT MGT.  
10416303**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	304,299	332,279	332,279	254,972
4110001 SALARIES PART/SEASONAL	807	10,826	10,826	5,413
4110003 OVERTIME	325	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	749	800	800	900
4130110 RETIREMENT	68,177	66,998	66,998	50,603
4130120 MEDICAL & DENTAL INSURANCE	47,249	53,042	53,042	39,998
4130130 WORKERS COMPENSATION	4,654	5,117	5,117	4,221
4130140 LONG-TERM DISABILITY	3,801	4,532	4,532	2,488
4130150 UNEMPLOYMENT	1,533	1,716	1,716	1,276
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	300
4215000 MEMBERSHIPS	180	1,981	1,981	1,981
4240000 OFFICE SUPPLIES	355	750	750	750
4250000 EQUIPMENT SUPPLIES & MAINT.	261	3,100	3,100	11,900
4250010 UNIFORMS	0	2,000	2,000	2,000
4280000 TELEPHONE	1,229	1,400	1,400	1,600
4310000 PROFESSIONAL & TECHNICAL	2,983	15,000	15,000	0
4330000 TRAINING	0	0	0	2,750
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL DEV. PROJECTS</b>	<b>436,602</b>	<b>500,541</b>	<b>500,541</b>	<b>382,152</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>431,594</b>	<b>476,310</b>	<b>476,310</b>	<b>360,871</b>
<b>OPERATING EXPENSES</b>	<b>5,008</b>	<b>24,231</b>	<b>24,231</b>	<b>21,281</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>436,602</b>	<b>500,541</b>	<b>500,541</b>	<b>382,152</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Administration & Engineering – GIS*

#### PURPOSE

A geographic information system (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts. A GIS helps answer questions and solve problems by looking at data in a way that is quickly understood and easily shared.

The purpose of GIS is to provide all departments within the City:

- The use of consistent standards.
- Creation, dissemination, and maintenance of quality data sets and facilitate data exchange.
- Ensure data is collected and stored once, and distributed to many.
- The fostering of knowledge and understanding of GIS throughout the City.
- Development of mutually beneficial partnerships between the public and private sector.
- Provide citizens timely access to accurate information.

Citizens also use the GIS program by accessing a highly functional interactive map through the city website. This map is widely used by residents, developers and real estate professionals to reach approximately 10,000 users per month. In addition, GIS provides street and address data to Valley Emergency Communications Center (911) for use in determining response times for the Fire Department.

#### GOALS

- To Improve and maintain the momentum of GIS growth and development.
- To empower City employees and citizens by providing the appropriate tools for the retrieval and analysis of spatial data for use in answering practical, policy, and political questions.
- Increase the availability to share and exchange maps, data and City information among City offices and departments and to the public through the City website.
- To foster data sharing partnerships to facilitate the City's involvement in economic development, public safety, land use and infrastructure initiatives.
- To coordinate all GIS activities and data concerning West Jordan City and to ensure that geographic information related services are delivered effectively and in a timely manner.

#### OUTCOME MEASUREMENTS

- Provide accurate maps to City Departments within three business days of request.
- Have three to four interactive web-based maps on City website by end of year.
- Provide two GIS training sessions to staff during year.
- Update VECC data within five days of receiving new information.



**GIS SUPPORT**  
**10416304**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	140,616	178,446	178,446	178,338
4110003 OVERTIME	0	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	317	300	300	600
4130110 RETIREMENT	26,705	34,459	34,459	35,384
4130120 MEDICAL & DENTAL INSURANCE	20,222	31,003	31,003	28,471
4130130 WORKERS COMPENSATION	456	1,057	1,057	879
4130140 LONG-TERM DISABILITY	1,721	2,434	2,434	1,612
4130150 UNEMPLOYMENT	694	892	892	809
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	600	600	600
4240000 OFFICE SUPPLIES	260	200	200	200
4250000 EQUIPMENT SUPPLIES & MAINT.	16,497	26,400	26,400	46,300
4252000 COMPUTER	1,491	2,000	2,000	2,000
4280000 TELEPHONE	965	1,400	1,400	1,400
4310000 PROFESSIONAL & TECHNICAL	4,775	7,500	7,500	10,000
4330000 TRAINING	1,955	4,000	4,000	4,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	9,492	0	0	0

<b>TOTAL GIS SUPPORT</b>	<b>226,166</b>	<b>291,691</b>	<b>291,691</b>	<b>311,593</b>
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**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>190,731</b>	<b>249,591</b>	<b>249,591</b>	<b>247,093</b>
<b>OPERATING EXPENSES</b>	<b>25,943</b>	<b>42,100</b>	<b>42,100</b>	<b>64,500</b>
<b>CAPITAL OUTLAYS</b>	<b>9,492</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>226,166</b>	<b>291,691</b>	<b>291,691</b>	<b>311,593</b>

## **PUBLIC WORKS DEPARTMENT**

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### ***Administration & Engineering*** – Utility Infrastructure & Resource Planning

#### **PURPOSE**

This program provides master plan support and updates, budget development and strategic planning, asset identification and management for the City water, sewer, and storm drain systems. The program also provides for the planning of resources to meet culinary water use requirements, sewer treatment capacity, maintenances of water rights, and assists with stormwater regulation compliance. The program also provides computer model analysis for water distribution and fire flow analysis, sewer capacity analysis and assists the development review team with utility service analysis for approval of new developments.

#### **GOALS**

Complete the new master plan for Sanitary Sewer Collection System, identify and prioritize future capital projects and funding needs.

Review master plan for Culinary Water System and Stormwater systems to reflect the impacts of the UTA Light Rail and Mountain View Corridor construction projects.

Update maps of existing utility systems and provide accurate information of water, sewer, and storm drain facilities as related to recent capital projects and development activities.

Annually update capital projects in the Strategic Plan to match project priority and available budget resources.

#### **OUTCOME MEASUREMENTS**

- Finalize Sewer Master Plan with prioritized list of capital sewer collection projects, involves identifying 30,000 connections and establishing the flow contributions at each connection, and modeling the flows through each pipe in the sewer collection system.
- Update Water Master Plan to reflect recent impacts of the UTA Light Rail and UDOT Mountain View Corridor projects and the impacts of other construction projects and General Plan changes.
- Complete lists of prioritized capital utility projects for Strategic Plan that match available funding revenue for each utility system.
- Update utility maps for water and sewer utilities this year with as-built record information for recently completed projects and updated field information.
- Review development proposals and plans for utility service and for compliance with master plans (estimated to be 30 per year).
- Prepare submittals and applications related to City water rights (estimated to be five per year).

**UTILITY INFRASTRUCTURE &  
PLANNING  
10416401**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	91,961	127,070	127,070	74,280
4110001 SALARIES PART/SEASONAL	9,022	9,116	9,116	10,359
4110003 OVERTIME	370	0	0	0
4110030 SICK LEAVE BUYOUT	701	700	700	300
4130110 RETIREMENT	18,593	25,385	25,385	15,939
4130120 MEDICAL & DENTAL INSURANCE	12,185	18,227	18,227	7,530
4130130 WORKERS COMPENSATION	1,431	1,965	1,965	1,246
4130140 LONG-TERM DISABILITY	1,144	1,733	1,733	725
4130150 UNEMPLOYMENT	506	681	681	416
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	300	900	900	900
4215000 MEMBERSHIPS	822	880	880	950
4240000 OFFICE SUPPLIES	241	2,510	2,510	2,510
4250000 EQUIPMENT SUPPLIES & MAINT.	5,232	10,000	10,000	10,000
4250010 UNIFORMS	221	240	240	240
4280000 TELEPHONE	426	1,500	1,500	1,500
4310000 PROFESSIONAL & TECHNICAL	13,187	16,000	16,000	11,000
4330000 TRAINING	967	1,200	1,200	1,400
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	5,000	0	0	0
<b>TOTAL INFR. &amp; RES. PLANNING</b>	<b>162,309</b>	<b>218,107</b>	<b>218,107</b>	<b>139,295</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>135,913</b>	<b>184,877</b>	<b>184,877</b>	<b>110,795</b>
<b>OPERATING EXPENSES</b>	<b>21,396</b>	<b>33,230</b>	<b>33,230</b>	<b>28,500</b>
<b>CAPITAL OUTLAYS</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>162,309</b>	<b>218,107</b>	<b>218,107</b>	<b>139,295</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Administration & Engineering – Capital Projects*

#### PURPOSE

Capital Projects provides citizens with cost-effective, professional design and surveying services that comply with City, State and Federal requirements, with either in-house staff or outside consulting services, for all Capital Improvement Projects to enhance public health, safety, and welfare for the water, sewer, storm drain, parks and transportation systems. This program requires professional design staff who are professional engineers as certified by the State of Utah. Moreover, staff are also certified in several areas of inspection, and water and wastewater operations as required by internal policy and State requirements.

Capital Projects also oversees the expenditure of impact fee revenues as required by State law. Impact fees are used for projects in the areas for which the fees are specifically charged.

#### GOALS

- Complete 75% of budgeted projects in fiscal year budget with the best value-added design for the budgeted project.
- Maintain current Capital Facilities Plan.
- Complete Strategic Plan development for next fiscal year by March 2012.

#### OUTCOME MEASUREMENTS

Maintain monthly schedules on all projects ensuring completion of project designs on time.

Verify underground utility information during design (prior to 50% review) with all impacted utility companies.

Review engineer's estimates to ensure proper budget amount prior to bidding.

Produce written competency report on each consultant after design completion.

Ensure all right-of-way clearances and properties are obtained prior to bids.

Ensure all permits are obtained prior to bidding.

**CAPITAL PROJECTS**  
**10416402**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	334,407	244,456	244,456	263,374
4110001 SALARIES PART/SEASONAL	28,163	32,321	32,321	31,078
4110030 SICK LEAVE BUYOUT	1,183	1,200	1,200	900
4130110 RETIREMENT	67,923	50,125	50,125	55,137
4130120 MEDICAL & DENTAL INSURANCE	42,826	31,745	31,745	36,496
4130130 WORKERS COMPENSATION	5,109	3,806	3,806	4,407
4130140 LONG-TERM DISABILITY	4,090	3,334	3,334	2,570
4130150 UNEMPLOYMENT	1,790	1,384	1,384	1,445
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	106	1,850	1,850	1,500
4215000 MEMBERSHIPS	963	1,225	1,225	1,500
4240000 OFFICE SUPPLIES	2,984	4,000	4,000	2,000
4250000 EQUIPMENT SUPPLIES & MAINT.	490	4,400	4,400	3,500
4250010 UNIFORMS	715	1,000	1,000	1,200
4255000 FLEET O&M CHARGE	13,625	4,796	4,796	4,884
4280000 TELEPHONE	878	1,750	1,750	1,750
4310000 PROFESSIONAL & TECHNICAL	2,810	16,400	16,400	15,000
4330000 TRAINING	1,424	2,500	2,500	3,500
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL PROJECTS</b>	<b>509,486</b>	<b>406,292</b>	<b>406,292</b>	<b>430,241</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>485,491</b>	<b>368,371</b>	<b>368,371</b>	<b>395,407</b>
<b>OPERATING EXPENSES</b>	<b>23,995</b>	<b>37,921</b>	<b>37,921</b>	<b>34,834</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>509,486</b>	<b>406,292</b>	<b>406,292</b>	<b>430,241</b>

## **PUBLIC WORKS DEPARTMENT**

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### **Administration & Engineering – Roads Capital Fund**

#### **PURPOSE**

The Roads Capital Fund receives funding from C-Road (State Gas Tax) shared revenues, the earmarked Telecommunications and Franchise taxes, and road impact fees from new development. Those funding sources are brought together in a single project fund to provide better tracking and accountability of projects actually constructed. The priority of projects is set through the Transportation Master Plan and the Strategic Plan process, along with the Safe Sidewalk Program and Intersection Signals Program priority selection process as adopted by the City Council. The Strategic Plan sets the financial constraints for the Road Capital Fund.

The Capital Projects Group in the Public Works Department is responsible for coordinating the design, construction, inspection, and contract administration for all road projects.

These projects include new construction and major road maintenance projects.

#### **GOALS**

- Budget and complete design of project within a fiscal year and budget for construction and complete with the fiscal year budgeted.
- Deliver projects on time and within budget utilizing timely, efficient and cost effective methods.
- Conduct construction work with minimal impact to the traveling public.
- Complete project with less than 10% in change orders.
- Maintain current Pavement Management Plan.

#### **OUTCOME MEASUREMENTS**

Tracking sheet and review quarterly.

At 5% change orders correspondence will be sent to project manager.

Complete list of prioritized capital road projects for Strategic Plan that match available funding revenues for road system by March 2012.

Submit requests for Corridor Preservation Funds twice annually.

Submit requests for Federal Aid through the Wasatch Front Regional Council process annually.

# ROAD CAPITAL FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3374000 MISC. INTERGOVERNMENT. REV.	16,907	0	600,608	3,732,000
3381000 WFRC GRANT	468,558	0	0	0
3610000 INTEREST EARNINGS	45,590	15,000	0	15,000
3612000 INTEREST - REST. CASH	(6,467)	20,000	17,873	0
3824000 ROAD IMPACT FEE	672,016	1,250,000	650,000	650,000
3825000 TRANS FROM GENERAL FUND	(116,287)	3,709,348	2,451,168	2,115,000
3825001 TRANS FROM GF-ROAD MAINT	1,892,777	1,928,545	1,900,000	750,000
3875000 PRIOR YEARS RESERVES	0	11,189,398	0	0
TOTAL ROAD CAPITAL FUND REVENUES	2,973,094	18,112,291	5,619,649	7,262,000

**ROAD CAPITAL****44410001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4257000 INTERFUND SERVICE FEE	156,012	156,012	156,012	0
4257010 DIRECT SERVICES FEE	1,021,204	451,781	451,781	373,377
4810000 PRINCIPAL	540,000	0	0	0
4820000 INTEREST	25,650	0	0	0
4830000 AGENTS FEE	1,800	0	0	0
4890000 CONT TO FUND BALANCE	0	0	0	1,356,623
<b><u>CAPITAL OUTLAYS</u></b>				
4730067 3200 W 7000-7600 S	168,720	70,393	0	0
4730083 TRAFFIC SIGNAL INSTALLATION	16,907	654,929	0	0
4730090 PAVEMENT MAINTENANCE	1,063,889	4,545,313	2,000,000	0
4730093 TRAFFIC CALMING	67,514	3,511	0	0
4731058 SIGNAL-8020 S REDWOOD RD	933	166,059	50,000	0
4731059 7800 S 2700 W - SR154	1,448	0	0	0
4731061 7800 S 4600 W RR CROSSING	6,471	0	0	0
4731062 7800 S 5600-5700 W	2,322	0	0	0
4731070 2700 W 8200-8600 S (TRAX)	86,149	363,852	0	0
4731071 JORDAN RIVER BRIDGE 7800 S	72,971	0	0	0
4731072 7800 S 4000-4800 W PHASE 1A	443,962	4,000,000	900,000	0
4731073 ROAD MAINTENANCE PROJECTS	698,093	5,169,069	1,500,000	0
4731075 5600 W CORRIDOR	1,000	4,500	0	0
4731076 SAFE SIDEWALK PROJECTS	59,014	150,000	150,000	150,000
4731077 2700 W 9000-9400 S	9,070	1,050,000	300,000	50,000
4731078 4000 W OBH - 7800 S	3,388	53,388	0	1,100,000
4731079 5600 W 6300-7000 S	0	100,000	100,000	525,000
4731080 7000 S RR CROSSING	0	75,000	75,000	150,000
4731081 8200 S & SFR	0	75,000	75,000	1,009,000
4731082 AIRPORT ROAD & 7800 S	0	75,000	75,000	0
4731085 SIGNAL - JORDAN VALLEY WAY	0	0	0	150,000
4731086 SIGNAL - U111 & OBH	0	0	0	100,000
4731087 SIGNAL - AIRPORT ROAD & 7800 S	0	0	0	1,098,000
4731088 9000 S PATH/TUNNEL	0	0	0	1,100,000
4740040 DEVELOPER REIMBURSEMENT	0	750,736	750,736	100,000
<b><u>TRANSFERS OUT</u></b>				
4920000 FLEET FUND	132,141	0	0	0
4990000 GENERAL FUND	1,000,000	197,748	197,748	0
<b>TOTAL ROAD CAPITAL</b>	<b>5,578,658</b>	<b>18,112,291</b>	<b>6,781,277</b>	<b>7,262,000</b>
<b><u>FUNCTIONAL SUMMARY</u></b>				
<b>OPERATING EXPENSES</b>	<b>1,744,666</b>	<b>607,793</b>	<b>607,793</b>	<b>1,730,000</b>
<b>CAPITAL OUTLAYS</b>	<b>2,701,851</b>	<b>17,306,750</b>	<b>5,975,736</b>	<b>5,532,000</b>
<b>TRANSFERS OUT</b>	<b>1,132,141</b>	<b>197,748</b>	<b>197,748</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>5,578,658</b>	<b>18,112,291</b>	<b>6,781,277</b>	<b>7,262,000</b>



# CAPITAL IMPROVEMENTS

## TRANSPORTATION FIVE-YEAR STRATEGIC PLAN

Year	Account	Description	Amended Budget	Estimated Year End	Estimated Carryovers	Cost Dist		Growth	Existing
G	X								
<b>2010-11 Final Report</b>									
<b>RESOURCES</b>									
		Beginning reserve	(1,291,909)					(1,291,909)	8,889,462
		Impact fees	1,000,000	665,949		100%	0%	665,949	1,000,000
		C-Road funds capital transfer	2,750,000	(116,287)		0%	100%	0	0
		GF Roads transfer	1,900,000	1,892,778		0%	100%	0	0
		Interest: impact	10,000			100%	0%	0	10,000
		Interest: general	25,000	43,674		0%	100%	0	0
		Grants & misc.	0	518,558		53%	47%	274,836	0
		Total Revenue:	5,685,000	3,004,672				940,785	1,010,000
		<b>Total Resources:</b>	<b>4,393,091</b>					<b>(351,124)</b>	<b>9,899,462</b>
<b>PROJECTS</b>									
4810000		Principal	540,000	540,000	0	38%	62%	205,200	205,200
4820000		Interest LTD	25,650	25,650	0	38%	62%	9,747	9,747
4830000		Agent Fee	1,500	1,800		38%	62%	684	570
4257000		Interfund service fee	156,012	156,012	0	0%	100%	0	0
4257010		Direct Service Fee	1,021,204	1,021,204		50%	50%	510,602	510,602
4560000		Transfer General Fund	1,000,000	1,000,000	0	0%	100%	0	0
4730067		32 W 70-76 S	239,113	168,720	70,393	25%	75%	42,180	59,778
4730083		Traffic Signal installation	621,836	16,907	604,929	0%	100%	0	0
4730090		Pavement maint projects	3,609,202	1,063,889	2,545,313	0%	100%	0	0
4730093		Traffic calming	71,025	67,514	3,511	0%	100%	0	0
4731058		Signal 8020 South Redwood	116,992	933	116,059	0%	100%	0	0
4731070		2700 W 82-86 (TRAX)	450,000	86,148	363,852	0%	100%	0	0
4731071		Jordan River bridge 78 S	83,166	72,971	10,195	0%	100%	0	0
4731072-a		7800 S 40-48 W	277,628	6,471	271,157	0%	100%	0	0
4731072-b		7800 S 40-48 W	4,000,000	443,961	3,556,039	0%	100%	0	0
4731073		Road Maintenance Project	3,961,973	830,234	3,131,739	0%	100%	0	0
4731075		5600 W Corridor	5,500	1,000	4,500	0%	100%	0	0
4740040		Developer reimbursement	100,000	0		100%	0%	0	100,000
4731076		Safe Sidewalk projects (citywide)		59,014	(59,014)	0%	100%	0	0
TBA		2700 W 90 - 94 S (design & ROW))	250,000	9,070	240,930	0%	100%	0	0
TBA		4000 W OBH - 78 S (design)	50,000	3,388	46,612	0%	100%	0	0
		<b>Total expenses:</b>	<b>16,580,801</b>	<b>5,574,886</b>	<b>10,906,215</b>			<b>768,413</b>	<b>885,897</b>
									<b>0</b>
Year	Account	Description	Amended Budget	Estimated Year End	Estimated Carryovers	Cost Dist		Growth	Existing
G	X								
<b>2011-12 Preliminary Report</b>									
<b>RESOURCES</b>									
		Beginning reserve - Actuals	3,719,969					(649,735)	4,571,380
									4,369,704
		Impact fees	1,250,000	461,698		100%	0%	461,698	0
		C-Road funds capital transfer	2,750,000	1,491,820		0%	100%	0	1,491,820
		GF Road transfer	1,900,000	1,900,000		0%	100%	0	1,900,000
		Interest: impact	20,000			100%	0%	0	0
		Interest: general	15,000	17,873		0%	100%	0	17,873
		Grants & misc.	0	600,608		0%	100%	0	600,608
		Total Revenue:	5,935,000	4,471,999				461,698	3,409,693
		<b>Total Resources:</b>	<b>12,763,348</b>					<b>(188,037)</b>	<b>7,981,073</b>
									<b>4,970,312</b>
<b>PROJECTS</b>									
4257000		Interfund service fee	156,012	156,012	0	0%	100%	0	156,012
4257010		Direct Service Fee	434,835	434,835	0	50%	50%	217,418	217,418
4730090		Pavement maint projects	4,545,313	600,000	3,945,313	0%	100%	0	600,000
4730091		Traffic signal installation	654,929	126,808	528,121	100%	0%	126,808	0
4731058		Signal 8020 South Redwood	166,059	216,585	(50,526)	0%	100%	0	216,585
4730067		32 W 70-76 S	70,393	500,000	0	25%	75%	125,000	375,000
4731070		2700 W 82-86 (TRAX)	363,852	401,600	(37,748)	0%	100%	0	401,600
4731072-b		7800 S 40-48 W	3,556,039	865,293	2,690,746	0%	100%	0	
4731073		Road Maintenance Project	5,038,851	2,600,000	2,438,851	0%	100%	0	2,600,000
4730093		Traffic calming	3,511	3,511	0	0%	100%	0	3,511
4731076		Safe Sidewalk projects (citywide)	150,000	150,000	0	0%	100%	0	150,000
4731078		4000 W OBH - 78 S (design)	53,388	3,388	50,000	0%	100%	0	3,388
4731079		5600 West reconstruct 63 S to 70 S	100,000	408,640	0	30%	70%	122,592	
TBA		2700 W 90 - 94 S (construction)	540,930	48,741	492,189	0%	100%	0	48,741
TBA		7000 S Railroad crossing (design)	75,000	0	75,000	100%	0%	0	0
TBA		8200 S & SFR Intersection	75,000	75,000	0	100%	0%	75,000	0
TBA		Airport Rd & 7800 S Intersection	75,000	75,000	0	100%	0%	75,000	0
4990000		Transfers General Fund		197,748	0	0%	100%	0	197,748
4740040		Developer reimbursement		750,736	0	100%	0%	750,736	0
		<b>Total expenses:</b>	<b>16,059,112</b>	<b>7,613,897</b>	<b>10,131,946</b>			<b>1,492,554</b>	<b>4,970,003</b>
									<b>1,151,341</b>

Year	Account	Description	Budgeted resources	Budgeted expenses	Cost Dist		Growth	Existing	Grants
					G	X			
<b>2012-13 Budgeted Projects</b>									
<b>RESOURCES</b>									
		Beginning reserve	5,149,451				(1,680,591)	3,011,071	3,818,971
		Impact fees	650,000		100%	0%	650,000	0	0
		C-Road funds capital transfer	2,115,000		0%	100%	0	2,115,000	0
		GF Roads transfer	750,000		0%	100%	0	750,000	0
		Interest: impact			100%	0%	0	0	0
		Interest: general	15,000		0%	100%	0	15,000	0
		Grants & misc.	3,732,000	Federal Aid, HIB 173, and SB 164	0%	100%	0	0	3,732,000
		Total Revenue:	7,262,000				650,000	2,880,000	3,732,000
		<b>Total Resources:</b>	<b>12,411,451</b>				<b>(1,030,591)</b>	<b>5,891,071</b>	<b>7,550,971</b>
<b>PROJECTS</b>									
			<i>Total Resources</i>	<i>Carryover</i>	<i>New Budget</i>				
4257000		Interfund service fee	156,012		156,012	0%	100%	0	156,012
4257010		Direct Service Fee	434,835		434,835	20%	80%	86,967	347,868
4730090		Pavement maint projects	2,115,000	2,115,000	0	0%	100%	0	2,115,000
4730091		Traffic signal installation-sec below	528,121	528,121		100%	0%	0	0
TBA		Jordan Valley Way Signal Project	150,000	0	150,000	100%	0%	150,000	0
TBA		U-111 & OBH signal Project	100,000	0	100,000	100%	0%	100,000	0
TBA		7800 S & Airport Rd Signal Project	1,448,000	350,000	1,098,000	0%	100%	0	350,000
TBA		8200 S (SFR) & Redwood Rd Intersection	1,259,000	250,000	1,009,000	20%	80%	251,800	0
4731073		Road Maintenance Project	750,000	750,000	0	0%	100%	0	750,000
4731078		4000 W OBH - 78 S	1,150,000	50,000	1,100,000	0%	100%	0	50,000
TBA		2700 W 90 - 94 S (construction)	542,189	492,189	50,000	0%	100%	0	542,189
TBA		Safe Sidewalk projects (citywide)	300,000	150,000	150,000	0%	100%	0	300,000
TBA		7000 S Railroad crossing (construction)	225,000	75,000	150,000	100%	0%	225,000	0
TBA		5600 West reconstruct 63 S to 70 S	525,000	0	525,000	30%	70%	0	525,000
TBA		7800 S City Phase 1 40 W to Airport Rd.	2,690,746	2,690,746	0	53%	47%	0	2,690,746
4990000		Transfers Park Fund - 90th Path/Tunnel	1,100,000	0	1,100,000	0%	100%	0	1,100,000
4740040		Developer reimbursement	100,000	0	100,000	100%	0%	100,000	0
		<b>Total expenses:</b>	<b>13,573,903</b>	<b>7,451,056</b>	<b>6,122,847</b>			<b>913,767</b>	<b>5,711,069</b>
									<b>6,422,746</b>
<b>2013-14 Future Projects</b>									
<b>RESOURCES</b>									
		Beginning reserve	(636,131)				(1,944,358)	180,002	1,128,225
		Impact fees	750,000		100%	0%	750,000	0	0
		C Roads revenue capital transfer	2,115,000		0%	100%	0	2,115,000	0
		C Roads FB capital transfer	135,000		0%	100%	0	135,000	0
		GF Roads transfer	750,000		0%	100%	0	750,000	0
		Interest: impact			100%	0%	0	0	0
		Interest: general	18,000		0%	100%	0	18,000	0
		Grants & misc.	7,684,245	Federal Aid, HIB 173	0%	100%	0	0	7,684,245
		Total Revenue:	11,452,245				750,000	3,018,000	7,684,245
		<b>Total Resources:</b>	<b>10,816,114</b>				<b>(1,194,358)</b>	<b>3,198,002</b>	<b>8,812,470</b>
<b>PROJECTS</b>									
4257000		Interfund service fee		156,012		0%	100%	0	156,012
4257010		Direct Service Fee		434,835		10%	90%	43,484	391,352
4730090		Pavement maint projects		2,250,000		0%	100%	0	2,250,000
4730091		Traffic signal installation		150,000		100%	0%	150,000	0
4731073		Road Maintenance Project		750,000		0%	100%	0	750,000
TBA		Safe Sidewalk projects (citywide)		150,000		0%	100%	0	150,000
TBA		5600 West reconstruct 63 S to 70 S		4,109,245		0%	100%	0	4,109,245
TBA		5600 West - 70 S to 78 S		3,575,000		100%	0%	0	3,575,000
TBA		7800 S City Phase 1 40 W to Airport Rd.		0	0	53%	47%	0	0
4740040		Developer reimbursement		100,000		100%	0%	100,000	0
		<b>Total expenses:</b>		<b>11,675,092</b>				<b>293,484</b>	<b>3,697,364</b>
									<b>7,684,245</b>
<b>2014-15 Future Projects</b>									
<b>RESOURCES</b>									
		Beginning reserve	(858,978)				(1,487,841)	(499,362)	1,128,225
		Impact fees	768,750		100%	0%	768,750	0	0
		C Roads revenue capital transfer	2,250,000		0%	100%	0	2,250,000	0
		C Roads FB capital transfer	499,362		0%	100%	0	499,362	0
		GF Roads transfer	750,000		0%	100%	0	750,000	0
		Interest: impact			100%	0%	0	0	0
		Interest: general	18,000		0%	100%	0	18,000	0
		Grants & misc.	6,641,003	Federal Aid, HIB 173	0%	100%	0	0	6,641,003
		Total Revenue:	10,927,115				768,750	3,517,362	6,641,003
		<b>Total Resources:</b>	<b>10,068,137</b>				<b>(719,091)</b>	<b>3,018,000</b>	<b>7,769,228</b>
<b>PROJECTS</b>									
4257000		Interfund service fee		156,012		0%	100%	0	156,012
4257010		Direct Service Fee		434,835		15%	85%	65,225	369,610
4730090		Pavement maint projects		2,250,000		0%	100%	0	2,250,000
4730091		Traffic signal installation		150,000		100%	0%	150,000	0
4731073		Road Maintenance Project		750,000		0%	100%	0	750,000
TBA		Safe Sidewalk projects (citywide)		150,000		0%	100%	0	150,000
TBA		5600 West reconstruct 63 S to 70 S		150,000		0%	100%	150,000	0
TBA		5600 West - 70 S to 78 S		1,725,000		100%	0%	0	1,725,000
TBA		5600 West - 78 S to 86 S		4,916,003		0%	100%	0	4,916,003
TBA		7800 S City Phase 1 40 W to Airport Rd.		0		53%	47%	0	0
4740040		Developer reimbursement		0		100%	0%	0	0
		<b>Total expenses:</b>		<b>10,681,850</b>				<b>365,225</b>	<b>3,675,622</b>
									<b>6,641,003</b>

Year	Account	Description	Anticipated income / resources	Anticipated expenses	Cost Dist G X	Growth	Existing C Road Telecom	Grants
<b>2015-16 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve	(613,713)			(1,084,316)	(657,622)	1,128,225
		Impact fees	1,000,000		100% 0%	1,000,000	0	0
		C Roads capital transfer	2,250,000		0% 100%	0	2,250,000	0
		C Roads FB capital transfer	657,622		0% 100%	0	657,622	0
		GF Roads transfer	750,000		0% 100%	0	750,000	0
		Interest: impact			100% 0%	0	0	0
		Interest: general	18,000		0% 100%	0	18,000	0
		Grants & misc.	0	Federal Aid	0% 100%	0	0	0
		Total Revenue:	4,675,622			1,000,000	3,018,000	0
		<b>Total Resources:</b>	<b>4,061,909</b>			<b>(84,316)</b>	<b>2,360,378</b>	<b>1,128,225</b>
<b>PROJECTS</b>								
	4257000	Interfund service fee		156,012	0% 100%	0	156,012	0
	4257010	Direct Service Fee		434,835	20% 80%	86,967	347,868	0
	4730090	Pavement maint projects		2,115,000	0% 100%	0	2,115,000	0
	4730091	Traffic signal installation		150,000	100% 0%	150,000	0	0
	4731073	Road Maintenance Project		0	0% 100%	0	0	0
	TBA	Safe Sidewalk projects (citywide)		150,000	0% 100%	0	150,000	0
	TBA	5600 West reconstruct 63 S to 70 S		150,000	0% 100%	0	0	150,000
	TBA	7800 S City Phase 1 40 W to Airport Rd.		2,150,000	53% 47%	1,139,500	0	1,010,500
	4740040	Developer reimbursement		0	100% 0%	0	0	0
		<b>Total expenses:</b>		<b>5,305,847</b>		<b>1,376,467</b>	<b>2,768,880</b>	<b>1,160,500</b>
<b>2016-17 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve	(1,901,560)			(1,460,783)	(408,502)	(32,275)
		Impact fees	1,250,000		100% 0%	1,250,000	0	0
		C Roads capital transfer	2,250,000		0% 100%	0	2,250,000	0
		C Roads FB capital transfer	0		0% 100%	0	0	0
		GF Roads transfer	750,000		0% 100%	0	750,000	0
		Road Construction Bond?						
		Interest: impact			100% 0%	0	0	0
		Interest: general	18,000		0% 100%	0	18,000	0
		Grants & misc.	0	Federal Aid	0% 100%	0	0	0
		Total Revenue:	4,268,000			1,250,000	2,609,498	0
		<b>Total Resources:</b>	<b>2,366,440</b>			<b>(210,783)</b>	<b>2,200,997</b>	<b>(32,275)</b>
<b>PROJECTS</b>								
	4257000	Interfund service fee		156,012	0% 100%	0	0	0
	4257010	Direct Service Fee		434,835	20% 80%	86,967	347,868	0
	4730090	Pavement maint projects		2,250,000	0% 100%	0	2,250,000	0
	4730091	Traffic signal installation		150,000	100% 0%	150,000	0	0
	4731073	Road Maintenance Project		750,000	0% 100%	0	750,000	0
	TBA	Safe Sidewalk projects (citywide)		150,000	0% 100%	0	150,000	0
	TBA	7800 S City Phase 1 40 W to Airport Rd.		1,000,000	53% 47%	530,000	470,000	0
	4740040	Developer reimbursement		100,000	100% 0%	100,000	0	0
		<b>Total expenses:</b>		<b>4,990,847</b>		<b>866,967</b>	<b>3,967,868</b>	<b>0</b>
<b>2017-18 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve	(2,876,897)			(1,077,750)	(1,766,872)	(32,275)
		Impact fees	1,250,000		100% 0%	1,250,000	0	0
		C Roads revenue capital transfer	2,500,000		0% 100%	0	2,500,000	0
		C Roads FB capital transfer	1,766,872		0% 100%	0	1,766,872	0
		GF Roads transfer	750,000		0% 100%	0	750,000	0
		Road Construction Bond?						
		Interest: impact			100% 0%	0	0	0
		Interest: general	18,000		0% 100%	0	18,000	0
		Grants & misc.	1,500,000	Federal Aid	0% 100%	0	0	1,500,000
		Total Revenue:	7,784,872			1,250,000	5,034,872	1,500,000
		<b>Total Resources:</b>	<b>4,907,975</b>			<b>172,250</b>	<b>3,268,000</b>	<b>1,467,725</b>
<b>PROJECTS</b>								
	4257000	Interfund service fee		156,012	0% 100%	0	156,012	0
	4257010	Direct Service Fee		434,835	15% 85%	65,225	369,610	0
	4730090	Pavement maint projects		2,500,000	0% 100%	0	2,500,000	0
	4730091	Traffic signal installation		300,000	100% 0%	300,000	0	0
	TBA	9000 S 4000 W Intersection		750,000	0% 100%	0	0	750,000
	TBA	7800 S 1300 W Intersection		450,000	0% 100%	0	0	450,000
	4731073	Road Maintenance Project		750,000	0% 100%	0	750,000	0
	TBA	Safe Sidewalk projects (citywide)		150,000	0% 100%	0	150,000	0
	TBA	Jordan River Parkway Trail		300,000	100% 0%	0	0	300,000
	TBA	7800 S City Phase 1 40 W to Airport Rd.		500,000	53% 47%	265,000	235,000	0
	4740040	Developer reimbursement		100,000	100% 0%	100,000	0	0
		<b>Total expenses:</b>		<b>6,390,847</b>		<b>730,225</b>	<b>4,160,622</b>	<b>1,500,000</b>

## Roads: Traffic Signal - 7800 South and Airport Road

Strategic Plan #:

RD0028 (priority 15)

C-ROADS

Account/project:

TBA



Location:

7800 South and Airport Road

Description:

Install new traffic signal and expand Airport Road to add curb and gutter and complete surrounding intersection roadways to prepare for full east-west travel on 7800 South in a future year. This project is done in partnership with UDOT with Federal Aid funding.

Date approved:

July 1, 2012

Completion target:

September 15, 2013

Funding source:

Source	Amount
C-Roads	\$75,000
Federal Aid	\$1,098,000
State Grant	\$275,000
<b>Total funding:</b>	<b>\$1,448,000</b>

Estimated costs:

Category	Amount
Property acquisition	\$125,000
Design	\$115,840
Construction	\$1,134,760
FF&E	\$0
Misc.	\$0
Project management	\$72,400
<b>Total costs:</b>	<b>\$1,448,000</b>

## Roads: Traffic Signal - Jordan Valley Way

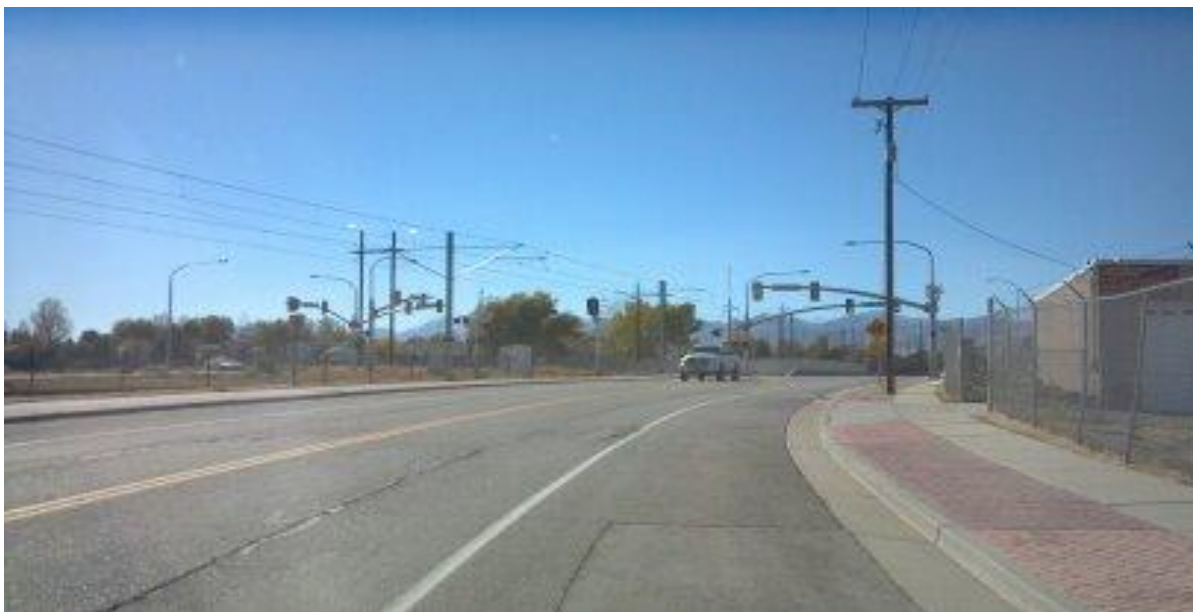
Strategic Plan #:

RD0028 (priority 15)

C-ROADS

Account/project:

TBA



Location:

Jordan Valley Way and Old Bingham Highway

Description:

Realign Jordan Valley and Norris View Lane to eliminate the south of track signal and reduce conflict and enhance safety of the new UTA TRAX crossing. This project is done in partnership with both UTA and UDOT.

Date approved:

July 1, 2012

Completion target:

ASAP

Funding source:

Source	Amount
C-Roads	\$150,000
UTA	\$250,000
UDOT	\$100,000
Total funding:	
	\$500,000

will purchase property

Estimated costs:

Category	Amount
Property acquisition	\$100,000
Design	\$35,000
Construction	\$365,000
FF&E	\$0
Misc.	\$0
Project management	\$0
Total costs:	
	\$500,000

## Roads: Traffic Signal - Old Bingham Highway and U-111

Strategic Plan #:

RD0028 (priority 15)

C-ROADS

Account/project:

TBA



Location:

Old Bingham Highway and U-111

Description:

Install new traffic signal. This project is done in partnership with both Salt Lake County and South Jordan City.

Date approved:

October 30, 2012

Completion target:

November 30, 2012

Funding source:

Source	Amount
C-Roads	\$70,000
South Jordan City	\$35,000
Salt Lake County	\$35,000
<b>Total funding:</b>	<b>\$140,000</b>

Estimated costs:

Category	Amount
Property acquisition	\$0
Design	\$0
Construction	\$140,000
FF&E	\$0
Misc.	\$0
Project management	\$0
<b>Total costs:</b>	<b>\$140,000</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Administration & Engineering – Parks Capital Fund*

#### PURPOSE

Projects for the acquisition and improvement of parks, open spaces, and trails in the City are tracked and managed through the Parks Capital Fund. Funding for these projects is a combination of general taxes (transfers from the General Fund) and new development impact fees. The priority of projects is set through the Parks Master Plan and the Strategic Plan process. The Strategic Plan sets the financial constraints for the Parks Capital Fund.

The Capital Projects Group in the Public Works Department is responsible for coordinating the design, construction, inspection, and contract administration for all parks projects.

#### GOALS

Move as rapidly as possible to have park and trail projects designed and constructed after they are approved by City Council. Project costs will be monitored on a monthly basis to ensure they are staying within the budgeted funding.

#### OUTCOME MEASUREMENTS

Once City Council approves the construction of a new park, Staff will, within two weeks, solicit for architectural plans to be completed, bid the project and award it to the lowest responsive and responsible bidder. Construction will start once contractor's contract is approved by City Council.

# **PARKS CAPITAL FUND REVENUES**

	ACTUAL	ADJUSTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3374000 MISC. INTERGOVERNMENT. REV.	0	0	0	1,100,000
3610000 INTEREST EARNINGS	13,747	0	0	0
3612000 INTEREST - REST. CASH	13,037	7,000	9,000	20,000
3690000 SUNDRY REVENUE	5,000	0	0	0
3830000 PARKS & REC. IMPACT FEE	331,652	900,000	400,000	400,000
3875000 PRIOR YEARS RESERVES	0	2,898,592	0	907,038
TOTAL PARKS CAPITAL FUND REVENUES	363,436	3,805,592	409,000	2,427,038



**PARKS CAPITAL  
45410001**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4257010 DIRECT SERVICES FEE	22,487	22,487	22,487	54,038
<b><u>CAPITAL OUTLAYS</u></b>				
4732001 JORDAN RIVER TRAIL	0	250,000	0	1,100,000
4732054 PLUM CREEK POND	115,755	0	0	0
4732055 RAILROAD PARK	44	0	0	0
4732056 OPEN SPACE PROJECTS	0	663,302	0	0
4732061 RON WOODS PHASE 2	8,699	1,996,254	0	900,000
4732065 OAKS EAST PARK	65,704	472	0	0
4732066 WILDFLOWER PARK	63,215	26,454	0	0
4732067 BATEMAN POND	62,750	299,200	100,000	0
4732068 TRAIL HEAD STUDY	91,996	11,672	11,676	0
4732070 MEADOWS A PARK	134,644	0	0	0
4732071 BRIDLE CREEK PARK	194,336	6,468	1,500	0
4732072 SUGAR FACTORY	0	0	784	0
4732073 SYCAMORES PARKS	1,520	258,480	274,942	0
4732075 CITY HALL RETROFIT	0	0	0	70,000
4732076 IRRIGATION CENTRAL CONTROL	0	0	0	303,000
<b><u>TRANSFERS OUT</u></b>				
4990000 GENERAL FUND	0	270,803	270,803	0
<b>TOTAL PARKS CAPITAL</b>	<b>761,150</b>	<b>3,805,592</b>	<b>682,192</b>	<b>2,427,038</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>OPERATING EXPENSES</b>	<b>22,487</b>	<b>22,487</b>	<b>22,487</b>	<b>54,038</b>
<b>CAPITAL OUTLAYS</b>	<b>738,663</b>	<b>3,512,302</b>	<b>388,902</b>	<b>2,373,000</b>
<b>TRANSFERS OUT</b>	<b>0</b>	<b>270,803</b>	<b>270,803</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>761,150</b>	<b>3,805,592</b>	<b>682,192</b>	<b>2,427,038</b>

# CAPITAL IMPROVEMENTS

## PARKS FIVE-YEAR STRATEGIC PLAN

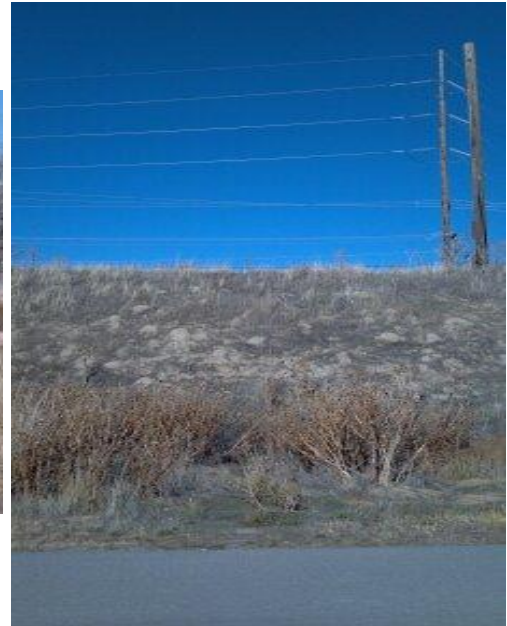
Year	Account	Description	Amended Budget	Actual year end	Carryover	Cost Dist		Growth	Existing
						G	X		
<b>2010-11 Final Report</b>									
<b>RESOURCES</b>									
		Beginning cash balance	5,529,056					2,749,001	2,780,055
		Impact fees	400,000	331,652		100%	0%	331,652	0
		Interest: impact	20,000	13,037		100%	0%	13,037	0
		Interest: general	20,000	13,747		0%	100%	0	13,747
		Total New Revenue:	440,000					344,689	13,747
		<b>Total Resources:</b>	<b>5,969,056</b>	<b>358,436</b>				<b>3,093,690</b>	<b>2,793,802</b>
<b>PROJECTS</b>									
4257010		Direct Service Fee	22,487	22,487	0	100%	0%	22,487	0
4732056		Open Space acquisition	580,186		580,186	0%	100%	0	0
4732054		Plum Creek Pond	105,071	115,755	(10,684)	0%	100%	0	115,755
4732063		Maple Hills Park	0	0	0	100%	0%	0	0
4732065		Oaks East Park	23,635	65,704	(42,069)	0%	100%	0	65,704
4732066		Wildflower Park	89,668	63,214	26,454	0%	100%	0	63,214
4732067		Bateman Pond	369,200	62,750	306,450	0%	100%	0	62,750
4732068		Trail Head	216,934	91,996	124,938	0%	100%	0	91,996
4732070		Meadows A	143,608	134,644	8,964	0%	100%	0	134,644
4732071		Bridle Creek Park	199,792	194,336	5,456	0%	100%	0	194,336
4732061		Ron Woods Phase 2	1,996,254	8,699	1,987,555	100%	0%	8,699	0
TBA		Sugar Factory	359,510	358,726	784	100%	0%	358,726	0
TBA		Jordan River Trail	250,000	0	250,000	0%	100%	0	0
4732073		Sycamore Park	260,000	1,520	258,480	0%	100%	0	1,520
4740040		Developer reimbursements	0	0	0	100%	0%	0	0
		<b>Total Expenses:</b>	<b>4,616,345</b>	<b>1,119,831</b>	<b>3,496,514</b>			<b>389,912</b>	<b>729,919</b>
<b>2011-12 Preliminary Report</b>									
<b>RESOURCES</b>									
		Beginning cash balance	4,627,973					3,084,991	1,542,982
		Impact fees	900,000	233,542		100%	0%	233,542	0
		Interest: impact	7,000	8,216		100%	0%	8,216	0
		Interest: general	0	653		0%	100%	0	653
		Total New Revenue:	907,000	242,410				241,758	653
		<b>Total Resources:</b>	<b>5,534,973</b>					<b>3,326,749</b>	<b>1,543,635</b>
<b>PROJECTS</b>									
4257010		Direct Service Fee	22,487	22,487	22,487	0%	100%	0	22,487
4740040		Developer reimbursement	0	0	0	100%	0%	0	0
4732056		Open Space acquisition	653,302	0	653,302	0%	100%	0	0
4732061		Ron Woods Phase 2	1,987,555	0	1,987,555	100%	0%	0	0
4732066		Wildflower Park	0	0	0	0%	100%	0	0
4732067		Bateman Pond	299,200	100,000	199,200	0%	100%	0	100,000
4732068		Trail Head	11,672	11,676	0	0%	100%	0	11,676
4732071		Bridle Creek Park	6,468	1,500	0	0%	100%	0	1,500
4732073		Sycamore Park	275,000	274,942	0	0%	100%	0	274,942
TBA		Jordan River Trail	250,000	0	250,000	0%	100%	0	0
TBA		Sugar Factory	784	784	0	100%	0%	784	0
		<b>Total Expenses:</b>	<b>3,506,468</b>	<b>411,389</b>	<b>3,112,544</b>			<b>784</b>	<b>410,605</b>

Year	Project #	Account	Description	Budgeted resources	Estimated year end	Estimated carryover	Cost Dist		Growth	Existing
							G	X		
2012-13 Budgeted Projects										
RESOURCES										
			Reserve surplus	4,458,994					3,325,965	1,133,030
			Impact fees	400,000					400,000	0
			Interest: impact	83,149					83,149	0
			Interest: general	28,326					0	28,326
			Grants	1,100,000	State SB 164				0	1,100,000
			Total New Revenue;	511,475					483,149	1,128,326
			Total Resources:	4,970,469					3,809,114	2,261,355
PROJECTS										
				Total Resources	Carryover	New Budget				
	4257010		Direct Service Fee	175,000	0	175,000	0%	100%	0	175,000
	4740040		Developer reimbursement	0	0	0	100%	0%	0	0
	4732056		Open Space acquisition (JR Trail)	653,302	653,302	0	0%	100%	0	653,302
	TBA		Jordan River Parkway Trail -90 S	1,100,000	0	1,100,000	0%	100%	0	1,100,000
	TBA		City Hall Retrofit	70,000	0	70,000	0%	100%	0	70,000
	TBA		Irrigation Central Control Plan	303,000	0	303,000	0%	100%	0	303,000
	4732061		Ron Woods Phase 2	2,887,555	1,987,555	900,000	100%	0%	2,887,555	0
			Total Expenses:	5,188,857	2,640,857	2,548,000			2,887,555	2,301,302
2013-14 Future Projects										
RESOURCES										
			Beginning cash balance	881,612					921,559	(39,947)
			General Fund: Capital supp.	750,000			0%	100%	0	750,000
			Impact fees	500,000			100%	0%	500,000	0
			Interest: impact	30,000			100%	0%	30,000	0
			Interest: general	5,000			0%	100%	0	5,000
			Total New Revenue:	1,285,000					530,000	755,000
			Total Resources:	2,166,612					1,451,559	715,053
PROJECTS										
	4257010		Direct Service Fee		50,000		0%	100%	0	50,000
	4740040		Developer reimbursement		0		100%	0%	0	0
	TBA		Maple Hills Park (I)		750,000		100%	0%	750,000	0
	TBA		Irrigation Central Control Plan		303,000		0%	100%	0	303,000
	TBA		Upgrade existing park		100,000		0%	100%	0	100,000
			Total Expenses:		1,203,000				750,000	453,000
2014-15 Future Projects										
RESOURCES										
			Beginning cash balance	963,612					701,559	262,053
			General Fund: Capital supp.	750,000			0%	100%	0	750,000
			Impact fees	512,500			100%	0%	512,500	0
			Interest: impact	50,000			100%	0%	50,000	0
			Interest: general	3,000			0%	100%	0	3,000
			Total New Revenue:	1,315,500					562,500	753,000
			Total Resources:	2,279,112					1,264,059	1,015,053
PROJECTS										
	4257010		Direct Service Fee		40,000		0%	100%	0	40,000
	4740040		Developer reimbursement		0		100%	0%	0	0
	TBA		Maple Hills Park (I)		350,000		100%	0%	350,000	0
	TBA		Railroad Park completion (PK0031)		300,000		0%	100%	0	300,000
	TBA		Upgrade existing parks (PK0010)		100,000		0%	100%	0	100,000
	TBA		Irrigation Central Control Plan		303,000		0%	100%	0	303,000
	TBA		East Side Infill park #1 (A1)		500,000		50%	50%	250,000	250,000
			Total Expenses:		1,593,000				600,000	993,000

Year	Project #	Account	Description	Budgeted	Anticipated Expenses	Cost Dist		Growth	Existing
						G	X		
<b>2015-16</b>	<b>Future Projects</b>								
	<b>RESOURCES</b>								
			Beginning cash balance	686,112				664,059	22,053
			General Fund: Capital supp.	750,000		0%	100%	0	750,000
			Impact fees	525,313		100%	0%	525,313	0
			Interest: impact	50,000		100%	0%	50,000	0
			Interest: general	3,000		0%	100%	0	3,000
			Total New Revenue:	1,328,313				575,313	753,000
			<b>Total Resources:</b>	<b>2,014,424</b>				<b>1,239,371</b>	<b>775,053</b>
	<b>PROJECTS</b>								
	4257010		Direct Service Fee		65,000	0%	100%	0	65,000
	4740040		Developer reimbursement		0	100%	0%	0	0
	TBA		Irrigation Central Control Plan		303,000	0%	100%	0	303,000
	TBA		Upgrade existing parks (PK0010)		100,000	0%	100%	0	100,000
	TBA		In fill park #3 C1		500,000	0%	100%	0	500,000
			<b>Total Expenses;</b>		<b>600,000</b>			<b>0</b>	<b>968,000</b>
<b>2016-17</b>	<b>Future Projects</b>								
	<b>RESOURCES</b>								
			Beginning cash balance	1,046,424				1,239,371	(192,947)
			General Fund: Capital supp.	750,000		0%	100%	0	750,000
			Impact fees	538,445		100%	0%	538,445	0
			Interest: impact	50,000		100%	0%	50,000	0
			Interest: general	3,000		0%	100%	0	3,000
			Total New Revenue:	1,341,445				588,445	753,000
			<b>Total Resources:</b>	<b>2,387,870</b>				<b>1,827,816</b>	<b>560,053</b>
	<b>PROJECTS</b>								
	4257010		Direct Service Fee		22,487	0%	100%	0	0
	4740040		Developer reimbursement		0	100%	0%	0	0
	TBA		Irrigation Central Control Plan		303,000	0%	100%	0	303,000
	TBA		Upgrade existing parks (PK0010)		200,000	0%	100%	0	200,000
	TBA		Foothills Park (W)		1,000,000	100%	0%	1,000,000	0
			<b>Total Expenses;</b>		<b>1,200,000</b>			<b>1,000,000</b>	<b>503,000</b>
<b>2017-18</b>	<b>Future Projects</b>								
	<b>RESOURCES</b>								
			Beginning cash balance	884,870				827,816	57,053
			General Fund: Capital supp.	750,000		0%	100%	0	750,000
			Impact fees	551,906		100%	0%	551,906	0
			Interest: impact	50,000		100%	0%	50,000	0
			Interest: general	3,000		0%	100%	0	3,000
			Total New Revenue:	1,354,906				601,906	753,000
			<b>Total Resources:</b>	<b>2,239,776</b>				<b>1,429,723</b>	<b>810,053</b>
	<b>PROJECTS</b>								
	4257010		Direct Service Fee		22,487	0%	100%	0	0
	4740040		Developer reimbursement		0	100%	0%	0	0
	TBA		Upgrade existing parks (PK0010)		100,000	0%	100%	0	100,000
	TBA		Foothills Park (W)		600,000	100%	0%	600,000	0
	TBA		53 Acre Park (L1)		700,000	0%	100%	0	700,000
			<b>Total Expenses;</b>		<b>1,400,000</b>			<b>600,000</b>	<b>800,000</b>

# Parks: Jordan River Trail

Strategic Plan #: PK0028  
Account/project: 45-45410001



Locations: Jordan River Trail

Description: Complete the Jordan River Trail under 9000 South from the River Oaks Golf Course driving range to 8400 South bridge and the SL County / Midvale east side trail.

Date approved: July 1, 2012 Completion target: July 24, 2013

Funding source:	Source	Amount
		\$1,100,000

Total funding:	<u>\$1,100,000</u>
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Estimated costs:	Category	Amount
	Property acquisition	\$50,000
	Design	\$35,000
	Construction	\$965,500
	FF&E	\$0
	Misc.	\$0
	Project management	\$49,500
	Total costs:	<u>\$1,100,000</u>

# Parks: Ron Woods Park Phase 2 B

Strategic Plan #: PK 004 (Priority 1)  
Account/project: 45-4732061



Location: 6200 West along 8600 South

Description: Complete Phase 2 of Ron Wood Regional Park - add ammenities such as pavillions, exercise trail, bathrooms, playground equipment and others as designated by the design committee.

Date approved: July 1, 2012 Completion target: May 1, 2014

Funding source:	Source	Amount
	Park Impact Fees - FY 2012-13	\$900,000
	Park Impact Fees - carryover	\$3,486,929
	<b>Total funding:</b>	<b>\$4,386,929</b>

Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$219,346
	Construction	\$3,770,171
	FF&E	\$150,000
	Misc.	\$50,000
	Project management	\$197,412
	<b>Total costs:</b>	<b>\$4,386,929</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Administration & Engineering – Building Capital Fund*

#### PURPOSE

Projects for the construction and rehabilitation of municipal buildings are tracked and managed through the Building Capital Fund. Funding for these projects is a combination of general taxes (transfers from the General Fund), voter-approved general obligation bonding/taxes, and from other user funds (water and sewer, for example).

The Capital Projects Group in the Public Works Department is responsible for coordinating the design, construction, inspection, and contract administration for all building projects.

#### GOALS

Move as rapidly as possible to have new building projects designed and constructed after they are approved by City Council. Project costs will be monitored on a monthly basis to ensure they are staying within the budgeted funding.

#### OUTCOME MEASUREMENTS

Once City Council approves the construction of a new building project, Staff will, within two weeks, solicit for architectural plans to be completed, bid the project and award it to the lowest responsive and responsible bidder. Construction will start once contractor's contract is approved by City Council.

## BUILDINGS CAPITAL FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3610000 INTEREST EARNINGS	(515)	1,400	1,400	800
3612000 INTEREST - REST. CASH	8,118	8,000	8,000	2,000
3822000 FIRE IMPACT FEE	84,159	120,000	120,000	100,000
3823000 POLICE IMPACT FEE	44,167	60,000	60,000	50,000
3875000 PRIOR YEARS RESERVES	0	594,004	0	0
TOTAL BUILDINGS CAP. FUND REVENUES	135,929	783,404	189,400	152,800

## BUILDINGS CAPITAL 47410001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4890000 CONT TO FUND BALANCE	0	0	0	152,800
<b><u>CAPITAL OUTLAYS</u></b>				
4738036 SITE IMPROVEMENTS	0	0	0	0
<b><u>TRANSFERS OUT</u></b>				
4943000 CAPITAL SUPPORT FUND	0	518,724	518,724	0
4990000 GENERAL FUND	1,050,005	264,680	264,680	0
<b>TOTAL BUILDINGS CAPITAL</b>	<b>1,050,005</b>	<b>783,404</b>	<b>783,404</b>	<b>152,800</b>

## FUNCTIONAL SUMMARY

OPERATING EXPENSES	0	0	0	152,800
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	1,050,005	783,404	783,404	0
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,050,005</b>	<b>783,404</b>	<b>783,404</b>	<b>152,800</b>



## **PUBLIC WORKS DEPARTMENT**

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### *Administration & Engineering – C Roads*

#### PURPOSE

To provide services to build and maintain roads throughout the City of West Jordan. The program uses both in house staff and outside contractors to perform various items of road maintenance including: overlays, chip sealing, slurry sealing, crack sealing, pothole repairs, roadway markings and signage, traffic signal repairs and maintenance, small concrete repairs and replacement, and manhole and valve concrete maintenance.

By law, C road funds must be used in accordance with regulations published by UDOT entitled “Regulations Governing Class B & Class C Road Funds” – April 29, 2009.

#### GOALS

- Utilize available C road funding annually to maximize the maintenance effort of the City’s roads.
- Execute projects in a cost-effective manner to fully use available C-Road funding, through the combined efforts of the Capital Projects Group and the Streets Division.
- To fully expend C road funding annually in an efficient and cost-effective manner to address the maintenance of the City’s roads.
- Maintain current Pavement Management Plan.

#### OUTCOME MEASUREMENTS

- Survey 1/3 of the City’s roads annually.
- Update new roads in Cartegraph Pavement Management Software annually.

#### LEGAL REQUIREMENTS

By law, C road funds must be used in accordance with regulations published by UDOT entitled “Regulations Governing Class B & Class C Road Funds” – April 29, 2009.

## C ROAD PROJECTS

10441401

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	392,173	392,173	370,359
4110001 SALARIES PART/SEASONAL	0	12,538	12,538	0
4110003 OVERTIME	0	2,927	2,927	0
4110030 SICK LEAVE BUYOUT	0	1,600	1,600	0
4110100 ON CALL SALARIES	0	2,009	2,009	0
4130110 RETIREMENT	0	82,587	82,587	73,924
4130120 MEDICAL & DENTAL INSURANCE	0	80,717	80,717	78,915
4130130 WORKERS COMPENSATION	0	4,706	4,706	4,769
4130140 LONG-TERM DISABILITY	0	5,068	5,068	3,614
4130150 UNEMPLOYMENT	0	2,044	2,044	1,814
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	0
<b><u>CAPITAL OUTLAYS</u></b>				
4730002 STREET SUPPLIES	11,833	50,000	50,000	50,000
4730044 MISC CURB, GUTTER & SIDEWALK	20,868	60,000	60,000	60,000
4730074 MANHOLE COLLARS	2,612	40,000	40,000	40,000
4730075 ROAD STRIPING	42,264	125,000	125,000	125,000
4730076 SIGN REPLACEMENT	14,659	25,000	25,000	25,000
4730082 TRAFFIC SIGNAL MAINTENANCE	82,534	70,000	70,000	75,000
4730090 PAVEMENT MAINTENANCE	71,894	120,000	120,000	120,000
4730093 TRAFFIC CALMING	303	0	0	0
<b><u>TRANSFERS OUT</u></b>				
4944000 ROAD CAPITAL FUND	(116,287)	3,250,000	1,000,000	2,115,000
<b>TOTAL C ROAD PROJECTS</b>	<b>130,680</b>	<b>4,326,369</b>	<b>2,076,369</b>	<b>3,143,395</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>586,369</b>	<b>586,369</b>	<b>533,395</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAYS</b>	<b>246,967</b>	<b>490,000</b>	<b>490,000</b>	<b>495,000</b>
<b>TRANSFERS OUT</b>	<b>(116,287)</b>	<b>3,250,000</b>	<b>1,000,000</b>	<b>2,115,000</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>130,680</b>	<b>4,326,369</b>	<b>2,076,369</b>	<b>3,143,395</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Administration & Engineering* – Facilities: Management

#### PURPOSE

Oversee and provide coordination in the maintenance, remodeling and new construction of all City properties.

#### GOALS

Work with architects, engineers, contractors, city administration and facilities staff to bring about timely construction and maintenance of all city buildings and equipment. Identify potential problems and resolve them before they become an issue.

#### OUTCOME MEASUREMENTS

- Working with department heads, all remodels will be scheduled and completed on time and within budget.
- New construction projects will be scheduled and completed on time and within budget with change orders not exceeding 5% of construction costs.

# **FACILITIES MANAGEMENT**

## **10416403**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	21,718	32,084	32,084	22,674
4110030 SICK LEAVE BUYOUT	215	200	200	200
4130110 RETIREMENT	4,168	6,230	6,230	4,440
4130120 MEDICAL & DENTAL INSURANCE	1,091	1,276	1,276	944
4130130 WORKERS COMPENSATION	331	492	492	375
4130140 LONG-TERM DISABILITY	267	438	438	221
4130150 UNEMPLOYMENT	108	160	160	111
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL FACILITIES MGT.</b>	<b>27,898</b>	<b>40,880</b>	<b>40,880</b>	<b>28,965</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>27,898</b>	<b>40,880</b>	<b>40,880</b>	<b>28,965</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>27,898</b>	<b>40,880</b>	<b>40,880</b>	<b>28,965</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Administration & Engineering* – Facilities: Maintenance

#### PURPOSE

Keep all facilities and facility related equipment in sound and safe working order.

#### GOALS

- Respond to work orders and make repairs as required and requested in a timely manner.
- Maintenance work orders will be completed within five working days.
- Emergency maintenance work orders will be completed within one work day.

#### OUTCOME MEASUREMENTS

- City buildings and related equipment will remain in good working order.
- Maintenance on all city facilities will be accomplished timely keeping open lines of communication with city management.

# **FACILITIES MAINTENANCE 10416101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	171,594	175,941	175,941	177,162
4110003 OVERTIME	2,482	2,400	2,400	2,400
4110030 SICK LEAVE BUYOUT	397	400	400	500
4110100 ON CALL SALARIES	4,223	2,580	2,580	2,580
4130110 RETIREMENT	35,775	36,785	36,785	35,776
4130120 MEDICAL & DENTAL INSURANCE	31,653	35,662	35,662	37,706
4130130 WORKERS COMPENSATION	2,671	2,700	2,700	2,811
4130140 LONG-TERM DISABILITY	2,158	2,400	2,400	1,661
4130150 UNEMPLOYMENT	870	880	880	834
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	200
4215000 MEMBERSHIPS	286	286	286	286
4240000 OFFICE SUPPLIES	134	180	180	150
4250000 EQUIPMENT SUPPLIES & MAINT.	902	3,000	3,000	1,000
4250010 UNIFORMS	990	1,861	1,861	2,000
4255000 FLEET O&M CHARGE	22,709	12,841	12,841	13,075
4260000 BUILDING & GROUNDS	115,577	192,489	192,489	160,000
4270000 UTILITIES	264,117	262,787	262,787	276,511
4280000 TELEPHONE	696	2,100	2,100	740
4310800 CONTRACT - HEATING/AC	15,237	17,907	17,907	15,350
4310820 CONTRACT - CUSTODIAL	104,456	99,818	99,818	99,148
4310850 CONTRACT - CARPET CLEANING	37,169	18,238	18,238	8,720
4480000 DEPARTMENT SUPPLIES	6,278	11,800	11,800	4,250
4621000 MISCELLANEOUS SERVICES	56,862	34,146	34,146	46,980
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL FACILITIES MAINT.</b>	<b>877,236</b>	<b>917,201</b>	<b>917,201</b>	<b>889,840</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>251,823</b>	<b>259,748</b>	<b>259,748</b>	<b>261,430</b>
<b>OPERATING EXPENSES</b>	<b>625,413</b>	<b>657,453</b>	<b>657,453</b>	<b>628,410</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>877,236</b>	<b>917,201</b>	<b>917,201</b>	<b>889,840</b>

## **PUBLIC WORKS DEPARTMENT**

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*Administration & Engineering* – Facilities: Senior Center

### PURPOSE

Provide maintenance for the Senior Center.

### GOALS

Perform daily walk thru of the Senior Center and make daily contact with the county staff to facilitate maintenance and repair to the facility as required. Required repairs will be addressed within 24 hours of notification. Contact the Senior Center director weekly to verify facility is being maintained as expected.

### OUTCOME MEASUREMENTS

Building and equipment will always be in good working order.

**SENIOR CENTER  
10416102**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	6,281	6,342	6,342	8,868
4110003 OVERTIME	15	800	800	800
4110030 SICK LEAVE BUYOUT	27	100	100	100
4110100 ON CALL SALARIES	18	900	900	900
4130110 RETIREMENT	1,317	1,250	1,250	1,651
4130120 MEDICAL & DENTAL INSURANCE	1,641	1,953	1,953	2,758
4130130 WORKERS COMPENSATION	100	97	97	126
4130140 LONG-TERM DISABILITY	80	87	87	75
4130150 UNEMPLOYMENT	32	32	32	37
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	20	20	20	0
4250000 EQUIPMENT SUPPLIES & MAINT.	0	875	875	0
4250010 UNIFORMS	32	58	58	0
4255000 FLEET O&M CHARGE	9,084	14,099	14,099	14,356
4260000 BUILDING & GROUNDS	16,012	10,445	10,445	20,000
4270000 UTILITIES	50,103	44,022	44,022	51,360
4280000 TELEPHONE	2,646	156	156	2,341
4310800 CONTRACT - HEATING/AC	3,659	3,918	3,918	1,150
4310810 CONTRACT SERVICES	44,209	50,184	50,184	55,386
4310850 CONTRACT - CARPET CLEANING	4,130	4,130	4,130	4,130
4480000 DEPARTMENT SUPPLIES	0	2,000	2,000	100
4510000 INSURANCE	2,094	2,100	2,100	2,100
4621000 MISCELLANEOUS SERVICES	2,158	4,194	4,194	2,386
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL SENIOR CENTER</b>	<b>143,658</b>	<b>147,762</b>	<b>147,762</b>	<b>168,624</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>9,511</b>	<b>11,561</b>	<b>11,561</b>	<b>15,315</b>
<b>OPERATING EXPENSES</b>	<b>134,147</b>	<b>136,201</b>	<b>136,201</b>	<b>153,309</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>143,658</b>	<b>147,762</b>	<b>147,762</b>	<b>168,624</b>



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## **PUBLIC WORKS DEPARTMENT**

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*Public Services Division* – Streets: Administration

### PURPOSE

To provide support for streets operation programs including road repair, curbs & sidewalks, signs & signals, snow & ice removal, and street lighting.

# STREETS ADMINISTRATION

## 10441009

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	0
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	0	0	0	395
4240000 OFFICE SUPPLIES	0	0	0	715
4250010 UNIFORMS	0	0	0	11,000
4280000 TELEPHONE	0	0	0	7,802
4310000 PROFESSIONAL & TECHNICAL	0	0	0	5,535
4330000 TRAINING	0	0	0	12,515
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL STREETS ADMIN.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,962</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,962</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,962</b>

## **PUBLIC WORKS DEPARTMENT**

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### ***Public Services Division – Streets: Road Repair***

#### **PURPOSE**

To provide minor patching, repair and overlay of city streets and provide assistance to the Capital Project Group in maintaining the city's roads while maintaining fiscal responsibility. Assistance provided will range from actual field repairs, to completed asphalt overlays of streets, to the gathering of field data for the Pavement Management Program.

#### **GOALS**

- Address potholes and road repairs in a timely manner.
- Conduct activity in such a manner to minimize disruption to the traveling public. Coordinate the execution of road maintenance activity with sufficient notice to the adjacent property owners in a manner to maintain lines of communication and minimize complaints.
- Coordinate and complete special projects requested by the City Manager and the Public Works Director.

#### **OUTCOME MEASUREMENTS**

- Pothole patching: Place an average of 12 tons of asphalt per week.
- Crack sealing: Place an average of 1 ton of crack sealing material per day as weather allows in an effort to place 30 tons of crack sealing material per season.
- Overlay: Place an average of 10,000 tons of asphalt per paving season for road overlays.
- Additional resources would allow for an increased quantity of pavement rehabilitation projects.

**ROAD REPAIR****10441001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	596,888	43,275	43,275	229,797
4110001 SALARIES PART/SEASONAL	60	3,728	3,728	16,266
4110003 OVERTIME	5,483	1,073	1,073	4,000
4110030 SICK LEAVE BUYOUT	2,090	500	500	2,300
4110100 ON CALL SALARIES	3,374	2,438	2,438	4,447
4130110 RETIREMENT	117,061	27,133	27,133	48,056
4130120 MEDICAL & DENTAL INSURANCE	112,965	52,790	52,790	53,019
4130130 WORKERS COMPENSATION	6,684	1,491	1,491	2,915
4130140 LONG-TERM DISABILITY	7,194	2,236	2,236	2,242
4130150 UNEMPLOYMENT	2,901	715	715	1,207
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	326	507	507	369
4240000 OFFICE SUPPLIES	147	65	65	0
4250000 EQUIPMENT SUPPLIES & MAINT.	1,323	33,965	33,965	44,465
4250010 UNIFORMS	5,668	6,885	6,885	0
4255000 FLEET O&M CHARGE	322,470	484,471	484,471	493,312
4255010 FLEET REPLACEMENT CHARGE	0	0	0	186,600
4280000 TELEPHONE	2,431	1,200	1,200	0
4310000 PROFESSIONAL & TECHNICAL	3,446	2,970	2,970	0
4330000 TRAINING	0	450	450	0
4480000 DEPT SUPPLIES	71,911	29,550	29,550	30,141
4621000 MISCELLANEOUS SERVICES	3,396	26,400	26,400	26,400
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0

<b>TOTAL ROAD REPAIR</b>	<b>1,265,818</b>	<b>721,842</b>	<b>721,842</b>	<b>1,145,536</b>
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**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>854,700</b>	<b>135,379</b>	<b>135,379</b>	<b>364,249</b>
<b>OPERATING EXPENSES</b>	<b>411,118</b>	<b>586,463</b>	<b>586,463</b>	<b>781,287</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,265,818</b>	<b>721,842</b>	<b>721,842</b>	<b>1,145,536</b>
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## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division* – Streets: Curbs & Sidewalks

#### PURPOSE

To provide services to inspect, repair and replace concrete curb, gutter and sidewalk while maintaining fiscal responsibility.

#### GOALS

- To place a minimum of 200 cubic yards of concrete annually to address deficiencies.
- To utilize the grout pumper to address concrete deficiencies in a cost-effective manner.
- Maintain a priority list of concrete repairs to be addressed to the full extent resources allow.

#### OUTCOME MEASUREMENTS

Place 200 yards of concrete per year for curb, gutter and sidewalk repairs.

Additional resources would allow for an increase in sidewalk repairs and the elimination of an increased quantity of possible trip hazards.

# **CURBS & SIDEWALKS**

## **10441002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	47,122	56,668	56,668	64,833
4110003 OVERTIME	149	0	0	0
4110030 SICK LEAVE BUYOUT	293	300	300	400
4110100 ON CALL SALARIES	14	284	284	284
4130110 RETIREMENT	9,980	12,344	12,344	13,212
4130120 MEDICAL & DENTAL INSURANCE	9,814	11,860	11,860	13,765
4130130 WORKERS COMPENSATION	537	623	623	767
4130140 LONG-TERM DISABILITY	603	773	773	633
4130150 UNEMPLOYMENT	243	283	283	318
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	63	63	0
4480000 DEPT SUPPLIES	14,247	7,645	7,645	7,798
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL CURBS &amp; SIDEWALKS</b>	<b>83,002</b>	<b>90,843</b>	<b>90,843</b>	<b>102,010</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>68,755</b>	<b>83,135</b>	<b>83,135</b>	<b>94,212</b>
<b>OPERATING EXPENSES</b>	<b>14,247</b>	<b>7,708</b>	<b>7,708</b>	<b>7,798</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>83,002</b>	<b>90,843</b>	<b>90,843</b>	<b>102,010</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division* – Streets: Signs & Signals

#### PURPOSE

To provide services to inspect, replace and install city street signs.

#### GOALS

- Complete work orders in a timely manner.
- Establish a federally mandated sign reflectivity program which has been temporarily postponed.

#### OUTCOME MEASUREMENTS

Complete an average of 120 sign work orders per month.

#### ADDITIONAL RESOURCES

Additional resources would allow for an increase in inspections and replacements. Currently there is one staff member who oversees this task along with other responsibilities and assignments, including the traffic striping maintenance and coordination of striping work orders.



**SIGNS & SIGNALS****10441003**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	55,386	45,704	45,704	40,120
4110003 OVERTIME	2,062	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	0	100	100	100
4110100 ON CALL SALARIES	228	239	239	239
4130110 RETIREMENT	10,672	9,010	9,010	7,809
4130120 MEDICAL & DENTAL INSURANCE	10,731	8,451	8,451	9,970
4130130 WORKERS COMPENSATION	614	503	503	489
4130140 LONG-TERM DISABILITY	692	623	623	391
4130150 UNEMPLOYMENT	279	229	229	197
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	23	63	63	0
4250000 EQUIPMENT SUPPLIES & MAINT.	583	900	900	918
4250010 UNIFORMS	0	405	405	0
4270000 UTILITIES	2,386	14,888	14,888	3,178
4280000 TELEPHONE	3,028	1,200	1,200	0
4441000 STREET LIGHTS CROSSINGS	3,272	4,446	4,446	4,446
4441100 SIGNS	32,610	28,005	28,005	28,565
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL SIGNS &amp; SIGNALS</b>	<b>122,566</b>	<b>115,766</b>	<b>115,766</b>	<b>97,422</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>80,664</b>	<b>65,859</b>	<b>65,859</b>	<b>60,315</b>
<b>OPERATING EXPENSES</b>	<b>41,902</b>	<b>49,907</b>	<b>49,907</b>	<b>37,107</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>122,566</b>	<b>115,766</b>	<b>115,766</b>	<b>97,422</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division – Streets: Snow & Ice Removal*

#### PURPOSE

To provide snow removal on city streets while maintaining fiscal responsibility.

#### GOALS

To provide services to make city streets passable.

#### OUTCOME MEASUREMENTS

- Provide snow removal services on main arterials and collector streets in order to have those streets passable within 36 hours of a 4" storm.
- Provide snow removal services to have subdivision streets passable within seven days after a 4" storm.

#### ADDITIONAL RESOURCES

Additional resources would allow for improved snow and ice removal. Currently the city does not have a sufficient budget in this Program for the placement of salt in subdivisions. In addition, the city does not have sufficient budget to provide resources outside of "regular" working hours for snow removal in subdivisions. The snow removal in the subdivisions is minimal and generally limited to "regular" working hours and as a result, the snow is generally hard packed or ice by the time staff has an opportunity to reach the subdivisions and the effort is generally limited to making such streets passable. In addition, there is not sufficient staff to provide resources for a major snow event – such as "back to back" storms or snowstorms over a period of two days or greater.

**SNOW REMOVAL****10441004**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	109,142	109,106	109,106	82,681
4110003 OVERTIME	29,066	32,000	32,000	32,000
4110030 SICK LEAVE BUYOUT	426	500	500	500
4110100 ON CALL SALARIES	833	657	657	657
4130110 RETIREMENT	27,091	22,813	22,813	17,074
4130120 MEDICAL & DENTAL INSURANCE	24,426	23,217	23,217	18,292
4130130 WORKERS COMPENSATION	1,574	1,200	1,200	1,004
4130140 LONG-TERM DISABILITY	1,758	1,488	1,488	807
4130150 UNEMPLOYMENT	711	546	546	405
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	126	126	0
4280000 TELEPHONE	2,407	1,200	1,200	0
4310750 SNOW REMOVAL	151,864	151,980	151,980	105,020
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL SNOW REMOVAL</b>	<b>349,298</b>	<b>344,833</b>	<b>344,833</b>	<b>258,440</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>195,027</b>	<b>191,527</b>	<b>191,527</b>	<b>153,420</b>
<b>OPERATING EXPENSES</b>	<b>154,271</b>	<b>153,306</b>	<b>153,306</b>	<b>105,020</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>349,298</b>	<b>344,833</b>	<b>344,833</b>	<b>258,440</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division – Streets: Street Lighting*

#### PURPOSE

To provide maintenance and repair of city streetlights while maintaining fiscal responsibility.

#### GOALS

Complete work orders in a timely manner.

#### OUTCOME MEASUREMENTS

- Complete an average of 20 work orders per month.
- Currently, the city has one person maintaining the streetlights throughout the city.

#### ADDITIONAL RESOURCES

Additional resources would allow for a decreased waiting period to have streetlight work orders completed. Additional resources would also allow upgrades of streetlights in areas where streetlights have not been updated for years.

**STREET LIGHTING****10441006**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	58,984	72,994	72,994	49,397
4110003 OVERTIME	102	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	79	100	100	100
4110100 ON CALL SALARIES	0	346	346	346
4130110 RETIREMENT	10,946	14,313	14,313	9,612
4130120 MEDICAL & DENTAL INSURANCE	10,450	6,543	6,543	12,442
4130130 WORKERS COMPENSATION	622	803	803	681
4130140 LONG-TERM DISABILITY	701	996	996	482
4130150 UNEMPLOYMENT	283	365	365	242
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	35	63	63	0
4250010 UNIFORMS	115	810	810	0
4250100 STREET LIGHT MAINT	117,408	134,037	134,037	136,718
4250200 STREET LIGHT POWER	408,087	363,846	363,846	398,411
4280000 TELEPHONE	0	1,200	1,200	0
4310000 PROFESSIONAL & TECHNICAL	2,892	2,160	2,160	2,798
4480000 DEPT SUPPLIES	965	2,700	2,700	2,700
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	9,048	0	0	0
<b>TOTAL STREET LIGHTING</b>	<b>620,717</b>	<b>602,276</b>	<b>602,276</b>	<b>614,929</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>82,167</b>	<b>97,460</b>	<b>97,460</b>	<b>74,302</b>
<b>OPERATING EXPENSES</b>	<b>529,502</b>	<b>504,816</b>	<b>504,816</b>	<b>540,627</b>
<b>CAPITAL OUTLAYS</b>	<b>9,048</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>620,717</b>	<b>602,276</b>	<b>602,276</b>	<b>614,929</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division – Streets: Graffiti Removal*

#### PURPOSE

- Provide services for the removal of graffiti from the public right of way.
- Provide services as a “clearing house” of resource information to assist the public in their effort to remove graffiti from private property.

#### GOALS

Remove graffiti from city-owned buildings and the public right-of-way in a timely manner.

#### OUTCOME MEASUREMENTS

Remove graffiti from the public right-of-way within an average of 72 hours of notification.  
Additional resources would allow for a faster response for graffiti work orders.

# **GRAFFITI REMOVAL** **10441007**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	16,729	33,090	33,090	58,347
4110003 OVERTIME	249	0	0	0
4110030 SICK LEAVE BUYOUT	202	200	200	200
4110100 ON CALL SALARIES	84	219	219	219
4130110 RETIREMENT	3,455	6,427	6,427	13,552
4130120 MEDICAL & DENTAL INSURANCE	3,093	6,322	6,322	2,886
4130130 WORKERS COMPENSATION	198	364	364	228
4130140 LONG-TERM DISABILITY	223	451	451	182
4130150 UNEMPLOYMENT	90	165	165	91
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	63	63	0
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	35,815
4250010 UNIFORMS	264	405	405	0
4255010 FLEET REPLACEMENT CHARGE	0	0	0	5,600
4280000 TELEPHONE	0	422	422	0
4480000 DEPT SUPPLIES	849	1,500	1,500	1,530
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL GRAFFITI REMOVAL</b>	<b>25,436</b>	<b>49,628</b>	<b>49,628</b>	<b>118,650</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>24,323</b>	<b>47,238</b>	<b>47,238</b>	<b>75,705</b>
<b>OPERATING EXPENSES</b>	<b>1,113</b>	<b>2,390</b>	<b>2,390</b>	<b>42,945</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>25,436</b>	<b>49,628</b>	<b>49,628</b>	<b>118,650</b>

## **PUBLIC WORKS DEPARTMENT**

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### ***Public Services Division*** – Streets: Special Projects

#### PURPOSE

To provide Streets Division services beyond the scope of routine maintenance at the direction of the City Manager and/or the Public Works Director.

#### INCREASED LEVEL OF SERVICE

Additional resources – such as a Public Services SWAT (Specialist With Acquired Talents) team consisting of 5 staff members would allow for additional projects to be completed in-house. This approach could be more cost effective as opposed to contracting such special projects. Such projects could range from the addition of new infrastructure to the replacement of deficient items. If there was a period when a special project was not being completed, such a crew could work on sidewalk, handicapped ramps, curb and gutter replacement, remodeling, etc.



**STREETS SPECIAL PROJ.  
10441008**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	48,476	67,231	67,231	85,641
4110003 OVERTIME	692	0	0	0
4110030 SICK LEAVE BUYOUT	279	300	300	300
4110100 ON CALL SALARIES	194	0	0	0
4130110 RETIREMENT	10,326	14,453	14,453	17,355
4130120 MEDICAL & DENTAL INSURANCE	9,065	13,191	13,191	17,930
4130130 WORKERS COMPENSATION	565	739	739	1,013
4130140 LONG-TERM DISABILITY	633	917	917	836
4130150 UNEMPLOYMENT	255	336	336	419
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL STREETS SPECIAL PROJ.</b>	<b>70,485</b>	<b>97,167</b>	<b>97,167</b>	<b>123,494</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>70,485</b>	<b>97,167</b>	<b>97,167</b>	<b>123,494</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>70,485</b>	<b>97,167</b>	<b>97,167</b>	<b>123,494</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division* – Parks: Parks Administration

#### PURPOSE

- To provide leadership and supervision to plan, organize; coordinate day-to-day activities and operation of the Parks Division while maintaining fiscal responsibility.
- To coordinate the maintenance support associated with events scheduled at city facilities.
- To provide support services for the scheduling, and coordination of all sports field reservations.

#### GOALS

- To provide landscape inspection services to assist Public Works Engineering with the projects involving landscaping which will be maintained by the city upon acceptance.
- Provide support services to maintain city facilities in such a manner as to present West Jordan in the most positive light with the given resources.
- Complete the majority of inspections and punch-list documentation within seven calendar days of the date of inspection.
- Respond and rectify the majority of all Parks related work orders within seven working days of receipt.

#### OUTCOME MEASUREMENTS

- Monitor time promised inspections and punch-list preparation to complete the majority within seven days of the inspection date.
- Monitor all programs and budgets within the Parks Division in order to complete the required work within budget.
- Monitor the work orders to have the majority completed within seven working days of receipt.

**PARKS ADMINISTRATION  
10451001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	111,132	97,088	97,088	90,479
4110003 OVERTIME	5,014	29,359	29,359	29,359
4110030 SICK LEAVE BUYOUT	212	200	200	100
4110100 ON CALL SALARIES	210	4,320	4,320	4,320
4130110 RETIREMENT	22,559	19,229	19,229	18,058
4130120 MEDICAL & DENTAL INSURANCE	23,436	21,065	21,065	19,791
4130130 WORKERS COMPENSATION	1,830	1,490	1,490	1,494
4130140 LONG-TERM DISABILITY	1,456	1,324	1,324	883
4130150 UNEMPLOYMENT	596	485	485	443
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	136	200	200	200
4215000 MEMBERSHIPS	260	400	400	400
4240000 OFFICE SUPPLIES	4,984	460	460	898
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	7,500
4250010 UNIFORMS	5,420	7,860	7,860	8,250
4255000 FLEET O&M CHARGE	267,968	200,125	200,125	203,777
4255010 FLEET REPLACEMENT CHARGE	0	0	0	64,880
4270000 UTILITIES	302,466	103,342	103,342	113,159
4280000 TELEPHONE	8,307	5,600	5,600	7,569
4310000 PROFESSIONAL & TECHNICAL	25,959	22,016	22,016	22,016
4330000 TRAINING	2,279	3,900	3,900	13,133
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PARKS ADMINISTRATION</b>	<b>784,224</b>	<b>518,463</b>	<b>518,463</b>	<b>606,709</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>166,445</b>	<b>174,560</b>	<b>174,560</b>	<b>164,927</b>
<b>OPERATING EXPENSES</b>	<b>617,779</b>	<b>343,903</b>	<b>343,903</b>	<b>441,782</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>784,224</b>	<b>518,463</b>	<b>518,463</b>	<b>606,709</b>

## **PUBLIC WORKS DEPARTMENT**

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*Public Services Division* – Parks: Parks, Trails and City Property Landscape Maintenance

### PURPOSE

Provide landscape maintenance of City parks and trails while maintaining fiscal responsibility.

### GOALS

To provide landscape maintenance services for City parks and trails on a regular basis.

### OUTCOME MEASUREMENTS

Provide landscape maintenance services for City parks and trails on a schedule not to exceed 12 working days between maintenance visits.

### INCREASED LEVEL OF SERVICE

Additional resources could provide for a high frequency of maintenance.

**PARKS & TRAILS MAINT.  
10451002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	392,703	185,631	185,631	217,014
4110001 SALARIES PART/SEASONAL	223,449	255,842	255,842	255,842
4110003 OVERTIME	15,381	0	0	0
4110030 SICK LEAVE BUYOUT	1,215	1,200	1,200	900
4110100 ON CALL SALARIES	3,604	0	0	0
4130110 RETIREMENT	86,120	58,777	58,777	65,116
4130120 MEDICAL & DENTAL INSURANCE	83,856	47,067	47,067	59,773
4130130 WORKERS COMPENSATION	7,980	6,775	6,775	7,898
4130140 LONG-TERM DISABILITY	4,854	2,532	2,532	2,117
4130150 UNEMPLOYMENT	2,601	2,207	2,207	2,342
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	22,005	10,424	10,424	11,332
4260000 BUILDING & GROUNDS	96,883	106,337	106,337	108,464
4260010 IRRIGATION	35,621	43,590	43,590	44,642
4260020 WEED ABATEMENT	13,041	9,600	9,600	9,600
4260030 URBAN FORESTRY	48,612	59,110	59,110	59,110
4310000 PROFESSIONAL & TECHNICAL	3,750	1,530	1,530	1,530
4480000 DEPT SUPPLIES	28,168	13,464	13,464	13,733
4621000 MISCELLANEOUS SERVICES	3,920	13,050	13,050	13,050
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PARKS &amp; TRAILS MAINT.</b>	<b>1,073,763</b>	<b>817,136</b>	<b>817,136</b>	<b>872,463</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>821,763</b>	<b>560,031</b>	<b>560,031</b>	<b>611,002</b>
<b>OPERATING EXPENSES</b>	<b>252,000</b>	<b>257,105</b>	<b>257,105</b>	<b>261,461</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,073,763</b>	<b>817,136</b>	<b>817,136</b>	<b>872,463</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division – Parks: Natural Spaces Maintenance*

#### PURPOSE

To provide landscape maintenance services for city-owned natural spaces.

#### GOALS

To provide landscape maintenance services for city-owned natural spaces on a regular basis.

#### OUTCOME MEASUREMENTS

- Provide landscape maintenance services for city-owned natural spaces on a schedule not to exceed 25 working days between maintenance visits.
- Address work orders associated with natural space maintenance typically within one week of notification.

#### INCREASED LEVEL OF SERVICE

Additional resources could provide for a higher frequency of maintenance.

**NATURAL SPACES MAINT.  
10451003**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	3,248	2,773	2,773	6,934
4110030 SICK LEAVE BUYOUT	228	300	300	200
4130110 RETIREMENT	823	540	540	1,349
4130120 MEDICAL & DENTAL INSURANCE	542	625	625	1,256
4130130 WORKERS COMPENSATION	65	43	43	115
4130140 LONG-TERM DISABILITY	52	38	38	68
4130150 UNEMPLOYMENT	21	14	14	34
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	3,052	12,000	12,000	12,000
4260020 WEED ABATEMENT	13,070	3,949	3,949	4,028
4310000 PROFESSIONAL & TECHNICAL	0	450	450	450
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL NATURAL SPACES MAINT.</b>	<b>21,101</b>	<b>20,732</b>	<b>20,732</b>	<b>26,434</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>4,979</b>	<b>4,333</b>	<b>4,333</b>	<b>9,956</b>
<b>OPERATING EXPENSES</b>	<b>16,122</b>	<b>16,399</b>	<b>16,399</b>	<b>16,478</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>21,101</b>	<b>20,732</b>	<b>20,732</b>	<b>26,434</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division – Parks: Arterial Streetscape Maintenance*

#### PURPOSE

- To administer contracted landscape maintenance services for city-owned streetscapes on arterial and collector streets.
- To provide maintenance of the irrigation and trees for city-owned streetscapes on arterials and collectors.

#### GOALS

- To monitor the contractor to ensure landscape maintenance services for city-owned streetscapes meet minimum standards.

#### OUTCOME MEASUREMENTS

- Administer contract and follow up with any complaints/issues related to the streetscapes maintenance. City staff will continue to maintain irrigation and urban forestry issues related to the streetscapes.
- Monitor the landscape maintenance services for city-owned streetscapes on a schedule not to exceed 12 working days between maintenance visits.
- Address work orders associated with arterial streetscape maintenance typically within one week of notification.

#### INCREASED LEVEL OF SERVICE

Additional resources could provide for a higher frequency of maintenance.



**STREETSCAPE MAINT.  
10451004**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	22,198	135,009	135,009	94,701
4110001 SALARIES PART/SEASONAL	0	0	0	81,792
4110003 OVERTIME	763	0	0	0
4110030 SICK LEAVE BUYOUT	691	700	700	500
4110100 ON CALL SALARIES	181	0	0	0
4130110 RETIREMENT	5,116	26,102	26,102	27,517
4130120 MEDICAL & DENTAL INSURANCE	6,431	25,975	25,975	24,557
4130130 WORKERS COMPENSATION	415	2,072	2,072	1,564
4130140 LONG-TERM DISABILITY	337	1,842	1,842	924
4130150 UNEMPLOYMENT	136	675	675	464
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	888	10,000	10,000	12,610
4260000 BUILDING & GROUNDS	506	12,000	12,000	12,000
4260010 IRRIGATION	7,758	10,840	10,840	10,840
4260020 WEED ABATEMENT	6,116	6,400	6,400	6,400
4260030 URBAN FORESTRY	9,556	12,800	12,800	12,800
4310860 PARK STRIP MAINT. CONTRACT	51,542	50,984	50,984	66,862
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL STREETSCAPE MAINT.</b>	<b>112,634</b>	<b>295,399</b>	<b>295,399</b>	<b>353,531</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>36,268</b>	<b>192,375</b>	<b>192,375</b>	<b>232,019</b>
<b>OPERATING EXPENSES</b>	<b>76,366</b>	<b>103,024</b>	<b>103,024</b>	<b>121,512</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>112,634</b>	<b>295,399</b>	<b>295,399</b>	<b>353,531</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division – Parks: Cemeteries*

#### PURPOSE

- To maintain aesthetically pleasing cemeteries for families and friends of the deceased while maintaining fiscal responsibility.
- Provide services required for lot sales, opening and closing of graves.
- Provide services required to meet with families of the deceased in order to provide burial services.

#### GOALS

To provide landscape maintenance services for city cemeteries on a regular basis.

#### OUTCOME MEASUREMENTS

Provide landscape maintenance services for city cemeteries on a schedule not to exceed seven working days between maintenance visits.

#### INCREASED LEVEL OF SERVICE

Additional resources could provide for a higher frequency of maintenance.

**CEMETERIES****10459001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	29,142	33,715	33,715	38,572
4110001 SALARIES PART/SEASONAL	15,476	25,840	25,840	25,840
4110003 OVERTIME	2,907	2,808	2,808	2,808
4110030 SICK LEAVE BUYOUT	0	100	100	100
4110100 ON CALL SALARIES	1,147	1,584	1,584	1,584
4130110 RETIREMENT	6,938	8,885	8,885	9,867
4130120 MEDICAL & DENTAL INSURANCE	7,179	9,116	9,116	10,795
4130130 WORKERS COMPENSATION	679	914	914	1,073
4130140 LONG-TERM DISABILITY	374	460	460	376
4130150 UNEMPLOYMENT	221	298	298	318
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	697	390	390	673
4250000 EQUIPMENT SUPPLIES & MAINT.	4,664	1,194	1,194	1,365
4250010 UNIFORMS	368	400	400	550
4255000 FLEET O&M CHARGE	18,167	23,361	23,361	23,787
4260000 BUILDING & GROUNDS	3,975	2,754	2,754	3,000
4260010 IRRIGATION	893	2,500	2,500	2,500
4260020 WEED ABATEMENT	0	1,000	1,000	1,000
4270000 UTILITIES	2,622	3,936	3,936	4,310
4280000 TELEPHONE	1,287	300	300	1,010
4330000 TRAINING	0	350	350	528
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL CEMETERIES</b>	<b>96,736</b>	<b>119,905</b>	<b>119,905</b>	<b>130,056</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>64,063</b>	<b>83,720</b>	<b>83,720</b>	<b>91,333</b>
<b>OPERATING EXPENSES</b>	<b>32,673</b>	<b>36,185</b>	<b>36,185</b>	<b>38,723</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>96,736</b>	<b>119,905</b>	<b>119,905</b>	<b>130,056</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division – Parks: Snow Removal*

#### PURPOSE

Provide snow removal for the city's administrative properties while maintaining fiscal responsibility.

#### GOALS

Provide assistance to the Streets snow removal program as needed for significant storms  
To provide services for the snow removal for the city's administrative properties and safe walk routes in a timely manner.

#### OUTCOME MEASUREMENTS

Provide services for residents and school children to provide passable sidewalks generally within three days of a typical 4" snow storm – which is not in compliance with the city's municipal code.

#### INCREASED LEVEL OF SERVICE

The city currently has three 4-wheelers to address the snow removal throughout the city. Additional resources would allow for a much faster removal of snow.

**PARKS SNOW REMOVAL  
10451005**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	16,338	18,796	18,796	36,191
4110003 OVERTIME	8,016	11,420	11,420	11,420
4110030 SICK LEAVE BUYOUT	133	200	200	100
4110100 ON CALL SALARIES	173	0	0	0
4130110 RETIREMENT	4,526	3,866	3,866	7,263
4130120 MEDICAL & DENTAL INSURANCE	4,432	4,121	4,121	9,054
4130130 WORKERS COMPENSATION	390	288	288	598
4130140 LONG-TERM DISABILITY	315	256	256	353
4130150 UNEMPLOYMENT	127	94	94	177
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	3,603	4,000	4,000	4,080
4260000 BUILDING & GROUNDS	490	2,000	2,000	2,040
4621000 MISCELLANEOUS SERVICES	160	1,453	1,453	1,482
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PARKS SNOW REMOVAL</b>	<b>38,703</b>	<b>46,494</b>	<b>46,494</b>	<b>72,758</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>34,450</b>	<b>39,041</b>	<b>39,041</b>	<b>65,156</b>
<b>OPERATING EXPENSES</b>	<b>4,253</b>	<b>7,453</b>	<b>7,453</b>	<b>7,602</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>38,703</b>	<b>46,494</b>	<b>46,494</b>	<b>72,758</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division* – Parks: Special Projects

#### PURPOSE

To provide Parks Divisions services beyond the scope of routine maintenance at the direction of the City Manager and/or the Public Works Director.

Additional resources would allow for an increase in special projects without being a detriment to the maintenance operation in the Parks Division.

**PARKS SPECIAL PROJECTS**  
**10451006**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	18,444	23,410	23,410	3,451
4110003 OVERTIME	1,397	0	0	0
4110030 SICK LEAVE BUYOUT	174	200	200	100
4110100 ON CALL SALARIES	26	0	0	0
4130110 RETIREMENT	3,280	4,556	4,556	672
4130120 MEDICAL & DENTAL INSURANCE	4,090	6,219	6,219	690
4130130 WORKERS COMPENSATION	258	359	359	57
4130140 LONG-TERM DISABILITY	214	319	319	34
4130150 UNEMPLOYMENT	87	117	117	17
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL PARKS SPECIAL PROJ.</b>	<b>27,970</b>	<b>35,180</b>	<b>35,180</b>	<b>5,021</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>27,970</b>	<b>35,180</b>	<b>35,180</b>	<b>5,021</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>27,970</b>	<b>35,180</b>	<b>35,180</b>	<b>5,021</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division* – Parks: Athletic Fields

#### PURPOSE

Provide landscape maintenance of city athletic fields while maintaining fiscal responsibility.

#### GOALS

To provide athletic field maintenance services for city sports fields on a regular basis.

#### OUTCOME MEASUREMENTS

Provide athletic field maintenance services for city sports fields on a schedule not to exceed 12 working days between maintenance visits.



**ATHLETIC FIELDS****10451007**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	26,869	103,293	103,293	79,859
4110001 SALARIES PART/SEASONAL	18,551	0	0	0
4110003 OVERTIME	3,516	0	0	2,808
4110030 SICK LEAVE BUYOUT	0	100	100	100
4110100 ON CALL SALARIES	60	0	0	1,584
4130110 RETIREMENT	6,080	19,972	19,972	15,606
4130120 MEDICAL & DENTAL INSURANCE	1,713	15,910	15,910	10,891
4130130 WORKERS COMPENSATION	654	1,585	1,585	1,319
4130140 LONG-TERM DISABILITY	282	1,409	1,409	779
4130150 UNEMPLOYMENT	213	516	516	391
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	958	10,016	10,016	10,016
4260000 BUILDING & GROUNDS	10,414	86,486	86,486	61,486
4260010 IRRIGATION	1,046	0	0	0
4310000 PROFESSIONAL & TECHNICAL	375	1,470	1,470	1,470
4480000 DEPT SUPPLIES	4,996	12,936	12,936	12,936
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL ATHLETIC FIELDS</b>	<b>75,727</b>	<b>253,693</b>	<b>253,693</b>	<b>199,245</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>57,938</b>	<b>142,785</b>	<b>142,785</b>	<b>113,337</b>
<b>OPERATING EXPENSES</b>	<b>17,789</b>	<b>110,908</b>	<b>110,908</b>	<b>85,908</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>75,727</b>	<b>253,693</b>	<b>253,693</b>	<b>199,245</b>

## **PUBLIC WORKS DEPARTMENT**

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### *Public Services Division – Parks: Events/Volunteer Support*

#### PURPOSE

Events create community within our city and neighborhoods. At their core, they bring people together in a common theme from our city and from surrounding areas and create a feeling of support and community wellbeing. As people travel from surrounding areas to our city for events, we want them to see our great amenities, retail possibilities and for them to spend their money here not just before and after the event, but on return visits, which gives us a stronger retail tax base. Volunteers help with a variety of city events and committees. This program provides support to volunteers to help them succeed and fulfill City Council goals and objectives. This program also handles large park rentals, Pioneer Hall and other city building rentals, sports/league reservations, and tournament rentals.

#### INCREASED LEVEL OF SERVICE

We currently do not have marketing in place for any of the city facilities or public venues available for rent. Promoting these areas would increase available information and decrease phone calls for information.

#### OPPORTUNITIES FOR EFFICIENCY OR REPLACEMENT

Automated online application submission and payment would greatly decrease the amount of time and number of staff required to process reservations for parks, sports/leagues and all facility rentals. Bonds/deposit payments and refunds could also be automated and eliminate the need for the paper trail traveling through four staff members.

Marketing facility rentals will increase information available to the public and decrease the number of phone calls with questions. This will also increase awareness and use, bringing more residents and visitors to create better community awareness.

#### GOALS

- Stay within budgets, secure revenue opportunities, increase event attendance and public knowledge of events and programs.
- Create a positive vision and outcome for the city.
- Continue with volunteer opportunity development.
- Work cohesively with all volunteer committees upon City Council request to provide support and services for their success.

#### OUTCOME MEASUREMENTS

- Increase attendance for city events and volunteer committee events.
- Increase positive public awareness of the city and events.
- Keep within budgets.
- Bring new revenue and marketing sources to events and committees.
- Substantial increase in volunteer support and help.

**EVENTS****10451010**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	75,654
4110001 SALARIES PART/SEASONAL	0	0	0	6,679
4110003 OVERTIME	0	0	0	16,921
4110030 SICK LEAVE BUYOUT	0	0	0	600
4130110 RETIREMENT	0	0	0	14,365
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	9,183
4130130 WORKERS COMPENSATION	0	0	0	911
4130140 LONG-TERM DISABILITY	0	0	0	668
4130150 UNEMPLOYMENT	0	0	0	369
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	0	0	300
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	9,000
4310011 PUBLICITY	0	0	0	5,000
4310014 MISCELLANEOUS EVENTS	0	0	0	10,380
4310016 ADMINISTRATION	0	0	0	3,000
4330000 TRAINING	0	0	0	1,200
4480000 DEPT SUPPLIES	0	0	0	300
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL EVENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>154,530</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>125,350</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,180</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>154,530</b>

## PUBLIC WORKS DEPARTMENT: PUBLIC SERVICES

### *Public Services Division – Parks: Celebration, Rodeo, Demolition Derby*

#### PURPOSE

The city has several volunteer-driven events including the Independence Day Festival, Western Stampede Rodeo, and motorsports events which will be planned by the newly formed Motorsports Committee. These events are overseen by the Events Coordinator. These programs have a budget associated with them that is allocated from the General Fund, which is mixed with the direct revenues from the event such as ticket sales and sponsorships.

*Note: This program was previously budgeted in the Western Stampede Fund.*

#### **DEMOLITION DERBY 10451013**

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	0
<b><u>OPERATING EXPENSES</u></b>				
4310011 PUBLICITY	0	0	0	4,000
4310016 ADMINISTRATION	0	0	0	2,000
4310020 DEMOLITION DERBY	0	0	0	16,595
4480000 DEPT SUPPLIES	0	0	0	1,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL EVENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,595</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,595</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,595</b>

# CELEBRATION 10451011

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	0
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	23,000
4310011 PUBLICITY	0	0	0	12,650
4310016 ADMINISTRATION	0	0	0	750
4480000 DEPT SUPPLIES	0	0	0	150
4610205 JULY 4TH CELEBRATION	0	0	0	76,100
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL CELEBRATION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>112,650</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>112,650</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>112,650</b>

# RODEO 10451012

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	0
<b><u>OPERATING EXPENSES</u></b>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	15,000
4310001 RODEO	0	0	0	85,553
4310002 ROYALTY	0	0	0	2,100
4310011 PUBLICITY	0	0	0	12,650
4330000 TRAINING	0	0	0	3,000
4480000 DEPT SUPPLIES	0	0	0	2,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL RODEO</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,303</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,303</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,303</b>

## PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Water Fund***

#### **PURPOSE**

The Water Fund is an Enterprise Fund, implying that (1) the activities of the water fund are not funded through taxes but through direct charges for service (commodity) provided; and (2) the water activity is completely self-supporting. The City buys over 80% of its wholesale treated water from the Jordan Valley Water Conservancy District. The remaining approximately 20% comes from culinary-quality wells (limited treatment required) in the southwestern quadrant of the City. The various programs of the Water Division provide for the operation and maintenance of water production, storage, and distribution; water accountability and billing; water conservation; new water resource development; and construction of new infrastructure.

# **WATER FUND REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3325000 WATER RESOURCE GRANT	12,204	50,000	0	0
3414000 LANDSCAPE PLAN SUBMITTAL	3,000	4,200	0	0
3840000 CONTRIBUTIONS-DEVELOPERS	555,042	0	0	0
3877000 PRIOR YRS RSRVS - WATER	0	3,422,853	0	182,631
3880000 WATER DISTRIBUTION IMPACT	761,118	1,200,000	800,000	1,000,000
3911100 METERED SALES - AVAILABILITY	5,866,073	6,153,485	6,153,485	6,461,159
3911200 METERED SALES - COMMODITY	6,748,243	6,855,997	6,855,997	7,198,797
3912000 FLAT RATE WATER SALES	82,022	0	0	0
3915000 MISC WATER REVENUE	41,350	150,000	160,000	150,000
3919000 RECONNECTION ADMIN FEES	144,566	0	0	0
3921200 INTEREST W&S	14,695	15,500	15,500	8,000
3921300 INTEREST - REST. CASH	5,402	4,500	4,500	3,000
3952000 BOND PREMIUM	4,928	0	0	0
TOTAL WATER FUND REVENUES	14,238,643	17,856,535	13,989,482	15,003,587



## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### *Water Fund* – Administration

#### PURPOSE

- To provide leadership and administration of the Water Fund to provide for a safe drinking water supply at economical costs.

#### GOALS

- Ensure the public health and welfare by providing high quality product and services at the lowest possible cost.
- Ensure compliance with all City, State and Federal policies and regulations, and provide and maintain accurate and complete records.

#### OUTCOME MEASUREMENTS

- Pass all of the State's water quality testing regulations at timelines required by the State.
- Number of water valves exercised, pressure reducing stations maintained.

# **WATER ADMINISTRATION** **51512002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	40,539
4110030 SICK LEAVE BUYOUT	0	0	0	100
4130110 RETIREMENT	0	0	0	7,825
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	5,757
4130130 WORKERS COMPENSATION	0	0	0	684
4130140 LONG-TERM DISABILITY	0	0	0	404
4130150 UNEMPLOYMENT	0	0	0	203
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	600
4215000 MEMBERSHIPS	0	0	0	1,900
4240000 OFFICE SUPPLIES	0	0	0	1,500
4250010 UNIFORMS	0	0	0	900
4280000 TELEPHONE	0	0	0	8,400
4310000 PROFESSIONAL & TECHNICAL	0	0	0	5,000
4330000 TRAINING	0	0	0	11,900
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL WATER ADMINISTRATION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,712</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55,512</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,200</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,712</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

---

### ***Water Fund*** – Operations

#### PURPOSE

To provide monitoring of the water system addressing dynamic demands throughout the City.

#### GOALS

Ensure the most effective and efficient use of available infrastructure is applied and maintained. Monitor and adjust flows of the water system remotely by SCADA; manually at site for those not set up. Adjust flows to allow storage to handle demand periods. Perform regular site visits and maintenance.

#### OUTCOME MEASUREMENTS

- Clean one reservoir per year. System completely gone through every ten years.
- Dismantle and rebuild 25% of PRVs per year. System completely gone through every four years.
- Exercise 10% mainline valves every year. System completely gone through every 10 years.

# WATER OPERATIONS

## 51510001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	427,468	264,351	264,351	455,884
4110003 OVERTIME	35,400	41,300	41,300	41,300
4110030 SICK LEAVE BUYOUT	498	500	500	900
4110100 ON CALL SALARIES	3,427	3,066	3,066	3,066
4130110 RETIREMENT	99,236	51,705	51,705	77,172
4130120 MEDICAL & DENTAL INSURANCE	77,834	60,638	60,638	100,864
4130130 WORKERS COMPENSATION	6,892	4,057	4,057	6,681
4130140 LONG-TERM DISABILITY	5,584	3,606	3,606	3,947
4130150 UNEMPLOYMENT	2,252	1,322	1,322	1,981
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	250	250	0
4215000 MEMBERSHIPS	144	450	450	0
4240000 OFFICE SUPPLIES	359	782	782	0
4250000 EQUIPMENT SUPPLIES & MAINT.	650	3,000	3,000	4,720
4250010 UNIFORMS	4,872	4,000	4,000	6,300
4260000 BUILDING & GROUNDS	36,562	55,000	55,000	75,000
4270000 UTILITIES	424,438	485,000	485,000	531,000
4280000 TELEPHONE	6,013	3,500	3,500	0
4310000 PROFESSIONAL & TECHNICAL	4,061	10,000	10,000	10,000
4310111 PT - SAMPLES	5,398	2,500	2,500	2,500
4330000 TRAINING	1,150	9,200	9,200	0
4480000 DEPT SUPPLIES	116,811	150,500	150,500	160,500
4480010 DEPT SUPPLIES - UB METERS	218,834	225,500	225,500	205,500
4621000 MISCELLANEOUS SERVICES	0	3,000	3,000	4,500
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL WATER OPERATIONS</b>	<b>1,477,883</b>	<b>1,383,227</b>	<b>1,383,227</b>	<b>1,691,815</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>658,591</b>	<b>430,545</b>	<b>430,545</b>	<b>691,795</b>
<b>OPERATING EXPENSES</b>	<b>819,292</b>	<b>952,682</b>	<b>952,682</b>	<b>1,000,020</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,477,883</b>	<b>1,383,227</b>	<b>1,383,227</b>	<b>1,691,815</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Water Fund*** – Maintenance & Construction

#### PURPOSE

To provide repairs and replacement of altered, weathered and substandard infrastructure; maintaining operation of the City's water system.

#### GOALS

Ensure problems of current infrastructure are caught and repairs are responded to for safe operation. Plan an effective routine to stay on course with the budget.

#### OUTCOME MEASUREMENTS

- Correct 50 liabilities (URMMAs) the city faces. The total number is unknown.
- Repair 110 (estimated) water breaks to the infrastructure per year.
- Replace 15 fire hydrants that are not functioning properly per year.

**MAINTENANCE & CONST.  
51510002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	278,931	307,767	307,767	253,357
4110003 OVERTIME	13,649	17,700	17,700	17,700
4110030 SICK LEAVE BUYOUT	957	1,000	1,000	900
4110100 ON CALL SALARIES	447	1,314	1,314	1,314
4130110 RETIREMENT	56,181	59,724	59,724	49,431
4130120 MEDICAL & DENTAL INSURANCE	58,648	64,110	64,110	60,577
4130130 WORKERS COMPENSATION	4,487	4,723	4,723	4,153
4130140 LONG-TERM DISABILITY	3,663	4,198	4,198	2,523
4130150 UNEMPLOYMENT	1,477	1,539	1,539	1,267
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	249	900	900	0
4250000 EQUIPMENT SUPPLIES & MAINT.	12,545	13,148	13,148	13,400
4250010 UNIFORMS	1,020	2,732	2,732	1,800
4255000 FLEET O&M CHARGE	95,378	72,711	72,711	74,038
4255010 FLEET REPLACEMENT CHARGE	0	0	0	12,540
4260000 BUILDING & GROUNDS	14,932	0	0	0
4280000 TELEPHONE	1,401	1,500	1,500	0
4310000 PROFESSIONAL & TECHNICAL	830	700	700	700
4330000 TRAINING	245	3,500	3,500	0
4480000 DEPT SUPPLIES	112,238	135,000	135,000	138,000
4621000 MISCELLANEOUS SERVICES	156	6,500	6,500	6,500
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL MAINTENANCE &amp; CONST.</b>	<b>657,434</b>	<b>698,766</b>	<b>698,766</b>	<b>638,200</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>418,440</b>	<b>462,075</b>	<b>462,075</b>	<b>391,222</b>
<b>OPERATING EXPENSES</b>	<b>238,994</b>	<b>236,691</b>	<b>236,691</b>	<b>246,978</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>657,434</b>	<b>698,766</b>	<b>698,766</b>	<b>638,200</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### *Water Fund* – Water Quality

#### PURPOSE

To provide water throughout the city that meets stringent EPA and State regulations as well as addressing calls and complaints from our customers.

#### GOALS

Ensure water delivered at the tap is clean, aesthetically appealing and safe to drink.

#### OUTCOME MEASUREMENTS

- Sample up to 150 samples per month to be compliant with state regulations.
- Inspect 10% of businesses and city owned properties for cross-connection compliance each year.
- Flush 500 dead-end hydrants to eliminate trapped sediment and potential breeding ground for bacteria.

**WATER QUALITY****51510003**

		ADJUSTED	YEAR-END	ADOPTED
	ACTUAL	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	62,564	59,974	59,974	28,397
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	11,858	11,576	11,576	5,482
4130120 MEDICAL & DENTAL INSURANCE	11,096	13,544	13,544	6,896
4130130 WORKERS COMPENSATION	962	920	920	479
4130140 LONG-TERM DISABILITY	777	818	818	283
4130150 UNEMPLOYMENT	313	300	300	142
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	150	150	0
4215000 MEMBERSHIPS	72	300	300	0
4240000 OFFICE SUPPLIES	33	200	200	0
4250000 EQUIPMENT SUPPLIES & MAINT.	652	1,500	1,500	1,600
4250010 UNIFORMS	0	1,000	1,000	900
4280000 TELEPHONE	1,323	1,500	1,500	0
4310000 PROFESSIONAL & TECHNICAL	1,095	5,000	5,000	9,000
4310111 PT - SAMPLES	1,291	21,000	21,000	21,500
4330000 TRAINING	1,245	700	700	0
4480000 DEPT SUPPLIES	5,265	14,098	14,098	14,400
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL WATER QUALITY</b>	<b>98,546</b>	<b>132,680</b>	<b>132,680</b>	<b>89,179</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>87,570</b>	<b>87,232</b>	<b>87,232</b>	<b>41,779</b>
<b>OPERATING EXPENSES</b>	<b>10,976</b>	<b>45,448</b>	<b>45,448</b>	<b>47,400</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>98,546</b>	<b>132,680</b>	<b>132,680</b>	<b>89,179</b>



## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### *Water Fund – SCADA*

#### PURPOSE

To provide instant and historical water system data giving the water distribution operators the ability to operate the water system efficiently. Provide remote capabilities for operating wells, booster pumps, pressure regulating valves and meter stations to most efficiently utilize facilities and personnel.

#### GOALS

Ensure additional data can be added to current SCADA system through in-house installation.

#### OUTCOME MEASUREMENTS

- Purchase and install two additional new Remote Terminal Units (RTU).
- Install three RTU pedestals and venting.
- Install conduit for electrical to be ran and wired for three sites.
- Upgrade two SCADA radio systems per year to the new 900 megahertz frequencies.

**SCADA SYSTEMS****51510005**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	47,587	78,872	78,872	24,299
4110003 OVERTIME	8,708	0	0	0
4110030 SICK LEAVE BUYOUT	173	200	200	200
4110100 ON CALL SALARIES	571	0	0	0
4130110 RETIREMENT	10,981	15,225	15,225	4,693
4130120 MEDICAL & DENTAL INSURANCE	10,542	17,837	17,837	6,896
4130130 WORKERS COMPENSATION	911	1,210	1,210	410
4130140 LONG-TERM DISABILITY	739	1,076	1,076	242
4130150 UNEMPLOYMENT	298	394	394	121
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	150	150	0
4215000 MEMBERSHIPS	0	150	150	0
4240000 OFFICE SUPPLIES	11	100	100	0
4250000 EQUIPMENT SUPPLIES & MAINT.	584	900	900	1,050
4250010 UNIFORMS	15	400	400	450
4310000 PROFESSIONAL & TECHNICAL	100	900	900	3,800
4330000 TRAINING	0	300	300	0
4480000 DEPT SUPPLIES	26,610	40,848	40,848	41,800
4621000 MISCELLANEOUS SERVICES	0	1,600	1,600	1,600
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL SCADA SYSTEMS</b>	<b>107,830</b>	<b>160,162</b>	<b>160,162</b>	<b>85,561</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>80,510</b>	<b>114,814</b>	<b>114,814</b>	<b>36,861</b>
<b>OPERATING EXPENSES</b>	<b>27,320</b>	<b>45,348</b>	<b>45,348</b>	<b>48,700</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>107,830</b>	<b>160,162</b>	<b>160,162</b>	<b>85,561</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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*Water Fund* – Blue Stake

### PURPOSE

To provide utility locating services for city owned utilities.

### GOALS

Through accurate and timely marking of city owned utilities.

### OUTCOME MEASUREMENTS

- Mark up to 6,000 to 8,000 tickets each year.
- Log discrepancies from drawing to verified excavation if present.
- Map out areas in graph book of unknown infrastructure.

**BLUE STAKE**  
**51510004**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	108,786	123,062	123,062	99,091
4110003 OVERTIME	320	0	0	0
4110030 SICK LEAVE BUYOUT	43	100	100	100
4110100 ON CALL SALARIES	19	0	0	0
4130110 RETIREMENT	20,395	23,752	23,752	19,126
4130120 MEDICAL & DENTAL INSURANCE	12,645	18,122	18,122	13,657
4130130 WORKERS COMPENSATION	1,634	1,889	1,889	1,671
4130140 LONG-TERM DISABILITY	1,323	1,679	1,679	987
4130150 UNEMPLOYMENT	533	615	615	495
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	500	500	0
4250000 EQUIPMENT SUPPLIES & MAINT.	373	1,322	1,322	1,350
4250010 UNIFORMS	0	1,097	1,097	900
4280000 TELEPHONE	782	1,500	1,500	0
4310000 PROFESSIONAL & TECHNICAL	3,017	6,000	6,000	13,500
4330000 TRAINING	775	1,400	1,400	0
4480000 DEPT SUPPLIES	6,873	14,905	14,905	15,200
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL BLUE STAKE</b>	<b>157,518</b>	<b>195,943</b>	<b>195,943</b>	<b>166,077</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>145,698</b>	<b>169,219</b>	<b>169,219</b>	<b>135,127</b>
<b>OPERATING EXPENSES</b>	<b>11,820</b>	<b>26,724</b>	<b>26,724</b>	<b>30,950</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>157,518</b>	<b>195,943</b>	<b>195,943</b>	<b>166,077</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### *Water Fund* –Special Projects

#### PURPOSE

Projects of this type of projects are unknown projects at the time of creating the budget for the Water Fund for the current year. These are projects which might be directed by the City Council or problems that arise during the year which need to be addressed.

#### GOALS

- Complete projects as directed, on time and within budget.

# **WATER SPECIAL PROJECTS** **51510006**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	19,865
4110030 SICK LEAVE BUYOUT	0	0	0	100
4130110 RETIREMENT	0	0	0	3,870
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	4,564
4130130 WORKERS COMPENSATION	0	0	0	335
4130140 LONG-TERM DISABILITY	0	0	0	198
4130150 UNEMPLOYMENT	0	0	0	99
<b><u>OPERATING EXPENSES</u></b>				
4310810 CONTRACT SERVICES	0	0	0	2,500
4480000 DEPT SUPPLIES	0	0	0	10,000
4612000 CLEAN UP CONTINGENCY	0	0	0	5,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL WATER SPECIAL PROJ.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46,531</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,031</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,500</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46,531</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Water Fund*** – Water Projects

#### **PURPOSE**

Projects for the construction of culinary water facilities are tracked and managed through the Water Capital Fund. Funding for these projects is a combination of funds from water rates and water impact fees.

The Capital Projects Group in the Public Works Department is responsible for coordinating the design, construction, inspection, and contract administration for all water projects.

#### **GOALS**

- Maintain current Water Capital Facilities Plan.
- Budget and complete design of water projects within a fiscal year, and then budget and prepare for construction within the following fiscal year.
- Deliver projects on time and within budget utilizing timely, efficient and cost effective methods.
- Coordinate water projects with other capital projects to minimize the impact of construction activities and disruption of roadway during construction.
- Complete projects with less than 10% in change orders.

**WATER PROJECTS****51560001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>CAPITAL OUTLAYS</u></b>				
4257010 DIRECT SERVICES FEE	200,627	217,573	217,573	146,557
5730049 WATER MASTER PLAN UPDATE	0	5,464	0	75,000
5730081 W04-009 PRV/SCADA UPGRADE	0	49,428	0	40,000
5730098 WELLS PARK TO AXEL PARK	0	88,206	25,164	5,000
5730099 WATER RESOURCES PHASE 1A	0	200,000	0	250,000
5730114 2700 W 9000-9400 S	0	323,838	0	84,922
5730115 WELL 6 REHABILITATION	0	0	0	300,000
5730116 FARM ROAD LINE	0	0	0	231,060
5730117 5600 W 7200-7800 S	0	0	0	900,000
5730118 7800 S 1410-1600 W	0	0	0	200,000
5730119 PRV 3 - 8600 S & U111	0	0	0	200,000
5730120 DRILL EXPLORATORY WELLS	0	0	0	200,000
<b>TOTAL WATER PROJECTS</b>	<b>200,627</b>	<b>6,154,691</b>	<b>3,000,228</b>	<b>2,632,539</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>CAPITAL OUTLAYS</b>	<b>200,627</b>	<b>6,154,691</b>	<b>3,000,228</b>	<b>2,632,539</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>200,627</b>	<b>6,154,691</b>	<b>3,000,228</b>	<b>2,632,539</b>



# CAPITAL IMPROVEMENTS

## WATER SIX-YEAR STRATEGIC PLAN

Year	Account	Description	Revised Budget	Actual year end	Carryover	Cost Dist		Growth	Existing
						G	X		
<b>2010-11 Final Report</b>									
	<b>RESOURCES</b>								
		Beginning reserve	910,094					910,094	0
		UDOT cost share	250,000			0%	100%	0	250,000
		Developer cost share	555,042	555,042		0%	100%	0	555,042
		Water capital contributions	232,238			0%	100%	0	232,238
		Impact fees	761,118	761,118		100%	0%	761,118	0
		Interest: impact	5,402	5,402		100%	0%	5,402	0
		<b>Total Resources:</b>	<b>2,713,895</b>	<b>1,321,562</b>				<b>1,676,615</b>	<b>1,037,280</b>
	<b>PROJECTS</b>								
	4257010	Direct service fee	200,627	200,627	0	36%	64%	72,226	128,401
	4740040	Developer reimbursements	0	0	0	100%	0%	0	0
	5730049	Water Master Plan Update	5,464	6,000	(536)	100%	0%	6,000	0
	5730076	78 S Phase 3	0	52,815	(52,815)	43%	57%	22,710	30,105
	5730081	SCADA upgrades	40,000	0	40,000	50%	50%	0	0
	5730089	Well No. 3 Replacement	543,240	420,212	123,028	50%	50%	210,106	210,106
	5730092	78 S 38-40 W	0	0	0	60%	40%	0	0
	5730093	Copperton lines (T-3)	207,332	205,761	0	100%	0%	205,761	0
	5730094	1300 W 6 inch WL abandonment	50,000	0	50,000	0%	100%	0	0
	5730096	OBH Tank Discharge Replacement	25,000	0	25,000	20%	80%	0	0
	5730097	Copperton reservoir	0	0	0	100%	0%	0	0
	5731098	Wells Park to Axel Park	88,206	0	88,206	0%	100%	0	0
	5730099	Water resources	200,000	0	200,000	100%	0%	0	0
	5730102	2700 W 8200 to 8600 S (D-10)	150,000	0	150,000	0%	100%	0	0
	5730103	3200 W abandon	143,250	0	143,250	0%	100%	0	0
	5730104	JVWCD vaults 3200 W	300,000	182,214	117,786	0%	100%	0	182,214
	5730105	3rd pump U111 Booster	286,500		286,500	100%	0%	0	0
	5730107	OBH - Bangerter to 40 W (D-7)	565,220	18,465	0	50%	50%	9,233	9,233
	5730108	UTA Betterments	0	0	0	0%	100%	0	0
	5730109	Proctor Well	0	15,600	0	0%	100%	0	15,600
	5730110	J Station waterline loop	200,000	0	200,000	75%	25%	0	0
	5730111	90 South 22 W to 32 W	1,025,000	231,970	1,025,000	20%	80%	46,394	185,576
	5730112	Mountain View Corridor		276,046		100%			276,046
		<b>Total Expenses:</b>	<b>4,029,839</b>	<b>1,609,710</b>	<b>2,395,419</b>			<b>572,430</b>	<b>1,037,280</b>
Year	Account	Description	Revised Budget	Estimated year end	Estimated Carryover	G	X	Growth	Existing
<b>2011-12 Budgeted Projects</b>									
	<b>RESOURCES</b>								
		Beginning reserve						1,105,515	0
		Well #3 property sale	1,015,066	1,015,066					1,015,066
		UDOT cost share						0	601,246
		Water capital contributions						0	877,941
		Impact fees	1,200,000	650,000				650,000	0
		Interest: impact	4,500	4,000				4,500	0
		<b>Total Resources:</b>						<b>1,760,015</b>	<b>2,494,253</b>
	<b>PROJECTS</b>								
	4257010	Direct service fee	200,627	126,918	73,709	36%	64%	45,690	81,228
	4740040	Developer reimbursements	0	172,500	0	100%	0%	172,500	0
	5730076	78 S Phase 3	0	897	0	43%	57%	386	511
	5730081	SCADA upgrades	49,428	0	0	50%	50%	0	0
	5730089	Well No. 3 Replacement (pumphouse)	1,073,199	333,976	1,000,000	0%	100%	0	333,976
	5730094	1300 W 6 inch WL abandonment	50,000	0	50,000	0%	100%	0	0
	5730096	OBH Tank Discharge Replacement	76,852	17,906	55,000	20%	80%	3,581	14,325
	5730098	Wells Park to Axel Park (D-6b)	88,206	0	88,206	0%	100%	0	0
	5730099	Water Resources Phase 1A	200,000	0	200,000	100%	0%	0	0
	5730102	2700 W 8200 to 8600 S (D-10)	197,138	233,308	0	0%	100%	0	233,308
	5730103	3200 W 6-inch WL abandonment	143,250	143,250	0	0%	100%	0	143,250
	5730105	3rd pump U111 Booster	286,500	15,000	271,500	100%	0%	15,000	0
	5730107	OBH-Bangerter to 40 W	546,755	931,066	0	50%	50%	465,533	465,533
	5730111	90 South 22 W to 32 W (D-5)	793,030	707,375	0	20%	80%	141,475	565,900
	5730112	MVC Betterments and upgrades	571,813	571,813	0	20%	80%	114,363	457,450
	5730113	4000 W 12 inch WL -78 S to OBH (D8/18)	1,357,575	350,000	1,007,575	20%	80%	70,000	280,000
	5730114	2700 W 10 inch WL -90 S to 94 S (D-1)	323,838	0	323,838	20%	80%	0	0
	TBA	MVC Z4 PRV Relocation	175,000	0	175,000	0%	100%	0	0
	TBA	Meter replacements	0	0	0	20%	80%	0	0
		<b>Total Expenses:</b>	<b>6,133,211</b>	<b>3,477,091</b>	<b>3,171,119</b>			<b>982,838</b>	<b>2,494,253</b>

Year	Account	Description	Budgeted resources	Budgeted expenses		Cost Dist		Growth	Existing
						G	X		
<b>2012-13 Budgeted Projects</b>									
<b>RESOURCES</b>									
		Beginning reserve						777,177	0
		Water capital contributions						0	3,643,396
		Impact fees						1,400,000	0
		Interest: impact						8,000	0
		<b>Total Resources:</b>						<b>2,185,177</b>	<b>3,643,396</b>
<b>PROJECTS</b>									
				<i>Carryover</i>	<i>New Budget</i>				
	4740040	Developer reimbursements	100,000	100,000		100%	0%	100,000	0
	5730081	SCADA upgrades	40,000	0	40,000	50%	50%	20,000	20,000
	5730089	Well No. 3 Replacement (pumphouse)	1,000,000	1,000,000	0	0%	100%	0	1,000,000
	5730094	1300 W 6 inch WL abandonment	50,000	50,000	0	0%	100%	0	50,000
	5730096	OBH Tank Discharge Replacement	55,000	55,000	0	20%	80%	11,000	44,000
	5730098	Wells Park to Axel Park (D-6b)	93,206	88,206	5,000	0%	100%	0	93,206
	5730099	Water Resources - SF Well - WR-6	450,000	200,000	250,000	0%	100%	0	450,000
	5730105	3rd pump U111 Booster	271,500	271,500	0	100%	0%	271,500	0
	5730113	4000 W 12 inch WL -78 S to OBH (D8/18)	1,007,575	1,007,575	0	20%	80%	201,515	806,060
	5730114	2700 W 10 inch WL -90 S to 94 S (D-1)	408,760	323,838	84,922	20%	80%	64,768	259,070
	TBA	MVC Z4 PRV Relocation	175,000	175,000	0	0%	100%	0	175,000
	TBA	Well 6 Rehabilitation	300,000	0	300,000	0%	100%	0	300,000
	TBA	7800 S 16W-1410 W	150,000	150,000		75%	25%	112,500	37,500
	TBA	Farm Rd WL Replacement (D-18)	231,060	0	231,060	0%	100%	0	231,060
	TBA	5600 West 12 inch WL (72-78 S)	900,000	0	900,000	100%	0%	900,000	0
	TBA	7800 South 12 inch WL (1410-1600 W)	200,000	0	200,000	30%	70%	60,000	140,000
	TBA	PRV3 - 8600 S @ U-111 (Discovery)	200,000	0	200,000	100%	0%	200,000	0
	TBA	Water Master Plan Update	75,000	0	75,000	50%	50%	37,500	37,500
	TBA	WR-4 Drill Exploratory Wells (2)	200,000	0	200,000	100%	0%	200,000	0
		<b>Total Expenses:</b>	<b>5,907,101</b>	<b>3,421,119</b>	<b>2,485,982</b>			<b>2,178,783</b>	<b>3,643,396</b>
<b>2013-14 Future Projects</b>									
<b>RESOURCES</b>									
		Beginning reserve						6,395	0
		Water capital contributions						0	1,384,195
		Impact fees						1,400,000	0
		Interest: impact						8,000	0
		<b>Total Resources:</b>						<b>1,414,395</b>	<b>1,384,195</b>
<b>PROJECTS</b>									
	4740040	Developer reimbursements		75,000		100%	0%	75,000	0
	5730081	SCADA upgrades		40,000		50%	50%	20,000	20,000
	5730097	Zone 6 Copperton Reservoir		3,050,000		85%	15%	2,592,500	457,500
	TBA	PRV1 - Relocate (MVC & OBH)		250,000		20%	80%	50,000	200,000
	TBA	PRV2 - Zona 4 (MVC & Dannon Way)		194,000		100%	0%	194,000	0
	TBA	Fuellner Rd 10 inch WL (D-17)		384,990		50%	50%	192,495	192,495
	TBA	OBH 12-inch WL connect to existing 10"		371,000		80%	20%	296,800	74,200
	TBA	Emergency Generator, Well 6		180,000		50%	50%	90,000	90,000
	TBA	WR-5 Equipment Steadman Well		50,000		0%	100%	0	50,000
	TBA	Well 4 Rehabilitation		300,000		0%	100%	0	300,000
		<b>Total Expenses:</b>		<b>4,894,990</b>				<b>3,510,795</b>	<b>1,384,195</b>

Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
<b>2014-15 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve					(2,096,400)	0
		Water capital contributions						1,220,350
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		<b>Total Resources:</b>					<b>(688,400)</b>	<b>1,220,350</b>
<b>PROJECTS</b>								
	4740040	Developer reimbursements		75,000	100%	0%	75,000	0
	5730081	SCADA upgrades		40,000	50%	50%	20,000	20,000
	TBA	Emergency Generator, Well 4 (P-6)		180,000	0%	100%	0	180,000
	TBA	78 S 16 inch WL -40 to 48 W (D-3b)		301,200	50%	50%	150,600	150,600
	TBA	5200 W 8-inch WL (D-22)		295,000	30%	70%	88,500	206,500
	TBA	Prosperity Wy/NBH 10-inch loop (D19)		101,000	50%	50%	50,500	50,500
	TBA	3 MG Terminal Reservoir #2 (S-4a)	design	100,000	100%	0%	100,000	0
	TBA	Zone 3/4 correction 8-inch WL (D-9)		612,750	0%	100%	0	612,750
	TBA	New Well Pump House		750,000	100%	0%	750,000	0
	TBA	PRV-7 7000 S 6400 W		148,000	100%	0%	148,000	0
		<b>Total Expenses:</b>		<b>2,602,950</b>			<b>1,382,600</b>	<b>1,220,350</b>
<b>2015-16 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve					(2,071,000)	0
		Water capital contributions						1,620,787
		Water revenue bond					2,500,000	
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		<b>Total Resources:</b>					<b>1,837,000</b>	<b>1,620,787</b>
<b>PROJECTS</b>								
	4740040	Developer reimbursements		75,000	100%	0%	75,000	0
	5730081	SCADA upgrades		40,000	50%	50%	20,000	20,000
	TBA	Emergency Generator, Well 5 (P-7)		180,000	0%	100%	0	180,000
	TBA	Z6 WL to Maples-second feed (D-14)		180,870	90%	10%	162,783	18,087
	TBA	Zone 4 Transmission on NBH (T-9)		1,133,940	100%	0%	1,133,940	0
	TBA	Brown Meadow 8-inch loop (D-15b)		180,000	80%	20%	144,000	36,000
	TBA	Ranch Road 10-inch (D-16)		261,000	80%	20%	208,800	52,200
	TBA	3 MG Terminal Reservoir #2 (S-4a)	construct	3,050,000	100%	0%	3,050,000	0
	TBA	Relocate PRV 7000 S loop WL (D-25)		173,000	0%	100%	0	173,000
	TBA	Villa West WL & Meter upgrade (D-24)		99,000	0%	100%	0	99,000
	TBA	24-inch Transmission 7000 S Z3 (T-10)		2,085,000	50%	50%	1,042,500	1,042,500
		<b>Total Expenses:</b>		<b>7,457,810</b>			<b>5,837,023</b>	<b>1,620,787</b>

Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
<b>2016-17 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve					(4,000,023)	0
		Water capital contributions						1,362,500
		Water revenue bond					2,500,000	
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		<b>Total Resources:</b>					<b>(92,023)</b>	<b>1,362,500</b>
<b>PROJECTS</b>								
	4740040	Developer reimbursements		75,000	100%	0%	75,000	0
	5730081	SCADA upgrades		40,000	50%	50%	20,000	20,000
	TBA	PRV-8 7000 S 5800 W		148,000	100%	0%	148,000	0
	TBA	3 MG Reservoir Z3 North (S-13)		2,685,000	50%	50%	1,342,500	1,342,500
	TBA	4.0 MG Grizzly Reservoir (S-8a)	design	120,000	100%	0%	120,000	0
		<b>Total Expenses:</b>		<b>3,068,000</b>			<b>1,705,500</b>	<b>1,362,500</b>
<b>2017-18 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve					(1,797,523)	0
		Water capital contributions						546,493
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		<b>Total Resources:</b>					<b>(389,523)</b>	<b>546,493</b>
<b>PROJECTS</b>								
	4740040	Developer reimbursements		100,000	100%	0%	100,000	0
	5730081	SCADA upgrades		60,000	50%	50%	30,000	30,000
	TBA	Well 4 & 6 looping, 9000 S to Dannon Way (I-5)		632,985	50%	50%	316,493	316,493
	TBA	Refurbish old Well 4 generator - Well 5		75,000	0%	100%	0	75,000
	TBA	Land purchase, OBH Reservoir Z3		500,000	75%	25%	375,000	125,000
		<b>Total Expenses:</b>		<b>1,367,985</b>			<b>821,493</b>	<b>546,493</b>

## Water: Well 6 Rehabilitation

Strategic Plan #: CW0058 - WR2 (priority 11)

Account/project: TBA



Location: Pressure Zone 4

Description: Rehabilitate well to reduce iron producing bacteria.

Date approved: July 1, 2012

Completion target: July 1, 2013

Funding source:	Source	Amount
		\$300,000

Total funding:	<u>\$300,000</u>
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Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$21,000
	Construction	\$250,500
	FF&E	\$0
	Misc.	\$15,000
	Project management	<u>\$13,500</u>

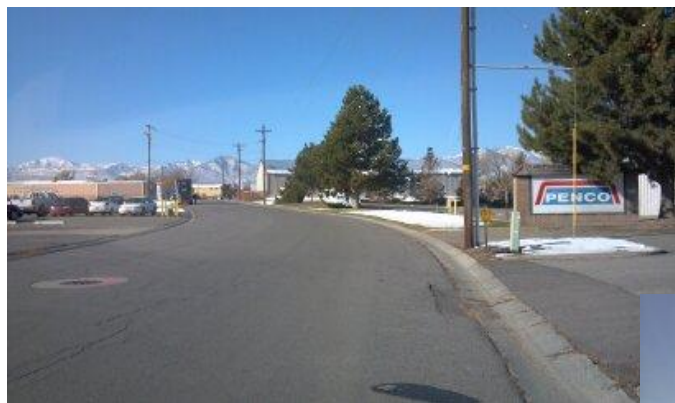
## Water: Farm Road Line

Strategic Plan #:

CW0076 - D18

Account/project:

TBA



Location:

Farm Road from 4000 West to 4300 West

Description:

Replace old six inch line and four inch fire services with modern 8 inch PVC line and upgraded water and fire services.

Date approved:

July 1, 2012

Completion target:

July 1, 2013

Funding source:

Source	Amount
Water capital funds	\$231,060

Total funding:

\$231,060

Estimated costs:

Category	Amount
Property acquisition	\$0
Design	\$11,553
Construction	\$209,109
FF&E	\$0
Misc.	\$0
Project management	\$10,398



## Water: 5600 W 7200-7800 S

Strategic Plan #:

New - D19

Account/project:

TBA



Location:

5600 West from 7800 South to 7100 South (Sienna Vista)

Description:

Install a new 12 inch ductile iron transmission/distribution water main and 8 inch distribution water main, with appropriate valving and fire hydrants.

Date approved:

July 1, 2012

Completion target:

July 1, 2014

Funding source:

Source	Amount
Capital water funds	\$900,000

Total funding:	<u>\$900,000</u>
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Estimated costs:

Category	Amount
Property acquisition	\$0
Design	\$63,000
Construction	\$796,500
FF&E	\$0
Misc.	\$0
Project management	<u>\$40,500</u>

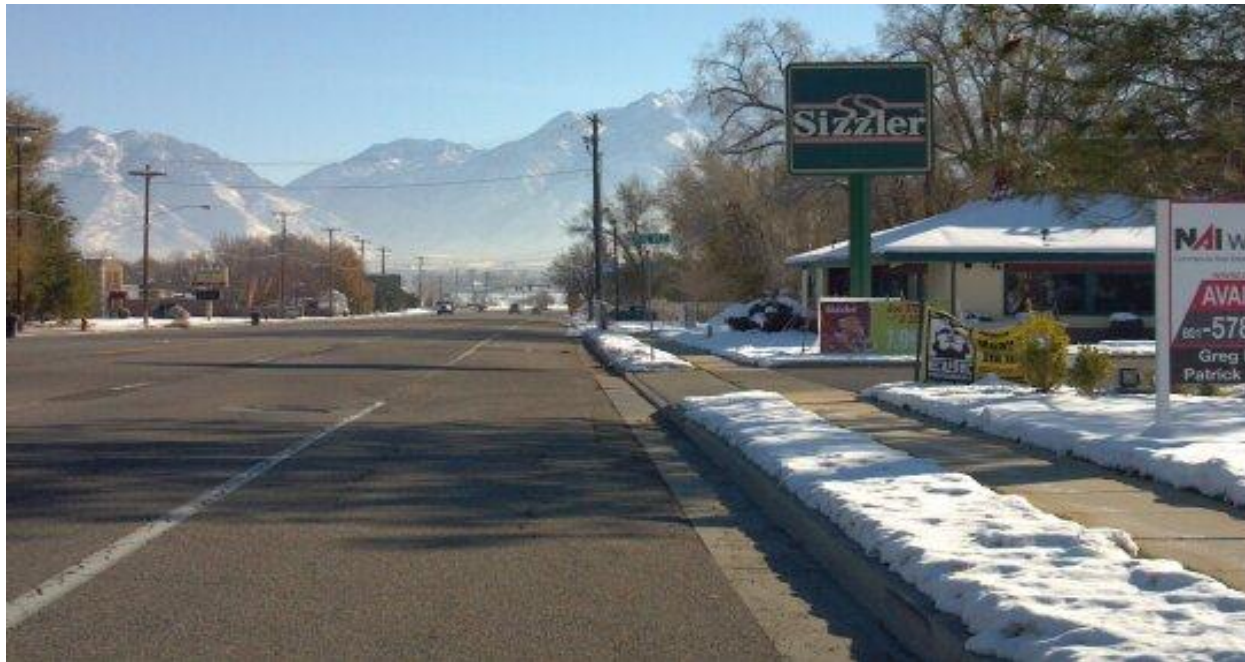
## Water: 7800 S 1410-1600 W

Strategic Plan #:

New D-20

Account/project:

TBA



Location:

7800 South from 1600 West to 1410 West (south side)

Description:

Complete the south side distribution system with either a 10 inch or 12 inch pipeline, including appropriate valving and fire hydrant and wter services.

Date approved:

July 1, 2012

Completion target:

November 1, 2013

Funding source:

Source

Amount

\$200,000

Total funding:

\$200,000

Estimated costs:

Category

Amount

Property acquisition

\$0

Design

\$14,000

Construction

\$177,000

FF&E

\$0

Misc.

\$0

Project management

\$9,000



## Water: PRV 3 - 8600 S & U111

Strategic Plan #: PRV #3 (new category)

Account/project: TBA



Location: 8600 South east of U-111

Description: Install a new Pressure Reducing Station with full SCADA equipment to regulate pressure zone 6 and 5.

Date approved: July 1, 2012

Completion target: July 1, 2013

Funding source:	Source	Amount
		\$200,000

Total funding:	<u>\$200,000</u>
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Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$14,000
	Construction	\$142,000
	FF&E	\$35,000
	Misc.	\$0
	Project management	<u>\$9,000</u>

## Water: Drill Exploratory Wells

Strategic Plan #: CW0064

Account/project: TBA



Location: Citywide

Description: Determine by geologic study the most likely locations to drill for additional groundwater supplies and drill up to two exploratory wells.

Date approved: July 1, 2012

Completion target:

Funding source:	Source	Amount
	Capital water funds	\$200,000

Total funding:	<u>\$200,000</u>
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Estimated costs:	Category	Amount
	Property acquisition	\$25,000
	Design	\$14,000
	Construction	\$152,000
	FF&E	\$0
	Misc.	\$0
	Project management	<u>\$9,000</u>

temporary easements

**DEBT RESERVE**  
**51530001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4310205 BOND ISSUANCE COSTS	35,430	0	0	0
4810000 PRINCIPAL	0	835,000	835,000	680,000
4820000 INTEREST	68,889	66,057	66,057	41,576
4830000 AGENTS FEE	1,000	3,000	3,000	3,000
<b>TOTAL DEBT RESERVE</b>	<b>105,319</b>	<b>904,057</b>	<b>904,057</b>	<b>724,576</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>OPERATING EXPENSES</b>	<b>105,319</b>	<b>904,057</b>	<b>904,057</b>	<b>724,576</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>105,319</b>	<b>904,057</b>	<b>904,057</b>	<b>724,576</b>

**TRANSFERS OUT**  
**51599801**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<hr/>				
<b><u>TRANSFERS OUT</u></b>				
4943000 CAPITAL SUPPORT FUND	0	0	0	522,500
4967000 TRANS TO RISK MANAGEMENT	30,000	25,000	25,000	25,000
<hr/>				
<b>TOTAL TRANSFERS OUT</b>	<b>30,000</b>	<b>25,000</b>	<b>25,000</b>	<b>547,500</b>
 <b>FUNCTIONAL SUMMARY</b>				
<b>TRANSFERS OUT</b>	<b>30,000</b>	<b>25,000</b>	<b>25,000</b>	<b>547,500</b>
<hr/>				
<b>TOTAL FUNCTIONAL AREAS</b>	<b>30,000</b>	<b>25,000</b>	<b>25,000</b>	<b>547,500</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Wastewater Fund***

#### **PURPOSE**

The Wastewater Fund is an Enterprise Fund, implying that (1) the activities of the wastewater fund are not funded through taxes but through direct charges for service provided; and (2) the wastewater activity is completely self-supporting. The Wastewater Division is responsible for the collection of waste and its delivery to the South Valley Water Reclamation Facility for treatment and release. The division constructs and repairs infrastructure, and also monitors and manages our ownership interest in the regional treatment plant.

# SEWER FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3840000 CONTRIBUTIONS-DEVELOPERS	288,622	0	0	0
3878000 PRIOR YRS RSRVS - SEWER	0	1,048,239	0	2,416,146
3884000 WASTEWATER IMPACT FEE	524,881	800,000	600,000	640,000
3921000 INTEREST INCOME	12,288	10,000	10,000	9,400
3921300 INTEREST - REST. CASH	14,782	16,500	16,500	7,400
3931000 SEWER O&M	7,077,902	7,300,000	7,300,000	7,300,000
3937000 STORMWATER FEE	470,851	0	0	0
3941000 EQUITY G/L IN JOINT VENTURE	(311,083)	0	0	0
TOTAL SEWER FUND REVENUES	8,078,243	9,174,739	7,926,500	10,372,946

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Wastewater Fund*** – Sewer: Administration

#### PURPOSE

Projects for the construction of sanitary sewer facilities are tracked and managed through the Sewer Capital Fund. Funding for these projects is a combination of funds from sewer rates and sewer impact fees.

The Capital Projects Group in the Public Works Department is responsible for coordinating the design, construction, inspection, and contract administration for all sewer capital projects.

#### GOALS

- Maintain current Sewer Capital Facilities Plan.
- Budget and complete design of sewer projects within a fiscal year, and then budget and prepare for construction within the following fiscal year.
- Deliver projects on time and within budget utilizing timely, efficient and cost effective methods.
- Coordinate sewer projects with other capital projects to minimize the impact of construction activities and disruption of roadway during construction.
- Complete projects with less than 10% in change orders.

**WASTEWATER ADMIN.  
52512001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	30,584
4110030 SICK LEAVE BUYOUT	0	0	0	100
4130110 RETIREMENT	0	0	0	5,904
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	5,085
4130130 WORKERS COMPENSATION	0	0	0	516
4130140 LONG-TERM DISABILITY	0	0	0	305
4130150 UNEMPLOYMENT	0	0	0	153
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	380
4215000 MEMBERSHIPS	0	0	0	1,200
4240000 OFFICE SUPPLIES	0	0	0	550
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	10,000
4250010 UNIFORMS	0	0	0	450
4280000 TELEPHONE	0	0	0	5,600
4310000 PROFESSIONAL & TECHNICAL	0	0	0	8,500
4330000 TRAINING	0	0	0	5,500
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL ADMINISTRATION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,827</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42,647</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,180</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,827</b>



## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Wastewater Fund*** – Sewer: Sewer Treatment & Administration

#### PURPOSE

Ensure that treatment of wastewater (sewage) is available and maintained to support the current and future needs of the city.

#### GOALS

Provide support to the regional wastewater treatment facility (SVWRF) to ensure:

- Proper treatment of sewerage is in compliance with state regulations and permits are met.
- Adequate capacity for the city is available.
- The city's interests are represented by providing input and guidance on the governing board of the facility.

#### OUTCOME MEASUREMENTS

- Treatment facility to operate continuously throughout the year with no capacity limitations, operational disruptions, or discharge violations.
- City representative to be in attendance at all SVWRF board meetings.

**TREATMENT**  
**52515001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>OPERATING EXPENSES</u></b>				
4257000 INTERFUND SERVICE FEE	518,244	518,244	518,244	493,934
4257010 DIRECT SERVICES FEE	378,425	378,425	378,425	253,754
4310000 PROFESSIONAL & TECHNICAL	0	5,000	5,000	5,200
4330000 TRAINING	0	600	600	650
4491000 SEWAGE TREATMENT	3,041,466	3,450,000	3,450,000	4,100,000
4491010 TRTMT. PLANT CAPITAL CHARGE	149,589	270,000	270,000	0
<b>TOTAL TREATMENT &amp; ADMIN.</b>	<b>4,087,724</b>	<b>4,622,269</b>	<b>4,622,269</b>	<b>4,853,538</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>OPERATING EXPENSES</b>	<b>4,087,724</b>	<b>4,622,269</b>	<b>4,622,269</b>	<b>4,853,538</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>4,087,724</b>	<b>4,622,269</b>	<b>4,622,269</b>	<b>4,853,538</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Wastewater Fund*** – Sewer: Inspection & Cleaning

#### PURPOSE

To provide routine maintenance, including cleaning and video taping of the city's sewer mains in an effort to prevent blockages.

#### GOALS

Clean and video tape the city's sewer mains in a timely manner.

#### OUTCOME MEASUREMENTS

- Clean 520,000 lineal feet of the city's sewer system annually.
- Video 150,000 lineal feet of the city's sewer system annually.

**WASTEWATER INSPECTION  
& CLEANING  
52520001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	378,707	338,720	338,720	359,588
4110001 SALARIES PART/SEASONAL	0	8,500	8,500	8,500
4110003 OVERTIME	21,073	38,250	38,250	38,250
4110030 SICK LEAVE BUYOUT	550	600	600	500
4110100 ON CALL SALARIES	2,941	3,723	3,723	3,723
4130110 RETIREMENT	97,918	71,626	71,626	68,208
4130120 MEDICAL & DENTAL INSURANCE	74,151	72,922	72,922	84,027
4130130 WORKERS COMPENSATION	6,277	5,328	5,328	5,787
4130140 LONG-TERM DISABILITY	5,073	4,620	4,620	3,334
4130150 UNEMPLOYMENT	2,046	1,736	1,736	1,716
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	105	209	209	0
4215000 MEMBERSHIPS	0	513	513	0
4240000 OFFICE SUPPLIES	682	353	353	0
4250000 EQUIPMENT SUPPLIES & MAINT.	5,190	10,029	10,029	11,125
4250010 UNIFORMS	2,766	3,240	3,240	3,150
4255000 FLEET O&M CHARGE	0	88,410	88,410	90,023
4255010 FLEET REPLACEMENT CHARGE	0	0	0	56,840
4255100 VEHICLE LEASE	16,000	16,000	16,000	16,000
4270000 UTILITIES	602	583	583	0
4280000 TELEPHONE	3,888	1,600	1,600	0
4310000 PROFESSIONAL & TECHNICAL	1,464	12,513	12,513	13,600
4330000 TRAINING	280	4,900	4,900	0
4480000 DEPT SUPPLIES	50,225	48,125	48,125	49,100
4612000 CLEAN UP CONTINGENCY	0	14,279	14,279	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL INSPECTION &amp; CLEANING</b>	<b>669,938</b>	<b>746,779</b>	<b>746,779</b>	<b>813,471</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>588,736</b>	<b>546,025</b>	<b>546,025</b>	<b>573,633</b>
<b>OPERATING EXPENSES</b>	<b>81,202</b>	<b>200,754</b>	<b>200,754</b>	<b>239,838</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>669,938</b>	<b>746,779</b>	<b>746,779</b>	<b>813,471</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### *Wastewater Fund* – Sewer: Repair & Construction

#### PURPOSE

To provide repair and replacement services for substandard sewer infrastructure.

#### GOALS

Provide services to repair problems associated with the sewer system in a timely manner.

#### OUTCOME MEASUREMENTS

- Repair 40 manholes each year to bring them up to standards.
- Repair the problems that are identified in the sewer system each year.

**WASTEWATER REPAIR &  
CONSTRUCTION  
52520002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	163,707	148,718	148,718	73,418
4110003 OVERTIME	4,215	6,750	6,750	6,750
4110030 SICK LEAVE BUYOUT	597	600	600	100
4110100 ON CALL SALARIES	509	657	657	657
4130110 RETIREMENT	33,945	28,819	28,819	14,279
4130120 MEDICAL & DENTAL INSURANCE	33,356	31,725	31,725	16,636
4130130 WORKERS COMPENSATION	2,726	2,282	2,282	1,238
4130140 LONG-TERM DISABILITY	2,210	2,029	2,029	731
4130150 UNEMPLOYMENT	891	744	744	367
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	91	91	0
4215000 MEMBERSHIPS	0	224	224	0
4240000 OFFICE SUPPLIES	0	154	154	0
4250000 EQUIPMENT SUPPLIES & MAINT.	11,925	14,631	14,631	14,900
4250010 UNIFORMS	645	1,461	1,461	1,350
4255000 FLEET O&M CHARGE	90,837	0	0	0
4280000 TELEPHONE	1,751	1,600	1,600	0
4310000 PROFESSIONAL & TECHNICAL	2,852	5,466	5,466	5,900
4330000 TRAINING	0	2,800	2,800	0
4480000 DEPT SUPPLIES	12,756	21,024	21,024	28,500
4612000 CLEAN UP CONTINGENCY	0	5,606	5,606	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0

<b>TOTAL REPAIR &amp; CONST.</b>	<b>362,922</b>	<b>275,381</b>	<b>275,381</b>	<b>164,826</b>
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**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>242,156</b>	<b>222,324</b>	<b>222,324</b>	<b>114,176</b>
<b>OPERATING EXPENSES</b>	<b>120,766</b>	<b>53,057</b>	<b>53,057</b>	<b>50,650</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>TOTAL FUNCTIONAL AREAS</b>	<b>362,922</b>	<b>275,381</b>	<b>275,381</b>	<b>164,826</b>
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## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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*Wastewater Fund* – Sewer: Special Projects

### PURPOSE

To provide Wastewater Division services beyond the scope of routine maintenance at the direction of the City Manager or City Council.

**WASTEWATER SPECIAL  
PROJECTS  
52520003**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	9,559	42,054	42,054	17,175
4110003 OVERTIME	4,621	0	0	0
4110030 SICK LEAVE BUYOUT	108	100	100	100
4110100 ON CALL SALARIES	426	0	0	0
4130110 RETIREMENT	3,321	8,581	8,581	3,433
4130120 MEDICAL & DENTAL INSURANCE	3,036	9,004	9,004	4,589
4130130 WORKERS COMPENSATION	271	645	645	290
4130140 LONG-TERM DISABILITY	220	574	574	171
4130150 UNEMPLOYMENT	89	210	210	86
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	25	25	0
4215000 MEMBERSHIPS	0	62	62	0
4240000 OFFICE SUPPLIES	0	43	43	0
4250000 EQUIPMENT SUPPLIES & MAINT.	786	1,219	1,219	1,219
4250010 UNIFORMS	0	394	394	0
4255000 FLEET O&M CHARGE	0	382	382	389
4310000 PROFESSIONAL & TECHNICAL	0	1,521	1,521	0
4480000 DEPT SUPPLIES	0	5,851	5,851	8,000
4612000 CLEAN UP CONTINGENCY	0	1,560	1,560	15,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL SPECIAL PROJECTS</b>	<b>22,437</b>	<b>72,225</b>	<b>72,225</b>	<b>50,452</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>21,651</b>	<b>61,168</b>	<b>61,168</b>	<b>25,844</b>
<b>OPERATING EXPENSES</b>	<b>786</b>	<b>11,057</b>	<b>11,057</b>	<b>24,608</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>22,437</b>	<b>72,225</b>	<b>72,225</b>	<b>50,452</b>



## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### *Wastewater Fund* – Sewer: Projects

#### PURPOSE

Projects for the construction of sewer facilities are tracked and managed through the Sewer Capital Fund. Funding for these projects is a combination of funds from sewer rates and sewer impact fees.

The Capital Projects Group in the Public Works Department is responsible for coordinating the design, construction, inspection, and contract administration for all sewer projects.

#### GOALS

- Maintain current Sewer Capital Facilities Plan.
- Budget and complete design of sewer projects within a fiscal year, and then budget and prepare for construction within the following fiscal year.
- Deliver projects on time and within budget utilizing timely, efficient and cost effective methods.
- Coordinate sewer projects with other capital projects to minimize the impact of construction activities and disruption of roadway during construction.
- Complete projects with less than 10% in change orders.

**SEWER PROJECTS****52570001**

SEWER PROJECTS		ADJUSTED	YEAR-END	ADOPTED	
52570001		ACTUAL	BUDGET	BUDGET	
		FY 10-11	FY 11-12	FY 11-12	FY 12-13
<u>CAPITAL OUTLAYS</u>					
4257010	DIRECT SERVICES FEE	191,883	208,829	208,829	141,832
4740040	DEVELOPER REIMBURSEMENT	194,184	0	0	0
5731005	SEWER MASTER PLAN	0	35,000	0	35,000
5731012	MISCELLANEOUS	0	0	0	37,000
5731034	UPGRADE/REHAB PROJECTS	0	317,297	0	100,000
5731039	SW04-007 7800 S PHASE 3	0	0	1,047	0
5731040	SW05-003 1240 W PUMP ELIM.	0	300,000	366,930	0
5731043	SVWRF TREATMENT PLANT	0	1,675,000	1,283,019	1,675,000
5731050	DIXIE VALLEY DR/KENTUCKY DR	0	102,432	0	0
5731053	AIRPORT SEWER	0	250,000	0	0
5731055	MVC WELLS PARK RD UPGRADE	0	0	18,430	0
5731057	1300 W SLIPLINE	0	349,000	0	0
5731058	5600 W 7300-7800 S	0	0	0	500,000
5731059	FARM ROAD LINE	0	0	0	111,000
5731060	7800 S BANGERTER HWY	0	0	0	225,000
5731061	TOD OBH LINE	0	0	0	1,341,000
TOTAL SEWER PROJECTS		386,067	3,237,558	1,878,255	4,165,832
FUNCTIONAL SUMMARY					
CAPITAL OUTLAYS		386,067	3,237,558	1,878,255	4,165,832
TOTAL FUNCTIONAL AREAS		386,067	3,237,558	1,878,255	4,165,832

# ***CAPITAL IMPROVEMENTS***

## **SEWER SIX-YEAR STRATEGIC PLAN**

Year	Account	Description	Amended Budget	Actual year end	Carryover	Cost Dist		Growth (Actual)	Existing (Actual)
						G	X		
<b>2010-11</b>	<b>Preliminary Report</b>								
	<b>RESOURCES</b>								
		Beginning reserve						3,564,136	2,137,000
		Sewer capital contributions		288,622					721,193
		Impact fees		524,881				524,881	
		Interest: impact		27,070				27,070	
		<b>Total Revenue:</b>		<b>840,573</b>				<b>4,116,087</b>	<b>2,858,193</b>
	<b>PROJECTS</b>								
	4257010	Direct service fee	191,883	191,883	0	72%	28%	138,156	53,727
	4740040	Developer Reimbursements	269,184	194,184	75,000	100%	0%	194,184	0
	5731034	Upgrade/rehab	217,297	0	217,297	0%	100%	0	0
	5731039	7800 S Ph 3	0	12,280		43%	57%	5,280	7,000
	5731040	1240 W Pump Station	300,000		300,000	0%	100%	0	0
	5731043	Treatment Plant Capital	1,675,000	1,186,730	0	66%	34%	783,242	403,488
	5731050	Dixie Valley Kentucky Dr.	102,432		102,432	0%	100%	0	0
	5731053	Airport Sewer	250,000	0	250,000	100%	0%	0	0
	TBA	8330 S 32 W to 27 W	450,000	0	450,000	0%	100%	0	0
	TBA	MVC Wells Park Rd upgrade	150,000	321,222	0	20%	80%	64,244	256,978
	TBA	MVC 90 S Extension	150,000	2,810	147,190	100%	0%	2,810	0
		<b>Total Expenses:</b>	<b>3,755,796</b>	<b>1,909,109</b>	<b>1,541,919</b>			<b>1,187,916</b>	<b>721,193</b>
<b>2011-12</b>	<b>Preliminary Report</b>								
	<b>RESOURCES</b>								
		Beginning reserve						2,914,243	2,137,000
		Sewer capital contributions							805,987
		Impact fees						318,565	
		Interest: impact						7,674	
		<b>Total Revenue:</b>						<b>3,240,482</b>	<b>2,942,987</b>
	<b>PROJECTS</b>								
	4257010	Direct service fee	191,883	79,951	111,932	72%	28%	57,565	22,386
	4740040	Developer reimbursement	0	0	0	100%	0%	0	0
	5731034	Upgrade/rehab	317,297	0	317,297	0%	100%	0	0
	5731039	7800 S Phase 3	1,047	1,147	-100	43%	57%	493	654
	5731040	1240 W Pump Station	300,000	351,621	-51,621	0%	100%	0	351,621
	5731043	Treatment Plant Capital	1,675,000	1,268,604	406,396	66%	34%	837,279	431,325
	5731050	Dixie Valley Kentucky Dr.	102,432	0	102,432	100%	0%	0	0
	5731053	Airport Sewer	250,000	0	250,000	100%	0%	0	0
	TBA	Revise Master Plan	35,000	0	35,000	50%	50%	0	0
	5731054	8330 S 32 W to 27 W	450,000	0	450,000	0%	100%	0	0
	5731057	1300 W slipline project	349,000	0	349,000	5%	95%	0	0
		<b>Total Expenses:</b>	<b>3,671,659</b>	<b>1,701,323</b>	<b>1,970,336</b>			<b>895,337</b>	<b>805,987</b>

Year	Account	Description	Budgeted resources	Budgeted expenses		Cost Dist		Growth	Existing
						G	X		
2012-13	Budgeted Projects								
	RESOURCES								
		Beginning reserve						2,345,145	
		Developer Contribution (TOD 18" pipe Upsize OBH)						858,240	
		Sewer capital contributions							2,726,304
		Impact fees						750,000	
		Interest: impact						30,000	
		Total Revenue:						3,983,385	2,726,304
	PROJECTS								
				Carryover	New Budget				
			0						
	4740040	Developer reimbursement	0	0	0	100%	0%	0	0
	5731034	Upgrade/rehab	417,297	317,297	100,000	0%	100%	0	417,297
	5731043	Treatment Plant Capital	2,081,396	406,396	1,675,000	66%	34%	1,373,721	707,675
	5731050	Dixie Dr, Kentucky Dr, Country Squire	102,432	102,432	0	0%	100%	0	102,432
	5731054	8750 S 3200 W to 2700 W, Realign Pipe	450,000	450,000	0	0%	100%	0	450,000
	5731057	I&I Study 1300 W slipline project	349,000	349,000	0	12%	88%	41,880	307,120
	TBA	Revise Master Plan	70,000	35,000	35,000	50%	50%	35,000	35,000
	TBA	5600 W 73 S to 78 S	500,000		500,000	97%	3%	485,000	15,000
	TBA	Farm Road pipe upsiz to 10"	111,000		111,000	18%	82%	19,980	91,020
	TBA	7800 S Bangerter HWY 16" Bypass Pipe	225,000		225,000	64%	36%	144,000	81,000
	TBA	TOD 18" Pipeline OBH upsiz	1,341,000		1,341,000	64%	36%	858,240	482,760
	TBA	Remove Diversion Manholes	37,000		37,000	0%	100%	0	37,000
		Total Expenses:	5,684,125	1,660,125	4,024,000			2,957,821	2,726,304
2013-14	Future Projects								
	RESOURCES								
		Beginning reserve						57,565	
		Sewer capital contributions							1,696,260
		Impact fees						750,000	
		Interest: impact						30,000	
		Total Revenue:						837,565	1,696,260
	PROJECTS								
	4740040	Developer reimbursement		75,000		100%	0%	75,000	0
	5731034	Upgrade/rehab		100,000		0%	100%	0	100,000
	5731043	Treatment Plant Capital		167,500		66%	34%	1,105,500	569,500
	5731053	Airport Sewer		250,000		0%	100%	0	250,000
	TBA	Gardner Village Pipe & Meter		613,000		48%	52%	294,240	318,760
	TBA	Remove Sortech lift Station, Airport Rd Pipe		142,000		0%	100%	0	142,000
	TBA	N Airport Rd Pipe, Remove 84-Lumber lift station		279,000		0%	100%	0	279,000
	TBA	Line manholes behind Walmart at Jor. Land.		37,000		0%	100%	0	37,000
	TBA	OBH Wells Park to 102 S		600,000		100%	0%	600,000	0
		Total Expenses:		3,771,000				2,074,740	1,696,260
2014-15	Future Projects								
	RESOURCES								
		Beginning reserve						1,025,564	
		Sewer capital contributions							1,603,500
		Impact fees						750,000	
		Interest: impact						30,000	
		Total Revenue:						1,805,564	1,603,500
	PROJECTS								
	4740040	Developer reimbursement		75,000		100%	0%	75,000	0
	5731034	Upgrade/rehab		100,000		0%	100%	0	100,000
	5731043	Treatment Plant Capital		1,675,000		66%	34%	1,105,500	569,500
	TBA	SkyView Estates, pipe and manhole repair		142,000		0%	100%	0	142,000
	TBA	1300 West Pipe Burst Sewer upgrade		900,000		12%	88%	108,000	792,000
		Total Expenses:		2,892,000				1,288,500	1,603,500

Year	Account	Description	Projected Budget	Anticipated Expenses	Cost Dist		Growth	Existing
					G	X		
2015-16 Future Projects								
RESOURCES								
		Beginning reserve					517,064	
		Sewer capital contributions						1,685,350
		Impact fees					750,000	
		Interest: impact					30,000	
		Total Revenue:					1,297,064	1,685,350
PROJECTS								
	4740040	Developer reimbursement		75,000	100%	0%	75,000	0
	5731034	Upgrade / rehab		100,000	0%	100%	0	100,000
	5731043	Treatment Plant Capital		1,700,000	66%	34%	1,122,000	578,000
	TBA	18" Pipe Upsize OBH		973,000	69%	31%	671,370	301,630
	TBA	Twin Oaks and Tamar Streets, replace pipe		245,000	0%	100%	0	245,000
	TBA	Bagley Industrial Park, Line pipe		400,000	0%	100%	0	400,000
	TBA	Mountain Meadow Pipe Upsize		69,000	12%	88%	8,280	60,720
		Total Expenses:		3,562,000			1,876,650	1,685,350
Year	Account	Description	Projected Budget	Anticipated Expenses	Cost Dist		Growth	Existing
					G	X		
2016-17 Future Projects								
RESOURCES								
		Beginning reserve					(579,586)	
		Estimated Developer Contribution (Center Park Drive)					500,000	
		Sewer capital contributions						1,033,520
		Impact fees					750,000	
		Interest: impact					30,000	
		Total Revenue:					700,414	1,033,520
PROJECTS								
	4740040	Developer reimbursement		75,000	100%	0%	75,000	0
	5731034	Upgrade / rehab		100,000	0%	100%	0	100,000
	5731043	Treatment Plant Capital		1,700,000	66%	34%	1,122,000	578,000
	TBA	2200 W 8100 S Upsize Pipe		73,000	0%	100%	0	73,000
	TBA	Extend Pipeline Behind College		154,000	0%	100%	0	154,000
	TBA	Upsize Pipe in Center Park, Campus View etc.		1,071,000	88%	12%	942,480	128,520
		Total Expenses:		3,173,000			2,139,480	1,033,520
Year	Account	Description	Projected Budget	Anticipated Expenses	Cost Dist		Growth	Existing
					G	X		
2017-18 Future Projects								
RESOURCES								
		Beginning reserve					30,000	
		Estimated Developer Contribution (Center Park Drive)					500,000	
		Sewer capital contributions						1,342,000
		Impact fees					750,000	
		Interest: impact					30,000	
		Total Revenue:					1,310,000	1,342,000
PROJECTS								
	4740040	Developer reimbursement		75,000	100%	0%	75,000	0
	5731034	Upgrade / rehab		100,000	0%	100%	0	100,000
	5731043	Treatment Plant Capital		1,700,000	66%	34%	1,122,000	578,000
	TBA	Dannon Way, slip line pipe & 16 manholes		664,000	0%	100%	0	664,000
		Total Expenses:		2,539,000			1,197,000	1,342,000

## Sewer: 5600 W 7300-7800 S

Strategic Plan #: SS0020 - priority 7

Account/project: TBA



Location: 5600 West from 7800 South to 7300 South

Description: Install new collection sewer for new development area west of 5600 West for quadrant of City bordered by 7800 South to 7000 South west of 5600 West.

Date approved: July 1, 2012 Completion target: September 1, 2014

Funding source:	Source	Amount
	Sewer Impact Fees	\$485,000
	Sewer Rates	\$15,000
	<b>Total funding:</b>	<b>\$500,000</b>

Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$35,000
	Construction	\$417,500
	FF&E	\$0
	Misc.	\$25,000
	Project management	\$22,500
	<b>Total costs:</b>	<b>\$500,000</b>

# Sewer: 7800 S Bangerter Hwy

Strategic Plan #: SS0032 (new)  
Account/project: TBA



**Location:** 7800 South at the Bangerter Highway bridge (south side)

**Description:** Install a 21 inch HPDE fused joint bypass pipeline to relieve the 36 inch sanitary sewer during maintenance operations and construction rehabilitation of the 36 inch sewer.

**Date approved:** July 1, 2011 **Completion target:** October 1, 2012

Funding source:	Source	Amount
	Sewer Impact Fees	\$144,000
	Sewer Rates	\$81,000
	<b>Total funding:</b>	<b>\$225,000</b>

Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$15,750
	Construction	\$199,125
	FF&E	\$0
	Misc.	\$0
	Project management	\$10,125
	<b>Total costs:</b>	<b>\$225,000</b>

## Sewer: TOD OBH Line

Strategic Plan #: SS0032  
Account/project: 52-52570001



Location:

Description:

Design, obtain easements and construct new 18 inch sewer trunk line along Old Bingham Highway from 7800 South to Jordan Valley Hospital area (new TOD development site).

Date approved: July 1, 2012

Completion target:

Funding source:	Source	Amount
		\$1,341,000

Total funding:	\$1,341,000
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Estimated costs:	Category	Amount
	Property acquisition	\$35,000 easements
	Design	\$2,500 by developer
	Construction	\$1,288,500
	FF&E	\$0
	Misc.	\$0
	Project management	\$15,000
	Total costs:	\$1,341,000



**TRANSFERS OUT**  
**52599801**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>TRANSFERS OUT</u></b>				
4920000 TRANS TO FLEET FUND	3,458	0	0	0
4943000 TRANS TO CAPITAL SUPP FUND	0	0	0	225,000
4955000 TRANS TO STORMWATER FUND	0	195,527	195,527	0
4967000 TRANS TO RISK MANAGEMENT	30,000	25,000	25,000	25,000
<b>TOTAL TRANSFERS OUT</b>	<b>33,458</b>	<b>220,527</b>	<b>220,527</b>	<b>250,000</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>TRANSFERS OUT</b>	<b>33,458</b>	<b>220,527</b>	<b>220,527</b>	<b>250,000</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>33,458</b>	<b>220,527</b>	<b>220,527</b>	<b>250,000</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Solid Waste Fund***

#### **PURPOSE**

The Solid Waste Fund is an Enterprise Fund, implying that (1) the activities of the solid waste fund are not funded through taxes but through direct charges for services provided; and (2) the solid waste activity is completely self-supporting. The city manages a standard three-can system. The typical setup includes one 95-gallon container for general solid waste (trash); one 95-gallons container for green waste (grass clippings, vegetative waste, etc.) that can be composted for reuse; and a 65-gallon container for recycling (approved plastics, glass, metals and papers). The city owns and maintains the containers, and contracts for collection, recycling, and landfill. We currently contract with ACE Disposal for collection and recycling, and are a member agency of the Trans-Jordan Landfill.

# **SOLID WASTE FUND REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3443000 COLLECTION FEES	4,069,709	4,020,000	4,020,000	4,020,000
3445000 RECYCLING FEES	19,315	0	0	0
3610000 INTEREST EARNINGS	14,808	15,000	15,000	20,000
3875000 PRIOR YEARS RESERVES	0	119,982	0	342,280
3941000 EQUITY G/L JOINT VENTURE	(10,716)	0	0	0
TOTAL SOLID WASTE FUND REVENUES	4,093,116	4,154,982	4,035,000	4,382,280

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Solid Waste Fund*** – Solid Waste Administration

#### PURPOSE

To provide municipal solid waste management for the following: curbside household waste and recycling collection, the dumpster program. In addition, provide services to deliver repair and maintain collection containers and provide education as it relates to solid waste.

#### GOALS

Deliver containers for new service and replacement containers in a timely manner.

#### OUTCOME MEASUREMENTS

Deliver containers for new service, or to replace damaged containers within 72 hours of notification on average.

**SOLID WASTE****54442101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	69,159	82,315	82,315	71,971
4110001 SALARIES PART/SEASONAL	13,016	14,937	14,937	14,937
4110003 OVERTIME	171	0	0	0
4110030 SICK LEAVE BUYOUT	166	200	200	500
4130110 RETIREMENT	14,046	17,439	17,439	13,317
4130120 MEDICAL & DENTAL INSURANCE	8,851	12,791	12,791	10,480
4130130 WORKERS COMPENSATION	847	1,069	1,069	937
4130140 LONG-TERM DISABILITY	855	1,123	1,123	618
4130150 UNEMPLOYMENT	385	486	486	385
<b><u>OPERATING EXPENSES</u></b>				
4215000 MEMBERSHIPS	0	395	395	183
4240000 OFFICE SUPPLIES	629	2,000	2,000	2,000
4250000 EQUIPMENT SUPPLIES & MAINT.	0	1,000	1,000	3,770
4250010 UNIFORMS	775	900	900	1,650
4252000 COMPUTER	2,508	2,000	2,000	2,000
4255000 FLEET O&M CHARGE	22,709	39,195	39,195	39,910
4255010 FLEET REPLACEMENT CHARGE	0	0	0	19,380
4257000 INTERFUND SERVICE FEE	234,417	234,417	234,417	258,611
4257010 DIRECT SERVICES FEE	115,787	115,787	115,787	126,704
4280000 TELEPHONE	935	800	800	950
4310810 CONTRACT SERVICES	45,971	75,276	75,276	75,276
4330000 TRAINING	0	500	500	1,550
4480000 DEPT SUPPLIES	3,860	6,500	6,500	6,500
4484000 GARBAGE CANS	124,377	284,000	284,000	284,000
4485000 LANDFILL	375,810	546,006	546,006	591,488
4486000 CITY DUMPSTERS	173,002	221,219	221,219	225,643
4487000 COLLECTION CONTRACT	2,391,715	2,494,627	2,494,627	2,544,520
4740100 EQUIPMENT DEPRECIATION	161,041	0	0	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL SOLID WASTE</b>	<b>3,761,032</b>	<b>4,154,982</b>	<b>4,154,982</b>	<b>4,297,280</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>107,496</b>	<b>130,360</b>	<b>130,360</b>	<b>113,145</b>
<b>OPERATING EXPENSES</b>	<b>3,653,536</b>	<b>4,024,622</b>	<b>4,024,622</b>	<b>4,184,135</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>3,761,032</b>	<b>4,154,982</b>	<b>4,154,982</b>	<b>4,297,280</b>

**TRANSFERS OUT**  
**54559801**

**TRANSFERS OUT**

4943000 CAPITAL SUPPORT FUND

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
	0	0	0	85,000
<b>TOTAL TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,000</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,000</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,000</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Stormwater Fund***

#### **PURPOSE**

The Stormwater Fund is an Enterprise Fund, implying that (1) the activities of the stormwater fund are not funded through taxes but through direct charges for services provided; and (2) the stormwater activity is completely self-supporting. The Storm Water system consists of all gutters, grates, detention ponds, storm inlets, pipes, culverts and any drainage system used to collect rainwater and snowmelt, and deliver it to appropriate streams in order to prevent flooding and property damage throughout the city.

All residents and businesses in West Jordan benefit from the citywide Storm Water system. If the system did not exist, roads throughout the city would become flooded after every rainstorm and travel would be impeded. All residents and business pay a stormwater fee to spread the costs of the system over those who benefit from this citywide system.

# **STORMWATER FUND REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3374000 MISC. INTERGOVERNMENT. REV.	0	0	0	400,000
3496000 STORM DRAIN IMPACT FEE	0	1,000,000	200,000	300,000
3610000 INTEREST EARNINGS	0	30,000	5,000	0
3612000 INTEREST - REST. CASH	0	12,000	13,000	0
3870200 TRANSFER FROM SEWER FUND	0	195,527	195,527	0
3874046 TRANSFER FROM STORM CAPITAL	0	3,505,751	3,505,751	0
3875000 PRIOR YEARS RESERVES	0	337,781	0	0
3921000 INTEREST INCOME	0	0	0	5,000
3921300 INTEREST - REST. CASH	0	0	0	20,000
3937000 STORMWATER FEE	0	718,629	718,629	1,466,003
TOTAL STORMWATER FUND REVENUES	0	5,799,688	4,637,907	2,191,003



## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Stormwater Fund*** – Stormwater: Administration

#### **PURPOSE**

Administer the stormwater program, which consists of all gutters, grates, detention ponds, storm inlets, pipes, culverts and any drainage system used to collect rainwater and snowmelt and deliver it to appropriate streams in order to prevent flooding and property damage throughout the city.

#### **GOALS**

Provide for the effective collection of rainwater and snowmelt and comply with state and EPA and mandates.

#### **OUTCOME MEASUREMENTS**

- Comply with state and EPA mandates.
- Control runoff to mitigate flooding.

**STORMWATER ADMIN.  
55512001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	131,848
4110030 SICK LEAVE BUYOUT	0	0	0	100
4130110 RETIREMENT	0	0	0	12,266
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	11,981
4130130 WORKERS COMPENSATION	0	0	0	1,071
4130140 LONG-TERM DISABILITY	0	0	0	633
4130150 UNEMPLOYMENT	0	0	0	318
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	500
4215000 MEMBERSHIPS	0	0	0	950
4240000 OFFICE SUPPLIES	0	0	0	1,050
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	10,000
4250010 UNIFORMS	0	0	0	900
4257000 INTERFUND SERVICE FEE	0	0	0	87,920
4257010 DIRECT SERVICES FEE	0	0	0	51,896
4280000 TELEPHONE	0	0	0	2,400
4310000 PROFESSIONAL & TECHNICAL	0	0	0	23,000
4330000 TRAINING	0	0	0	3,900
4480000 DEPT SUPPLIES	0	0	0	12,000
4890000 CONTR/RET EARNINGS	0	0	0	312,326
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL STORMWATER ADMIN.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>665,059</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>158,217</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>506,842</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>665,059</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Wastewater Fund*** – Stormwater: Inspection & Cleaning

#### PURPOSE

To provide routine maintenance including cleaning and video taping of the city's storm drains in an effort to prevent blockages.

#### GOALS

Clean and video the city's storm drains in a timely manner.

#### OUTCOME MEASUREMENTS

- Clean 2,000 storm grates throughout the city on an annual basis.
- Clean 10,000 lineal feet of the city's storm drain system annually.
- Video 3,000 lineal feet of the city's storm drain system annually.

**STORMWATER INSPECTION  
& CLEANING  
55521001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	23,320	23,320	156,062
4110003 OVERTIME	0	1,350	1,350	1,350
4110030 SICK LEAVE BUYOUT	0	100	100	100
4110100 ON CALL SALARIES	0	3,942	3,942	3,942
4130110 RETIREMENT	0	4,579	4,579	15,337
4130120 MEDICAL & DENTAL INSURANCE	0	5,360	5,360	22,555
4130130 WORKERS COMPENSATION	0	358	358	1,333
4130140 LONG-TERM DISABILITY	0	318	318	787
4130150 UNEMPLOYMENT	0	117	117	395
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	100	100	0
4250000 EQUIPMENT SUPPLIES & MAINT.	0	850	850	850
4250010 UNIFORMS	0	190	190	1,350
4255000 FLEET O&M CHARGE	0	1,625	1,625	1,655
4255100 VEHICLE LEASE	0	29,000	29,000	29,000
4280000 TELEPHONE	0	300	300	0
4310810 CONTRACT SERVICES	0	300	300	400
4330000 TRAINING	0	350	350	0
4480000 DEPT SUPPLIES	0	6,152	6,152	36,000
4612000 CLEAN UP CONTINGENCY	0	2,900	2,900	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL INSPECTION &amp; CLEANING</b>	<b>0</b>	<b>81,211</b>	<b>81,211</b>	<b>271,116</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>39,444</b>	<b>39,444</b>	<b>201,861</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>41,767</b>	<b>41,767</b>	<b>69,255</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>81,211</b>	<b>81,211</b>	<b>271,116</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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*Wastewater Fund* – Stormwater: Repair & Construction

### PURPOSE

To provide repair and replacement services for substandard storm drain infrastructure.

### GOALS

Address storm drain problems in a timely manner.

### OUTCOME MEASUREMENTS

Repair 15 storm water problems as identified during video inspections.

**STORMWATER REPAIR &  
CONSTRUCTION  
55521002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	55,969	55,969	92,378
4110003 OVERTIME	0	150	150	150
4110030 SICK LEAVE BUYOUT	0	300	300	300
4110100 ON CALL SALARIES	0	438	438	438
4130110 RETIREMENT	0	10,815	10,815	16,883
4130120 MEDICAL & DENTAL INSURANCE	0	12,864	12,864	20,613
4130130 WORKERS COMPENSATION	0	859	859	1,474
4130140 LONG-TERM DISABILITY	0	763	763	871
4130150 UNEMPLOYMENT	0	280	280	437
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	240	240	0
4250000 EQUIPMENT SUPPLIES & MAINT.	0	900	900	1,035
4250010 UNIFORMS	0	485	485	0
4255000 FLEET O&M CHARGE	0	8,999	8,999	9,163
4255010 FLEET REPLACEMENT CHARGE	0	0	0	78,000
4280000 TELEPHONE	0	300	300	0
4310810 CONTRACT SERVICES	0	600	600	0
4330000 TRAINING	0	840	840	0
4480000 DEPT SUPPLIES	0	8,340	8,340	40,000
4612000 CLEAN UP CONTINGENCY	0	2,100	2,100	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL REPAIR &amp; CONST.</b>	<b>0</b>	<b>105,242</b>	<b>105,242</b>	<b>261,742</b>

**FUNCTIONAL SUMMARY**

<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>82,438</b>	<b>82,438</b>	<b>133,544</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>22,804</b>	<b>22,804</b>	<b>128,198</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>105,242</b>	<b>105,242</b>	<b>261,742</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### *Stormwater Fund* – Stormwater: Street Sweeping

#### PURPOSE

Regularly sweep the city's 819 lane miles of streets to prevent debris from entering the stormwater system and creating blockages, which can result in flooding.

#### GOALS

Regularly sweep city streets a minimum of six times per year.

#### OUTCOME MEASUREMENTS

- Prevent flooding of the city's stormwater system.
- Sweep 5,500 miles of city streets per year.
- Provide services to clean up isolated spills within two hours of being requested.

**STORMWATER STREET  
SWEEPING  
55521004**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	93,722	93,722	98,799
4110003 OVERTIME	0	1,000	1,000	0
4110030 SICK LEAVE BUYOUT	0	200	200	100
4110100 ON CALL SALARIES	0	588	588	0
4130110 RETIREMENT	0	19,494	19,494	19,104
4130120 MEDICAL & DENTAL INSURANCE	0	25,282	25,282	28,183
4130130 WORKERS COMPENSATION	0	1,031	1,031	1,315
4130140 LONG-TERM DISABILITY	0	1,278	1,278	984
4130150 UNEMPLOYMENT	0	469	469	494
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	63	63	0
4250010 UNIFORMS	0	1,215	1,215	1,350
4280000 TELEPHONE	0	0	0	1,800
4330000 TRAINING	0	0	0	900
4480000 DEPT SUPPLIES	0	1,200	1,200	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL STREET SWEEPING</b>	<b>0</b>	<b>145,542</b>	<b>145,542</b>	<b>153,029</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>143,064</b>	<b>143,064</b>	<b>148,979</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>2,478</b>	<b>2,478</b>	<b>4,050</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>145,542</b>	<b>145,542</b>	<b>153,029</b>



## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### *Stormwater Fund* – Stormwater: Special Projects

#### PURPOSE

To provide Stormwater Division services beyond the scope of routine maintenance at the direction of the City Manager.

#### GOALS

Install storm drain markers.

#### OUTCOME MEASUREMENTS

Install 1,200 storm drain markers at the inlets.

**STORMWATER SPECIAL  
PROJECTS  
55521003**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	13,992	13,992	10,311
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	0	2,702	2,702	1,991
4130120 MEDICAL & DENTAL INSURANCE	0	3,216	3,216	2,485
4130130 WORKERS COMPENSATION	0	215	215	174
4130140 LONG-TERM DISABILITY	0	191	191	103
4130150 UNEMPLOYMENT	0	70	70	52
<b><u>OPERATING EXPENSES</u></b>				
4240000 OFFICE SUPPLIES	0	60	60	0
4250000 EQUIPMENT SUPPLIES & MAINT.	0	250	250	0
4250010 UNIFORMS	0	125	125	0
4255000 FLEET O&M CHARGE	0	176	176	179
4310810 CONTRACT SERVICES	0	100	100	0
4330000 TRAINING	0	210	210	0
4480000 DEPT SUPPLIES	0	2,800	2,800	8,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	0
<b>TOTAL SPECIAL PROJECTS</b>	<b>0</b>	<b>24,207</b>	<b>24,207</b>	<b>23,395</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>20,486</b>	<b>20,486</b>	<b>15,216</b>
<b>OPERATING EXPENSES</b>	<b>0</b>	<b>3,721</b>	<b>3,721</b>	<b>8,179</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>24,207</b>	<b>24,207</b>	<b>23,395</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### *Stormwater Fund* – Stormwater: Projects

#### PURPOSE

Projects for the construction of Stormwater facilities are tracked and managed through the Storm Drain Capital Fund. Funding for these projects is a combination of funds from storm water rates and Stormwater impact fees.

The Capital Projects Group in the Public Works Department is responsible for coordinating the design, construction, inspection, and contract administration for all stormwater projects.

#### GOALS

- Maintain current Stormwater Capital Facilities Plan.
- Budget and complete design of stormwater projects within a fiscal year, and then budget and prepare for construction within the following fiscal year.
- Deliver projects on time and within budget utilizing timely, efficient and cost effective methods.
- Coordinate Stormwater projects with other capital projects to minimize the impact of construction activities and disruption of roadway during construction.
- Complete projects with less than 10% in change orders.

# STORMWATER PROJECTS

## 55570001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>CAPITAL OUTLAYS</u></b>				
4257010 DIRECT SERVICES FEE	0	247,451	247,451	199,162
4733036 ST04-002 3200 W PHASE 1A	0	572,345	275,000	0
4733052 7800 S 4400-4600 W	0	56,200	0	0
4733053 CONSTITUTION PARK OUTLET	0	189,090	0	150,000
4733055 4000 W 7800-8300 S	0	666,343	300,000	0
4733056 BARNEY'S CR WEST DETENTION	0	738,941	0	0
4733059 STORMWATER DUMP STATION	0	0	150,000	0
4733060 4000 W 8300-8600 S	0	640,300	100,000	0
4733061 BATEMAN POND	0	0	875,000	0
4733062 BINGHAM CREEK BOX CULVERT	0	200,235	25,000	0
4733063 AIRPORT ROAD	0	385,350	0	0
4733064 1240 W	0	74,110	74,110	0
4733065 4000 W BINGHAM CR CULVERT	0	225,000	25,000	0
4733066 FESTIVAL SUB DET RETROFIT	0	450,000	50,000	0
4733067 2200 W 7000 S	0	80,000	0	0
4733069 5600 W DETENTION REALIGN	0	0	0	400,000
4740040 DEVELOPER REIMBURSEMENT	0	168,121	0	25,000
<b>TOTAL STORM PROJECTS</b>	<b>0</b>	<b>4,693,486</b>	<b>2,121,561</b>	<b>774,162</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>4,693,486</b>	<b>2,121,561</b>	<b>774,162</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>4,693,486</b>	<b>2,121,561</b>	<b>774,162</b>

# CAPITAL IMPROVEMENTS

## STORM SIX-YEAR STRATEGIC PLAN

Year	Account	Description	Amended Budget	Actual year end	Carryover	Cost Dist		Growth	Existing
						G	X		
<b>2010-11 Final Report</b>									
<b>RESOURCES</b>									
		Beginning reserve	4,029,598					1,064,243	2,965,355
		Impact fees	1,000,000	194,694		100%	0%	194,694	0
		Interest: impact	40,000	4,411		100%	0%	4,411	0
		Interest: general	40,000	2,723		0%	100%	2,723	40,000
		Total New Revenue:	1,080,000	201,829				201,829	40,000
		<b>Total Resources:</b>	<b>4,271,427</b>	<b>403,657</b>				<b>1,266,072</b>	<b>3,005,355</b>
<b>PROJECTS</b>									
4257010		Direct Service Fee	230,505	230,505	0	100%	0%	230,505	0
4733036		32 W 70-74	572,345	0	572,345	10%	90%	0	0
4733043		ST04-07 7800 South Phase 3	764,597	5,198	0	80%	20%	4,158	1,040
4733051		Bagley/Wildflower Detention	280,147	180,147	100,000	70%	30%	126,103	54,044
4733053		Constitution Park Outlet	189,090	0	0	10%	90%	0	0
4733054		ULDC Structure JLB 7050 W	0	0	0	0%	100%	0	0
4733055		4000 W 78-8300 S Phase 1	745,915	79,572	666,343	60%	40%	47,743	31,829
4733056		Barney's Creek West Detention	990,358	0	990,358	100%	0%	0	0
4733057		Barney's Creek Culverts	124,499	0	124,499	0%	100%	0	0
733058		Oaks East		103,797	0	0%	100%	0	103,797
4733059		Storm water Dump Station	150,000	98,091	51,909	0%	100%	0	98,091
4733060		4000 W 83-8600 S Phase 2	640,300	0	640,300	60%	40%	0	0
4733061		Bateman Pond Storm drain improvements	0	35,477		80%	20%	28,382	7,095
4740040		Developer reimbursement	0	0	0	100%	0%	0	0
		<b>Total Expenses:</b>	<b>4,687,756</b>	<b>732,787</b>	<b>3,145,754</b>			<b>436,891</b>	<b>295,896</b>
Year	Account	Description	Amended Budget	Estimated year end	Estimated carryover	Cost Dist		Growth	Existing
						G	X		
<b>2011-12 Preliminary Report</b>									
<b>RESOURCES</b>									
		Beginning reserve	3,550,035					848,889	2,701,146
		Storm capital fees							
		Impact fees	1,000,000	46,985		100%	0%	46,985	0
		Interest: impact	12,000	2,277		100%	0%	2,277	0
		Interest: general	30,000	6,670		0%	100%	0	6,670
		Grants & misc.	0			0%	100%	0	0
		Total New Revenue:	1,042,000					49,262	6,670
		<b>Total Resources:</b>	<b>4,592,035</b>					<b>898,151</b>	<b>2,707,816</b>
<b>PROJECTS</b>									
4257010		Direct Service Fee	230,505	230,505	0	100%	0%	230,505	0
4740040		Developer reimbursement	0	0	0	100%	0%	0	0
4733036		32 W 70-74	572,345	275,000	0	10%	90%	27,500	247,500
4733051		Bagley/Wildflower Detention	0	0	0	70%	30%	0	0
4733052		7800 S 44 - 46 W	56,200	0	56,200	70%	30%	0	0
4733053		Constitution Park Outlet	189,090	0	189,090	10%	90%	0	0
4733055		4000 W 78-8300 S Phase 1	666,343	300,000	366,343	60%	40%	180,000	120,000
4733056		Barney's Creek West Detention	0	0	0	100%	0%	0	0
4733057		Barney's Creek Culverts	0	0	0	0%	100%	0	0
4733059		Storm water Dump Station	176,417	150,000	26,417	0%	100%	0	150,000
4733060		4000 W 83-8600 S Phase 2	640,300	100,000	540,300	60%	40%	60,000	40,000
4733061		Bateman Pond Reconstruction	738,941	875,000	(136,059)	0%	100%	0	875,000
4733062		Bingham Creek Box Culvert (1300 W)	200,235	25,000	175,235	35%	65%	8,750	16,250
4733063		Airport Road Storm improvements	385,350	0	385,350	30%	70%	0	0
4733064		1240 West SD replacement	74,110	74,110	0	0%	100%	0	74,110
4733065		4000 West Bingham Creek culvert	225,000	25,000	200,000	30%	70%	7,500	17,500
4733066		Festival Subdivision Detention retrofit	450,000	50,000	400,000	30%	70%	15,000	35,000
4733067		2200 W 70 S Storm improvements	80,000	0	80,000	0%	100%	0	0
		<b>Total Expenses:</b>	<b>4,684,836</b>	<b>2,104,615</b>	<b>2,282,876</b>			<b>529,255</b>	<b>1,575,360</b>

Year	Account	Description	Budgeted Resources	Budgeted Expenses	Cost Dist		Growth	Existing		
2012-13 Budgeted Projects										
	RESOURCES									
		Beginning reserve	1,501,352				368,896	1,132,456		
		Storm capital fees	550,000					550,000		
		Impact fees	300,000		100%	0%	300,000	0		
		Interest: impact	20,000		100%	0%	20,000	0		
		Interest: general	5,000		0%	100%	0	5,000		
		Grants & misc.	400,000	HB 173	0%	100%	0	400,000		
		Total New Revenue:	725,000				320,000	955,000		
		Total Resources;	2,776,352				688,896	2,087,456		
	PROJECTS									
				Carryover	New Budget					
	4740040	Developer reimbursement	25,000	0	25,000	100%	0%	25,000	0	
	4733053	Constitution Park Outlet	150,000	0	150,000	10%	90%	15,000	135,000	
	4733055	4000 W 78-8300 S Phase 1	366,343	366,343	0	60%	40%	219,806	146,537	
	4733056	Barney's Creek West Detention	26,417	26,417	0	100%	0%	26,417	0	
	4733060	4000 W 83-8600 S Phase 2	540,300	540,300	0	60%	40%	324,180	216,120	
	4733061	Bateman Pond Reconstruction	(136,059)	(136,059)	0	0%	100%	0	(136,059)	
	4733062	Bingham Creek Box Culvert (1300 W)	200,235	175,235	0	35%	65%	70,082	130,153	
	4733065	4000 West Bingham Creek culvert	225,000	200,000	0	30%	70%	60,000	140,000	
	4733066	Festival Subdivision Detention retrofit	400,000	400,000	0	30%	70%	120,000	280,000	
	4733067	2200 W 70 S Storm improvements	80,000	80,000	0	0%	100%	0	80,000	
	TBA	Cougar Detention Basin Outlet R & R	185,350	185,350	0	30%	70%	55,605	129,745	
	TBA	5600 West detention realignment 66 S	400,000	0	400,000	20%	80%	80,000	320,000	
		Total Expenses:	2,462,586	1,837,586	575,000			996,090	1,441,496	
	Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing	
2013-14 Future Projects										
	RESOURCES									
		Beginning reserve	338,766				(307,194)	645,960		
		Storm capital fees	650,000			0%	100%	0	650,000	
		Impact fees	450,000			100%	0%	450,000	0	
		Interest: impact	90,000			100%	0%	90,000	0	
		Interest: general	24,000			0%	100%	0	24,000	
		Grants & misc.	0			0%	100%	0	0	
		Total New Revenue:	1,214,000					540,000	674,000	
		Total Resources:	1,552,766					232,806	1,319,960	
	PROJECTS									
	4740040	Developer reimbursement		50,000		100%	0%	50,000	0	
	4733063	Airport Rd - 30 inch pipeline (T110C)		200,000		30%	70%	60,000	140,000	
	TBA	Dry Wash Detention 35.2 AF (DB224)		2,618,800		100%	0%	2,618,800	0	
	TBA	7800 S - 4950 West pipe upgrades		200,000		0%	100%	0	200,000	
	TBA	OBH to Bingham Creek pipeline		500,000		60%	40%	300,000	200,000	
		Total Expenses:		3,568,800				3,028,800	540,000	
	Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing	
	2014-15 Future Projects									
		RESOURCES								
			Beginning reserve	(2,016,034)				(2,795,994)	779,960	
			Storm capital fees	650,000			0%	100%	0	650,000
			Impact fees	500,000			100%	0%	500,000	0
			Interest: impact	85,000			100%	0%	85,000	0
			Interest: general	28,000			0%	100%	0	28,000
			Grants & misc.	0			0%	100%	0	0
		Total New Revenue:	1,263,000					585,000	678,000	
		Total Resources;	(753,034)					(2,210,994)	1,457,960	
PROJECTS										
4740040		Developer reimbursement		50,000		100%	0%	50,000	0	
4733056		Barney's Creek West Detention (design)		75,000		100%	0%	75,000	0	
TBA		Axel Park RD SD Improvements		510,500		10%	90%	51,050	459,450	
TBA		Constitution Park det expand		1,400,000		70%	30%	980,000	420,000	
		Total Expenses:		2,035,500				1,156,050	879,450	

Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
<b>2015-16 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve	(2,788,534)				(3,367,044)	578,510
		Storm capital fees	650,000		0%	100%	0	650,000
		Impact fees	600,000		100%	0%	600,000	0
		Interest: impact	85,000		100%	0%	85,000	0
		Interest: general	28,000		0%	100%	0	28,000
		Grants & misc.	0		0%	100%	0	0
		Total New Revenue:	1,363,000				685,000	678,000
		<b>Total Resources;</b>	<b>(1,425,534)</b>				<b>(2,682,044)</b>	<b>1,256,510</b>
<b>PROJECTS</b>								
	4740040	Developer reimbursement		50,000	100%	0%	50,000	0
	TBA	7000 South 66 inch trunkline - T15		477,400	0%	100%	0	477,400
		<b>Total Expenses:</b>		<b>527,400</b>			<b>50,000</b>	<b>477,400</b>
<b>2016-17 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve	(1,952,934)				(2,732,044)	779,110
		Storm capital fees	650,000		0%	100%	0	650,000
		Storm capital bond	1,500,000		0%	100%	0	1,500,000
		Impact fees	700,000		100%	0%	700,000	0
		Interest: impact	85,000		100%	0%	85,000	0
		Interest: general	28,000		0%	100%	0	28,000
		Grants & misc.	0		0%	100%	0	0
		Total New Revenue:	2,963,000				785,000	2,178,000
		<b>Total Resources;</b>	<b>1,010,066</b>				<b>(1,947,044)</b>	<b>2,957,110</b>
<b>PROJECTS</b>								
	4740040	Developer reimbursement		50,000	100%	0%	50,000	0
	4733056	Barney's Creek West Detention (construction)		1,000,000	100%	0%	1,000,000	0
	TBA	7000 South 54 inch trunkline - T15, T14B		1,497,900	0%	100%	0	1,497,900
		<b>Total Expenses:</b>		<b>2,547,900</b>			<b>1,050,000</b>	<b>1,497,900</b>
<b>2017-18 Future Projects</b>								
<b>RESOURCES</b>								
		Beginning reserve	(1,537,834)				(2,997,044)	1,459,210
		Storm capital fees	650,000		0%	100%	0	650,000
		Storm capital bond	1,500,000		0%	100%	0	1,500,000
		Impact fees	750,000		100%	0%	750,000	0
		Interest: impact	85,000		100%	0%	85,000	0
		Interest: general	28,000		0%	100%	0	28,000
		Grants & misc.	0		0%	100%	0	0
		Total New Revenue:	3,013,000				835,000	2,178,000
		<b>Total Resources;</b>	<b>1,475,166</b>				<b>(2,162,044)</b>	<b>3,637,210</b>
<b>PROJECTS</b>								
	4740040	Developer reimbursement		50,000	100%	0%	50,000	0
	TBA	Airport Trunkline - T127		561,500	30%	70%	168,450	393,050
	TBA	7000 South 48 inch trunkline - T17, T14A		950,000	0%	100%	0	950,000
	TBA	U-111 88 S Detention (design)		100,000	100%	0%	100,000	0
		<b>Total Expenses:</b>		<b>1,661,500</b>			<b>318,450</b>	<b>1,343,050</b>

## Storm: 5600 W Detention Realignment at 6600 South

Strategic Plan #: NEW  
Account/project: TBD



Location: Along 5600 West near 6600 South

Description: Replace existing small detention pond at a lower elevation to ensure capacity and performance during flood events and as part of the new 5600 West storm drainage improvements as part of the overall widening project from 6300 South to 7000 South on 5600 West.

Date approved: July 1, 2012 Completion target: June 1, 2014

Funding source:	Source	Amount
	Storm Impact Fees	\$80,000
	Storm Water Utility Rates	\$320,000
	<b>Total funding:</b>	<b>\$400,000</b>

Estimated costs:	Category	Amount
	Property acquisition	\$50,000
	Design	\$28,000
	Construction	\$304,000
	FF&E	\$0
	Misc.	\$0
	Project management	\$18,000
	<b>Total costs:</b>	<b>\$400,000</b>



## Storm: Cougar Detention Basin Outlet Removal and Replacement

Strategic Plan #:

Account/project:

TBD



Location: 4800 West and 6400 South

Description:

Remove and Replace structurally deficient and hydraulically obsolete outlet structure and replace with new structure, piping, and control gate to minimize downstream flooding.

Date approved: July 1, 2012

Completion target:

June 30, 2013

Funding source:

Source

Amount

Storm Impact Fees	\$55,605
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Storm Water Utility Rates	\$129,745
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Total funding:	\$185,350
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Estimated costs:

Category

Amount

Property acquisition	\$0
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Design	\$5,000
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Construction	\$172,009
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FF&E	\$0
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Misc.	\$0
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Project management	\$8,341
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Total costs:	\$185,350
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**TRANSFERS OUT**  
**55599801**

**TRANSFERS OUT**

4943000 CAPITAL SUPPORT FUND

	ACTUAL FY 10-11	ADJUSTED BUDGET FY 11-12	YEAR-END ESTIMATE FY 11-12	ADOPTED BUDGET FY 12-13
	0	750,000	750,000	42,500
<b>TOTAL TRANSFERS OUT</b>	<b>0</b>	<b>750,000</b>	<b>750,000</b>	<b>42,500</b>

**FUNCTIONAL SUMMARY**

<b>TRANSFERS OUT</b>	<b>0</b>	<b>750,000</b>	<b>750,000</b>	<b>42,500</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>0</b>	<b>750,000</b>	<b>750,000</b>	<b>42,500</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Fleet Fund***

#### PURPOSE

The Fleet Fund is an internal service fund, which means that it is funded through charges to using departments within the City. Departments are charged the costs of maintaining and repairing vehicles, and pay an annual assessment toward the replacement of their vehicles at the end of the useful lives.

#### GOALS

Have each department be responsible for the care and maintenance of their vehicles and equipment by providing them with information regarding the maintenance and repair of said vehicles and equipment.

#### OUTCOME MEASUREMENTS

Through historical comparisons provided to the departments the costs associated with vehicle maintenance will be reduced.

# **FLEET FUND REVENUES**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
3610000 INTEREST EARNINGS	21,589	37,000	37,000	18,000
3636000 LEASE PROCEEDS	0	1,367,000	1,367,000	0
3637000 VEHICLE LEASE - INTERNAL	45,000	45,000	45,000	45,000
3640000 SALE OF FIXED ASSETS	59,030	0	0	0
3690000 SUNDRY REVENUE	33,935	0	0	0
3825000 TRANS FROM GENERAL FUND	154,114	0	0	0
3841000 CHARGE TO UTILITY FUND	199,840	172,303	172,303	322,827
3842000 CHARGE TO GENERAL FUND	1,616,893	1,627,943	1,627,943	2,336,439
3844000 CHARGE TO SOLID WASTE FUND	22,709	39,195	39,195	59,290
3870200 TRANSFER FROM SEWER FUND	3,458	0	0	0
3874044 TRANSFER FROM ROAD CAPITAL	132,141	0	0	0
3875000 PRIOR YEARS RESERVES	0	1,591,748	0	914,593
TOTAL FLEET FUND REVENUES	2,288,709	4,880,189	3,288,441	3,696,149

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Fleet Fund*** – Maintenance

#### PURPOSE

To provide preventative maintenance in order to reduce downtime, increase safety and longevity of the City's vehicles and equipment.

#### GOALS

Complete the majority of preventative maintenance jobs when they are scheduled.

#### OUTCOME MEASUREMENTS

Complete 95% of the monthly scheduled preventative maintenance jobs within the month they are scheduled.

**FLEET MAINTENANCE**  
**61444101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	311,918	363,195	363,195	391,329
4110003 OVERTIME	3,072	5,000	5,000	5,000
4110030 SICK LEAVE BUYOUT	184	200	200	600
4110100 ON CALL SALARIES	5,220	4,380	4,380	4,380
4130110 RETIREMENT	62,374	70,236	70,236	75,776
4130120 MEDICAL & DENTAL INSURANCE	61,988	77,727	77,727	85,935
4130130 WORKERS COMPENSATION	4,544	5,050	5,050	5,979
4130140 LONG-TERM DISABILITY	4,048	4,954	4,954	3,898
4130150 UNEMPLOYMENT	1,632	1,816	1,816	1,957
<b><u>OPERATING EXPENSES</u></b>				
4210000 BOOKS & SUBSCRIPTIONS	26	600	600	600
4240000 OFFICE SUPPLIES	1,186	1,000	1,000	1,000
4250000 EQUIPMENT SUPPLIES & MAINT.	402,704	468,935	468,935	485,065
4250010 UNIFORMS	3,470	3,000	3,000	3,200
4250020 TOOLS	1,791	2,000	2,000	2,000
4251000 FUEL	639,360	708,000	708,000	603,990
4257010 DIRECT SERVICES FEE	18,753	18,753	18,753	5,728
4280000 TELEPHONE	1,015	700	700	950
4310000 PROFESSIONAL & TECHNICAL	7,038	6,200	6,200	5,500
4310810 CONTRACT SERVICES	270,115	300,000	300,000	323,200
4330000 TRAINING	3,984	4,350	4,350	4,300
4480000 DEPT SUPPLIES	13,255	17,000	17,000	3,000
4650000 DAMAGE RESERVE	22,076	45,000	45,000	32,000
<b><u>CAPITAL OUTLAYS</u></b>				
4740000 EQUIPMENT	0	0	0	70,000
<b>TOTAL FLEET</b>	<b>1,839,753</b>	<b>2,108,096</b>	<b>2,108,096</b>	<b>2,115,387</b>
<b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>454,980</b>	<b>532,558</b>	<b>532,558</b>	<b>574,854</b>
<b>OPERATING EXPENSES</b>	<b>1,384,773</b>	<b>1,575,538</b>	<b>1,575,538</b>	<b>1,470,533</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,000</b>
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,839,753</b>	<b>2,108,096</b>	<b>2,108,096</b>	<b>2,115,387</b>

## **PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS**

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### ***Fleet Fund*** – Replacement & Surplus

#### PURPOSE

To provide the monitoring and execution of the city's Fleet Replacement Program, including the purchasing of vehicles and equipment and the surplus of vehicles and equipment.

#### GOALS

Complete the purchase and surplus of vehicles and equipment in a timely manner.

#### OUTCOME MEASUREMENTS

Complete the purchase and surplus of vehicles and equipment within 11 months of budget approval.

# FLEET REPLACEMENT 61444201

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 10-11	BUDGET	ESTIMATE	BUDGET
	FY 10-11	FY 11-12	FY 11-12	FY 12-13
<hr/>				
<b><u>SALARIES &amp; BENEFITS</u></b>				
4110000 SALARIES FULL-TIME	0	0	0	0
<b><u>OPERATING EXPENSES</u></b>				
4255100 VEHICLE LEASE	0	348,936	348,936	580,762
4740300 VEHICLE DEPRECIATION	1,480,940	0	0	0
4820000 INTEREST	14,091	0	0	0
<b><u>CAPITAL OUTLAYS</u></b>				
4740200 REPLACEMENT VEHICLES	0	2,323,498	2,323,498	1,000,000
<hr/>				
<b>TOTAL VEHICLES &amp; DEPREC.</b>	<b>1,495,031</b>	<b>2,672,434</b>	<b>2,672,434</b>	<b>1,580,762</b>
 <b>FUNCTIONAL SUMMARY</b>				
<b>SALARIES &amp; BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES</b>	<b>1,495,031</b>	<b>348,936</b>	<b>348,936</b>	<b>580,762</b>
<b>CAPITAL OUTLAYS</b>	<b>0</b>	<b>2,323,498</b>	<b>2,323,498</b>	<b>1,000,000</b>
<hr/>				
<b>TOTAL FUNCTIONAL AREAS</b>	<b>1,495,031</b>	<b>2,672,434</b>	<b>2,672,434</b>	<b>1,580,762</b>



## APPENDIX

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# **Transfer Schedules**

## **Interfund Service Fees**

### **Direct Services Fees**

Engineering Allocation

Utility Billing Allocation

Public Works Operations Administration Allocation

The General Fund provides a variety of services that support the activities and projects of other funds. In order to recognize the cost of those services in the appropriate fund, and to reimburse the General Fund, these schedules have been developed. The schedules demonstrate and track the methodology for cost allocation, and provide a basis for future continuity in the application of cost transfers.

## Summary of Interfund Charges FY 12-13

<b>Fund</b>	<b>Interfund service fees</b>	<b>Direct services fee</b>	<b>Total</b>
Road Capital	0	373,377	373,377
Parks Capital	0	54,038	54,038
Water	920,068	723,490	1,643,558
Sewer	493,934	395,586	889,520
Solid Waste	258,611	126,704	385,315
Stormwater	87,920	251,058	338,978
Fleet	0	5,728	5,728
<b>Total:</b>	<b>1,760,533</b>	<b>1,929,981</b>	<b>3,690,514</b>

## Interfund Service Fee Distribution FY 12-13

Fund	FY 11-12 Fee	Adj %	FY 12-13 Fee	FY 12-13 Adjusted Fee (1)
Water	804,118	104.85%	843,118	920,068
Sewer*	518,244	104.85%	461,872	493,934
Solid Waste	234,417	104.85%	245,786	258,611
Stormwater*	NA		81,507	87,920
<b>Total Interfund Service Fee:</b>	<b>1,556,779</b>		<b>1,632,283</b>	<b>1,760,533</b>

General Fund Allocatable Services	11-12 Base	12-13 Budget	Adjustments	% change
City Council	633,218	605,997	Less committees	
City Manager	325,607	471,991	City Mgr less ODA; Pub Info	
Human Resources	234,305	363,045		
Finance	935,816	928,913	Acct;20% Treas;Budget; Purch;Bus lic; Rental lic	
Information Technologies	1,321,459	1,336,476		
City Recorder	220,082	223,114		
City Attorney	851,535	785,189	Less Prosecution	
Non-departmental Facilities	787,000 923,051	941,000 878,511	Less Senior Center	
<b>Total allocatable:</b>	<b>6,232,073</b>	<b>6,534,236</b>		<b>4.85%</b>
<b>Recoverable from other funds:</b>		<b>1,632,283</b>		<b>24.98%</b>
<b>General fund allocation:</b>		<b>4,901,953</b>		<b>75.02%</b>

\*Note: Beginning in FY 12-13, the Stormwater Fund has been separated from the Sewer Fund. After application of the adjustment percentage, 15 percent of the Sewer Fund fee has been allocated to the Stormwater Fund, based on the ratio of the new Stormwater Fund budget to the Sewer Fund budget that included stormwater operations.

(1) The fees were adjusted due to changes in the base costs resulting from additional budget amounts that were appropriated in relation to the property tax increase that was finalized on August 14, 2012.

## Direct Services Fee Summary FY 12-13

Charged fund	Total charges	From Eng support	From Util Billing	From PW Admin	Supplemental Adjustments (1)
Road Capital	373,377	373,377	0	0	0
Parks Capital	54,038	54,038	0	0	0
Water	723,490	146,557	542,199	22,911	11,823
Sewer	395,586	141,832	225,916	22,911	4,927
Solid Waste	126,704	0	90,367	34,366	1,971
Stormwater	251,058	199,162	45,183	5,728	985
Fleet	5,728	0	0	5,728	0
Total:	1,929,981	914,966	903,665	91,644	19,706

(1) The fees were adjusted due to changes in the base costs resulting from additional budget amounts that were appropriated in relation to the Council goals that were finalized on August 14, 2012.

## Utility Billing Distribution FY 12-13

Utility Billing Budget Total	Water Fund 60%	Sewer Fund 25%	Solid Waste Fund 10%	Stormwater Fund 5%
<hr/>				
Utility Billing 657,195				
Treasury 80% 246,470				
903,665	542,199	225,916	90,367	45,183

## PW Operations Admin Distribution FY 12-13

<b>PW Admin Budget</b>	<b>General Fund Parks/Streets</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Solid Waste Fund</b>	<b>Stormwater Fund</b>	<b>Fleet Fund</b>
<b>Public Services Mgr. 114,555</b>	<b>80% 91,644</b>	<b>0% 0</b>	<b>0% 0</b>	<b>20% 22,911</b>	<b>0% 0</b>	<b>0% 0</b>
<b>Admin. Assistant III 67,470</b>	<b>40% 26,988</b>	<b>20% 13,494</b>	<b>20% 13,494</b>	<b>10% 6,747</b>	<b>5% 3,374</b>	<b>5% 3,374</b>
<b>Purchasing Tech. 47,083</b>	<b>40% 18,833</b>	<b>20% 9,417</b>	<b>20% 9,417</b>	<b>10% 4,708</b>	<b>5% 2,354</b>	<b>5% 2,354</b>
<b>Total</b>	<b>229,108</b>	<b>22,911</b>	<b>22,911</b>	<b>34,366</b>	<b>5,728</b>	<b>5,728</b>

# ALLOCATING ENGINEERING COSTS

Employee	Cost to be allocated*	General %	General \$	Dev Rev %	Dev Rev \$	Encr. Permit %	Encr. Permit \$	Sub-total Gen Fund \$	Roads Capital %	Roads Capital \$	Parks Capital %	Parks Capital \$	Storm Capital %	Storm Capital \$	Water Fund %	Water Fund \$	Sewer Fund %	Sewer Fund \$	Total %	Total \$
<b>Capital Projects Group</b>																				
1 Maureen Casper (100%)	52,698	5%	2,635	0%	0	0%	0	2,635	30%	15,809	5%	2,635	20%	10,540	20%	10,540	20%	10,540	100%	52,698
2 Greg Davenport (50%)	57,171	5%	2,859	10%	5,717	5%	2,859	11,434	75%	42,878	0%	0	0%	0	0%	0	5%	2,859	100%	57,171
3 Tim Heyrend (50%)	54,834	5%	2,742	20%	10,967	0%	0	13,709	0%	0	0%	0	50%	27,417	15%	8,225	10%	5,483	100%	54,834
4 Wade Matthews (100%)	81,682	0%	0	0%	0	0%	0	0	40%	32,673	5%	4,084	15%	12,252	20%	16,336	20%	16,336	100%	81,682
5 David Murphy (80%)	118,618	5%	5,931	0%	0	0%	0	5,931	70%	83,033	0%	0	25%	29,655	0%	0	0%	0	100%	118,618
6 Roger Payne (60%)	83,081	5%	4,154	0%	0	0%	0	4,154	0%	0	0%	0	30%	24,924	35%	29,078	30%	24,924	100%	83,081
7 Jim Riding (87%)	105,258	85%	89,469	0%	0	0%	0	89,469	5%	5,263	10%	10,526	0%	0	0%	0	0%	0	100%	105,258
<b>Development Review</b>																				
1 Bill Baranowski (75%)	97,549	50%	48,775	30%	29,265	10%	9,755	87,794	10%	9,755	0%	0	0%	0	0%	0	0%	0	100%	97,549
2 Neil Dennison (100%)	119,311	5%	5,966	30%	35,793	5%	5,966	47,724	30%	35,793	0%	0	10%	11,931	10%	11,931	10%	11,931	100%	119,311
3 Todd Johnson (100%)	76,881	10%	7,688	90%	69,193	0%	0	76,881	0%	0	0%	0	0%	0	0%	0	0%	0	100%	76,881
4 Brian Montgomery (100%)	86,668	5%	4,333	25%	21,667	0%	0	26,000	35%	30,334	0%	0	15%	13,000	10%	8,667	10%	8,667	100%	86,668
5 Nate Nelson (100%)	148,272	15%	22,241	80%	118,618	5%	7,414	148,272	0%	0	0%	0	0%	0	0%	0	0%	0	100%	148,272
6 Vonnie Richards (100%)	17,211	10%	1,721	90%	15,490	0%	0	17,211	0%	0	0%	0	0%	0	0%	0	0%	0	100%	17,211
7 Craig Peterson (100%)	79,067	0%	0	0%	0	100%	79,067	79,067	0%	0	0%	0	0%	0	0%	0	0%	0	100%	79,067
8 Randy Timm (95%)	84,670	0%	0	40%	33,868	0%	0	33,868	30%	25,401	0%	0	10%	8,467	10%	8,467	10%	8,467	100%	84,670
9 Casey Larsen (40%)	30,414	0%	0	40%	12,166	0%	0	12,166	30%	9,124	0%	0	10%	3,041	10%	3,041	10%	3,041	100%	30,414
<b>Geographical Information System</b>																				
1 Clint Hutchings (100%)	110,828	50%	55,414	0%	0	0%	0	55,414	10%	11,083	10%	11,083	10%	11,083	10%	11,083	10%	11,083	100%	110,828
2 Thomas Nelson (100%)	83,624	50%	41,812	0%	0	0%	0	41,812	10%	8,362	10%	8,362	10%	8,362	10%	8,362	10%	8,362	100%	83,624
3 Marlene Vigil (100%)	94,763	30%	28,429	20%	18,953	0%	0	47,382	10%	9,476	10%	9,476	10%	9,476	10%	9,476	10%	9,476	100%	94,763
<b>SUB-TOTAL:</b>																				
<b>% OF SUB-TOTAL:</b>																				
<b>Administration/Support (Allocated using Sub-Total percentages)</b>																				
1 Wendell Rigby	186,747																			
2 Sonia Swenson																				
3 Sandy Kuperus (100%)	83,115																			
	269,862		55,276		63,381		17,915	136,572		54,393		7,872		29,013		21,350		20,662		269,862
<b>TOTAL ALLOCATIONS:</b>	1,852,462		379,444		435,076		122,974	937,495		373,377		54,038		199,162		146,557		141,832		1,852,462



## SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 10-11		FY 11-12		FY 12-13		Pay Range
		F/T	P/T	F/T	P/T	F/T	PT	
<b>City Manager</b>	City Manager	1	0	1	0	1	0	contract
	Assistant City Manager	0	0	0	0	1	0	90
	Econ/Dev Assistance Manager	0	0	0	0	1	0	75
	Events Coordinator	1	0	1	0	0	0	61
	Assistant to the City Manager	0	0	2	0	2	0	61
	Management Analyst	1	0	0	0	0	0	61
	Public Information Officer	0	1	0	1	0	0	61
	Development Coordinator	0	0	0	0	2	0	53
	Sr Executive Assistant	1	0	0	0	0	0	55
	Management Intern	0	1	0	1	0	1	37
	<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>7</b>	<b>1</b>	
<b>City Clerk</b>	City Clerk	1	0	1	0	1	0	75
	Deputy City Clerk	2	0	2	0	2	0	53
	Sr Executive Assistant	0	0	1	0	1	0	55
	<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	
<b>City Attorney</b>	City Attorney	1	0	1	0	1	0	88
	Civil Litigator	1	0	0	0	0	0	81
	Deputy City Attorney	2	0	3	0	3	0	80
	Prosecutor	1	0	0	0	0	0	79
	Assistant City Prosecutor	0	1	2	0	2	0	65
	DVSA Investigator	1	0	1	0	0	0	65
	Risk Manager	1	0	1	0	1	0	66
	Real Estate Services Manager	1	0	1	0	1	0	66
	Legal Executive Assistant	1	0	1	0	1	0	55
	Ord Enfor Spvsnr/CA Invest	0	0	0	0	1	0	68
	Code Enforcement Officer	0	0	0	0	2	0	45
	Legal Assistant	0	0	1	0	1	0	47
	Legal Technician	2	0	1	0	1	0	53
	DV Victim Coordinator	0	0	0	1	0	1	40
	Administrative Assistant I	0	1	0	1	0	2	37
	<b>TOTAL</b>	<b>11</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>3</b>	
<b>City Court</b>	Judge	1	0	1	0	1	0	JDG1
	Court Clerk Supervisor	1	0	1	0	1	0	54
	Court Clerk III	4	0	4	0	4	0	47
	Court Clerk II	2	0	2	0	2	0	43
	Court Clerk I	3	0	3	0	3	0	39
	<b>TOTAL</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	
<b>Administrative Services Department</b>								
<b>Finance Division</b>	Finance Manager/CFO	1	0	1	0	1	0	81
	Deputy Finance Director	0	0	0	0	0	0	78
	City Treasurer	1	0	1	0	1	0	74
	Budget Officer	1	0	1	0	1	0	74

## SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 10-11		FY 11-12		FY 12-13		Pay Range
		F/T	P/T	F/T	P/T	F/T	PT	
	Accountant	1	0	2	0	2	0	74
	Purchasing Agent	1	0	1	0	1	0	74
	PIO/Finance Mgt Assistant	0	0	0	0	1	0	61
	Finance Technology Manager	1	0	0	0	0	0	70
	Sr Executive Assistant	1	0	1	0	1	0	55
	Business License Coordinator	1	0	1	0	1	0	53
	Accounting Technician	1	1	0	1	0	1	53
	Utilities Rep II	1	0	1	0	1	0	51
	Utilities Rep I	2	0	2	0	2	0	47
	Customer Service Rep II	4	0	4	0	4	0	47
	Lead Utility Service Tech	1	0	1	0	1	0	46
	Administrative Assistant II	1	0	0	0	0	0	41
	Utility Service Technician	1	0	1	0	1	0	40
	Administrative Assistant I	0	0	0	0	0	0	37
	Seasonal Utility Laborer	0	1	0	1	0	1	NA
	<b>TOTAL</b>	<b>19</b>	<b>2</b>	<b>17</b>	<b>2</b>	<b>18</b>	<b>2</b>	
<b>Information Technology Division</b>	Chief Information Officer	1	0	1	0	1	0	87
	Sr IT Systems Administrator	2	0	2	0	2	0	70
	Application/Web Developer	1	0	1	0	2	0	70
	Senior PC Specialist	2	0	2	0	2	0	59
	Help Desk Technician	1	0	1	0	1	0	51
	<b>TOTAL</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>8</b>	<b>0</b>	
<b>Human Resources Division</b>	Human Resource Manager	0	0	1	0	1	0	77
	Sr Human Resource Generalist	1	0	1	0	1	0	67
	Human Resource Generalist	1	0	0	0	0	0	61
	Human Resource Specialist	0	0	0	0	1	0	58
	Human Resource Technician	0	0	1	0	1	0	53
	Administrative Assistant I	0	1	0	1	0	1	37
	<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>1</b>	
<b>Police</b>	Police Chief	1	0	1	0	1	0	87
	Deputy Police Chief	0	0	0	0	2	0	79
	Police Captain	2	0	2	0	0	0	79
	Sr Management Analyst	1	0	0	0	0	0	66
	Executive Assistant	1	0	1	0	1	0	53
	Administrative Assistant II	2	0	2	0	2	0	41
	Administrative Assistant I	1	0	1	0	1	0	37
	Police Lieutenant	5	0	5	0	6	0	74
	Police Sergeant III (Master)	4	0	4	0	6	0	68
	Police Sergeant (Basic)	11	0	10	0	8	0	65
	Police Officer III	15	0	15	0	19	0	59
	Police Officer II	36	0	36	0	27	0	55
	Police Officer I	30	0	30	0	42	0	53
	Police Records Supervisor	1	0	1	0	1	0	54
	Police Records Technician III	1	1	1	1	1	1	47
	Police Records Technician II	2	0	2	0	1	1	43

## SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 10-11		FY 11-12		FY 12-13		Pay Range
		F/T	P/T	F/T	P/T	F/T	PT	
	Police Records Technician I	5	3	5	3	5	5	39
	Community Service Officer	8	0	8	0	7	0	45
	Building Security Officer	3	0	3	0	1	4	51
	Crime Prevention Specialist	2	0	2	0	2	0	51
	Victim Assistance Coord	1	0	1	0	1	0	51
	Evidence Custodian	1	1	1	1	1	1	51
	Crime Scene Technican II	1	0	1	0	1	0	51
	Crime Scene Tech I	1	0	1	0	1	0	47
	Crime Analyst	1	0	1	0	1	0	52
	Crossing Guard Supervisor	1	0	1	0	1	0	51
	Crossing Guard	0	79	0	87	0	87	NA
	Animal Services Manager	1	0	1	0	1	0	61
	Animal Control Officer II	3	0	3	0	4	0	45
	Animal Control Officer I	1	0	1	0	2	0	41
	Animal Control Rec Tech II	1	0	1	0	1	0	43
	Animal Control Rec Tech I	0	0	0	0	1	0	39
	<b>TOTAL</b>	<b>143</b>	<b>84</b>	<b>141</b>	<b>92</b>	<b>148</b>	<b>99</b>	
<b>Fire</b>	Fire Chief	1	0	1	0	1	0	87
	Assistant Fire Chief	0	0	0	0	0	0	81
	Battalion Chief	5	0	5	0	5	0	74
	Fire Captain	15	0	15	0	15	0	65
	Fire Financial Analyst	1	0	0	0	0	0	61
	Paramedic	37	0	37	0	37	0	61
	Fire Engineer	12	0	12	0	12	0	57
	Firefighter	12	0	12	0	12	0	53
	Executive Assistant	1	0	1	0	1	0	53
	Administrative Assistant II	1	0	1	0	1	0	41
	Administrative Assistant I	1	0	1	0	1	0	37
	<b>TOTAL</b>	<b>86</b>	<b>0</b>	<b>85</b>	<b>0</b>	<b>85</b>	<b>0</b>	
<b>Development</b>	Development Director	1	0	1	0	1	0	87
	City Planner	1	0	1	0	1	0	75
	Econ/Dev Assistance Manager	1	0	1	0	0	0	75
	CDBG/Grants Acquisition Coord	1	0	1	0	1	0	72
	Senior Planner	2	0	2	0	2	0	67
	Associate Planner	1	0	1	0	1	0	61
	Economic Development Analyst	1	0	0	0	0	0	61
	Development Coordinator	2	0	2	0	0	0	53
	Executive Assistant	1	0	1	0	1	0	53
	Administrative Assistant II	0	1	0	1	0	1	41
	<b>TOTAL</b>	<b>11</b>	<b>1</b>	<b>10</b>	<b>1</b>	<b>7</b>	<b>1</b>	

## SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 10-11		FY 11-12		FY 12-13		Pay Range
		F/T	P/T	F/T	P/T	F/T	PT	
<b>Building &amp; Safety</b>	Building Official	1	0	1	0	1	0	72
	Comb Inspection Supervisor	1	0	1	0	1	0	67
	Senior Plans Examiner	1	0	1	0	1	0	67
	Plans Examiner	1	0	1	0	1	0	62
	Combination Inspector III	2	0	1	0	1	0	61
	Combination Inspector II	1	0	1	0	1	0	57
	Permit Technician	1	0	1	0	1	0	44
	Administrative Assistant II	0	2	0	2	0	2	41
	<b>TOTAL</b>	<b>8</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>7</b>	<b>2</b>	
<b>Public Works Department Administration</b>	Public Works Director	1	0	1	0	1	0	87
	Business Manager	1	0	0	0	0	0	61
	Purchasing Technician	1	0	1	0	1	0	47
	Executive Assistant	1	0	1	0	1	0	53
	<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	
<b>G.I.S. Technical Support</b>	GIS Administrator	1	0	1	0	1	0	66
	GIS Specialist II	1	0	1	0	2	0	56
	Engineering Assistant	1	0	1	0	1	0	53
	<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	
<b>Development Review</b>	City Engineer	1	0	1	0	1	0	77
	Traffic Engineer	1	0	1	0	1	0	71
	Engineering Inspection Supv	1	0	1	0	1	0	67
	Civil Engineer I (EIT)	1	0	1	0	1	0	57
	Engineer Inspector III	1	0	1	0	1	0	61
	Engineer Inspector II	1	0	1	0	1	0	57
	Engineer Inspector I	1	0	1	0	1	0	53
	Administrative Assistant II	1	0	0	0	0	0	41
	Administrative Assistant I	0	0	0	1	0	1	37
	<b>TOTAL</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>7</b>	<b>1</b>	
<b>Capital Projects</b>	Engineer Mgr/ Capital Proj	1	0	1	0	1	0	77
	Engineer Mgr/ Utilities	1	0	1	0	1	0	77
	Civil Engineer III	2	0	2	0	2	0	65
	Contract Administrator	0	1	0	1	0	1	58
	Engineering Inspector I	1	0	1	0	1	0	53
	<b>TOTAL</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	
<b>Facilities</b>	CIP/Facilities Project Manager	1	0	1	0	1	0	72
	Facilities Maint Supervisor	1	0	1	0	1	0	59
	Sr Facilities Maintenance Tech	1	0	1	0	1	0	53
	Facilities Maint Technician III	1	0	1	0	1	0	49
	Facilities Maint Technician I	1	0	1	0	1	0	41
	<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	

## SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 10-11		FY 11-12		FY 12-13		Pay Range
		F/T	P/T	F/T	P/T	F/T	PT	
<b>Public Works: Public Svcs. and Utilities Admin.</b>	Utilities Manager	1	0	0	0	0	0	72
	Public Services Manager	1	0	1	0	1	0	72
	Utilities Superintendent	0	0	1	0	1	0	70
	Administrative Assistant III	1	0	1	0	1	0	47
	<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	
<b>Public Works: Utilities Water</b>	Water Sys Superintendent	1	0	0	0	0	0	68
	Water Operations Crew Supv	1	0	1	0	1	0	63
	Water Const Crew Supv	1	0	1	0	1	0	61
	Scada Technician	1	0	1	0	0	0	59
	Water System Operator IV	6	0	6	0	7	0	57
	Water System Operator III	2	0	2	0	2	0	53
	Water System Operator II	1	0	1	0	1	0	47
	Water System Operator I	2	0	2	0	2	0	45
	Commercial Water Meter Tech	0	0	1	0	1	0	52
	Water Const Tech III	1	0	1	0	1	0	52
	Water Const Tech II	1	0	1	0	1	0	46
	Water Const Tech I	1	0	1	0	1	0	42
	<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>18</b>	<b>0</b>	
<b>Public Works: Utilities Wastewater</b>	Wastewater Sys Superintendent	1	0	0	0	0	0	68
	Wastewater Ops Crew Supv	1	0	1	0	1	0	63
	Wastewater Const Crew Supv	1	0	1	0	1	0	61
	Wastewater System Operator IV	2	0	2	0	2	0	57
	Wastewater System Operator III	2	0	2	0	2	0	53
	Wastewater Const Tech III	2	0	2	0	2	0	52
	Wastewater System Operator II	1	0	1	0	1	0	47
	Wastewater System Operator I	1	0	1	0	1	0	45
	Seasonal Laborer	0	1	0	1	0	1	NA
	<b>TOTAL</b>	<b>11</b>	<b>1</b>	<b>10</b>	<b>1</b>	<b>10</b>	<b>1</b>	
<b>Public Works: Utilities Stormwater</b>	Stormwater Crew Supervisor	0	0	0	0	1	0	58
	Stormwater Inspector	0	0	0	0	1	0	57
	Wastewater System Operator IV	1	0	1	0	0	0	57
	Stormwater Operator	0	0	0	0	2	0	45
	Wastewater System Operator I	1	0	1	0	0	0	45
	<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	

## SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 10-11		FY 11-12		FY 12-13		Pay Range
		F/T	P/T	F/T	P/T	F/T	PT	
<b>Public Works: Public Svcs. Parks</b>	Parks Superintendent	1	0	1	0	1	0	68
	Urban Forester	1	0	1	0	1	0	61
	Events Coordinator	0	0	0	0	1	0	61
	Park Maintenance Crew Supv	4	0	4	0	4	0	53
	Parks Irrigation Specialist	2	0	2	0	2	0	45
	Park Maintenance Worker II	1	0	1	0	1	0	41
	Parks Maintenance Worker I	5	0	5	0	5	0	37
	Lead Seasonal Laborer	0	3	0	3	0	3	NA
	Seasonal Laborer	0	25	0	25	0	25	NA
	Cemetery Sexton	1	0	1	0	1	0	53
<b>TOTAL</b>		<b>15</b>	<b>28</b>	<b>15</b>	<b>28</b>	<b>16</b>	<b>28</b>	
<b>Public Works: Public Svcs. Streets</b>	Street Superintendent	1	0	1	0	1	0	68
	Street Maintenance Crew Supv	3	0	3	0	3	0	58
	Heavy Equipment Operator	2	0	2	0	2	0	53
	Equipment Operator	1	0	1	0	1	0	49
	Sweeper Operator	2	0	2	0	3	0	49
	Street Maintenance Worker III	7	0	7	0	6	0	49
	Street Maintenance Worker II	1	0	1	0	1	0	45
	Street Maintenance Worker I	4	0	4	0	5	0	41
	Traffic Sign Technician	1	0	1	0	1	0	49
	Street Maintenance Worker I	0	2	0	2	0	2	41
<b>TOTAL</b>		<b>22</b>	<b>2</b>	<b>22</b>	<b>2</b>	<b>23</b>	<b>2</b>	
<b>Public Works: Public Svcs. Solid Waste</b>	Street Maintenance Worker I	1	1	1	1	1	1	41
	<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>Public Works: Public Svcs. Fleet Maintenance</b>	Lead Fleet Mechanic	0	0	1	0	1	0	57
	Fleet Mechanic III	3	0	0	0	0	0	55
	Fleet Mechanic II	2	0	0	0	0	0	51
	Fleet Mechanic	2	0	4	0	4	0	55
	Fleet Service Technician	1	0	1	0	1	0	41
	Administrative Assistant II	1	0	1	0	1	0	41
<b>TOTAL</b>		<b>9</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	
<b>TOTAL AUTHORIZED POSITIONS:</b>		<b>411</b>	<b>127</b>	<b>402</b>	<b>136</b>	<b>419</b>	<b>143</b>	

## **BUDGET PROCESS OVERVIEW**

### Legal Requirements

Budgetary procedures for the City have been established by Utah State Statute. In accordance with state law, all appropriations lapse at the end of the budget year. However, unexpended capital projects may be reappropriated. Following are the legal procedures followed by the City:

- (1) On or before the first regularly scheduled meeting of the City Council in May, the City Manager submits a proposed operating budget for all Governmental Funds and an operating and capital budget for all Proprietary Funds for the subsequent fiscal year.
- (2) A public hearing is held to receive input on all aspects of the tentative budget. The hearing is preceded by a notice in the local newspaper. The notice must be given at least seven days before the hearing and includes the time, date and place of the hearing. All budget documents are required to be available for public inspection ten days prior to the public hearing.
- (3) On or before June 30, a final balanced budget must be adopted for the subsequent fiscal year beginning July 1. If a tax increase is proposed, a Truth-in-Taxation hearing must be held in August on a date specified by the Salt Lake County Auditor. At this time the final balanced budget is adopted.
- (4) The City Manager, acting as the Budget Officer, has the authority to transfer budget appropriations between individual line items within any department of any budgetary fund.
- (5) The City Council, by resolution, has the authority to transfer budget appropriations between budgetary funds or between the individual departments of any budgetary fund.
- (6) A public hearing must be held to increase the total appropriations of any Governmental Fund. However, after the original public hearing, operating and capital budgets of Proprietary Funds may be increased by resolution without an additional hearing.
- (7) The appropriate director or department head is the authorized officer charged with the responsibility of staying within the department budget and authorizing no expenditures in excess of said budget as required by the Utah Fiscal Procedures Act.

- (8) Monthly financial reports are prepared by the Director of Finance for the City Manager. The reports are also presented to the City Council. These reports contain a budgetary statement showing a comparison of budget to actual for all budgetary funds of the City.
- (9) Utah State law prohibits the appropriation of unrestricted General Fund balance until it exceeds 5% of the sum of General Fund revenues. Until unrestricted fund balance is greater than the above amount, it cannot be appropriated, but is used to provide working capital until tax revenue is received, meet emergency expenditures, and cover unanticipated deficits. When unrestricted fund balance is greater than 18% of the sum of expected General Fund revenues, the excess must be appropriated within the following two years.

### Basis of Budgeting

The basis of budgeting applied to each fund budget is, in general, the same as the basis of accounting applied to the related fund's financial statements. Governmental Fund types (General Fund, Capital Projects Funds, and Special Revenue Funds) use the modified accrual basis of accounting and Proprietary Fund types (Enterprise Funds and Internal Service Funds) use the accrual basis of accounting. For the Proprietary Fund types, the basis of budgeting differs from the basis of accounting in that capital expenditures are treated the same as in the Governmental Fund types.



## **BUDGET PROCESS AND CALENDAR FISCAL YEAR 2012-2013**

January 19-20	City Council and Staff Strategic Planning Session.
February 20	Department heads and Budget Officer generate FY 2011-2012 year-end estimates.
February 20	Department heads present FY 2012-2013 revenue budget proposals to the Budget Officer.
March 5	Department heads present FY 2012-2013 expenditure budget proposals, including narratives and work plans, to the Budget Officer.
March 7	Citizen Workshop/Open House.
April 11	City Manager delivers the City Manager's FY 2012-2013 Proposed Budget to the City Council.
April 18	Citizen Workshop/Open House (tentative).
April 25	City Council reviews the Proposed Budget.
May 9	City Council reviews the City Manager's Proposed Budget and adopts the Tentative Budget.
May 16	City Council reviews the Tentative Budget (if needed).
May 23	City Council reviews the Tentative Budget (if needed).
June 13	City Council holds a public hearing on the Tentative Budget; or states the intent to exceed the certified property tax rate.
June 13	City Council has final discussions on budget issues, adopts the Final Budget, and sets the property tax rate; or states the intent to exceed the certified property tax rate.
August 14	If the City Council has stated an intent to exceed the certified property tax rate; City Council holds a Truth-in-Taxation hearing, has final discussions on budget issues, adopts the Final Budget, and sets the property tax rate.
November 30	City Manager presents the Budget Document to the City Council.

## BUDGET PREPARATION POLICY

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- a) On or before February 1<sup>st</sup> of each year, the city manager shall meet with the City Council and review the city's strategic plan, budget goals and policies.
- b) The following policies shall be in effect in preparing the city manager's proposed budget and in administering the finally adopted budget thereafter:
  - 1. The burden of financing city government should, with reasonable deviations, be financed in accordance with the basic principle of "benefits received."
  - 2. As a general principle, the broad group of basic services rendered to the general public, such as police and fire protection, streets and parks, should be financed from revenues imposed on the broad general public, as through property taxes and sales taxes, franchise taxes or other broad-based taxes. The cost of increased demand on these services due to new development should be financed through the collection of development impact fees.
  - 3. Special services rendered to special groups of citizens (whether individual or business groups) should be financed by special fees or assessments. Examples are: a) special improvements to private property, paid for by abutting property owners; b) regulatory license fees and permits imposed on individual businesses; c) planning and permit fees imposed for planning and zoning services rendered for the benefit of real estate developers and individual home builders.
  - 4. The city should seek to maintain stable tax rates for taxes imposed on the broad general public. As a general rule, growth or decline in population and new businesses should produce revenue increases or decreases approximately equal to the changing cost of existing services. As a guiding principle, therefore, the rate of property taxes or sales taxes or franchise taxes should not be increased or decreased unless inflation or deflation has clearly changed operation costs faster than the natural changes in the tax base or changed levels of services are commenced.
  - 5. The city will estimate its annual revenues in all budgeted funds by an objective, analytical process; conservative estimates will be utilized.
  - 6. The city will maintain a forward moving projection of revenues for a three-year period in its principal operating funds. Each existing and potential revenue source will be reexamined annually and may be adjusted based on current experience concurrent with midyear budget adjustments.
  - 7. The city will utilize one-time or special-purpose revenues (such as program grants) for capital expenditures or for specific expenditures required by the terms of the grant, and not to subsidize recurring personnel and operation and maintenance cost, except where application of these added capital projects would result in increased operating costs.
  - 8. Special fees, assessments, or user-type charges imposed to assist in financing activities in the city's general fund, which benefit special segments of the broad general public,

- shall be established at a level closely related to the cost of providing the relevant services.
9. Each year the city shall recalculate the full costs of activities supported by special fees or charges to identify the impact of inflation/deflation and other cost modifiers; such fees or charges will be adjusted to compensate for related cost changes.
  10. The city shall actively seek all available grant and supplementary funding for operating or capital purposes in any fund.
  11. A minimum 5% fund balance for restricted use, as required by law, with a desired target minimum of 10%, and a maximum of 18%, shall be permitted to accumulate in the city's general fund for the following purposes: To provide sufficient working capital; serve as a cushion or reserve if ever needed to absorb emergencies, such as a fire, flood, or earthquake; or to cover any unanticipated deficit, resulting from a shortfall in actual revenues in a given budget year. Emergency spending shall comply with ordinance and policies adopted by the City Council.
  12. Each department expenditure budget shall be prepared on the basis of true economic need and without regard for providing contingency within each department. Estimating budget expenditures shall be conservative and tight.
  13. In case budget estimates prove high or low, future adjustments will be made without prejudice.
  14. Each tentative budget may contain a general contingency in the City Council account. In administering the general contingency, the city manager may distribute up to 50% of the total amount budgeted for general contingency using his best professional judgment, without the consent of the City Council. He shall make at least a quarterly report to the City Council of contingency distributions. Any single distribution of the general contingency in excess of \$10,000.00 shall have the consent of the council prior to the distribution. The second 50% of the general contingency, or any portion thereof, shall be distributed only with the consent of the City Council.
  15. Unless otherwise directed by the City Council in the pre-February 1st planning meeting, the city manager's proposed budget shall be prepared to continue providing the same level of service as was provided in the previous budget year.
  16. The priorities of the strategic plan shall be provided for, as far as resources will allow.
  17. Any proposals for increasing the full-time staff will be specifically called out in both the proposed department budget and in the budget message.
  18. The city manager's proposed budget shall comply with the present pay policy of the city and the city manager shall submit to the City Council the amounts of funding which will be allocated for market adjustments, reclassifications, and cost of living adjustments within the amount designated for employee compensation adjustments.
  19. Proposals for capital projects shall comply with the adopted Capital Projects Plan.

20. Funds allocated for capital projects which are not disbursed during a fiscal year, because the capital project is incomplete, shall be reserved for the same capital project in the budget of the following fiscal year.
  21. Class C road moneys shall be budgeted exclusively for major maintenance, overlays, new construction of roads and items directly related to the same.
  22. The fee rates of the enterprise funds shall be examined each year to ensure that revenues reasonably relate to necessary expenditures.
  23. The city manager shall endeavor to place an amount of sales tax, at least equal to 25% of all general fund property taxes assessed, exclusively for the purpose of funding capital projects not already funded from other allocable fees and taxes.
- c) On or before the first regularly scheduled meeting of the City Council in May of each year, the city manager shall prepare for the ensuing year, on forms acceptable to the state auditor, and file with the City Council, the city manager's proposed budget for each fund for which a budget is required. The city manager's proposed budget of each fund shall set forth in tabular form:
1. Actual revenues and expenditures in the last completed fiscal year;
  2. Budget amounts for the current fiscal year;
  3. Actual revenues and expenditures for a period of five to nine months, as appropriate, of the current fiscal year.
  4. Estimated total revenue and expenditures to complete the current fiscal year;
  5. The estimates of revenues and expenditure for the next upcoming year, computed in the following manner:
    - i. The city manager shall estimate, on the basis of demonstrated need, the expenditures for the budget year after a review of the budget requests and estimates of the department heads. Each department head shall be heard by the city manager prior to making of his final estimates, but thereafter he may revise any department's estimate, as he deems advisable for the purpose of presenting the budget to the City Council.
    - ii. The city manager shall estimate the amount of revenue available to serve the needs of each fund, estimate the portion to be derived from each revenue source. Should such total revenue show a surplus to the projected expenditures, the city manager shall provide recommendations to deal with that excess, to include options for reduction of property and franchise tax and potential impact of each recommendation.
- d. Each city manager's proposed budget, when filed with the City Council, shall contain the estimates of expenditures submitted by department heads, together with specific work programs and such other supporting data as state statute or the City Council may request. The City Manager may submit a supplementary estimate of all capital projects which each department head believes should be undertaken within the next three succeeding years.
- e. Each city manager's proposed budget, submitted to the City Council shall be accompanied by a budget message, which shall explain the budget, contain an outline of the proposed financial policies of the city for the budget year, and shall describe in connection therewith the important features of the budgetary plan. It shall

set forth the reasons for salient changes from the previous year in appropriation and revenue items and shall explain any major changes in financial policy.

- f. The city manager shall require all expenditures by any department to conform with the departmental budget.
- g. To implement the system of budget control, including use of the encumbrance system, the city manager shall keep separate accounts for the items of appropriation contained in the budget of each applicable fund, each of which shall show the amount of the appropriation, the recorded expenditures, the unexpended balance, the recorded encumbrances, and the unencumbered and no expenditure shall be made against any departmental appropriation unless there is sufficient encumbered balance in the department's appropriation, except in cases of emergency as provided in this chapter. [A10-6-111, UC]

**Section 2-7-203** Adoptions of tentative budget, preparation of final budget and public hearings.

- a) After each city manager's proposed budget has been submitted to the City Council, it shall be reviewed, considered or amended, and adopted as the City Council's tentative budget. This may take place in any regular meeting or special meeting called for that purpose. Prior to its adoption, it may be amended or revised in such manner as is deemed advisable by the City Council prior to public hearings.
- b) No appropriation required for debt retirement and interest or otherwise required by law or ordinance may be reduced below the minimum so required.
- c) At the meeting at which each tentative budget is adopted, the City Council shall establish the time and place of a public hearing to consider its adoption as a final budget and shall order that notice be published at least seven days prior to the hearing in at least one issue of a newspaper of general circulation published in the county. If there is no such newspaper, the notice required by this section may be posted in three public places within the city.
- d) Each tentative budget adopted by the City Council and all supporting schedules and data shall be a public record in the office of the city clerk and shall be available for public inspection at least 10 days prior to the adoption of a final budget.
- e) At the time and place advertised, or at any time and place to which the public hearing may be adjourned, the City Council shall hold a public hearing on the budgets tentatively adopted. All interested persons in attendance shall be given an opportunity to be heard, for or against, the estimates of revenue and expenditures or any item thereof in the tentative budget of any fund.

## WEST JORDAN COMMUNITY PROFILE

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The City of West Jordan was founded by Mormon settlers around 1849. Since the city lies on the western banks of the Jordan River, the city was named West Jordan. Until about 1973, West Jordan remained largely a rural area.

Since then, population growth has been extraordinary, beginning in the 1970s and continuing unabated since. The population grew from 4,221 in 1970 to 27,327 in 1980. In 1990 it reached 42,892, and in 2000 it was 78,733, an 83.6% increase. Today West Jordan is Utah's fourth largest city, with a population of almost 107,000 residents.

The city occupies the southwest end of the Salt Lake Valley, which is surrounded by the Oquirrh and Wasatch mountains. It shares borders with Taylorsville, Kearns, South Jordan, Sandy, Murray, Midvale, Copperton, and West Valley City. West Jordan is fortunate to have a large share of vacant land left for future growth within Salt Lake County.

### Demographics

#### West Jordan Residents

Population .....	106,954
Median Age .....	28.2 years
Population Under 18 Years.....	35.2%
Population Over 65 Years.....	4.6%
Average Family Income .....	\$74,020

### Miscellaneous Statistics

#### City Government

Year of Incorporation .....	1941
Date Present Form of Government Adopted.....	May 26, 1981
Form of Government .....	Council/City Manager

#### Education

Number of Elementary Schools .....	17
Number of Middle Schools.....	4
Number of High Schools.....	2
Number of Special Needs Schools .....	1
Number of Charter Schools .....	3

#### Culture and Recreation

Acres of Parks, Trails & Open Space .....	839
Number of Baseball/Softball Fields.....	20
Number of Soccer Fields .....	20

#### Principal Employers

#### Employees

Jordan School District.....	3,086
Jordan Valley Medical Center.....	625
Walmart.....	581
Fairchild Semiconductor .....	575
City of West Jordan .....	564
Sysco Intermountain Food Services .....	436
Mountain America Credit Union .....	380

## BUDGET GLOSSARY

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The Annual Budget contains specialized and technical terminology that may be unique to public finance and budgeting. A budget glossary is included to help understand these terms.

**Accountability Center:** A comprehensive grouping of responsibility for each Department, including both operations and any support or custodial funds assigned to that Department.

**Appropriation:** An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

**Employee Benefits:** Payments made on behalf of employees for such items as retirement and health insurance.

**Budget:** Financial plan for a specified period of time (typically a “fiscal” year running from July 1<sup>st</sup> of one year through June 30<sup>th</sup> of the next) that matches all estimated revenues and appropriation of expenditures for various municipal services. By state law, the budget must balance.

**Budget Amendment:** Budgets are estimates, and therefore, from time to time it may be necessary to amend the City’s budget. City budgets can and should be amended if it is apparent that expenditures are going to exceed the budget for any reason. Budgets can be amended as late as the last day of the fiscal year. A budget is also an appropriation of funds. Therefore, it is not permissible to amend the budget after the fiscal year has ended.

**Budget Calendar:** The schedule of key dates or milestones which the City departments follow in the preparation, adoption, and administration of the budget.

**Budget Message:** The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager.

**Capital Projects and Funds:** Capital projects involve the construction of infrastructure and facilities that are typically high cost and long term. The Capital Projects Funds are used to account for the financial resources used in the acquisition or construction of the major capital facilities of the City other than those financed by the proprietary funds.

**Capital Outlay:** Capital Outlay is the portion of the annual operating budget that appropriates funds for the purchase of capital equipment items such as: machinery, automobiles, heavy equipment and special tools. These items are usually distinguished from operating items according to their value and projected useful life.

**Capital Strategic Plan:** A system of identifying future infrastructure needs, assigning priorities, and planning resources to complete capital projects.

**Certified Tax Rate:** The rate of tax to be levied and collected upon the assessed valuation of all property.

**Charges and Services:** Expenditures for such items as utility costs and contractual agreements.

**CIP:** Abbreviation for Capital Improvements Project. Projects are described in the Capital Strategic Plan.

**Contingency:** Funds budgeted for unknown or unexpected expenditures during the budget year.

**Debt Service:** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

**Department:** A major administrative division of the City which indicates overall management responsibility for an operation or group of related programs within a functional area.

**Disbursement:** Payment for goods and services in cash or by check.

**Encumbrance:** The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

**Enterprise Fund:** Governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. City of West Jordan enterprise funds are established for services such as water, sewer, and solid waste.

**Estimated Revenue:** The amount of projected revenue to be collected during the fiscal year. The amount of revenue appropriated is the amount approved by the City Council.

**Expenditure:** This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. *Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.*

**Expenses:** Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.

**Fiscal Year:** The 12-month period designated by the State Code signifying the beginning and ending period for recording financial transactions.

**Fiscal Sustainability:** The ability of the city to create and maintain service levels by the long-range balancing and management of resources and costs.

**Fixed Assets:** Assets of long-term character which are intended to continue to be held or used such as land, buildings, machinery, furniture and other equipment.

**Fund:** An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions.

**Fund Balance:** Fund balance is the excess of assets over liabilities.

**General Fund:** The General Fund is the primary operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. Administrative services rendered to other funds are charged to such funds and are shown as charges for services.

**Governmental Fund Type:** This type of fund is used to account for activities usually associated with a typical state or local government's operations. The measurement of activity is on current financial resources for sources and uses of funds.

**Grant:** A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.



**Interfund Transfers:** Amounts transferred from one fund to another.

**Intergovernmental Revenue:** Revenue received from another government for a specified purpose.

**Internal Service Fund:** Funds used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

**Levy:** To impose taxes, special assessments, or service charges for the support of City activities.

**Line-Item Budget:** Budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately along with the dollar amount budgeted for each specified category.

**Maintenance Level Budget:** Funds budgeted to maintain services and programs at present levels.

**Municipal Building Authority:** The Municipal Building Authority (MBA) is a separate legal entity and is reported as a Capital Projects Fund. The MBA was established to finance and construct municipal buildings that are then leased to the City. The City Council serves as the board of trustees for the MBA and therefore the MBA is reported as if it were part of the primary government.

**Non-Departmental:** Expenditures items in the General Fund that are not related to a specific department.

**Operating and Maintenance Supplies:** Expenditures for goods and services used in day-to-day operations such as office supplies.

**Operating Budget:** The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.

**Operating Expenditure (Expense):** Expenditures incurred in day-to-day operations including operating and maintenance supplies, travel and education, charges and services, data processing and other operating expense.

**Operations Strategic Plan:** A fiscally balanced assignment and long-range plan of resources to accomplish operational (as opposed to capital) goals of the city.

**Program:** Activities, operations or organizational units directed to attaining specific purposes or objectives. At the program level, work plans are developed, resources are allocated, and performance measurements defined and reported.

**Program Budget:** A budget that focuses on discrete, complementary work units rather than larger organizational units or object classes of expenditure in order to facilitate cost analysis, accountability, and decision making.

**Property Tax:** Taxes levied on real and personal property according to the property's assessed value.

**Salary Range:** The lower and upper limits of salary for each authorized employment position ranked according to difficulty of services performed. Advancement within a range occurs at periodic intervals (usually annual) based on merit.

**Redevelopment Agency:** The Redevelopment Agency was legally created as authorized by the Utah Neighborhood Development Act. The City Council is designated by ordinance as the governing

body of the Agency. Therefore, the Agency is part of the reporting entity and is reported as a Special Revenue Fund.

**Reserve:** An account used to indicate that portion of a fund's balance that is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**Revenue:** Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**Risk Management:** An organized approach to identifying, reducing, funding, and transferring risk and liability.

**Salaries:** Payments made to employees for services rendered.

**Source of Revenue:** Revenues are classified according to their source or point of origin.

**Step:** Within a salary range, the level of pay earned by an employee.

**Support Funds:** Funds created to support operational funds. May include purposes such as debt service, future asset replacement, contingency reserves, etc.

**Tax Increment:** The difference between the amount of property tax revenue generated from the current assessed value of property within a redevelopment area, economic development area, or community development area from the amount of tax revenue generated from the assessed value of property in the year the redevelopment area, economic development area, or community development area was created.

**Tax Increment Financing (TIF):** The use of tax increment monies to fund infrastructure or other improvements in redevelopment areas, economic development areas, or community development areas.

**Transfers to Other Funds:** Move money to another fund in order to assist that fund in meeting operational or special project costs.

**Transparency:** Gathering, organizing, reporting, and creating open access to data and information that is critical to the understanding, evaluation, and decision making for the internal organization and external parties, particularly the citizen community.

**Unencumbered Balance:** Amount of an appropriation that is neither expended or encumbered.