

**CITY OF WEST JORDAN
STATE OF UTAH**



**ADOPTED BUDGET
FISCAL YEAR 2013–2014**

ELECTED OFFICIALS

Melissa K. Johnson
Clive M. Killpack
Judy Hansen
Chris McConnehey
Chad Nichols
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
Ryan Bradshaw
Kim Wells

City Manager
Budget Officer
Finance Manager
Communications Manager

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CITY MANAGER'S BUDGET MESSAGE



City of West Jordan
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West Jordan, Utah 84088
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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, 2014. 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 slow economic recovery, 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

In February of this year, the City Council adopted a community strategic plan. This document detailed six strategic directives that citizens stated were their priorities going forward. Specifically, citizens stated that fiscal sustainability, a strong sense of community, safety, community and aesthetics, care and improvement of infrastructure, and economic development are their priorities through 2018. Using this important plan as a blueprint, the Council established their goals for 2013/2014. Each one of the Council's goals ties back to one or more of these strategic directives or citizen priorities.

While Utah's economy has emerged as one of the fastest-growing in the nation, our future is still uncertain. Nevertheless, our strategic plan will help the City focus its resources on the programs that are of most importance to our citizens. Meanwhile, we will also be aggressively cultivating and pursuing every option to become more efficient in our delivery of essential services. Key to this endeavor is our recent introduction of Lean principles to our senior staff and employees. We will be reviewing processes in every department during the coming year to eliminate waste and increase the level of service provided by our departments.

The coming year will also see the City launch a new branding initiative, a key element of our economic development strategic plan. Carrying the theme "Imagine West Jordan," we will enlist all segments of our community to participate in this endeavor. The theme necessarily intends to connect us with our pioneer past, as we set the community on the path toward the future. We have come a very long way as a community in the last 25 years, to emerge as Utah's fourth-largest city and a center of commerce, education, and employment. With a new community strategic blueprint in place, working together as a community, "imagine" how far we can go from here. The new branding strategy will carry all the visual trappings of a marketing campaign, i.e. new logo, city slogan, etc. However, branding is an initiative that changes an organization or

community from the inside out. Our branding strategy in West Jordan is built upon five primary pillars: Communication, Customer Service, Community Aesthetics, Infrastructure Improvements, and Government Efficiency. This year's budget supports the beginning of this critically important endeavor.

ECONOMIC DEVELOPMENT

It is incumbent upon us to develop as broad of revenue base as possible, so as to avoid the placement of too much burden on any segment of our community. Economic development, or the encouragement of private investment, is one means of accomplishing this. As mentioned above, the City has recently introduced and the Council has ratified an economic development strategy for West Jordan. Now in its seventh month of implementation, this plan aggressively seeks to broaden our economic base by building the wealth of our community.

This is a critically important time to invest in economic development. To be sure, we have seen signs of a bettering economy, and companies are beginning to invest in expansion. While branding is certainly an important aspect or element of our economic development strategy, so is corporate recruitment and retention. The last fiscal year saw the addition of Boeing, with its commitment to invest millions in our community. We continue to cultivate opportunities through the Economic Development Corporation of Utah and the Governor's Office of Economic Development as we reach out to companies across the country that are being drawn to the second best state economy in the country and one of the best business climates in the world. We expect to have more corporate announcements in 2014.

Meanwhile, on the retail and redevelopment side, we continue to work on development at the corner of 7800 South and 5600 West. Slated to open at the latter end of 2014, this new shopping center will feature a variety of retailers that will bring badly needed access to goods and services on the west end of our community. We are also working on the redevelopment of the 7800 South and 3200 West block. Meanwhile, our first Transit Oriented Development (TOD) is expected to make significant progress in 2014. Finally, progress continues and is expected to continue specific to our downtown redevelopment project to the east of City Hall. Working with the Arbor and Gardner companies, the developers of the District in South Jordan, in partnership with the Jordan School District and the Utah Transit Authority, our hopes and ambitions are to bring a 21st century mixed-use development of retail, residential, and office elements to our downtown area. It is clearly an ambitious endeavor, but one that is absolutely essential to our community's future.

A DISCUSSION OF REVENUES

Sales tax revenue, a primary municipal revenue source, declined dramatically from 2008 to 2011. In fact, most cities, including ours, lost a half decade of sales tax growth. Nevertheless, in 2012 and again in 2013 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, the national healthcare program, national and global fiscal instability, changes in state legislative policy, or all of the above. This budget also projects a 1.5% projected increase to utility franchise tax revenue and a 11.6% increase in metered water sales. Congruent with citizen expectations as articulated in the strategic plan, the City Council decided to establish infrastructure replacement funds for our utilities. The Council also decided to restructure water rates, so as to better correspond with water usage. Utility rates, except those associated with solid waste, were adjusted in this fiscal year to accommodate these changes.

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).

The 2012/2013 budget carried a 17% increase in the local government portion of the property tax. This change translated 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. While this budget proposed and carries no increase in the local property tax rate, we will need to monitor the trajectory of property tax revenue into the future. Likewise, adjustments in other fees will 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 \$47 million, the City of West Jordan expends more than half of that amount (55%) 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 continues to provide support for the best possible emergency services. This year we will see upgrades in our emergency fleet and patrol car cameras. We will also see a new mobile command center, which replaces the current antiquated vehicle. Meanwhile, innovations, such as citizen online reporting and the new Car 53 program from the Fire Department, promise to pay huge dividends in terms of citizen savings.

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 (\$8,050,000), our storm system (\$3,821,946), our water system (\$5,906,950), our sanitary system (\$2,314,668), and our fleet (\$2,527,336).

WHERE WE GO FROM HERE

It should be obvious that we cannot simply play offense without a sound defense. While the efforts and support of the City Council to increase revenues to meet critical service needs were much needed and appreciated, we must now continue to 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 and streamline processes. 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 by using our 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 2014.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. Davis", with a stylized flourish at the end.

Richard L. Davis, ICMA-CM
City Manager

BUDGET HIGHLIGHTS

- The Information Technologies Fund was reactivated to account for the acquisition of a new enterprise resource planning software system and to account for replacement of the various types of information technology hardware. Hardware replacements had previously been accounted for in the IT Hardware Program in the General Fund.
- The Office of Community Affairs was created within the Administrative Services Department. This action moved the Public Information program from the City Manager's Office into the Administrative Services Department and moved the various community-event-related programs from the Parks Division into the Administrative Services Department.
- The City Council provided funding for a 2 percent merit increase for City employees. The top end of each pay range was increased by 1.75 percent. Actual pay increases administered to individual employees consisted of increases to base pay combined with one-time bonuses, depending on each employee's respective situation.
- The City Council approved supplemental additions to the General Fund budget in the amount of \$430,100. Some of the more significant items are as follows:

Replacement of Police in-car cameras	\$ 100,000
Facilities Maintenance Tech. II position	55,000
Electrician position (split w/Water Fund)	35,000

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

Facilities Maintenance Technician II	Range 45
Electrician	Range 57
Real Property Agent (part time)	Range 66
Administrative Analyst (seasonal)	No Range
Volunteer Services Coordinator	Range 49
Utilities Superintendent	Range 70
Mayor—Upgrade to full time	No Range

OUTCOME MEASURES

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. Our goal is to efficiently use the resources with which we are entrusted to provide the highest level of service. When City Manager Rick Davis took office in August 2011, he began implementing performance measures to 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 second year City staff has been actively tracking performance measures. The goal is to actively collect data 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
- Provision of safe and appropriate community events/celebrations

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
- Number of community events administered
- Citizens attending community events

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

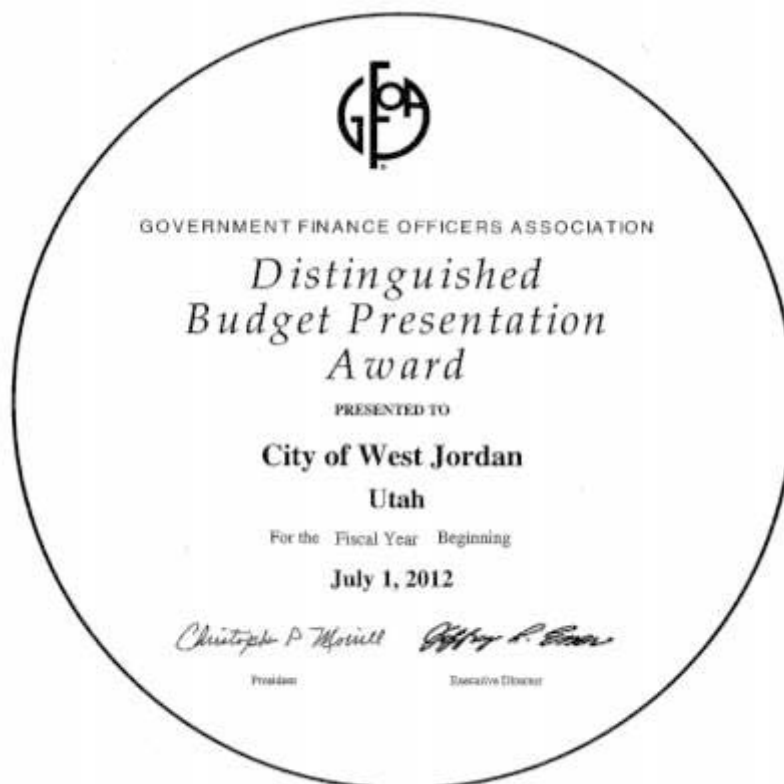
OUTCOME MEASURES

- 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
- Engineering reviews and inspections provided

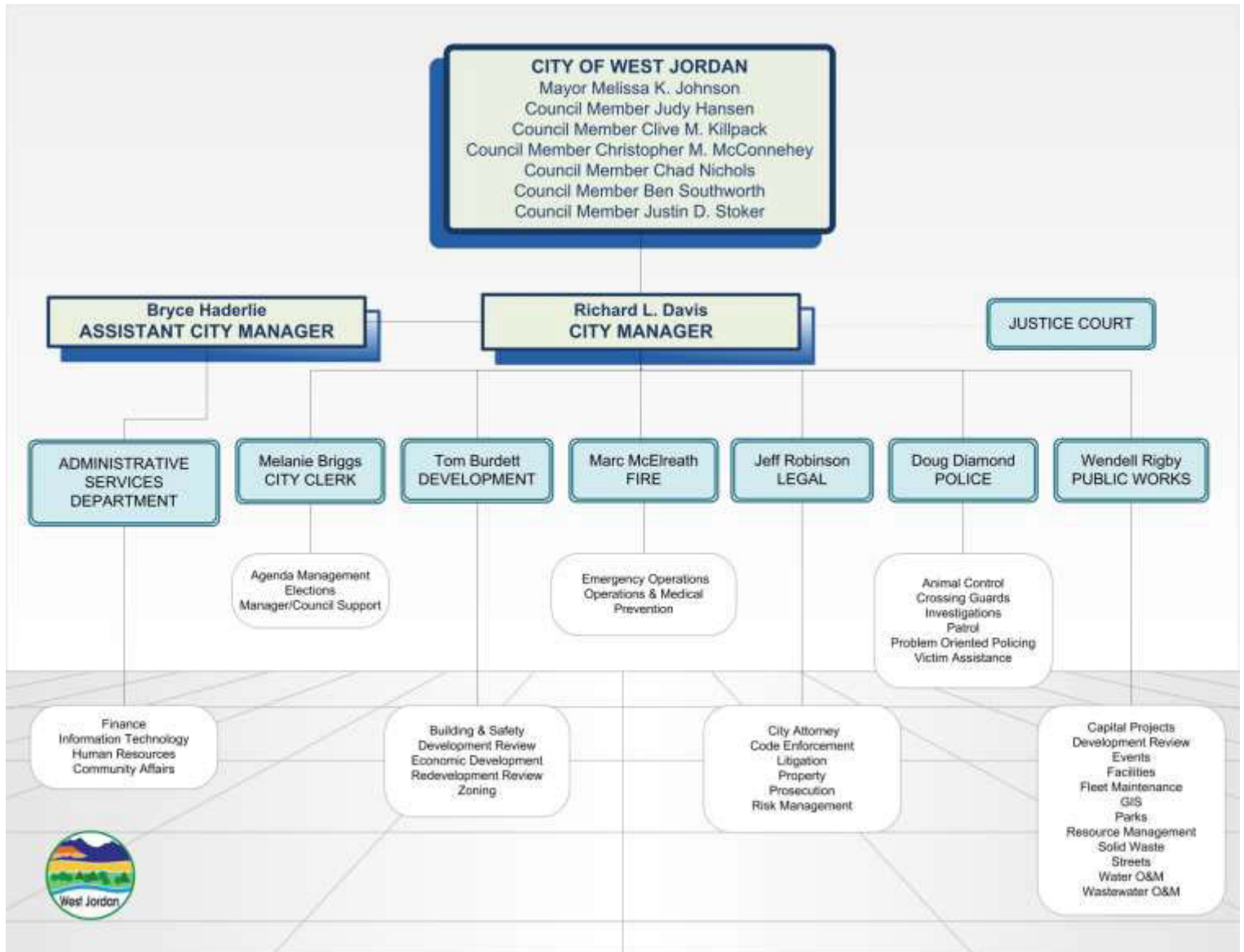
GOVERNMENT FINANCE OFFICERS ASSOCIATION AWARD

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, 2012 and ending June 30, 2013. 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.

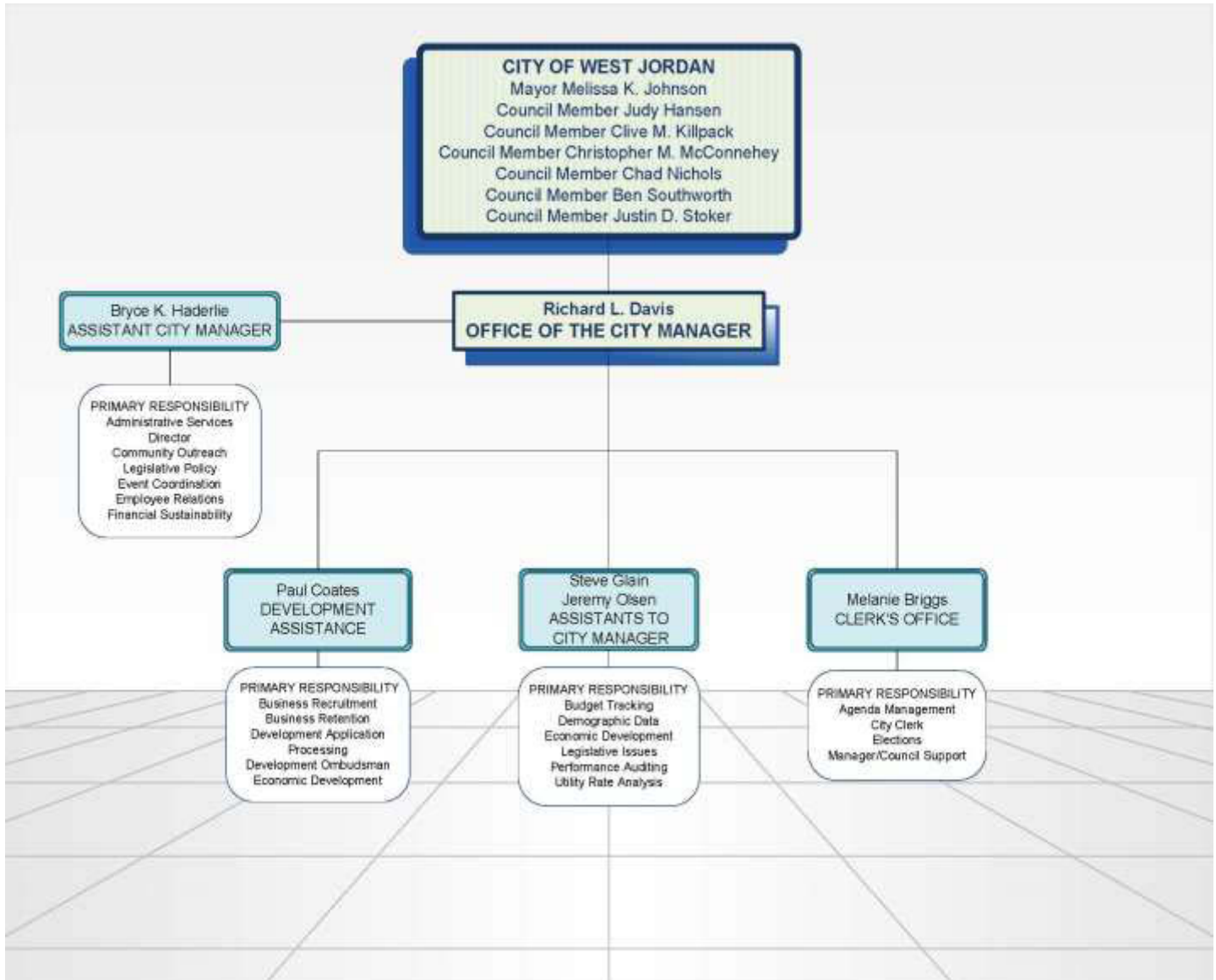
This award is valid for one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



CITY ORGANIZATIONAL CHART BY DEPARTMENT



CITY ORGANIZATIONAL CHART OFFICE OF THE CITY MANAGER



OVERVIEW

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CITY OF WEST JORDAN
SUMMARY OF ADOPTED BUDGETS
FISCAL YEAR 2013-2014

	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	16,705,954	45,970,383	3,741,626	484,933	50,196,942	46,477,945	3,718,997		50,196,942	16,221,021
25 FAIRWAY ESTATES	14,162	10,944		4,315	15,259	15,259			15,259	9,847
29 KRAFTMAID SID	830,370	0	201,617		201,617	201,617			201,617	830,370
42 BUILDING AUTHORITY	2,004,755	2,507,000	853,967		3,360,967	3,353,997		6,970	3,360,967	2,011,725
43 CAPITAL SUPPORT	2,720,504	824,174	30,000	2,092,453	2,946,627	1,246,627	1,700,000		2,946,627	628,051
44 ROAD CAPITAL	7,088,673	5,268,000	2,865,000	297,844	8,430,844	8,050,000	380,844		8,430,844	6,790,829
45 PARKS CAPITAL	3,733,389	785,000		1,173,119	1,958,119	1,903,000	55,119		1,958,119	2,560,270
47 BUILDINGS CAPITAL	867,927	132,800			132,800	0		132,800	132,800	1,000,727
48 CDBG	(354)	630,725		102,500	733,225	733,225			733,225	(102,854)
51 WATER	7,341,448	18,910,947			18,910,947	16,663,787	1,703,888	543,272	18,910,947	7,884,720
52 SEWER	5,867,099	8,887,323			8,887,323	7,514,329	941,210	431,784	8,887,323	6,298,883
54 SOLID WASTE	3,603,509	3,773,504		13,106	3,786,610	3,396,511	390,099		3,786,610	3,590,403
55 STORMWATER	2,004,140	4,576,404		323,358	4,899,762	4,555,138	344,624		4,899,762	1,680,782
61 FLEET	2,564,819	4,468,928		235,292	4,704,220	4,698,378	5,842		4,704,220	2,329,527
62 INFORMATION TECH.	210,320	330,000	1,700,000		2,030,000	2,030,000			2,030,000	210,320
67 RISK MANAGEMENT	3,241,382	1,090,000	50,000		1,140,000	1,045,000		95,000	1,140,000	3,336,382
80 ECONOMIC DEV. AREA 3	796,335	1,002,306			1,002,306	1,002,306			1,002,306	796,335
81 REDEVELOPMENT AREA 1	941,565	506,743			506,743	506,743			506,743	941,565
82 REDEVELOPMENT AREA 2	653,612	143,216		961	144,177	144,177			144,177	652,651
83 REDEVELOPMENT AREA 3	348,807	52,000			52,000	52,000			52,000	348,807
84 REDEVELOPMENT AREA 4	1,738,686	474,609			474,609	474,609			474,609	1,738,686
85 REDEVELOPMENT AREA 5	725,865	320,440			320,440	320,440			320,440	725,865
87 ECONOMIC DEV. AREA 4	11,970	39,090			39,090	39,090			39,090	11,970
89 ECONOMIC DEV. AREA 2	(648,036)	495,075		852,844	1,347,919	1,146,302	201,617		1,347,919	(1,500,880)
TOTAL		101,199,611	9,442,210	5,580,725	116,222,546	105,570,480	9,442,240	1,209,826	116,222,546	

NOTE: BEGINNING FUND/CASH BALANCE FIGURES ARE ESTIMATES ONLY

CITY OF WEST JORDAN FUND STRUCTURE OVERVIEW

The City of West Jordan uses 24 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 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING FUND BALANCE	9,738,597	14,891,515	14,891,515	16,705,954
REVENUES & OTHER SOURCES				
TAXES	31,990,925	34,377,242	34,969,500	35,219,237
LICENSES & PERMITS	1,597,257	1,689,550	1,519,885	1,740,700
INTERGOVERNMENTAL	4,310,606	3,894,981	3,864,896	3,784,681
CHARGES FOR SERVICE	2,788,866	2,830,885	2,884,932	3,087,205
INTERFUND CHARGES	4,043,403	3,690,514	3,690,514	3,741,626
FINES & FORFEITURES	1,737,513	2,100,500	1,488,293	1,500,500
MISCELLANEOUS	476,485	536,391	447,239	405,060
EVENTS	0	194,000	200,289	233,000
TRANSFERS IN	632,518	0	0	0
CONTRIBUTIONS (USE OF RESERVES)	0	5,026,604	0	484,933
TOTAL REVENUES & OTHER SOURCES	47,577,573	54,340,667	49,065,548	50,196,942
EXPENDITURES & OTHER USES				
OFFICE OF CITY MANAGER	2,631,561	3,256,760	3,256,760	3,082,452
COURTS	758,502	765,656	765,656	772,365
ADMINISTRATIVE SERVICES	5,686,424	5,705,706	5,705,706	5,523,902
CITY ATTORNEY	1,179,911	1,431,070	1,431,070	1,577,951
PUBLIC WORKS	8,555,247	15,959,707	11,670,149	11,810,011
DEVELOPMENT	1,699,041	1,543,908	1,543,908	1,531,982
POLICE	13,175,846	16,088,350	16,088,350	16,181,621
FIRE	8,738,123	9,589,510	9,589,510	9,716,658
PROJECTION ADJUSTMENT			(2,800,000)	
TOTAL EXPENDITURES & OTHER USES	42,424,655	54,340,667	47,251,109	50,196,942
ENDING FUND BALANCE	14,891,515	9,864,911	16,705,954	16,221,021

NOTE: BEGINNING FUND BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

FAIRWAY ESTATES SPECIAL SERVICE DISTRICT FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING FUND BALANCE	14,497	16,352	16,352	14,162
REVENUES & OTHER SOURCES				
PROPERTY TAXES	10,212	10,119	10,119	10,124
MOTOR VEHICLE TAXES	1,511	800	800	800
PENALTY & INT ON DEL TAX	5	20	20	20
INTEREST EARNINGS	104	0	0	0
CONTRIB. FROM FUND BALANCE	0	2,190	0	4,315
TOTAL REVENUES & OTHER SOURCES	11,832	13,129	10,939	15,259
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	9,977	13,129	13,129	15,259
TOTAL EXPENDITURES & OTHER USES	9,977	13,129	13,129	15,259
ENDING FUND BALANCE	16,352	14,162	14,162	9,847

NOTE: BEGINNING FUND BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

KRAFTMAID SPECIAL IMPROVEMENT DISTRICT FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING FUND BALANCE	824,383	830,370	830,370	830,370
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	5,988	0	0	0
LOAN REPAYMENT	200,116	0	0	0
TRANSFER FROM RDA FUND	0	201,617	201,617	201,617
TOTAL REVENUES & OTHER SOURCES	206,104	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	830,370	830,370	830,370	830,370

NOTE: BEGINNING FUND BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

BUILDING AUTHORITY FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		1,997,754	1,997,754	2,004,755
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	9,954	7,000	7,000	7,000
CITY HALL LEASE	445,355	281,819	281,819	281,829
FIRE STATION 53 LEASE	200,000	572,147	572,147	572,138
BOND PROCEEDS	3,290,000	0	0	2,500,000
TOTAL REVENUES & OTHER SOURCES	3,945,309	860,966	860,966	3,360,967
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	3,810,048	853,965	853,965	853,997
CAPITAL OUTLAYS	0	0	0	2,500,000
ADDITION TO RESERVES	0	7,001	0	6,970
TOTAL EXPENDITURES & OTHER USES	3,810,048	860,966	853,965	3,360,967
ENDING CASH BALANCE	1,997,754	2,004,755	2,004,755	2,011,725

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

CAPITAL SUPPORT FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		1,707,416	1,707,416	2,720,504
REVENUES & OTHER SOURCES				
PROPERTY TAXES	302,197	838,781	838,781	819,174
SALES TAX	198,153	0	0	0
INTEREST EARNINGS	15,780	12,783	12,783	5,000
TRANS FROM GENERAL FUND	0	850,000	850,000	0
TRANSFER FROM WATER FUND	0	522,500	522,500	15,000
TRANSFER FROM SEWER FUND	0	225,000	225,000	15,000
TRANSFER FROM SOLID WASTE	0	85,000	85,000	0
TRANSFER FROM STORMWATER	750,000	42,500	42,500	0
TRANSFER FROM BLDGS CAPIT	518,724	0	0	0
PRIOR YEARS RESERVES	0	0	0	2,092,453
TOTAL REVENUES & OTHER SOURCES	1,784,854	2,576,564	2,576,564	2,946,627
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	2,937,848	1,813,476	1,563,476	1,246,627
TRANSFERS OUT	0	0	0	1,700,000
ADDITION TO RESERVES	0	763,088	0	0
TOTAL EXPENDITURES & OTHER USES	2,937,848	2,576,564	1,563,476	2,946,627
ENDING CASH BALANCE	1,707,416	2,470,504	2,720,504	628,051

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

ROAD CAPITAL FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		5,732,050	5,732,050	7,088,673
REVENUES & OTHER SOURCES				
MISC. INTERGOVERNMENT. REV.	1,042,665	3,732,000	3,732,000	4,500,000
MISCELLANEOUS FEES	13,259	0	0	0
INTEREST EARNINGS	35,223	15,000	15,000	18,000
C ROAD INTEREST	5,042	0	0	0
INTEREST - REST. CASH	(4,215)	0	0	0
ROAD IMPACT FEE	705,753	650,000	650,000	750,000
TRANS FROM GENERAL FUND	809,566	6,404,558	2,115,000	2,115,000
TRANS FROM GF-ROAD MAINT	2,480,491	750,000	750,000	750,000
PRIOR YEARS RESERVES	0	6,278,465	0	297,844
TOTAL REVENUES & OTHER SOURCES	5,087,784	17,830,023	7,262,000	8,430,844
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	607,793	373,377	373,377	380,844
CAPITAL OUTLAYS	5,756,104	16,356,646	4,432,000	8,050,000
TRANSFERS OUT	197,748	1,100,000	1,100,000	0
TOTAL EXPENDITURES & OTHER USES	6,561,645	17,830,023	5,905,377	8,430,844
ENDING CASH BALANCE	5,732,050	(546,415)	7,088,673	6,790,829

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

PARKS CAPITAL FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		4,640,427	4,640,427	3,733,389
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	16,374	0	0	5,000
INTEREST - REST. CASH	19,913	20,000	20,000	30,000
SUNDRY REVENUE	660	0	0	0
PARKS & REC. IMPACT FEE	431,533	400,000	400,000	750,000
TRANSFER FROM ROAD CAPITAL	0	1,100,000	1,100,000	0
PRIOR YEARS RESERVES	0	3,678,635	0	1,173,119
TOTAL REVENUES & OTHER SOURCES	468,480	5,198,635	1,520,000	1,958,119
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	22,487	54,038	54,038	55,119
CAPITAL OUTLAYS	440,562	5,144,597	2,373,000	1,903,000
TRANSFERS OUT	270,803	0	0	0
TOTAL EXPENDITURES & OTHER USES	733,852	5,198,635	2,427,038	1,958,119
ENDING CASH BALANCE	4,640,427	961,792	3,733,389	2,560,270

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

BUILDINGS CAPITAL FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		715,127	715,127	867,927
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	1,709	800	800	800
INTEREST - REST. CASH	3,885	2,000	2,000	2,000
FIRE IMPACT FEE	83,759	100,000	100,000	80,000
POLICE IMPACT FEE	40,664	50,000	50,000	50,000
TOTAL REVENUES & OTHER SOURCES	130,017	152,800	152,800	132,800
EXPENDITURES & OTHER USES				
TRANSFERS OUT	518,724	0	0	0
ADDITION TO RESERVES	0	152,800	0	132,800
TOTAL EXPENDITURES & OTHER USES	518,724	152,800	0	132,800
ENDING CASH BALANCE	715,127	867,927	867,927	1,000,727

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

CDBG FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		182,357	182,357	(354)
REVENUES & OTHER SOURCES				
C.D.B.G.	496,435	536,733	536,733	548,225
ENERGY BLOCK GRANT	646,124	0	0	0
HOME - FEDERAL GOVERNMENT	0	0	0	82,500
PRIOR YEARS RESERVES	0	182,711	0	102,500
TOTAL REVENUES & OTHER SOURCES	1,142,559	719,444	536,733	733,225
EXPENDITURES & OTHER USES				
CDBG	444,828	498,512	498,512	563,225
CDBG PRIOR	51,555	220,932	220,932	170,000
ENERGY BLOCK GRANT	646,123	0	0	0
TOTAL EXPENDITURES & OTHER USES	1,142,506	719,444	719,444	733,225
ENDING CASH BALANCE	182,357	(354)	(354)	(102,854)

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

WATER FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		7,661,165	7,661,165	7,341,448
REVENUES & OTHER SOURCES				
MISC. INTERGOVERNMENT. REV.	791,563	0	0	0
BOND PROCEEDS	0	0	0	2,500,000
LOSS ON SALE OF FIXED ASSETS	(9,605)	0	0	0
SALE OF LAND	399,562	0	0	0
CAPITAL CONTRIBUTION	9,100	0	0	0
CONTRIBUTIONS-DEVELOPERS	845,992	0	0	0
PRIOR YRS RSRVS - WATER	0	3,845,346	0	0
WATER DISTRIBUTION IMPACT	929,356	1,000,000	1,000,000	1,000,000
METERED SALES - AVAILABILITY	6,083,470	6,461,159	6,461,159	6,037,435
METERED SALES - CAP. REPL.	0	0	0	1,252,500
METERED SALES - COMMODITY	7,783,456	7,198,797	7,198,797	7,960,012
FLAT RATE WATER SALES	3,921	0	0	0
MISC WATER REVENUE	75,710	150,000	150,000	150,000
RECONNECTION ADMIN FEES	125,005	0	0	0
INTEREST W&S	22,520	8,000	8,000	8,000
INTEREST - REST. CASH	7,088	3,000	3,000	3,000
BOND PREMIUM	4,928	0	0	0
TOTAL REVENUES & OTHER SOURCES	17,072,066	18,666,302	14,820,956	18,910,947
EXPENDITURES & OTHER USES				
WATER DIVISION	2,222,944	2,807,918	2,807,918	2,827,177
WATER RESOURCES	8,713,814	8,428,140	8,428,140	9,059,027
WATER CONSERVATION	35,590	0	0	0
DEBT SERVICE	101,904	724,576	724,576	534,521
DEPRECIATION	2,040,425	0	0	0
WATER PROJECTS	390,073	6,158,168	2,632,539	5,906,950
TRANSFERS OUT	88,146	547,500	547,500	40,000
ADDITION TO RESERVES	0	0	0	543,272
TOTAL EXPENDITURES & OTHER USES	13,592,896	18,666,302	15,140,673	18,910,947
ENDING CASH BALANCE	7,661,165	3,815,819	7,341,448	7,884,720

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

SEWER FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		8,283,245	8,283,245	5,867,099
REVENUES & OTHER SOURCES				
MISC. INTERGOVERNMENT. REV.	45,904	0	0	0
LOSS ON SALE OF FIXED ASSETS	(15,000)	0	0	0
MISCELLANEOUS	3,011	0	0	0
CONTRIBUTIONS-DEVELOPERS	439,916	0	0	0
PRIOR YRS RSRVS - SEWER	0	3,469,875	0	0
WASTEWATER IMPACT FEE	601,820	640,000	640,000	650,000
INTEREST INCOME	27,958	9,400	9,400	9,400
INTEREST - REST. CASH	16,538	7,400	7,400	7,400
SEWER O&M	7,787,519	7,300,000	7,300,000	7,470,523
SEWER CAPITAL REPLACEMENT	0	0	0	750,000
EQUITY G/L IN JOINT VENTURE	(132,265)	0	0	0
TOTAL REVENUES & OTHER SOURCES	8,775,401	11,426,675	7,956,800	8,887,323
EXPENDITURES & OTHER USES				
TREATMENT	3,429,545	4,853,538	4,853,538	4,877,392
SEWER OPERATIONS	824,573	1,103,576	1,103,576	1,223,479
DEPRECIATION	917,814	0	0	0
SEWER PROJECTS	208,829	5,219,561	4,165,832	2,314,668
TRANSFERS OUT	394,444	250,000	250,000	40,000
ADDITION TO RESERVES	0	0	0	431,784
TOTAL EXPENDITURES & OTHER USES	5,775,205	11,426,675	10,372,946	8,887,323
ENDING CASH BALANCE	8,283,245	4,813,370	5,867,099	6,298,883

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

SOLID WASTE FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		3,945,789	3,945,789	3,603,509
REVENUES & OTHER SOURCES				
COLLECTION FEES	4,063,458	4,020,000	4,020,000	3,763,504
RECYCLING FEES	21,188	0	0	0
INTEREST EARNINGS	22,376	20,000	20,000	10,000
SUNDRY REVENUE	408	0	0	0
PRIOR YEARS RESERVES	0	342,280	0	13,106
EQUITY G/L JOINT VENTURE	64,408	0	0	0
TOTAL REVENUES & OTHER SOURCES	4,171,838	4,382,280	4,040,000	3,786,610
EXPENDITURES & OTHER USES				
SOLID WASTE	3,817,375	4,297,280	4,297,280	3,786,610
TRANSFERS OUT	0	85,000	85,000	0
TOTAL EXPENDITURES & OTHER USES	3,817,375	4,382,280	4,382,280	3,786,610
ENDING CASH BALANCE	3,945,789	3,603,509	3,603,509	3,590,403

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

STORMWATER FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		1,691,814	1,691,814	2,004,140
REVENUES & OTHER SOURCES				
MISC. INTERGOVERNMENT. REV.	0	400,000	400,000	0
STORM DRAIN IMPACT FEE	203,555	300,000	300,000	450,000
INTEREST EARNINGS	16,335	0	0	0
INTEREST - REST. CASH	2,189	0	0	0
BOND PROCEEDS	0	0	0	2,500,000
LOSS ON SALE OF FIXED ASSETS	(30,000)	0	0	0
CAPITAL CONTRIBUTION	21,918,076	0	0	0
TRANSFER FROM WATER FUND	63,146	0	0	0
TRANSFER FROM SEWER FUND	369,444	0	0	0
PRIOR YEARS RESERVES	0	2,849,168	0	323,358
INTEREST INCOME	0	5,000	5,000	5,000
INTEREST - REST. CASH	0	20,000	20,000	5,000
STORMWATER FEE	806,368	1,466,003	1,466,003	1,469,804
STORMWATER FEE - CAP. REPL.	0	0	0	146,600
TOTAL REVENUES & OTHER SOURCES	23,349,113	5,040,171	2,191,003	4,899,762
EXPENDITURES & OTHER USES				
ADMINISTRATION	0	352,733	352,733	377,940
INSPECTION & CLEANING	160,323	271,116	271,116	276,742
CONSTRUCTION & REPAIR	89,954	261,742	261,742	241,985
SPECIAL PROJECTS	11,717	23,395	23,395	23,649
STREET SWEEPING	140,215	153,029	153,029	157,500
DEPRECIATION	635,330	0	0	0
STORM CAPITAL PROJECTS	328,600	3,935,656	774,162	3,821,946
TRANSFERS OUT	750,000	42,500	42,500	0
TOTAL EXPENDITURES & OTHER USES	2,116,139	5,040,171	1,878,677	4,899,762
ENDING CASH BALANCE	1,691,814	(1,157,354)	2,004,140	1,680,782

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

FLEET FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		3,639,812	3,639,812	2,564,819
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	20,535	18,000	18,000	12,000
LEASE PROCEEDS	0	976,600	976,600	1,235,400
VEHICLE LEASE - INTERNAL	45,000	908,549	908,549	1,059,610
SALE OF FIXED ASSETS	188,175	0	0	0
SUNDRY REVENUE	662	0	0	0
TRANS FROM GENERAL FUND	98,114	0	0	0
CHARGE TO UTILITY FUND	172,303	175,447	175,447	221,957
CHARGE TO GENERAL FUND	1,627,943	1,702,650	1,702,650	1,903,327
CHARGE TO SOLID WASTE FUND	39,195	39,910	39,910	36,634
PRIOR YEARS RESERVES	0	1,074,993	0	235,292
TOTAL REVENUES & OTHER SOURCES	2,191,927	4,896,149	3,821,156	4,704,220
EXPENDITURES & OTHER USES				
SALARIES & BENEFITS	504,581	574,854	574,854	590,707
OPERATING EXPENSES	3,228,793	2,051,295	2,051,295	2,166,713
CAPITAL OUTLAYS	0	2,270,000	2,270,000	1,946,800
TOTAL EXPENDITURES & OTHER USES	3,733,374	4,896,149	4,896,149	4,704,220
ENDING CASH BALANCE	3,639,812	2,564,819	2,564,819	2,329,527

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

INFORMATION TECHNOLOGIES FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		189,886	189,886	210,320
REVENUES & OTHER SOURCES				
INTEREST EARNINGS	1,152	0	0	0
CHARGE TO GENERAL FUND	0	328,434	328,434	330,000
TRANSFER FROM CAP. SUPPORT	0	0	0	1,700,000
TOTAL REVENUES & OTHER SOURCES	1,152	328,434	328,434	2,030,000
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	0	328,434	308,000	330,000
CAPITAL OUTLAYS	0	0	0	1,700,000
TOTAL EXPENDITURES & OTHER USES	0	328,434	308,000	2,030,000
ENDING CASH BALANCE	189,886	189,886	210,320	210,320

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

RISK MANAGEMENT FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		3,061,382	3,061,382	3,241,382
REVENUES & OTHER SOURCES				
WORKMANS COMPENSATION	21,495	0	0	0
PAYROLL TO WORKMENS COMP	246,338	300,000	300,000	300,000
CHARGE TO GENERAL FUND	731,000	625,000	625,000	675,000
PAYROLL TO UNEMPLOYMENT	110,922	115,000	115,000	115,000
TRANSFER FROM WATER FUND	25,000	25,000	25,000	25,000
TRANSFER FROM SEWER FUND	25,000	25,000	25,000	25,000
TOTAL REVENUES & OTHER SOURCES	1,159,755	1,090,000	1,090,000	1,140,000
EXPENDITURES & OTHER USES				
EMPLOYEE INSURANCE	275,628	355,000	310,000	320,000
LIABILITY MANAGEMENT	613,066	675,000	600,000	725,000
ADDITION TO RESERVES	0	60,000	0	95,000
TOTAL EXPENDITURES & OTHER USES	888,694	1,090,000	910,000	1,140,000
ENDING CASH BALANCE	3,061,382	3,121,382	3,241,382	3,336,382

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

REDEVELOPMENT AREA 1 FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		523,551	523,551	941,565
REVENUES & OTHER SOURCES				
PROPERTY TAXES	520,354	520,354	470,049	506,743
TOTAL REVENUES & OTHER SOURCES	520,354	520,354	470,049	506,743
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	70,137	520,354	52,035	506,743
TRANSFERS OUT	58,866	0	0	0
TOTAL EXPENDITURES & OTHER USES	129,003	520,354	52,035	506,743
ENDING CASH BALANCE	523,551	523,551	941,565	941,565

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

REDEVELOPMENT AREA 2 FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		530,871	530,871	653,612
REVENUES & OTHER SOURCES				
PROPERTY TAXES	144,809	144,808	143,216	143,216
CONT FROM FUND BAL	0	207,678	0	961
TOTAL REVENUES & OTHER SOURCES	144,809	352,486	143,216	144,177
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	21,808	352,486	20,475	144,177
TRANSFERS OUT	15,314	0	0	0
TOTAL EXPENDITURES & OTHER USES	37,122	352,486	20,475	144,177
ENDING CASH BALANCE	530,871	323,193	653,612	652,651

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

REDEVELOPMENT AREA 4 FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		1,302,687	1,302,687	1,738,686
REVENUES & OTHER SOURCES				
PROPERTY TAXES	456,976	456,976	474,609	474,609
CONT FROM FUND BAL	0	25,648	0	0
TOTAL REVENUES & OTHER SOURCES	456,976	482,624	474,609	474,609
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	50,451	482,624	38,610	474,609
TRANSFERS OUT	57,055	0	0	0
TOTAL EXPENDITURES & OTHER USES	107,506	482,624	38,610	474,609
ENDING CASH BALANCE	1,302,687	1,277,039	1,738,686	1,738,686

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

REDEVELOPMENT AREA 5 FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		432,668	432,668	725,865
REVENUES & OTHER SOURCES				
PROPERTY TAXES	311,374	311,374	320,440	320,440
CONT FROM FUND BAL	0	70,278	0	0
TOTAL REVENUES & OTHER SOURCES	311,374	381,652	320,440	320,440
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	34,421	381,652	27,243	320,440
TRANSFERS OUT	32,732	0	0	0
TOTAL EXPENDITURES & OTHER USES	67,153	381,652	27,243	320,440
ENDING CASH BALANCE	432,668	362,390	725,865	725,865

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

ECONOMIC DEVELOPMENT AREA 4 FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		0	0	11,970
REVENUES & OTHER SOURCES				
PROPERTY TAXES	0	567,393	39,090	39,090
TOTAL REVENUES & OTHER SOURCES	0	567,393	39,090	39,090
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	0	567,393	27,120	39,090
TOTAL EXPENDITURES & OTHER USES	0	567,393	27,120	39,090
ENDING CASH BALANCE	0	0	11,970	11,970

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

ECONOMIC DEVELOPMENT AREA 2 FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		204,808	204,808	(648,036)
REVENUES & OTHER SOURCES				
PROPERTY TAXES	849,116	849,117	495,075	495,075
INTEREST EARNINGS	2,491	0	0	0
LOAN REPAYMENT	150,027	0	0	0
CONT FROM FUND BAL	0	498,802	0	852,844
TOTAL REVENUES & OTHER SOURCES	1,001,634	1,347,919	495,075	1,347,919
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	1,021,291	1,146,302	1,146,302	1,146,302
TRANSFERS OUT	0	201,617	201,617	201,617
TOTAL EXPENDITURES & OTHER USES	1,021,291	1,347,919	1,347,919	1,347,919
ENDING CASH BALANCE	204,808	(293,994)	(648,036)	(1,500,880)

NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

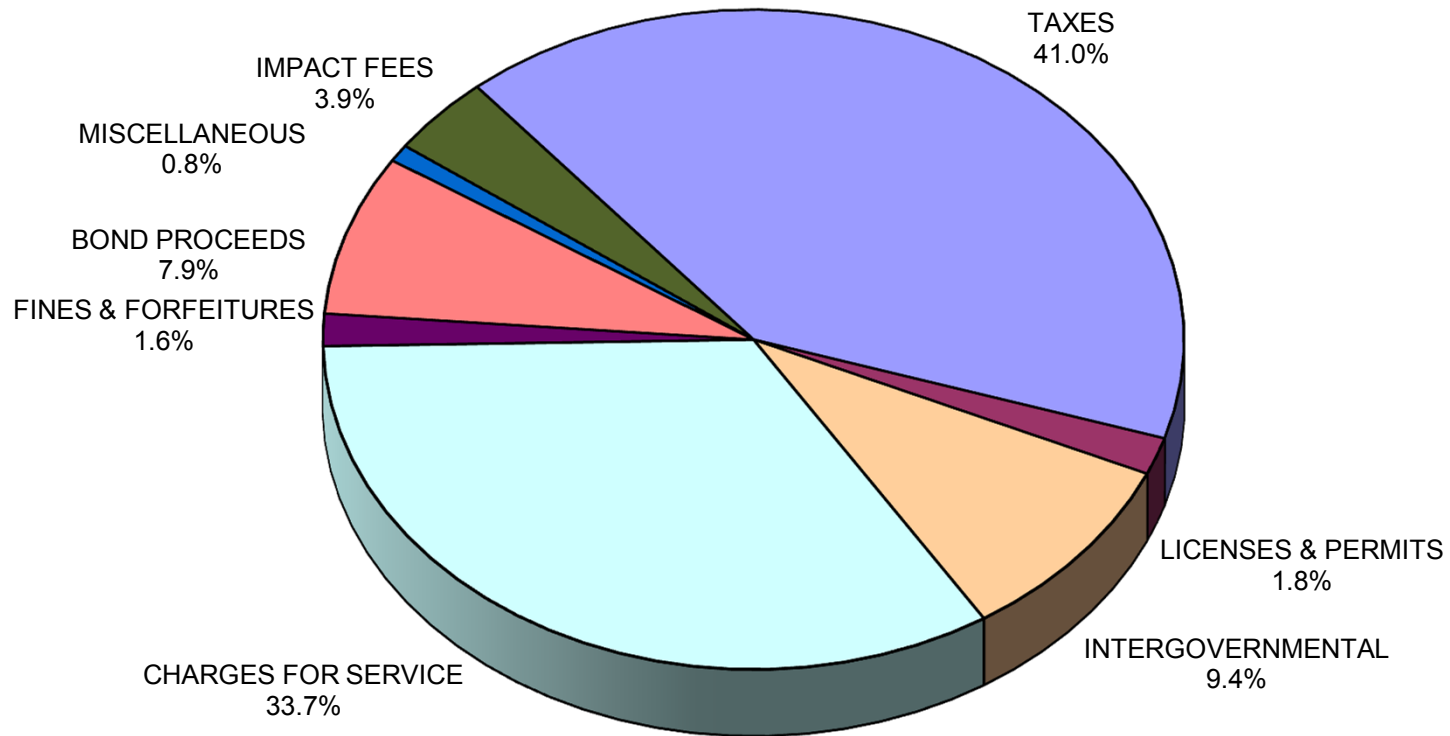
ECONOMIC DEVELOPMENT AREA 3 FUND SUMMARY

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
BEGINNING CASH BALANCE		0	0	796,335
REVENUES & OTHER SOURCES				
PROPERTY TAXES	0	2,280,625	851,960	1,002,306
TOTAL REVENUES & OTHER SOURCES	0	2,280,625	851,960	1,002,306
EXPENDITURES & OTHER USES				
OPERATING EXPENSES	0	2,280,625	55,625	1,002,306
TOTAL EXPENDITURES & OTHER USES	0	2,280,625	55,625	1,002,306
ENDING CASH BALANCE	0	0	796,335	796,335

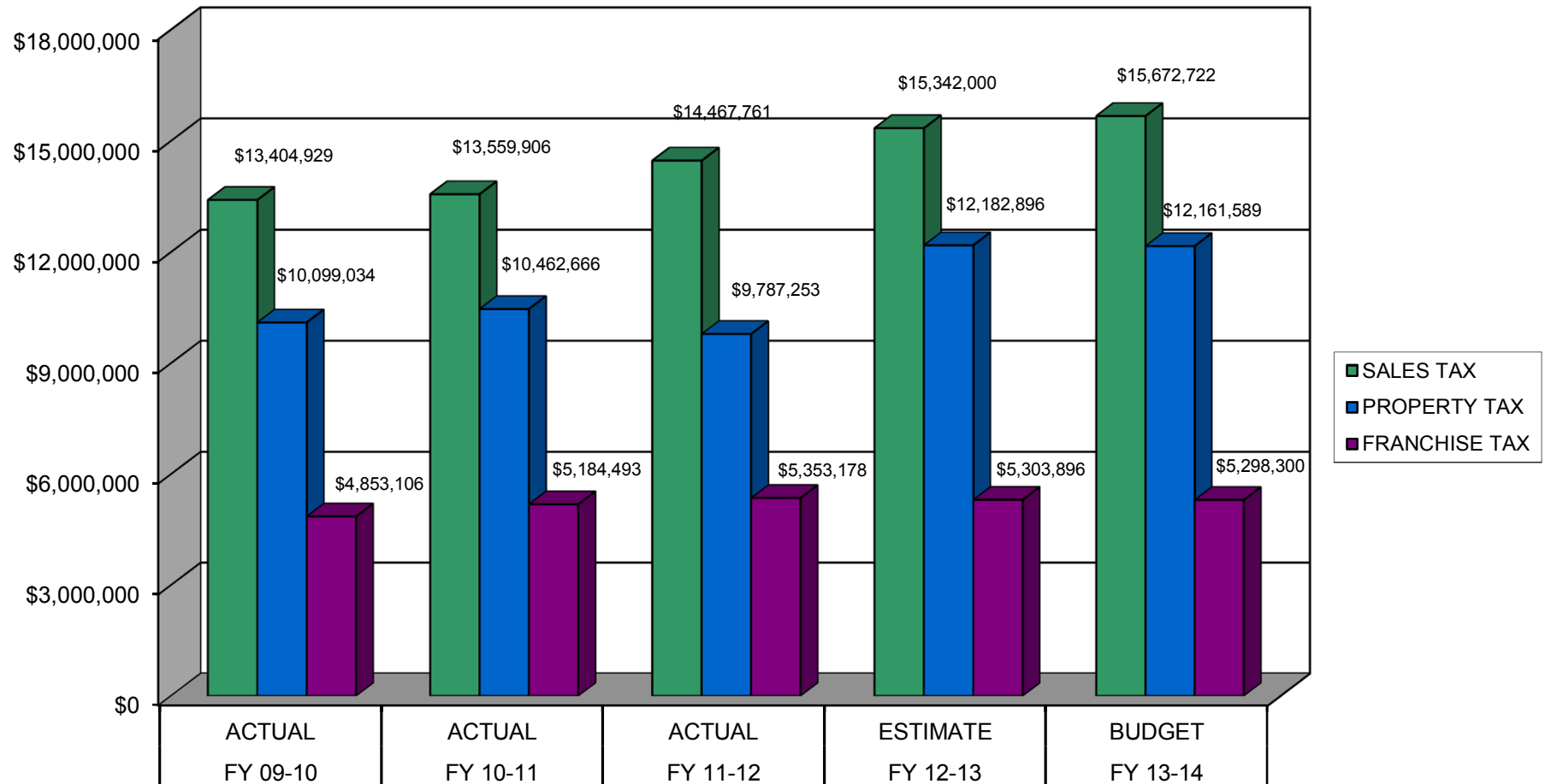
NOTE: BEGINNING CASH BALANCE FIGURES FOR FY 13-14 ARE ESTIMATES ONLY

**CITY OF WEST JORDAN
TOTAL REVENUES
FY 2013-2014**

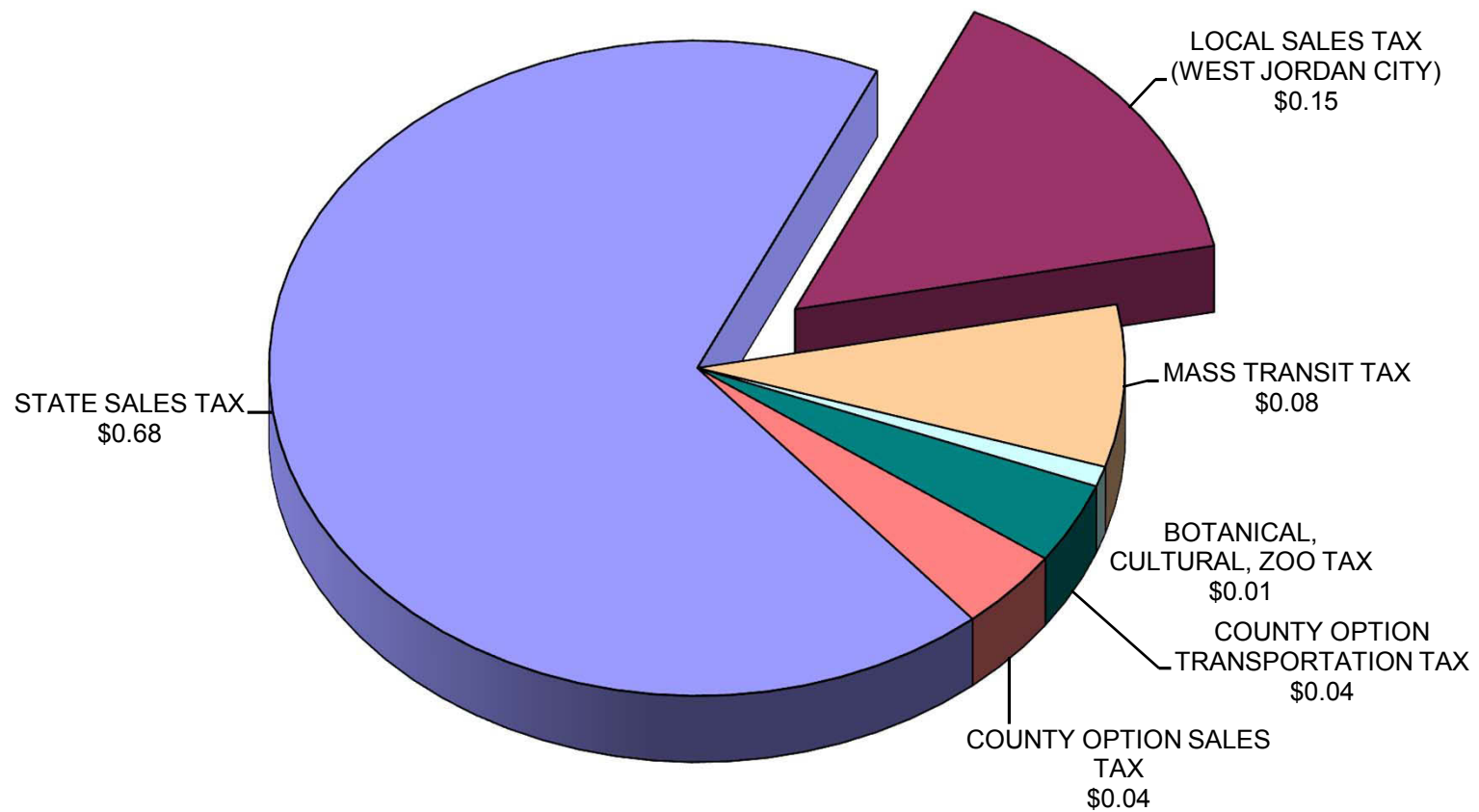
\$95,310,683



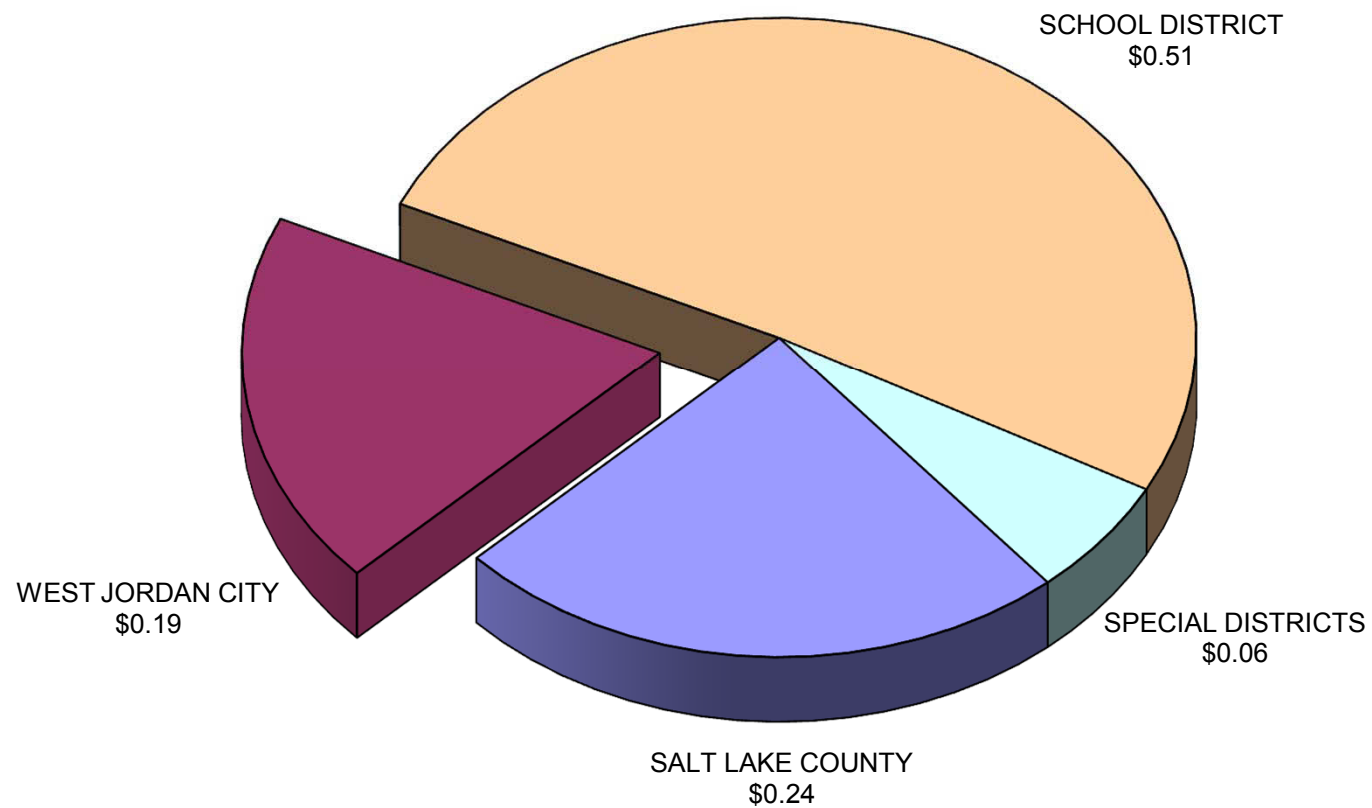
CITY OF WEST JORDAN **SALES TAX, PROPERTY TAX, AND FRANCHISE TAX REVENUE**



SALES TAX ALLOCATION (WHERE YOUR TAX DOLLAR GOES)

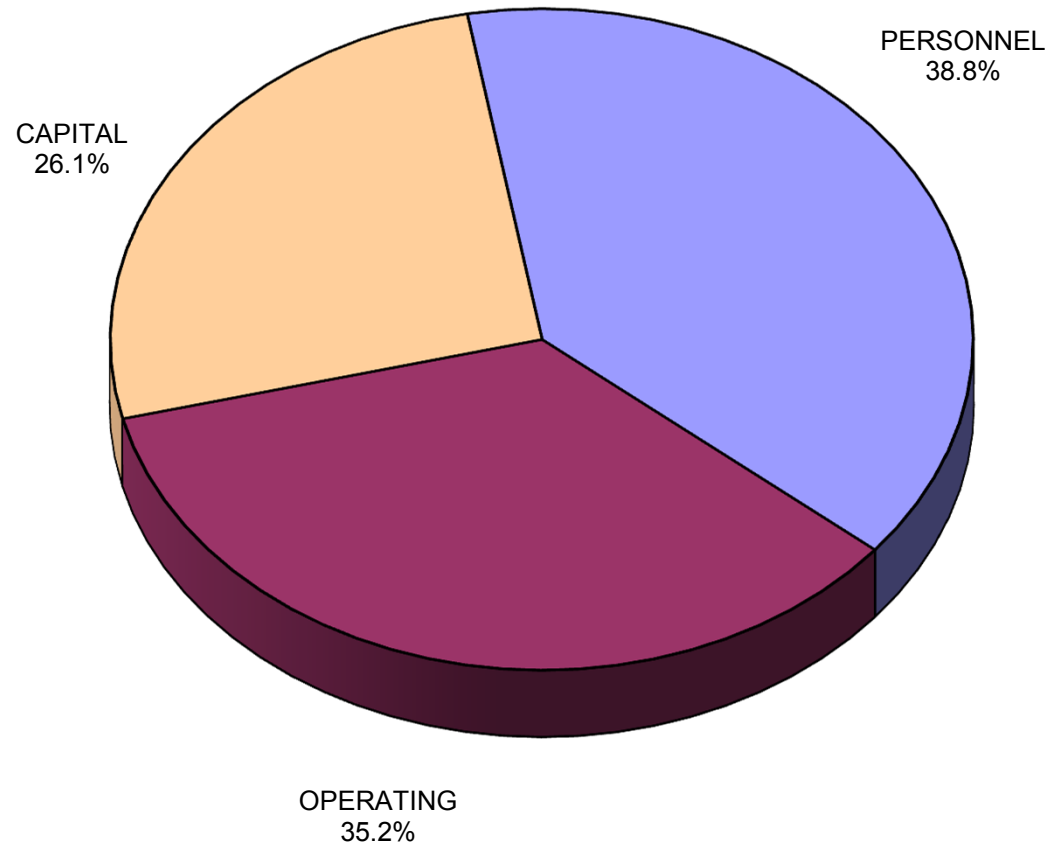


PROPERTY TAX ALLOCATION (WHERE YOUR TAX DOLLAR GOES)



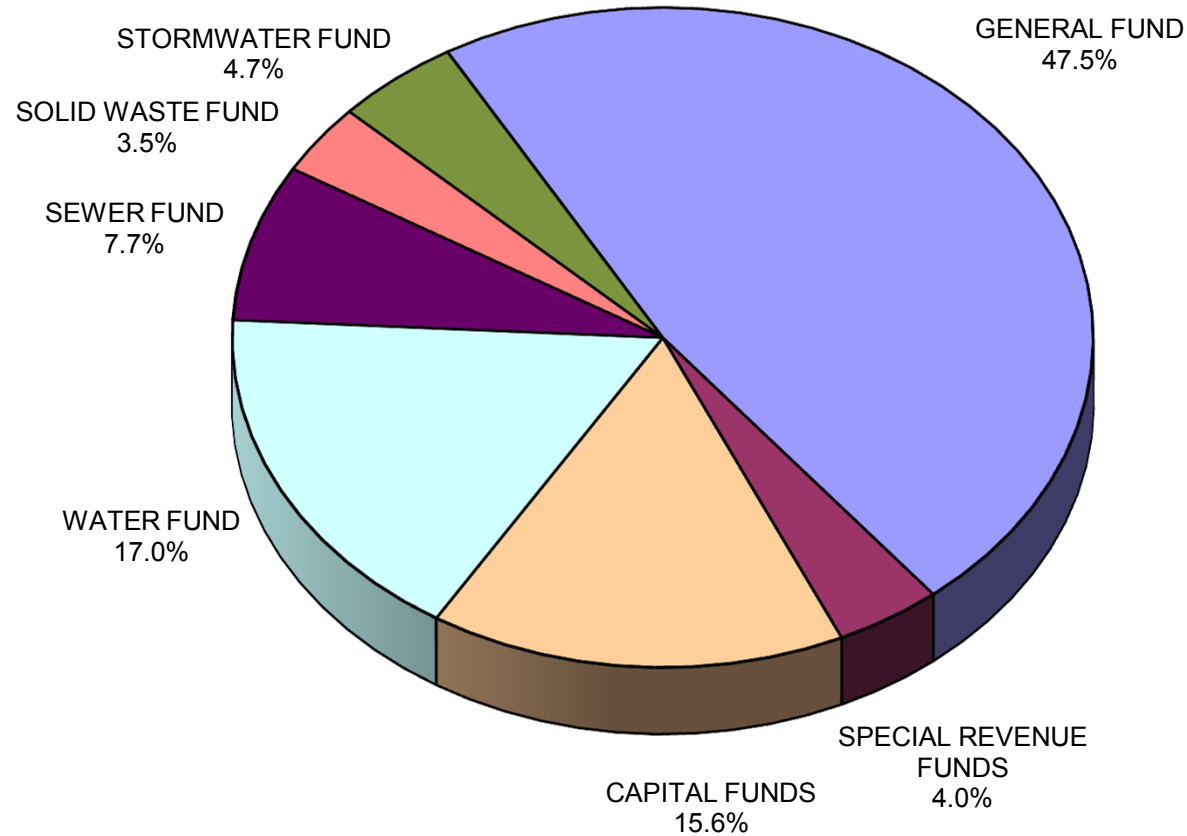
**CITY OF WEST JORDAN
TOTAL EXPENDITURES BY CATEGORY
FY 2013-2014**

\$97,797,102

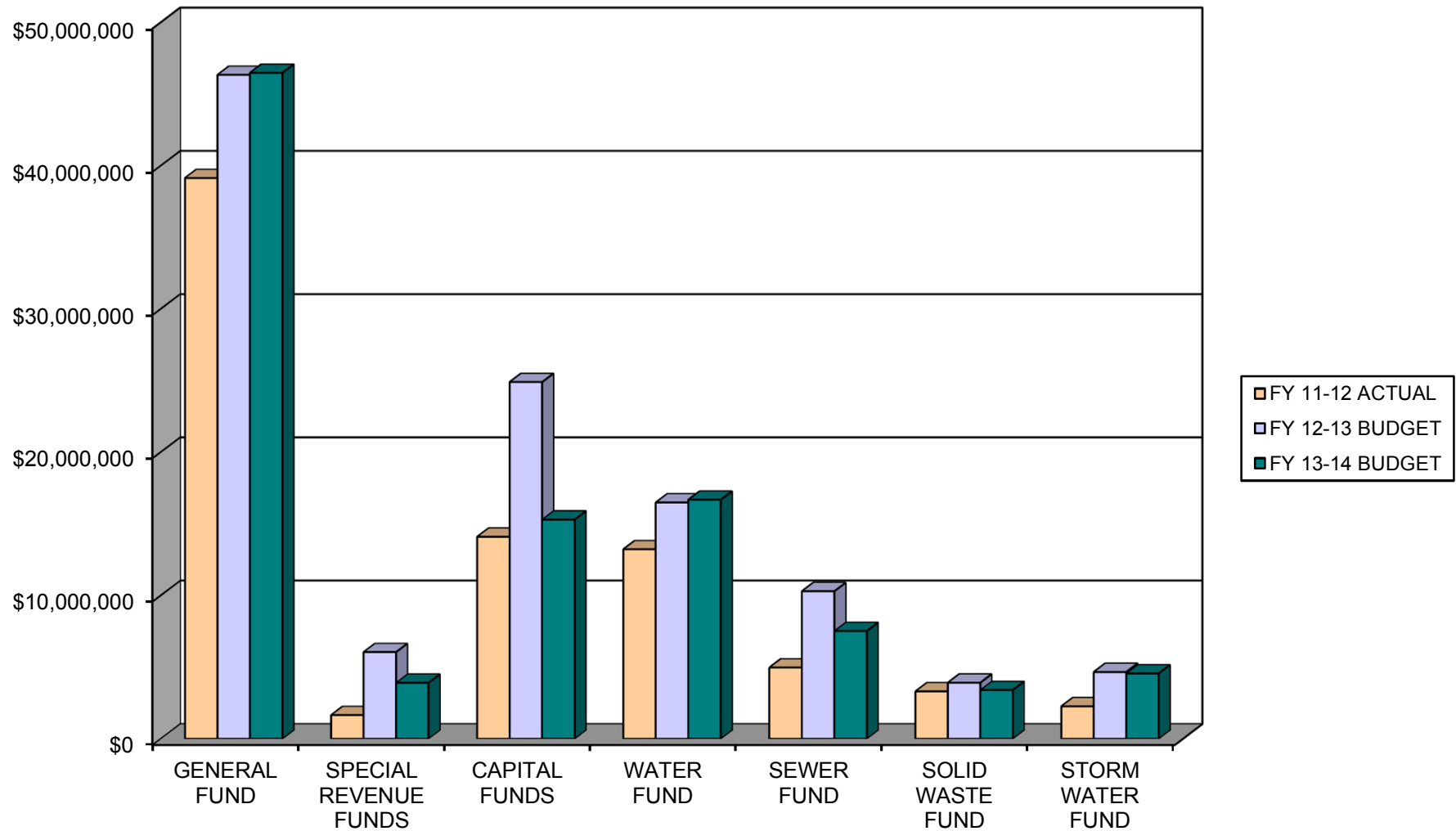


**CITY OF WEST JORDAN
TOTAL EXPENDITURES BY FUND
FY 2013-2014**

\$97,797,102



CITY OF WEST JORDAN EXPENDITURES BY FUND TYPE



OVERVIEW OF CAPITAL PROJECTS IMPACT ON THE OPERATING BUDGET

ROADS

The primary construction project (7800 South) is a road-widening project and is not expected to materially impact operating costs. The minor projects that create new roads are not expected to materially impact operating costs due to the primarily fixed nature of the costs associated with general road maintenance.

PARKS

The continued development of the Ron Woods Regional Park and the construction of the new Maple Hills Park are the major construction projects budgeted for the current year. These two projects are each estimated to increase future operating costs by about \$20,000 per year.

WATER

The majority of the construction projects are reconstruction projects or minor new-construction projects. These projects, as well as the major reservoir-construction project, 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 construction projects are replacement projects. These projects should have no impact on operating costs.

STORM

The majority of the construction projects are reconstruction or replacement projects. These projects should have no impact on operating costs. The construction of the new Dry Wash detention basin is not expected to materially impact operating costs due to the primarily fixed nature of the costs associated with the stormwater management system.

CITY OF WEST JORDAN DEBT SUMMARY

Borrowing Activity During Fiscal Year 2012-2013

The City entered into no long-term obligation contracts during fiscal year 2012-2013.

Long-Term Debt Overview

The City is subject to a statutory limitation, by the state of Utah, of general obligation debt of 4 percent of the estimated market value of taxable property. The City's general obligation debt as of June 30, 2013 is \$7,700,000. The estimated legal debt margin on general obligation debt for fiscal year 2012-2013 is calculated as follows:

Estimated Market Value of Taxable Property	7,042,645,515
Debt limit (4% of market value)	281,705,821
Debt applicable to limit	<u>7,700,000</u>
Legal Debt Margin	274,005,821

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, 2012 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	23,424,873	100.00%	23,424,873
Overlapping:			
Jordan School District	85,182,300	30.35%	25,852,828
Salt Lake County	<u>255,420,000</u>	6.30%	<u>16,091,460</u>
Total	364,027,173		65,369,161

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 2013-2014

OBLIGATION	ESTIMATED BALANCE JUNE 30, 2013	BUDGETED PRINCIPAL PAYMENTS FY 13-14	BUDGETED INTEREST PAYMENTS FY 13-14	ESTIMATED BALANCE JUNE 30, 2014	DESCRIPTION
HUD CONTRACT PAYABLE	980,000	125,000	23,886	855,000	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	460,000	460,000	19,550	0	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	3,225,000	735,000	409,802	2,490,000	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	7,240,000	55,000	283,476	7,185,000	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 S.L. COUNTY CONTRACT PAYABLE	500,000	250,000	0	250,000	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	1,030,000	510,000	23,021	520,000	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	2,485,000	815,000	35,997	1,670,000	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	20,417,000	2,950,000	995,849	17,467,000	

Debt Service Scheduled Payments

	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	850,996	853,648	848,400									
Total for GF LEASE REVENUES	850,996	853,648	848,400									

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

Justice Center/Open Space												
Property Taxes	818,026	816,276	816,481	815,669	818,819	821,019	821,800	820,800	818,800	820,800	816,600	816,400
Total for GF PROPERTY TAXES	818,026	816,276	816,481	815,669	818,819	821,019	821,800	820,800	818,800	820,800	816,600	816,400

Water Revenue Bonds - Average Interest Rate 2.235%

Water Capital Improvements												
Water Revenues	533,021	531,622										
Total for Water Revenues	533,021	531,622										

RDA Bonds - Average Interest Rate 5.21%

KraftMaid Cabinetry, Inc.												
Property Taxes - RDA	861,466	790,103	750,388	765,938	558,488							
Total for RDA- PROPERTY TAX INCREMENT	861,466	790,103	750,388	765,938	558,488							

Special Assessment Bonds - Average Interest Rate 4.45%

KraftMaid Cabinetry, Inc.												
Property Taxes - RDA & assessment	200,117	200,117	200,117	200,117	335,117	949,109	975,512	1,029,244	1,043,972	968,252		
Total for SPECIAL ASSESSMENT	200,117	200,117	200,117	200,117	335,117	949,109	975,512	1,029,244	1,043,972	968,252		

GENERAL FUND REVENUES

Summary	60
Detail	61-63

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>TAXES</u>				
3110000 PROPERTY TAXES	9,231,761	10,782,247	10,925,657	10,971,415
3120000 DELINQUENT PROP TAX	253,295	371,000	418,458	371,000
3130000 SALES TAX	14,269,608	15,041,000	15,342,000	15,672,722
3140000 CABLE FRANCHISE TAX	453,521	456,995	481,086	479,800
3150000 UTILITY FRANCHISE TAX	5,353,178	5,220,000	5,303,896	5,298,300
3151000 TELECOMMUNICATIONS TAX	1,575,055	1,500,000	1,586,505	1,500,000
3160000 MOTOR VEHICLE TAXES	812,495	955,000	864,840	875,000
3170000 TRANSIENT ROOM TAX	27,745	30,000	23,728	30,000
3190000 PEN & INT ON DEL TAX	14,267	21,000	23,330	21,000
TOTAL TAXES	31,990,925	34,377,242	34,969,500	35,219,237
<u>LICENSES & PERMITS</u>				
3210000 BUSINESS LICENSES	307,525	320,000	289,409	300,000
3211000 ANIMAL LICENSES	49,250	52,000	44,200	52,000
3212000 BUSINESS LICENSE APP FEE	22,162	28,000	24,655	25,000
3213000 RENTAL DWELLING LICENSE	135,068	66,000	108,150	66,000
3214000 RENTAL DWELLING APP FEE	7,048	8,000	6,335	6,300
3218000 CONDITIONAL USE PERMITS	15,500	15,550	16,200	16,400
3221000 BUILDING PERMITS	886,173	980,000	966,238	1,180,000
3222000 ENCROACHMENT PERMITS	174,531	220,000	64,698	95,000
TOTAL LICENSES & PERMITS	1,597,257	1,689,550	1,519,885	1,740,700
<u>INTERGOVERNMENTAL</u>				
3328000 JUSTICE COURT TECH. GRANT	15,000	0	0	0
3329000 JCAT OVERTIME/EXTRADITION	0	0	2,163	0
3356000 ALLOT-CLASS C	3,173,758	3,100,000	3,100,343	3,100,000
3358000 ALLOT- LIQUOR FUND	103,366	103,366	100,224	103,366
3359000 STATE ARTS GRANT	400	2,000	500	2,000
3359200 UTAH HIGHWAY SAFETY	0	0	2,434	0
3360010 STATE ASSET FORF. GRANT	6,400	0	2,566	0
3362000 EMS PERCAPITA	9,136	0	0	0
3362100 EMPG GRANT	4,375	0	5,000	0
3362200 EMPG COMP GRANT	4,276	1,356	0	0
3362300 INTER-OPERABLE COMM GRANT	13,399	0	3,107	0
3362400 HMEP HAZARDOUS FIRE GRANT	3,200	0	5,372	0
3362500 MMRS FEDERAL GRANT	23,579	0	0	0
3363000 CRIME VICTIMS REPARATION	28,000	29,000	29,000	29,800
3365500 US DEPT OF JUSTICE GRANT	7,924	7,340	7,340	7,340
3366000 COUNTY ARTS GRANT	12,577	15,000	15,000	15,000
3369100 JUSTICE ASSISTANCE GRANT	70,366	0	0	0
3369201 CCJJ JAG - DVSA	87,825	0	0	0
3374000 MISC INTERGOVERNMENT REV	74,356	49,428	0	0
3375010 FED ASSET SHARING PROGRAM	39,540	27,700	27,700	27,700
3376000 SHSP-WMD-FIRE GRANT	132,339	0	4,356	0
3377000 JORDAN SCHOOL REIMB.	270,000	270,000	270,000	210,000
3380002 GANG TASK FORCE REIMB.	9,833	17,316	17,316	17,000
3380003 DEA TASK FORCE REIMB.	12,759	17,000	17,000	17,000
3382001 ANIMAL CONTROL - MURRAY	208,198	255,475	255,475	255,475
TOTAL INTERGOVERNMENTAL	4,310,606	3,894,981	3,864,896	3,784,681

GENERAL FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>CHARGES FOR SERVICE</u>				
3411000 RECLAIMED ANIMALS	33,678	37,000	23,102	37,000
3411100 PET STERILIZATION CHARGE	8,044	8,900	5,681	8,900
3412000 SITE PLAN REVIEW	31,410	53,410	19,179	51,611
3413000 ZONING & SUBDIVISION FEE	95,607	101,922	101,916	176,173
3415000 MAPS & PUBS FEE	3,141	450	3,168	450
3416000 NSF/SERV CHR/LATE FEE	3,100	5,000	3,437	5,000
3421000 SPECIAL POLICE SERVICE	48,359	38,000	54,090	38,000
3424000 INSPECTION FEE	34,912	35,000	46,556	35,000
3425000 FIRE INSPECTION FEE	46,029	48,447	34,602	35,973
3425100 COST RECOVERY - FIRE	825	2,500	0	2,500
3428000 FALSE ALARM RUNS	13,100	20,000	10,357	20,000
3430000 ENGIN REVIEW & INSP FEE	124,388	300,000	303,082	290,000
3430010 DEVELOPER REIMB - TRAFFIC	1,500	0	0	0
3430020 CONCEPT PLAN MEETING FEE	7,350	10,000	1,700	5,000
3431000 TECHNOLOGY SURCHARGE	5,064	0	18	0
3442000 PROSECUTOR REIMBURSEMENT	3,043	0	2,766	0
3444000 LEGAL DEFENDER REIMB.	22,347	25,000	4,623	25,000
3446000 PROBATION FEES	1,157	0	80	0
3474000 PARKS, PUBLIC PROPERTY	65,631	46,516	49,971	46,000
3475000 STREET LIGHT FEE	652,204	652,000	670,344	662,000
3477000 SIGN REVIEW	2,275	2,600	1,200	2,250
3478000 AMBULANCE FEES	1,489,192	1,358,640	1,446,744	1,540,848
3481000 CEMETERY LOT SALE	58,855	52,000	67,866	72,000
3483000 OPENING & CLOSING	37,655	33,500	34,450	33,500
TOTAL CHARGES FOR SERVICE	2,788,866	2,830,885	2,884,932	3,087,205
<u>INTERFUND CHARGES</u>				
3499044 INTERFUND - ROAD CAPITAL	607,793	373,377	373,377	380,844
3499045 INTERFUND - PARKS CAPITAL	22,487	54,038	54,038	55,119
3499046 INTERFUND - STORM CAPITAL	247,451	0	0	0
3499051 INTERFUND - WATER	1,691,217	1,643,558	1,643,558	1,663,888
3499052 INTERFUND - SEWER	1,105,498	889,520	889,520	901,210
3499054 INTERFUND - SOLID WASTE	350,204	385,315	385,315	390,099
3499055 INTERFUND - STORMWATER	0	338,978	338,978	344,624
3499061 INTERFUND - FLEET	18,753	5,728	5,728	5,842
TOTAL INTERFUND CHARGES	4,043,403	3,690,514	3,690,514	3,741,626
<u>FINES & FORFEITURES</u>				
3511000 COURT FINES	1,737,246	2,100,000	1,488,222	1,500,000
3512000 SPECIAL ENFORCEMENTS	117	500	71	500
3513000 YOUTH COURT	150	0	0	0
TOTAL FINES & FORFEITURES	1,737,513	2,100,500	1,488,293	1,500,500

GENERAL FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>MISCELLANEOUS REVENUES</u>				
3610000 INTEREST EARNINGS	47,410	20,000	20,000	20,000
3611000 C ROAD INTEREST	29,972	23,000	23,000	23,000
3620000 RENTS, CONCESSIONS	47,114	38,000	35,180	38,000
3620200 ARTS COUNCIL	15,102	19,100	19,100	19,100
3620210 YOUTH COMMITTEE	10,151	15,250	11,243	15,250
3621000 CHAMBER OF COMMERCE RENT	1,000	1,200	1,200	1,200
3623000 PROPERTY LEASES	71,526	60,000	60,000	60,000
3624000 SAFETY & HEALTH FAIR	6,000	3,000	0	3,000
3626000 JULY 4TH CELEBRATION	31,813	22,000	22,000	0
3626010 MISCELLANEOUS EVENTS	7,110	0	1,000	0
2626020 HEALTHY WEST JORDAN	6,409	8,000	6,500	8,000
3627000 RDA ADMIN REIMBURSEMENT	144,989	210,697	210,697	171,510
3660030 VICTIMS ASSISTANCE CONTRIB.	0	0	235	3,000
3660050 ANIMAL CONTROL CONTRIB.	3,478	3,000	3,000	3,000
3670000 HISTORY BOOKS	50	0	10	0
3690000 SUNDRY REVENUE	54,361	113,144	34,074	40,000
TOTAL MISCELLANEOUS REVENUES	476,485	536,391	447,239	405,060
<u>EVENTS</u>				
3710001 TICKET SALES	0	157,000	157,000	161,000
3714000 PROGRAM SALES	0	1,500	1,500	500
3717000 SPONSORS	0	30,000	30,000	65,000
3719000 COMMERCIAL BOOTHS	0	5,000	7,225	6,000
3723000 MISCELLANEOUS	0	500	4,564	500
TOTAL EVENTS	0	194,000	200,289	233,000
<u>TRANSFERS IN</u>				
3873000 TRANSFER FROM RDA FUND	163,967	0	0	0
3874044 TRANSFER FROM ROAD CAPITAL	197,748	0	0	0
3874045 TRANSFER FROM PARKS CAPITAL	270,803	0	0	0
TOTAL TRANSFERS IN	632,518	0	0	0
<u>CONTRIBUTIONS</u>				
3871000 CONT FROM FUND BALANCE	0	716,651	0	449,689
3872000 CONT FROM C ROAD RESERVES	0	4,309,953	0	35,244
TOTAL CONTRIBUTIONS	0	5,026,604	0	484,933
TOTAL GENERAL FUND REVENUES	47,577,573	54,340,667	49,065,548	50,196,942

SUPPORT: OFFICE OF THE CITY MANAGER

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OFFICE OF CITY MANAGER

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<hr/>				
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	913,344	1,450,230	1,450,230	1,410,648
OPERATING EXPENSES	1,718,217	1,806,530	1,806,530	1,671,804
<hr/>				
TOTAL FUNCTIONAL AREAS	2,631,561	3,256,760	3,256,760	3,082,452
 PROGRAM SUMMARY				
CITY COUNCIL	373,853	506,704	506,704	487,712
CITY MANAGER	273,177	833,555	833,555	398,859
PUBLIC INFORMATION	58,775	101,243	101,243	0
OFFICE OF DEV. ASSISTANCE	0	0	0	271,930
EVENTS	159,783	0	0	0
AGENDA MANAGEMENT	143,732	122,515	122,515	135,052
RECORDS MANAGEMENT	119,561	103,924	103,924	178,380
NON-DEPARTMENTAL	1,346,051	1,524,819	1,524,819	1,447,819
ELECTIONS	156,629	64,000	64,000	162,700
<hr/>				
TOTAL CITY MANAGER	2,631,561	3,256,760	3,256,760	3,082,452

SUPPORT: OFFICE OF THE CITY MANAGER

City Council

PURPOSE

The City Council is comprised of the mayor and six council members. The mayor is elected at-large and serves a four-year term. Of the six council members, four are elected by district and two at-large. The council members serve four-year terms.

As elected officials, the City Council is tasked with providing policy and direction upon which all city actions, programs and priorities are based. The City Council relies on the input of the city manager and city staff, as well as recommendations from various boards, commissions and committees. The City Council also participates in local and regional organizations and seeks to influence State and Federal legislation to better address the concerns of our community.

GOALS

Each year the City Council meets during a Strategic Planning session to set goals for the upcoming year. These goals are detailed on the city website.

<http://www.wjordan.com/Government.aspx?pgID=2.0>

**CITY COUNCIL
10411201**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	96,785	134,526	134,526	164,549
4110001 SALARIES PART/SEASONAL	7,807	12,476	12,476	12,726
4110003 OVERTIME	143	0	0	0
4110030 SICK LEAVE BUYOUT	513	500	500	500
4130110 RETIREMENT	20,158	28,418	28,418	33,719
4130120 MEDICAL & DENTAL INSURANCE	40,777	40,321	40,321	41,509
4130130 WORKERS COMPENSATION	1,113	1,615	1,615	2,246
4130140 LONG-TERM DISABILITY	896	1,289	1,289	1,668
4130150 UNEMPLOYMENT	525	710	710	902
4130160 VEHICLE ALLOWANCE	3,669	3,669	3,669	4,238
4130180 TELECOMM. ALLOWANCE	0	8,400	8,400	8,400
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	47,086	50,150	50,150	50,150
4240000 OFFICE SUPPLIES	499	720	720	720
4310000 PROFESSIONAL & TECHNICAL	0	33,000	33,000	0
4315000 PLANNING COMMISSION	450	500	500	500
4318000 ARTS COUNCIL	50,234	45,616	45,616	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	8,233	11,900	11,900	11,900
4323510 YOUTH COMMITTEE	15,653	20,550	20,550	20,075
4324000 HISTORICAL SOCIETY	3,614	3,614	3,614	3,614
4326000 URBAN FORESTRY	821	4,050	4,050	0
4330000 TRAINING	2,534	4,000	4,000	4,000
4610000 MISCELLANEOUS SUPPLIES	2,774	1,800	1,800	1,800
4610010 CONTINGENCY	21,569	50,000	50,000	30,000
TOTAL COUNCIL	373,853	506,704	506,704	487,712
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	172,386	231,924	231,924	270,457
OPERATING EXPENSES	201,467	274,780	274,780	217,255
TOTAL FUNCTIONAL AREAS	373,853	506,704	506,704	487,712

SUPPORT: OFFICE OF THE CITY MANAGER

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 201.
- 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	198,089	594,064	594,064	283,745
4110001 SALARIES PART/SEASONAL	0	2,826	2,826	5,883
4110003 OVERTIME	143	0	0	0
4110030 SICK LEAVE BUYOUT	333	300	300	300
4130110 RETIREMENT	37,999	116,357	116,357	52,355
4130120 MEDICAL & DENTAL INSURANCE	18,103	76,373	76,373	27,269
4130130 WORKERS COMPENSATION	1,626	4,123	4,123	4,205
4130140 LONG-TERM DISABILITY	658	4,678	4,678	4,772
4130150 UNEMPLOYMENT	943	2,363	2,363	2,410
4130160 VEHICLE ALLOWANCE	6,175	12,410	12,410	6,820
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	1,702	2,467	2,467	1,600
4240000 OFFICE SUPPLIES	1,650	2,790	2,790	1,700
4280000 TELEPHONE	1,359	1,604	1,604	1,500
4330000 TRAINING	2,793	6,400	6,400	3,300
4610000 MISCELLANEOUS SUPPLIES	1,604	6,800	6,800	3,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL CITY MANAGER	273,177	833,555	833,555	398,859
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	264,069	813,494	813,494	387,759
OPERATING EXPENSES	9,108	20,061	20,061	11,100
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	273,177	833,555	833,555	398,859

SUPPORT: OFFICE OF THE CITY MANAGER

Office of Development Assistance

The Office of Development Assistance (ODA) provides a service to the community at large by explaining the development process and facilitating solutions to problems that may arise during the review and construction of projects. Our objective is to assist the development community in putting together the best possible set of plans that will result in the project moving smoothly through the review process in the least amount of time. We are strongly committed to high quality development that will enhance the City of West Jordan and ensure the future vitality of the community.

GOALS

1. Increase productivity and efficiency of application reviews by regular evaluation and improving processes.
2. Maintain current information, including standards and applications, on the City's web site for applicant use and reference.
3. Establish a positive report and reputation with the private development community by maintaining a transparent process and establishing reasonable review standards.

OUTCOME MEASUREMENTS

1. Review Standards

First submittal review -	4 weeks
Redline return review -	2 weeks
Mylar/Plat Routing -	2 weeks
2. Offer opportunity for feedback from applicants by survey or "debrief" meetings.

**OFFICE OF DEV. ASSIST.
10413103**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	191,500
4130110 RETIREMENT	0	0	0	40,755
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	33,345
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	0	0	600
4240000 OFFICE SUPPLIES	0	0	0	800
4280000 TELEPHONE	0	0	0	1,040
4330000 TRAINING	0	0	0	2,690
4610000 MISCELLANEOUS SUPPLIES	0	0	0	1,200
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL OFFICE OF DEV. ASSIST.	0	0	0	271,930

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	0	0	0	265,600
OPERATING EXPENSES	0	0	0	6,330
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	271,930

SUPPORT: OFFICE OF THE CITY MANAGER

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	87,334	67,357	67,357	73,804
4110030 SICK LEAVE BUYOUT	490	500	500	500
4130110 RETIREMENT	15,961	13,108	13,108	14,580
4130120 MEDICAL & DENTAL INSURANCE	12,783	13,033	13,033	14,974
4130130 WORKERS COMPENSATION	93	120	120	122
4130140 LONG-TERM DISABILITY	747	657	657	670
4130150 UNEMPLOYMENT	414	330	330	337
4130160 VEHICLE ALLOWANCE	1,565	1,565	1,565	1,565
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	625	625	625	1,000
4220000 PUBLIC NOTICES	10,114	10,000	10,000	10,000
4240000 OFFICE SUPPLIES	541	1,500	1,500	1,500
4256100 COPIER MAINTENANCE	283	2,000	2,000	2,000
4310000 PROFESSIONAL & TECHNICAL	11,605	10,000	10,000	12,000
4330000 TRAINING	587	1,000	1,000	1,000
4480000 DEPARTMENT SUPPLIES	590	720	720	1,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL AGENDA MANAGEMENT	143,732	122,515	122,515	135,052
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	119,387	96,670	96,670	106,552
OPERATING EXPENSES	24,345	25,845	25,845	28,500
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	143,732	122,515	122,515	135,052

SUPPORT: OFFICE OF THE CITY MANAGER

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

- Establish an online GRAMA request process that will interact with both the public and the City staff.
- 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	76,587	63,301	63,301	108,767
4110030 SICK LEAVE BUYOUT	463	500	500	500
4130110 RETIREMENT	14,181	12,319	12,319	21,915
4130120 MEDICAL & DENTAL INSURANCE	13,722	12,204	12,204	20,745
4130130 WORKERS COMPENSATION	84	113	113	115
4130140 LONG-TERM DISABILITY	675	618	618	630
4130150 UNEMPLOYMENT	368	310	310	316
4130160 VEHICLE ALLOWANCE	1,509	1,509	1,509	2,292
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	291	300	300	350
4240000 OFFICE SUPPLIES	1,379	2,000	2,000	2,000
4256100 COPIER MAINTENANCE	299	750	750	750
4310000 PROFESSIONAL & TECHNICAL	7,940	8,000	8,000	17,500
4330000 TRAINING	2,063	2,000	2,000	2,500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL RECORDS MANAGEMENT	119,561	103,924	103,924	178,380

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	107,589	90,874	90,874	155,280
OPERATING EXPENSES	11,972	13,050	13,050	23,100
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	119,561	103,924	103,924	178,380

OFFICE OF THE CITY MANAGER

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 Salt Lake County Elections other departments to establish an increased voter turnout during the 2013 Municipal Election, using the 'Vote By Mail' process. 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.

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ELECTIONS

10417001

		ADJUSTED	YEAR-END	ADOPTED
		BUDGET	ESTIMATE	BUDGET
		FY 12-13	FY 12-13	FY 13-14
		ACTUAL		
		FY 11-12		
<u>OPERATING EXPENSES</u>				
4220000	PUBLIC NOTICES	0	4,000	1,000
4610000	MISC SUPPLIES	746	0	1,700
4610001	COUNTY	155,883	60,000	160,000
TOTAL ELECTIONS		156,629	64,000	162,700
FUNCTIONAL SUMMARY				
OPERATING EXPENSES		156,629	64,000	162,700
TOTAL FUNCTIONAL AREAS		156,629	64,000	162,700

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

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
<u>SALARIES & BENEFITS</u>				
4130120 MEDICAL & DENTAL INSURANCE	140,679	150,000	150,000	225,000
<u>OPERATING EXPENSES</u>				
4241000 BUILDING RENT	445,355	281,819	281,819	281,819
4511000 RISK MANAGEMENT	731,000	625,000	625,000	675,000
4610007 LEGAL DEFENDERS	20,983	52,000	52,000	52,000
4610021 WAGE COMPRESSION POOL	0	400,000	400,000	204,000
4610028 EMPLOYEE EVENTS	8,034	16,000	16,000	10,000
<u>CAPITAL OUTLAYS</u>				
4738008 LAND PURCHASES	0	0	0	0
TOTAL NONDEPARTMENTAL	1,346,051	1,524,819	1,524,819	1,447,819

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	140,679	150,000	150,000	225,000
OPERATING EXPENSES	1,205,372	1,374,819	1,374,819	1,222,819
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	1,346,051	1,524,819	1,524,819	1,447,819

SUPPORT: LEGAL DEPARTMENT

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CITY ATTORNEY OFFICE

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	1,112,581	1,280,524	1,280,524	1,460,615
OPERATING EXPENSES	67,330	150,546	150,546	117,336
TOTAL FUNCTIONAL AREAS	1,179,911	1,431,070	1,431,070	1,577,951
PROGRAM SUMMARY				
GENERAL LEGAL	479,655	411,164	411,164	424,837
RISK MANAGEMENT	95,120	117,019	117,019	123,330
LITIGATION	101,582	159,223	159,223	121,669
PROPERTY	89,823	111,395	111,395	151,396
PROSECUTION	413,731	416,761	416,761	407,027
CODE ENFORCEMENT	0	215,508	215,508	219,321
VICTIM ASSISTANCE	0	0	0	130,371
TOTAL CITY ATTORNEY	1,179,911	1,431,070	1,431,070	1,577,951

SUPPORT: LEGAL DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	342,123	287,196	287,196	292,940
4110030 SICK LEAVE BUYOUT	1,537	1,500	1,500	1,500
4130110 RETIREMENT	68,543	57,756	57,756	58,911
4130120 MEDICAL & DENTAL INSURANCE	39,245	33,971	33,971	36,451
4130130 WORKERS COMPENSATION	402	513	513	523
4130140 LONG-TERM DISABILITY	3,212	2,802	2,802	2,858
4130150 UNEMPLOYMENT	1,729	1,407	1,407	1,435
4130160 VEHICLE ALLOWANCE	3,913	3,913	3,913	3,913
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	8,282	8,932	8,932	8,932
4215000 MEMBERSHIPS	2,840	2,806	2,806	3,006
4240000 OFFICE SUPPLIES	3,262	4,853	4,853	4,853
4312000 CIVILIAN WITNESS FEE	0	675	675	175
4330000 TRAINING	4,567	4,840	4,840	9,340
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL GENERAL LEGAL	479,655	411,164	411,164	424,837

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	460,704	389,058	389,058	398,531
OPERATING EXPENSES	18,951	22,106	22,106	26,306
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	479,655	411,164	411,164	424,837

SUPPORT: LEGAL DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	59,376	78,948	78,948	80,527
4110030 SICK LEAVE BUYOUT	233	200	200	200
4130110 RETIREMENT	10,366	15,413	15,413	15,721
4130120 MEDICAL & DENTAL INSURANCE	5,320	7,295	7,295	7,828
4130130 WORKERS COMPENSATION	59	141	141	144
4130140 LONG-TERM DISABILITY	476	770	770	785
4130150 UNEMPLOYMENT	266	387	387	395
4130160 VEHICLE ALLOWANCE	839	839	839	839
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	1,324	2,200	2,200	2,200
4215000 MEMBERSHIPS	565	480	480	480
4240000 OFFICE SUPPLIES	296	1,000	1,000	1,000
4312000 CIVILIAN WITNESS FEE	255	725	725	125
4313000 LITIGATION	20,914	50,000	50,000	10,000
4330000 TRAINING	1,293	825	825	1,425
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL CITY LITIGATION	101,582	159,223	159,223	121,669
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	76,935	103,993	103,993	106,439
OPERATING EXPENSES	24,647	55,230	55,230	15,230
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	101,582	159,223	159,223	121,669

SUPPORT: LEGAL DEPARTMENT

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 has become a valuable program for those residents, developers, utility companies and other government agencies who do business with the city.

The Property program has been in place since 2006. 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 amount of money that was spent on outsourcing the acquisition phase of 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 determinations and requests for information from other government agencies and utility companies 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	65,489	85,135	85,135	86,838
4110001 SALARIES PART/SEASONAL	0	0	0	30,000
4110030 SICK LEAVE BUYOUT	371	400	400	400
4130110 RETIREMENT	12,872	16,767	16,767	22,102
4130120 MEDICAL & DENTAL INSURANCE	8,434	5,695	5,695	6,111
4130130 WORKERS COMPENSATION	822	1,120	1,120	1,142
4130140 LONG-TERM DISABILITY	617	831	831	848
4130150 UNEMPLOYMENT	333	417	417	425
4130160 VEHICLE ALLOWANCE	280	280	280	280
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	230	250	250	250
4240000 OFFICE SUPPLIES	125	250	250	2,750
4330000 TRAINING	250	250	250	250
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PROPERTY	89,823	111,395	111,395	151,396
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	89,218	110,645	110,645	148,146
OPERATING EXPENSES	605	750	750	3,250
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	89,823	111,395	111,395	151,396

Support: Legal Department

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	276,944	269,813	269,813	275,209
4110001 SALARIES PART/SEASONAL	16,816	24,463	24,463	17,952
4110030 SICK LEAVE BUYOUT	478	500	500	510
4130110 RETIREMENT	54,661	55,060	55,060	54,961
4130120 MEDICAL & DENTAL INSURANCE	38,043	33,174	33,174	35,596
4130130 WORKERS COMPENSATION	1,005	1,099	1,099	1,121
4130140 LONG-TERM DISABILITY	2,529	2,633	2,633	2,686
4130150 UNEMPLOYMENT	1,458	1,443	1,443	1,472
4130160 VEHICLE ALLOWANCE	280	280	280	280
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	781	1,040	1,040	1,040
4215000 MEMBERSHIPS	865	980	980	980
4240000 OFFICE SUPPLIES	5,247	4,860	4,860	4,860
4250000 EQUIPMENT SUPPLIES & MAINT.	2,312	0	0	0
4255000 FLEET O&M CHARGE	3,887	3,958	3,958	0
4256100 COPIER MAINTENANCE	0	200	200	200
4280000 TELEPHONE	1,134	400	400	0
4312000 CIVILIAN WITNESS FEE	4,863	14,298	14,298	7,600
4330000 TRAINING	2,428	2,560	2,560	2,560
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PROSECUTION	413,731	416,761	416,761	407,027
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	392,214	388,465	388,465	389,787
OPERATING EXPENSES	21,517	28,296	28,296	17,240
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	413,731	416,761	416,761	407,027

SUPPORT: LEGAL DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	101,604	101,604	103,636
4110001 SALARIES PART/SEASONAL	0	20,560	20,560	20,971
4130110 RETIREMENT	0	17,463	17,463	17,812
4130120 MEDICAL & DENTAL INSURANCE	0	32,314	32,314	34,673
4130130 WORKERS COMPENSATION	0	1,485	1,485	1,515
4130140 LONG-TERM DISABILITY	0	877	877	895
4130150 UNEMPLOYMENT	0	441	441	450
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	0	200	200	1,500
4250000 EQUIPMENT SUPPLIES & MAINT.	0	6,208	6,208	4,508
4250010 UNIFORMS	0	500	500	1,600
4255000 FLEET O&M CHARGE	0	7,037	7,037	11,308
4255010 FLEET REPLACEMENT CHARGE	0	14,140	14,140	10,393
4280000 TELEPHONE	0	1,679	1,679	3,060
4310000 PROFESSIONAL & TECHNICAL	0	10,000	10,000	5,000
4330000 TRAINING	0	1,000	1,000	2,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PROSECUTION	0	215,508	215,508	219,321
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	174,744	174,744	179,952
OPERATING EXPENSES	0	40,764	40,764	39,369
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	215,508	215,508	219,321

SUPPORT: LEGAL DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	69,518	83,539	83,539	85,210
4110030 SICK LEAVE BUYOUT	103	100	100	100
4130110 RETIREMENT	13,258	16,418	16,418	16,746
4130120 MEDICAL & DENTAL INSURANCE	8,508	10,893	10,893	11,688
4130130 WORKERS COMPENSATION	862	1,165	1,165	1,188
4130140 LONG-TERM DISABILITY	637	815	815	831
4130150 UNEMPLOYMENT	344	409	409	417
4130160 VEHICLE ALLOWANCE	280	280	280	280
	0			
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	131	350	350	350
4240000 OFFICE SUPPLIES	124	1,250	1,250	500
4280000 TELEPHONE	191	300	300	1,020
4330000 TRAINING	1,164	1,500	1,500	2,500
4620500 SAFETY & TRAINING	0	0	0	2,500
	0			
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL RISK MANAGEMENT	95,120	117,019	117,019	123,330
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	93,510	113,619	113,619	116,460
OPERATING EXPENSES	1,610	3,400	3,400	6,870
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	95,120	117,019	117,019	123,330

SUPPORT: LEGAL DEPARTMENT

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 coverage options are limited.
- Increases the city's independence to manage liability exposures internally.

RISK MANAGEMENT FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3620100 WORKMANS COMPENSATION	21,495	0	0	0
3830100 PAYROLL TO WORKMENS COMP	246,338	300,000	300,000	300,000
3842000 CHARGE TO GENERAL FUND	731,000	625,000	625,000	675,000
3850100 PAYROLL TO UNEMPLOYMENT	110,922	115,000	115,000	115,000
3870100 TRANSFER FROM WATER FUND	25,000	25,000	25,000	25,000
3870200 TRANSFER FROM SEWER FUND	25,000	25,000	25,000	25,000
TOTAL RISK MGT. FUND REVENUES	1,159,755	1,090,000	1,090,000	1,140,000

**EMPLOYEE INSURANCE
67610001**

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
OPERATING EXPENSES				
4630200 WORKMENS COMPENSATION	241,024	300,000	280,000	300,000
4630400 UNEMPLOYMENT	34,604	55,000	30,000	20,000
4890000 CONT TO FUND BALANCE	0	60,000	0	95,000
TOTAL RISK MANAGEMENT	275,628	415,000	310,000	415,000
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	275,628	415,000	310,000	415,000
TOTAL FUNCTIONAL AREAS	275,628	415,000	310,000	415,000

**LIABILITY MANAGEMENT
67620001**

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
OPERATING EXPENSES				
4620100 LIABILITY PREMIUMS	302,800	325,000	330,000	350,000
4620400 LIABILITY LOSSES	282,778	250,000	250,000	325,000
4620410 LIABILITY LOSS/WTR,SWR	27,488	50,000	20,000	50,000
4620420 LIABILITY LOSS/LEGAL EXPENSE	0	50,000	0	0
TOTAL RISK MANAGEMENT	613,066	675,000	600,000	725,000
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	613,066	675,000	600,000	725,000
TOTAL FUNCTIONAL AREAS	613,066	675,000	600,000	725,000

SUPPORT: LEGAL DEPARTMENT

Victim Assistance

PURPOSE

To provide immediate crisis response, safe shelter, court advocacy, emotional support, resources, and referrals to victims of domestic violence as well as other violent crimes and/or critical incidents.

GOALS

Continue to maximize resources available in order to provide timely, effective and meaningful assistance to crime victims. Actively seek new funding to allow the program to increase their personnel in order to reach a greater number of crime victims.

OUTCOME MEASUREMENTS

- Collect and analyze monthly and annual data on advocacy services provided.
- Request and analyze input collected from victims who received services to improve future services.
- Compare service rates to needs rates to create a baseline ratio.
- Increase the total number of volunteer hours used in the program.
- Recruit new volunteers.
- Report semiannually to City Council regarding program progress.

VICTIM ASSISTANCE
10414508

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	82,300
4110001 SALARIES PART/SEASONAL	0	0	0	11,000
4130110 RETIREMENT	0	0	0	14,600
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	13,400
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	0	0	0	1,200
4255000 FLEET O&M CHARGE	0	0	0	1,991
4280000 TELEPHONE	0	0	0	4,080
4330000 TRAINING	0	0	0	1,800
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL VICTIM ASSISTANCE	0	0	0	130,371
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	121,300
OPERATING EXPENSES	0	0	0	9,071
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	130,371

SUPPORT: ADMINISTRATIVE SERVICES

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ADMINISTRATIVE SERVICES DEPARTMENT

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	2,192,405	2,604,158	2,604,158	2,941,718
OPERATING EXPENSES	949,609	1,501,548	1,501,548	1,832,184
CAPITAL OUTLAYS	63,919	0	0	0
TRANSFERS OUT	2,480,491	1,600,000	1,600,000	750,000
TOTAL FUNCTIONAL AREAS	5,686,424	5,705,706	5,705,706	5,523,902
PROGRAM SUMMARY				
ADMINISTRATION	83,943	113,094	113,094	279,557
FINANCE DIVISION				
ACCOUNTING	329,797	403,571	403,571	410,529
TREASURY	286,776	313,350	313,350	325,006
BUDGET	103,951	104,149	104,149	106,849
PURCHASING	114,334	118,169	118,169	105,991
BUSINESS LICENSING	75,549	82,268	82,268	84,522
RENTAL PROP. LICENSING	81,155	84,266	84,266	87,034
UTILITY BILLING	628,736	667,177	667,177	673,043
TRANSFERS OUT	2,480,491	1,600,000	1,600,000	750,000
TOTAL FINANCE	4,100,789	3,372,950	3,372,950	2,542,974
HUMAN RESOURCES DIVISION				
EMPLOYEE DEV. & RELATIONS	94,014	100,044	100,044	100,025
RECRUITING & RETENTION	97,347	172,988	172,988	178,030
PAYROLL & BENEFITS	91,733	225,418	225,418	232,436
TOTAL HUMAN RESOURCES	283,094	498,450	498,450	510,491
INFORMATION TECH. DIVISION				
IT SYSTEMS	657,376	722,349	722,349	716,137
IT HARDWARE	240,962	581,551	581,551	521,951
IT TECHNICAL SUPPORT	181,343	224,478	224,478	227,976
SOFT. DEV. & DATABASE ADMIN.	138,917	192,834	192,834	196,686
TOTAL INFORMATION TECH.	1,218,598	1,721,212	1,721,212	1,662,750
COMMUNITY AFFAIRS OFFICE				
PUBLIC INFORMATION	0	0	0	103,512
EVENTS	0	0	0	125,013
JULY ACTIVITIES	0	0	0	78,150
RODEO	0	0	0	152,365
MOTORSPORTS	0	0	0	69,090
TOTAL COMMUNITY AFFAIRS	0	0	0	528,130
TOTAL ADMIN. SERVICES	5,686,424	5,705,706	5,705,706	5,523,902

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	61,744	84,929	84,929	181,628
4110030 SICK LEAVE BUYOUT	373	400	400	400
4130110 RETIREMENT	11,710	11,836	11,836	32,757
4130120 MEDICAL & DENTAL INSURANCE	7,787	8,413	8,413	25,951
4130130 WORKERS COMPENSATION	70	109	109	111
4130140 LONG-TERM DISABILITY	559	594	594	606
4130150 UNEMPLOYMENT	304	298	298	304
4130160 VEHICLE ALLOWANCE	656	3,410	3,410	9,000
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	150	150	150
4215000 MEMBERSHIPS	225	485	485	1,260
4240000 OFFICE SUPPLIES	(68)	0	0	0
4280000 TELEPHONE	65	480	480	1,100
4310000 PROFESSIONAL & TECHNICAL	0	0	0	20,000
4330000 TRAINING	518	1,990	1,990	5,290
4462000 LEADERSHIP ACADEMY	0	0	0	1,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL ADMIN. SVCS. ADMIN.	83,943	113,094	113,094	279,557
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	83,203	109,989	109,989	250,757
OPERATING EXPENSES	740	3,105	3,105	28,800
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	83,943	113,094	113,094	279,557

SUPPORT: ADMINISTRATIVE SERVICES

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 15th day of the following month.

OUTCOME MEASUREMENTS

- Distribution of the Monthly Financial Report by the 20th of the following month.

ACCOUNTING

10414102

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	210,676	228,406	228,406	227,974
4110001 SALARIES PART/SEASONAL	0	31,649	31,649	32,282
4110030 SICK LEAVE BUYOUT	1,136	1,000	1,000	1,000
4130110 RETIREMENT	40,605	50,470	50,470	51,479
4130120 MEDICAL & DENTAL INSURANCE	23,680	38,179	38,179	40,966
4130130 WORKERS COMPENSATION	244	466	466	475
4130140 LONG-TERM DISABILITY	1,954	2,544	2,544	2,595
4130150 UNEMPLOYMENT	1,057	1,277	1,277	1,303
4130160 VEHICLE ALLOWANCE	419	2,180	2,180	2,180
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	485	300	300	300
4215000 MEMBERSHIPS	376	300	300	300
4240000 OFFICE SUPPLIES	13,327	8,800	8,800	9,600
4280000 TELEPHONE	464	0	0	475
4310000 PROFESSIONAL & TECHNICAL	34,053	36,400	36,400	36,400
4330000 TRAINING	1,321	1,600	1,600	3,200
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL ACCOUNTING	329,797	403,571	403,571	410,529
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	279,771	356,171	356,171	360,254
OPERATING EXPENSES	50,026	47,400	47,400	50,275
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	329,797	403,571	403,571	410,529

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	186,231	206,728	206,728	210,863
4110030 SICK LEAVE BUYOUT	774	800	800	800
4130110 RETIREMENT	40,709	45,099	45,099	46,001
4130120 MEDICAL & DENTAL INSURANCE	34,401	45,937	45,937	49,290
4130130 WORKERS COMPENSATION	214	369	369	376
4130140 LONG-TERM DISABILITY	1,714	2,017	2,017	2,057
4130150 UNEMPLOYMENT	925	1,013	1,013	1,033
4130160 VEHICLE ALLOWANCE	3,857	3,857	3,857	3,857
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	55	55	55	60
4215000 MEMBERSHIPS	318	575	575	600
4240000 OFFICE SUPPLIES	16,697	5,300	5,300	5,400
4310000 PROFESSIONAL & TECHNICAL	0	0	0	3,319
4330000 TRAINING	881	1,600	1,600	1,350
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL TREASURY	286,776	313,350	313,350	325,006
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	268,825	305,820	305,820	314,277
OPERATING EXPENSES	17,951	7,530	7,530	10,729
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	286,776	313,350	313,350	325,006

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	74,456	73,038	73,038	74,499
4110030 SICK LEAVE BUYOUT	67	200	200	200
4130110 RETIREMENT	14,169	14,451	14,451	14,740
4130120 MEDICAL & DENTAL INSURANCE	11,002	11,309	11,309	12,135
4130130 WORKERS COMPENSATION	86	130	130	133
4130140 LONG-TERM DISABILITY	687	713	713	727
4130150 UNEMPLOYMENT	368	358	358	365
4130160 VEHICLE ALLOWANCE	335	335	335	335
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	253	265	265	265
4310000 PROFESSIONAL & TECHNICAL	1,173	1,500	1,500	1,500
4330000 TRAINING	1,355	1,850	1,850	1,950
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL BUDGET	103,951	104,149	104,149	106,849
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	101,170	100,534	100,534	103,134
OPERATING EXPENSES	2,781	3,615	3,615	3,715
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	103,951	104,149	104,149	106,849

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	86,573	88,240	88,240	75,005
4110030 SICK LEAVE BUYOUT	830	800	800	800
4130110 RETIREMENT	16,598	17,144	17,144	17,487
4130120 MEDICAL & DENTAL INSURANCE	8,333	9,384	9,384	10,069
4130130 WORKERS COMPENSATION	100	158	158	161
4130140 LONG-TERM DISABILITY	796	861	861	878
4130150 UNEMPLOYMENT	431	432	432	441
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	658	850	850	850
4330000 TRAINING	15	300	300	300
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PURCHASING	114,334	118,169	118,169	105,991

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	113,661	117,019	117,019	104,841
OPERATING EXPENSES	673	1,150	1,150	1,150
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	114,334	118,169	118,169	105,991

SUPPORT: ADMINISTRATIVE SERVICES

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 3,318 licenses, of which 1,895 are Home Occupation licenses and 1,423 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	47,543	52,911	52,911	53,969
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	9,071	10,309	10,309	10,515
4130120 MEDICAL & DENTAL INSURANCE	8,508	10,938	10,938	11,736
4130130 WORKERS COMPENSATION	55	95	95	97
4130140 LONG-TERM DISABILITY	436	516	516	526
4130150 UNEMPLOYMENT	236	259	259	264
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	90	90	90
4240000 OFFICE SUPPLIES	8,907	5,850	5,850	5,950
4330000 TRAINING	793	1,200	1,200	1,275
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL BUSINESS LICENSING	75,549	82,268	82,268	84,522
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	65,849	75,128	75,128	77,207
OPERATING EXPENSES	9,700	7,140	7,140	7,315
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	75,549	82,268	82,268	84,522

SUPPORT: ADMINISTRATIVE SERVICES

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 777 landlords who have taken the Good Landlord Class, 108 who have chosen not to participate, and no reply from 150 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 1,035 rental dwelling licenses to principle entities and 483 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	54,174	55,203	55,203	56,307
4110030 SICK LEAVE BUYOUT	351	300	300	300
4130110 RETIREMENT	10,348	10,723	10,723	10,937
4130120 MEDICAL & DENTAL INSURANCE	12,288	13,792	13,792	14,799
4130130 WORKERS COMPENSATION	62	99	99	101
4130140 LONG-TERM DISABILITY	498	539	539	550
4130150 UNEMPLOYMENT	269	270	270	275
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	90	90	90
4240000 OFFICE SUPPLIES	2,716	2,300	2,300	2,400
4330000 TRAINING	449	950	950	1,275
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL BUSINESS LICENSING	81,155	84,266	84,266	87,034
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	77,990	80,926	80,926	83,269
OPERATING EXPENSES	3,165	3,340	3,340	3,765
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	81,155	84,266	84,266	87,034

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	261,395	232,904	232,904	237,562
4110001 SALARIES PART/SEASONAL	16,082	14,118	14,118	14,400
4110003 OVERTIME	0	4,000	4,000	4,000
4110030 SICK LEAVE BUYOUT	961	1,000	1,000	1,000
4110100 ON CALL SALARIES	0	3,235	3,235	3,235
4130110 RETIREMENT	48,200	50,215	50,215	51,219
4130120 MEDICAL & DENTAL INSURANCE	49,924	49,538	49,538	53,154
4130130 WORKERS COMPENSATION	1,064	1,630	1,630	1,663
4130140 LONG-TERM DISABILITY	2,395	2,272	2,272	2,317
4130150 UNEMPLOYMENT	1,286	1,211	1,211	1,235
4130160 VEHICLE ALLOWANCE	1,398	1,398	1,398	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	500	500	500
4240000 OFFICE SUPPLIES	149,291	160,000	160,000	161,681
4250000 EQUIPMENT SUPPLIES & MAINT.	5,559	5,000	5,000	6,500
4250010 UNIFORMS	1,918	1,660	1,660	1,660
4255000 FLEET O&M CHARGE	7,996	8,142	8,142	17,239
4255010 FLEET REPLACEMENT CHARGE	0	4,054	4,054	2,980
4280000 TELEPHONE	3,140	3,500	3,500	3,500
4310000 PROFESSIONAL & TECHNICAL	3,330	7,000	7,000	7,000
4330000 TRAINING	0	800	800	800
4540000 BANK CHARGES	74,797	115,000	115,000	100,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL UTILITY BILLING	628,736	667,177	667,177	673,043
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	382,705	361,521	361,521	371,183
OPERATING EXPENSES	246,031	305,656	305,656	301,860
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	628,736	667,177	667,177	673,043

SUPPORT: ADMINISTRATIVE SERVICES

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 2014 are to fund the movement of C Road funding (state gas tax) and to transfer \$750,000 from the General Fund to the Roads Capital Fund for specific road construction and/or maintenance projects.

TRANSFERS OUT
10481001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<hr/>				
<u>TRANSFERS OUT</u>				
4943000 CAPITAL SUPPORT FUND	0	850,000	850,000	0
4944000 ROAD CAPITAL FUND	2,480,491	750,000	750,000	750,000
<hr/>				
TOTAL TRANSFERS OUT	2,480,491	1,600,000	1,600,000	750,000

FUNCTIONAL SUMMARY

TRANSFERS OUT	2,480,491	1,600,000	1,600,000	750,000
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TOTAL FUNCTIONAL AREAS	2,480,491	1,600,000	1,600,000	750,000

SUPPORT: ADMINISTRATIVE SERVICES

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**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
3110000 PROPERTY TAXES	10,212	10,119	10,119	10,124
3160000 MOTOR VEHICLE TAXES	1,511	800	800	800
3190000 PENALTY & INT ON DEL TAX	5	20	20	20
3610000 INTEREST EARNINGS	104	0	0	0
3871000 CONTRIB. FROM FUND BALANCE	0	2,190	0	4,315
TOTAL FAIRWAY EST. FUND REVENUES	11,832	13,129	10,939	15,259

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

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	151	1,500	1,500	3,100
4270000 UTILITIES	1,769	3,659	3,659	3,659
4621000 MISCELLANEOUS SERVICES	8,057	7,970	7,970	8,500
TOTAL FAIRWAY ESTATES	9,977	13,129	13,129	15,259

FUNCTIONAL SUMMARY

OPERATING EXPENSES	9,977	13,129	13,129	15,259
TOTAL FUNCTIONAL AREAS	9,977	13,129	13,129	15,259

SUPPORT: ADMINISTRATIVE SERVICES

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 commits tax increment revenues (increased amount of property taxes resulting from capital investment after the building was built and equipment installed) to pay for property assembly and certain improvements. The incentive, including improvements and land, were financed by issuing bonds in order to spread the cost out over a number of years. The Special Improvement District (SID) was formed to guarantee and "back-stop" the bonds by creating 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 a schedule approved by the City Council, with a portion reimbursed from impact fees; and then from direct payments from Masco, the parent company. In fact, 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. The property and building was acquired by Boeing in 2012. The EDA incentive is substantially the same as before the acquisition. Amendments were made to the incentive documents to include Boeing in the chain of guarantees.

KRAFTMAID S.I.D. FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3610000 INTEREST EARNINGS	5,988	0	0	0
3680000 LOAN REPAYMENT	200,116	0	0	0
3873000 TRANSFER FROM RDA FUND	0	201,617	201,617	201,617
TOTAL KRAFTMAID S.I.D. FUND REVENUES	206,104	201,617	201,617	201,617

KRAFTMAID SPECIAL IMPROVEMENT DISTRICT 29

SALARIES & BENEFITS

4110000 SALARIES FULL-TIME	0	0	0	0
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OPERATING EXPENSES

4820000 INTEREST	200,117	200,117	200,117	200,117
4830000 AGENTS FEE	0	1,500	1,500	1,500

CAPITAL OUTLAYS

4731060 ROAD IMPROVEMENTS	0	0	0	0
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TOTAL KRAFTMAID S.I.D.	200,117	201,617	201,617	201,617
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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
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SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
3610000 INTEREST EARNINGS	9,954	7,000	7,000	7,000
3622000 CITY HALL LEASE	445,355	281,819	281,819	281,829
3628000 FIRE STATION 53 LEASE	200,000	572,147	572,147	572,138
3635000 BOND PROCEEDS	3,290,000	0	0	2,500,000
TOTAL BUILDING AUTH. FUND REVENUES	3,945,309	860,966	860,966	3,360,967

BUILDING AUTHORITY 42

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
<u>OPERATING EXPENSES</u>				
4810000 PRINCIPAL	3,675,000	805,000	805,000	815,000
4820000 INTEREST	111,060	45,965	45,965	35,997
4830000 AGENTS FEE	23,988	3,000	3,000	3,000
4890000 CONT TO FUND BALANCE	0	7,001	0	6,970
<u>CAPITAL OUTLAYS</u>				
4738031 FIRE FACILITIES	0	0	0	2,500,000

TOTAL BUILDING AUTHORITY	3,810,048	860,966	853,965	3,360,967
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FUNCTIONAL SUMMARY

OPERATING EXPENSES	3,810,048	860,966	853,965	860,967
CAPITAL OUTLAYS	0	0	0	2,500,000
TOTAL FUNCTIONAL AREAS	3,810,048	860,966	853,965	3,360,967

SUPPORT: ADMINISTRATIVE SERVICES

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 BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3110000 PROPERTY TAXES	302,197	838,781	838,781	819,174
3130000 SALES TAX	198,153	0	0	0
3610000 INTEREST EARNINGS	15,780	12,783	12,783	5,000
3825000 TRANS FROM GENERAL FUND	0	850,000	850,000	0
3870100 TRANSFER FROM WATER FUND	0	522,500	522,500	15,000
3870200 TRANSFER FROM SEWER FUND	0	225,000	225,000	15,000
3870300 TRANSFER FROM SOLID WASTE	0	85,000	85,000	0
3870400 TRANSFER FROM STORMWATER	750,000	42,500	42,500	0
3874047 TRANSFER FROM BLDGS CAPIT	518,724	0	0	0
3875000 PRIOR YEARS RESERVES	0	0	0	2,092,453
TOTAL CAPITAL SUPP. FUND REVENUES	1,784,854	2,576,564	2,576,564	2,946,627

CAPITAL SUPPORT 43410001

	ACTUAL	ADJUSTED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	18,312	0	0	0
4310000 PROFESSIONAL & TECHNICAL	17,452	14,184	14,184	0
4738038 LIBRARY	1,480	500,000	250,000	250,000
4738039 PUBLIC WORKS BUILDING	9,665	0	0	0
4738040 FACILITIES PROJECTS	0	462,728	462,728	176,600
4810000 PRINCIPAL	2,450,000	510,000	510,000	515,000
4820000 INTEREST	438,439	324,564	324,564	303,027
4830000 AGENTS FEE	2,500	2,000	2,000	2,000
4890000 CONT TO FUND BALANCE	0	763,088	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
<u>TRANSFERS OUT</u>				
4962000 INFORMATION TECH FUND	0	0	0	1,700,000

TOTAL CAPITAL SUPPORT	2,937,848	2,576,564	1,563,476	2,946,627
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FUNCTIONAL SUMMARY

OPERATING EXPENSES	2,937,848	2,576,564	1,563,476	1,246,627
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	0	0	0	1,700,000
TOTAL FUNCTIONAL AREAS	2,937,848	2,576,564	1,563,476	2,946,627

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	167,964	178,201	178,201	182,790
4110030 SICK LEAVE BUYOUT	636	600	600	600
4110100 ON CALL SALARIES	194	0	0	0
4130110 RETIREMENT	31,797	26,187	26,187	24,611
4130120 MEDICAL & DENTAL INSURANCE	28,037	23,230	23,230	24,926
4130130 WORKERS COMPENSATION	2,103	2,141	2,141	2,184
4130140 LONG-TERM DISABILITY	1,531	1,304	1,304	1,330
4130150 UNEMPLOYMENT	827	655	655	668
4130160 VEHICLE ALLOWANCE	1,398	1,398	1,398	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	150	150	150
4215000 MEMBERSHIPS	0	100	100	100
4240000 OFFICE SUPPLIES	191	700	700	700
4250000 EQUIPMENT SUPPLIES & MAINT.	15,183	20,000	20,000	20,000
4280000 TELEPHONE	926	1,680	1,680	1,680
4285000 NETWORK COMMUNICATIONS	154,821	155,403	155,403	118,000
4310000 PROFESSIONAL & TECHNICAL	0	5,000	5,000	5,000
4314000 INFO. SYSTEM CONTRACTS	248,908	301,100	301,100	327,000
4330000 TRAINING	2,860	4,500	4,500	5,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL IT SYSTEMS	657,376	722,349	722,349	716,137
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	234,487	233,716	233,716	238,507
OPERATING EXPENSES	422,889	488,633	488,633	477,630
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	657,376	722,349	722,349	716,137

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	61,158	103,436	103,436	106,530
4110030 SICK LEAVE BUYOUT	405	400	400	400
4130110 RETIREMENT	12,080	17,801	17,801	16,057
4130120 MEDICAL & DENTAL INSURANCE	9,858	15,931	15,931	17,094
4130130 WORKERS COMPENSATION	792	1,445	1,445	1,474
4130140 LONG-TERM DISABILITY	582	893	893	911
4130150 UNEMPLOYMENT	314	448	448	457
4130160 VEHICLE ALLOWANCE	1,398	1,398	1,398	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	150	150	150
4215000 MEMBERSHIPS	0	100	100	100
4240000 OFFICE SUPPLIES	102	700	700	700
4250000 EQUIPMENT SUPPLIES & MAINT.	3,240	85,000	85,000	20,000
4252500 WORKSTATION REPLACEMENT	72,481	0	0	0
4252510 HARDWARE REPL. CHARGE	0	328,434	328,434	330,000
4256100 COPIER MAINTENANCE	10,572	19,235	19,235	20,000
4280000 TELEPHONE	1,062	1,680	1,680	1,680
4330000 TRAINING	2,999	4,500	4,500	5,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	63,919	0	0	0
TOTAL IT HARDWARE	240,962	581,551	581,551	521,951
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	86,587	141,752	141,752	144,321
OPERATING EXPENSES	90,456	439,799	439,799	377,630
CAPITAL OUTLAYS	63,919	0	0	0
TOTAL FUNCTIONAL AREAS	240,962	581,551	581,551	521,951

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	109,739	140,832	140,832	144,674
4110003 OVERTIME	0	4,185	4,185	4,185
4110030 SICK LEAVE BUYOUT	541	500	500	500
4110100 ON CALL SALARIES	1,470	0	0	0
4130110 RETIREMENT	21,267	22,969	22,969	21,328
4130120 MEDICAL & DENTAL INSURANCE	20,362	22,358	22,358	23,990
4130130 WORKERS COMPENSATION	936	1,479	1,479	1,509
4130140 LONG-TERM DISABILITY	1,025	1,150	1,150	1,173
4130150 UNEMPLOYMENT	555	577	577	589
4130160 VEHICLE ALLOWANCE	1,398	1,398	1,398	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	150	150	150
4215000 MEMBERSHIPS	0	100	100	100
4240000 OFFICE SUPPLIES	102	700	700	700
4256200 COPIER TONER	20,165	20,900	20,900	20,000
4280000 TELEPHONE	1,062	1,680	1,680	1,680
4330000 TRAINING	2,721	4,500	4,500	5,000
4480000 DEPARTMENT SUPPLIES	0	1,000	1,000	1,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL IT TECHNICAL SUPPORT	181,343	224,478	224,478	227,976
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	157,293	195,448	195,448	199,346
OPERATING EXPENSES	24,050	29,030	29,030	28,630
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	181,343	224,478	224,478	227,976

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	97,249	140,076	140,076	143,903
4110030 SICK LEAVE BUYOUT	747	700	700	700
4130110 RETIREMENT	18,201	19,381	19,381	17,669
4130120 MEDICAL & DENTAL INSURANCE	14,693	16,110	16,110	17,286
4130130 WORKERS COMPENSATION	1,194	1,579	1,579	1,611
4130140 LONG-TERM DISABILITY	871	972	972	991
4130150 UNEMPLOYMENT	473	488	488	498
4130160 VEHICLE ALLOWANCE	1,398	1,398	1,398	1,398
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	150	150	150
4215000 MEMBERSHIPS	0	100	100	100
4240000 OFFICE SUPPLIES	258	700	700	700
4280000 TELEPHONE	1,062	1,680	1,680	1,680
4310000 PROFESSIONAL & TECHNICAL	212	5,000	5,000	5,000
4330000 TRAINING	2,559	4,500	4,500	5,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0

TOTAL SOFTWARE & DATABASE	138,917	192,834	192,834	196,686
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FUNCTIONAL SUMMARY

SALARIES & BENEFITS	134,826	180,704	180,704	184,056
OPERATING EXPENSES	4,091	12,130	12,130	12,630
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	138,917	192,834	192,834	196,686

SUPPORT: ADMINISTRATIVE SERVICES

Information Technology Fund

PURPOSE

The Information Technologies Fund was reactivated to account for the acquisition of a new enterprise resource planning software system and to account for replacement of the various types of information technology hardware used in the different departments. Hardware replacements had previously been accounted for in the IT Hardware Program in the General Fund.

GOAL

Have each department contribute to the costs associated with replacing outdated information technology equipment, including desktops, laptops, routers, switches, etc.

OUTCOME MEASUREMENTS

replace core IT infrastructure so that all equipment is four years old or newer.

HARDWARE REPLACEMENT 62610001

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
<u>OPERATING EXPENSES</u>				
4252400 COPIER REPLACEMENT	0	32,000	0	32,000
4252500 WORKSTATION REPLACEMENT	0	198,434	300,000	200,000
4252600 PRINTER REPLACEMENT	0	15,000	0	15,000
4252700 SERVER REPLACEMENT	0	43,000	0	43,000
4252800 NETWORK REPLACEMENT	0	40,000	0	40,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL HARDWARE REPLCMT.	0	328,434	300,000	330,000

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	0	328,434	300,000	330,000
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	328,434	300,000	330,000

ERP PROJECT 62610002

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
<u>OPERATING EXPENSES</u>				
4330000 TRAINING	0	0	8,000	0
<u>CAPITAL OUTLAYS</u>				
4749000 SOFTWARE REPLACEMENT	0	0	0	1,700,000
TOTAL SOLID WASTE	0	0	8,000	1,700,000

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	0	0	8,000	0
CAPITAL OUTLAYS	0	0	0	1,700,000
TOTAL FUNCTIONAL AREAS	0	0	8,000	1,700,000

SUPPORT: ADMINISTRATIVE SERVICES

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 and access to up-to-date technology.

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	55,290	56,328	56,328	57,455
4110001 SALARIES PART/SEASONAL	181	3,133	3,133	3,196
4110030 SICK LEAVE BUYOUT	341	300	300	300
4130110 RETIREMENT	9,991	11,256	11,256	11,481
4130120 MEDICAL & DENTAL INSURANCE	9,073	8,974	8,974	9,629
4130130 WORKERS COMPENSATION	550	717	717	731
4130140 LONG-TERM DISABILITY	477	550	550	561
4130150 UNEMPLOYMENT	260	292	292	298
4130160 VEHICLE ALLOWANCE	645	3,354	3,354	3,354
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	806	900	900	1,000
4215000 MEMBERSHIPS	1,255	1,350	1,350	1,500
4240000 OFFICE SUPPLIES	1,377	6,320	6,320	2,320
4310000 PROFESSIONAL & TECHNICAL	306	2,870	2,870	3,500
4330000 TRAINING	2,559	3,700	3,700	4,700
4610130 EDUCATIONAL ASSISTANCE	10,903	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740102 OFFICE & FURNISHING	0	0	0	0

TOTAL EMPLOYEE DEV. & REL.	94,014	100,044	100,044	100,025
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FUNCTIONAL SUMMARY

SALARIES & BENEFITS	76,808	84,904	84,904	87,005
OPERATING EXPENSES	17,206	15,140	15,140	13,020
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	94,014	100,044	100,044	100,025

SUPPORT: ADMINISTRATIVE SERVICES

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	66,850	105,964	105,964	108,083
4110001 SALARIES PART/SEASONAL	5,075	6,266	6,266	6,391
4110030 SICK LEAVE BUYOUT	114	100	100	100
4130110 RETIREMENT	13,199	22,669	22,669	23,122
4130120 MEDICAL & DENTAL INSURANCE	3,764	18,116	18,116	19,438
4130130 WORKERS COMPENSATION	207	319	319	325
4130140 LONG-TERM DISABILITY	605	569	569	580
4130150 UNEMPLOYMENT	356	317	317	323
4130160 VEHICLE ALLOWANCE	215	1,118	1,118	1,118
<u>OPERATING EXPENSES</u>				
4220000 PUBLIC NOTICES	3,557	5,000	5,000	6,000
4240000 OFFICE SUPPLIES	1,381	2,050	2,050	2,050
4610170 RECOGNITION & WELLNESS	2,024	10,500	10,500	10,500
<u>CAPITAL OUTLAYS</u>				
4740102 OFFICE & FURNISHING	0	0	0	0
TOTAL RECRUITING & RET.	97,347	172,988	172,988	178,030
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	90,385	155,438	155,438	159,480
OPERATING EXPENSES	6,962	17,550	17,550	18,550
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	97,347	172,988	172,988	178,030

SUPPORT: ADMINISTRATIVE SERVICES

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 need to increase participation on the City wellness program in order to make it effective.

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
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	19,579	74,071	74,071	75,552
4110001 SALARIES PART/SEASONAL	10,241	6,266	6,266	6,391
4110030 SICK LEAVE BUYOUT	114	200	200	200
4130110 RETIREMENT	4,834	15,015	15,015	15,315
4130120 MEDICAL & DENTAL INSURANCE	3,332	6,954	6,954	7,462
4130130 WORKERS COMPENSATION	184	347	347	354
4130140 LONG-TERM DISABILITY	193	723	723	737
4130150 UNEMPLOYMENT	153	394	394	402
4130160 VEHICLE ALLOWANCE	215	1,118	1,118	1,118
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	405	405	405
4240000 OFFICE SUPPLIES	0	2,425	2,425	2,000
4310000 PROFESSIONAL & TECHNICAL	47,981	77,250	77,250	82,250
4330000 TRAINING	0	450	450	450
4610080 DRUG TESTING	4,907	5,300	5,300	5,300
4610170 RECOGNITION & WELLNESS	0	34,500	34,500	34,500
<u>CAPITAL OUTLAYS</u>				
4740102 OFFICE & FURNISHING	0	0	0	0
TOTAL BENEFITS	91,733	225,418	225,418	232,436
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	38,845	105,088	105,088	107,531
OPERATING EXPENSES	52,888	120,330	120,330	124,905
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	91,733	225,418	225,418	232,436

SUPPORT: ADMINISTRATIVE SERVICES

Office of Community Affairs – Public Information/Transparency

PURPOSE

Serve as the primary contact for public and media affairs and proactively develop and distribute information to the public and news media. Work closely with the City Council, city departments, and committees to publicize city issues and events. Participate in the design and management of community communications programs and tools, including the city website, social media, smartphone app, digital signage, and newsletter. Also coordinate, produce and/or write financial communications including the Budget Book and Comprehensive Annual Financial Report.

Work 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
10413202

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	42,613
4110001 SALARIES PART/SEASONAL	0	0	0	13,759
4110030 SICK LEAVE BUYOUT	0	0	0	300
4130110 RETIREMENT	0	0	0	7,270
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	4,324
4130130 WORKERS COMPENSATION	0	0	0	255
4130140 LONG-TERM DISABILITY	0	0	0	296
4130150 UNEMPLOYMENT	0	0	0	217
4130160 VEHICLE ALLOWANCE	0	0	0	503
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	0	0	50
4240000 OFFICE SUPPLIES	0	0	0	185
4280000 TELEPHONE	0	0	0	500
4310000 PROFESSIONAL & TECHNICAL	0	0	0	10,440
4610060 NEWSLETTER	0	0	0	22,800
<u>CAPITAL OUTLAYS</u>				
4740102 OFFICE & FURNISHING	0	0	0	0
TOTAL PUBLIC INFORMATION	0	0	0	103,512
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	69,537
OPERATING EXPENSES	0	0	0	33,975
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	103,512

SUPPORT: ADMINISTRATIVE SERVICES

Office of Community Affairs – 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

10413203

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	53,613
4110001 SALARIES PART/SEASONAL	0	0	0	18,200
4130110 RETIREMENT	0	0	0	9,440
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	5,760
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	0	0	0	300
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	19,000
4310011 PUBLICITY	0	0	0	5,000
4310014 MISCELLANEOUS EVENTS	0	0	0	5,800
4310016 ADMINISTRATION	0	0	0	2,000
4330000 TRAINING	0	0	0	600
4610121 VOLUNTEER BARBECUE	0	0	0	5,000
4480000 DEPT SUPPLIES	0	0	0	300
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL EVENTS	0	0	0	125,013
 FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	87,013
OPERATING EXPENSES	0	0	0	38,000
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	125,013

SUPPORT: ADMINISTRATIVE SERVICES

Office of Community Affairs – Motorsports, Rodeo, July Activities

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.

MOTORSPORTS 10413206

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	9,850
4310011 PUBLICITY	0	0	0	20,000
4310016 ADMINISTRATION	0	0	0	2,000
4310020 DEMOLITION DERBY	0	0	0	36,740
4480000 DEPT SUPPLIES	0	0	0	500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL MOTORSPORTS	0	0	0	69,090

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	0	0	0	69,090
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	69,090

RODEO
10413205

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<hr/>				
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	7,500
4310001 RODEO	0	0	0	119,050
4310002 ROYALTY	0	0	0	1,550
4310011 PUBLICITY	0	0	0	21,600
4330000 TRAINING	0	0	0	2,100
4480000 DEPT SUPPLIES	0	0	0	565
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
<hr/>				
TOTAL RODEO	0	0	0	152,365
 FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	0	0	0	152,365
CAPITAL OUTLAYS	0	0	0	0
<hr/>				
TOTAL FUNCTIONAL AREAS	0	0	0	152,365

JULY ACTIVITIES
10413204

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
		FY 12-13	FY 12-13	FY 13-14
<hr/>				
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
 <u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	20,000
4310011 PUBLICITY	0	0	0	7,000
4310016 ADMINISTRATION	0	0	0	25,600
4480000 DEPT SUPPLIES	0	0	0	550
4610205 JULY 4TH CELEBRATION	0	0	0	25,000
 <u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
<hr/>				
TOTAL JULY ACTIVITIES	0	0	0	78,150
 FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	0	0	0	78,150
CAPITAL OUTLAYS	0	0	0	0
<hr/>				
TOTAL FUNCTIONAL AREAS	0	0	0	78,150

JUSTICE COURT

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COURTS

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	652,129	696,331	696,331	715,540
OPERATING EXPENSES	106,373	69,325	69,325	56,825
TOTAL FUNCTIONAL AREAS	758,502	765,656	765,656	772,365
PROGRAM SUMMARY				
JUSTICE COURT	758,502	765,656	765,656	772,365
TOTAL COURTS	758,502	765,656	765,656	772,365

JUSTICE COURT

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. The Court has worked closely with the State and Police Department to comply with state law that requires all non-DUI citations to be filed electronically with the 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 decreased this year by 8.7 % when compared to the previous year.

JUSTICE COURT
10412101

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	449,277	472,694	472,694	482,148
4110003 OVERTIME	472	8,500	8,500	8,500
4110030 SICK LEAVE BUYOUT	1,862	1,700	1,700	1,700
4130110 RETIREMENT	88,433	94,442	94,442	96,331
4130120 MEDICAL & DENTAL INSURANCE	99,603	105,634	105,634	113,345
4130130 WORKERS COMPENSATION	518	844	844	861
4130140 LONG-TERM DISABILITY	4,135	4,612	4,612	4,704
4130150 UNEMPLOYMENT	2,239	2,315	2,315	2,361
4130160 VEHICLE ALLOWANCE	5,590	5,590	5,590	5,590
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	713	860	860	860
4215000 MEMBERSHIPS	570	745	745	745
4240000 OFFICE SUPPLIES	23,063	22,000	22,000	22,000
4250000 EQUIPMENT SUPPLIES & MAINT.	15,759	1,775	1,775	1,275
4250010 UNIFORMS	250	250	250	250
4280000 TELEPHONE	1,500	2,000	2,000	2,000
4310000 PROFESSIONAL & TECHNICAL	23,088	31,800	31,800	19,800
4311000 JURY	777	2,500	2,500	2,500
4330000 TRAINING	3,103	7,395	7,395	7,395
4610007 LEGAL DEFENDERS	37,550	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL JUSTICE COURT	758,502	765,656	765,656	772,365
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	652,129	696,331	696,331	715,540
OPERATING EXPENSES	106,373	69,325	69,325	56,825
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	758,502	765,656	765,656	772,365

POLICE DEPARTMENT

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Animal Control	168
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POLICE DEPARTMENT

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	11,356,945	13,397,177	13,397,177	13,660,892
OPERATING EXPENSES	1,818,901	2,691,173	2,691,173	2,470,729
CAPITAL OUTLAYS	0	0	0	50,000
TOTAL FUNCTIONAL AREAS	13,175,846	16,088,350	16,088,350	16,181,621
PROGRAM SUMMARY				
POLICE ADMINISTRATION	1,188,685	2,281,318	2,281,318	2,135,508
INVESTIGATIONS DIVISION				
GENERAL INVESTIGATIONS	1,587,919	4,232,518	4,232,518	3,919,562
VICTIM ASSISTANCE	121,584	0	0	0
JUVENILE	745,663	0	0	0
POLICE SPECIAL OPERATIONS	438,534	0	0	0
TOTAL INVESTIGATIONS	2,893,700	4,232,518	4,232,518	3,919,562
SUPPORT SERVICES DIVISION				
POLICE RECORDS	589,764	1,426,854	1,426,854	1,437,305
BUILDING SECURITY	312,319	0	0	0
EVIDENCE	130,436	0	0	0
WARRANTS	229,089	0	0	0
POLICE TRAINING	317,691	0	0	0
TOTAL SUPPORT SERVICES	1,579,299	1,426,854	1,426,854	1,437,305
LINE SERVICES DIVISION				
PATROL	4,876,438	7,035,870	7,035,870	7,542,561
TRAFFIC	746,642	0	0	0
CODE ENF./COMM. POLICING	393,461	0	0	0
CRIME PREVENTION	148,621	0	0	0
K-9 UNIT	246,299	0	0	0
CROSSING GUARDS	424,326	506,260	506,260	543,269
SWAT	146,038	0	0	0
ANIMAL CONTROL	532,337	605,530	605,530	603,416
TOTAL LINES SERVICES	7,514,162	8,147,660	8,147,660	8,689,246
TOTAL POLICE	13,175,846	16,088,350	16,088,350	16,181,621

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	232,688	729,149	729,149	743,732
4110003 OVERTIME	1,180	5,900	5,900	5,900
4110030 SICK LEAVE BUYOUT	1,137	4,600	4,600	4,600
4110100 ON CALL SALARIES	2,185	0	0	0
4130110 RETIREMENT	41,344	214,391	214,391	218,679
4130120 MEDICAL & DENTAL INSURANCE	32,027	125,347	125,347	134,497
4130130 WORKERS COMPENSATION	716	7,182	7,182	7,326
4130140 LONG-TERM DISABILITY	1,919	5,085	5,085	5,187
4130150 UNEMPLOYMENT	1,061	2,553	2,553	2,604
4130170 UNIFORM ALLOWANCE	332	720	720	0
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	1,280	3,205	3,205	2,030
4215000 MEMBERSHIPS	677	1,220	1,220	460
4240000 OFFICE SUPPLIES	15,989	21,650	21,650	18,650
4250000 EQUIPMENT SUPPLIES & MAINT.	15,314	153,887	153,887	104,635
4252000 COMPUTER	77,312	76,704	76,704	76,000
4255000 FLEET O&M CHARGE	3,887	21,875	21,875	0
4255010 FLEET REPLACEMENT CHARGE	0	14,000	14,000	0
4280000 TELEPHONE	79,026	88,883	88,883	88,883
4310000 PROFESSIONAL & TECHNICAL	623,345	706,312	706,312	670,681
4330000 TRAINING	3,376	9,705	9,705	6,494
4459000 FIREARMS RANGE	11,500	13,250	13,250	12,250
4461000 CITIZEN ACADEMY	0	2,400	2,400	2,000
4480000 DEPT SUPPLIES	2,670	5,300	5,300	3,000
4480020 FED ASSET SHARING PROGRAM	39,540	67,700	67,700	27,700
4510000 INSURANCE	180	300	300	200
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL POLICE ADMINISTRATION	1,188,685	2,281,318	2,281,318	2,135,508

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	314,589	1,094,927	1,094,927	1,122,525
OPERATING EXPENSES	874,096	1,186,391	1,186,391	1,012,983
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	1,188,685	2,281,318	2,281,318	2,135,508

POLICE DEPARTMENT

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

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.

GENERAL INVESTIGATIONS

10421102

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	1,026,383	2,423,923	2,423,923	2,390,101
4110003 OVERTIME	41,332	138,327	138,327	138,327
4110007 DUI ENFORCEMENT	249	0	0	0
4110030 SICK LEAVE BUYOUT	6,017	15,200	15,200	15,200
4110100 ON CALL SALARIES	6,542	7,700	7,700	7,700
4130110 RETIREMENT	260,099	723,841	723,841	724,918
4130120 MEDICAL & DENTAL INSURANCE	155,157	490,946	490,946	513,385
4130130 WORKERS COMPENSATION	11,239	34,557	34,557	35,248
4130140 LONG-TERM DISABILITY	8,780	21,402	21,402	21,830
4130150 UNEMPLOYMENT	4,721	10,744	10,744	10,959
4130170 UNIFORM ALLOWANCE	1,023	3,600	3,600	0
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	740	740	470
4215000 MEMBERSHIPS	200	350	350	180
4250000 EQUIPMENT SUPPLIES & MAINT.	6,054	112,868	112,868	34,257
4250010 UNIFORMS	0	3,600	3,600	3,468
4255000 FLEET O&M CHARGE	54,421	172,330	172,330	0
4255010 FLEET REPLACEMENT CHARGE	0	35,000	35,000	0
4310000 PROFESSIONAL & TECHNICAL	3,794	8,400	8,400	5,365
4330000 TRAINING	1,908	10,690	10,690	6,154
4452000 SPECIAL OPERATIONS	0	12,000	12,000	7,000
4460000 CRIME/FIRE PREVENTION	0	6,300	6,300	5,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL GEN. INVESTIGATIONS	1,587,919	4,232,518	4,232,518	3,919,562
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	1,521,542	3,870,240	3,870,240	3,857,668
OPERATING EXPENSES	66,377	362,278	362,278	61,894
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	1,587,919	4,232,518	4,232,518	3,919,562

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 MEASUREMENTS

- 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	2,738,313	3,642,255	3,642,255	3,715,100
4110003 OVERTIME	84,030	137,537	137,537	137,537
4110005 TRAFFIC ENFORCEMENT	19,643	59,000	59,000	59,000
4110007 DUI ENFORCEMENT	98,771	75,000	75,000	75,000
4110030 SICK LEAVE BUYOUT	14,391	16,800	16,800	16,800
4110050 ADDITIONAL PAY	4,685	18,580	18,580	18,580
4110100 ON CALL SALARIES	4,381	9,000	9,000	9,000
4130110 RETIREMENT	783,057	1,205,365	1,205,365	1,229,472
4130120 MEDICAL & DENTAL INSURANCE	518,222	788,023	788,023	845,549
4130130 WORKERS COMPENSATION	34,029	58,158	58,158	59,321
4130140 LONG-TERM DISABILITY	13,833	34,355	34,355	35,042
4130150 UNEMPLOYMENT	13,315	17,246	17,246	17,591
4130170 UNIFORM ALLOWANCE	111	0	0	0
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	400	400	210
4250000 EQUIPMENT SUPPLIES & MAINT.	113,306	209,040	209,040	126,709
4250010 UNIFORMS	95,913	132,422	132,422	96,683
4255000 FLEET O&M CHARGE	326,524	393,938	393,938	676,808
4255010 FLEET REPLACEMENT CHARGE	0	194,651	194,651	234,583
4259000 POLICE VEHICLE EQUIP	10,251	25,000	25,000	125,000
4330000 TRAINING	3,663	19,100	19,100	14,576
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	50,000
TOTAL PATROL	4,876,438	7,035,870	7,035,870	7,542,561
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	4,326,781	6,061,319	6,061,319	6,217,992
OPERATING EXPENSES	549,657	974,551	974,551	1,274,569
CAPITAL OUTLAYS	0	0	0	50,000
TOTAL FUNCTIONAL AREAS	4,876,438	7,035,870	7,035,870	7,542,561

POLICE DEPARTMENT

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 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	325,445	322,588	322,588	329,040
4110003 OVERTIME	14,119	12,730	12,730	12,730
4110030 SICK LEAVE BUYOUT	2,215	1,700	1,700	1,700
4110100 ON CALL SALARIES	2,780	4,569	4,569	4,569
4130110 RETIREMENT	67,523	62,944	62,944	64,203
4130120 MEDICAL & DENTAL INSURANCE	72,885	83,074	83,074	89,138
4130130 WORKERS COMPENSATION	3,783	4,470	4,470	4,559
4130140 LONG-TERM DISABILITY	3,208	3,148	3,148	3,211
4130150 UNEMPLOYMENT	1,727	1,580	1,580	1,612
4130170 UNIFORM ALLOWANCE	8	0	0	0
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	150	150	150
4250000 EQUIPMENT SUPPLIES & MAINT.	8,685	45,654	45,654	13,669
4250001 ADOPTION SUPPLIES	1,153	4,500	4,500	2,000
4250010 UNIFORMS	6,392	7,645	7,645	6,465
4255000 FLEET O&M CHARGE	4,207	4,284	4,284	30,169
4255010 FLEET REPLACEMENT CHARGE	0	14,088	14,088	10,355
4310000 PROFESSIONAL & TECHNICAL	5,766	16,706	16,706	15,706
4310830 PET STERILIZATION	6,976	8,900	8,900	7,900
4330000 TRAINING	2,288	2,900	2,900	2,340
4610000 MISCELLANEOUS SUPPLIES	3,177	3,900	3,900	3,900
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL ANIMAL CONTROL	532,337	605,530	605,530	603,416
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	493,693	496,803	496,803	510,762
OPERATING EXPENSES	38,644	108,727	108,727	92,654
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	532,337	605,530	605,530	603,416

POLICE DEPARTMENT

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 is 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
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	375,234	843,240	843,240	860,105
4110001 SALARIES PART/SEASONAL	62,287	86,647	86,647	88,380
4110003 OVERTIME	4,453	22,983	22,983	22,983
4110030 SICK LEAVE BUYOUT	774	4,000	4,000	4,000
4110100 ON CALL SALARIES	1,156	2,300	2,300	2,300
4130110 RETIREMENT	76,601	214,381	214,381	218,669
4130120 MEDICAL & DENTAL INSURANCE	58,825	182,709	182,709	196,047
4130130 WORKERS COMPENSATION	790	9,084	9,084	9,266
4130140 LONG-TERM DISABILITY	3,303	8,195	8,195	8,359
4130150 UNEMPLOYMENT	2,096	4,547	4,547	4,638
4130170 UNIFORM ALLOWANCE	7	0	0	0
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	20,973	20,973	19,043
4255000 FLEET O&M CHARGE	3,887	23,750	23,750	0
4310000 PROFESSIONAL & TECHNICAL	0	2,200	2,200	2,070
4330000 TRAINING	351	1,845	1,845	1,445
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL POLICE RECORDS	589,764	1,426,854	1,426,854	1,437,305
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	585,526	1,378,086	1,378,086	1,414,747
OPERATING EXPENSES	4,238	48,768	48,768	22,558
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	589,764	1,426,854	1,426,854	1,437,305

POLICE DEPARTMENT

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
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<hr/>				
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	44,529	45,372	45,372	46,279
4110001 SALARIES PART/SEASONAL	326,426	394,108	394,108	430,160
4110030 SICK LEAVE BUYOUT	140	200	200	200
4130110 RETIREMENT	38,258	42,895	42,895	46,883
4130120 MEDICAL & DENTAL INSURANCE	3,066	3,496	3,496	3,751
4130130 WORKERS COMPENSATION	4,555	7,164	7,164	7,307
4130140 LONG-TERM DISABILITY	435	443	443	452
4130150 UNEMPLOYMENT	1,822	2,124	2,124	2,166
 <u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	925	2,500	2,500	2,687
4250010 UNIFORMS	283	4,000	4,000	3,384
4255000 FLEET O&M CHARGE	3,887	3,958	3,958	0
 <u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
<hr/>				
TOTAL CROSSING GUARDS	424,326	506,260	506,260	543,269
 FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	419,231	495,802	495,802	537,198
OPERATING EXPENSES	5,095	10,458	10,458	6,071
CAPITAL OUTLAYS	0	0	0	0
<hr/>				
TOTAL FUNCTIONAL AREAS	424,326	506,260	506,260	543,269

FIRE DEPARTMENT

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FIRE DEPARTMENT

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	7,477,789	7,744,248	7,744,248	7,938,324
OPERATING EXPENSES	1,172,901	1,811,762	1,811,762	1,778,334
CAPITAL OUTLAYS	87,433	33,500	33,500	0
TOTAL FUNCTIONAL AREAS	8,738,123	9,589,510	9,589,510	9,716,658
PROGRAM SUMMARY				
FIRE ADMINISTRATION	420,162	308,375	308,375	326,414
FIRE PREVENTION	97,288	203,681	203,681	207,199
FIRE OPERATIONS	8,087,878	8,939,141	8,939,141	9,044,325
EMERGENCY OPS. CENTER	132,795	138,313	138,313	138,720
TOTAL FIRE	8,738,123	9,589,510	9,589,510	9,716,658

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
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	291,178	222,304	222,304	226,750
4110003 OVERTIME	435	0	0	0
4110030 SICK LEAVE BUYOUT	1,567	1,600	1,600	1,600
4110100 ON CALL SALARIES	5,538	0	0	0
4130110 RETIREMENT	55,060	43,277	43,277	44,143
4130120 MEDICAL & DENTAL INSURANCE	33,951	26,126	26,126	28,033
4130130 WORKERS COMPENSATION	2,621	2,088	2,088	2,130
4130140 LONG-TERM DISABILITY	2,627	2,169	2,169	2,212
4130150 UNEMPLOYMENT	1,425	1,089	1,089	1,111
4130170 UNIFORM ALLOWANCE	720	1,440	1,440	1,440
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	430	430	396
4240000 OFFICE SUPPLIES	1,075	1,338	1,338	4,839
4255000 FLEET O&M CHARGE	2,999	3,054	3,054	4,310
4310000 PROFESSIONAL & TECHNICAL	20,966	2,415	2,415	960
4330000 TRAINING	0	600	600	4,600
4453000 DEPARTMENT AWARDS	0	445	445	3,890
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL FIRE ADMINISTRATION	420,162	308,375	308,375	326,414
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	395,122	300,093	300,093	307,419
OPERATING EXPENSES	25,040	8,282	8,282	18,995
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	420,162	308,375	308,375	326,414

FIRE DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	53,929	131,587	131,587	134,219
4110002 SPECIAL APPOINTMENTS	4,856	4,316	4,316	4,316
4110030 SICK LEAVE BUYOUT	623	600	600	600
4110100 ON CALL SALARIES	117	0	0	0
4130110 RETIREMENT	10,316	25,666	25,666	26,179
4130120 MEDICAL & DENTAL INSURANCE	12,583	17,288	17,288	18,550
4130130 WORKERS COMPENSATION	821	2,570	2,570	2,621
4130140 LONG-TERM DISABILITY	492	1,284	1,284	1,310
4130150 UNEMPLOYMENT	266	645	645	658
4130170 UNIFORM ALLOWANCE	0	720	720	720
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	80	1,533	1,533	2,066
4215000 MEMBERSHIPS	165	390	390	355
4250000 EQUIPMENT SUPPLIES & MAINT.	0	150	150	150
4255000 FLEET O&M CHARGE	10,594	10,787	10,787	4,310
4255010 FLEET REPLACEMENT CHARGE	0	0	0	5,000
4310000 PROFESSIONAL & TECHNICAL	0	4,325	4,325	4,325
4460000 FIRE PREVENTION	2,250	0	0	0
4460010 PREVENTION & PREPAREDNESS	196	1,820	1,820	1,820
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL FIRE PREVENTION	97,288	203,681	203,681	207,199
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	84,003	184,676	184,676	189,173
OPERATING EXPENSES	13,285	19,005	19,005	18,026
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	97,288	203,681	203,681	207,199

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 MEASUREMENTS

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
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	4,584,406	4,720,196	4,720,196	4,814,600
4110002 SPECIAL APPOINTMENTS	12,407	16,548	16,548	16,548
4110003 OVERTIME	375,055	364,409	364,409	363,663
4110030 SICK LEAVE BUYOUT	41,193	41,200	41,200	41,200
4110100 ON CALL SALARIES	17,974	34,078	34,078	34,078
4130110 RETIREMENT	897,053	921,267	921,267	939,692
4130120 MEDICAL & DENTAL INSURANCE	816,925	881,672	881,672	946,034
4130130 WORKERS COMPENSATION	70,161	90,575	90,575	92,387
4130140 LONG-TERM DISABILITY	34,516	45,250	45,250	46,155
4130150 UNEMPLOYMENT	22,752	22,716	22,716	23,170
4130170 UNIFORM ALLOWANCE	2,853	2,160	2,160	2,160
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	936	2,214	2,214	0
4215000 MEMBERSHIPS	754	920	920	300
4240000 OFFICE SUPPLIES	2,807	5,113	5,113	1,612
4241000 BUILDING RENT	200,000	572,147	572,147	572,178
4250000 EQUIPMENT SUPPLIES & MAINT.	137,053	125,952	125,952	110,540
4250010 UNIFORMS	58,939	70,000	70,000	70,000
4255000 FLEET O&M CHARGE	246,973	251,480	251,480	295,224
4255010 FLEET REPLACEMENT CHARGE	0	200,242	200,242	198,202
4255100 VEHICLE LEASE	98,114	98,114	98,114	0
4255201 SCBA LEASE	0	36,653	36,653	36,653
4260000 BUILDING & GROUNDS	3,028	5,665	5,665	10,165
4270000 UTILITIES	54,881	59,314	59,314	61,094
4280000 TELEPHONE	26,523	32,216	32,216	32,216
4310000 PROFESSIONAL & TECHNICAL	215,777	251,114	251,114	291,673
4330000 TRAINING	14,322	20,000	20,000	15,800
4450000 DEPT SUPPLIES	28,227	33,981	33,981	28,981
4453000 DEPARTMENT AWARDS	274	445	445	0
4810000 PRINCIPAL	29,380	0	0	0
4820000 INTEREST - LTD	7,162	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	33,500	33,500	0
4740011 FIRE SUPPLIES - GRANT	87,433	0	0	0
TOTAL FIRE OPERATIONS	8,087,878	8,939,141	8,939,141	9,044,325
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	6,875,295	7,140,071	7,140,071	7,319,687
OPERATING EXPENSES	1,125,150	1,765,570	1,765,570	1,724,638
CAPITAL OUTLAYS	87,433	33,500	33,500	0
TOTAL FUNCTIONAL AREAS	8,087,878	8,939,141	8,939,141	9,044,325

FIRE DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	88,806	88,240	88,240	90,005
4110030 SICK LEAVE BUYOUT	1,043	1,000	1,000	1,000
4110100 ON CALL SALARIES	3,455	0	0	0
4130110 RETIREMENT	22,345	21,091	21,091	21,513
4130120 MEDICAL & DENTAL INSURANCE	4,386	5,341	5,341	5,731
4130130 WORKERS COMPENSATION	1,359	1,723	1,723	1,757
4130140 LONG-TERM DISABILITY	815	861	861	878
4130150 UNEMPLOYMENT	440	432	432	441
4130170 UNIFORM ALLOWANCE	720	720	720	720
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	25	25	25	145
4255000 FLEET O&M CHARGE	3,594	3,660	3,660	4,310
4451000 EMERGENCY OPERATIONS	5,807	12,720	12,720	9,720
4460010 PREVENTION & PREPAREDNESS	0	2,500	2,500	2,500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL EMERGENCY OPS. CTR.	132,795	138,313	138,313	138,720

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	123,369	119,408	119,408	122,045
OPERATING EXPENSES	9,426	18,905	18,905	16,675
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	132,795	138,313	138,313	138,720

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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: FUNCTIONAL SUMMARY

The Development Department is comprised of seven programs of service. These include: Economic Development, Long Range Planning, Development Review, Building Safety, Zoning and Code Enforcement, Community Development and Grants Management, and the Redevelopment Agency. In addition, there is one administrative program to oversee management of these programs. All programs are serviced with 15 FTEs of personnel. Most of the programs of service are significantly influenced by increases in growth and development demands. The divisions prepare business plan models for delivery of the programs of service. Performance measures are used to monitor the progress of the programs in meeting the service demands. Internal and external influences to the city have substantial impact to the level of these services.

Increases in economic development activity are beginning to take root. A return of the housing and neighborhood development market is evident. With the completion of Mountain View Corridor in 2012 and the TRAX Mid-Jordan Light Rail line in 2011, a new landscape for community growth is starting to emerge. The department will be addressing efficiencies this year in an attempt to keep up with the increased demands for service.

**DEVELOPMENT
DEPARTMENT**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	1,594,839	1,330,173	1,330,173	1,363,251
OPERATING EXPENSES	104,202	213,735	213,735	168,731
TOTAL FUNCTIONAL AREAS	1,699,041	1,543,908	1,543,908	1,531,982
PROGRAM SUMMARY				
DEVELOPMENT ADMINISTRATION	289,956	259,660	259,660	289,298
LONG-RANGE PLANNING	115,577	97,857	97,857	99,736
ZONING & CODE ENFORCEMENT	38,572	24,973	24,973	25,573
DEVELOPMENT REVIEW	358,641	213,455	213,455	217,181
ECONOMIC DEVELOPMENT	172,663	189,289	189,289	131,257
BUILDING SAFETY	723,632	758,674	758,674	768,937
TOTAL DEVELOPMENT	1,699,041	1,543,908	1,543,908	1,531,982

DEVELOPMENT DEPARTMENT

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 (idea incubators) improvement teams.

OPPORTUNITIES FOR EFFICIENCY OR REPLACEMENT

- The City is planning to replace or upgrade its existing project tracking program in connection with implementation of an Enterprise Resource Planning (Program). This will replace the department's outdated CityView tracking database with a more efficient program that will enable better interaction between the City, its residents, applicants, and developers.
- The department will examine new methods for customer feedback and alternative forms of payment (credit cards) for services.

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 every two years to maintain certifications.
- Prepare and monitor budgets to implement work programs in the department.
- Implement efficiencies in collaboration with others as determined.

**DEVELOPMENT ADMIN.
10418001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	209,250	184,382	184,382	188,070
4110030 SICK LEAVE BUYOUT	775	800	800	800
4130110 RETIREMENT	39,941	35,844	35,844	36,561
4130120 MEDICAL & DENTAL INSURANCE	19,163	18,414	18,414	19,758
4130130 WORKERS COMPENSATION	1,884	2,024	2,024	2,064
4130140 LONG-TERM DISABILITY	1,896	1,799	1,799	1,835
4130150 UNEMPLOYMENT	1,037	903	903	921
4130160 VEHICLE ALLOWANCE	2,236	2,236	2,236	2,236
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	1,862	1,800	1,800	1,900
4240000 OFFICE SUPPLIES	2,471	2,500	2,500	2,000
4250000 EQUIPMENT SUPPLIES & MAINT.	264	0	0	0
4252000 COMPUTER	1,503	1,503	1,503	1,503
4255000 FLEET O&M CHARGE	791	805	805	0
4280000 TELEPHONE	2,624	2,400	2,400	2,400
4310000 PROFESSIONAL & TECHNICAL	0	0	0	25,000
4330000 TRAINING	4,259	4,250	4,250	4,250
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL DEVELOPMENT ADMIN.	289,956	259,660	259,660	289,298
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	276,182	246,402	246,402	252,245
OPERATING EXPENSES	13,774	13,258	13,258	37,053
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	289,956	259,660	259,660	289,298

DEVELOPMENT DEPARTMENT

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 30,900 employees and assist with expansion
- Plan and help prioritize City objectives for future economic development opportunities.
- Promote recruitment of visitor and hospitality services.
- Develop business-friendly name recognition and image.

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 adopted to serve as a guide.

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.
- Proactively and periodically probe the interest of targeted retailers in locating within West Jordan in order to bring goods and services closer to West Jordan residents, specifically utilizing the new retail leakage study as a basis for contacts.
- Follow up with 20 contacts made at ICSC and maximize site visits by these retailers.
- Launch phase 1 of the new branding campaign.
- Complete letter of intent with selected developer and the Jordan School District to redevelop downtown area. Specifically, to work through the financing and design issues associated with this project.
- Continue to work on redevelopment of the 3200 block of 7800 South, as well as the northeast corner of 7800 South and Redwood Road.
- We will complete 25 business visits during the year and provide businesses with a BEAR (Business Expansion and Retention Program) brochure, describing City services available to existing businesses, Chamber information, and other state and local programs which benefit businesses.
- Hold a Meet the City Event for businesses.
- Complete a survey of businesses to determine current obstacles and the potential for regulatory easing. We may also consider holding a number of focus group discussions with local businesses to determine how the City can be of greater service to our business community.

**ECONOMIC DEVELOPMENT
10418101**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	107,941	48,649	48,649	49,622
4110030 SICK LEAVE BUYOUT	664	700	700	700
4130110 RETIREMENT	17,855	9,489	9,489	9,679
4130120 MEDICAL & DENTAL INSURANCE	10,411	3,754	3,754	4,028
4130130 WORKERS COMPENSATION	794	804	804	820
4130140 LONG-TERM DISABILITY	867	475	475	485
4130150 UNEMPLOYMENT	463	238	238	243
4130160 VEHICLE ALLOWANCE	2,236	2,236	2,236	2,236
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	65	65	65	65
4215000 MEMBERSHIPS	575	1,500	1,500	1,500
4310000 PROFESSIONAL & TECHNICAL	0	62,500	62,500	25,000
4330000 TRAINING	2,100	9,135	9,135	4,135
4412000 EDCU	26,744	26,744	26,744	26,744
4413000 RECRUITMENT & MARKETING	1,948	23,000	23,000	6,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL ECONOMIC DEV.	172,663	189,289	189,289	131,257
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	141,231	66,345	66,345	67,813
OPERATING EXPENSES	31,432	122,944	122,944	63,444
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	172,663	189,289	189,289	131,257

DEVELOPMENT DEPARTMENT

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 and promotes sustainable development.

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 MEASUREMENTS

- Completion of the Redwood Corridor Study and Plan by spring of 2014.
- Revision/update of the following sections of the Municipal Code – Zoning Ordinance:
 - Wind, Solar, & Alternative Energy to the Code by fall 2013.
 - Annual Zoning Code fixes/amendments by winter of 2014.
 - Update Title 12 – Sign Regulations to include “campus” signage in larger master planned development areas (i.e., medical centers, mixed-use developments, transit oriented development) by fall of 2013.
 - Update Title 12 – Sign Regulations to include regulation and review criteria for digital billboards by fall 2013.
- Complete and implement up to six long-range planning projects or special project requests as directed by the City Council (i.e. Performance Based Planning Area and annual amendments to the Future Land Use Map).
- Complete implementation of amendments to the municipal code in conjunction with the Attorney's Office (i.e., review criteria) which may be completed with the annual code updates.

LONG-RANGE PLANNING

10418002

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	81,825	65,594	65,594	66,906
4110030 SICK LEAVE BUYOUT	181	200	200	200
4130110 RETIREMENT	16,000	12,747	12,747	13,002
4130120 MEDICAL & DENTAL INSURANCE	10,960	10,218	10,218	10,964
4130130 WORKERS COMPENSATION	1,040	1,083	1,083	1,105
4130140 LONG-TERM DISABILITY	781	640	640	653
4130150 UNEMPLOYMENT	416	321	321	327
4130160 VEHICLE ALLOWANCE	559	559	559	559
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	85	85	0
4215000 MEMBERSHIPS	281	290	290	300
4240000 OFFICE SUPPLIES	1,087	2,500	2,500	2,300
4310000 PROFESSIONAL & TECHNICAL	1,200	2,700	2,700	2,500
4330000 TRAINING	1,247	920	920	920
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL LONG-RANGE PLANNING	115,577	97,857	97,857	99,736
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	111,762	91,362	91,362	93,716
OPERATING EXPENSES	3,815	6,495	6,495	6,020
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	115,577	97,857	97,857	99,736

DEVELOPMENT DEPARTMENT

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 20 zoning conformance/enforcement actions.
- Issue 156 temporary sign permits.
- Issue 70 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	27,780	16,138	16,138	16,461
4110030 SICK LEAVE BUYOUT	25	100	100	100
4130110 RETIREMENT	5,181	3,135	3,135	3,198
4130120 MEDICAL & DENTAL INSURANCE	3,113	2,797	2,797	3,001
4130130 WORKERS COMPENSATION	345	267	267	272
4130140 LONG-TERM DISABILITY	250	157	157	160
4130150 UNEMPLOYMENT	135	79	79	81
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	1,743	2,300	2,300	2,300
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0

TOTAL ZONING & CODE ENF.	38,572	24,973	24,973	25,573
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FUNCTIONAL SUMMARY

SALARIES & BENEFITS	36,829	22,673	22,673	23,273
OPERATING EXPENSES	1,743	2,300	2,300	2,300
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	38,572	24,973	24,973	25,573

DEVELOPMENT DEPARTMENT

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, Parks and Open Lands Committee 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 and city council.
- Encourage developers to meet and/or exceed design and building practices.
- Assist applicants with 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 approximately 150 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 or higher from the 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	257,842	128,939	128,939	131,518
4110001 SALARIES PART/SEASONAL	330	22,885	22,885	23,343
4110030 SICK LEAVE BUYOUT	243	200	200	200
4130110 RETIREMENT	49,520	27,086	27,086	27,628
4130120 MEDICAL & DENTAL INSURANCE	38,944	21,285	21,285	22,839
4130130 WORKERS COMPENSATION	2,097	2,171	2,171	2,214
4130140 LONG-TERM DISABILITY	2,386	1,258	1,258	1,283
4130150 UNEMPLOYMENT	1,290	746	746	761
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	1,477	1,520	1,520	1,520
4215000 MEMBERSHIPS	800	1,690	1,690	1,000
4240000 OFFICE SUPPLIES	1,621	3,000	3,000	2,500
4310000 PROFESSIONAL & TECHNICAL	516	1,000	1,000	800
4330000 TRAINING	1,575	1,675	1,675	1,575
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL DEVELOPMENT REVIEW	358,641	213,455	213,455	217,181

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	352,652	204,570	204,570	209,786
OPERATING EXPENSES	5,989	8,885	8,885	7,395
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	358,641	213,455	213,455	217,181

DEVELOPMENT DEPARTMENT

Building & Safety

PURPOSE

The purpose of Building Safety is to enforce the minimum requirements of state and city adopted International and National Building, Electrical, Plumbing, Mechanical, Energy, Accessibility, 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.
- 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 1,050 building permits.
- Perform 10,500 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	464,239	470,760	470,760	480,175
4110001 SALARIES PART/SEASONAL	37,384	42,910	42,910	43,768
4110003 OVERTIME	0	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	884	900	900	900
4130110 RETIREMENT	94,051	98,978	98,978	100,958
4130120 MEDICAL & DENTAL INSURANCE	66,651	69,242	69,242	74,297
4130130 WORKERS COMPENSATION	5,421	7,234	7,234	7,379
4130140 LONG-TERM DISABILITY	4,490	4,718	4,718	4,812
4130150 UNEMPLOYMENT	2,504	2,520	2,520	2,570
4130160 VEHICLE ALLOWANCE	559	559	559	559
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	1,103	1,200	1,200	1,200
4215000 MEMBERSHIPS	1,444	2,000	2,000	1,500
4240000 OFFICE SUPPLIES	2,735	3,875	3,875	3,375
4250000 EQUIPMENT SUPPLIES & MAINT.	1,599	1,800	1,800	1,550
4250010 UNIFORMS	1,828	3,000	3,000	2,750
4255000 FLEET O&M CHARGE	19,292	19,644	19,644	15,084
4255010 FLEET REPLACEMENT CHARGE	0	4,054	4,054	2,980
4280000 TELEPHONE	5,836	9,200	9,200	9,200
4310000 PROFESSIONAL & TECHNICAL	5,940	6,000	6,000	5,800
4330000 TRAINING	7,672	9,080	9,080	9,080
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL BUILDING SAFETY	723,632	758,674	758,674	768,937
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	676,183	698,821	698,821	716,418
OPERATING EXPENSES	47,449	59,853	59,853	52,519
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	723,632	758,674	758,674	768,937

DEVELOPMENT DEPARTMENT

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 South Valley Sanctuary, 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.
- Replace and install new ADA ramps at 20 locations.

OUTCOME MEASUREMENTS

- Provide service to 9,350 residents through the utilization of Public Service providers (all beneficiaries are City residents).
- Review and make recommendations on 16 funding requests to City Council for CDBG and other related program funding.

CDBG FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
3316000 C.D.B.G.	496,435	536,733	536,733	548,225
3316020 ENERGY BLOCK GRANT	646,124	0	0	0
3317000 HOME - FEDERAL GOVERNMENT	0	0	0	82,500
3875000 PRIOR YEARS RESERVES	0	182,711	0	102,500
TOTAL CDBG FUND REVENUES	1,142,559	719,444	536,733	733,225

CDBG
48450001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	62,612	65,814	65,814	73,179
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	15,258	12,704	12,704	14,551
4130120 MEDICAL & DENTAL INSURANCE	4,778	4,019	4,019	4,312
4130130 WORKERS COMPENSATION	92	120	120	122
4130140 LONG-TERM DISABILITY	734	656	656	669
4130150 UNEMPLOYMENT	397	329	329	336
<u>OPERATING EXPENSES</u>				
4734001 ADMINISTRATION	839	7,500	7,500	6,500
4734002 FAMILY SUPPORT CENTER	0	2,550	2,550	5,000
4734003 ASSIST INC. EHR	78,667	81,332	81,332	80,000
4734004 CAP - EFP	3,750	6,000	6,000	5,000
4734007 CAP - FPC	3,800	0	0	9,000
4734011 CONTINGENCY	0	5,000	5,000	2,158
4734012 COG (PLANNING)	5,280	5,280	5,280	2,376
4734013 TRAV. AID (THE ROAD HOME)	5,250	10,000	10,000	0
4734014 DOWNPAYMENT ASSISTANCE	78,713	95,000	95,000	100,000
4734016 LEGAL AID	12,000	10,000	10,000	12,000
4734019 VISIONS FOR FAMILIES	0	0	0	3,600
4734020 SOUTH VALLEY SANCTUARY	10,000	15,000	15,000	13,000
4734021 LRPC (THE ROAD HOME)	4,300	0	0	12,000
4734024 COMMUNITY HEALTH CENTERS	2,500	0	0	0
4734025 SECTION "108" PAYMENTS	0	145,240	145,240	148,886
4734026 STREET/SIDEWALK IMPR.	0	0	0	38,436
4734030 FSC - CRISIS NURSERY	1,500	14,550	14,550	0
4734033 YWCA - CRISIS SHELTER	5,250	10,000	10,000	0
4734035 BOYS & GIRLS CLUB	5,780	10,500	10,500	10,500
4734042 BIG BROTHERS BIG SISTERS	2,250	2,250	2,250	6,500
4734047 VOLUNTEERS OF AMERICA	0	8,000	8,000	0
4734048 VALLEY SERVICES	0	0	0	15,000
4810000 PRINCIPAL	115,000	0	0	0
4820000 INTEREST	26,078	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL CDBG	444,828	511,944	511,944	563,225
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	83,871	83,742	83,742	93,269
OPERATING EXPENSES	360,957	428,202	428,202	469,956
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	444,828	511,944	511,944	563,225

DEVELOPMENT DEPARTMENT

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	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<hr/>				
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
<u>OPERATING EXPENSES</u>				
4734003 ASSIST INC. EHR	0	0	0	5,000
4734008 HOUSING REHAB.	28,707	50,000	50,000	50,000
4734011 CONTINGENCY	8,999	0	0	0
4734012 COG (PLANNING)	5,868	0	0	0
4734014 DOWNPAYMENT ASSISTANCE	0	82,500	82,500	35,000
4734020 SOUTH VALLEY SANCTUARY	0	0	0	5,000
4734026 STREET/SIDEWALK IMPR.	0	75,000	75,000	75,000
4734046 FSC - RENOVATION	7,981	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
<hr/>				
TOTAL CDBG PRIOR	51,555	207,500	207,500	170,000
 FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	51,555	207,500	207,500	170,000
CAPITAL OUTLAYS	0	0	0	0
<hr/>				
TOTAL FUNCTIONAL AREAS	51,555	207,500	207,500	170,000

REDEVELOPMENT AGENCY

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 three active 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

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 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
3110000 PROPERTY TAXES	520,354	520,354	470,049	506,743
TOTAL REDEV. AREA 1 FUND REVENUES	520,354	520,354	470,049	506,743

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

OPERATING EXPENSES

4310000 PROFESSIONAL & TECHNICAL	18,084	4,000	0	4,000
4310910 RDA HOUSING FUND ALLOC.	0	104,071	0	101,348
4350100 RDA ADMINISTRATION	52,053	52,035	52,035	50,674
4350300 RDA INFRASTRUCTURE	0	360,248	0	350,721

CAPITAL OUTLAYS

4740000 EQUIPMENT	0	0	0	0
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TRANSFERS OUT

4990000 TRANS TO GENERAL FUND	58,866	0	0	0
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TOTAL REDEV. AREA 1	129,003	520,354	52,035	506,743
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FUNCTIONAL SUMMARY

OPERATING EXPENSES	70,137	520,354	52,035	506,743
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	58,866	0	0	0

TOTAL FUNCTIONAL AREAS	129,003	520,354	52,035	506,743
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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 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	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3110000 PROPERTY TAXES	144,809	144,808	143,216	143,216
3871000 CONT FROM FUND BAL	0	207,678	0	961
TOTAL REDEV. AREA 2 FUND REVENUES	144,809	352,486	143,216	144,177

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

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>OPERATING EXPENSES</u>				
4310000 PROFESSIONAL & TECHNICAL	7,305	10,000	7,650	5,000
4310302 MERIT MEDICAL ADL	961	961	961	961
4310910 RDA HOUSING FUND ALLOC.	0	29,661	0	28,643
4350100 RDA ADMINISTRATION	13,542	11,864	11,864	14,321
4350300 RDA INFRASTRUCTURE	0	300,000	0	95,252
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
<u>TRANSFERS OUT</u>				
4990000 TRANS TO GENERAL FUND	15,314	0	0	0
TOTAL REDEV. AREA 2	37,122	352,486	20,475	144,177

FUNCTIONAL SUMMARY

OPERATING EXPENSES	21,808	352,486	20,475	144,177
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	15,314	0	0	0
TOTAL FUNCTIONAL AREAS	37,122	352,486	20,475	144,177

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**

	ADJUSTED	YEAR-END	ADOPTED
ACTUAL	BUDGET	ESTIMATE	BUDGET
FY 11-12	FY 12-13	FY 12-13	FY 13-14
3110000 PROPERTY TAXES	456,976	456,976	474,609
3871000 CONT FROM FUND BAL	0	25,648	0
TOTAL REDEV. AREA 4 FUND REVENUES	456,976	482,624	474,609

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

	ADJUSTED	YEAR-END	ADOPTED
ACTUAL	BUDGET	ESTIMATE	BUDGET
FY 11-12	FY 12-13	FY 12-13	FY 13-14
4310000 PROFESSIONAL & TECHNICAL	0	10,000	5,000
4310910 RDA HOUSING FUND ALLOC.	0	96,524	94,922
4350100 RDA ADMINISTRATION	50,451	38,610	47,460
4350300 RDA INFRASTRUCTURE	0	337,490	327,227

CAPITAL OUTLAYS

4740000 EQUIPMENT	0	0	0
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TRANSFERS OUT

4990000 TRANS TO GENERAL FUND	57,055	0	0
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TOTAL REDEV. AREA 4

107,506	482,624	38,610	474,609
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FUNCTIONAL SUMMARY

OPERATING EXPENSES	50,451	482,624	38,610	474,609
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	57,055	0	0	0
TOTAL FUNCTIONAL AREAS	107,506	482,624	38,610	474,609

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 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
3110000 PROPERTY TAXES	311,374	311,374	320,440	320,440
3871000 CONT FROM FUND BAL	0	70,278	0	0
TOTAL REDEV. AREA 5 FUND REVENUES	311,374	381,652	320,440	320,440

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

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
4310000 PROFESSIONAL & TECHNICAL	5,328	10,000	0	5,000
4310910 RDA HOUSING FUND ALLOC.	0	63,608	0	64,088
4350100 RDA ADMINISTRATION	29,093	25,443	25,443	32,044
4350300 RDA INFRASTRUCTURE	0	282,601	1,800	219,308

CAPITAL OUTLAYS

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
4740000 EQUIPMENT	0	0	0	0

TRANSFERS OUT

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
4990000 TRANS TO GENERAL FUND	32,732	0	0	0

TOTAL REDEV. AREA 5	67,153	381,652	27,243	320,440
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FUNCTIONAL SUMMARY

OPERATING EXPENSES	34,421	381,652	27,243	320,440
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	32,732	0	0	0
TOTAL FUNCTIONAL AREAS	67,153	381,652	27,243	320,440

ECONOMIC DEVELOPMENT AREA

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 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
3110000 PROPERTY TAXES	849,116	849,117	495,075	495,075
3610000 INTEREST EARNINGS	2,491	0	0	0
3680000 LOAN REPAYMENT	150,027	0	0	0
3871000 CONT FROM FUND BAL	0	498,802	0	852,844
TOTAL EC. DEV. AREA 2 FUND REVENUES	1,001,634	1,347,919	495,075	1,347,919

ECONOMIC DEV. AREA 2
BINGHAM BUSINESS PARK
28430201
OPERATING EXPENSES

4810000 PRINCIPAL	770,000	735,000	735,000	735,000
4820000 INTEREST	249,341	409,802	409,802	409,802
4830000 AGENTS FEE	1,950	1,500	1,500	1,500

CAPITAL OUTLAYS

4740000 EQUIPMENT	0	0	0	0
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TRANSFERS OUT

4949000 KRAFTMAID SID	0	201,617	201,617	201,617
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TOTAL ECONOMIC DEV. AREA 2	1,021,291	1,347,919	1,347,919	1,347,919
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FUNCTIONAL SUMMARY

OPERATING EXPENSES	1,021,291	1,146,302	1,146,302	1,146,302
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	0	201,617	201,617	201,617
TOTAL FUNCTIONAL AREAS	1,021,291	1,347,919	1,347,919	1,347,919

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 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
3110000 PROPERTY TAXES	0	2,280,625	851,960	1,002,306
TOTAL EC. DEV. AREA 3 FUND REVENUES	0	2,280,625	851,960	1,002,306

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

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
<u>OPERATING EXPENSES</u>				
4310000 PROFESSIONAL & TECHNICAL	0	25,000	0	0
4310310 ADL INCENTIVE	0	2,200,000	0	977,249
4350100 RDA ADMINISTRATION	0	55,625	55,625	25,057
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
<u>TRANSFERS OUT</u>				
4949000 KRAFTMAID SID	0	0	0	0
TOTAL ECONOMIC DEV. AREA 3	0	2,280,625	55,625	1,002,306

FUNCTIONAL SUMMARY

OPERATING EXPENSES	0	2,280,625	55,625	1,002,306
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	2,280,625	55,625	1,002,306

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 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
3110000 PROPERTY TAXES	0	567,393	39,090	39,090
TOTAL EC. DEV. AREA 4 FUND REVENUES	0	567,393	39,090	39,090

**ECONOMIC DEV. AREA 4
 FAIRCHILD
 28430401**

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
<u>OPERATING EXPENSES</u>				
4310000 PROFESSIONAL & TECHNICAL	0	25,000	0	0
4310310 ADL INCENTIVE	0	515,273	0	37,136
4350100 RDA ADMINISTRATION	0	27,120	27,120	1,954
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
<u>TRANSFERS OUT</u>				
4949000 KRAFTMAID SID	0	0	0	0
TOTAL ECONOMIC DEV. AREA 4	0	567,393	27,120	39,090

FUNCTIONAL SUMMARY

OPERATING EXPENSES	0	567,393	27,120	39,090
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	567,393	27,120	39,090

COMMUNITY DEVELOPMENT AREA

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%

PUBLIC WORKS DEPARTMENT – ADMINISTRATION & ENGINEERING

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**PUBLIC WORKS
DEPARTMENT**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	4,514,176	5,059,362	5,059,362	5,205,571
OPERATING EXPENSES	2,860,450	4,000,787	4,000,787	3,994,440
CAPITAL OUTLAYS	371,055	495,000	495,000	495,000
TRANSFERS OUT	809,566	6,404,558	2,115,000	2,115,000
TOTAL FUNCTIONAL AREAS	8,555,247	15,959,707	11,670,149	11,810,011
PROGRAM SUMMARY				
ADMINISTRATION	667,367	537,601	537,601	551,813
DEVELOPMENT REVIEW DIVISION				
DEV. REVIEW SUPPORT	276,151	409,648	409,648	333,557
DEV. INSP. & PROJECT MGT.	282,126	372,152	372,152	401,302
TOTAL DEVELOPMENT REVIEW	558,277	781,800	781,800	734,859
GIS SUPPORT	258,659	311,593	311,593	315,262
CAPITAL GROUP DIVISION				
UTILITY INFR. & PLANNING	186,974	139,295	139,295	142,905
CAPITAL PROJECTS	399,421	430,241	430,241	448,111
FACILITIES MANAGEMENT	37,827	28,965	28,965	29,590
C ROAD PROJECTS	1,608,167	7,432,953	3,143,395	3,158,244
TOTAL CAPITAL GROUP	2,232,389	8,031,454	3,741,896	3,778,850
FACILITIES DIVISION				
FACILITIES MAINTENANCE	830,299	889,840	889,840	949,842
SENIOR CENTER	133,549	168,624	168,624	145,854
FACILITIES SPECIAL PROJECTS	6,682	0	0	0
TOTAL FACILITIES	970,530	1,058,464	1,058,464	1,095,696
OPERATIONS MANAGEMENT	40,920	0	0	0
STREETS DIVISION				
ROAD REPAIR	1,003,663	1,155,536	1,155,536	1,206,170
CURBS & SIDEWALKS	80,916	102,010	102,010	109,610
SIGNS & SIGNALS	110,859	97,422	97,422	169,019
SNOW REMOVAL	142,677	258,440	258,440	302,794
STREET SWEEPING	(5,074)	0	0	0
STREET LIGHTING	582,876	614,929	614,929	642,317
GRAFFITI REMOVAL	25,804	118,650	118,650	93,011
STREETS SPECIAL PROJECTS	40,145	123,494	123,494	126,908
STREETS ADMINISTRATION	0	37,962	37,962	44,142
TOTAL STREETS	1,981,866	2,508,443	2,508,443	2,693,971

**PUBLIC WORKS
DEPARTMENT**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
PROGRAM SUMMARY (CONTINUED)				
PARKS DIVISION				
PARKS ADMINISTRATION	416,849	606,709	606,709	716,602
PARKS & TRAILS MAINTENANCE	947,500	894,647	894,647	930,125
NATURAL SPACES MAINT.	17,977	26,434	26,434	56,696
STREETSCAPE MAINTENANCE	145,857	384,404	384,404	420,890
PARKS SNOW REMOVAL	17,752	72,758	72,758	100,181
PARKS SPECIAL PROJECTS	22,692	5,021	5,021	5,155
ATHLETIC FIELDS	166,606	199,245	199,245	231,999
EVENTS	0	154,530	154,530	40,079
CELEBRATION	0	112,650	112,650	0
RODEO	0	120,303	120,303	0
DEMOLITION DERBY	0	23,595	23,595	0
CEMETERIES	110,006	130,056	130,056	137,833
TOTAL PARKS	1,845,239	2,730,352	2,730,352	2,639,560
TOTAL PUBLIC WORKS	8,555,247	15,959,707	11,670,149	11,810,011

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	361,777	360,754	360,754	367,969
4110003 OVERTIME	46	1,500	1,500	1,500
4110030 SICK LEAVE BUYOUT	317	1,500	1,500	1,500
4130110 RETIREMENT	68,985	70,203	70,203	71,607
4130120 MEDICAL & DENTAL INSURANCE	48,267	52,286	52,286	56,103
4130130 WORKERS COMPENSATION	2,645	3,995	3,995	4,075
4130140 LONG-TERM DISABILITY	3,301	3,520	3,520	3,590
4130150 UNEMPLOYMENT	1,794	1,767	1,767	1,802
4130160 VEHICLE ALLOWANCE	5,590	5,590	5,590	5,590
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	160	847	847	600
4215000 MEMBERSHIPS	889	740	740	740
4240000 OFFICE SUPPLIES	3,711	4,477	4,477	4,477
4250000 EQUIPMENT SUPPLIES & MAINT.	1,543	1,900	1,900	1,900
4250010 UNIFORMS	0	150	150	150
4255000 FLEET O&M CHARGE	4,853	4,942	4,942	4,310
4255010 FLEET REPLACEMENT CHARGE	0	0	0	4,700
4260000 BUILDING & GROUNDS	146,622	0	0	0
4280000 TELEPHONE	302	2,700	2,700	2,700
4310000 PROFESSIONAL & TECHNICAL	16,047	17,000	17,000	15,000
4330000 TRAINING	518	3,730	3,730	3,500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PUBLIC WORKS ADMIN.	667,367	537,601	537,601	551,813
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	492,722	501,115	501,115	513,736
OPERATING EXPENSES	174,645	36,486	36,486	38,077
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	667,367	537,601	537,601	551,813

PUBLIC WORKS DEPARTMENT

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.

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

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	195,934	254,972	254,972	260,071
4110001 SALARIES PART/SEASONAL	7,035	5,413	5,413	5,521
4110003 OVERTIME	0	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	899	900	900	900
4130110 RETIREMENT	38,905	50,603	50,603	51,615
4130120 MEDICAL & DENTAL INSURANCE	28,294	39,998	39,998	42,918
4130130 WORKERS COMPENSATION	2,500	4,221	4,221	4,305
4130140 LONG-TERM DISABILITY	1,804	2,488	2,488	2,538
4130150 UNEMPLOYMENT	1,012	1,276	1,276	1,302
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	300	300	300
4215000 MEMBERSHIPS	654	1,981	1,981	1,600
4240000 OFFICE SUPPLIES	867	750	750	700
4250000 EQUIPMENT SUPPLIES & MAINT.	806	1,900	1,900	1,800
4250010 UNIFORMS	1,947	2,000	2,000	2,000
4255000 FLEET O&M CHARGE	0	0	0	17,239
4255010 FLEET REPLACEMENT CHARGE	0	0	0	3,293
4280000 TELEPHONE	1,441	1,600	1,600	1,600
4310000 PROFESSIONAL & TECHNICAL	28	0	0	0
4330000 TRAINING	0	2,750	2,750	2,600
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL DEV. PROJECTS	282,126	372,152	372,152	401,302
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	276,383	360,871	360,871	370,170
OPERATING EXPENSES	5,743	11,281	11,281	31,132
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	282,126	372,152	372,152	401,302

PUBLIC WORKS DEPARTMENT

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 ensure a timely and efficient review of private development projects and 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 four 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.

**DEVELOPMENT REVIEW
SUPPORT
10416302**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	178,191	163,773	163,773	167,048
4110001 SALARIES PART/SEASONAL	10,841	8,120	8,120	8,282
4110003 OVERTIME	0	500	500	500
4110030 SICK LEAVE BUYOUT	1,055	1,100	1,100	1,100
4130110 RETIREMENT	34,846	32,549	32,549	33,200
4130120 MEDICAL & DENTAL INSURANCE	25,161	29,975	29,975	32,163
4130130 WORKERS COMPENSATION	2,241	2,720	2,720	2,774
4130140 LONG-TERM DISABILITY	1,607	1,598	1,598	1,630
4130150 UNEMPLOYMENT	930	843	843	860
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	195	875	875	800
4215000 MEMBERSHIPS	792	1,600	1,600	1,500
4240000 OFFICE SUPPLIES	1,006	1,800	1,800	1,700
4250000 EQUIPMENT SUPPLIES & MAINT.	252	4,500	4,500	4,300
4255000 FLEET O&M CHARGE	15,532	15,815	15,815	0
4255010 FLEET REPLACEMENT CHARGE	0	4,480	4,480	0
4280000 TELEPHONE	0	1,100	1,100	1,100
4310000 PROFESSIONAL & TECHNICAL	0	135,000	135,000	73,500
4330000 TRAINING	3,502	3,300	3,300	3,100
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL DEV. REVIEW SUPPORT	276,151	409,648	409,648	333,557
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	254,872	241,178	241,178	247,557
OPERATING EXPENSES	21,279	168,470	168,470	86,000
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	276,151	409,648	409,648	333,557

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	169,171	178,338	178,338	181,905
4110003 OVERTIME	518	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	600	600	600	600
4130110 RETIREMENT	32,388	35,384	35,384	36,092
4130120 MEDICAL & DENTAL INSURANCE	26,539	28,471	28,471	30,549
4130130 WORKERS COMPENSATION	725	879	879	897
4130140 LONG-TERM DISABILITY	1,554	1,612	1,612	1,644
4130150 UNEMPLOYMENT	842	809	809	825
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	419	600	600	450
4240000 OFFICE SUPPLIES	112	200	200	200
4250000 EQUIPMENT SUPPLIES & MAINT.	15,453	46,300	46,300	43,900
4252000 COMPUTER	567	2,000	2,000	2,000
4280000 TELEPHONE	1,275	1,400	1,400	1,200
4310000 PROFESSIONAL & TECHNICAL	7,315	10,000	10,000	10,000
4330000 TRAINING	1,181	4,000	4,000	4,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL GIS SUPPORT	258,659	311,593	311,593	315,262
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	232,337	247,093	247,093	253,512
OPERATING EXPENSES	26,322	64,500	64,500	61,750
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	258,659	311,593	311,593	315,262

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	116,533	74,280	74,280	75,766
4110001 SALARIES PART/SEASONAL	2,300	10,359	10,359	10,566
4110030 SICK LEAVE BUYOUT	328	300	300	300
4130110 RETIREMENT	22,278	15,939	15,939	16,258
4130120 MEDICAL & DENTAL INSURANCE	15,054	7,530	7,530	8,080
4130130 WORKERS COMPENSATION	1,454	1,246	1,246	1,271
4130140 LONG-TERM DISABILITY	1,044	725	725	740
4130150 UNEMPLOYMENT	576	416	416	424
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	930	900	900	800
4215000 MEMBERSHIPS	1,060	950	950	1,050
4240000 OFFICE SUPPLIES	502	2,510	2,510	1,010
4250000 EQUIPMENT SUPPLIES & MAINT.	9,951	10,000	10,000	12,000
4250010 UNIFORMS	0	240	240	240
4280000 TELEPHONE	1,320	1,500	1,500	1,500
4310000 PROFESSIONAL & TECHNICAL	12,611	11,000	11,000	11,000
4330000 TRAINING	1,033	1,400	1,400	1,900
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL INFR. & RES. PLANNING	186,974	139,295	139,295	142,905
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	159,567	110,795	110,795	113,405
OPERATING EXPENSES	27,407	28,500	28,500	29,500
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	186,974	139,295	139,295	142,905

PUBLIC WORKS DEPARTMENT

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 is 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	267,421	263,374	263,374	268,641
4110001 SALARIES PART/SEASONAL	24,688	31,078	31,078	31,700
4110030 SICK LEAVE BUYOUT	869	900	900	900
4130110 RETIREMENT	55,741	55,137	55,137	56,240
4130120 MEDICAL & DENTAL INSURANCE	28,689	36,496	36,496	39,160
4130130 WORKERS COMPENSATION	3,465	4,407	4,407	4,495
4130140 LONG-TERM DISABILITY	2,500	2,570	2,570	2,621
4130150 UNEMPLOYMENT	1,460	1,445	1,445	1,474
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	341	1,500	1,500	1,500
4215000 MEMBERSHIPS	830	1,500	1,500	1,500
4240000 OFFICE SUPPLIES	2,654	2,000	2,000	2,000
4250000 EQUIPMENT SUPPLIES & MAINT.	1,442	3,500	3,500	3,500
4250010 UNIFORMS	403	1,200	1,200	1,200
4255000 FLEET O&M CHARGE	4,796	4,884	4,884	12,930
4280000 TELEPHONE	1,762	1,750	1,750	1,750
4310000 PROFESSIONAL & TECHNICAL	0	15,000	15,000	15,000
4330000 TRAINING	2,360	3,500	3,500	3,500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL CAPITAL PROJECTS	399,421	430,241	430,241	448,111
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	384,833	395,407	395,407	405,231
OPERATING EXPENSES	14,588	34,834	34,834	42,880
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	399,421	430,241	430,241	448,111

PUBLIC WORKS DEPARTMENT

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 matches 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

ROAD CAPITAL FUND REVENUES		ADJUSTED	YEAR-END	ADOPTED	
		ACTUAL	BUDGET	ESTIMATE	BUDGET
		FY 11-12	FY 12-13	FY 12-13	FY 13-14
3374000	MISC. INTERGOVERNMENT. REV.	1,042,665	3,732,000	3,732,000	4,500,000
3601000	MISCELLANEOUS FEES	13,259	0	0	0
3610000	INTEREST EARNINGS	35,223	15,000	15,000	18,000
3611000	C ROAD INTEREST	5,042	0	0	0
3612000	INTEREST - REST. CASH	(4,215)	0	0	0
3824000	ROAD IMPACT FEE	705,753	650,000	650,000	750,000
3825000	TRANS FROM GENERAL FUND	809,566	6,404,558	2,115,000	2,115,000
3825001	TRANS FROM GF-ROAD MAINT	2,480,491	750,000	750,000	750,000
3875000	PRIOR YEARS RESERVES	0	6,278,465	0	297,844
TOTAL ROAD CAPITAL FUND REVENUES		5,087,784	17,830,023	7,262,000	8,430,844

ROAD CAPITAL**44410001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>OPERATING EXPENSES</u>				
4257000 INTERFUND SERVICE FEE	156,012	0	0	0
4257010 DIRECT SERVICES FEE	451,781	373,377	373,377	380,844
<u>CAPITAL OUTLAYS</u>				
4730067 3200 W 7000-7600 S	426,917	0	0	0
4730083 TRAFFIC SIGNAL INSTALLATION	259,881	395,048	0	0
4730090 PAVEMENT MAINTENANCE	255,755	4,289,558	0	2,250,000
4730093 TRAFFIC CALMING	0	3,511	0	0
4731058 SIGNAL-8020 S REDWOOD RD	163,565	0	0	0
4731070 2700 W 8200-8600 S (TRAX)	373,477	0	0	0
4731072 7800 S 4000-4800 W PHASE 1A	859,818	2,696,221	0	0
4731073 ROAD MAINTENANCE PROJECTS	2,076,205	3,123,640	0	750,000
4731075 5600 W CORRIDOR	414,490	0	0	0
4731076 SAFE SIDEWALK PROJECTS	26,515	273,485	150,000	150,000
4731077 2700 W 9000-9400 S	53,245	1,046,755	50,000	0
4731078 4000 W OBH - 7800 S	0	1,100,000	1,100,000	0
4731079 5600 W 6300-7000 S	21,325	603,675	525,000	0
4731080 7000 S RR CROSSING	0	225,000	150,000	0
4731081 8200 S & SFR	0	1,084,000	1,009,000	300,000
4731082 AIRPORT ROAD & 7800 S	7,247	67,753	0	0
4731083 BOND REPAIRS-SUBDIVISION	1,900	0	0	0
4731084 1300 W IMPR. (SVWRF)	65,028	0	0	0
4731085 SIGNAL - JORDAN VALLEY WAY	0	150,000	150,000	0
4731086 SIGNAL - U111 & OBH	0	100,000	100,000	0
4731087 SIGNAL - AIRPORT ROAD & 7800 S	0	1,098,000	1,098,000	0
4731090 7800 S 1300 W - U111	0	0	0	4,000,000
4731091 8600 S EXTENSION	0	0	0	350,000
4740000 EQUIPMENT	0	0	0	0
4740040 DEVELOPER REIMBURSEMENT	750,736	100,000	100,000	250,000
<u>TRANSFERS OUT</u>				
4945000 PARKS CAPITAL FUND	0	1,100,000	1,100,000	0
4990000 GENERAL FUND	197,748	0	0	0

TOTAL ROAD CAPITAL	6,561,645	17,830,023	5,905,377	8,430,844
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FUNCTIONAL SUMMARY

OPERATING EXPENSES	607,793	373,377	373,377	380,844
CAPITAL OUTLAYS	5,756,104	16,356,646	4,432,000	8,050,000
TRANSFERS OUT	197,748	1,100,000	1,100,000	0
TOTAL FUNCTIONAL AREAS	6,561,645	17,830,023	5,905,377	8,430,844

CAPITAL IMPROVEMENTS

TRANSPORTATION FIVE-YEAR STRATEGIC PLAN

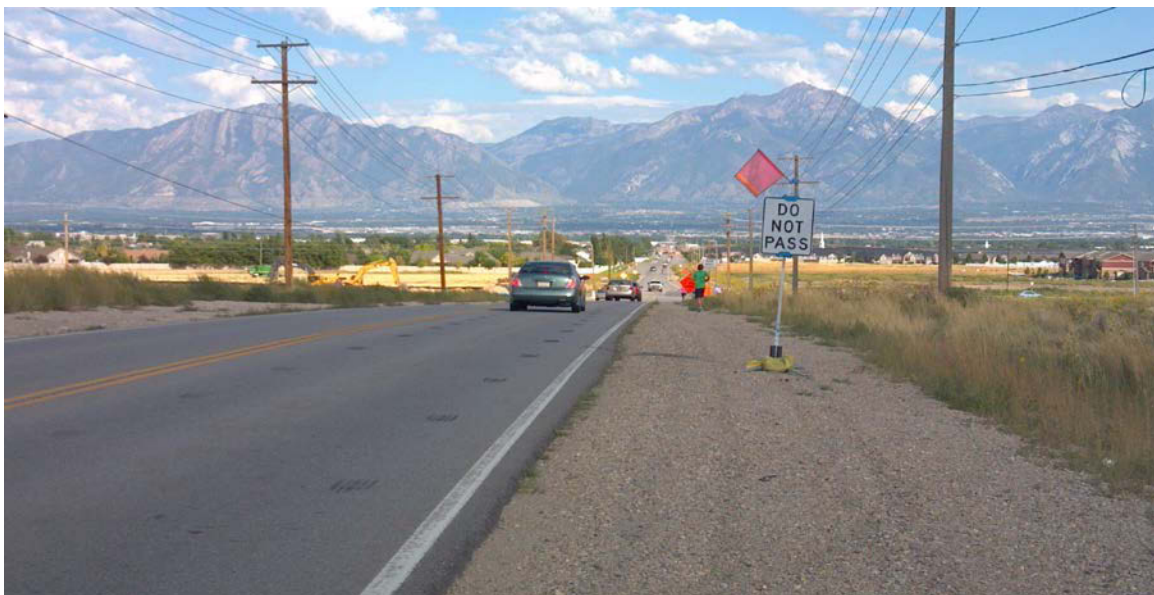
Year	Account	Description	Amended Budget	Estimated Year End	Estimated Carryovers	Cost Dist		Growth	Existing	
						G	X			
2011-12 Final Report										
RESOURCES										
		Beginning reserve - Actuals	3,506,967					(649,735)	4,571,380	4,156,702
		Impact fees	1,250,000	705,753		100%	0%	705,753	0	0
		C-Road funds capital transfer	2,750,000	459,348		0%	100%	0	459,348	
		GF Road transfer	1,900,000	2,021,153		0%	100%	0	2,021,153	
		C-road Interest	0	5,042		0%	100%	0	5,042	
		Interest: general	15,000	35,223		0%	100%	0	35,223	
		Grants & misc.	0	1,055,925		0%	100%	0	1,055,925	
		Total Revenue:	5,915,000	4,282,443				705,753	3,576,690	0
		Total Resources:	12,360,790					56,018	8,148,070	4,156,702
PROJECTS										
	4257000	Interfund service fee	156,012	156,012	0	0%	100%	0	156,012	
	4257010	Direct Service Fee	451,781	451,781	0	50%	50%	225,891	225,891	
	4730090	Pavement maint projects	4,545,313	255,755	4,289,558	0%	100%	0	255,755	
	4730091	Traffic signal installation	654,929	259,881	395,048	100%	0%	259,881	0	
	4731058	Signal 8020 South Redwood	166,059	163,565	0	0%	100%	0	163,565	
	4730067	32 W 70-76 S	70,393	426,917	0	25%	75%	106,729	320,188	
	4731070	2700 W 82-86 (TRAX)	363,852	373,477	0	0%	100%	0	373,477	
	4731072-b	7800 S 40-48 W	3,556,039	859,818	2,696,221	0%	100%	0		859,818
	4731073	Road Maintenance Project	4,944,069	2,011,057	2,933,012	0%	100%	0	2,011,057	
	4730093	Traffic calming	3,511	0	3,511	0%	100%	0	0	
	4731075	5600 W Corridor	4,500	414,490	0					414,490
	4731076	Safe Sidewalk projects (citywide)	150,000	26,515	123,485	0%	100%	0	26,515	
	4731078	4000 W OBH - 78 S (design)	53,388	65,134	0	0%	100%	0	65,134	
	4731079	5600 West reconstruct 63 S to 70 S	100,000	21,325	78,675	30%	70%	6,398		14,928
	4731077	2700 W 90 - 94 S (construction)	1,050,000	53,245	996,755	0%	100%	0	53,245	
	4731080	7000 S Railroad crossing (design)	75,000	0	75,000	100%	0%	0	0	
	4731081	8200 S & SFR Intersection	75,000	0	75,000	100%	0%	0	0	
	4731082	Airrpport Rd & 7800 S Intersection	75,000	7,247	67,753	100%	0%	7,247	0	
	4990000	Transfers General Fund	197,748	197,748	0	0%	100%	0	197,748	
	4740040	Developer reimbursement	750,736	750,736	0	100%	0%	750,736	0	
		Total expenses:	17,443,330	6,494,703	11,734,018			1,356,881	3,848,586	1,289,236
Year	Account	Description	Amended Budget	Estimated Year End	Estimated Carryovers	Cost Dist		Growth	Existing	Grants
						G	X			
2012-13 Preliminary Report										
RESOURCES										
		Beginning reserve	6,699,822					(467,129)	4,299,484	2,867,467
		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	0	0
		Grants & misc.	3,732,000	Federal Aid, HB 173, and SB 164		0%	100%	0	0	3,732,000
		Total Revenue:	7,262,000					650,000	2,865,000	3,732,000
		Total Resources:	13,961,822					182,871	7,164,484	6,599,467
PROJECTS										
	4257000	Interfund service fee	0		0	0%	100%	0	0	
	4621000	Misc. Services		260,949	0					
	4257010	Direct Service Fee	373,377	217,803	155,574	20%	80%	43,561	174,242	
	4730090	Pavement maint projects	6,404,558	3,000,000	3,404,558	0%	100%	0	3,000,000	
	4730083	Traffic signal installation-see below	395,048	55,000	340,048	100%	0%	55,000	0	
	4730093	Traffic calming	3,511		3,511	0%	100%	0	0	
	4730067	32 W 70-76 S	0	122,523	0	25%	75%	30,631	91,892	
	4731070	2700 W 82-86 (TRAX)	0	40,891	0	0%	100%	0	40,891	
	4731072-b	7800 S 40-48 W	2,696,221		2,696,221	0%	100%	0	0	0
	4731073	Road Maintenance Project	3,683,012	2,468,516	1,214,496	0%	100%	0	2,468,516	
	4731075	5600 W Corridor	0	25,000	0	30%	70%	7,500	17,500	
	4731077	2700 W 90 - 94 S (construction)	1,046,755	43,341	1,003,414	0%	100%	0	43,341	
	4731076	Safe Sidewalk projects (citywide)	273,485	2,033	271,452	0%	100%	0	2,033	
	4731079	5600 West reconstruct 63 S to 70 S	603,675	45,000	558,675	30%	70%	13,500	31,500	
	4731080	7000 S Railroad crossing (design)	225,000	0	225,000	100%	0%	0	0	
	4731081	8200 S (SFR) & Redwood Rd Intersection	1,084,000	11,018	1,072,982	20%	80%	2,204	8,814	
	4731082	7800 S & Airport Rd Signal Project	1,165,753	257,555	908,198	0%	100%	0		257,555
	4731085	Signal - Jordan Valley Way	150,000		150,000	100%	0%	0	0	
	4731086	Signal - U111 & OBH	100,000		100,000	100%	0%	0	0	
	4731089	5600 W 7000-7800 S		20,500		30%	70%	6,150	14,350	
	4990000	Transfers Park Fund - 90th Path/Tunnel	1,100,000		1,100,000	0%	100%	0	0	0
	4740040	Developer reimbursement	100,000		100,000	100%	0%	0	0	0
		Total expenses:	19,404,395	6,570,129	13,304,129			158,545	5,893,080	257,555
					19,874,258					

Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing C Road Telecom	Grants		
2013-14					Future Projects						
	RESOURCES										
		Beginning reserve	7,637,642				24,326	1,271,404	6,341,912		
		Impact fees	750,000		100%	0%	750,000	0	0		
		C.Roads revenue capital transfer	2,115,000		0%	100%	0	2,115,000			
		C.Roads FB capital transfer	3,539,558		0%	100%	0	3,539,558			
		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.	11,984,245	Federal Aid, HB 173, HB 377	0%	100%	0	0	11,984,245		
		Total Revenue:	19,156,803				750,000	6,422,558	11,984,245		
		Total Resources:	26,794,445				774,326	7,693,962	18,326,157		
		PROJECTS		Total Resources	Carryover	New Budget					
		4257000	Interfund service fee	156,012		156,012	0%	100%	0	156,012	0
		4257010	Direct Service Fee	380,844		380,844	8%	92%	30,468	350,376	
		4730090	Pavement maint projects	5,654,558	3,404,558	2,250,000	0%	100%	0	5,654,558	0
4730091		Traffic signal installation	340,048	340,048	0	100%	0%	340,048	0	0	
4731073		Road Maintenance Project	1,964,496	1,214,496	750,000	0%	100%	0	1,964,496	0	
4731072-b		7800 S 40-48 W (State Grant #1)	2,696,221	2,696,221	0	0%	100%	0	0	2,696,221	
4731076		Safe Sidewalk projects (citywide)	271,452	271,452		0%	100%	0	271,452		
4731077		2700 W 90 - 94 S (construction)	1,003,414	1,003,414		0%	100%	0	1,003,414		
4731079		5600 West reconstruct 63 S to 70 S	558,675	558,675		30%	70%	167,603	391,073		
4731080		7000 S Railroad crossing (design)		225,000	0	100%	0%	0	0		
4731081		8200 S (SFR) & Redwood Rd Intersection	1,372,982	1,072,982	300,000	20%	80%	86,910	0	1,286,072	
4731082		7800 S & Airport Rd Signal Project	908,198	908,198	0	0%	100%	0	0	908,198	
4731085		Signal - Jordan Valley Way	150,000	150,000	0	50%	50%	75,000	75,000	0	
TBA		Safe Sidewalk projects (citywide)	150,000		150,000	0%	100%	0	150,000	0	
TBA	5600 West reconstruct 63 S to 70 S	4,109,245	4,109,245		0%	100%	0	0	4,109,245		
TBA	5600 West - 70 S to 78 S	3,575,000	3,575,000		100%	0%	0	0	3,575,000		
TBA	7800 S (13 W to U-111) {State Grant #2}	4,000,000		4,000,000	0%	100%	0	0	4,000,000		
TBA	8600 South Extension for Ron Wood Park	350,000		350,000	50%	50%	175,000	175,000			
4740040	Developer reimbursement	250,000		250,000	100%	0%	250,000	0	0		
	Total expenses:	27,891,145	19,529,289	8,586,856			1,125,028	10,191,381	16,574,736		
				28,116,145							
Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing C Road Telecom	Grants		
2014-15					Future Projects						
	RESOURCES										
		Beginning reserve	(1,096,700)				(350,702)	(2,497,419)	1,751,420		
		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	2,497,419		0%	100%	0	2,497,419	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, HB 173	0%	100%	0	0	6,641,003		
		Total Revenue:	12,925,172				768,750	5,515,419	6,641,003		
		Total Resources:	11,828,472				418,048	3,018,000	8,392,423		
		PROJECTS									
		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		2,250,000		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		5600 West reconstruct 63 S to 70 S		150,000		0%	100%	150,000	0	0	
TBA		5600 West - 70 S to 78 S		1,725,000		100%	0%	0	0	1,725,000	
TBA		5600 West - 78 S to 86 S		4,916,003		0%	100%	0	0	4,916,003	
TBA		7800 S City Phase 1 40 W to Airport Rd.		0		53%	47%	0	0	0	
4740040		Developer reimbursement		250,000		100%	0%	250,000	0	0	
		Total expenses:		10,931,850				615,225	3,675,622	6,641,003	

Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist G X	Growth	Existing C Road Telecom	Grants
2015-16 Future Projects								
RESOURCES								
		Beginning reserve	896,622			(197,177)	(657,622)	1,751,420
		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
		Total Resources:	5,572,243			802,823	2,360,378	1,751,420
PROJECTS								
	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.		1,900,000	53% 47%	1,007,000	0	893,000
	4740040	Developer reimbursement		250,000	100% 0%	250,000	0	0
		Total expenses:		5,305,847		1,493,967	2,768,880	1,043,000
2016-17 Future Projects								
RESOURCES								
		Beginning reserve	(391,225)			(691,144)	(408,502)	708,420
		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
		Total Resources:	3,876,775			558,856	2,200,997	708,420
PROJECTS								
	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		250,000	100% 0%	250,000	0	0
		Total expenses:		5,140,847		1,016,967	3,967,868	0
2017-18 Future Projects								
RESOURCES								
		Beginning reserve	(1,516,562)			(458,111)	(1,766,872)	708,420
		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
		Total Resources:	6,268,309			791,889	3,268,000	2,208,420
PROJECTS								
	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.		750,000	53% 47%	397,500	352,500	0
	4740040	Developer reimbursement		250,000	100% 0%	250,000	0	0
		Total expenses:		6,790,847		1,012,725	4,278,122	1,500,000

Roads: 7800 South

Strategic Plan #: RD0009 (priority 10)
Account/project: 44410001-4731089



Location: 7800 South from 5600 West to 6000 West

Description: Construc a five lane cross section from curb to curb for 7800 South from 600 feet east of 5600 West to Rocky Mountain Power substation near 6000 West in coordination with developing properties on north and south sides of 7800 South. Includes power burial.

Date approved: July 1, 2013 Completion target: November 1, 2014

Funding source:	Source	Amount
	C-Roads	\$0
	Federal Aid	\$0
	State Grant	\$4,000,000
	Total funding:	\$4,000,000

Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$100,000
	Construction	\$3,800,000
	FF&E	\$0
	Misc.	\$0
	Project management	\$100,000
	Total costs:	\$4,000,000

Roads: Safe Sidewalk

Strategic Plan #: RD0031 (priority 2 - sidewalk program)
 Account/project: 44410001-4731076

C-ROADS



Location: 3200 West from 8130 South to 8300 South (West side of road)

Description: Construct new 5 foot sidewalk and park strip to accomdate pedestrian traffic in a school zone area near Joel P. Jensen Middle School.

Date approved: July 1, 2013

Completion target:

Funding source:	Source	Amount
	C-Roads	\$150,000
	Federal Aid	\$0
	State Grant	\$0
	Total funding:	\$150,000

Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$6,750
	Construction	\$136,500
	FF&E	\$0
	Misc.	\$0
	Project management	\$6,750
	Total costs:	\$150,000

Roads: 8600 South Extension

Strategic Plan #: RD0025 (priority 38)
Account/project: 44410001-4731 TBA



Location: 8600 South - near Ron Wood Park Phase 2

Description: Reimbursement to developer for the construction of the City's portion of 8600 South Street along Phase 2 of Ron Wood Park

Date approved: July 1, 2013 **Completion target:** Summer 2014

Funding source:	Source	Amount
	C-Roads	\$350,000
	Federal Aid	\$0
	State Grant	\$0
	Total funding:	\$350,000

Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$14,000
	Construction	\$336,000
	FF&E	\$0
	Misc.	\$0
	Project management	\$0
	Total costs:	\$350,000

PUBLIC WORKS DEPARTMENT

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	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3610000 INTEREST EARNINGS	16,374	0	0	5,000
3612000 INTEREST - REST. CASH	19,913	20,000	20,000	30,000
3690000 SUNDRY REVENUE	660	0	0	0
3830000 PARKS & REC. IMPACT FEE	431,533	400,000	400,000	750,000
3874044 TRANSFER FROM ROAD CAPITAL	0	1,100,000	1,100,000	0
3875000 PRIOR YEARS RESERVES	0	3,678,635	0	1,173,119
TOTAL PARKS CAPITAL FUND REVENUES	468,480	5,198,635	1,520,000	1,958,119

**PARKS CAPITAL
45410001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>OPERATING EXPENSES</u>				
4257010 DIRECT SERVICES FEE	22,487	54,038	54,038	55,119
<u>CAPITAL OUTLAYS</u>				
4732001 JORDAN RIVER TRAIL	53,756	1,100,000	1,100,000	0
4732056 OPEN SPACE PROJECTS	0	748,889	0	0
4732061 RON WOODS PHASE 2	0	2,896,254	900,000	750,000
4732063 MAPLE HILLS PARK	0	0	0	750,000
4732065 OAKS EAST PARK	471	0	0	0
4732067 BATEMAN POND	93,885	26,454	0	0
4732068 TRAIL HEAD STUDY	11,676	0	0	0
4732071 BRIDLE CREEK PARK	1,497	0	0	0
4732073 SYCAMORES PARKS	277,413	0	0	0
4732074 DONATION PROJECTS	1,864	0	0	0
4732075 CITY HALL RETROFIT	0	70,000	70,000	0
4732076 IRRIGATION CENTRAL CONTROL	0	303,000	303,000	303,000
4732077 PARK UPGRADES	0	0	0	100,000
<u>TRANSFERS OUT</u>				
4990000 GENERAL FUND	270,803	0	0	0
TOTAL PARKS CAPITAL	733,852	5,198,635	2,427,038	1,958,119
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	22,487	54,038	54,038	55,119
CAPITAL OUTLAYS	440,562	5,144,597	2,373,000	1,903,000
TRANSFERS OUT	270,803	0	0	0
TOTAL FUNCTIONAL AREAS	733,852	5,198,635	2,427,038	1,958,119

CAPITAL IMPROVEMENTS

PARKS FIVE-YEAR STRATEGIC PLAN

Year	Account	Description	Amended Budget	Actual year end	Carryover	Cost Dist		Growth	Existing	
Year	Account	Description	Amended Budget	Estimated year end	Estimated carryover	G	X	Growth	Existing	
2011-12	Final Report									
	RESOURCES									
		Beginning cash balance	4,627,973					3,062,504	1,565,469	
		Impact fees	900,000	431,533		100%	0%	431,533	0	
		Interest: impact	7,000	19,914		100%	0%	19,914	0	
		Interest: general	0	16,374		0%	100%	0	16,374	
		Total New Revenue:	907,000	467,821				451,447	16,374	
		Total Resources:	5,534,973					3,513,951	1,581,843	
	PROJECTS									
	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	93,885	205,315	0%	100%	0	93,885	
	4732068	Trail Head	11,672	11,676	0	0%	100%	0	11,676	
	4732071	Bridle Creek Park	6,468	1,497	0	0%	100%	0	1,497	
	4732073	Sycamore Park	275,000	277,393	0	0%	100%	0	277,393	
	TBA	Jordan River Trail	250,000	53,756	196,244	0%	100%	0	53,756	
	TBA	Sugar Factory	784	784	0	100%	0%	784	0	
		Total Expenses:	3,506,468	461,477	3,064,903			784	460,693	
	2012-13	Preliminary Report								
		RESOURCES								
			Reserve surplus	4,636,650					3,509,416	1,127,234
			Impact fees	400,000	400,000		100%		400,000	0
			Interest: impact	20,000			100%		20,000	0
			Interest: general						0	0
			Grants	1,100,000				100%	0	1,100,000
			Total New Revenue;	1,520,000					420,000	1,100,000
		Total Resources:	6,156,650					3,929,416	2,227,234	
PROJECTS										
4257010		Direct Service Fee	54,038	54,038	0	0%	100%	0	0	
4740040		Developer reimbursement	0	0	0	100%	0%	0	0	
4732001		Jordan River Parkway Trail -90 S	2,069,386	75,000	1,994,386	0%	100%	0	75,000	
4732067		Bateman Pond	205,315	157,283	0	0%	100%	0	157,283	
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	0	
4732061		Ron Woods Phase 2	2,887,555	450,000	2,437,555	100%	0%	450,000	0	
		Total Expenses:	5,383,979	736,321	4,804,941			450,000	302,283	

Year	Project #	Account	Description	Budgeted	Anticipated Expenses	Cost Dist		Growth	Existing		
						G	X				
2013-14	Future Projects										
	RESOURCES										
			Beginning cash balance	5,404,367					3,479,416	1,924,951	
			General Fund: Capital supp.	750,000		0%	100%	0	750,000		
			Impact fees	750,000		100%	0%	750,000	0		
			Interest: impact	30,000		100%	0%	30,000	0		
			Interest: general	5,000		0%	100%	0	5,000		
			Total New Revenue:	1,535,000				780,000	755,000		
			Total Resources:	6,939,367				4,259,416	2,679,951		
	PROJECTS										
	MP #			Total Resources	Carryover	New Budget					
	na	4257010	Direct Service Fee	55,119	0	55,119	0%	100%	0	55,119	
	na	4740040	Developer reimbursement	0	0	0	100%	0%	0	0	
	2	4732001	Jordan River Parkway Trail -90 S	1,994,386	1,994,386	0	0%	100%	0	1,994,386	
	1	4732061	Ron Woods Phase 2	3,187,555	2,437,555	750,000	100%	0%	3,187,555	0	
	4	TBA	Maple Hills Park (G)	750,000	0	750,000	100%	0%	750,000	0	
	na	TBA	Irrigation Central Control Plan	303,000	0	303,000	0%	100%	0	303,000	
	na	TBA	Upgrade existing park	100,000	0	100,000	0%	100%	0	100,000	
			Total Expenses:	6,390,060	4,431,941	1,958,119			3,937,555	2,452,505	
	Year	Project #	Account	Description	Budgeted	Anticipated Expenses	Cost Dist		Growth	Existing	
							G	X			
	2014-15	Future Projects									
		RESOURCES									
				Beginning cash balance	549,307					321,861	227,446
				General Fund: Capital supp.	750,000		0%	100%	0	750,000	
				Impact fees	768,750		100%	0%	768,750	0	
			Interest: impact	50,000		100%	0%	50,000	0		
			Interest: general	3,000		0%	100%	0	3,000		
			Total New Revenue:	1,571,750				818,750	753,000		
			Total Resources:	2,121,057				1,140,611	980,446		
PROJECTS											
MP #											
na		4257010	Direct Service Fee		55,000		40%	60%	22,000	33,000	
na		4740040	Developer reimbursement		0		100%	0%	0	0	
4		TBA	Maple Hills Park (G)		350,000		100%	0%	350,000	0	
na		TBA	Railroad Park completion (PK0031)		300,000		0%	100%	0	300,000	
na		TBA	Upgrade existing parks (PK0010)		100,000		0%	100%	0	100,000	
na		TBA	Irrigation Central Control Plan		303,000		0%	100%	0	303,000	
5		TBA	Northwest Park (F)		600,000		50%	50%	300,000	300,000	
			Total Expenses:		1,708,000				672,000	1,036,000	
Year		Project #	Account	Description	Budgeted	Anticipated Expenses	Cost Dist		Growth	Existing	
							G	X			
2015-16		Future Projects									
		RESOURCES									
				Beginning cash balance	413,057					468,611	(55,554)
				General Fund: Capital supp.	750,000		0%	100%	0	750,000	
				Impact fees	795,656		100%	0%	795,656	0	
			Interest: impact	50,000		100%	0%	50,000	0		
			Interest: general	3,000		0%	100%	0	3,000		
			Total New Revenue:	1,598,656				845,656	753,000		
			Total Resources:	2,011,713				1,314,267	697,446		
	PROJECTS										
	MP #										
	na	4257010	Direct Service Fee		55,000		40%	60%	22,000	33,000	
	na	4740040	Developer reimbursement		0		100%	0%	0	0	
	3	TBA	Veteran's Memorial Park (P)		500,000		0%	100%	0	500,000	
	na	TBA	Irrigation Central Control Plan		303,000		0%	100%	0	303,000	
	na	TBA	Upgrade existing parks (PK0010)		100,000		0%	100%	0	100,000	
	6	TBA	Future Park #7 (N)		600,000		100%	0%	600,000	0	
			Total Expenses;		700,000				622,000	936,000	

Year	Project #	Account	Description	Budgeted	Anticipated Expenses	Cost Dist		Growth	Existing
						G	X		
2016-17 Future Projects									
RESOURCES									
			Beginning cash balance	453,713				692,267	(238,554)
			General Fund: Capital supp.	750,000		0%	100%	0	750,000
			Impact fees	827,483		100%	0%	827,483	0
			Interest: impact	50,000		100%	0%	50,000	0
			Interest: general	3,000		0%	100%	0	3,000
			Total New Revenue:	1,630,483				877,483	753,000
			Total Resources:	2,084,196				1,569,750	514,446
PROJECTS									
	MP #								
	na	4257010	Direct Service Fee		55,000	55%	45%	30,250	16,382
	na	4740040	Developer reimbursement		0	100%	0%	0	0
	na	TBA	Irrigation Central Control Plan		303,000	0%	100%	0	303,000
	na	TBA	Upgrade existing parks (PK0010)		200,000	0%	100%	0	200,000
	7	TBA	Fire Station Park (B)		700,000	100%	0%	700,000	0
			Total Expenses;		1,258,000			730,250	519,382
2017-18 Future Projects									
RESOURCES									
			Beginning cash balance	834,563				839,500	(4,936)
			General Fund: Capital supp.	750,000		0%	100%	0	750,000
			Impact fees	868,857		100%	0%	868,857	0
			Interest: impact	50,000		100%	0%	50,000	0
			Interest: general	3,000		0%	100%	0	3,000
			Total New Revenue:	1,671,857				918,857	753,000
			Total Resources:	2,506,420				1,758,356	748,064
PROJECTS									
	MP #								
	na	4257010	Direct Service Fee		55,000	82%	18%	45,100	9,900
	na	4740040	Developer reimbursement		0	100%	0%	0	0
	na	TBA	Upgrade existing parks (PK0010)		100,000	0%	100%	0	100,000
	na	TBA	Irrigation Central Control Plan		303,000	0%	100%	0	303,000
	na	TBA	Upgrade existing parks (PK0010)		200,000	0%	100%	0	200,000
	1	TBA	Ron Wood Phase 3 (O)		2,000,000	100%	0%	2,000,000	0
	8	TBA	Trail Development (west side)		700,000	100%	0%	700,000	0
			Total Expenses;		3,358,000			2,745,100	612,900
2018-19 Future Projects									
RESOURCES									
			Beginning cash balance	(851,580)				(986,744)	135,164
			General Fund: Capital supp.	750,000		0%	100%	0	750,000
			Impact fees	912,299		100%	0%	912,299	0
			Interest: impact	50,000		100%	0%	50,000	0
			Interest: general	3,000		0%	100%	0	3,000
			Total New Revenue:	1,715,299				962,299	753,000
			Total Resources:	863,719				(24,444)	888,164
PROJECTS									
	MP #								
	na	4257010	Direct Service Fee		55,000	0%	100%	0	55,000
	na	4740040	Developer reimbursement		0	100%	0%	0	0
	na	TBA	Upgrade existing parks (PK0010)		100,000	0%	100%	0	100,000
	na	TBA	Irrigation Central Control Plan		303,000	0%	100%	0	303,000
	na	TBA	Upgrade existing parks (PK0010)		200,000	0%	100%	0	200,000
			Total Expenses;		658,000			0	658,000

Parks: Maple Hills Park

Strategic Plan #: PK 0034 (Priority 9)
Account/project: 45410001-4732 TBA



Location: Maples Hills Subdivision at 7400 South and 6400 West

Description: Construct a 5 acre park with multiple ammenities (playground, pavillion, etc.), irrigation, grass, and trees.

Date approved: July 1, 2013 Completion target: Fall 2014

Funding source:	Source	Amount
	Park Impact Fees	\$750,000

Total funding:	<u>\$750,000</u>
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Estimated costs:	Category	Amount
	Property acquisition	donated
	Design	\$52,500
	Construction	\$555,000
	FF&E	\$75,000
	Misc.	\$37,500
	Project management	\$30,000
	Total costs:	<u>\$750,000</u>

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3610000 INTEREST EARNINGS	1,709	800	800	800
3612000 INTEREST - REST. CASH	3,885	2,000	2,000	2,000
3822000 FIRE IMPACT FEE	83,759	100,000	100,000	80,000
3823000 POLICE IMPACT FEE	40,664	50,000	50,000	50,000
TOTAL BUILDINGS CAP. FUND REVENUES	130,017	152,800	152,800	132,800

BUILDINGS CAPITAL 47410001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
OPERATING EXPENSES				
4890000 CONT TO FUND BALANCE	0	152,800	0	132,800
CAPITAL OUTLAYS				
4738027 FIRE STATION 55	0	0	0	0
TRANSFERS OUT				
4943000 CAPITAL SUPPORT FUND	518,724	0	0	0
TOTAL BUILDINGS CAPITAL	518,724	152,800	0	132,800

FUNCTIONAL SUMMARY

OPERATING EXPENSES	0	152,800	0	132,800
CAPITAL OUTLAYS	0	0	0	0
TRANSFERS OUT	518,724	0	0	0
TOTAL FUNCTIONAL AREAS	518,724	152,800	0	132,800

PUBLIC WORKS DEPARTMENT

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 Class 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 Class 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**

		ADJUSTED	YEAR-END	ADOPTED
	ACTUAL	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	300,777	370,359	370,359	377,766
4110001 SALARIES PART/SEASONAL	2,868	0	0	0
4110003 OVERTIME	2,614	0	0	0
4110100 ON CALL SALARIES	84	0	0	0
4130110 RETIREMENT	57,293	73,924	73,924	75,402
4130120 MEDICAL & DENTAL INSURANCE	56,506	78,915	78,915	84,676
4130130 WORKERS COMPENSATION	3,163	4,769	4,769	4,864
4130140 LONG-TERM DISABILITY	2,765	3,614	3,614	3,686
4130150 UNEMPLOYMENT	1,476	1,814	1,814	1,850
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	0
<u>CAPITAL OUTLAYS</u>				
4730002 STREET SUPPLIES	32,421	50,000	50,000	50,000
4730044 MISC CURB, GUTTER & SIDEWALK	6,497	60,000	60,000	60,000
4730074 MANHOLE COLLARS	14,330	40,000	40,000	40,000
4730075 ROAD STRIPING	106,127	125,000	125,000	125,000
4730076 SIGN REPLACEMENT	25,577	25,000	25,000	25,000
4730082 TRAFFIC SIGNAL MAINTENANCE	81,436	75,000	75,000	75,000
4730090 PAVEMENT MAINTENANCE	104,658	120,000	120,000	120,000
<u>TRANSFERS OUT</u>				
4944000 ROAD CAPITAL FUND	809,566	6,404,558	2,115,000	2,115,000
TOTAL C ROAD PROJECTS	1,608,167	7,432,953	3,143,395	3,158,244

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	427,546	533,395	533,395	548,244
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAYS	371,055	495,000	495,000	495,000
TRANSFERS OUT	809,566	6,404,558	2,115,000	2,115,000
TOTAL FUNCTIONAL AREAS	1,608,167	7,432,953	3,143,395	3,158,244

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	29,925	22,674	22,674	23,127
4110030 SICK LEAVE BUYOUT	169	200	200	200
4130110 RETIREMENT	5,775	4,440	4,440	4,529
4130120 MEDICAL & DENTAL INSURANCE	1,150	944	944	1,013
4130130 WORKERS COMPENSATION	382	375	375	383
4130140 LONG-TERM DISABILITY	277	221	221	225
4130150 UNEMPLOYMENT	149	111	111	113
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL FACILITIES MGT.	37,827	28,965	28,965	29,590
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	37,827	28,965	28,965	29,590
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	37,827	28,965	28,965	29,590

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	138,717	177,162	177,162	219,705
4110003 OVERTIME	3,047	2,400	2,400	2,400
4110030 SICK LEAVE BUYOUT	451	500	500	500
4110100 ON CALL SALARIES	4,176	2,580	2,580	2,580
4130110 RETIREMENT	30,795	35,776	35,776	44,492
4130120 MEDICAL & DENTAL INSURANCE	21,374	37,706	37,706	48,459
4130130 WORKERS COMPENSATION	1,903	2,811	2,811	2,867
4130140 LONG-TERM DISABILITY	1,387	1,661	1,661	1,694
4130150 UNEMPLOYMENT	742	834	834	834
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	200	200	200
4215000 MEMBERSHIPS	286	286	286	286
4240000 OFFICE SUPPLIES	375	150	150	200
4250000 EQUIPMENT SUPPLIES & MAINT.	2,660	1,000	1,000	2,660
4250010 UNIFORMS	1,391	2,000	2,000	2,400
4255000 FLEET O&M CHARGE	12,841	13,075	13,075	12,930
4260000 BUILDING & GROUNDS	213,587	160,000	160,000	196,687
4270000 UTILITIES	219,281	276,511	276,511	219,281
4280000 TELEPHONE	1,463	740	740	1,695
4310800 CONTRACT - HEATING/AC	17,989	15,350	15,350	21,746
4310820 CONTRACT - CUSTODIAL	97,932	99,148	99,148	101,353
4310850 CONTRACT - CARPET CLEANING	8,718	8,720	8,720	9,164
4480000 DEPARTMENT SUPPLIES	2,355	4,250	4,250	2,355
4621000 MISCELLANEOUS SERVICES	48,829	46,980	46,980	55,354
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL FACILITIES MAINT.	830,299	889,840	889,840	949,842
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	202,592	261,430	261,430	323,531
OPERATING EXPENSES	627,707	628,410	628,410	626,311
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	830,299	889,840	889,840	949,842

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	4,149	8,868	8,868	9,045
4110003 OVERTIME	148	800	800	800
4110030 SICK LEAVE BUYOUT	31	100	100	100
4110100 ON CALL SALARIES	0	900	900	900
4130110 RETIREMENT	979	1,651	1,651	1,684
4130120 MEDICAL & DENTAL INSURANCE	914	2,758	2,758	2,959
4130130 WORKERS COMPENSATION	56	126	126	129
4130140 LONG-TERM DISABILITY	41	75	75	77
4130150 UNEMPLOYMENT	22	37	37	38
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	1	0	0	0
4255000 FLEET O&M CHARGE	14,099	14,356	14,356	12,930
4260000 BUILDING & GROUNDS	14,411	20,000	20,000	12,176
4270000 UTILITIES	44,359	51,360	51,360	46,468
4280000 TELEPHONE	1,888	2,341	2,341	1,360
4310800 CONTRACT - HEATING/AC	1,054	1,150	1,150	1,150
4310810 CONTRACT SERVICES	48,619	55,386	55,386	51,194
4310850 CONTRACT - CARPET CLEANING	904	4,130	4,130	904
4480000 DEPARTMENT SUPPLIES	83	100	100	100
4510000 INSURANCE	0	2,100	2,100	2,100
4621000 MISCELLANEOUS SERVICES	1,791	2,386	2,386	1,740
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL SENIOR CENTER	133,549	168,624	168,624	145,854
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	6,340	15,315	15,315	15,732
OPERATING EXPENSES	127,209	153,309	153,309	130,122
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	133,549	168,624	168,624	145,854

PUBLIC WORKS DEPARTMENT – PUBLIC SERVICES

Streets Division

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PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	395	395	387
4240000 OFFICE SUPPLIES	0	715	715	700
4250010 UNIFORMS	0	11,000	11,000	12,936
4255000 FLEET O&M CHARGE	0	0	0	6,465
4280000 TELEPHONE	0	7,802	7,802	13,524
4310000 PROFESSIONAL & TECHNICAL	0	5,535	5,535	1,800
4330000 TRAINING	0	12,515	12,515	8,330
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL STREETS ADMIN.	0	37,962	37,962	44,142
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	0	37,962	37,962	44,142
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	37,962	37,962	44,142

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	304,678	229,797	229,797	234,393
4110001 SALARIES PART/SEASONAL	5,195	16,266	16,266	16,591
4110003 OVERTIME	2,937	4,000	4,000	4,000
4110030 SICK LEAVE BUYOUT	2,332	2,300	2,300	2,300
4110100 ON CALL SALARIES	3,864	4,447	4,447	4,447
4130110 RETIREMENT	65,369	48,056	48,056	49,017
4130120 MEDICAL & DENTAL INSURANCE	58,361	53,019	53,019	56,889
4130130 WORKERS COMPENSATION	3,115	2,915	2,915	2,973
4130140 LONG-TERM DISABILITY	2,951	2,242	2,242	2,287
4130150 UNEMPLOYMENT	1,630	1,207	1,207	1,231
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	138	369	369	369
4240000 OFFICE SUPPLIES	414	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	12,594	54,465	54,465	61,865
4250010 UNIFORMS	11,350	0	0	0
4255000 FLEET O&M CHARGE	484,471	493,312	493,312	471,927
4255010 FLEET REPLACEMENT CHARGE	0	186,600	186,600	224,251
4280000 TELEPHONE	3,936	0	0	0
4310000 PROFESSIONAL & TECHNICAL	1,096	0	0	0
4330000 TRAINING	1,520	0	0	0
4480000 DEPT SUPPLIES	37,026	30,141	30,141	47,230
4621000 MISCELLANEOUS SERVICES	686	26,400	26,400	26,400
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL ROAD REPAIR	1,003,663	1,155,536	1,155,536	1,206,170

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	450,432	364,249	364,249	374,128
OPERATING EXPENSES	553,231	791,287	791,287	832,042
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	1,003,663	1,155,536	1,155,536	1,206,170

PUBLIC WORKS DEPARTMENT

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 150 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 150 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	49,857	64,833	64,833	66,130
4110030 SICK LEAVE BUYOUT	364	400	400	400
4110100 ON CALL SALARIES	0	284	284	284
4130110 RETIREMENT	10,069	13,212	13,212	13,476
4130120 MEDICAL & DENTAL INSURANCE	9,012	13,765	13,765	14,770
4130130 WORKERS COMPENSATION	479	767	767	782
4130140 LONG-TERM DISABILITY	463	633	633	646
4130150 UNEMPLOYMENT	250	318	318	324
<u>OPERATING EXPENSES</u>				
4480000 DEPT SUPPLIES	10,422	7,798	7,798	12,798
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL CURBS & SIDEWALKS	80,916	102,010	102,010	109,610

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	70,494	94,212	94,212	96,812
OPERATING EXPENSES	10,422	7,798	7,798	12,798
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	80,916	102,010	102,010	109,610

PUBLIC WORKS DEPARTMENT

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
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<hr/>				
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	53,582	40,120	40,120	40,922
4110003 OVERTIME	463	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	0	100	100	100
4110100 ON CALL SALARIES	180	239	239	239
4130110 RETIREMENT	10,231	7,809	7,809	7,965
4130120 MEDICAL & DENTAL INSURANCE	12,477	9,970	9,970	10,698
4130130 WORKERS COMPENSATION	516	489	489	499
4130140 LONG-TERM DISABILITY	503	391	391	399
4130150 UNEMPLOYMENT	268	197	197	201
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	174	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	1,119	918	918	5,936
4270000 UTILITIES	3,818	3,178	3,178	10,295
4441000 STREET LIGHTS CROSSINGS	6,775	4,446	4,446	62,200
4441100 SIGNS	20,753	28,565	28,565	28,565
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL SIGNS & SIGNALS	110,859	97,422	97,422	169,019
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	78,220	60,315	60,315	62,023
OPERATING EXPENSES	32,639	37,107	37,107	106,996
CAPITAL OUTLAYS	0	0	0	0
<hr/>				
TOTAL FUNCTIONAL AREAS	110,859	97,422	97,422	169,019

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	46,320	82,681	82,681	84,335
4110003 OVERTIME	11,135	32,000	32,000	32,000
4110030 SICK LEAVE BUYOUT	465	500	500	500
4110100 ON CALL SALARIES	1,464	657	657	657
4130110 RETIREMENT	11,213	17,074	17,074	17,415
4130120 MEDICAL & DENTAL INSURANCE	10,720	18,292	18,292	19,627
4130130 WORKERS COMPENSATION	553	1,004	1,004	1,024
4130140 LONG-TERM DISABILITY	516	807	807	823
4130150 UNEMPLOYMENT	297	405	405	413
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	6,000
4280000 TELEPHONE	5,333	0	0	0
4310750 SNOW REMOVAL	54,661	105,020	105,020	140,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL SNOW REMOVAL	142,677	258,440	258,440	302,794
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	82,683	153,420	153,420	156,794
OPERATING EXPENSES	59,994	105,020	105,020	146,000
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	142,677	258,440	258,440	302,794

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	64,229	49,397	49,397	75,385
4110003 OVERTIME	239	1,000	1,000	1,000
4110030 SICK LEAVE BUYOUT	32	100	100	100
4110100 ON CALL SALARIES	0	346	346	346
4130110 RETIREMENT	12,514	9,612	9,612	14,804
4130120 MEDICAL & DENTAL INSURANCE	13,896	12,442	12,442	18,350
4130130 WORKERS COMPENSATION	661	681	681	695
4130140 LONG-TERM DISABILITY	602	482	482	492
4130150 UNEMPLOYMENT	325	242	242	247
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	18	0	0	0
4250100 STREET LIGHT MAINT	86,804	136,718	136,718	114,718
4250200 STREET LIGHT POWER	398,169	398,411	398,411	410,682
4310000 PROFESSIONAL & TECHNICAL	2,880	2,798	2,798	2,798
4480000 DEPT SUPPLIES	2,507	2,700	2,700	2,700
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL STREET LIGHTING	582,876	614,929	614,929	642,317
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	92,498	74,302	74,302	111,419
OPERATING EXPENSES	490,378	540,627	540,627	530,898
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	582,876	614,929	614,929	642,317

PUBLIC WORKS DEPARTMENT

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 public property in a timely manner and outward facing private walls and fences on arterials and collectors.

OUTCOME MEASUREMENTS

Remove graffiti from the public right-of-way within an average of 72 hours of notification.

GRAFFITI REMOVAL
10441007

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	17,711	58,347	58,347	59,514
4110030 SICK LEAVE BUYOUT	246	200	200	200
4110100 ON CALL SALARIES	84	219	219	219
4130110 RETIREMENT	3,398	13,552	13,552	13,823
4130120 MEDICAL & DENTAL INSURANCE	2,385	2,886	2,886	3,097
4130130 WORKERS COMPENSATION	168	228	228	233
4130140 LONG-TERM DISABILITY	159	182	182	186
4130150 UNEMPLOYMENT	88	91	91	93
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	35,815	35,815	5,000
4255010 FLEET REPLACEMENT CHARGE	0	5,600	5,600	4,116
4480000 DEPT SUPPLIES	1,565	1,530	1,530	6,530
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL GRAFFITI REMOVAL	25,804	118,650	118,650	93,011
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	24,239	75,705	75,705	77,365
OPERATING EXPENSES	1,565	42,945	42,945	15,646
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	25,804	118,650	118,650	93,011

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	28,544	85,641	85,641	87,354
4110030 SICK LEAVE BUYOUT	325	300	300	300
4110100 ON CALL SALARIES	132	0	0	0
4130110 RETIREMENT	5,625	17,355	17,355	17,702
4130120 MEDICAL & DENTAL INSURANCE	4,846	17,930	17,930	19,239
4130130 WORKERS COMPENSATION	272	1,013	1,013	1,033
4130140 LONG-TERM DISABILITY	258	836	836	853
4130150 UNEMPLOYMENT	143	419	419	427
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL STREETS SPECIAL PROJ.	40,145	123,494	123,494	126,908

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	40,145	123,494	123,494	126,908
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	40,145	123,494	123,494	126,908

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	82,411	90,479	90,479	92,289
4110003 OVERTIME	402	29,359	29,359	29,359
4110030 SICK LEAVE BUYOUT	74	100	100	100
4110100 ON CALL SALARIES	8	4,320	4,320	4,320
4130110 RETIREMENT	15,491	18,058	18,058	18,419
4130120 MEDICAL & DENTAL INSURANCE	21,457	19,791	19,791	21,236
4130130 WORKERS COMPENSATION	1,038	1,494	1,494	1,524
4130140 LONG-TERM DISABILITY	755	883	883	901
4130150 UNEMPLOYMENT	403	443	443	452
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	200	200	200
4215000 MEMBERSHIPS	835	400	400	800
4240000 OFFICE SUPPLIES	785	898	898	898
4250000 EQUIPMENT SUPPLIES & MAINT.	0	7,500	7,500	7,500
4250010 UNIFORMS	9,715	8,250	8,250	11,550
4255000 FLEET O&M CHARGE	200,125	203,777	203,777	288,759
4255010 FLEET REPLACEMENT CHARGE	0	64,880	64,880	80,987
4270000 UTILITIES	70,827	113,159	113,159	113,159
4280000 TELEPHONE	8,954	7,569	7,569	9,000
4310000 PROFESSIONAL & TECHNICAL	1,083	22,016	22,016	22,016
4330000 TRAINING	2,486	13,133	13,133	13,133
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PARKS ADMINISTRATION	416,849	606,709	606,709	716,602
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	122,039	164,927	164,927	168,600
OPERATING EXPENSES	294,810	441,782	441,782	548,002
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	416,849	606,709	606,709	716,602

PUBLIC WORKS DEPARTMENT

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. We currently have one Urban Forester to maintain all of the city-owned trees within the city and that is not sufficient for proper maintenance.

**PARKS & TRAILS MAINT.
10451002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	332,153	217,014	217,014	221,354
4110001 SALARIES PART/SEASONAL	214,148	255,842	255,842	274,099
4110003 OVERTIME	21,630	0	0	0
4110030 SICK LEAVE BUYOUT	851	900	900	900
4110100 ON CALL SALARIES	3,972	0	0	0
4130110 RETIREMENT	78,918	65,116	65,116	67,878
4130120 MEDICAL & DENTAL INSURANCE	84,298	59,773	59,773	64,136
4130130 WORKERS COMPENSATION	6,288	7,898	7,898	8,056
4130140 LONG-TERM DISABILITY	3,352	2,117	2,117	2,159
4130150 UNEMPLOYMENT	2,402	2,342	2,342	2,389
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	4,402	19,457	19,457	16,559
4260000 BUILDING & GROUNDS	86,492	108,464	108,464	113,464
4260010 IRRIGATION	47,405	44,642	44,642	58,035
4260020 WEED ABATEMENT	9,151	9,600	9,600	11,040
4260030 URBAN FORESTRY	25,119	73,169	73,169	59,110
4310000 PROFESSIONAL & TECHNICAL	2,689	1,530	1,530	2,790
4480000 DEPT SUPPLIES	18,594	13,733	13,733	15,106
4621000 MISCELLANEOUS SERVICES	5,636	13,050	13,050	13,050
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PARKS & TRAILS MAINT.	947,500	894,647	894,647	930,125
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	748,012	611,002	611,002	640,971
OPERATING EXPENSES	199,488	283,645	283,645	289,154
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	947,500	894,647	894,647	930,125

PUBLIC WORKS DEPARTMENT

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 of twice during the growing season
- 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	7,385	6,934	6,934	7,073
4110030 SICK LEAVE BUYOUT	230	200	200	200
4130110 RETIREMENT	950	1,349	1,349	1,376
4130120 MEDICAL & DENTAL INSURANCE	794	1,256	1,256	1,348
4130130 WORKERS COMPENSATION	88	115	115	117
4130140 LONG-TERM DISABILITY	57	68	68	69
4130150 UNEMPLOYMENT	35	34	34	35
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	4,520	12,000	12,000	17,000
4260020 WEED ABATEMENT	3,918	4,028	4,028	4,028
4310000 PROFESSIONAL & TECHNICAL	0	450	450	25,450
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL NATURAL SPACES MAINT.	17,977	26,434	26,434	56,696

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	9,539	9,956	9,956	10,218
OPERATING EXPENSES	8,438	16,478	16,478	46,478
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	17,977	26,434	26,434	56,696

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	41,896	94,701	94,701	96,595
4110001 SALARIES PART/SEASONAL	0	81,792	81,792	83,428
4110003 OVERTIME	104	0	0	0
4110030 SICK LEAVE BUYOUT	478	500	500	500
4130110 RETIREMENT	7,447	27,517	27,517	28,067
4130120 MEDICAL & DENTAL INSURANCE	5,384	24,557	24,557	26,350
4130130 WORKERS COMPENSATION	530	1,564	1,564	1,595
4130140 LONG-TERM DISABILITY	356	924	924	942
4130150 UNEMPLOYMENT	209	464	464	473
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	5,775	12,610	12,610	17,610
4260000 BUILDING & GROUNDS	6,981	12,000	12,000	41,000
4260010 IRRIGATION	8,399	10,840	10,840	11,924
4260020 WEED ABATEMENT	5,878	6,400	6,400	6,400
4260030 URBAN FORESTRY	9,429	12,800	12,800	12,800
4310860 PARK STRIP MAINT. CONTRACT	52,991	97,735	97,735	93,206
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0

TOTAL STREETSCAPE MAINT.	145,857	384,404	384,404	420,890
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FUNCTIONAL SUMMARY

SALARIES & BENEFITS	56,404	232,019	232,019	237,950
OPERATING EXPENSES	89,453	152,385	152,385	182,940
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	145,857	384,404	384,404	420,890

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	33,078	38,572	38,572	39,343
4110001 SALARIES PART/SEASONAL	14,804	25,840	25,840	26,357
4110003 OVERTIME	2,737	2,808	2,808	2,808
4110030 SICK LEAVE BUYOUT	0	100	100	100
4110100 ON CALL SALARIES	1,107	1,584	1,584	1,584
4130110 RETIREMENT	8,082	9,867	9,867	10,064
4130120 MEDICAL & DENTAL INSURANCE	9,777	10,795	10,795	11,583
4130130 WORKERS COMPENSATION	642	1,073	1,073	1,094
4130140 LONG-TERM DISABILITY	338	376	376	384
4130150 UNEMPLOYMENT	247	318	318	324
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	468	673	673	673
4250000 EQUIPMENT SUPPLIES & MAINT.	791	1,365	1,365	7,000
4250010 UNIFORMS	0	550	550	550
4255000 FLEET O&M CHARGE	23,361	23,787	23,787	15,084
4260000 BUILDING & GROUNDS	9,602	3,000	3,000	10,000
4260010 IRRIGATION	294	2,500	2,500	3,500
4260020 WEED ABATEMENT	500	1,000	1,000	1,000
4270000 UTILITIES	3,000	4,310	4,310	4,057
4280000 TELEPHONE	1,158	1,010	1,010	1,800
4330000 TRAINING	20	528	528	528
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL CEMETERIES	110,006	130,056	130,056	137,833
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	70,812	91,333	91,333	93,641
OPERATING EXPENSES	39,194	38,723	38,723	44,192
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	110,006	130,056	130,056	137,833

PUBLIC WORKS DEPARTMENT

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 seven 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	6,041	36,191	36,191	36,915
4110003 OVERTIME	1,776	11,420	11,420	11,420
4110030 SICK LEAVE BUYOUT	72	100	100	100
4130110 RETIREMENT	1,429	7,263	7,263	7,408
4130120 MEDICAL & DENTAL INSURANCE	1,807	9,054	9,054	9,715
4130130 WORKERS COMPENSATION	98	598	598	610
4130140 LONG-TERM DISABILITY	71	353	353	360
4130150 UNEMPLOYMENT	39	177	177	181
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	6,257	4,080	4,080	28,990
4260000 BUILDING & GROUNDS	112	2,040	2,040	3,000
4621000 MISCELLANEOUS SERVICES	50	1,482	1,482	1,482
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PARKS SNOW REMOVAL	17,752	72,758	72,758	100,181
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	11,333	65,156	65,156	66,709
OPERATING EXPENSES	6,419	7,602	7,602	33,472
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	17,752	72,758	72,758	100,181

PUBLIC WORKS DEPARTMENT

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	13,500	3,451	3,451	3,520
4110003 OVERTIME	1,640	0	0	0
4110030 SICK LEAVE BUYOUT	99	100	100	100
4130110 RETIREMENT	3,399	672	672	685
4130120 MEDICAL & DENTAL INSURANCE	3,590	690	690	740
4130130 WORKERS COMPENSATION	212	57	57	58
4130140 LONG-TERM DISABILITY	161	34	34	35
4130150 UNEMPLOYMENT	91	17	17	17
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PARKS SPECIAL PROJ.	22,692	5,021	5,021	5,155
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	22,692	5,021	5,021	5,155
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	22,692	5,021	5,021	5,155

PUBLIC WORKS DEPARTMENT

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
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	70,371	79,859	79,859	81,456
4110001 SALARIES PART/SEASONAL	24,760	0	0	0
4110003 OVERTIME	2,439	2,808	2,808	2,808
4110030 SICK LEAVE BUYOUT	0	100	100	100
4110100 ON CALL SALARIES	60	1,584	1,584	1,584
4130110 RETIREMENT	15,723	15,606	15,606	15,918
4130120 MEDICAL & DENTAL INSURANCE	6,336	10,891	10,891	11,686
4130130 WORKERS COMPENSATION	1,249	1,319	1,319	1,345
4130140 LONG-TERM DISABILITY	650	779	779	795
4130150 UNEMPLOYMENT	477	391	391	399
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	5,984	10,016	10,016	15,016
4260000 BUILDING & GROUNDS	20,985	61,486	61,486	86,486
4260010 IRRIGATION	13,280	0	0	0
4310000 PROFESSIONAL & TECHNICAL	0	1,470	1,470	1,470
4480000 DEPT SUPPLIES	4,292	12,936	12,936	12,936
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL ATHLETIC FIELDS	166,606	199,245	199,245	231,999
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	122,065	113,337	113,337	116,091
OPERATING EXPENSES	44,541	85,908	85,908	115,908
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	166,606	199,245	199,245	231,999

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

Water Fund

Revenues	295
Administration	296
Operations	298
Maintenance & Construction	300
Water Quality	302
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Wastewater Fund

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Sewer: Inspection & Cleaning	330
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Solid Waste Fund

Revenues	343
Solid Waste Administration	344

Stormwater Fund

Revenues	346
Stormwater: Administration	348
Stormwater: Inspection & Cleaning	350
Stormwater: Repair & Construction	352
Stormwater: Street Sweeping	354
Stormwater: Special Projects	356
Stormwater: Projects	358
Stormwater Six-Year Strategic Plan	360
Transfers Out	366

Fleet Fund

Revenues	367
Maintenance	368
Replacement Surplus	370

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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

		ADJUSTED	YEAR-END	ADOPTED
	ACTUAL	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3374000	MISC. INTERGOVERNMENT. REV.	791,563	0	0
3635000	BOND PROCEEDS	0	0	2,500,000
3642000	LOSS ON SALE OF FIXED ASSETS	(9,605)	0	0
3643000	SALE OF LAND	399,562	0	0
3839000	CAPITAL CONTRIBUTION	9,100	0	0
3840000	CONTRIBUTIONS-DEVELOPERS	845,992	0	0
3877000	PRIOR YRS RSRVS - WATER	0	3,845,346	0
3880000	WATER DISTRIBUTION IMPACT	929,356	1,000,000	1,000,000
3911100	METERED SALES - AVAILABILITY	6,083,470	6,461,159	6,037,435
3911110	METERED SALES - CAP. REPL.	0	0	1,252,500
3911200	METERED SALES - COMMODITY	7,783,456	7,198,797	7,960,012
3912000	FLAT RATE WATER SALES	3,921	0	0
3915000	MISC WATER REVENUE	75,710	150,000	150,000
3919000	RECONNECTION ADMIN FEES	125,005	0	0
3921200	INTEREST W&S	22,520	8,000	8,000
3921300	INTEREST - REST. CASH	7,088	3,000	3,000
3952000	BOND PREMIUM	4,928	0	0
TOTAL WATER FUND REVENUES		17,072,066	18,666,302	14,820,956
				18,910,947

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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

- Full compliance with all of the Federal and State regulatory requirements
- Consistent meet customer and public health needs.
- Call responsiveness and first call resolution
- Employee job satisfaction
- Compensation and benefits
- Management:
 - Professional development and long-term advancement opportunities
 - Work and teamwork
 - Procedures
 - Fairness and respect
 - Communication
 - Training hours per employee: qualified formal training for all employees
- O&M cost per volume delivered
- Distribution system water loss
- Water distribution system integrity
- Leakage and breakage frequency
- Planned maintenance includes both preventive and predictive maintenance
- Vulnerability management
- operational reliability
- service affordability
- Stakeholder satisfaction

WATER ADMINISTRATION
51512002

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	40,539	40,539	62,213
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	0	7,825	7,825	12,673
4130120 MEDICAL & DENTAL INSURANCE	0	5,757	5,757	11,275
4130130 WORKERS COMPENSATION	0	684	684	698
4130140 LONG-TERM DISABILITY	0	404	404	412
4130150 UNEMPLOYMENT	0	203	203	207
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	600	600	600
4215000 MEMBERSHIPS	0	1,900	1,900	1,900
4240000 OFFICE SUPPLIES	0	1,500	1,500	1,500
4250010 UNIFORMS	0	900	900	900
4280000 TELEPHONE	0	8,400	8,400	8,400
4310000 PROFESSIONAL & TECHNICAL	0	5,000	5,000	5,000
4330000 TRAINING	0	11,900	11,900	11,900
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL WATER ADMINISTRATION	0	85,712	85,712	117,778

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	0	55,512	55,512	87,578
OPERATING EXPENSES	0	30,200	30,200	30,200
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	85,712	85,712	117,778

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

Water Fund – Operations

PURPOSE

To effectively manage the water system addressing dynamic demands throughout the City.

GOALS

Ensure the most effective and efficient use of infrastructure is applied and maintained. Monitor and adjust flows of the water throughout the system remotely by SCADA (system control and data acquisition); manually at site for those not set up. Adjust flows of drinking water to allow storage to manage high demand periods. Perform regular site visits to perform monitoring of operations and maintenance. To perform ongoing, preventative and predictive maintenance.

OUTCOME MEASUREMENTS

- Clean one reservoir per year. Each reservoir inspected and repaired every ten years.
- Dismantle and rebuild 25% of PRVs per year. Each PRV inspected and rebuilt every four years.
- Exercise 10% of the system mainline valves every year. System main valves inspected and exercised every 10 years.

WATER OPERATIONS**51510001**

		ADJUSTED	YEAR-END	ADOPTED
	ACTUAL	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	359,634	455,884	455,884	465,002
4110003 OVERTIME	55,359	41,300	41,300	41,300
4110030 SICK LEAVE BUYOUT	938	900	900	900
4110100 ON CALL SALARIES	4,380	3,066	3,066	3,066
4130110 RETIREMENT	78,507	77,172	77,172	78,715
4130120 MEDICAL & DENTAL INSURANCE	88,105	100,864	100,864	108,227
4130130 WORKERS COMPENSATION	5,402	6,681	6,681	6,815
4130140 LONG-TERM DISABILITY	3,923	3,947	3,947	4,026
4130150 UNEMPLOYMENT	2,107	1,981	1,981	2,021
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	562	0	0	0
4240000 OFFICE SUPPLIES	891	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	2,720	4,720	4,720	3,100
4250010 UNIFORMS	8,113	6,300	6,300	6,300
4255000 FLEET O&M CHARGE	0	0	0	4,310
4260000 BUILDING & GROUNDS	34,315	75,000	75,000	54,000
4270000 UTILITIES	458,515	531,000	531,000	553,000
4280000 TELEPHONE	5,939	0	0	0
4310000 PROFESSIONAL & TECHNICAL	440	10,000	10,000	10,000
4310111 PT - SAMPLES	41	2,500	2,500	2,500
4330000 TRAINING	4,010	0	0	0
4480000 DEPT SUPPLIES	67,779	160,500	160,500	160,500
4480010 DEPT SUPPLIES - UB METERS	118,008	342,586	342,586	205,500
4621000 MISCELLANEOUS SERVICES	2,713	4,500	4,500	4,500
4890000 CONTR/RET EARNINGS	0	0	0	543,272
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL WATER OPERATIONS	1,302,401	1,828,901	1,828,901	2,257,054
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	598,355	691,795	691,795	710,072
OPERATING EXPENSES	704,046	1,137,106	1,137,106	1,546,982
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	1,302,401	1,828,901	1,828,901	2,257,054

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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.
- Repair or replace 15 fire hydrants that are not functioning properly per year.

MAINTENANCE & CONST.**51510002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	267,816	253,357	253,357	283,424
4110003 OVERTIME	10,128	17,700	17,700	17,700
4110030 SICK LEAVE BUYOUT	919	900	900	900
4110100 ON CALL SALARIES	72	1,314	1,314	1,314
4130110 RETIREMENT	52,292	49,431	49,431	55,420
4130120 MEDICAL & DENTAL INSURANCE	52,756	60,577	60,577	69,999
4130130 WORKERS COMPENSATION	3,456	4,153	4,153	4,236
4130140 LONG-TERM DISABILITY	2,517	2,523	2,523	2,573
4130150 UNEMPLOYMENT	1,376	1,267	1,267	1,292
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	84	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	11,911	13,400	13,400	18,400
4250010 UNIFORMS	0	1,800	1,800	1,800
4255000 FLEET O&M CHARGE	72,711	74,038	74,038	99,126
4255010 FLEET REPLACEMENT CHARGE	0	12,540	12,540	18,120
4280000 TELEPHONE	1,970	0	0	0
4310000 PROFESSIONAL & TECHNICAL	40	700	700	700
4330000 TRAINING	985	0	0	0
4480000 DEPT SUPPLIES	106,267	138,000	138,000	138,000
4621000 MISCELLANEOUS SERVICES	2,479	6,500	6,500	6,500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL MAINTENANCE & CONST.	587,779	638,200	638,200	719,504

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	391,332	391,222	391,222	436,858
OPERATING EXPENSES	196,447	246,978	246,978	282,646
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	587,779	638,200	638,200	719,504

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

Water Fund – Water Quality

PURPOSE

To provide water throughout the city that meets federal and state regulatory requirements and addresses all customer expectations, questions and complaints regarding utility services.

GOALS

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

OUTCOME MEASUREMENTS

- Sample up to 150 samples per month to be compliant with regulatory requirements.
- Inspect 10% of businesses and city owned properties for cross-connection compliance each year.
- Flush 500 dead-end hydrants to eliminate trapped sediment refresh static water.

WATER QUALITY**51510003**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	41,182	28,397	28,397	28,965
4110003 OVERTIME	401	0	0	0
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	7,552	5,482	5,482	5,592
4130120 MEDICAL & DENTAL INSURANCE	7,587	6,896	6,896	7,399
4130130 WORKERS COMPENSATION	485	479	479	489
4130140 LONG-TERM DISABILITY	343	283	283	289
4130150 UNEMPLOYMENT	197	142	142	145
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	100	0	0	0
4240000 OFFICE SUPPLIES	33	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	752	1,600	1,600	1,600
4250010 UNIFORMS	0	900	900	900
4280000 TELEPHONE	1,170	0	0	0
4310000 PROFESSIONAL & TECHNICAL	0	9,000	9,000	9,000
4310111 PT - SAMPLES	4,813	21,500	21,500	21,500
4330000 TRAINING	425	0	0	0
4480000 DEPT SUPPLIES	9,188	14,400	14,400	14,400
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL WATER QUALITY	74,228	89,179	89,179	90,379
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	57,747	41,779	41,779	42,979
OPERATING EXPENSES	16,481	47,400	47,400	47,400
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	74,228	89,179	89,179	90,379

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 newer technology.

SCADA SYSTEMS**51510005**

		ADJUSTED	YEAR-END	ADOPTED
	ACTUAL	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	12,930	24,299	24,299	24,785
4110003 OVERTIME	598	0	0	0
4110030 SICK LEAVE BUYOUT	184	200	200	200
4130110 RETIREMENT	2,667	4,693	4,693	4,787
4130120 MEDICAL & DENTAL INSURANCE	3,006	6,896	6,896	7,399
4130130 WORKERS COMPENSATION	183	410	410	418
4130140 LONG-TERM DISABILITY	135	242	242	247
4130150 UNEMPLOYMENT	70	121	121	123
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	50	0	0	0
4240000 OFFICE SUPPLIES	59	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	11	1,050	1,050	1,050
4250010 UNIFORMS	0	450	450	450
4310000 PROFESSIONAL & TECHNICAL	0	3,800	3,800	3,800
4480000 DEPT SUPPLIES	73,170	41,800	41,800	41,800
4621000 MISCELLANEOUS SERVICES	0	1,600	1,600	1,600
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL SCADA SYSTEMS	93,063	85,561	85,561	86,659
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	19,773	36,861	36,861	37,959
OPERATING EXPENSES	73,290	48,700	48,700	48,700
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	93,063	85,561	85,561	86,659

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

Water Fund – Blue Stake

PURPOSE

To provide utility locating services to construction projects and identify city owned utilities.

GOALS

Thorough, 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<hr/>				
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	110,635	99,091	99,091	101,073
4110030 SICK LEAVE BUYOUT	79	100	100	100
4130110 RETIREMENT	21,676	19,126	19,126	19,509
4130120 MEDICAL & DENTAL INSURANCE	14,747	13,657	13,657	14,654
4130130 WORKERS COMPENSATION	1,453	1,671	1,671	1,704
4130140 LONG-TERM DISABILITY	1,058	987	987	1,007
4130150 UNEMPLOYMENT	565	495	495	505
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	14	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	115	1,350	1,350	1,350
4250010 UNIFORMS	0	900	900	900
4280000 TELEPHONE	770	0	0	0
4310000 PROFESSIONAL & TECHNICAL	2,880	13,500	13,500	13,500
4480000 DEPT SUPPLIES	11,481	15,200	15,200	15,200
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL BLUE STAKE	165,473	166,077	166,077	169,502
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	150,213	135,127	135,127	138,552
OPERATING EXPENSES	15,260	30,950	30,950	30,950
CAPITAL OUTLAYS	0	0	0	0
<hr/>				
TOTAL FUNCTIONAL AREAS	165,473	166,077	166,077	169,502

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

Water Fund – Special Projects

PURPOSE

Projects of this type 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.
- Protect and improve city infrastructure.
- Provide and improve customer service.

WATER SPECIAL PROJECTS **51510006**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	19,865	19,865	20,262
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	0	3,870	3,870	3,947
4130120 MEDICAL & DENTAL INSURANCE	0	4,564	4,564	4,897
4130130 WORKERS COMPENSATION	0	335	335	342
4130140 LONG-TERM DISABILITY	0	198	198	202
4130150 UNEMPLOYMENT	0	99	99	101
<u>OPERATING EXPENSES</u>				
4310810 CONTRACT SERVICES	0	2,500	2,500	2,500
4480000 DEPT SUPPLIES	0	10,000	10,000	10,000
4612000 CLEAN UP CONTINGENCY	0	5,000	5,000	5,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL WATER SPECIAL PROJ.	0	46,531	46,531	47,351
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	29,031	29,031	29,851
OPERATING EXPENSES	0	17,500	17,500	17,500
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	46,531	46,531	47,351

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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, 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**

		ADJUSTED	YEAR-END	ADOPTED
	ACTUAL	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>CAPITAL OUTLAYS</u>				
4257010	DIRECT SERVICES FEE	217,573	146,557	146,557
4740000	EQUIPMENT	0	0	410,000
4740040	DEVELOPER REIMBURSEMENT	172,500	0	283,467
5730049	WATER MASTER PLAN UPDATE	0	80,464	75,000
5730081	W04-009 PRV/SCADA UPGRADE	0	89,428	40,000
5730089	WELL 3 REPLACEMENT	0	739,222	0
5730094	1300 W ABANDONMENT	0	50,000	0
5730096	OBH TANK DISCHARGE REPLACE	0	47,287	0
5730097	COPPERTON RESERVOIR	0	0	0
5730098	WELLS PARK TO AXEL PARK	0	68,042	5,000
5730099	WATER RESOURCES PHASE 1A	0	450,000	250,000
5730105	3RD PUMP U111 BOOSTER	0	278,805	0
5730112	MOUNTAIN VIEW CORRIDOR	0	562,968	0
5730113	4000 W 7800 S - OBH	0	1,205,575	0
5730114	2700 W 9000-9400 S	0	408,760	84,922
5730115	WELL 6 REHABILITATION	0	300,000	300,000
5730116	FARM ROAD LINE	0	231,060	231,060
5730117	5600 W 7200-7800 S	0	900,000	900,000
5730118	7800 S 1410-1600 W	0	200,000	200,000
5730119	PRV 3 - 8600 S & U111	0	200,000	200,000
5730120	DRILL EXPLORATORY WELLS	0	200,000	200,000
5730122	PRV 1 - MVC & OBH	0	0	0
5730123	PRV 2 - MVC & DANNON WAY	0	0	0
5730124	FUELLNER ROAD 10" LINE	0	0	0
5730125	PROSPERITY WY/NBH 10" LOOP	0	0	0
5730126	5200 W 8" LINE	0	0	0
5730127	7800 S 40-48 W 16" LINE	0	0	0
5730128	WELL 4 REHABILITATION	0	0	0
TOTAL WATER PROJECTS		390,073	6,158,168	2,632,539
FUNCTIONAL SUMMARY				
CAPITAL OUTLAYS		390,073	6,158,168	2,632,539
TOTAL FUNCTIONAL AREAS		390,073	6,158,168	2,632,539

CAPITAL IMPROVEMENTS

WATER SIX-YEAR STRATEGIC PLAN

Year	Account	Description	Revised Budget	Actual year end	Carryover	Cost Dist		Growth	Existing
						G	X		
2011-12	Final Report								
	RESOURCES								
		Beginning reserve						1,109,219	3,213,188
		Misc. Revenue & Grants	204,200	223,235				0	223,235
		Interest Income	15,500	27,000					27,000
		Water capital contributions						0	1,712,603
		Impact fees	1,200,000	650,000				650,000	0
		Interest: impact	4,500	8,000				8,000	0
		Total Resources:	1,424,200					1,767,219	5,176,026
	PROJECTS								
	4257010	Direct service fee	217,573	217,573	0	32%	68%	69,623	147,950
	4740040	Developer reimbursements	172,500	172,500	0	100%	0%	172,500	0
	5730049	Master Plan	5,464		5,464	100%	0%		
	5730076	78 S Phase 3	0	9,540	0	43%	57%	4,102	5,438
	5730081	SCADA upgrades	49,428	0	49,428	50%	50%	0	0
	5730089	Well No. 3 Replacement (pumphouse)	1,073,199	333,976	739,223	50%	50%	166,988	166,988
	5730093	Copperton Lines	1,570			100%	0%		
	5730094	1300 W 6 inch WL abandonment	50,000		50,000	0%	100%	0	0
	5730096	OBH Tank Discharge Replacement	76,852	29,565	47,287	20%	80%	5,913	23,652
	5730098	Wells Park to Axel Park (D-6b)	88,206	25,164	63,042	0%	100%	0	25,164
	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	221,311	0	0%	100%	0	221,311
	5730103	3200 W 6-inch WL abandonment	143,250	155,673	0	0%	100%	0	155,673
	5730105	3rd pump U111 Booster	286,500	7,696	278,804	100%	0%	7,696	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	744,317	48,713	20%	80%	148,863	595,454
	5730112	MVC Betterments and upgrades	571,813	8,845	562,968	20%	80%	1,769	7,076
	5730113	4000 W 12 inch WL -78 S to OBH (D8/18)	1,357,575	152,000	1,205,575	20%	80%	30,400	121,600
	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		0	0	0%	100%	0	0
	TBA	Meter replacements	0	0	0	20%	80%	0	0
		Total Expenses:	6,154,691	3,009,226	3,574,342			1,073,388	1,935,838
Year	Account	Description	Revised Budget	Actual year end	Carryover	Cost Dist		Growth	Existing
						G	X		
2012-13	Preliminary Report								
	RESOURCES								
		Beginning reserve						1,168,081	3,240,188
		Misc. Revenue & Grants	150,000	111,091					111,091
		Interest Income	8,000					0	0
		Water capital contributions							0
		Impact fees	1,000,000	850,000				850,000	0
		Interest: impact	3,000						0
		Total Resources:	1,161,000	961,091				2,018,081	3,351,279
	PROJECTS								
	MP #								
	4257010	Direct service fee	146,557	85,492	61,065	36%	64%	30,777	54,715
	5730049	Master Plan	80,464	0	80,464	50%	50%	0	0
	5730081	SCADA upgrades	89,428	0	89,428	50%	50%	0	0
	5730089	Well No. 3 Replacement (pumphouse)	739,223	0	739,223	0%	100%	0	0
	5730094	1300 W 6 inch WL abandonment	50,000	0	50,000	0%	100%	0	0
	5730096	OBH Tank Discharge Replacement	47,287	0	47,287	20%	80%	0	0
	D-6b 5730098	Wells Park to Axel Park	68,042	0	68,042	0%	100%	0	0
	WR-6 5730099	Water Resources - SF Well	450,000	0	450,000	0%	100%	0	0
	D-10 5730102	2700 W 8200 to 8600 S	0	14,143	0	0%	100%	0	14,143
	5730103	3200 W 6-inch WL abandonment	0	5,169	0	0%	100%	0	5,169
	5730105	3rd pump U111 Booster	278,804	0	278,804	100%	0%	0	0
	D-5 5730111	90 South 22 W to 32 W	0	1,231	0	20%	80%	246	985
	D-8/ D-18 5730113	4000 W 12 inch WL -78 S to OBH	1,205,575	558,043	647,532	20%	80%	111,609	446,434
	D-1 5730114	2700 W 10 inch WL -90 S to 94 S	408,830	0	408,830	20%	80%	0	0
	TBA	MVC Z4 PRV Relocation	0	0	0	0%	100%	0	0
	5730115	Well 6 Rehabilitation	300,000	0	300,000	0%	100%	0	0
	TBA	7800 S 16W-1410 W	0	0	0	75%	25%	0	0
	D-18 5730116	Farm Rd WL Replacement	231,060	0	231,060	0%	100%	0	0
	5730117	5600 West 12 inch WL (72-78 S)	900,000	0	900,000	100%	0%	0	0
	5730118	7800 South 12 inch WL (1410-1600 W)	200,000	0	200,000	30%	70%	0	0
	5730119	PRV3 - 8600 S @ U-111 (Discovery)	200,000	0	200,000	100%	0%	0	0
	5730120	WR-4 Drill Exploratory Wells (2)	200,000	0	200,000	100%	0%	0	0
		Total Expenses:	5,595,270	664,078	4,951,735			142,632	521,446

Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
2013-14 Budgeted Projects								
RESOURCES								
		Beginning reserve					1,875,449	2,829,833
		Water revenue bond					3,000,000	
		Water capital contributions					0	3,000,000
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		Total Resources:					6,283,449	5,829,833
PROJECTS								
	MP #		Total Resources	Carryover	New Budget			
	na 4257010	Direct service fee	149,489	0	54%	46%	80,724	68,765
	MP 4740040	Developer reimburse (Kraftmaid)	283,467	0	100%	0%	283,467	0
	MP 5730049	Master Plan	80,464	80,464	50%	50%	40,232	40,232
	OPS 5730081	SCADA upgrades	139,428	89,428	50%	50%	69,714	69,714
	WR - new 5730089	Well No. 3 Replacement (pumphouse)	739,223	739,223	0%	100%	0	739,223
	OPS 5730094	1300 W 6 inch WL abandonment	125,000	0	0%	100%	0	125,000
	D-6b 5730098	Wells Park to Axel Park	73,042	68,042	0%	100%	0	73,042
	S-8 5730097	Zone 2 Grizzly Reservoir	3,050,000		85%	15%	2,592,500	457,500
	WR-6 5730099	Water Resources - SF Well	250,000	0	0%	100%	0	250,000
	P-1 5730105	3rd pump U111 Booster	278,804	278,804	100%	0%	278,804	0
	D-8/ D-18 5730113	4000 W 12 inch WL -78 S to OBH	647,532	647,532	20%	80%	129,506	518,026
	D-1 5730114	2700 W 10 inch WL -90 S to 94 S	418,830	408,830	20%	80%	83,766	335,064
	OPS 5730115	Well 6 Rehabilitation	300,000	300,000	0%	100%	0	300,000
	D-18 5730116	Farm Rd WL Replacement	231,060	231,060	0%	100%	0	231,060
	new 5730117	5600 West 12 inch WL (72-78 S)	900,000	900,000	100%	0%	900,000	0
	new/OPS 5730118	7800 South 10 inch WL (1410-1600 W)	200,000	200,000	30%	70%	60,000	140,000
	new 5730119	PRV3 - 8600 S @ U-111 (Discovery)	150,000	150,000	100%	0%	150,000	0
	WR-4 5730120	Drill Exploratory Wells (2)	200,000	200,000	100%	0%	200,000	0
	MVC TBA	PRV1 - Relocate (MVC & OBH)	250,000		20%	80%	50,000	200,000
	MVC TBA	PRV2 - Zona 4 (MVC & Dannon Way)	194,000		100%	0%	194,000	0
	D-17 TBA	Fuellner Rd 10 inch WL	184,994		50%	50%	92,497	92,497
	D-19 TBA	Prosperity Wy/NBH 10-inch loop	150,000		80%	20%	120,000	30,000
	D-22 TBA	5200 W 8-inch WL	200,000		30%	70%	60,000	140,000
	P-5 (new) TBA	Emergency Generator, Well 6	180,000		50%	50%	90,000	90,000
	WR-5 TBA	Equipment Steadman Well	50,000		0%	100%	0	50,000
	D-3b TBA	78 S 16 inch WL -40 to 48 W	295,000		50%	50%	147,500	147,500
	P-6 (new) TBA	Emergency Generator, Well 4	180,000		0%	100%	0	180,000
	OPS TBA	Well 4 Rehabilitation	300,000		0%	100%	0	300,000
		Total Expenses:	10,200,333	4,293,383	5,906,950		5,622,710	4,577,623

Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
2014-15 Future Projects								
RESOURCES								
		Beginning reserve					660,739	1,252,210
		Water capital contributions						944,750
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		Total Resources:					2,068,739	2,196,960
PROJECTS								
	MP #							
		Debt Service			100%	0%		
na	4257010	Direct service fee		150,000	62%	38%	93,000	57,000
MP	4740040	Developer reimburse (Kraftmaid)		300,000	100%	0%	300,000	0
OPS	5730081	SCADA upgrades		40,000	50%	50%	20,000	20,000
P-7 (new)	TBA	Emergency Generator, Well 5		180,000	0%	100%	0	180,000
OPS	TBA	Refurbish old Well 4 generator - Well 5		75,000	0%	100%	0	75,000
S-4a	TBA	3 MG Terminal Reservoir #2	design	100,000	100%	0%	100,000	0
D-9	TBA	Zone 3/4 correction 8-inch WL		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
		Total Expenses:		2,355,750			1,411,000	944,750
Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
2015-16 Future Projects								
RESOURCES								
		Beginning reserve					657,739	1,252,210
		Water capital contributions						1,469,287
		Water revenue bond					2,500,000	
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		Total Resources:					4,565,739	2,721,497
PROJECTS								
	MP #							
		Debt Service			100%	0%		
na	4257010	Direct service fee		150,000	81%	19%	121,500	28,500
MP	4740040	Developer reimbursements		75,000	100%	0%	75,000	0
OPS	5730081	SCADA upgrades		40,000	50%	50%	20,000	20,000
D-14	TBA	Z6 WL to Maples-second feed		180,870	90%	10%	162,783	18,087
T-9	TBA	Zone 4 Transmission on NBH		1,133,940	100%	0%	1,133,940	0
D-15b	TBA	Brown Meadow 8-inch loop		180,000	80%	20%	144,000	36,000
D-16	TBA	Ranch Road 10-inch		261,000	80%	20%	208,800	52,200
S-4a	TBA	3 MG Terminal Reservoir #2	construct	3,550,000	100%	0%	3,550,000	0
D-25	TBA	Relocate PRV 7000 S loop WL		173,000	0%	100%	0	173,000
D-24	TBA	Villa West WL & Meter upgrade		99,000	0%	100%	0	99,000
T-10	TBA	24-inch Transmission 7000 S Z3		2,085,000	50%	50%	1,042,500	1,042,500
		Total Expenses:		7,927,810			6,458,523	1,469,287
Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
2016-17 Future Projects								
RESOURCES								
		Beginning reserve					(1,892,784)	1,252,210
		Water capital contributions						93,750
		Water revenue bond					3,000,000	
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		Total Resources:					2,515,216	1,345,960
PROJECTS								
	MP #							
		Debt Service			100%	0%		
na	4257010	Direct service fee		155,000	55%	45%	85,250	69,750
MP	4740040	Developer reimbursements		75,000	100%	0%	75,000	0
OPS	5730081	SCADA upgrades		40,000	40%	60%	16,000	24,000
new	TBA	PRV-8 7000 S 5800 W		148,000	100%	0%	148,000	0
S-2	TBA	Zone 6 Copperton		3,050,000	100%	0%	3,050,000	0
S-10	TBA	4.0 MG Airport Reservoir	design	120,000	100%	0%	120,000	0
		Total Expenses:		3,588,000			3,494,250	93,750

Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
2017-18 Future Projects								
RESOURCES								
		Beginning reserve					(979,034)	1,252,210
		Water capital contributions						497,643
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		Total Resources:					428,966	1,749,853
PROJECTS								
	MP #							
	na	4257010	Debt Service		100%	0%		
	MP	4740040	Direct service fee	155,000	87%	13%	134,850	20,150
	OPS	5730081	Developer reimbursements	100,000	100%	0%	100,000	0
			SCADA upgrades	60,000	40%	60%	24,000	36,000
	T-5	TBA	Well 4 & 6 looping, 9000 S to Dannon Way	632,985	50%	50%	316,493	316,493
	S-3	TBA	Land purchase, OBH Reservoir Z3	500,000	75%	25%	375,000	125,000
		Total Expenses:		1,447,985			950,343	497,643
2018-19 Future Projects								
RESOURCES								
		Beginning reserve					(521,377)	1,252,210
		Water capital contributions						2,877,120
		Impact fees					1,400,000	0
		Interest: impact					8,000	0
		Total Resources:					886,623	4,129,330
PROJECTS								
	MP #							
	na	4257010	Debt Service		100%	0%		
	MP	4740040	Direct service fee	150,000	46%	54%	69,000	81,000
	OPS	5730081	Developer reimbursements	100,000	100%	0%	100,000	0
			SCADA upgrades	60,000	30%	70%	18,000	42,000
	S-13	TBA	3 MG Reservoir Z3 North	3,185,000	50%	50%	1,592,500	1,592,500
	D-11	TBA	2700 West - 7800 to 7000 S 12 inch WL	1,295,775	20%	80%	259,155	1,036,620
	S-4	TBA	Land purchase, NBH Reservoir	500,000	75%	25%	375,000	125,000
		Total Expenses:		5,290,775			2,413,655	2,877,120

Water: 7800 South 4000-4800 West - 16" Waterline

Strategic Plan #: CW0004 - T-2 (priority 2)
Account/project: 51560001-5730 TBA



Location: 7800 South - 4000 West to Airport Road

Description: Construct a 16 inch transmission waterline along the north side of 7800 south from near the Airport resevoir location to Airport Road.

Date approved: July 1, 2013 Completion target: Winter 2013

Funding source:	Source	Amount
	Water Revenues	\$265,500
	Water Impact Fees	\$29,500
	Total funding:	\$295,000

Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$20,650
	Construction	\$262,550
	FF&E	
	Misc.	
	Project management	\$11,800
	Total costs:	\$295,000

Water: 5200 West 8" Waterline

Strategic Plan #: CW0058 - D22 (priority 15)

Account/project: 51560001-5730xxx



Location: 5200 West from OBH to 10200 South

Description: 8 inch waterline replacement for Interstate Brick and Salt Lake County property

Date approved: July 1, 2013

Completion target: June 30, 2014

Funding source:	Source	Amount
	Water revenues	\$200,000

Total funding:	\$200,000
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Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$14,000
	Construction	\$178,000
	FF&E	
	Misc.	
	Project management	\$8,000
	Total costs:	\$200,000

Water: Well No. 4 Rehabilitation

Strategic Plan #: CW0068 - WR8 (priority 23)
Account/project: 51560001-5730 TBA



Location: 94 S 56 W next to fire station 54

Description: Remove pump from well, televise well shaft and repair well casing and pump as required by investigations. Investigate any iron bacteria issues and remediate as required.

Date approved: July 1, 2013 Completion target: May 1, 2014

Funding source:	Source	Amount
	Water Revenues	\$300,000

Total funding:	\$300,000
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Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$15,000
	Construction	\$220,000
	FF&E (pump and motor repairs)	\$50,000
	Misc.	\$0
	Project management	\$15,000
	Total costs:	\$300,000

Water: PRV 2 - Zone 4

Strategic Plan #: CW0081 - D21 (priority 22)
 Account/project: 51560001-5730 TBA



Location: Mountain View Corridor and Dannon Way

Description: Construction of a new pressure reducing station and valves to support pressures in the bagley industrial park for fire demands and culinary water demands.

Date approved: July 1, 2013 Completion target: July 1, 2014

Funding source:	Source	Amount
	Water Impact Fees	\$194,000

Total funding:	<u>\$194,000</u>
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Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$13,580
	Construction	\$172,660
	FF&E	\$0
	Misc.	\$0
	Project management	\$7,760
	Total costs:	<u>\$194,000</u>

Water: PRV 1 Relocate - MVC & OBH

Strategic Plan #: CW0080 - D20 (priority 21)
Account/project: 51560001-5730 TBA



Location: Mountain View Corridor and Old Bingham Highway

Description: Construction of a new pressure reducing station and valves to support pressures in the bagley industrial park for fire demands and culinary water demands.

Date approved: July 1, 2013 Completion target: July 1, 2014

Funding source:	Source	Amount
		\$250,000

Total funding:	<u>\$250,000</u>
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Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$17,500
	Construction	\$222,500
	FF&E	\$0
	Misc.	\$0
	Project management	\$10,000
	Total costs:	<u>\$250,000</u>

Water: Prosperity Way/New Bingham Highway 10-inch Loop

Strategic Plan #: CW0079 - D-19 (priority 20)
 Account/project: 51560001-5730 TBA



Location: Prosperity Way from Dannon Way to NBH

Description: Install 10 inch culinary water distribution and fire line from Dannon Way to New Bingham Highway along the east side of Prosperity Way.

Date approved: July 1, 2013 Completion target: Winter 2013

Funding source:	Source	Amount
	Water Impact Fees	\$150,000

Total funding:	<u>\$150,000</u>
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Estimated costs:	Category	Amount
	Property acquisition	\$0
	Design	\$5,540
	Construction	\$144,460
	FF&E	\$0
	Misc.	\$0
	Project management	\$0
	Total costs:	<u>\$150,000</u>

Water: Fuelner Road 10-inch Waterline

Strategic Plan #:

CW0075 - D-17

Account/project:

51560001-5730 TBA



Location:

Fuelner Park Road from Dannon Way to 9800 South (new road section)

Description:

Construct an 10 inch fire line behind curb to establish proper culinary and fire flow service between Wells Park Road and Dannon Way.

Date approved:

July 1, 2013

Completion target:

July 1, 2014

Funding source:

Source	Amount
Water Impact Fees	\$184,994

Total funding:

\$184,994

Estimated costs:

Category	Amount
Property acquisition	\$0
Design	\$12,950
Construction	\$164,645
FF&E	\$0
Misc.	\$0
Project management	\$7,400
Total costs:	\$184,994

DEBT RESERVE
51530001

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>OPERATING EXPENSES</u>				
4310205 BOND ISSUANCE COSTS	35,430	0	0	0
4810000 PRINCIPAL	0	680,000	680,000	510,000
4820000 INTEREST	64,474	41,576	41,576	23,021
4830000 AGENTS FEE	2,000	3,000	3,000	1,500
TOTAL DEBT RESERVE	101,904	724,576	724,576	534,521
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	101,904	724,576	724,576	534,521
TOTAL FUNCTIONAL AREAS	101,904	724,576	724,576	534,521

TRANSFERS OUT**51599801**

		ADJUSTED	YEAR-END	ADOPTED
		BUDGET	ESTIMATE	BUDGET
		FY 11-12	FY 12-13	FY 13-14
<u>TRANSFERS OUT</u>				
4943000	CAPITAL SUPPORT FUND	0	522,500	15,000
4955000	TRANS TO STORMWATER FUND	63,146	0	0
4967000	TRANS TO RISK MANAGEMENT	25,000	25,000	25,000
TOTAL TRANSFERS OUT		88,146	547,500	40,000
FUNCTIONAL SUMMARY				
TRANSFERS OUT		88,146	547,500	40,000
TOTAL FUNCTIONAL AREAS		88,146	547,500	40,000

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 the city's ownership interest in the regional treatment plant.

SEWER FUND REVENUES

		ADJUSTED	YEAR-END	ADOPTED
	ACTUAL	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3642000 LOSS ON SALE OF FIXED ASSETS	(15,000)	0	0	0
3835000 MISCELLANEOUS	3,011	0	0	0
3840000 CONTRIBUTIONS-DEVELOPERS	439,916	0	0	0
3878000 PRIOR YRS RSRVS - SEWER	0	3,469,875	0	0
3884000 WASTEWATER IMPACT FEE	601,820	640,000	640,000	650,000
3921000 INTEREST INCOME	27,958	9,400	9,400	9,400
3921300 INTEREST - REST. CASH	16,538	7,400	7,400	7,400
3931000 SEWER O&M	7,787,519	7,300,000	7,300,000	7,470,523
3931XXX SEWER CAPITAL REPLACEMENT	0	0	0	750,000
3941000 EQUITY G/L IN JOINT VENTURE	(132,265)	0	0	0
TOTAL SEWER FUND REVENUES	8,775,401	11,426,675	7,956,800	8,887,323

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	30,584	30,584	51,445
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	0	5,904	5,904	10,574
4130120 MEDICAL & DENTAL INSURANCE	0	5,085	5,085	10,403
4130130 WORKERS COMPENSATION	0	516	516	526
4130140 LONG-TERM DISABILITY	0	305	305	311
4130150 UNEMPLOYMENT	0	153	153	156
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	380	380	380
4215000 MEMBERSHIPS	0	1,200	1,200	1,200
4240000 OFFICE SUPPLIES	0	550	550	550
4250000 EQUIPMENT SUPPLIES & MAINT.	0	10,000	10,000	0
4250010 UNIFORMS	0	450	450	450
4280000 TELEPHONE	0	5,600	5,600	5,600
4310000 PROFESSIONAL & TECHNICAL	0	8,500	8,500	8,500
4330000 TRAINING	0	5,500	5,500	5,500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL ADMINISTRATION	0	74,827	74,827	95,695
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	42,647	42,647	73,515
OPERATING EXPENSES	0	32,180	32,180	22,180
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	74,827	74,827	95,695

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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:

- Ensure the proper treatment of sewerage
- Ensure all operations and permitting in compliance with all regulatory requirements.
- Ensure adequate capacity for the city is available.
- Provide that 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
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>OPERATING EXPENSES</u>				
4257000 INTERFUND SERVICE FEE	518,244	493,934	493,934	499,911
4257010 DIRECT SERVICES FEE	378,425	253,754	253,754	256,631
4310000 PROFESSIONAL & TECHNICAL	1,563	5,200	5,200	20,000
4330000 TRAINING	571	650	650	850
4491000 SEWAGE TREATMENT	2,413,282	4,100,000	4,100,000	4,100,000
4491010 TRTMT. PLANT CAPITAL CHARGE	117,460	0	0	0
4890000 CONTR/RET EARNINGS	0	0	0	431,784
TOTAL TREATMENT & ADMIN.	3,429,545	4,853,538	4,853,538	5,309,176
FUNCTIONAL SUMMARY				
OPERATING EXPENSES	3,429,545	4,853,538	4,853,538	5,309,176
TOTAL FUNCTIONAL AREAS	3,429,545	4,853,538	4,853,538	5,309,176

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

Wastewater Fund – Sewer: Inspection & Cleaning

PURPOSE

To provide effective and timely system wide maintenance, including cleaning and video archiving of the city's sewer mains in an effort to prevent blockages and maintain an accurate representation of the system.

GOALS

Clean and video archive 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	304,036	359,588	359,588	366,780
4110001 SALARIES PART/SEASONAL	0	8,500	8,500	8,500
4110003 OVERTIME	10,676	38,250	38,250	38,250
4110030 SICK LEAVE BUYOUT	505	500	500	500
4110100 ON CALL SALARIES	3,852	3,723	3,723	3,723
4130110 RETIREMENT	60,310	68,208	68,208	69,572
4130120 MEDICAL & DENTAL INSURANCE	67,149	84,027	84,027	90,161
4130130 WORKERS COMPENSATION	3,892	5,787	5,787	5,903
4130140 LONG-TERM DISABILITY	2,816	3,334	3,334	3,401
4130150 UNEMPLOYMENT	1,525	1,716	1,716	1,750
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	300	0	0	0
4240000 OFFICE SUPPLIES	238	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	12,931	11,125	11,125	10,450
4250010 UNIFORMS	5,333	3,150	3,150	3,150
4255000 FLEET O&M CHARGE	88,410	90,023	90,023	109,901
4255010 FLEET REPLACEMENT CHARGE	0	56,840	56,840	118,380
4255100 VEHICLE LEASE	16,000	16,000	16,000	16,000
4270000 UTILITIES	218	0	0	0
4280000 TELEPHONE	4,885	0	0	0
4310000 PROFESSIONAL & TECHNICAL	1,312	13,600	13,600	13,600
4330000 TRAINING	3,209	0	0	0
4480000 DEPT SUPPLIES	32,810	49,100	49,100	49,100
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0

TOTAL INSPECTION & CLEANING	620,407	813,471	813,471	909,121
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FUNCTIONAL SUMMARY

SALARIES & BENEFITS	454,761	573,633	573,633	588,540
OPERATING EXPENSES	165,646	239,838	239,838	320,581
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	620,407	813,471	813,471	909,121

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

Wastewater Fund – Sewer: Repair & Construction

PURPOSE

To provide repair, rehabilitation and replacement services for damaged or substandard sewer infrastructure.

GOALS

Ensure the effective operation of the city's sewer system by providing construction services to repair system components and correct 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	111,552	73,418	73,418	74,886
4110003 OVERTIME	507	6,750	6,750	6,750
4110030 SICK LEAVE BUYOUT	0	100	100	100
4110100 ON CALL SALARIES	154	657	657	657
4130110 RETIREMENT	20,177	14,279	14,279	14,565
4130120 MEDICAL & DENTAL INSURANCE	19,724	16,636	16,636	17,850
4130130 WORKERS COMPENSATION	1,381	1,238	1,238	1,263
4130140 LONG-TERM DISABILITY	1,027	731	731	746
4130150 UNEMPLOYMENT	526	367	367	374
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	100	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	10,835	14,900	14,900	14,900
4250010 UNIFORMS	0	1,350	1,350	1,350
4280000 TELEPHONE	1,586	0	0	0
4310000 PROFESSIONAL & TECHNICAL	3,087	5,900	5,900	5,900
4330000 TRAINING	1,446	0	0	0
4480000 DEPT SUPPLIES	14,514	28,500	28,500	28,500
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL REPAIR & CONST.	186,616	164,826	164,826	167,841
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	155,048	114,176	114,176	117,191
OPERATING EXPENSES	31,568	50,650	50,650	50,650
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	186,616	164,826	164,826	167,841

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	10,977	17,175	17,175	17,519
4110003 OVERTIME	399	0	0	0
4110030 SICK LEAVE BUYOUT	38	100	100	100
4110100 ON CALL SALARIES	134	0	0	0
4130110 RETIREMENT	2,077	3,433	3,433	3,502
4130120 MEDICAL & DENTAL INSURANCE	1,983	4,589	4,589	4,924
4130130 WORKERS COMPENSATION	132	290	290	296
4130140 LONG-TERM DISABILITY	96	171	171	174
4130150 UNEMPLOYMENT	54	86	86	88
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	1,219	1,219	1,219
4255000 FLEET O&M CHARGE	382	389	389	0
4480000 DEPT SUPPLIES	1,278	8,000	8,000	8,000
4612000 CLEAN UP CONTINGENCY	0	15,000	15,000	15,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL SPECIAL PROJECTS	17,550	50,452	50,452	50,822

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	15,890	25,844	25,844	26,603
OPERATING EXPENSES	1,660	24,608	24,608	24,219
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	17,550	50,452	50,452	50,822

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<hr/>				
<u>CAPITAL OUTLAYS</u>				
4257010 DIRECT SERVICES FEE	208,829	141,832	141,832	144,668
4740040 DEVELOPER REIMBURSEMENT	0	0	0	75,000
5731005 SEWER MASTER PLAN	0	70,000	35,000	0
5731012 MISCELLANEOUS	0	37,000	37,000	0
5731034 UPGRADE/REHAB PROJECTS	0	417,297	100,000	0
5731043 SVWRF TREATMENT PLANT	0	1,675,000	1,675,000	1,675,000
5731050 DIXIE VALLEY DR/KENTUCKY DR	0	102,432	0	0
5731053 AIRPORT SEWER	0	250,000	0	0
5731057 1300 W SLIPLINE	0	349,000	0	0
5731058 5600 W 7300-7800 S	0	500,000	500,000	0
5731059 FARM ROAD LINE	0	111,000	111,000	0
5731060 7800 S BANGERTER HWY	0	225,000	225,000	0
5731061 TOD OBH LINE	0	1,341,000	1,341,000	0
5731063 9000 S 30" METER & PIPING	0	0	0	420,000
<hr/>				
TOTAL SEWER PROJECTS	208,829	5,219,561	4,165,832	2,314,668
 FUNCTIONAL SUMMARY				
CAPITAL OUTLAYS	208,829	5,219,561	4,165,832	2,314,668
<hr/>				
TOTAL FUNCTIONAL AREAS	208,829	5,219,561	4,165,832	2,314,668

CAPITAL IMPROVEMENTS

SEWER SIX-YEAR STRATEGIC PLAN

Year	Account	Description	Amended Budget	Actual year end	Carryover	Cost Dist		Growth (Actual)	Existing (Actual)
						G	X		
2011-12 Final Report									
RESOURCES									
		Beginning reserve						2,860,515	3,725,552
		Sewer capital contributions							959,805
		Impact fees						601,820	
		Interest							27,958
		Interest: impact						16,538	
		Total Revenue:						3,478,873	4,713,315
PROJECTS									
	MP #								
	4257010	Direct service fee	208,829	208,829	0	72%	28%	150,357	58,472
	4740040	Developer reimbursement	0	0	0	100%	0%	0	0
	5731034	Upgrade/Rehab Projects	317,297	0	317,297	0%	100%	0	0
	5731039	7800 S Phase 3	1,047	1,047	0	43%	57%	450	597
	5731040	1240 W Pump Station	300,000	366,930	0	0%	100%	0	366,930
	5731043	Treatment Plant Capital	1,675,000	1,283,019	0	66%	34%	846,792	436,226
	5731050	Dixie Valley Kentucky Dr.	102,432	0	102,432	0%	100%	0	0
	5731053	Airport Sewer - east - west crossing	250,000	0	250,000	100%	0%	0	0
	5731055	MVC Wells Park Road		18,430	0	20%	80%	3,686	14,744
	5731060	7800 South Bangerter		230,099		64%	36%	147,263	82,836
	5731005	Revise Master Plan	35,000	0	35,000	50%	50%	0	0
	5731057	1300 W Slipline	349,000	0	349,000	0%	100%	0	0
9	5731057	9000 S 30 Inch Meter and Piping		0	0	52%	48%	0	0
		Total Expenses:	3,238,605	2,108,354	1,053,729			1,148,549	959,805
2012-13 Preliminary Report									
RESOURCES									
		Beginning reserve						2,330,324	3,753,510
		Developer Contribution (TOD 18" pipe Upsize OBH)						858,240	
		Sewer capital contributions							863,713
		Impact fees						750,000	
		Interest: impact						30,000	
		Total Revenue:						3,968,564	4,617,223
PROJECTS									
	MP #								
	4257010	Direct service fee	141,832	141,832	0	72%	28%	102,119	39,713
1	4740040	Developer reimbursement	0	0	0	100%	0%	-	-
	5731012	Miscellaneous	37,000	0	37,000	100%			
11	5731034	Upgrade/Rehab Projects	417,297	80,000	337,297	0%	100%	-	80,000
X	5731043	Treatment Plant Capital	1,675,000	1,675,000	-	66%	34%	1,105,500	569,500
7a, 7b	5731050	Dixie Dr, Kentucky Dr, Country Squire	102,432	0	102,432	0%	100%	-	-
	5731053	Airport Sewer	250,000	27,410	222,590	100%	0%	27,410	-
8a	5731054	8750 S 3200 W to 2700 W, Realign Pipe	0	0	0	0%	100%	-	-
9	5731057	9000 S 30 Inch Meter and Piping	0	0	0	52%	48%	-	-
NA	5731005	Revise Master Plan	70,000		70,000	50%	50%	-	-
1	5731058	5600 W 73 S to 78 S	500,000		500,000	100%	0%	-	-
2	5731059	Farm Road pipe upsize to 10"	111,000		111,000	18%	82%	-	-
3	5731060	7800 S Bangerter HWY 16" Bypass Pipe	225,000		225,000	64%	36%	-	-
5	5731061	TOD 18" Pipeline OBH upsize	1,341,000	804,140	536,860	100%	0%	804,140	-
	5731062	JR Trail 8600-9000 S	349,000	349,000	0	50%	50%	174,500	174,500
9b	TBA	Remove Diversion Manholes	37,000		37,000	0%	100%	-	-
		Total Expenses:	5,256,561	3,077,382	2,179,179			2,213,669	863,713
				0	5,256,561				

Year	Account	Description	Budgeted Resources	Anticipated Expenses	Carryover	Cost Dist		Growth	Existing	
						G	X			
2013-14 Future Projects										
RESOURCES										
		Beginning reserve						1,754,895	3,753,510	
		Sewer capital contributions							1,868,549	
		Impact fees						750,000		
		Interest: impact						30,000		
		Total Revenue:						2,534,895	5,622,059	
PROJECTS										
	MP #		Total Resources	Carryover	New Budget					
	na	4257010	Direct service fee	144,668	0	144,668	62%	38%	89,694	54,974
	1	4740040	Developer reimbursement	75,000	0	75,000	100%	0%	75,000	0
	11	5731034	Sewer System Maintenance	337,297	337,297		0%	100%	0	337,297
	X	5731043	Treatment Plant Capital	1,675,000	0	1,675,000	66%	34%	1,105,500	569,500
	10	5731053	Airport Road Sewer - 74 to 66 S	222,590	222,590		63%	37%	140,232	82,358
	9	5731057	9000 S 30 Inch Meter and Piping	420,000	0	420,000	52%	48%	218,400	201,600
	1	5731058	5600 W 73 S to 78 S	500,000	500,000		100%	0%	500,000	0
	2	5731059	Farm Road pipe upsized to 10"	111,000	111,000		18%	82%	19,980	91,020
	3	5731060	7800 S Bangerter HWY 16" Bypass Pipe	225,000	225,000		64%	36%	144,000	81,000
	5	5731061	TOD 18" Pipeline OBH upsized	536,860	536,860		100%	0%	536,860	0
	9b	TBA	Remove Diversion Manholes	37,000	37,000		0%	100%	0	37,000
	4a	TBA	1300 W BC upgrade and pipe burst	354,000	354,000		55%	45%	194,700	159,300
	6	TBA	Gardner Village Pipe & Meter	150,000	150,000		48%	52%	72,000	78,000
	16	TBA	N Airport Rd Pipe, Remove 84-Lumber l	279,000	279,000		50%	50%	139,500	139,500
	9a	TBA	Line manholes behind Walmart at Jor. La	37,000	37,000		0%	100%	0	37,000
		Total Expenses:	5,104,415	2,789,747	2,314,668			3,235,866	1,868,549	
2014-15 Future Projects										
RESOURCES										
		Beginning reserve						(700,971)	3,753,510	
		Sewer capital contributions							811,500	
		Impact fees						750,000		
		Interest: impact						30,000		
		Total Revenue:						79,029	4,565,010	
PROJECTS										
	MP #									
	na	4257010	Direct service fee							
	1	4740040	Developer reimbursement		75,000		100%	0%	75,000	0
	11	5731034	Sewer System Maintenance		100,000		0%	100%	0	100,000
	X	5731043	Treatment Plant Capital		1,675,000		66%	34%	1,105,500	569,500
	7c	TBA	SkyView Estates, pipe and manhole repair		142,000		0%	100%	0	142,000
		Total Expenses:		1,992,000				1,180,500	811,500	
2015-16 Future Projects										
RESOURCES										
		Beginning reserve						(1,101,471)	3,753,510	
		Sewer capital contributions							2,235,750	
		Impact fees						850,000		
		Interest: impact						30,000		
		Total Revenue:						(221,471)	5,989,260	
PROJECTS										
	MP #									
	na	4257010	Direct service fee							
	1	4740040	Developer reimbursement		75,000		100%	0%	75,000	0
	11	5731034	Sewer System Maintenance		100,000		0%	100%	0	100,000
	X	5731043	Treatment Plant Capital		1,700,000		66%	34%	1,122,000	578,000
	4b	TBA	1300 West Pipe Burst Sewer upgrade		1,080,000		12%	88%	129,600	950,400
	20	TBA	18" Pipe Upsize OBH		973,000		69%	31%	671,370	301,630
	8b	TBA	Twin Oaks and Tamar Streets, replace pipe		245,000		0%	100%	0	245,000
	15a	TBA	Mountain Meadow Pipe Upsize		69,000		12%	88%	8,280	60,720
		Total Expenses:		4,242,000				2,006,250	2,235,750	

Year	Account	Description	Projected Budget	Anticipated Expenses	Cost Dist		Growth	Existing
					G	X		
2016-17	Future Projects							
	RESOURCES							
		Beginning reserve					(2,227,721)	3,753,510
		Estimated Developer Contribution (Center Park Drive)					750,000	
		Sewer capital contributions						1,433,520
		Impact fees					1,000,000	
		Interest: impact					30,000	
		Total Revenue:					(447,721)	5,187,030
	PROJECTS							
	MP #							
	na	4257010	Direct service fee					
	1	4740040	Developer reimbursement	75,000	100%	0%	75,000	0
	11	5731034	Sewer System Maintenance	100,000	0%	100%	0	100,000
	X	5731043	Treatment Plant Capital	1,700,000	66%	34%	1,122,000	578,000
	15b	TBA	2200 W 8100 S Upsize Pipe	73,000	0%	100%	0	73,000
	17	TBA	Extend Pipeline Behind College	154,000	0%	100%	0	154,000
	18	TBA	Bagley Industrial Park, Line pipe	400,000	0%	100%	0	400,000
	13	TBA	Upsize Pipe in Center Park, Campus View etc.	1,071,000	88%	12%	942,480	128,520
		Total Expenses:		3,573,000			2,139,480	1,433,520
Year	Account	Description	Projected Budget	Anticipated Expenses	Cost Dist		Growth	Existing
					G	X		
2017-18	Future Projects							
	RESOURCES							
		Beginning reserve					(2,587,201)	3,753,510
		Estimated Developer Contribution					0	
		Sewer capital contributions						1,342,000
		Impact fees					1,000,000	
		Interest: impact					30,000	
		Total Revenue:					(1,557,201)	5,095,510
	PROJECTS							
	MP #							
	na	4257010	Direct service fee					
	1	4740040	Developer reimbursement	75,000	100%	0%	75,000	0
	11	5731034	Sewer System Maintenance	100,000	0%	100%	0	100,000
	X	5731043	Treatment Plant Capital	1,700,000	66%	34%	1,122,000	578,000
	19a	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
Year	Account	Description	Projected Budget	Anticipated Expenses	Cost Dist		Growth	Existing
					G	X		
2018-19	Future Projects							
	RESOURCES							
		Beginning reserve					(2,754,201)	3,753,510
		Estimated Developer Contribution					0	
		Sewer capital contributions						959,010
		Impact fees					1,000,000	
		Interest: impact					30,000	
		Total Revenue:					(1,724,201)	4,712,520
	PROJECTS							
	MP #							
	na	4257010	Direct service fee					
	1	4740040	Developer reimbursement	75,000	100%	0%	75,000	0
	11	5731034	Sewer System Maintenance	100,000	0%	100%	0	100,000
	X	5731043	Treatment Plant Capital	1,700,000	66%	34%	1,122,000	578,000
	22	TBA	9000 S 15 to 30 inch upgrade @ 1100 W	493,000	43%	57%	211,990	281,010
		Total Expenses:		2,368,000			1,408,990	959,010

Sewer: 9000 South 30 inch Meter and Piping

Strategic Plan #: NEW - priority 9
Account/project: 52570001 5731057



Location: 1000 West from 9000 to 8800 South near the North Jordan Canal and RMP substation

Description: Replace the existing meter station and old 21 inch sewer main with a new metering station and 30 inch sewer main. This relocation is needed for City growth and for the placement of the tunnel for the Jordan River Parkway project.

Date approved: July 1, 2013 **Completion target:** Fall 2013

Funding source:	Source	Amount
	Sewer Impact Fees	\$218,400
	Sewer Rates	\$201,600
	Total funding:	\$420,000

Estimated costs:	Category	Amount
	Property acquisition	\$35,000
	Design	\$29,400
	Construction	\$338,800
	FF&E	\$0
	Misc.	\$0
	Project management	\$16,800
	Total costs:	\$420,000

TRANSFERS OUT**52599801**

		ADJUSTED	YEAR-END	ADOPTED
		BUDGET	ESTIMATE	BUDGET
		FY 11-12	FY 12-13	FY 13-14
<u>TRANSFERS OUT</u>				
4943000	TRANS TO CAPITAL SUPP FUND	0	225,000	15,000
4955000	TRANS TO STORMWATER FUND	369,444	0	0
4967000	TRANS TO RISK MANAGEMENT	25,000	25,000	25,000
TOTAL TRANSFERS OUT		394,444	250,000	40,000
FUNCTIONAL SUMMARY				
TRANSFERS OUT		394,444	250,000	40,000
TOTAL FUNCTIONAL AREAS		394,444	250,000	40,000

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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. West Jordan has also implemented a quarterly e-waste and document shredding service for the residents and employees of West Jordan for no additional cost.

SOLID WASTE FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	BUDGET	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3443000 COLLECTION FEES	4,063,458	4,020,000	4,020,000	3,763,504
3445000 RECYCLING FEES	21,188	0	0	0
3610000 INTEREST EARNINGS	22,376	20,000	20,000	10,000
3690000 SUNDRY REVENUE	408	0	0	0
3875000 PRIOR YEARS RESERVES	0	342,280	0	13,106
3941000 EQUITY G/L JOINT VENTURE	64,408	0	0	0
TOTAL SOLID WASTE FUND REVENUES	4,171,838	4,382,280	4,040,000	3,786,610

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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**

		ADJUSTED	YEAR-END	ADOPTED
	ACTUAL	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	57,199	71,971	71,971	73,410
4110001 SALARIES PART/SEASONAL	14,371	14,937	14,937	15,236
4110030 SICK LEAVE BUYOUT	520	500	500	500
4130110 RETIREMENT	12,354	13,317	13,317	13,583
4130120 MEDICAL & DENTAL INSURANCE	6,698	10,480	10,480	11,245
4130130 WORKERS COMPENSATION	683	937	937	956
4130140 LONG-TERM DISABILITY	530	618	618	630
4130150 UNEMPLOYMENT	358	385	385	393
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	183	183	183
4240000 OFFICE SUPPLIES	1,132	2,000	2,000	1,500
4250000 EQUIPMENT SUPPLIES & MAINT.	431	3,770	3,770	7,000
4250010 UNIFORMS	452	1,650	1,650	1,650
4252000 COMPUTER	0	2,000	2,000	0
4255000 FLEET O&M CHARGE	39,195	39,910	39,910	36,634
4255010 FLEET REPLACEMENT CHARGE	0	19,380	19,380	38,940
4257000 INTERFUND SERVICE FEE	234,417	258,611	258,611	261,740
4257010 DIRECT SERVICES FEE	115,787	126,704	126,704	128,359
4280000 TELEPHONE	1,114	950	950	950
4310810 CONTRACT SERVICES	49,752	75,276	75,276	75,000
4330000 TRAINING	221	1,550	1,550	1,550
4480000 DEPT SUPPLIES	4,401	6,500	6,500	6,500
4484000 GARBAGE CANS	144,969	284,000	284,000	218,000
4485000 LANDFILL	308,723	591,488	591,488	521,654
4486000 CITY DUMPSTERS	180,070	225,643	225,643	192,332
4487000 COLLECTION CONTRACT	2,482,957	2,544,520	2,544,520	2,152,165
4740100 EQUIPMENT DEPRECIATION	161,041	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	26,500
TOTAL SOLID WASTE	3,817,375	4,297,280	4,297,280	3,786,610
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	92,713	113,145	113,145	115,953
OPERATING EXPENSES	3,724,662	4,184,135	4,184,135	3,644,157
CAPITAL OUTLAYS	0	0	0	26,500
TOTAL FUNCTIONAL AREAS	3,817,375	4,297,280	4,297,280	3,786,610

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 equitably apply the costs of the system operations and maintenance to those who benefit from this citywide system.

STORMWATER FUND REVENUES

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3374000 MISC. INTERGOVERNMENT. REV.	0	400,000	400,000	0
3496000 STORM DRAIN IMPACT FEE	203,555	300,000	300,000	450,000
3610000 INTEREST EARNINGS	16,335	0	0	0
3612000 INTEREST - REST. CASH	2,189	0	0	0
3635000 BOND PROCEEDS	0	0	0	2,500,000
3642000 LOSS ON SALE OF FIXED ASSETS	(30,000)	0	0	0
3839000 CAPITAL CONTRIBUTION	21,918,076	0	0	0
3870100 TRANSFER FROM WATER FUND	63,146	0	0	0
3870200 TRANSFER FROM SEWER FUND	369,444	0	0	0
3875000 PRIOR YEARS RESERVES	0	2,849,168	0	323,358
3921000 INTEREST INCOME	0	5,000	5,000	5,000
3921300 INTEREST - REST. CASH	0	20,000	20,000	5,000
3937000 STORMWATER FEE	806,368	1,466,003	1,466,003	1,469,804
3937XXX STORMWATER FEE - CAP. REPL.	0	0	0	146,600
TOTAL STORMWATER FUND REVENUES	23,349,113	5,040,171	2,191,003	4,899,762

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 all regulatory requirements.
- Provide effective operation and maintenance of the storm drain system.
- Control runoff to mitigate flooding.

**STORMWATER ADMIN.
55512001**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	131,848	131,848	154,734
4110030 SICK LEAVE BUYOUT	0	100	100	100
4130110 RETIREMENT	0	12,266	12,266	17,063
4130120 MEDICAL & DENTAL INSURANCE	0	11,981	11,981	17,803
4130130 WORKERS COMPENSATION	0	1,071	1,071	1,092
4130140 LONG-TERM DISABILITY	0	633	633	646
4130150 UNEMPLOYMENT	0	318	318	324
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	500	500	500
4215000 MEMBERSHIPS	0	950	950	950
4240000 OFFICE SUPPLIES	0	1,050	1,050	1,050
4250000 EQUIPMENT SUPPLIES & MAINT.	0	10,000	10,000	0
4250010 UNIFORMS	0	900	900	900
4257000 INTERFUND SERVICE FEE	0	87,920	87,920	88,984
4257010 DIRECT SERVICES FEE	0	51,896	51,896	52,494
4280000 TELEPHONE	0	2,400	2,400	2,400
4310000 PROFESSIONAL & TECHNICAL	0	23,000	23,000	23,000
4330000 TRAINING	0	3,900	3,900	3,900
4480000 DEPT SUPPLIES	0	12,000	12,000	12,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL STORMWATER ADMIN.	0	352,733	352,733	377,940
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	158,217	158,217	191,762
OPERATING EXPENSES	0	194,516	194,516	186,178
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	352,733	352,733	377,940

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

Stormwater Fund – Stormwater: Inspection & Cleaning

PURPOSE

To provide routine operation and maintenance including cleaning and video archiving of the city's storm drains in an effort to maintain system efficiency and prevent blockages.

GOALS

Monitor, maintain, clean and video archive 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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	83,886	156,062	156,062	159,183
4110003 OVERTIME	776	1,350	1,350	1,350
4110030 SICK LEAVE BUYOUT	141	100	100	100
4110100 ON CALL SALARIES	204	3,942	3,942	3,942
4130110 RETIREMENT	16,191	15,337	15,337	15,644
4130120 MEDICAL & DENTAL INSURANCE	19,233	22,555	22,555	24,202
4130130 WORKERS COMPENSATION	1,087	1,333	1,333	1,360
4130140 LONG-TERM DISABILITY	791	787	787	803
4130150 UNEMPLOYMENT	423	395	395	403
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	154	0	0	0
4250000 EQUIPMENT SUPPLIES & MAINT.	33	850	850	850
4250010 UNIFORMS	300	1,350	1,350	1,350
4255000 FLEET O&M CHARGE	1,625	1,655	1,655	2,155
4255100 VEHICLE LEASE	29,000	29,000	29,000	29,000
4310810 CONTRACT SERVICES	600	400	400	400
4330000 TRAINING	69	0	0	0
4480000 DEPT SUPPLIES	5,810	36,000	36,000	36,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL INSPECTION & CLEANING	160,323	271,116	271,116	276,742
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	122,732	201,861	201,861	206,987
OPERATING EXPENSES	37,591	69,255	69,255	69,755
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	160,323	271,116	271,116	276,742

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

Stormwater Fund – Stormwater: Repair & Construction

PURPOSE

To provide repair and replacement services for substandard storm drain infrastructure.

GOALS

Assist stormwater operations in operations and management of the city's stormwater system including repair, replacement and rehabilitation of system components to address storm drain problems in a timely manner.

OUTCOME MEASUREMENTS

Repair 15 stormwater components as the need is identified during video inspections.

**STORMWATER REPAIR &
CONSTRUCTION
55521002**

	ACTUAL	ADJUSTED	YEAR-END	ADOPTED
	FY 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	51,877	92,378	92,378	94,226
4110003 OVERTIME	0	150	150	150
4110030 SICK LEAVE BUYOUT	337	300	300	300
4110100 ON CALL SALARIES	0	438	438	438
4130110 RETIREMENT	9,135	16,883	16,883	17,221
4130120 MEDICAL & DENTAL INSURANCE	10,545	20,613	20,613	22,118
4130130 WORKERS COMPENSATION	575	1,474	1,474	1,503
4130140 LONG-TERM DISABILITY	404	871	871	888
4130150 UNEMPLOYMENT	237	437	437	446
<u>OPERATING EXPENSES</u>				
4250000 EQUIPMENT SUPPLIES & MAINT.	0	1,035	1,035	900
4255000 FLEET O&M CHARGE	8,999	9,163	9,163	6,465
4255010 FLEET REPLACEMENT CHARGE	0	78,000	78,000	57,330
4330000 TRAINING	7,845	0	0	0
4480000 DEPT SUPPLIES	0	40,000	40,000	40,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL REPAIR & CONST.	89,954	261,742	261,742	241,985
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	73,110	133,544	133,544	137,290
OPERATING EXPENSES	16,844	128,198	128,198	104,695
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	89,954	261,742	261,742	241,985

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	99,836	98,799	98,799	100,775
4110003 OVERTIME	122	0	0	0
4110030 SICK LEAVE BUYOUT	59	100	100	100
4110100 ON CALL SALARIES	444	0	0	0
4130110 RETIREMENT	17,992	19,104	19,104	19,486
4130120 MEDICAL & DENTAL INSURANCE	19,296	28,183	28,183	30,240
4130130 WORKERS COMPENSATION	957	1,315	1,315	1,341
4130140 LONG-TERM DISABILITY	855	984	984	1,004
4130150 UNEMPLOYMENT	468	494	494	504
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	186	0	0	0
4250010 UNIFORMS	0	1,350	1,350	1,350
4280000 TELEPHONE	0	1,800	1,800	1,800
4330000 TRAINING	0	900	900	900
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL STREET SWEEPING	140,215	153,029	153,029	157,500

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	140,029	148,979	148,979	153,450
OPERATING EXPENSES	186	4,050	4,050	4,050
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	140,215	153,029	153,029	157,500

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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**

SALARIES & BENEFITS

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
4110000 SALARIES FULL-TIME	7,923	10,311	10,311	10,517
4110030 SICK LEAVE BUYOUT	84	100	100	100
4130110 RETIREMENT	1,497	1,991	1,991	2,031
4130120 MEDICAL & DENTAL INSURANCE	1,836	2,485	2,485	2,666
4130130 WORKERS COMPENSATION	95	174	174	177
4130140 LONG-TERM DISABILITY	67	103	103	105
4130150 UNEMPLOYMENT	39	52	52	53

OPERATING EXPENSES

4255000 FLEET O&M CHARGE	176	179	179	0
4480000 DEPT SUPPLIES	0	8,000	8,000	8,000

CAPITAL OUTLAYS

4740000 EQUIPMENT	0	0	0	0
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TOTAL SPECIAL PROJECTS	11,717	23,395	23,395	23,649
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FUNCTIONAL SUMMARY

SALARIES & BENEFITS	11,541	15,216	15,216	15,649
OPERATING EXPENSES	176	8,179	8,179	8,000
CAPITAL OUTLAYS	0	0	0	0

TOTAL FUNCTIONAL AREAS	11,717	23,395	23,395	23,649
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PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>CAPITAL OUTLAYS</u>				
4257010 DIRECT SERVICES FEE	247,451	199,162	199,162	203,146
4733036 ST04-002 3200 W PHASE 1A	0	297,991	0	0
4733052 7800 S 4400-4600 W	0	56,200	0	0
4733053 CONSTITUTION PARK OUTLET	0	339,090	150,000	0
4733055 4000 W 7800-8300 S	0	404,885	0	0
4733060 4000 W 8300-8600 S	0	640,300	0	0
4733061 BATEMAN POND	0	158,333	0	0
4733062 BINGHAM CREEK BOX CULVERT	0	200,235	0	0
4733063 AIRPORT ROAD	0	385,350	0	200,000
4733064 1240 W	0	74,110	0	0
4733065 4000 W BINGHAM CR CULVERT	0	225,000	0	0
4733066 FESTIVAL SUB DET RETROFIT	0	450,000	0	0
4733067 2200 W 7000 S	0	80,000	0	0
4733069 5600 W DETENTION REALIGN	0	400,000	400,000	0
4733071 DRY WASH DETENTION BASIN	0	0	0	2,618,800
4733072 7800 S & 4950 W UPGRADE	0	0	0	200,000
4733073 OBH TO BINGHAM CREEK	0	0	0	500,000
4740040 DEVELOPER REIMBURSEMENT	81,149	25,000	25,000	100,000
TOTAL STORM PROJECTS	328,600	3,935,656	774,162	3,821,946
FUNCTIONAL SUMMARY				
CAPITAL OUTLAYS	328,600	3,935,656	774,162	3,821,946
TOTAL FUNCTIONAL AREAS	328,600	3,935,656	774,162	3,821,946

CAPITAL IMPROVEMENTS

STORM SIX-YEAR STRATEGIC PLAN

Year	Account	Description	Amended Budget	Estimated year end	Carryover	Cost Dist		Growth	Existing
						G	X		
2011-12 Final Report									
RESOURCES									
		Beginning reserve	3,550,035					848,889	2,701,146
		Storm capital fees							
		Impact fees	1,000,000	500,000		100%	0%	500,000	0
		Interest: impact	12,000	5,000		100%	0%	5,000	0
		Interest: general	30,000	20,000		0%	100%	0	20,000
		Grants & misc.	0			0%	100%	0	0
		Total New Revenue:	1,042,000					505,000	20,000
		Total Resources:	4,592,035					1,353,889	2,721,146
PROJECTS									
4257010		Direct Service Fee	247,451	247,451	0	52%	48%	128,675	118,776
4740040		Developer reimbursement	168,121	168,121	0	100%	0%	168,121	0
4733036		32 W 70-74	572,345	274,354	297,991	10%	90%	27,435	246,919
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	261,457	404,886	60%	40%	156,874	104,583
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	118,062	58,355	0%	100%	0	118,062
4733060		4000 W 83-8600 S Phase 2	640,300	0	640,300	60%	40%	0	0
4733061		Bateman Pond Reconstruction	990,358	832,025	158,333	80%	20%	665,620	166,405
4733062		Bingham Creek Box Culvert (1300 W)	200,235	0	200,235	35%	65%	0	0
4733063		Airport Road Storm improvements	385,350	0	385,350	30%	70%	0	0
4733064		1240 West SD replacement	74,110	0	74,110	0%	100%	0	0
4733065		4000 West Bingham Creek culvert	225,000	0	225,000	30%	70%	0	0
4733066		Festival Subdivision Detention retrofit	450,000	0	450,000	30%	70%	0	0
4733067		2200 W 70 S Storm improvements	80,000	0	80,000	0%	100%	0	0
4733068		2700 W 8200-8600 S		112,127	0	0%	100%	0	112,127
4734001		Moutnain View Corridor		31,780	0	0%	100%		31,780
		Total Expenses:	5,121,320	2,045,377	3,219,850			1,146,725	898,652
2012-13 Preliminary Report									
RESOURCES									
		Beginning reserve	1,823,603					199,654	1,623,949
		Storm capital fees	1,466,003	1,200,000			100%		1,200,000
		Impact fees	300,000	300,000		100%	0%	300,000	0
		Interest: impact	20,000			100%	0%	0	0
		Interest: general	5,000			0%	100%	0	0
		Grants & misc.	400,000			0%	100%	0	0
		Total New Revenue:	725,000	1,500,000				300,000	1,200,000
		Total Resources;	3,323,603					499,654	2,823,949
PROJECTS									
4740040		Developer reimbursement	25,000	0	25,000	100%	0%	0	0
4257010		Direct Service Fee	199,162	199,162	0	100%	0%	199,162	0
4733036		32 W 70-74	297,991	22,336	275,655	10%	90%	2,234	20,102
4733052		7800 S 44 - 46 W	56,200	0	56,200	70%	30%	0	0
4733053		Constitution Park Outlet	339,090	0	339,090	10%	90%	0	0
4733055		4000 W 78-8300 S Phase 1	404,886	460,556	0	60%	40%	276,334	184,222
4733056		Barney's Creek West Detention	0	0	0	100%	0%	0	0
4733060		4000 W 83-8600 S Phase 2	640,300	0	640,300	60%	40%	0	0
4733061		Bateman Pond Reconstruction	158,333	120,818	0	0%	100%	0	120,818
4733062		Bingham Creek Box Culvert (1300 W)	200,235	4,800	195,435	35%	65%	1,680	3,120
4733063		Airport Road Storm improvements	385,350	0	385,350	30%	70%	0	0
4733064		1240 West SD replacement	74,110	0	74,110	0%	100%	0	0
4733065		4000 West Bingham Creek culvert	225,000	0	225,000	30%	70%	0	0
4733066		Festival Subdivision Detention retrofit	450,000	0	450,000	30%	70%	0	0
4733067		2200 W 70 S Storm improvements	80,000	0	80,000	0%	100%	0	0
4733068		2700 W 8200-8600 S		33,777	0	0%	100%	0	33,777
TBA		Cougar Detention Basin Outlet R & R	0	0	0	30%	70%	0	0
TBA		5600 West detention realignment 66 S	400,000	0	400,000	20%	80%	0	0
		Total Expenses:	3,935,657	841,449	3,146,140			479,409	362,040

Year	Account	Description	Budgeted Resources	Anticipated Expenses	Carryover	Cost Dist		Growth	Existing
						G	X		
2013-14 Budgeted Projects									
RESOURCES									
		Beginning reserve	2,482,154					20,245	2,461,909
		Storm capital fees	650,000			0%	100%	0	650,000
		Storm Capitala bond	2,500,000			50%	50%	1,250,000	1,250,000
		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
		Developer Contribution	500,000			100%	0%	500,000	0
		Grants & misc.	0			0%	100%	0	0
		Total New Revenue:	4,214,000					2,290,000	1,924,000
		Total Resources:	6,696,154					2,310,245	4,385,909
PROJECTS									
MP #			Total Resources	Carryover	New Budget				
	4257010	Direct Service Fee	203,146	0	203,146	33%	77%	67,038	156,422
	4740040	Developer reimbursement (Kraftmaid)	100,000	0	100,000	100%	0%	100,000	0
	4733036	32 W 70-74	27,566	27,566	0	10%	90%	2,757	0
T110C	4733063	Airport Rd - 30 inch pipeline	585,350	385,350	200,000	30%	70%	175,605	409,745
	4733053	Constitution Park Outlet	0	0	0	10%	90%	0	0
	4733055	4000 W 78-8300 S Phase 1	0	0	0	60%	40%	0	0
	4733060	4000 W 83-8600 S Phase 2	640,300	640,300	0	60%	40%	384,180	256,120
	4733062	Bingham Creek Box Culvert (1300 W)	195,435	195,435	0	35%	65%	68,402	127,033
	4733063	Airport Road Storm improvements	385,350	385,350	0	30%	70%	115,605	269,745
	4733065	4000 West Bingham Creek culvert	225,000	225,000	0	30%	70%	67,500	157,500
	4733066	Festival Subdivision Detention retrofit	0	0	0	30%	70%	0	0
	TBA	5600 West detention realignment 66 S	400,000	400,000	0	20%	80%	80,000	320,000
DB224	TBA	Dry Wash Detention 39.2 AF	2,618,800	0	2,618,800	100%	0%	0	2,618,800
	TBA	7800 S - 4950 West pipe upgrades	200,000	0	200,000	0%	100%	0	200,000
	TBA	OBH to Bingham Creek pipeline	500,000	0	500,000	60%	40%	300,000	200,000
		Total Expenses:	6,080,947	2,259,001	3,821,946			1,361,087	4,715,365
Year Account Description Anticipated income/resources Anticipated expenses Cost Dist G X Growth Existing									
2014-15 Future Projects									
RESOURCES									
		Beginning reserve	619,702					949,158	(329,456)
		Storm capital fees	650,000			0%	100%	0	950,000
		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	978,000
		Total Resources;	1,882,702					1,534,158	648,544
PROJECTS									
MP #									
	4257010	Direct Service Fee							
	4740040	Developer reimbursement (Kraftmaid)		101,981		100%	0%	101,981	0
	TBA	Debt Service		300,000		50%	50%	150,000	150,000
	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:		2,387,481				1,358,031	1,029,450
Year Account Description Anticipated income/resources Anticipated expenses Cost Dist G X Growth Existing									
2015-16 Future Projects									
RESOURCES									
		Beginning reserve	(204,779)					176,127	(380,906)
		Storm capital fees	650,000			0%	100%	0	950,000
		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	978,000
		Total Resources;	1,158,221					861,127	597,094
PROJECTS									
MP #									
	4257010	Direct Service Fee							
	4740040	Developer reimbursement (Kraftmaid)		100,000		100%	0%	100,000	0
	TBA	Debt Service		300,000		50%	50%	150,000	150,000
T-15	TBA	7000 South 66 inch trunkline		477,400		0%	100%	0	477,400
		Total Expenses:		877,400				250,000	627,400

Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
2016-17 Future Projects								
RESOURCES								
		Beginning reserve	580,821				611,127	(30,306)
		Storm capital fees	650,000		0%	100%	0	950,000
		Storm capital bond	0		0%	100%	0	0
		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:	1,463,000				785,000	978,000
		Total Resources;	2,043,821				1,396,127	947,694
PROJECTS								
MP #								
	4257010	Direct Service Fee						
	4740040	Developer reimbursement (Kraftmaid)		100,000	100%	0%	100,000	0
	TBA	Debt Service		300,000	?	50%	150,000	150,000
	4733056	Barney's Creek West Detention (construction)		1,000,000	100%	0%	1,000,000	0
	T15,T14B TBA	7000 South 54 inch trunkline		1,497,900	0%	100%	0	1,497,900
		Total Expenses:		2,897,900			1,250,000	1,647,900
Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
2017-18 Future Projects								
RESOURCES								
		Beginning reserve	(554,079)				146,127	(700,206)
		Storm capital fees	650,000		0%	100%	0	950,000
		Storm capital bond	2,500,000		0%	100%	0	2,500,000
		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:	4,013,000				835,000	3,478,000
		Total Resources;	3,458,921				981,127	2,777,794
PROJECTS								
MP #								
	4257010	Direct Service Fee						
	4740040	Developer reimbursement (Kraftmaid)		100,000	100%	0%	100,000	0
	TBA	Debt Service		300,000	50%	50%	150,000	150,000
	T127 TBA	Airport Trunkline		561,500	30%	70%	168,450	393,050
	T17, T14A TBA	7000 South 48 inch trunkline (design, ROW)		950,000	0%	100%	0	950,000
	TBA	U-111 88 S Detention (design)		100,000	100%	0%	100,000	0
		Total Expenses:		2,011,500			518,450	1,493,050
Year	Account	Description	Anticipated income/ resources	Anticipated expenses	Cost Dist		Growth	Existing
					G	X		
2018-19 Future Projects								
RESOURCES								
		Beginning reserve	766,294				(518,450)	1,284,744
		Storm capital fees	650,000		0%	100%	0	950,000
		Storm capital bond	2,500,000		0%	100%	0	2,500,000
		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:	4,013,000				835,000	3,478,000
		Total Resources;	4,779,294				316,550	4,762,744
PROJECTS								
MP #								
	4257010	Direct Service Fee						
	4740040	Developer reimbursement (Kraftmaid)		100,000	100%	0%	100,000	0
	TBA	Debt Service		500,000	50%	50%	250,000	250,000
	T17, T14A TBA	7000 South 48 inch trunkline (construction)		4,050,000	0%	100%	0	4,050,000
		Total Expenses:		4,650,000			350,000	4,300,000

Storm: 5600 W Detention Realignment at 6600 South

Strategic Plan #:
Account/project:

NEW
4733 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: November 1, 2014

Funding source:	Source	Amount
	Storm Impact Fees	\$80,000
	Storm Water Utility Rates	\$320,000
	Total funding:	\$400,000

Estimated costs:	Category	Amount
	Property acquisition	\$50,000
	Design	\$28,000
	Construction	\$304,000
	FF&E	\$0
	Misc.	\$0
	Project management	\$18,000
	Total costs:	\$400,000

Storm: Dry Wash Detention

Strategic Plan #: SD0008 DB 224 (priority 8)
Account/project: 55570001-4733 TBA



Location: 5600 West and 7600 South on west side of 5600 West

Description: Construct a master planned regional 30 acre-foot detention basin (Master Plan # DB 224) to control present and future storm flows along Dry Wash.

Date approved: July 1, 2013 Completion target: November 1, 2014

Funding source:	Source	Amount
	Storm Impact Fees	
	Bond	\$2,618,800
	Total funding:	\$2,618,800

Estimated costs:	Category	Amount
	Property acquisition	\$500,000
	Design	\$130,940
	Construction	\$1,870,014
	FF&E	\$0
	Misc.	\$0
	Project management	\$117,846
	Total costs:	\$2,618,800

Storm: 7800 South 4950 West Pipe Upgrade

Strategic Plan #:

NEW

Account/project:

55570001-4733 TBA



Location: 7800 South 4950 West

Description:

Upgrade the existing storm drain pipe collection system along the low points of 4950 West Street into 7800 South main collection system.

Date approved: July 1, 2013

Completion target: September 30, 2014

Funding source:

Source

Amount

Storm Impact Fees

Stormwater Utility Rates

\$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

Total costs: \$200,000

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
3610000 INTEREST EARNINGS	20,535	18,000	18,000	12,000
3636000 LEASE PROCEEDS	0	976,600	976,600	1,235,400
3637000 VEHICLE LEASE - INTERNAL	45,000	908,549	908,549	1,059,610
3640000 SALE OF FIXED ASSETS	188,175	0	0	0
3690000 SUNDRY REVENUE	662	0	0	0
3825000 TRANS FROM GENERAL FUND	98,114	0	0	0
3841000 CHARGE TO UTILITY FUND	172,303	175,447	175,447	221,957
3842000 CHARGE TO GENERAL FUND	1,627,943	1,702,650	1,702,650	1,903,327
3844000 CHARGE TO SOLID WASTE FUND	39,195	39,910	39,910	36,634
3875000 PRIOR YEARS RESERVES	0	1,074,993	0	235,292
TOTAL FLEET FUND REVENUES	2,191,927	4,896,149	3,821,156	4,704,220

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 11-12	BUDGET	ESTIMATE	BUDGET
	FY 11-12	FY 12-13	FY 12-13	FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	355,838	391,329	391,329	399,156
4110003 OVERTIME	2,071	5,000	5,000	5,000
4110030 SICK LEAVE BUYOUT	525	600	600	600
4110100 ON CALL SALARIES	5,280	4,380	4,380	4,380
4130110 RETIREMENT	65,625	75,776	75,776	77,292
4130120 MEDICAL & DENTAL INSURANCE	62,149	85,935	85,935	92,208
4130130 WORKERS COMPENSATION	3,919	5,979	5,979	6,099
4130140 LONG-TERM DISABILITY	3,162	3,898	3,898	3,976
4130150 UNEMPLOYMENT	1,714	1,957	1,957	1,996
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	422	600	600	600
4240000 OFFICE SUPPLIES	928	1,000	1,000	1,000
4250000 EQUIPMENT SUPPLIES & MAINT.	443,726	485,065	485,065	515,300
4250010 UNIFORMS	2,872	3,200	3,200	3,200
4250020 TOOLS	1,876	2,000	2,000	2,000
4251000 FUEL	724,577	603,990	603,990	724,800
4255010 FLEET REPLACEMENT CHARGE	0	0	0	7,900
4257010 DIRECT SERVICES FEE	18,753	5,728	5,728	5,842
4280000 TELEPHONE	1,211	950	950	1,250
4310000 PROFESSIONAL & TECHNICAL	5,658	5,500	5,500	5,660
4310810 CONTRACT SERVICES	260,656	323,200	323,200	277,900
4330000 TRAINING	2,540	4,300	4,300	4,300
4480000 DEPT SUPPLIES	2,949	3,000	3,000	3,425
4650000 DAMAGE RESERVE	32,910	32,000	32,000	33,000
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	70,000	70,000	0
TOTAL FLEET	1,999,361	2,115,387	2,115,387	2,176,884
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	500,283	574,854	574,854	590,707
OPERATING EXPENSES	1,499,078	1,470,533	1,470,533	1,586,177
CAPITAL OUTLAYS	0	70,000	70,000	0
TOTAL FUNCTIONAL AREAS	1,999,361	2,115,387	2,115,387	2,176,884

PUBLIC WORKS DEPARTMENT – ENTERPRISE FUNDS

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 6 months of budget approval.

FLEET REPLACEMENT 61444201

	ACTUAL FY 11-12	ADJUSTED BUDGET FY 12-13	YEAR-END ESTIMATE FY 12-13	ADOPTED BUDGET FY 13-14
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	0
<u>OPERATING EXPENSES</u>				
4255100 VEHICLE LEASE	0	580,762	580,762	580,536
4740300 VEHICLE DEPRECIATION	1,626,435	0	0	0
4820000 INTEREST	20,978	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740200 REPLACEMENT VEHICLES	0	2,200,000	2,200,000	1,946,800
TOTAL VEHICLES & DEPREC.	1,647,413	2,780,762	2,780,762	2,527,336

FUNCTIONAL SUMMARY

SALARIES & BENEFITS	0	0	0	0
OPERATING EXPENSES	1,647,413	580,762	580,762	580,536
CAPITAL OUTLAYS	0	2,200,000	2,200,000	1,946,800
TOTAL FUNCTIONAL AREAS	1,647,413	2,780,762	2,780,762	2,527,336

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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 13-14

Fund	Interfund service fees	Direct services fee	Total
Road Capital	0	380,844	380,844
Parks Capital	0	55,119	55,119
Water	931,201	732,687	1,663,888
Sewer	499,911	401,299	901,210
Solid Waste	261,740	128,359	390,099
Stormwater	88,984	255,640	344,624
Fleet	0	5,842	5,842
Total:	1,781,836	1,959,790	3,741,626

Interfund Service Fee Distribution FY 13-14

Fund	FY 12-13 Fee	Adj %	FY 13-14 Fee
Water	920,068	101.21%	931,201
Sewer	493,934	101.21%	499,911
Solid Waste	258,611	101.21%	261,740
Stormwater	87,920	101.21%	88,984
Total Interfund Service Fee:	1,760,533		1,781,836

General Fund Allocatable Services	12-13 Base	13-14 Budget	Adjustments	% change
City Council	469,760	407,134	Less committees	
City Manager	669,173	395,359		
Human Resources	498,450	475,491		
Admin. Services/Finance	968,187	1,118,483	Exclude Utility Billing & 80% Treasury	
Information Technologies	1,721,212	1,705,650		
City Recorder	226,439	312,649		
City Attorney	1,014,309	1,040,553	Less Prosecution & Victim Assistance	
Non-departmental Facilities	791,000 889,840	910,000 970,842	Less Senior Center	
Total allocatable:	7,248,370	7,336,161		1.21%
Recoverable from other funds:		1,781,836		24.29%
General fund allocation:		5,554,325		75.71%

Direct Services Fee Summary FY 13-14

Charged fund	Total charges	From Eng support	From Util Billing	From PW Admin
Road Capital	380,844	380,844	0	0
Parks Capital	55,119	55,119	0	0
Water	732,687	149,489	559,829	23,369
Sewer	401,299	144,668	233,262	23,369
Solid Waste	128,359	0	93,305	35,054
Stormwater	255,640	203,146	46,652	5,842
Fleet	5,842	0	0	5,842
Total:	1,959,790	933,266	933,048	93,476

Utility Billing Distribution FY 13-14

Utility Billing Budget Total	Water Fund 60%	Sewer Fund 25%	Solid Waste Fund 10%	Stormwater Fund 5%
Utility Billing 673,043				
Treasury 80% 260,005				
933,048	559,829	233,262	93,305	46,652

PW Operations Admin Distribution FY 13-14

PW Admin Budget	General Fund Parks/Streets	Water Fund	Sewer Fund	Solid Waste Fund	Stormwater Fund	Fleet Fund
Public Services Mgr. 116,846	80% 93,477	0% 0	0% 0	20% 23,369	0% 0	0% 0
Admin. Assistant III 68,819	40% 27,528	20% 13,764	20% 13,764	10% 6,882	5% 3,441	5% 3,441
Purchasing Tech. 48,025	40% 19,210	20% 9,605	20% 9,605	10% 4,803	5% 2,401	5% 2,401
Total 233,690	140,215	23,369	23,369	35,054	5,842	5,842

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 \$
Capital Projects Group																				
1 Maureen Casper (100%)	53,752	5%	2,688	0%	0	0%	0	2,688	30%	16,126	5%	2,688	20%	10,750	20%	10,750	20%	10,750	100%	53,752
2 Greg Davenport (50%)	58,314	5%	2,916	10%	5,831	5%	2,916	11,663	75%	43,736	0%	0	0%	0	0%	0	5%	2,916	100%	58,314
3 Tim Heyrend (50%)	55,931	5%	2,797	20%	11,186	0%	0	13,983	0%	0	0%	0	50%	27,966	15%	8,390	10%	5,593	100%	55,931
4 Wade Matthews (100%)	83,316	0%	0	0%	0	0%	0	0	40%	33,326	5%	4,166	15%	12,497	20%	16,663	20%	16,663	100%	83,316
5 David Murphy (80%)	120,990	5%	6,050	0%	0	0%	0	6,050	70%	84,693	0%	0	25%	30,248	0%	0	0%	0	100%	120,990
6 Roger Payne (60%)	84,743	5%	4,237	0%	0	0%	0	4,237	0%	0	0%	0	30%	25,423	35%	29,660	30%	25,423	100%	84,743
7 Jim Riding (87%)	107,363	85%	91,259	0%	0	0%	0	91,259	5%	5,368	10%	10,736	0%	0	0%	0	0%	0	100%	107,363
Development Review																				
1 Bill Baranowski (75%)	99,500	50%	49,750	30%	29,850	10%	9,950	89,550	10%	9,950	0%	0	0%	0	0%	0	0%	0	100%	99,500
2 Neil Dennison (100%)	121,697	5%	6,085	30%	36,509	5%	6,085	48,679	30%	36,509	0%	0	10%	12,170	10%	12,170	10%	12,170	100%	121,697
3 Todd Johnson (100%)	78,419	10%	7,842	90%	70,577	0%	0	78,419	0%	0	0%	0	0%	0	0%	0	0%	0	100%	78,419
4 Brian Montgomery (100%)	88,401	5%	4,420	25%	22,100	0%	0	26,520	35%	30,940	0%	0	15%	13,260	10%	8,840	10%	8,840	100%	88,401
5 Nate Nelson (100%)	151,237	15%	22,686	80%	120,990	5%	7,562	151,237	0%	0	0%	0	0%	0	0%	0	0%	0	100%	151,237
6 Vonnice Richards (100%)	17,555	10%	1,756	90%	15,800	0%	0	17,555	0%	0	0%	0	0%	0	0%	0	0%	0	100%	17,555
7 Craig Peterson (100%)	80,648	0%	0	0%	0	100%	80,648	80,648	0%	0	0%	0	0%	0	0%	0	0%	0	100%	80,648
8 Randy Timm (95%)	86,363	0%	0	40%	34,545	0%	0	34,545	30%	25,909	0%	0	10%	8,636	10%	8,636	10%	8,636	100%	86,363
9 Casey Larsen (40%)	31,022	0%	0	40%	12,409	0%	0	12,409	30%	9,307	0%	0	10%	3,102	10%	3,102	10%	3,102	100%	31,022
Geographical Information System																				
1 Clint Hutchings (100%)	113,045	50%	56,523	0%	0	0%	0	56,523	10%	11,305	10%	11,305	10%	11,305	10%	11,305	10%	11,305	100%	113,045
2 Thomas Nelson (100%)	85,296	50%	42,648	0%	0	0%	0	42,648	10%	8,530	10%	8,530	10%	8,530	10%	8,530	10%	8,530	100%	85,296
3 Marlene Vigil (100%)	96,658	30%	28,997	20%	19,332	0%	0	48,329	10%	9,666	10%	9,666	10%	9,666	10%	9,666	10%	9,666	100%	96,658
SUB-TOTAL:																				
% OF SUB-TOTAL:																				
Administration/Support (Allocated using Sub-Total percentages)																				
1 Wendell Rigby	190,482																			
2 Sonia Swenson																				
3 Stephen Glain																				
4 Sandy Kuperus (100%)	84,777																			
275,259																				
56,382																				
64,648																				
18,273																				
139,303																				
55,480																				
8,030																				
29,594																				
21,777																				
21,075																				
275,259																				
TOTAL ALLOCATIONS:																				
1,889,509																				
387,033																				
443,777																				
125,433																				
956,243																				
380,844																				
55,119																				
203,146																				
149,489																				
144,668																				
1,889,509																				

SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 11-12		FY 12-13		FY 13-14		Pay Range
		F/T	P/T	F/T	PT	F/T	PT	
Elected Officials	Mayor	0	1	0	1	0	1	NA
	Council Member	0	6	0	6	0	6	NA
	TOTAL	0	7	0	7	0	7	
City Manager	City Manager	1	0	1	0	1	0	contract
	Assistant City Manager	0	0	1	0	1	0	90
	Econ/Dev Assistance Manager	0	0	1	0	1	0	75
	Events Coordinator	1	0	0	0	0	0	61
	Assistant to the City Manager	2	0	2	0	2	0	61
	Public Information Officer	0	1	0	0	0	0	61
	Development Coordinator	0	0	2	0	2	0	53
	Management Intern	0	1	0	1	0	0	37
	Administrative Analyst	0	0	0	0	0	1	NA
	TOTAL	4	2	7	1	7	1	
City Clerk	City Clerk	1	0	1	0	1	0	75
	Deputy City Clerk	2	0	2	0	2	0	53
	Sr Executive Assistant	1	0	1	0	1	0	55
	TOTAL	4	0	4	0	4	0	
City Attorney	City Attorney	1	0	1	0	1	0	88
	Deputy City Attorney	3	0	3	0	3	0	80
	Assistant City Prosecutor	2	0	2	0	2	0	65
	DVSA Investigator	1	0	0	0	0	0	65
	Risk Manager	1	0	1	0	1	0	66
	Real Estate Services Manager	1	0	1	0	1	0	66
	Real Property Agent	0	0	0	0	0	1	66
	Legal Executive Assistant	1	0	1	0	1	0	55
	Ord Enfor Spvsnr/CA Invest	0	0	1	0	1	0	68
	Victim Assistance Coordinator	0	0	0	0	1	0	51
	Code Enforcement Officer	0	0	2	0	2	0	45
	Legal Assistant	1	0	1	0	1	0	47
	Legal Technician	1	0	1	0	1	0	53
	Administrative Assistant II	0	0	0	0	1	0	41
	DV Victim Coordinator	0	1	0	1	0	1	40
	Administrative Assistant I	0	1	0	2	0	2	37
	TOTAL	12	2	14	3	16	4	
City Court	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
	TOTAL	11	0	11	0	11	0	

SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 11-12		FY 12-13		FY 13-14		Pay Range
		F/T	P/T	F/T	PT	F/T	PT	
Administrative Services Department								
Finance Division	Finance Manager/CFO	1	0	1	0	0	0	81
	Finance Manager/Controller	0	0	0	0	1	0	81
	City Treasurer	1	0	1	0	1	0	74
	Budget Officer	1	0	1	0	1	0	74
	Accountant	2	0	2	0	2	0	74
	Purchasing Agent	1	0	1	0	1	0	61
	PIO/Finance Mgt Assistant	0	0	1	0	0	0	61
	Sr Executive Assistant	1	0	1	0	1	0	55
	Business License Coordinator	1	0	1	0	1	0	53
	Accounting Technician	0	1	0	1	1	0	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
	Utility Service Technician	1	0	1	0	1	0	40
	Seasonal Utility Laborer	0	1	0	1	0	1	NA
	TOTAL	17	2	18	2	18	1	
Information Technology Division	Chief Information Officer	1	0	1	0	0	0	87
	IT Manager	0	0	0	0	1	0	79
	IT Operations Manager	0	0	0	0	1	0	70
	Sr IT Systems Administrator	2	0	2	0	1	0	70
	Application/Web Developer	1	0	2	0	0	0	70
	Senior PC Specialist	2	0	2	0	2	0	59
	PC Specialist	0	0	0	0	1	0	53
	Help Desk Technician	1	0	1	0	1	0	51
	TOTAL	7	0	8	0	7	0	
Human Resources Division	Human Resource Manager	1	0	1	0	1	0	77
	Sr Human Resource Generalist	1	0	1	0	1	0	67
	Human Resource Specialist	0	0	1	0	1	0	58
	Human Resource Technician	1	0	1	0	1	0	53
	Administrative Assistant I	0	1	0	1	0	1	37
	TOTAL	3	1	4	1	4	1	
Community Affairs Division	Communications Manager	0	0	0	0	1	0	61
	Events Coordinator	0	0	0	0	1	0	61
	Volunteer Services Coordinator	0	0	0	0	0	1	49
	TOTAL	0	0	0	0	2	1	

SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 11-12		FY 12-13		FY 13-14		Pay Range
		F/T	P/T	F/T	PT	F/T	PT	
Police	Police Chief	1	0	1	0	1	0	87
	Deputy Police Chief	0	0	2	0	2	0	79
	Police Captain	2	0	0	0	0	0	79
	Executive Assistant	1	0	1	0	1	0	53
	Administrative Assistant II	2	0	2	0	1	0	41
	Administrative Assistant I	1	0	1	0	1	0	37
	Police Lieutenant	5	0	6	0	6	0	74
	Police Sergeant III (Master)	4	0	6	0	6	0	68
	Police Sergeant (Basic)	10	0	8	0	8	0	65
	Police Officer III	15	0	19	0	19	0	59
	Police Officer II	36	0	27	0	27	0	55
	Police Officer I	30	0	42	0	42	0	53
	Police Records Supervisor	1	0	1	0	1	0	54
	Police Records Technician III	1	1	1	1	2	0	47
	Police Records Technician II	2	0	1	1	1	1	43
	Police Records Technician I	5	3	5	5	4	4	39
	Community Service Officer	8	0	7	0	7	0	45
	Building Security Officer	3	0	1	4	2	2	51
	Crime Prevention Specialist	2	0	2	0	2	0	51
	Victim Assistance Coord	1	0	1	0	0	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	87	0	87	0	87	NA
	Animal Services Manager	1	0	1	0	1	0	61
	Animal Control Officer II	3	0	4	0	4	0	45
	Animal Control Officer I	1	0	2	0	2	0	41
	Animal Control Rec Tech II	1	0	1	0	1	0	43
	Animal Control Rec Tech I	0	0	1	0	1	1	39
	TOTAL	141	92	148	99	147	96	
Fire	Fire Chief	1	0	1	0	1	0	87
	Battalion Chief	5	0	5	0	5	0	74
	Fire Captain	15	0	15	0	15	0	65
	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
	TOTAL	85	0	85	0	85	0	

SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 11-12		FY 12-13		FY 13-14		Pay Range
		F/T	P/T	F/T	PT	F/T	PT	
Development	Development Director	1	0	1	0	1	0	87
	City Planner	1	0	1	0	1	0	75
	Econ/Dev Assistance Manager	1	0	0	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
	Development Coordinator	2	0	0	0	0	0	53
	Executive Assistant	1	0	1	0	1	0	53
	Administrative Assistant II	0	1	0	1	0	0	41
	Development Technician	0	0	0	0	0	1	41
	TOTAL	10	1	7	1	7	1	
Building & Safety	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	1	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
	TOTAL	7	2	7	2	7	2	
Public Works Department Administration	Public Works Director	1	0	1	0	1	0	87
	Executive Assistant	1	0	1	0	1	0	53
	Purchasing Technician	1	0	1	0	1	0	47
	TOTAL	3	0	3	0	3	0	
G.I.S. Technical Support	GIS Administrator	1	0	1	0	1	0	66
	GIS Specialist II	1	0	2	0	2	0	56
	Engineering Assistant	1	0	1	0	1	0	56
	TOTAL	3	0	4	0	4	0	
Development Review	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 I	0	1	0	1	0	1	37
	TOTAL	7	1	7	1	7	1	

SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 11-12		FY 12-13		FY 13-14		Pay Range
		F/T	P/T	F/T	PT	F/T	PT	
Capital Projects	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
	TOTAL	5	1	5	1	5	1	
Facilities	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 II	0	0	0	0	1	0	45
	Facilities Maint Technician I	1	0	1	0	1	0	41
	TOTAL	5	0	5	0	6	0	
Public Works: Public Svcs. and Utilities Admin.	Utilities Manager	0	0	1	0	1	0	77
	Public Services Manager	1	0	1	0	1	0	72
	Utilities Superintendent	1	0	1	0	1	0	70
	Administrative Assistant III	1	0	1	0	1	0	47
	TOTAL	3	0	4	0	4	0	
Public Works: Utilities Water	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	0	0	0	0	59
	Water System Operator IV	6	0	7	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	1	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
	TOTAL	18	0	18	0	18	0	
Public Works: Utilities Wastewater	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
	TOTAL	10	1	10	1	10	1	

SUMMARY OF APPROVED POSITIONS

Department/Office	Approved Positions	FY 11-12		FY 12-13		FY 13-14		Pay Range
		F/T	P/T	F/T	PT	F/T	PT	
Public Works: Utilities Stormwater	Stormwater Crew Supervisor	0	0	1	0	1	0	58
	Stormwater Inspector	0	0	1	0	1	0	57
	Wastewater System Operator IV	1	0	0	0	0	0	57
	Stormwater Operator	0	0	2	0	2	0	45
	Wastewater System Operator I	1	0	0	0	0	0	45
	TOTAL	2	0	4	0	4	0	
Public Works: Public Svcs. Parks	Parks Superintendent	1	0	1	0	1	0	68
	Urban Forester	1	0	1	0	1	0	61
	Events Coordinator	0	0	1	0	0	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
	TOTAL	15	28	16	28	15	28	
Public Works: Public Svcs. Streets	Street Superintendent	1	0	1	0	1	0	68
	Street Maintenance Crew Supv	3	0	3	0	3	0	58
	Electrician	0	0	0	0	1	0	57
	Heavy Equipment Operator	2	0	2	0	2	0	53
	Equipment Operator	1	0	1	0	1	0	49
	Sweeper Operator	2	0	3	0	3	0	49
	Street Maintenance Worker III	7	0	6	0	6	0	49
	Street Maintenance Worker II	1	0	1	0	1	0	45
	Street Maintenance Worker I	4	0	5	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
	TOTAL	22	2	23	2	24	2	
Public Works: Public Svcs. Solid Waste	Street Maintenance Worker I	1	1	1	1	1	1	41
	TOTAL	1	1	1	1	1	1	
Public Works: Public Svcs. Fleet Maintenance	Lead Fleet Mechanic	1	0	1	0	1	0	57
	Fleet Mechanic	4	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
	TOTAL	7	0	7	0	7	0	
TOTAL AUTHORIZED POSITIONS:		402	143	420	150	423	148	

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. 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 2013-2014

January 17-18	City Council and Staff Strategic Planning Session.
February 20	City Council Workshop - Water & Sewer Rates Structure
February 25	Department heads and Budget Officer generate FY 2012-2013 year-end estimates.
February 25	Department heads present FY 2013-2014 revenue budget proposals to the Budget Officer.
March 6	Citizen Workshop/Open House.
March 11	Department heads present FY 2013-2014 expenditure budget proposals, including narratives and work plans, to the Budget Officer.
March 13	City Council reviews the Capital Projects Overview.
March 20	City Manager delivers an overview of proposed new or expanded initiatives to the City Council.
March 27	City Council reviews the Proposed Utility Rates.
April 10	City Manager delivers the City Manager's FY 2013-2014 Proposed Budget to the City Council.
April 24	City Council reviews the Proposed Budget.
May 8	City Council reviews the City Manager's Proposed Budget and adopts the Tentative Budget.
May 15	City Council reviews the Tentative Budget (if needed).
May 22	City Council reviews the Tentative Budget (if needed).
June 12	City Council holds a public hearing on the Tentative Budget.
June 12	City Council has final discussions on budget issues, adopts the Final Budget, and sets the property tax rate.
September 13	City Manager presents the Budget Document to the City Council.

BUDGET PREPARATION POLICY

- a) On or before February 1st 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 to 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

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 over 108,000 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	108,270
Median Age	28.1
Population Under 18 Years.....	35.4%
Population Over 65 Years.....	3.9%
Average Family Income	\$74,500

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

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 1st of one year through June 30th 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.