

EVERY
PENNY
COUNTS



WEST JORDAN

ANNUAL BUDGET

FISCAL YEAR 2024



FISCAL YEAR

2024 Annual Budget

ELECTED OFFICIALS

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

COUNCIL BUDGET AND AUDIT COMMITTEE

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

ADMINISTRATION

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

BUDGET COMMITTEE

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



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May 9, 2023

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

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

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

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

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

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

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

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

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

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





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

Thank you,

A handwritten signature in blue ink that reads 'Dirk Burton' with a long horizontal flourish extending to the right.

Dirk Burton
Mayor of West Jordan, Utah



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

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

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

Securing the Financial Sustainability of the City Organization

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

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

Focusing on Core Municipal Services

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

Community Safety

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

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

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

Public Infrastructure

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



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

Improving Customer Service

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

Staff Resources for Better Processes

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

Technology Investments for Better Customer Service

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

Building a Strong Sense of Community by Engaging Residents

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

Enhancing City Aesthetics

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

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

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

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



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Supporting Employee Recruitment, Retention, and Satisfaction

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

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

Respectfully submitted,

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

Korban Lee
Chief Administrative Officer

COUNCIL BUDGET PRIORITIES



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

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

MAYOR'S BUDGET PRIORITIES



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

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



ELECTED AND APPOINTED OFFICIALS

Elected Officials

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

Executive Team

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

Appointed Positions

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

¹ As required by Utah State Code

BUDGET CALENDAR AND PROCESS

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



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 08/23/2023.

GENERAL FUND

	Mayor's Budget 5/10/2023	Tentative Budget 6/28/2023	Amend 8/23/2023	Final Budget
REVENUE / TRANSFERS IN				
1	FY 2024 Mayor's Budget	69,650,656		
2	Property Tax Revenue - 5% increase		915,146	
3	Property Tax Revenue - new growth		504,498	
4	Sales Tax Revenue		(504,498)	
5	Court Fines		100,000	
6	RDA Administration Fees		138,050	
7	Transfer In - Streetlight Fund		22,260	
8		69,650,656	1,175,456	-
				70,826,112
EXPENDITURES / TRANSFERS OUT				
9	FY 2024 Mayor's Budget	69,650,656		
10	Council - Salaries Full-Time		45,055	
11	Council - Benefits		24,261	
12	Council - Benefits		(3,500)	
13	Council - Public Outreach		3,500	
14	Council - Allocated Wages		(32,908)	
15	Council - Allocated Operations		(1,749)	
16	Mayor - Public Outreach		500	
17	Mayor - Allocated Operations		(250)	
18	Non-Dept - Leave Buyout		(250,000)	
19	Non-Dept - Healthy City Committee		(5,000)	
20	Police - Citizen Academy		30,000	
21	Police - Public Education Programs		10,000	
22	Fire - Salaries Full-Time		501,689	
23	Fire - Overtime		(93,000)	
24	Fire - Benefits		(28,550)	
25	Parks - Overtime		3,000	
26	Transfer to CIP		972,408	
27		69,650,656	1,175,456	-
				70,826,112
28	CONTRIBUTION (USE) OF RESERVES	-	-	-

CLASS C ROADS FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
29	FY 2024 Mayor's Budget	4,700,000		
30		4,700,000	-	4,700,000
EXPENDITURES / TRANSFERS OUT				
31	FY 2024 Mayor's Budget	5,733,000		
32	Manhole Maintenance		250,000	
33	Pavement Maintenance		1,633,123	
34		5,733,000	1,883,123	-
				7,616,123
35	CONTRIBUTION (USE) OF RESERVES	(1,033,000)	(1,883,123)	-
				(2,916,123)



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 08/23/2023.

DEVELOPMENT SERVICES FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
36	FY 2024 Mayor's Budget	4,201,000		
37	Building Permits		(800,000)	
38		4,201,000	(800,000)	3,401,000
EXPENDITURES / TRANSFERS OUT				
39	FY 2024 Mayor's Budget	5,791,674		
40	Allocated Wages		16,454	
41	Allocated Operations		1,000	
42		5,791,674	17,454	5,809,128
43	CONTRIBUTION (USE) OF RESERVES	(1,590,674)	(817,454)	(2,408,128)

HIGHLANDS SID

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
44	FY 2024 Mayor's Budget	377,983		
45		377,983	-	377,983
EXPENDITURES / TRANSFERS OUT				
46	FY 2024 Mayor's Budget	343,884		
47		343,884	-	343,884
48	CONTRIBUTION (USE) OF RESERVES	34,099	-	34,099

CAPITAL PROJECTS FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
49	FY 2024 Mayor's Budget	21,412,865		
50	Transfer In		972,408	
51	Misc Intergovernmental		847,000	
52		21,412,865	972,408	23,232,273
EXPENDITURES / TRANSFERS OUT				
53	FY 2024 Mayor's Budget	51,334,981		
54	Parks Maintenance - Tree Replacement		50,000	
55	Construction Projects - Public Art		25,000	
56	Equipment - Emergency Preparedness		40,000	
57	Fire - LUCAS CPR-aid Devices (4)		80,000	
58	Equipment - Industrial Drone			40,000
59	Land & Bldg Purchases - 8600 South Extension			847,000
60	Land & Bldg Purchases - Future Fire Station			600,000
61		51,334,981	195,000	1,487,000
62	CONTRIBUTION (USE) OF RESERVES	(29,922,116)	777,408	(640,000)
				(29,784,708)



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 08/23/2023.

CDBG FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
63	FY 2024 Mayor's Budget	1,223,359		
64		1,223,359	-	1,223,359
EXPENDITURES / TRANSFERS OUT				
65	FY 2024 Mayor's Budget	1,223,359		
66		1,223,359	-	1,223,359
67	CONTRIBUTION (USE) OF RESERVES	-	-	-

WATER FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
68	FY 2024 Mayor's Budget	31,218,485		
69		31,218,485	-	31,218,485
EXPENDITURES / TRANSFERS OUT				
70	FY 2024 Mayor's Budget	29,908,323		
71	Equipment - Water Portable Storage		41,500	
72	Allocated Wages		9,873	
73	Allocated Operations		575	
74	Land & Bldg Purchases - Zone 5 South Tank Site		700,000	
75		29,908,323	51,948	700,000
76	CONTRIBUTION (USE) OF RESERVES	1,310,162	(51,948)	(700,000)
				558,214

SEWER FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
77	FY 2024 Mayor's Budget	21,618,998		
78		21,618,998	-	21,618,998
EXPENDITURES / TRANSFERS OUT				
79	FY 2024 Mayor's Budget	28,379,870		
80	Allocated Wages		2,468	
81	Allocated Operations		156	
82		28,379,870	2,624	-
83	CONTRIBUTION (USE) OF RESERVES	(6,760,872)	(2,624)	-
				(6,763,496)



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 08/23/2023.

SOLID WASTE FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
84	FY 2024 Mayor's Budget	7,080,000		
85	Collection Fees		233,151	
86	Dumpster Rentals		50,000	
87		7,080,000	283,151	-
EXPENDITURES / TRANSFERS OUT				
88	FY 2024 Mayor's Budget	7,288,151		
89	Allocated Wages		1,645	
90	Allocated Operations		112	
91		7,288,151	1,757	-
92	CONTRIBUTION (USE) OF RESERVES	(208,151)	281,394	-
				73,243

STORM WATER FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
93	FY 2024 Mayor's Budget	5,740,000		
94		5,740,000	-	-
EXPENDITURES / TRANSFERS OUT				
95	FY 2024 Mayor's Budget	7,121,433		
96	Allocated Wages		2,468	
97	Allocated Operations		156	
98		7,121,433	2,624	-
99	CONTRIBUTION (USE) OF RESERVES	(1,381,433)	(2,624)	-
				(1,384,057)

STREETLIGHT FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
100	FY 2024 Mayor's Budget	805,800		
101	Revenue		445,195	
102		805,800	445,195	-
EXPENDITURES / TRANSFERS OUT				
103	FY 2024 Mayor's Budget	1,387,830		
104	Equip Supplies & Maint		422,935	
105	Transfer to General Fund		22,260	
106		1,387,830	445,195	-
107	CONTRIBUTION (USE) OF RESERVES	(582,030)	-	-
				(582,030)



CHANGES TO THE BUDGET

The following documents the changes between the Mayor's Budget as accepted on 05/09/2023 and the Final Budget as adopted on 08/23/2023.

FLEET MANAGEMENT FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
108	FY 2024 Mayor's Budget	7,094,049		
109		7,094,049	-	7,094,049
EXPENDITURES / TRANSFERS OUT				
110	FY 2024 Mayor's Budget	8,145,648		
111		8,145,648	-	8,145,648
112	CONTRIBUTION (USE) OF RESERVES	(1,051,599)	-	(1,051,599)

IT MANAGEMENT FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
113	FY 2024 Mayor's Budget	3,937,496		
114		3,937,496	-	3,937,496
EXPENDITURES / TRANSFERS OUT				
115	FY 2024 Mayor's Budget	3,925,387		
116	Software Replacement		100,000	
117		3,925,387	100,000	4,025,387
118	CONTRIBUTION (USE) OF RESERVES	12,109	(100,000)	(87,891)

RISK MANAGEMENT FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
119	FY 2024 Mayor's Budget	2,434,896		
120		2,434,896	-	2,434,896
EXPENDITURES / TRANSFERS OUT				
121	FY 2024 Mayor's Budget	2,436,211		
122		2,436,211	-	2,436,211
123	CONTRIBUTION (USE) OF RESERVES	(1,315)	-	(1,315)

BENEFITS MANAGEMENT FUND

	Mayor's Budget	Amend	Amend	Final Budget
REVENUE / TRANSFERS IN				
124	FY 2024 Mayor's Budget	7,563,244		
125		7,563,244	-	7,563,244
EXPENDITURES / TRANSFERS OUT				
126	FY 2024 Mayor's Budget	7,563,244		
127	Leave Buyout		250,000	
128		7,563,244	250,000	7,813,244
129	CONTRIBUTION (USE) OF RESERVES	-	(250,000)	(250,000)



BUDGET NARRATIVES

COMMUNITY PROFILE

CITY BACKGROUND

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

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

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

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

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

LOCATION

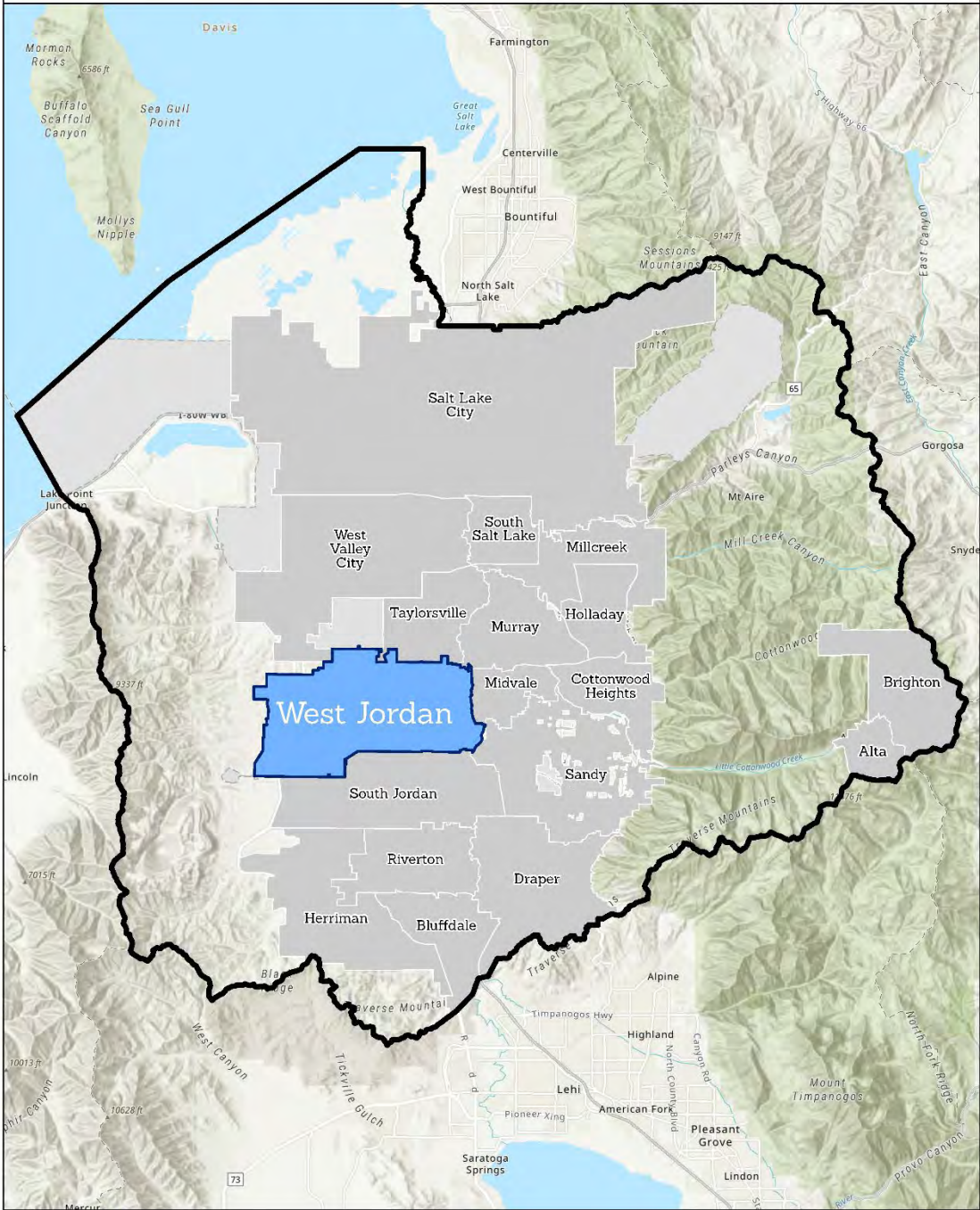
West Jordan is located in the center of the Salt Lake Valley, extending westward from the Jordan River toward the Oquirrh Mountains, where slopes increase significantly, gaining more than 1,000 feet in elevation at its higher points. It shares borders with Taylorsville, Kearns, West Valley City, Copperton,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



West Jordan Aerial Eastward View

COMMUNITY PROFILE

West Jordan City and Salt Lake County Municipalities



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



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

COMMUNITY PROFILE

DEMOGRAPHICS

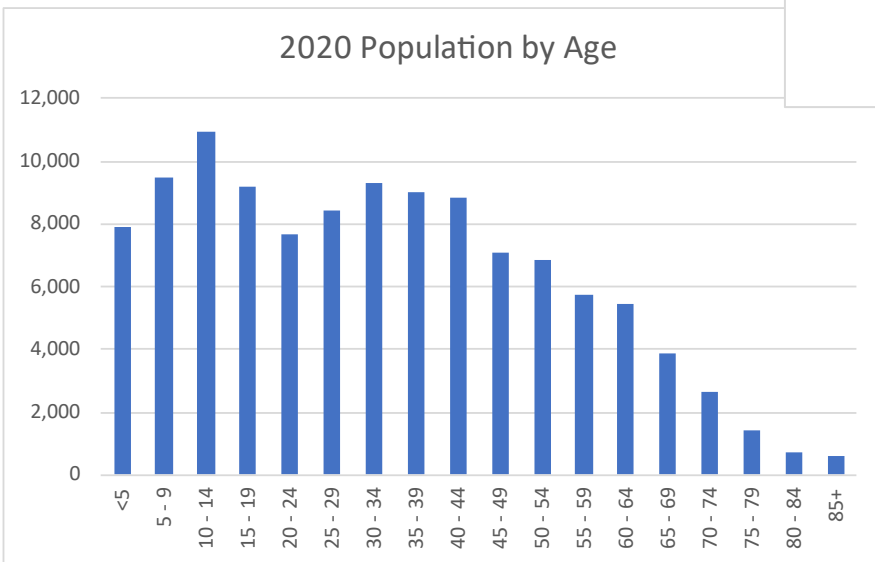
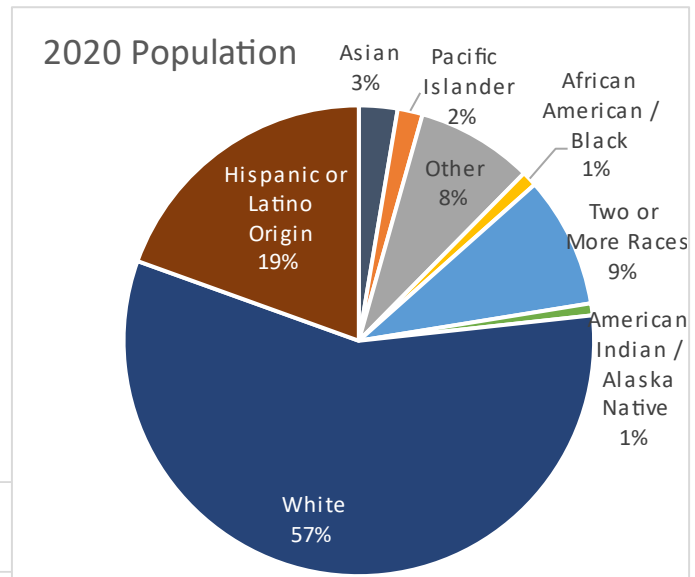
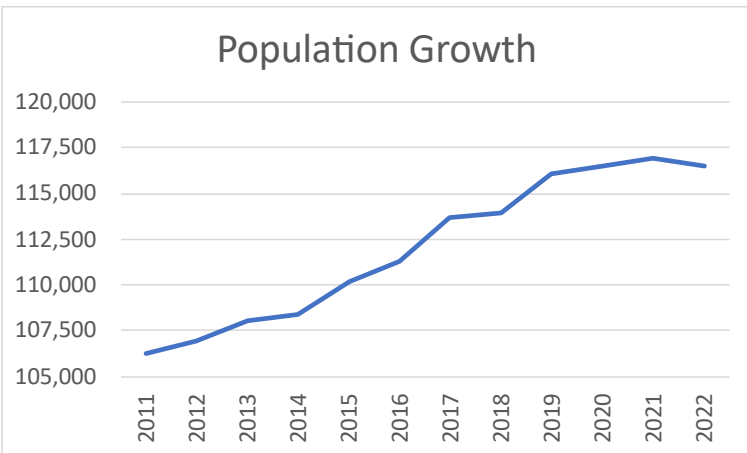
According to the 2020 US Census, West Jordan has the following demographic data.

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



CITY POPULATION

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



COMMUNITY PROFILE

TOP PROPERTY TAXPAYERS

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

MAJOR EMPLOYERS

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

TOP SALES TAXPAYERS

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



Jordan Landing, photo copyright Keith Johnson Photography LLC



Ron Wood Park, photo credit Sherry Sorensen

KEY FISCAL MANAGEMENT PRACTICES

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

GENERAL FINANCIAL GOALS

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

To provide financial sustainability using sound financial principles and transparency.

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

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

BUDGET POLICIES

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

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

Budget Adjustments

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

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

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

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

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

REVENUE POLICIES

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

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

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

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

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

KEY FISCAL MANAGEMENT PRACTICES

EXPENDITURE POLICIES

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

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

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

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

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

CAPITAL INVESTMENT POLICIES

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

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

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

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

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

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

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

DEBT POLICIES

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

Bond Rating

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

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

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

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

Strategy

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

KEY FISCAL MANAGEMENT PRACTICES

ENTERPRISE FUND POLICIES

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

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

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

INTER-FUND POLICIES

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

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

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

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

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

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

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

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

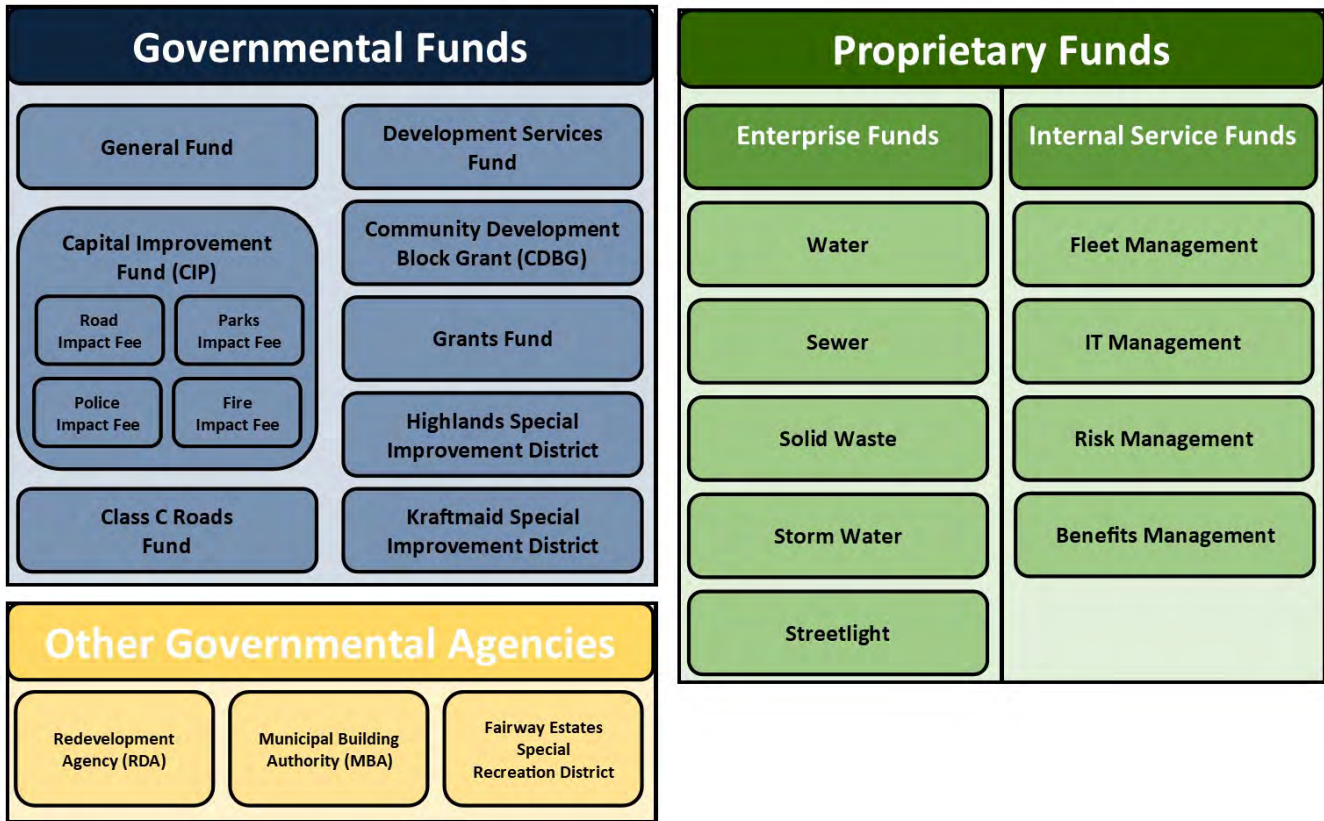
Independent Audit: State statutes require an annual audit by independent certified public accountants. Generally accepted auditing standards and the standards set forth in the General Accounting Office's Governmental Auditing Standards will be used by auditors in conducting the engagement.

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

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

FINANCIAL STRUCTURE

FUND ORGANIZATION



FUND TYPES

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

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

FUND DESCRIPTIONS

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

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

FINANCIAL STRUCTURE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FINANCIAL STRUCTURE

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

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

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

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

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

FUND AND DEPARTMENT RELATIONSHIP

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

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

REVENUE SOURCES

REVENUES

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

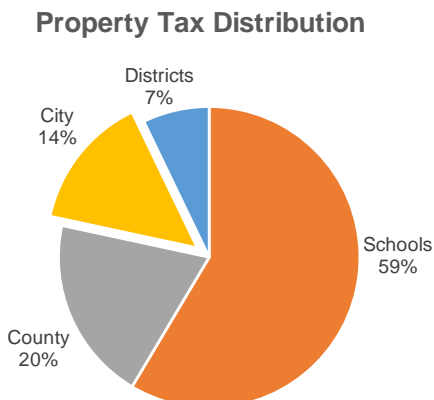
Sales Tax

This is the largest source of revenue for the City of West Jordan, contributing 44% of overall General Fund revenues (46% of the overall General Fund revenues excluding transfers in from other funds). This is a tax imposed on the sale or consumption of goods and/or services, and it is paid by the general public as an addition to the sale price of retail purchases. All such sales tax collected by the retail merchants are remitted to the State Tax Commission, which in turn re-allocates the taxes to the governmental units participating. The overall sales tax rate in West Jordan is 7.25%. One percent (1%) is dedicated to local governments, like West Jordan. Of this one percent (1%), half is paid directly to the local government where the sale occurred, and the other half is contributed into a state pool and distributed to the cities based on population.

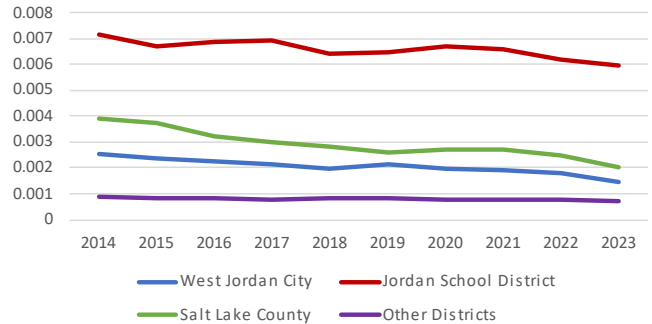
Sales tax revenue projections for FY2024 are based on the FY2022 actual sales tax revenue collected, and then forecasted by the City finance department for future years based on applying a 3% year-over-year growth rate. Any amount received in excess of that amount will be considered one-time revenue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

Property Tax

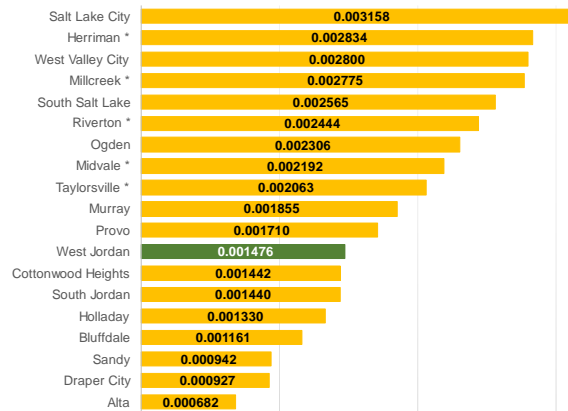
Property Tax is the City's second largest source in the general fund accounting for around 28% of general fund revenue. This tax includes all general property taxes, delinquent property taxes, fee-in-lieu of personal property taxes, and penalties and interest on delinquent taxes. All these taxes are collected by the County Treasurer and remitted to the taxing entity (the City) for which they were collected.



Property Tax Rates
FY 2014 - FY 2023



2022 PROPERTY TAX RATES ACROSS SALT LAKE COUNTY



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

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

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

REVENUE SOURCES

Franchise Tax

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

Utilities and User Fees

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

DEBT

LONG-TERM DEBT

The City of West Jordan has five outstanding bond issuances:

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

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

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

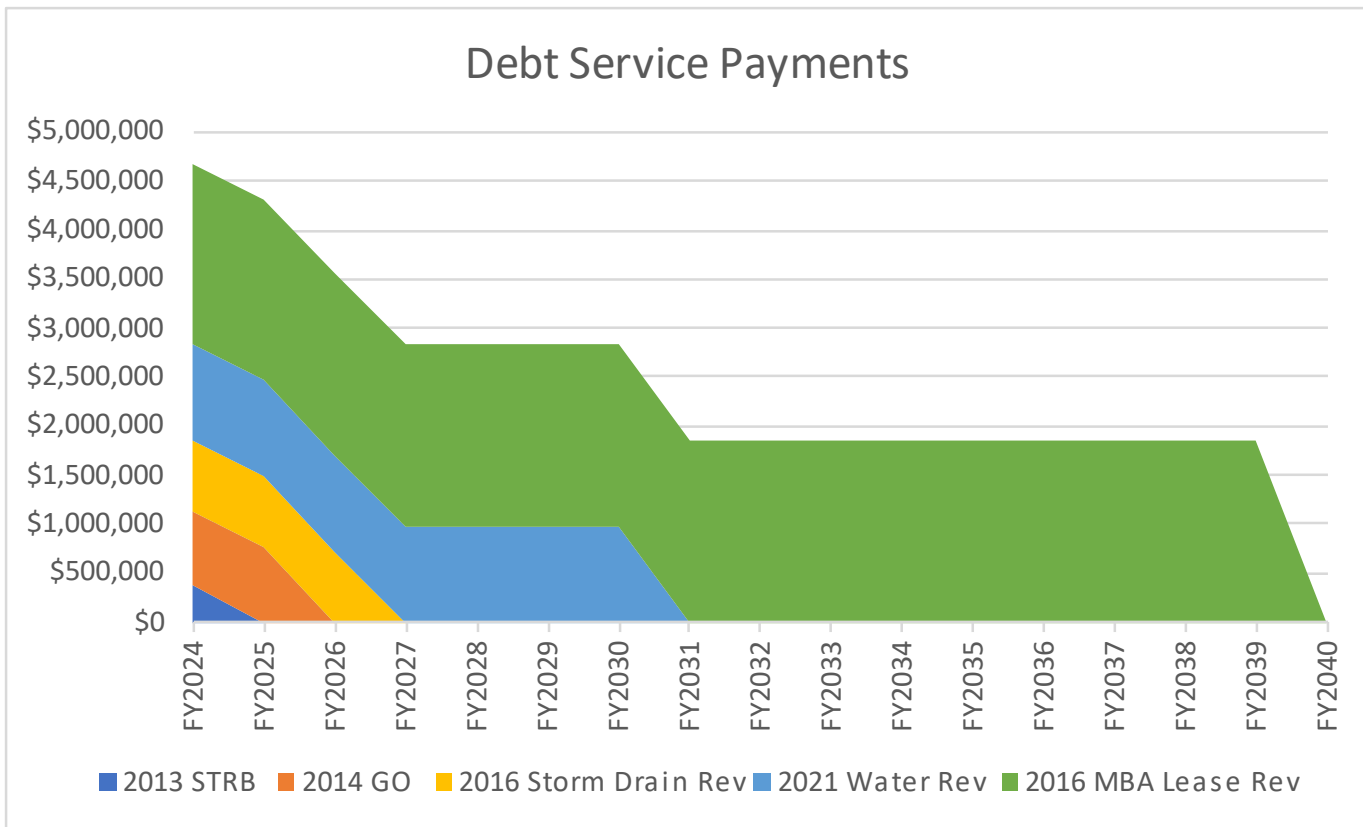
The City's bond rating is AA- from Standard & Poor's for its water revenue bonds.

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

Debt Limit

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

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



DEBT

Bond Debt Payment Schedules

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

Construction of Fire Station #54

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

Series 2016 Storm Drain Revenue Bonds (Storm Water Fund)

Storm drain infrastructure

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

Series 2014 General Obligation Refunding Bonds (General Fund)

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

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

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

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

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

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

Construction of the Public Works Building

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

FUND BALANCES / ENDING RESERVES

FUND BALANCE DISCUSSION

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

GENERAL FUND

The **General Fund** reserve balance remains constant with expenditures equal to revenues in FY2024. The reserve amount is equal to 31% of general fund revenues to sustain services in case of a major shift in the economy.

ENTERPRISE FUNDS

Three (3) of the five enterprise/utility funds are budgeted for declining funds balances in FY2024. In all these funds, reserves are intended to support infrastructure maintenance and improvements. As such, reserves often fluctuate from year to year based on demand, capital project completion, and the availability of funds.

The ending fund balance in the **Water Fund** rises by a modest 2.5% as funds are being reserved for future capital projects and maintenance. No change to the water rate is proposed this fiscal year.

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

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

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

SPECIAL REVENUE FUNDS

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

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

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

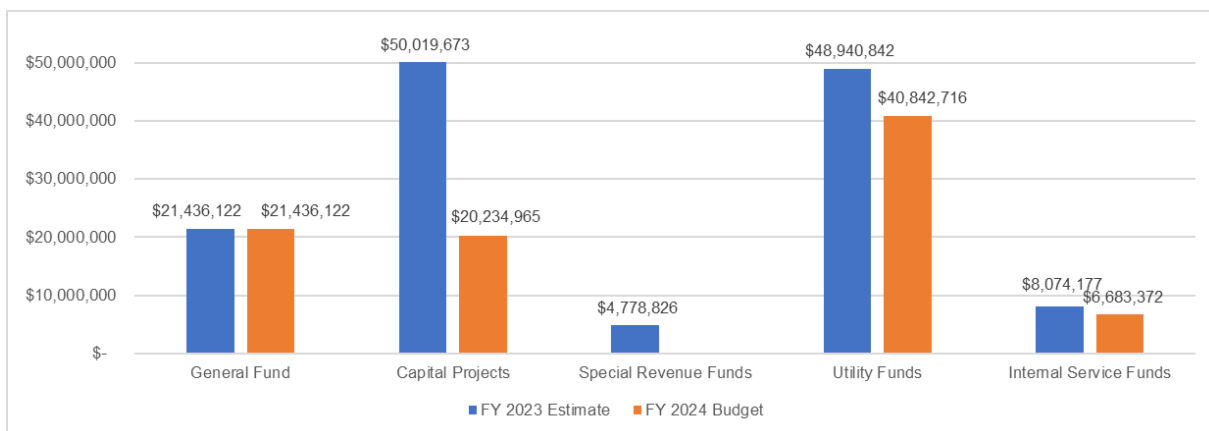
The **Community Development Block Grant Fund** is balanced for FY2024.

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

INTERNAL SERVICE FUNDS

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

The **Benefits Management and IT Management** ending reserves both decrease as a portion of those reserves are used to cover one-time expenditures in FY2024, while ending reserves in **Risk Management** decreases by less than 1%.



ENDING RESERVE BALANCES

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY 2024 change from FY 2023 estimate
1 General Fund	\$ 28,114,211	\$ 18,613,089	\$ 21,436,122	\$ 21,436,122	-
2 Capital Projects Fund	53,260,075	33,668,222	50,019,673	20,234,965	(29,784,708)
Special Revenue Funds					
3 Class C Roads Fund	4,487,123	-	2,916,123	-	(2,916,123)
4 Development Services Fund	-	639,234	124,809	(2,283,319)	(2,408,128)
5 KraftMaid Special District	846,557	846,557	870,557	870,557	-
6 Highland Special District	2,770	10,516	36,166	70,265	34,099
7 CDBG Fund	791,641	791,641	791,641	791,641	-
8 Grants Fund	26,081	39,530	39,530	39,530	-
9	6,154,172	2,327,478	4,778,826	(511,326)	(5,290,152)
Enterprise Funds					
10 Water Fund	18,232,455	10,328,039	22,675,343	23,233,557	558,214
11 Sewer Fund	11,838,202	(810,541)	10,394,214	3,630,718	(6,763,496)
12 Solid Waste Fund	826,095	750,268	813,818	887,061	73,243
13 Storm Water Fund	10,858,844	11,741,763	14,197,886	12,813,829	(1,384,057)
14 Streetlight Fund	1,020,914	691,887	859,582	277,552	(582,030)
15	42,776,509	22,701,415	48,940,842	40,842,716	(8,098,126)
Internal Service Funds					
16 Fleet Management Fund	2,529,598	2,113,280	2,612,695	1,561,096	(1,051,599)
17 Information Technology Fund	2,087,148	1,959,068	1,755,419	1,667,528	(87,891)
18 Risk Management Fund	1,725,945	1,539,445	1,995,063	1,993,748	(1,315)
19 Benefits Management Fund	-	2,350,000	1,711,000	1,461,000	(250,000)
20	6,342,691	7,961,793	8,074,177	6,683,372	(1,390,805)
21	\$ 136,647,657	\$ 85,271,997	\$ 133,249,640	\$ 88,685,849	(44,563,791)



DIRECT AND INDIRECT COST ALLOCATIONS

	General Fund	Development Svcs Fund	Highlands Special District	Water Fund	Sewer Fund	Solid Waste Fund	Storm Water Fund	Fleet Mgmt Fund	IT Mgmt Fund	Risk Mgmt Fund
GENERAL FUND										
1 Administrative Services	55.0%	10.0%		17.5%	7.0%	3.5%	7.0%			
2 Animal Control	100.0%									
3 Cemetery	100.0%									
4 City Attorney	60.0%	15.0%		15.0%	3.8%	2.5%	3.8%			
5 City Council	50.0%	25.0%		15.0%	3.8%	2.5%	3.8%			
6 City Recorder	40.0%	10.0%		30.0%	7.5%	5.0%	7.5%			
7 Code Enforcement	100.0%									
8 Crossing Guards	100.0%									
9 Debt Service	100.0%									
10 Economic Development	100.0%									
11 Emergency Management	75.0%			15.0%	3.8%	2.5%	3.8%			
12 Engineering	55.0%	45.0%								
13 Events	100.0%									
14 Facilities	66.0%	5.0%		20.0%	3.0%	3.0%	3.0%			
15 Fire	99.3%	0.7%								
16 GIS	34.0%	15.0%		30.0%	8.0%	5.0%	8.0%			
17 Human Resources	72.0%	3.0%		15.0%	3.8%	2.5%	3.8%			
18 Justice Court	100.0%									
19 Mayor	50.0%	25.0%		10.0%	5.0%	5.0%	5.0%			
20 Non-Departmental	65.0%	10.0%		15.0%	3.8%	2.5%	3.8%			
21 Parks	98.2%	1.8%								
22 Police	100.0%									
23 Property Administration	50.0%	50.0%								
24 Prosecutor	100.0%									
25 Public Affairs	70.0%	5.0%		15.0%	3.8%	2.5%	3.8%			
26 Public Services Admin	80.0%	20.0%								
27 Public Utilities Admin	0.0%	50.0%		20.0%	13.0%		17.0%			
28 Public Works Admin	45.0%	5.0%		10.0%	10.0%	20.0%	10.0%			
29 Streets	100.0%									
30 Utility Billing	0.0%			25.0%	25.0%	25.0%	25.0%			
31 Victim Advocate	100.0%									
32 DEVELOPMENT SVCS FUND		100.0%								
33 FLEET MANAGEMENT FUND	78.8%	0.7%		5.6%	5.3%	1.4%	4.6%	3.7%		
34 IT MANAGEMENT FUND	64.4%	9.8%	0.3%	14.0%	4.2%	2.4%	4.0%	0.5%	0.0%	0.4%
35 RISK MANAGEMENT FUND	70.8%	1.4%	0.1%	17.4%	3.8%	0.8%	4.6%	0.7%	0.2%	0.1%



CONSOLIDATED BUDGET

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
SOURCES					
Taxes	\$ 60,291,153	\$ 60,900,836	\$ 60,879,423	\$ 60,949,462	0%
Licenses & Permits	5,000,473	6,353,800	5,622,500	4,675,500	-26%
Intergovernmental / Grants	19,001,848	22,654,081	21,146,751	26,921,659	19%
Charges for Services	56,621,385	57,802,250	58,631,165	60,176,266	4%
Fines & Forfeitures	999,929	1,100,000	1,000,000	1,100,000	0%
Misc Revenue	1,539,038	3,577,886	3,267,299	488,550	-86%
Other Sources	18,625,720	6,235,000	5,875,000	4,937,465	-21%
Total Revenue	162,079,546	158,623,853	156,422,138	159,248,902	0%
USES					
Personnel	(51,355,923)	(60,911,037)	(58,845,978)	(65,530,097)	8%
Operations	(42,374,403)	(58,732,426)	(53,359,472)	(64,251,589)	9%
Capital & Leases	(20,470,093)	(80,870,687)	(41,461,699)	(80,028,727)	-1%
Debt Service	(6,175,673)	(5,637,511)	(5,864,030)	(3,777,954)	-33%
Other Uses	(803,578)	(1,860,030)	(1,085,399)	(1,804,238)	-3%
Total Uses	(121,179,670)	(208,011,691)	(160,616,578)	(215,392,605)	4%

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

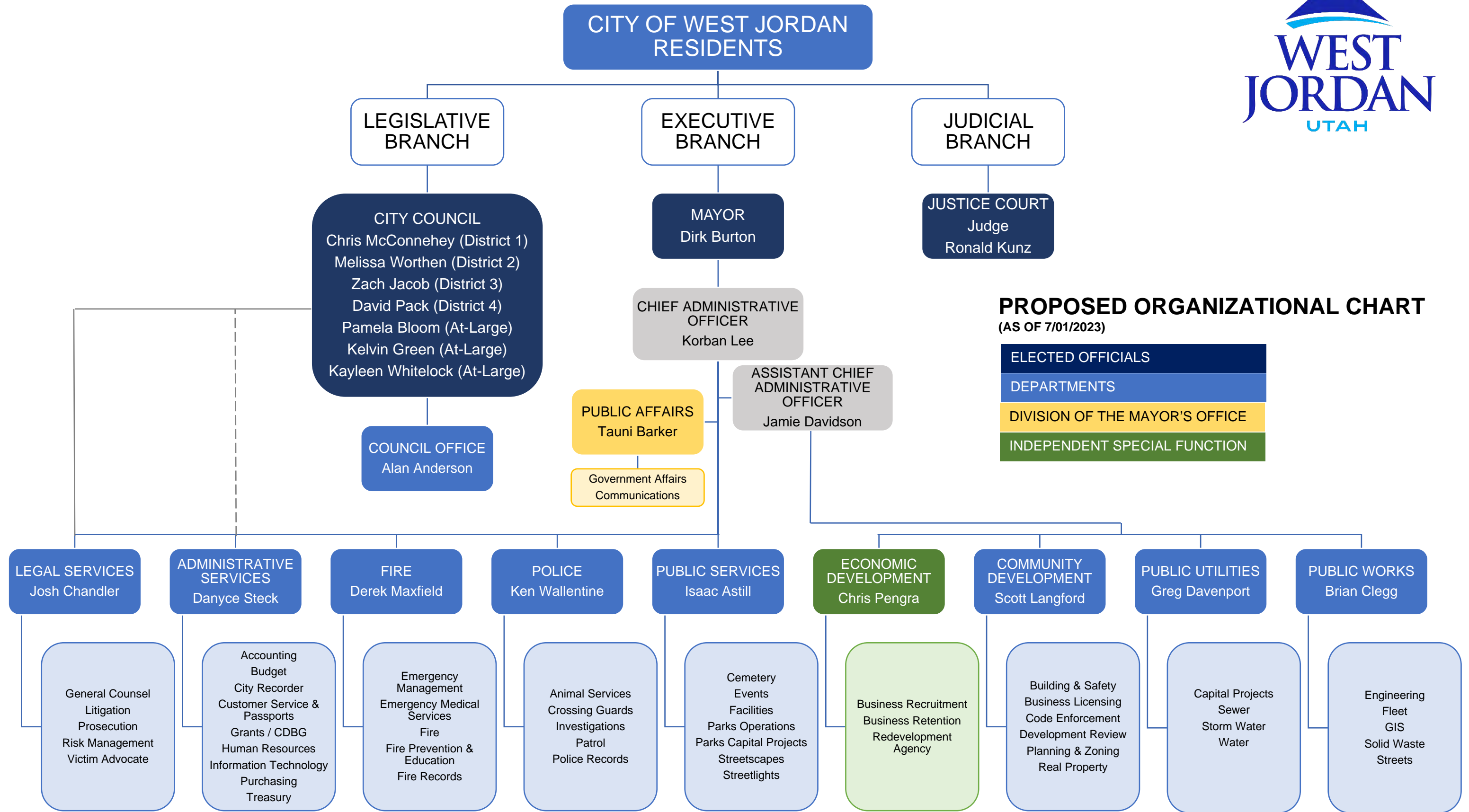


TOTAL BUDGET

	Operating		Non-operating		Net Change
	Revenue	Expense	Revenue	Expense	
1 General Fund	\$ 70,826,112	\$ (69,853,704)	\$ -	\$ (972,408)	\$ -
2 Capital Projects Fund	-	-	23,232,273	(53,016,981)	(29,784,708)
Special Revenue Funds					
3 Class C Roads Fund	4,700,000	(4,700,000)	-	(2,916,123)	(2,916,123)
4 Development Services Fund	3,401,000	(5,809,128)	-	-	(2,408,128)
5 KraftMaid Special District	-	-	-	-	-
6 Highland Special District	377,983	(343,884)	-	-	34,099
7 CDBG Fund	487,959	(487,959)	735,400	(735,400)	-
8 Grants Fund	-	-	-	-	-
9	<u>8,966,942</u>	<u>(11,340,971)</u>	<u>735,400</u>	<u>(3,651,523)</u>	<u>(5,290,152)</u>
Enterprise Funds					
10 Water Fund	27,675,450	(22,309,890)	3,543,035	(8,350,381)	558,214
11 Sewer Fund	15,022,000	(12,179,807)	6,596,998	(16,202,687)	(6,763,496)
12 Solid Waste Fund	7,363,151	(7,289,908)	-	-	73,243
13 Storm Water Fund	4,740,000	(4,072,373)	1,000,000	(3,051,684)	(1,384,057)
14 Streetlight Fund	1,250,995	(1,250,995)	-	(582,030)	(582,030)
15	<u>56,051,596</u>	<u>(47,102,973)</u>	<u>11,140,033</u>	<u>(28,186,782)</u>	<u>(8,098,126)</u>
Internal Service Funds					
16 Fleet Management Fund	3,600,936	(3,146,254)	3,493,113	(4,999,394)	(1,051,599)
17 Information Technology Func	3,937,496	(3,262,887)	-	(762,500)	(87,891)
18 Risk Management Fund	2,434,896	(2,436,211)	-	-	(1,315)
19 Benefits Management Fund	7,563,244	(7,813,244)	-	-	(250,000)
20	<u>17,536,572</u>	<u>(16,658,596)</u>	<u>3,493,113</u>	<u>(5,761,894)</u>	<u>(1,390,805)</u>
21	<u>\$ 153,381,222</u>	<u>\$ (144,956,244)</u>	<u>\$ 38,600,819</u>	<u>\$ (91,589,588)</u>	<u>\$ (44,563,791)</u>



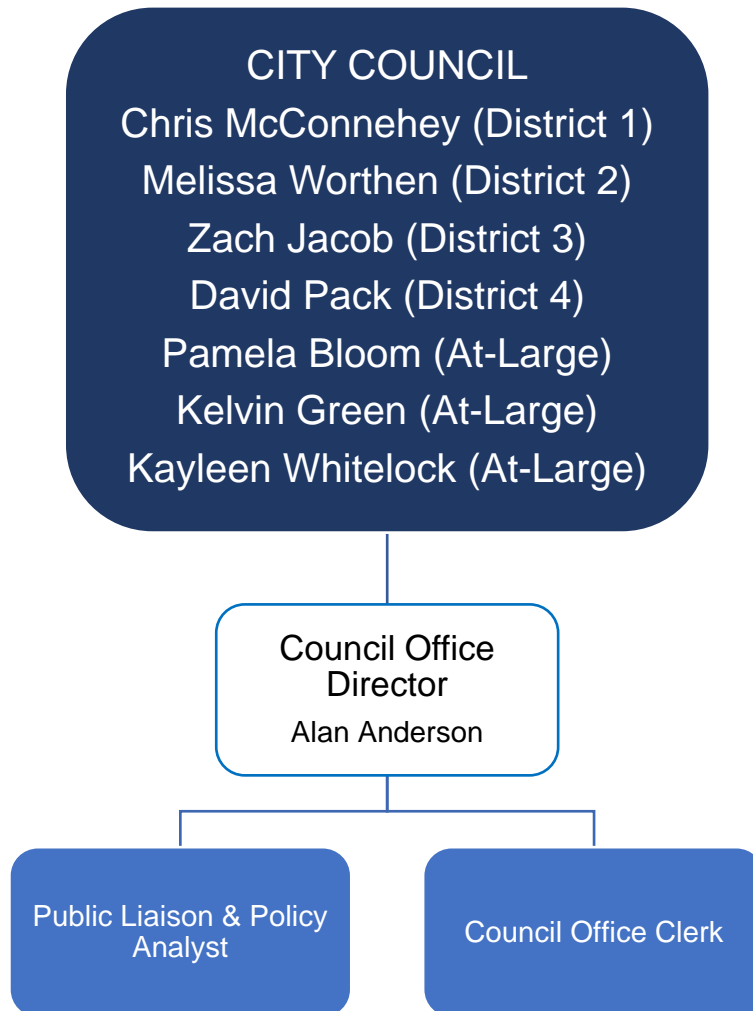
ORGANIZATIONAL CHARTS



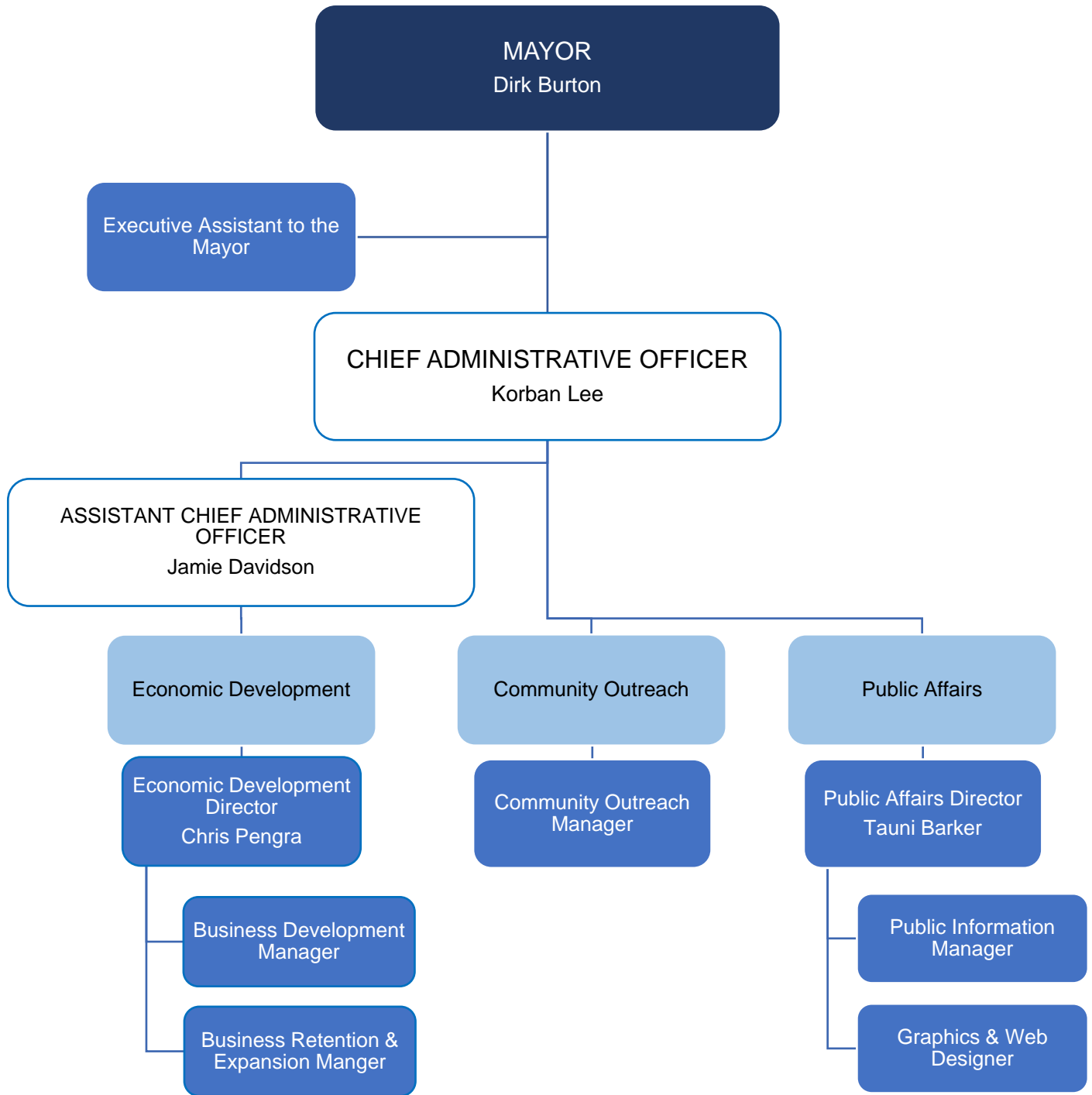
PROPOSED ORGANIZATIONAL CHART
(AS OF 7/01/2023)

ELECTED OFFICIALS
DEPARTMENTS
DIVISION OF THE MAYOR'S OFFICE
INDEPENDENT SPECIAL FUNCTION

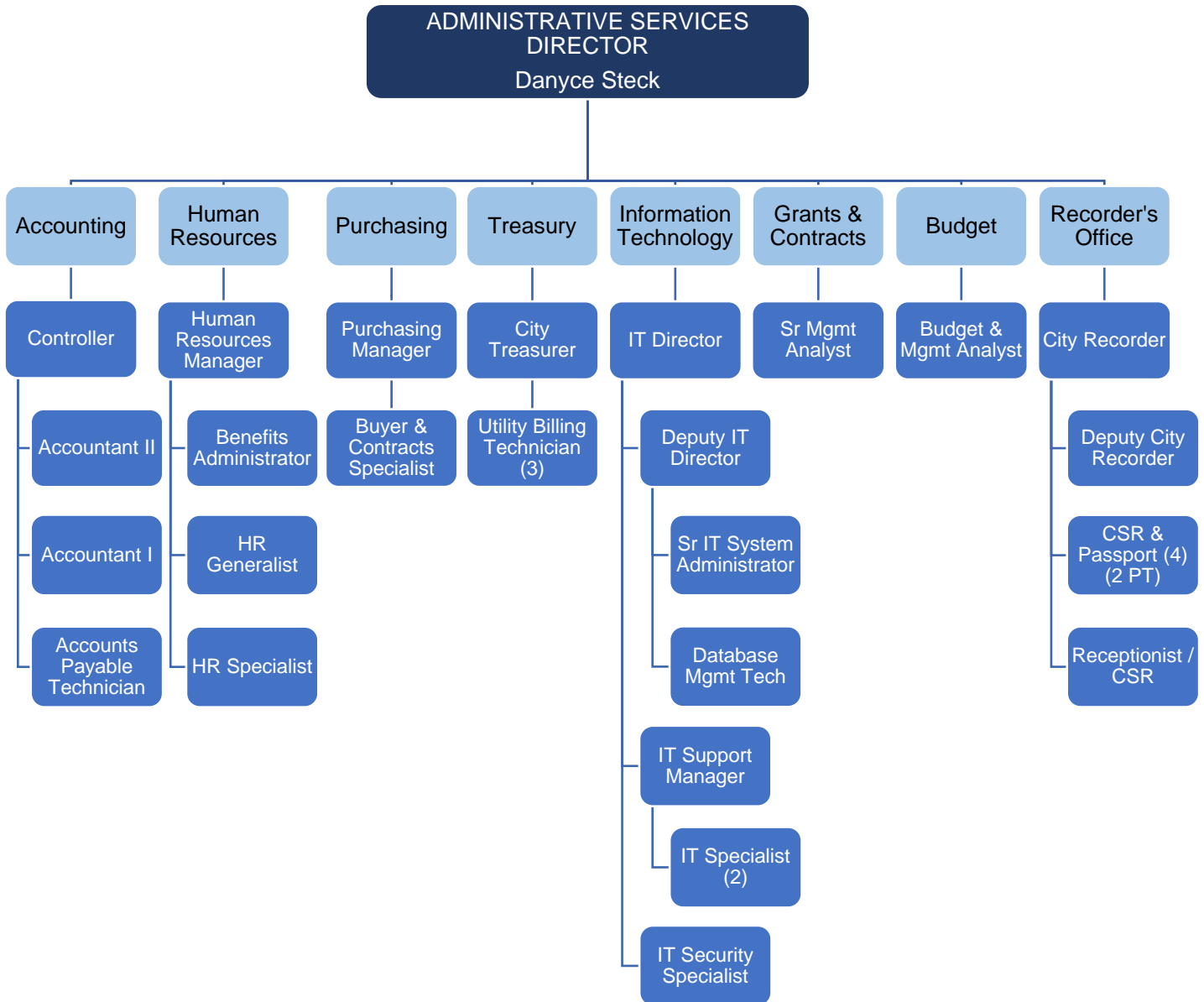
CITY COUNCIL



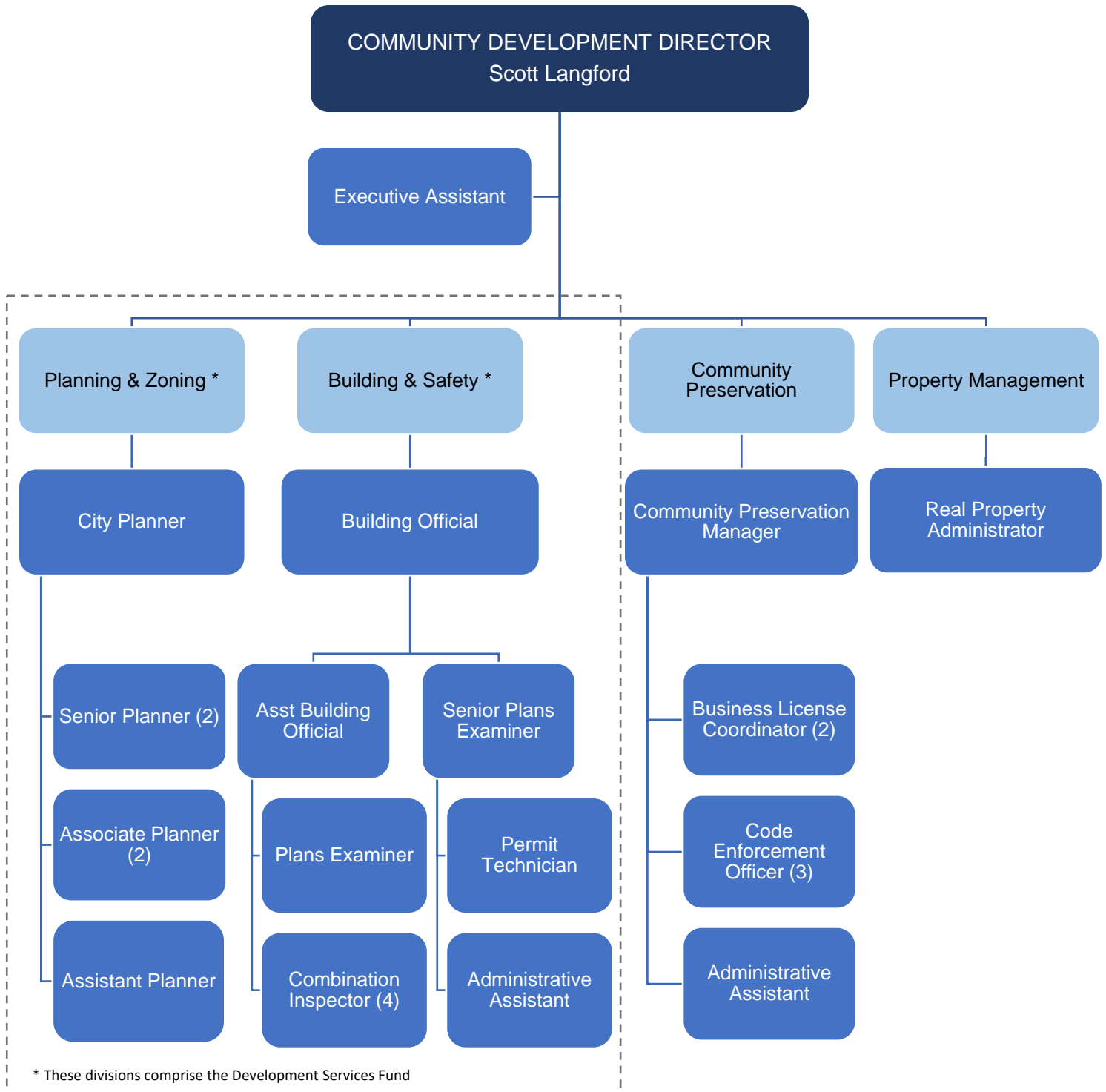
MAYOR'S OFFICE



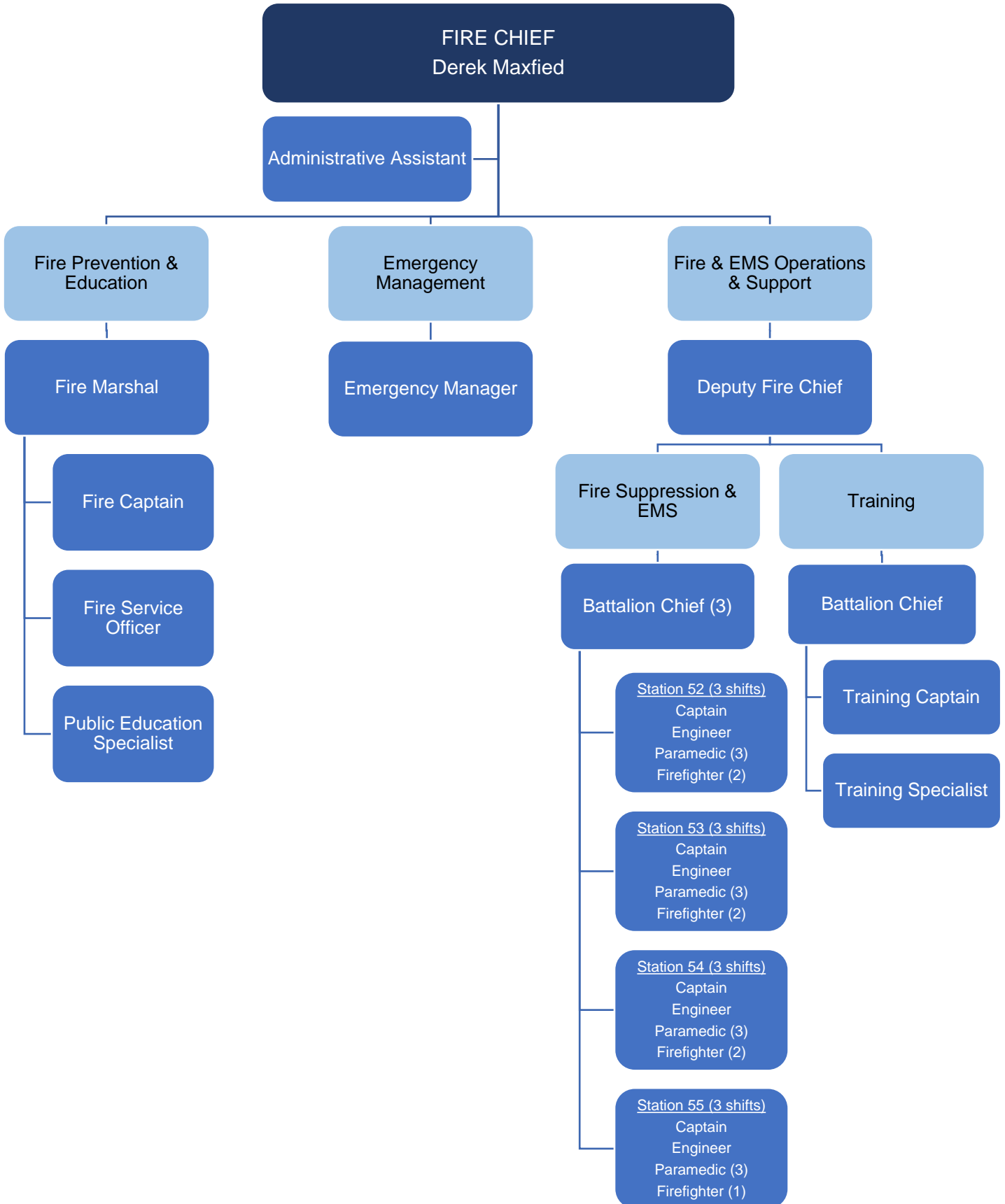
ADMINISTRATIVE SERVICES



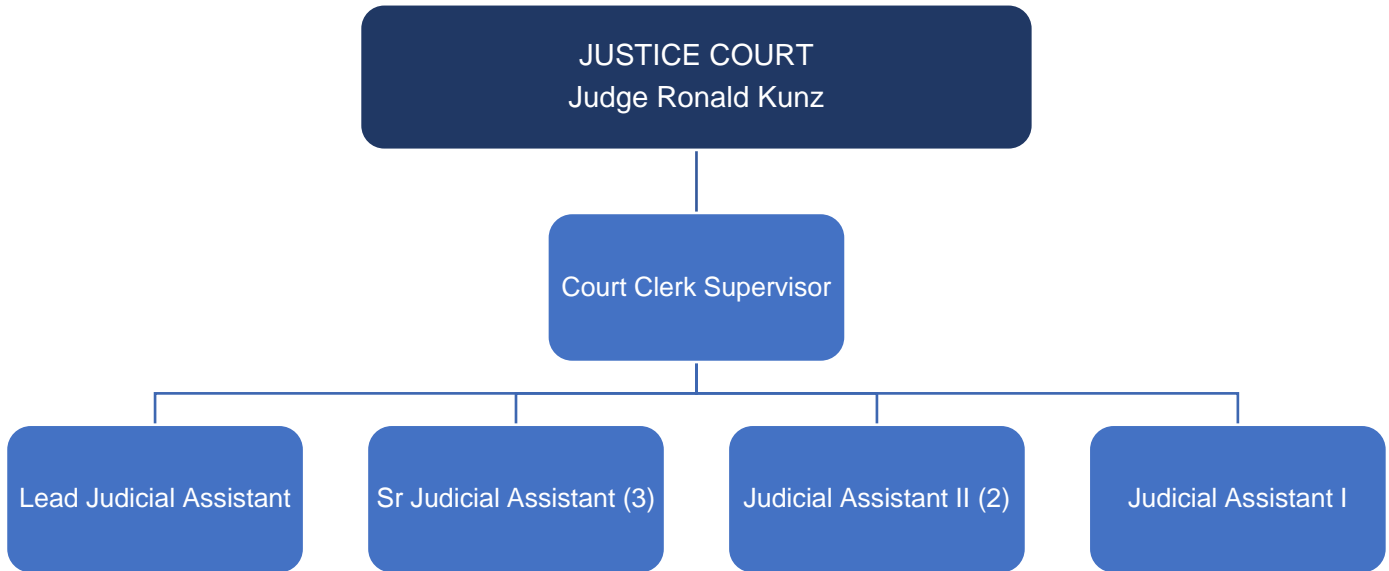
COMMUNITY DEVELOPMENT



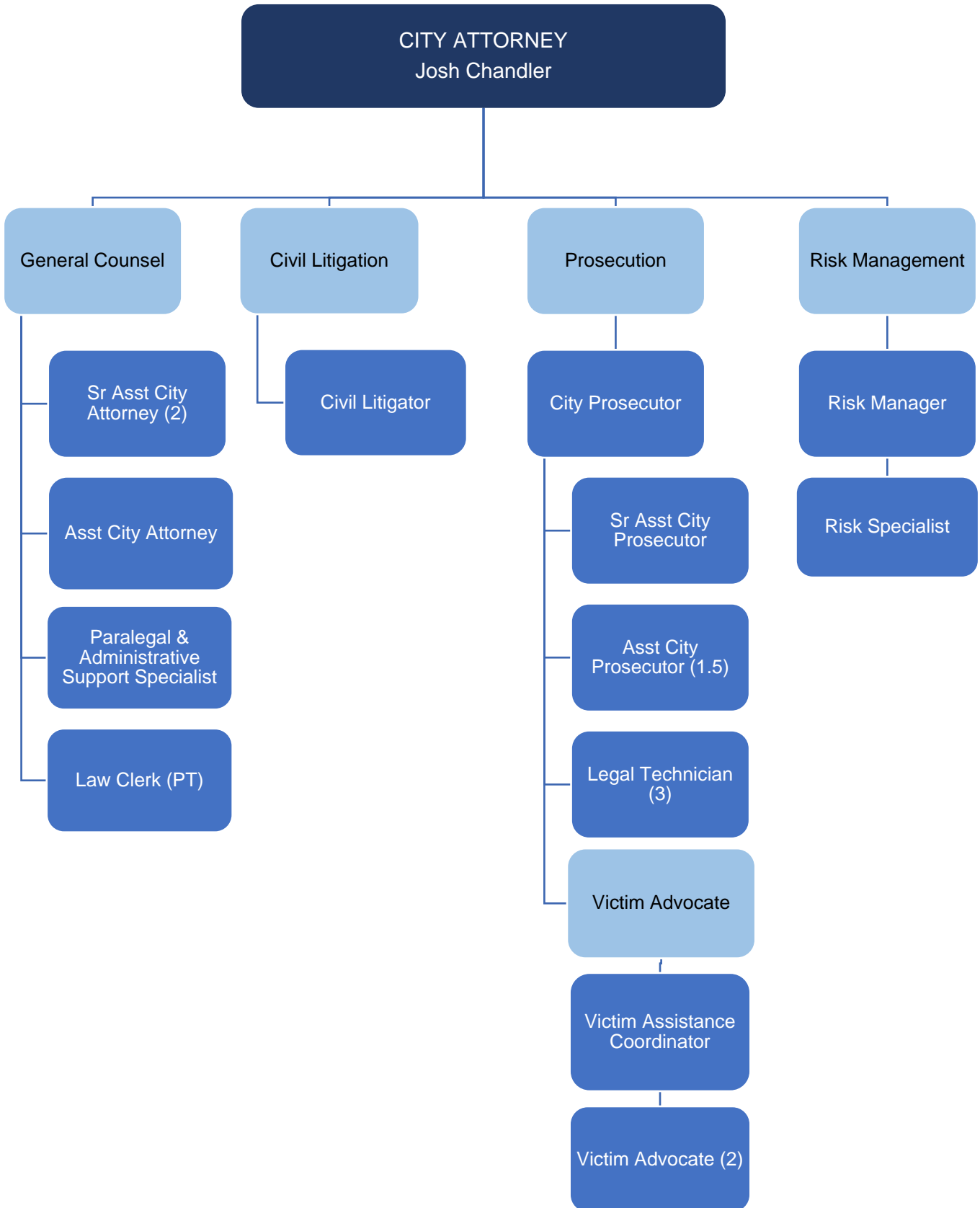
FIRE DEPARTMENT



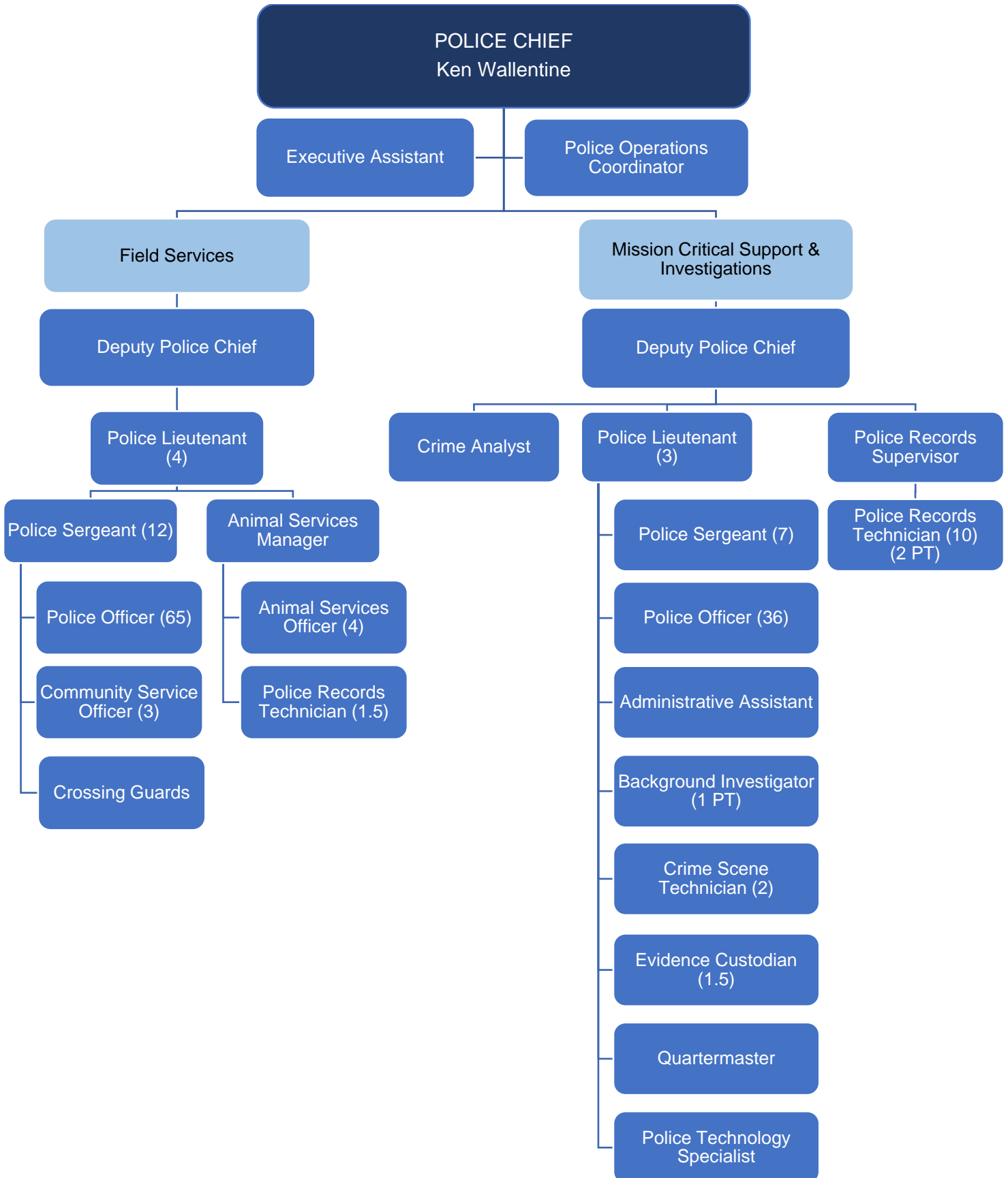
JUSTICE COURT



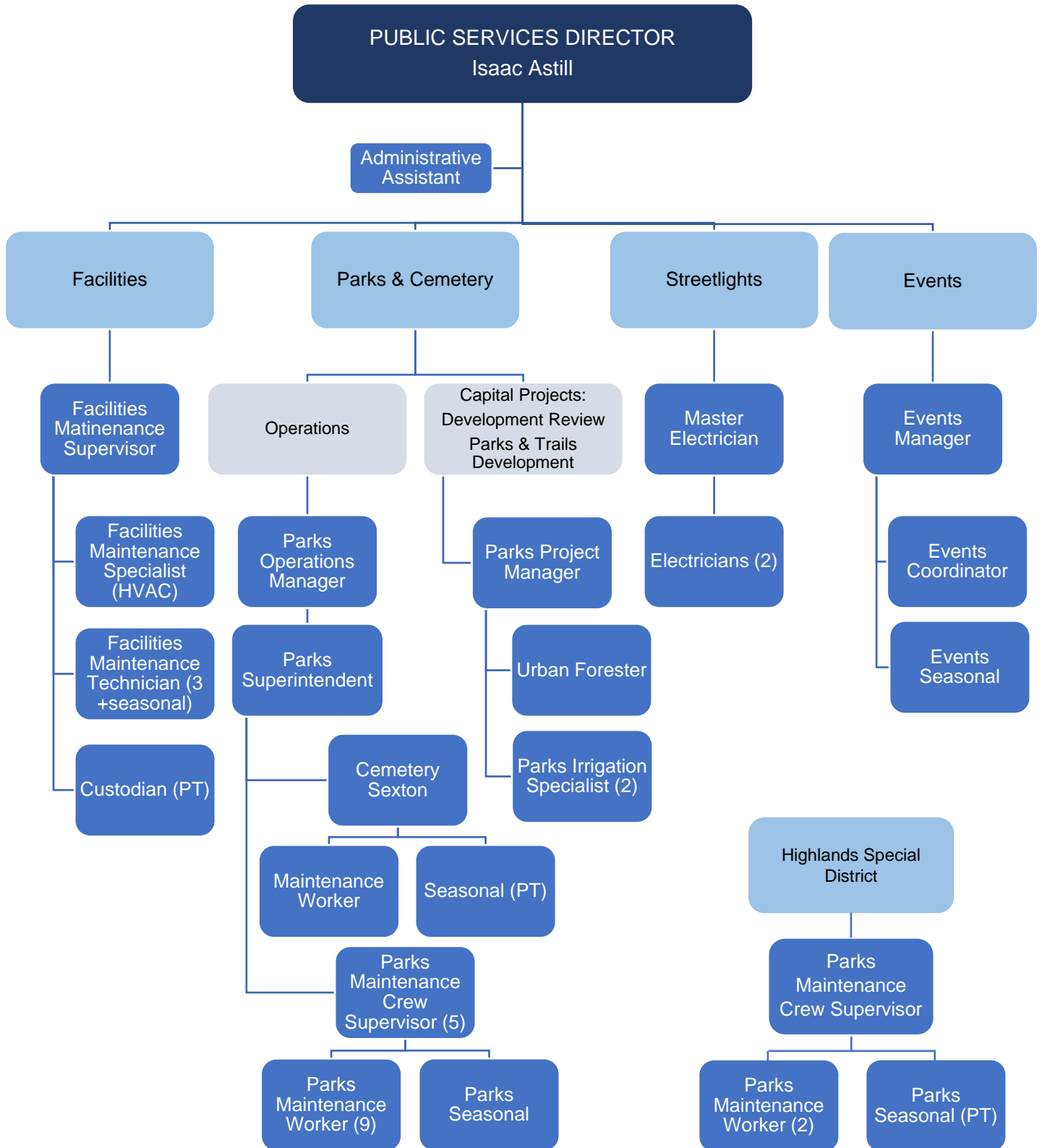
LEGAL SERVICES



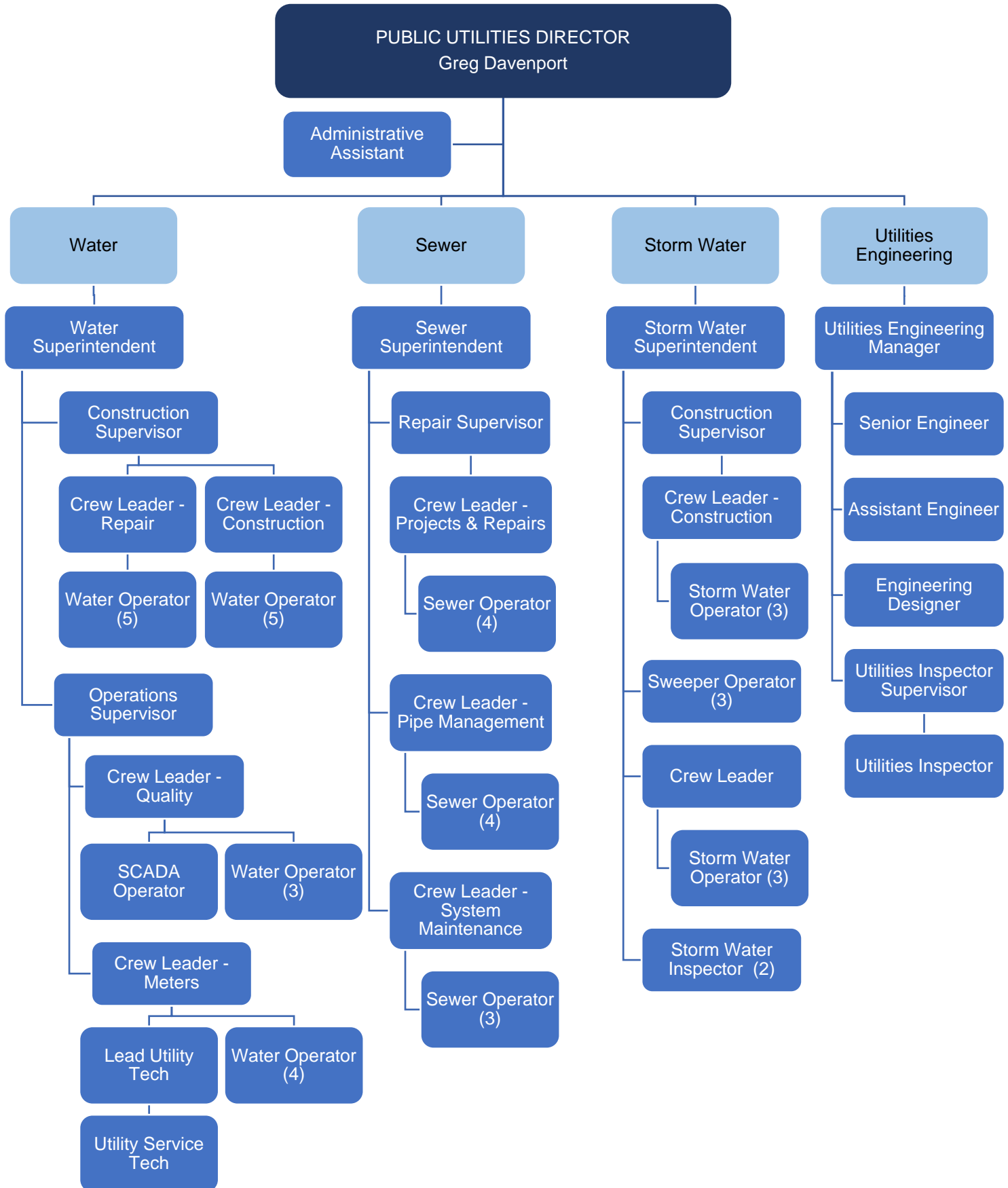
POLICE DEPARTMENT



PUBLIC SERVICES

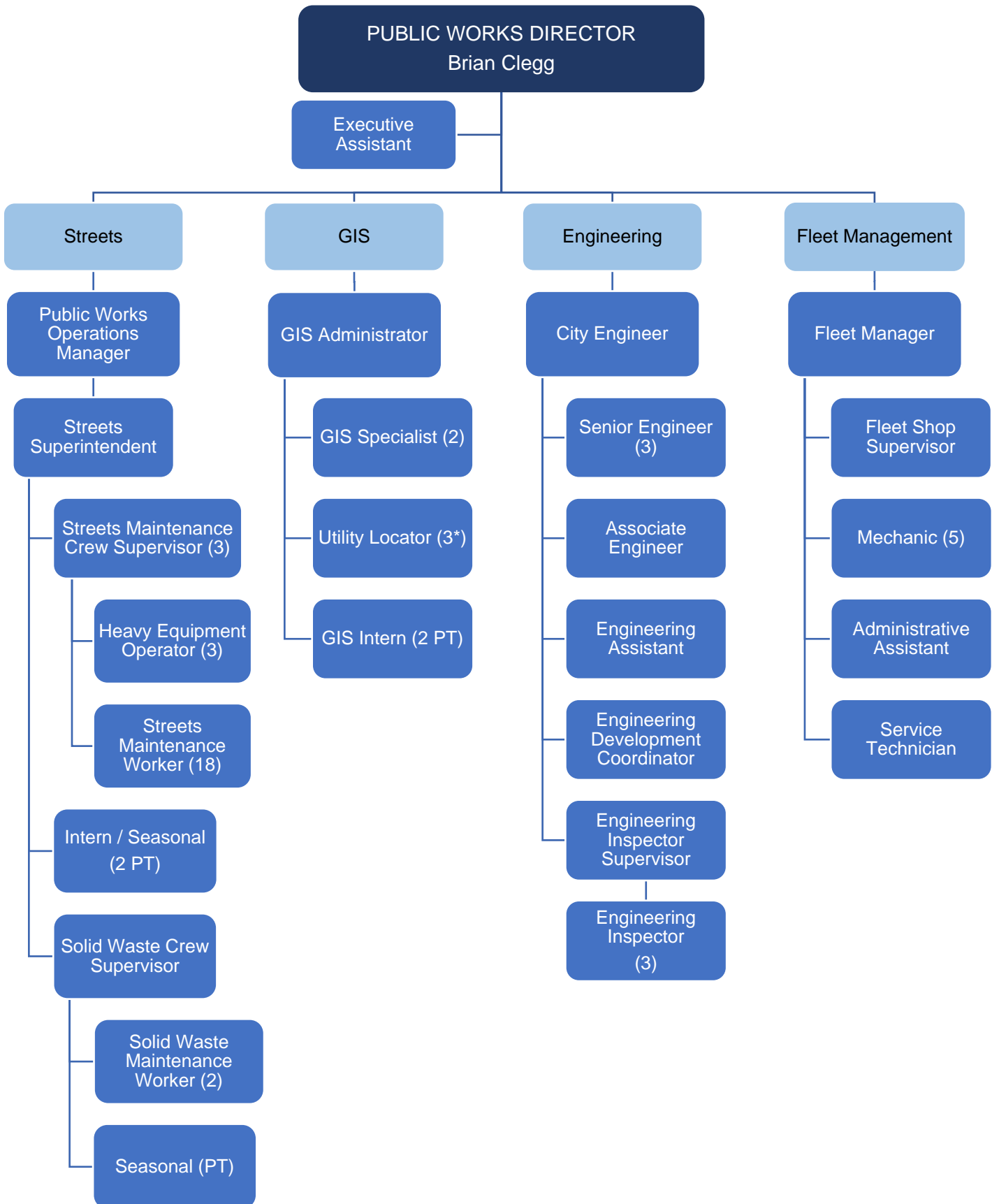


PUBLIC UTILITIES



*One (1) Utility Inspector position is funded by the Water Fund but is part of the GIS division of Public Works
 Adopted 08/29/2023

PUBLIC WORKS

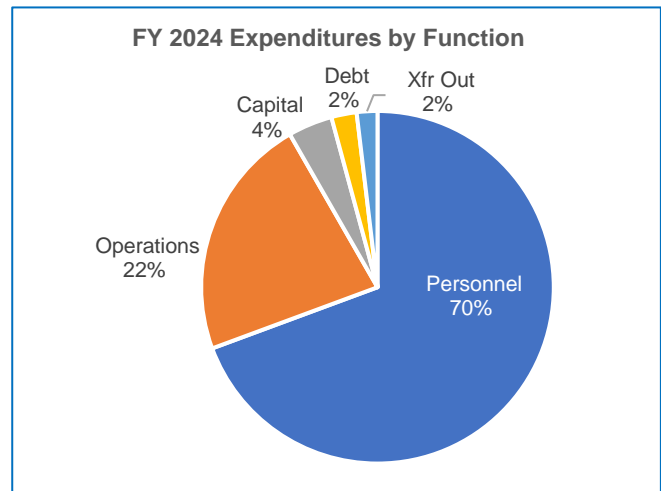
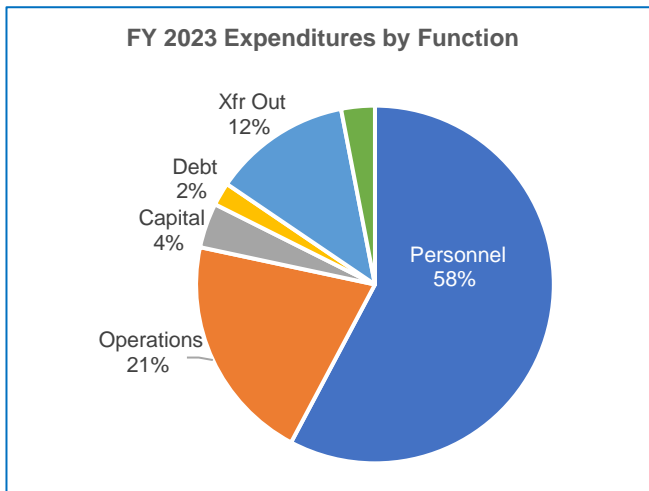




GENERAL FUND SUMMARY

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
REVENUES					
1 Property tax	\$ 17,788,688	\$ 18,617,486	\$ 18,518,423	\$ 20,037,960	8%
2 Sales tax	26,600,919	27,930,965	27,930,965	31,195,502	12%
3 Franchise tax	9,528,267	9,573,350	9,681,000	9,716,000	1%
4 Charges for services	3,512,791	2,886,500	3,188,500	3,210,000	11%
5 Other	3,730,621	4,105,950	4,008,930	4,280,350	4%
6 Transfer in	2,574,386	2,338,665	2,338,665	2,386,300	2%
7	63,735,672	65,452,916	65,666,483	70,826,112	8%
EXPENDITURES					
8 Personnel	(40,391,880)	(45,977,876)	(44,782,324)	(49,124,858)	7%
9 Operations	(12,649,414)	(16,845,269)	(15,951,356)	(15,834,984)	-6%
10 Capital & leases	(2,719,999)	(3,640,842)	(3,140,842)	(2,882,218)	-21%
11 Debt service	(2,365,200)	(1,646,811)	(1,621,859)	(1,642,331)	0%
12 Transfers out	(62,400)	(364,951)	(364,951)	(369,313)	1%
13	(58,188,892)	(68,475,749)	(65,861,332)	(69,853,704)	2%
ONE-TIME					
14 One-time revenue	20,693,163	5,179,035	5,174,035	-	
15 Transfers out	(17,339,910)	(9,300,395)	(9,300,346)	(972,408)	-90%
16 One-time expenditures	(2,518,065)	(2,356,929)	(2,356,929)	-	
17	835,188	(6,478,289)	(6,483,240)	(972,408)	
18 Net change	\$ 6,381,968	\$ (9,501,122)	\$ (6,678,089)	\$ -	
19 Beginning reserve balance	\$ 21,732,244	\$ 28,114,211	\$ 28,114,211	\$ 21,436,122	
20 Net change	6,381,968	(9,501,122)	(6,678,089)	-	
21 Ending reserve balance	\$ 28,114,211	\$ 18,613,089	\$ 21,436,122	\$ 21,436,122	
	34.35%	27.25%	31.29%	31.32%	



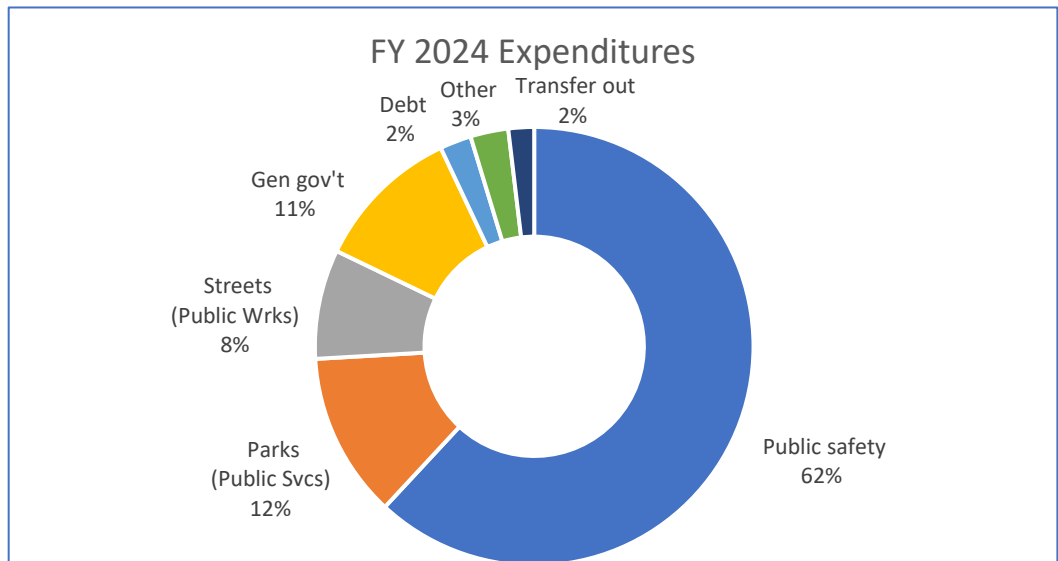
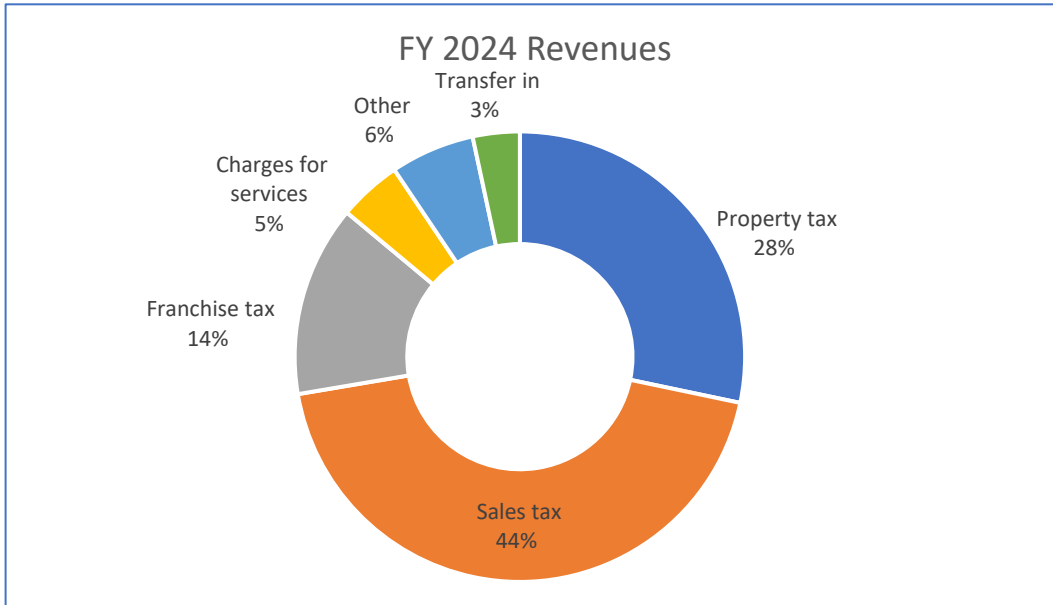
GENERAL FUND EXPANDED SUMMARY

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
REVENUES					
1 Property tax	\$ 17,788,688	\$ 18,617,486	\$ 18,518,423	\$ 20,037,960	8%
2 Sales tax	26,600,919	27,930,965	27,930,965	31,195,502	12%
3 Other tax	9,528,267	9,573,350	9,681,000	9,716,000	1%
4 Licenses and permits	991,190	1,139,500	1,116,500	1,274,500	12%
5 Intergovernmental	844,638	1,157,300	1,149,931	1,101,300	-5%
6 Charges for service	3,512,791	2,886,500	3,188,500	3,210,000	11%
7 Fines & forfeitures	999,929	1,100,000	1,000,000	1,100,000	0%
8 Miscellaneous	894,863	709,150	742,499	804,550	13%
9 Transfer in	2,574,386	2,338,665	2,338,665	2,386,300	2%
10	63,735,672	65,452,916	65,666,483	70,826,112	8%
EXPENDITURES					
11 City Council	(440,383)	(475,934)	(418,985)	(526,233)	11%
12 Mayor's Office	(1,332,210)	(1,438,931)	(1,388,275)	(1,489,831)	4%
13 Administrative Services	(1,351,246)	(1,572,704)	(1,480,811)	(1,753,392)	11%
14 Community Development	(797,845)	(825,806)	(816,964)	(904,484)	10%
15 Justice Court	(832,852)	(905,168)	(903,974)	(1,007,583)	11%
16 Fire / EMS	(12,797,978)	(14,312,708)	(13,481,157)	(15,250,167)	7%
17 Legal Services	(1,630,539)	(1,874,109)	(1,755,776)	(1,996,737)	7%
18 Police	(21,874,808)	(25,707,076)	(25,672,676)	(28,603,106)	11%
19 Public Services	(6,318,723)	(8,052,857)	(7,499,576)	(8,618,760)	7%
20 Public Utilities	-	-	-	-	0%
21 Public Works	(4,504,808)	(5,315,365)	(4,876,338)	(5,714,467)	8%
22 Non-Departmental	(4,142,823)	(5,983,329)	(5,823,155)	(1,977,300)	-67%
23 Debt Service	(2,365,200)	(1,646,811)	(1,621,859)	(1,642,331)	0%
24 Transfers out	(62,400)	(111,000)	(364,951)	(369,313)	233%
25	(58,451,814)	(68,221,798)	(66,104,497)	(69,853,704)	2%
ONE-TIME					
26 Sales tax revenue	6,186,818	4,779,035	4,769,035	-	
27 Permitting revenue	4,115,140	-	-	-	
28 Other revenue	10,391,206	400,000	405,000	-	
29 Development Services	(2,029,143)	-	-	-	
30 Transfers out	(17,339,910)	(9,554,346)	(9,300,346)	(972,408)	
31 Other expenditures	(226,000)	(2,356,929)	(2,113,764)	-	
32	1,098,110	(6,732,240)	(6,240,075)	(972,408)	
33 Net change	\$ 6,381,968	\$ (9,501,122)	\$ (6,678,089)	\$ -	

GENERAL FUND EXPANDED SUMMARY

BUDGET & FINANCIAL HISTORY





GENERAL FUND 5-YEAR PLAN

BUDGET & FINANCIAL HISTORY

	Tentative Budget FY 2024	Year 1 FY 2025	Year 2 FY 2026	Year 3 FY 2027	Year 4 FY 2028	Year 5 FY 2029
REVENUES						
1 Property tax	\$ 20,037,960	\$ 21,387,696	\$ 22,077,424	\$ 23,622,844	\$ 25,276,443	\$ 27,045,794
2 Sales tax	31,195,502	32,131,367	33,095,308	34,088,167	35,110,812	36,164,137
3 Other tax	9,716,000	9,843,450	9,975,083	10,110,895	10,250,891	10,395,075
4 Licenses and permit	1,274,500	1,311,385	1,349,377	1,388,508	1,428,813	1,470,327
5 Intergovernmental	1,101,300	885,700	887,115	888,542	889,985	891,442
6 Charges for services	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000	3,210,000
7 Fines & forfeitures	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
8 Miscellaneous	804,550	755,235	762,643	746,585	726,976	700,879
9 Transfer in	2,386,300	2,541,871	2,691,407	2,849,682	3,017,215	3,194,937
10	70,826,112	73,166,704	75,148,355	78,005,223	81,011,136	84,172,591
One-time revenue	-	-	-	-	-	-
11 Total Revenue	70,826,112	73,166,704	75,148,355	78,005,223	81,011,136	84,172,591
EXPENDITURES						
On-going Expenditures						
12 City Council	(526,233)	(551,650)	(573,655)	(596,531)	(620,313)	(645,039)
13 Mayor's Office	(1,489,831)	(1,527,944)	(1,579,213)	(1,632,259)	(1,687,148)	(1,743,946)
14 Administrative Servi	(1,753,392)	(1,795,414)	(1,855,873)	(1,918,488)	(1,983,341)	(2,050,517)
15 Community Develop	(904,484)	(1,022,399)	(1,055,222)	(1,089,207)	(1,124,397)	(1,160,838)
16 Courts	(1,007,583)	(1,027,285)	(1,060,149)	(1,094,115)	(1,129,220)	(1,165,504)
17 Debt Service	(1,642,331)	(1,642,238)	(887,748)	(887,748)	(887,748)	(887,748)
18 Fire / EMS	(15,250,167)	(16,161,628)	(17,000,203)	(17,879,195)	(18,800,587)	(19,766,457)
19 Legal Services	(1,996,737)	(2,045,137)	(2,113,873)	(2,185,030)	(2,258,700)	(2,334,976)
20 Non-Departmental	(1,977,300)	(1,716,389)	(1,894,269)	(2,057,018)	(2,243,717)	(2,162,449)
21 Police	(28,603,106)	(29,350,353)	(30,162,183)	(30,994,993)	(31,849,334)	(32,725,774)
22 Public Services	(8,618,760)	(9,053,353)	(9,441,295)	(9,841,577)	(10,254,604)	(10,680,794)
23 Public Utilities	-	-	-	-	-	-
24 Public Works	(5,714,467)	(5,984,775)	(6,275,635)	(6,575,960)	(6,886,074)	(7,206,312)
25	(69,484,391)	(71,878,564)	(73,899,318)	(76,752,121)	(79,725,182)	(82,530,354)
One-time Expenditures						
26 Transfers out	(1,341,721)	(499,979)	(499,968)	(499,926)	(499,902)	(499,847)
27	(1,341,721)	(499,979)	(499,968)	(499,926)	(499,902)	(499,847)
28 Total Expenditure	(70,826,112)	(72,378,543)	(74,399,286)	(77,252,047)	(80,225,084)	(83,030,201)
29 Net change	\$ -	\$ 788,162	\$ 749,070	\$ 753,175	\$ 786,052	\$ 1,142,390
30 Beginning reserve b	\$ 21,436,122	\$ 21,436,122	\$ 22,224,284	\$ 22,973,353	\$ 23,726,529	\$ 24,512,580
31 Net change	-	788,162	749,070	753,175	786,052	1,142,390
32 Ending reserve balai	\$ 21,436,122	\$ 22,224,284	\$ 22,973,353	\$ 23,726,529	\$ 24,512,580	\$ 25,654,970
% of fund balance to reven	30.3%	30.4%	30.6%	30.4%	30.3%	30.5%



GENERAL FUND 5-YEAR PLAN

ASSUMPTIONS

Revenue Assumptions:

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

Expenditure Assumptions:

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



GENERAL FUND REVENUES



GENERAL FUND REVENUES

REVENUES		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
ON-GOING REVENUE						
Property Tax						
1	100-311000 Property Taxes	\$ 17,031,430	\$ 17,860,528	\$ 17,761,465	\$ 19,283,277	8%
2	100-311100 Property Taxes - GO Bonds	757,258	756,958	756,958	754,683	0%
3		17,788,688	18,617,486	18,518,423	20,037,960	8%
Sales Tax						
4	100-313000 Sales Tax	24,381,381	25,600,450	25,600,450	28,645,502	12%
5	100-313025 Sales Tax - Transportation (4th Q	2,219,538	2,330,515	2,330,515	2,550,000	9%
6		26,600,919	27,930,965	27,930,965	31,195,502	12%
Other Tax						
7	100-312000 Delinquent Taxes	207,764	113,350	200,000	200,000	76%
8	100-316000 Fee In Lieu-Vehicles	1,138,574	1,100,000	1,100,000	1,100,000	0%
9	100-319000 Penalty & Int On Del Tax	6,791	5,000	5,000	5,000	0%
10	100-314000 Cable Franchise Tax	677,827	685,000	642,000	675,000	-1%
11	100-315000 Utility Franchise Tax	6,919,611	7,165,000	7,168,000	7,175,000	0%
12	100-315100 Telecommunications Tax	487,925	445,000	486,000	486,000	9%
13	100-317000 Transient Room Tax	89,775	60,000	80,000	75,000	25%
14		9,528,267	9,573,350	9,681,000	9,716,000	1%
Licenses and Permits						
15	100-321000 Business Licenses	532,660	480,000	525,000	525,000	9%
16	100-321200 Business License App Fee	15,271	17,000	17,000	17,000	0%
17	100-321300 Rental Dwelling License	198,097	200,000	200,000	200,000	0%
18	100-321400 Rental Dwelling App Fee	3,763	2,500	2,500	2,500	0%
19	100-321800 Conditional Use Permits	18,045	-	27,000	30,000	100%
20	100-321900 Fire Permit Fee	42,414	50,000	50,000	55,000	10%
21	100-322200 Encroachment Permits	135,467	350,000	250,000	400,000	14%
22	100-321100 Animal Licenses	45,473	40,000	45,000	45,000	13%
23		991,190	1,139,500	1,116,500	1,274,500	12%
Intergovernmental						
24	100-335800 State Liquor Tax	134,744	141,000	141,131	140,000	-1%
25	100-337700 Jordan School Reimburse	450,000	650,000	650,000	675,000	4%
26	100-337400 Misc Intergovernmental Rev	107,462	72,500	72,500	-	-100%
27	Public Safety Grants	152,432	293,800	286,300	286,300	-3%
28		844,638	1,157,300	1,149,931	1,101,300	-5%
Charges for Services						
29	100-341100 Reclaimed Animals	37,392	35,000	35,000	35,000	0%
30	100-341110 Pet Sterilization Charge	3,585	5,000	3,500	3,500	-30%
31	100-341650 Passport Fees	291,835	375,000	325,000	350,000	-7%
32	100-342100 Police Records Fee	87,851	80,000	90,000	90,000	13%
33	100-342110 Police Service Fee	79,396	5,000	5,000	5,000	0%
34	100-342220 Fire Public Education Fees	5,965	5,000	5,000	5,000	0%
35	100-342800 False Alarm Runs	100	10,000	3,500	10,000	0%
36	100-347800 Ambulance Fees	2,495,622	2,000,000	2,360,000	2,400,000	20%
37	100-344200 Prosecutor Reimbursement	539	1,000	1,000	1,000	0%
38	100-347400 Parks,Public Property	149,609	100,000	100,000	100,000	0%
39	100-348100 Cemetery Lot Sale	260,888	200,000	200,000	150,000	-25%
40	100-348300 Opening & Closing	87,163	60,000	50,000	50,000	-17%
41	100-341500 Maps & Pubs Sale	5,122	2,500	2,500	2,500	0%
42	100-341600 Nsf/Serv Chrg/Late Fee	7,725	8,000	8,000	8,000	0%
43		3,512,791	2,886,500	3,188,500	3,210,000	11%

GENERAL FUND REVENUES

REVENUES		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Fines & Forfeitures						
44	100-351100 Court Fines	999,929	1,100,000	1,000,000	1,100,000	0%
45		999,929	1,100,000	1,000,000	1,100,000	0%
Miscellaneous						
46	Events	418,442	312,500	420,936	481,500	54%
47	Property Leases	98,731	100,000	100,000	100,000	0%
48	Sundry Revenue	198,367	100,000	50,000	50,000	-50%
49	100-369001 Code Enforcement Revenue	32,502	60,000	35,000	35,000	-42%
50	100-362700 RDA Admin Reimbursement	146,822	136,650	136,563	138,050	1%
51		894,863	709,150	742,499	804,550	13%
Transfers In						
52	100-394510 Transfer from Water Fund	1,356,657	1,364,675	1,364,675	1,336,750	-2%
53	100-394520 Transfer from Sewer Fund	665,000	700,000	700,000	750,000	7%
54	100-394540 Transfer from Solid Waste Fund	298,700	-	-	-	0%
55	100-394550 Transfer from Storm Water Fund	216,529	234,990	234,990	237,000	1%
56	100-394570 Transfer from Streetlight Fund	37,500	39,000	39,000	62,550	60%
57		2,574,386	2,338,665	2,338,665	2,386,300	2%
58	Total On-Going Revenue	63,735,672	65,452,916	65,666,483	70,826,112	8%
ONE-TIME REVENUE						
Permitting						
<i>As of FY 2023, development-related fees have been moved to a special revenue fund.</i>						
59	100-322000 1% Building Permit Surch	(1)	-	-	-	
60	100-322100 Building Permits	3,399,249	-	-	-	
61	100-341200 Site Plan Review	162,438	-	-	-	
62	100-341300 Zoning & Subdivision Fee	140,937	-	-	-	
63	100-342400 Inspection Fee	71,284	-	-	-	
64	100-342500 Fire Inspection Fee	25,293	-	-	-	
65	100-343000 Eng. Review & Insp. Fee	300,961	-	-	-	
66	100-343020 Concept Plan Meeting Fee	5,700	-	-	-	
67	100-347700 Sign Review	9,281	-	-	-	
68		4,115,140	-	-	-	
Other One-Time Revenue						
69	100-311110 Judgement Levy	186,461	-	(20,000)	-	
70	100-313050 Sales Tax - One-time	6,186,818	4,779,035	4,769,035	-	
71	100-331601 Federal Economic Recovery Func	10,000,000	-	-	-	
72	100-361000 Interest Earnings	158,701	400,000	400,000	-	
73	100-364000 Sale of Fixed Assets	8,733	-	-	-	
74	100-365000 Sale of Materials & Supplies	30,485	-	25,000	-	
75	Donations	6,826	-	-	-	
		16,578,024	5,179,035	5,174,035	-	
76	Total One-Time Revenue	20,693,163	5,179,035	5,174,035	-	
77	Total Revenue	\$ 84,428,835	\$ 70,631,951	\$ 70,840,518	\$ 70,826,112	0%



GENERAL FUND EXPENDITURES



EXPENDITURE BY DEPARTMENT

DEPARTMENT SUMMARY

	Prior Year Actual FY2022	Adopted Budget FY 2023	Estimated Estimate FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
EXPENDITURES					
Legislative					
1 City Council ¹	\$ 440,383	\$ 475,934	\$ 418,985	\$ 526,233	11%
2	440,383	475,934	418,985	526,233	11%
Executive					
3 Mayor ¹	566,741	595,546	560,820	542,699	-9%
4 Public Affairs ¹	315,613	310,717	307,696	369,022	19%
5 Economic Development	449,855	532,668	519,759	578,110	9%
6	1,332,210	1,438,931	1,388,275	1,489,831	4%
Administrative Services					
7 Admin Services ¹	717,935	776,476	734,177	860,794	11%
8 City Recorder ¹	224,358	264,800	241,899	314,419	19%
9 Human Resources ¹	408,953	531,428	504,735	578,179	9%
10 Utility Billing	-	-	-	-	0%
11	1,351,246	1,572,704	1,480,811	1,753,392	11%
Legal Services					
12 City Attorney ¹	948,253	778,342	725,101	793,765	2%
13 Prosecution	603,300	793,945	764,264	880,477	11%
14 Victim Advocate	224,986	301,822	266,411	322,495	7%
15	1,776,539	1,874,109	1,755,776	1,996,737	7%
Community Development					
16 Code Enforcement	653,217	744,576	735,486	817,972	10%
17 Property Admin ¹	144,628	81,230	81,478	86,512	7%
18	797,845	825,806	816,964	904,484	10%
Judicial Services					
19 Justice Court	832,852	905,168	903,974	1,007,583	11%
20	832,852	905,168	903,974	1,007,583	11%
Police					
21 Police	20,599,018	24,195,544	24,206,168	26,923,091	11%
22 Crossing Guards	647,303	707,011	697,217	764,617	8%
23 Animal Control	526,454	668,131	632,901	765,398	15%
24 SWAT	102,033	136,390	136,390	150,000	10%
25	21,874,808	25,707,076	25,672,676	28,603,106	11%
Fire / EMS					
26 Fire ¹	12,877,978	14,215,028	13,383,478	15,139,987	7%
27 Emergency Management	-	97,680	97,679	110,180	13%
28	12,877,978	14,312,708	13,481,157	15,250,167	7%
Public Works					
29 Public Works ¹	287,323	449,492	437,291	257,334	-43%
30 Engineering ¹	854,553	666,742	548,011	936,673	40%
31 GIS ¹	310,219	256,103	246,633	292,224	14%
32 Capital Projects	257,606	N/A	N/A	N/A	0%
33 Streets	2,795,107	3,943,028	3,644,403	4,228,236	7%
34	4,504,808	5,315,365	4,876,338	5,714,467	8%



EXPENDITURE BY DEPARTMENT

DEPARTMENT SUMMARY

	Prior Year Actual FY2022	Adopted Budget FY 2023	Estimated Estimate FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Public Services					
35 Public Services ¹	189,492	236,026	211,460	271,698	15%
36 Events	654,372	901,439	926,194	1,037,569	15%
37 Facilities ¹	1,534,522	1,802,471	1,760,898	1,642,142	-9%
38 Parks ¹	3,803,116	4,848,960	4,367,827	5,376,259	11%
39 Cemetery	137,222	263,961	233,197	291,092	10%
40	6,318,723	8,052,857	7,499,576	8,618,760	7%
Public Utilities					
41 Public Utilities ¹	N/A	-	-	-	0%
42	-	-	-	-	0%
Other					
43 Non-Departmental ¹	4,142,823	5,983,329	5,823,155	1,977,300	-67%
44 Debt Service	2,365,200	1,646,811	1,621,859	1,642,331	0%
45 Transfers Out	62,400	111,000	364,951	369,313	233%
46	6,570,422	7,741,140	7,809,965	3,988,944	-48%
47 Total On-Going Expenditures	58,677,814	68,221,798	66,104,497	69,853,704	2%
Development Services					
<i>As of FY 2023, development-related divisions have been moved to the Development Services Fund.</i>					
48 Planning	871,985	-	-	-	
49 Building	1,157,158	-	-	-	
50	2,029,143	-	-	-	
Other One-time Expenditures					
51 Transfers Out	17,339,910	9,554,346	9,300,346	972,408	
52 Police Equipment	-	243,165	-	-	
53 Fire Equipment	-	-	-	-	
54 Debt Service	-	2,113,764	2,113,764	-	
55	17,339,910	11,911,275	11,414,110	972,408	
56 Total One-time Expenditures	19,369,053	11,911,275	11,414,110	972,408	-92%
57 Total Expenditures	\$ 78,046,868	\$ 80,133,073	\$ 77,518,607	\$ 70,826,112	-12%

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





CITY COUNCIL

SERVICE LEVEL CHANGES

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

PURPOSE

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

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

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

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

GOALS & OBJECTIVES

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

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

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

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

PERFORMANCE & WORKLOAD MEASURES

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



CITY COUNCIL

STAFFING

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

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel						
1	1001-411000 Salaries Full-Time	\$ 190,871	\$ 263,488	\$ 263,488	\$ 324,975	23%
2	1001-411001 Salaries Part/Seasonal	130,602	126,700	126,700	126,700	0%
3	1001-411030 Sick Leave Buyout	-	2,260	2,258	2,422	7%
4	1001-413000 Benefits	234,090	248,300	251,800	282,681	14%
5		555,563	640,748	644,246	736,778	15%
Operations						
6	1001-421500 Memberships	191	1,200	1,200	1,200	0%
7	1001-425560 IT Services	-	-	-	96,487	100%
8	1001-431000 Professional & Tech	4,814	71,000	66,000	63,500	-11%
9	1001-433000 Training	7,232	9,000	9,000	9,000	0%
10	1001-433100 Travel	3,236	8,000	8,000	8,000	0%
11	1001-448000 Dept Supplies	3,333	2,000	2,000	4,000	100%
12	1001-461050 Public Outreach	-	-	-	3,500	100%
13	1001-461010 Contingency Reserve	2,891	53,424	-	65,000	22%
14		21,697	144,624	86,200	250,687	73%
Shared Services Allocation						
15	1001-493100 Allocated Wages	(131,519)	(286,638)	(289,910)	(368,389)	
16	1001-493110 Allocated Operations	(5,358)	(22,800)	(21,551)	(92,843)	
17		(136,877)	(309,438)	(311,461)	(461,232)	-49%
18	TOTAL CITY COUNCIL	\$ 440,383	\$ 475,934	\$ 418,985	\$ 526,233	11%

CITY COUNCIL

JUSTIFICATION

Operations

19	1001-421500	Memberships	1,200	Association of Municipal Clerks, National Association of Parliamentarians
20	1001-425560	IT Services	96,487	IT services and equipment replacement
21	1001-431000	Professional & Tech	3,500	Council meeting transcriptions
22			25,000	City-wide surveys
23			20,000	Annual citizen report
24			15,000	Annual budget report
25	1001-433000	Training	7,700	\$1,100 per councilmember, training conferences (ULCT, NLCT, etc)
26			1,300	Administrative staff training conferences ULCT
27	1001-433100	Travel	6,200	\$886 per councilmember, travel to training conferences (ULCT, NLCT, etc)
28			1,800	Administrative staff travel to conferences ULCT
29	1001-448000	Dept Supplies	1,500	Councilmember photos, event supplies, etc
30			2,500	Office supplies, miscellaneous
31	1001-461050	Public Outreach	3,500	Councilmembers for tickets to events
32	1001-461010	Contingency Reserve	65,000	

33 **250,687**

Shared Services Allocation

34	1001-493100	Allocated Wages	(184,195)	25.00% to Development Services Fund
35			(110,517)	15.00% to Water Fund
36			(27,629)	3.75% to Sewer Fund
37			(18,419)	2.50% to Solid Waste Fund
38			(27,629)	3.75% to Storm Water Fund
39	1001-493110	Allocated Operations	(46,422)	25.00% to Development Services Fund
40			(27,853)	15.00% to Water Fund
41			(6,963)	3.75% to Sewer Fund
42			(4,642)	2.50% to Solid Waste Fund
43			(6,963)	3.75% to Storm Water Fund

44 **(461,232)**



MAYOR'S OFFICE



MAYOR'S OFFICE

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

STAFFING

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



MAYOR'S OFFICE

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel					
1	1003-411000 Salaries Full-Time	\$ 433,683	\$ 572,876	\$ 540,000	\$ 689,894 20%
2	1003-411030 Leave Buyout	-	-	696	3,047 100%
3	1003-413000 Benefits	219,198	256,117	234,874	270,020 5%
4		652,881	828,993	775,570	962,961 16%
Operations					
5	1003-421500 Memberships	1,385	2,650	2,650	2,650 0%
6	1003-425560 IT Services	-	-	-	41,287 100%
7	1003-431000 Professional & Tech	2,900	3,000	3,000	3,000 0%
8	1003-433000 Training	4,923	2,450	2,450	5,000 104%
9	1003-433100 Travel	5,756	9,000	9,000	11,500 28%
10	1003-448000 Dept Supplies	12,228	8,500	8,500	8,500 0%
11	1003-461050 Public Outreach	-	-	-	500 100%
12	1003-461140 Employee Recognition	66,043	50,000	50,000	50,000 0%
13		93,235	75,600	75,600	122,437 62%
Shared Services Allocation					
14	1003-493100 Allocated Wages	(156,192)	(290,147)	(271,450)	(481,480)
15	1003-493110 Allocated Operations	(23,183)	(18,900)	(18,900)	(61,219)
16		(179,375)	(309,047)	(290,350)	(542,699) -76%
17	TOTAL MAYOR'S OFFICE	\$ 566,741	\$ 595,546	\$ 560,820	\$ 542,699 -9%

JUSTIFICATION

Operations

18	1003-421500	Memberships	2,650	Utah City Managers Association, Int'l City Managers Association
19	1003-425560	IT Services	41,287	IT services and equipment replacement
20	1003-431000	Professional & Tech	3,000	Studies and consulting
21	1003-433000	Training	5,000	Annual conferences
22	1003-433100	Travel	11,500	
23	1003-448000	Dept Supplies	8,500	Meeting supplies, strategic planning, etc
24	100-461050	Public Outreach	500	Mayor for tickets to events
25	1003-461140	Employee Recognition	50,000	Employee recognition program, service awards

122,437

Shared Services Allocation

27	1003-493100	Allocated Wages	240,740	25.00% to Development Services Fund
28			96,296	10.00% to Water Fund
29			48,148	5.00% to Sewer Fund
30			48,148	5.00% to Solid Waste Fund
31			48,148	5.00% to Storm Water Fund
32	1003-493110	Allocated Operations	30,609	25.00% to Development Services Fund
33			12,244	10.00% to Water Fund
34			6,122	5.00% to Sewer Fund
35			6,122	5.00% to Solid Waste Fund
36			6,122	5.00% to Storm Water Fund

542,699



ECONOMIC DEVELOPMENT

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS / PERFORMANCE & WORKLOAD MEASURES

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

STAFFING

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

ECONOMIC DEVELOPMENT

BUDGET & FINANCIAL HISTORY

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

JUSTIFICATION

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



PUBLIC AFFAIRS

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

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

PERFORMANCE & WORKLOAD MEASURES

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

STAFFING

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



PUBLIC AFFAIRS

BUDGET & FINANCIAL HISTORY

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

JUSTIFICATION

Operations

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

106,459

Shared Services Allocation

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

(158,152)



ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

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

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

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

PERFORMANCE AND WORKLOAD MEASURES

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

City's credit ratings

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

ADMINISTRATIVE SERVICES

STAFFING

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

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

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel						
1	1201-411000 Salaries Full-Time	\$ 694,092	\$ 864,691	\$ 870,000	\$ 972,427	12%
2	1201-411001 Salaries Part-Time	23,933	34,181	18,000	-	-100%
3	1201-411030 Sick Leave Buyout	-	6,443	7,332	7,838	22%
4	1201-413000 Benefits	253,084	306,848	299,940	331,560	8%
5		971,108	1,212,163	1,195,272	1,311,825	8%
Operations						
6	1201-421500 Memberships	1,013	2,000	1,500	2,000	0%
7	1201-425000 Equipment Supplies & Main	4,044	-	-	-	0%
8	1201-425560 IT Services	-	-	-	61,703	100%
9	1201-431000 Professional & Tech	35,894	34,000	31,000	34,000	0%
10	1201-433000 Training	1,625	5,000	5,000	5,000	0%
11	1201-433100 Travel	6,498	9,000	9,000	9,000	0%
12	1201-448000 Dept Supplies	12,642	12,000	12,000	15,000	25%
13	1201-454000 Bank Charges	47,146	100,000	75,000	100,000	0%
14		108,862	162,000	133,500	226,703	40%
Shared Services Allocation						
15	1201-493100 Allocated Wages	(341,700)	(545,053)	(537,873)	(590,322)	
16	1201-493110 Allocated Operations	(20,335)	(21,700)	(26,326)	(57,016)	
17	1201-493120 Grant Wages	-	(30,934)	(30,396)	(30,396)	
18		(362,035)	(597,687)	(594,595)	(677,734)	-13%
19	TOTAL ADMINISTRATIVE SERVICES	\$ 717,935	\$ 776,476	\$ 734,177	\$ 860,794	11%

ADMINISTRATIVE SERVICES

JUSTIFICATION

Operations

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

27 **226,703**

Shared Services Allocation

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

39 **(677,734)**



CITY RECORDER & CUSTOMER SERVICE

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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

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



CITY RECORDER & CUSTOMER SERVICE

BUDGET & FINANCIAL HISTORY

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

CITY RECORDER & CUSTOMER SERVICE

JUSTIFICATION

Operations

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

29 111,342

Shared Services Allocation

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

40 (363,182)



HUMAN RESOURCES

SERVICE LEVEL CHANGES

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

PURPOSE

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

Services provided:

Recruitment and selection
 Training and development
 Compensation

Benefits administration
 Employee relations

GOALS & OBJECTIVES

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

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

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

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

PERFORMANCE AND WORKLOAD MEASURES

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



HUMAN RESOURCES

STAFFING

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

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel						
1	1501-411000 Salaries Full-Time	\$ 272,062	\$ 336,133	\$ 336,000	\$ 369,620	10%
2	1501-411030 Sick Leave Buyout	-	699	2,228	2,483	100%
3	1501-413000 Benefits	133,528	166,103	152,775	161,263	-3%
4		405,590	502,935	491,003	533,366	6%
Operations						
5	1501-421000 Books & Subscriptions	-	3,000	1,000	1,000	-67%
6	1501-421500 Memberships	1,991	1,500	1,500	1,500	0%
7	1501-422000 Public Notices	6,417	8,000	8,000	8,000	0%
8	1501-425010 Uniforms	838	3,500	2,000	3,500	0%
9	1501-425560 IT Services	-	-	-	28,160	100%
10	1501-431000 Professional & Tech	73,604	105,000	80,000	105,000	0%
11	1501-433000 Training	1,153	3,000	3,000	6,000	100%
12	1501-433100 Travel	1,766	2,500	2,500	3,000	20%
13	1501-448000 Dept Supplies	2,589	3,500	3,500	3,500	0%
14	1501-461080 Drug Testing	6,427	16,000	15,000	15,000	-6%
15	1501-461130 Educational Assistance	9,499	30,000	30,000	30,000	0%
16	1501-461150 City-wide Training	387	15,000	35,000	35,000	133%
17	1501-461170 Wellness Program	29,651	28,520	28,520	30,000	5%
18		134,322	219,520	210,020	269,660	23%
Shared Services Allocation						
19	1501-493100 Allocated Wages	(97,272)	(138,022)	(137,481)	(149,342)	
20	1501-493110 Allocated Operations	(33,687)	(53,005)	(58,807)	(75,505)	
21		(130,959)	(191,027)	(196,288)	(224,847)	-18%
22	TOTAL HUMAN RESOURCES	\$ 408,953	\$ 531,428	\$ 504,735	\$ 578,179	9%

HUMAN RESOURCES

JUSTIFICATION

Operations

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

269,660

Shared Services Allocation

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

(224,847)



UTILITY BILLING

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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



UTILITY BILLING

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget	
Personnel						
1	1207-411000 Salaries Full-Time	\$ 169,073	\$ 184,567	\$ 184,567	\$ 193,116	5%
2	1207-411003 Overtime	6,462	4,000	4,000	4,000	0%
3	1207-411030 Sick Leave Buyout	-	1,150	876	915	-20%
4	1207-413000 Benefits	70,234	69,855	69,855	72,777	4%
5		245,769	259,572	259,298	270,808	4%
Operations						
6	1207-425560 IT Services	-	-	-	18,511	100%
7	1207-431000 Professional & Tech	138,397	200,000	125,000	125,000	-38%
8	1207-433000 Training	-	1,500	1,200	3,000	100%
9	1207-433100 Travel	-	3,000	-	-	-100%
10		138,397	204,500	126,200	146,511	-28%
Shared Services Allocation						
11	1207-493100 Allocated Wages	(245,769)	(259,572)	(259,298)	(270,808)	
12	1207-493110 Allocated Operations	(138,397)	(204,500)	(126,200)	(146,511)	
13		(384,166)	(464,072)	(385,498)	(417,319)	10%
14	TOTAL UTILITY BILLING	\$ -	\$ -	\$ -	\$ -	

JUSTIFICATION

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



LEGAL SERVICES



CITY ATTORNEY

SERVICE LEVEL CHANGES

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

PURPOSE

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

DIVISIONS

Legal Counsel
Civil Litigation

Prosecution ¹
Victim Advocate ¹

Risk Management ¹

¹ These divisions have separate budgets.

GOALS & OBJECTIVES

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

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

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

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

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

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

PERFORMANCE & WORKLOAD MEASURES

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

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



CITY ATTORNEY

STAFFING

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

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel					
1 1401-411000 Salaries Full-Time	\$ 711,454	\$ 768,076	\$ 841,000	\$ 772,306	1%
2 1401-411001 Salaries Part/Seasonal	-	33,700	-	35,044	4%
3 1401-411003 Overtime	13,132	-	9,000	7,000	100%
4 1401-411030 Sick Leave Buyout	-	7,652	6,523	3,464	-55%
5 1401-413000 Benefits	307,545	320,494	301,477	325,887	2%
6	1,032,131	1,129,922	1,158,000	1,143,701	1%
Operations					
7 1401-421000 Books & Subscriptions	28,740	21,652	21,500	22,500	4%
8 1401-421500 Memberships	3,787	4,400	4,602	4,700	7%
9 1401-425000 Equipment Supplies & Main	-	1,000	1,000	3,000	200%
10 1401-425560 IT Services	-	-	-	40,844	100%
11 1401-431000 Professional & Tech	169,980	91,000	10,000	90,000	-1%
12 1401-431210 Witness Fees - Litigation	-	1,000	500	1,000	0%
13 1401-433000 Training	3,217	4,100	4,100	7,000	71%
14 1401-433100 Travel	2,826	6,500	4,600	6,000	-8%
15 1401-448000 Dept Supplies	3,246	4,200	4,200	4,200	0%
16	211,796	133,852	50,502	179,244	34%
Shared Services Allocation					
17 1401-493100 Allocated Wages	(247,189)	(451,969)	(463,200)	(457,481)	
18 1401-493110 Allocated Operations	(48,485)	(33,463)	(20,201)	(71,699)	
19	(295,674)	(485,432)	(483,401)	(529,180)	-9%
20 TOTAL CITY ATTORNEY	\$ 948,253	\$ 778,342	\$ 725,101	\$ 793,765	2%

CITY ATTORNEY

JUSTIFICATION

Operations

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

30 **179,244**

Shared Services Allocation

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

41 **(529,180)**



PROSECUTION

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

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

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

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

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

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

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

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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



PROSECUTION

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel					
1 1405-411000 Salaries Full-Time	\$ 371,037	\$ 479,758	\$ 476,000	\$ 524,916	9%
2 1405-411001 Salaries Part/Seasonal	47,668	47,815	45,000	53,591	12%
3 1405-411003 Overtime	8,936	22,000	22,000	10,000	-55%
4 1405-411030 Sick Leave Buyout	-	3,785	3,664	4,054	7%
5 1405-413000 Benefits	164,017	206,445	206,175	222,502	8%
6	591,657	759,803	752,839	815,063	7%
Operations					
7 1405-421000 Books & Subscriptions	548	12,942	3,225	4,000	-69%
8 1405-421500 Memberships	1,955	2,000	2,000	2,000	0%
9 1405-425000 Equipment Supplies & Main	-	4,000	-	2,000	-50%
10 1405-425560 IT Services	-	-	-	46,414	100%
11 1405-431000 Professional & Tech	243	4,000	100	2,000	-50%
12 1405-431200 Civilian Witness Fee	2,589	4,000	1,100	2,000	-50%
13 1405-433000 Training	1,250	2,000	1,000	2,000	0%
14 1405-433100 Travel	1,974	2,000	2,000	2,500	25%
15 1405-448000 Dept Supplies	3,085	3,200	2,000	2,500	-22%
16	11,643	34,142	11,425	65,414	92%
17 TOTAL PROSECUTION	\$ 603,300	\$ 793,945	\$ 764,264	\$ 880,477	11%

JUSTIFICATION

Operations				
18	1405-421000	Books & Subscriptions	4,000	Address software, eProsecutor (8)
19	1405-421500	Memberships	2,000	Utah State Bar dues (4)
20	1405-425000	Equipment Supplies & Main	2,000	Small office equipment
21	1405-425560	IT Services	46,414	IT services and equipment replacement
22	1405-431000	Professional & Tech	2,000	Subpoenas, mailings, etc.
23	1405-431200	Witness Fees	2,000	Civilian and expert witnesses
24	1405-433000	Training	2,000	Continuing education conferences and specialized training for required continuing legal education (CLE), legal technician specialized training, BCI training
25	1405-433100	Travel	2,500	Conference and training travel
26	1405-448000	Dept Supplies	2,500	Shredding, office supplies, postage
27			65,414	



VICTIM ADVOCATE

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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



VICTIM ADVOCATE

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel					
1 1407-411000 Salaries Full-Time	\$ 142,965	\$ 148,063	\$ 145,200	\$ 161,383	9%
2 1407-411003 Overtime	-	25,000	1,000	5,000	-80%
3 1407-411030 Sick Leave Buyout	-	-	208	222	100%
4 1407-411100 On Call Salaries	3,204	5,000	3,000	3,000	-40%
5 1407-413000 Benefits	68,371	94,101	94,000	106,372	13%
6	214,539	272,164	243,408	275,977	1%
Operations					
7 1407-421000 Books & Subscriptions	-	1,806	-	1,000	-45%
8 1407-425000 Equipment Supplies & Main	841	3,000	1,600	2,500	-17%
9 1407-425500 Fleet O&M Charge	4,103	8,353	8,353	9,107	9%
10 1407-425501 Fleet Replacement Charge	2,504	7,350	7,350	7,350	0%
11 1407-425560 IT Services	-	-	-	18,511	100%
12 1407-431200 Civilian Witness Fee	19	50	-	50	0%
13 1407-432700 Victim Assist Program	1,195	3,000	-	2,000	-33%
14 1407-433000 Training	123	1,325	1,500	2,000	51%
15 1407-433100 Travel	400	3,000	3,000	3,000	0%
16 1407-448000 Dept Supplies	1,263	1,774	1,200	1,000	-44%
17	10,447	29,658	23,003	46,518	57%
18 TOTAL VICTIM ADVOCATE	\$ 224,986	\$ 301,822	\$ 266,411	\$ 322,495	7%

JUSTIFICATION

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

29 **46,518**





JUSTICE COURT

SERVICE LEVEL CHANGES

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

PURPOSE

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

REVENUE POLICY STATEMENT

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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

JUSTICE COURT

STAFFING

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

BUDGET & FINANCIAL HISTORY

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

JUSTIFICATION

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



COMMUNITY DEVELOPMENT



PLANNING

SERVICE LEVEL CHANGES

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

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

BUDGET & FINANCIAL HISTORY

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

BUILDING

SERVICE LEVEL CHANGES

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

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

BUDGET & FINANCIAL HISTORY

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

COMMUNITY PRESERVATION

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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



COMMUNITY PRESERVATION

BUDGET & FINANCIAL HISTORY

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

JUSTIFICATION

Operations

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

128,977



PROPERTY ADMINISTRATION

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

STAFFING

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

BUDGET & FINANCIAL HISTORY

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



PROPERTY ADMINISTRATION

JUSTIFICATION

Operations

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

20 12,730

Shared Services Allocation

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

23 (86,512)



PUBLIC WORKS



PUBLIC WORKS ADMINISTRATION

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

- Goal 1:** Invest in staff - building on employee morale and encouraging continuous growth and improvement, fostering a sense of personal worth for each employee assisting with employee retention and increased efficiency and service to the citizens.
 Objective 1: Continue to support and provide training opportunities for job enhancement, customer service training, leadership training, higher education reimbursement for employee growth within the city.
- Goal 2:** Strengthen partnerships with internal Divisions - continue the contribution of Public Works personnel to the overall process of city functions.
 Objective 1: Provide the vision along with leadership and administrative support for achieving stewardship of Public Works with internal divisions and the citizens of West Jordan.
- Goal 3:** Improve external communication - utilize multiple pathways to transfer information between the citizens of West Jordan and the Public Works Divisions.
 Objective 1: Utilize available internal resources, social media to communicate the functions and projects of the Public Works Division to provide clear communication to the residents of the city.

PERFORMANCE & WORKLOAD MEASURES

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

STAFFING

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



PUBLIC WORKS ADMINISTRATION

BUDGET & FINANCIAL HISTORY

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

PUBLIC WORKS ADMINISTRATION

JUSTIFICATION

Operations

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

85,973

Shared Services Allocation

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

(314,519)



ENGINEERING

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

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

PERFORMANCE AND WORKLOAD MEASURES

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



ENGINEERING

STAFFING

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

BUDGET & FINANCIAL HISTORY

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

ENGINEERING

JUSTIFICATION

Operations

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

35 **238,496**

Shared Services Allocation

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

38 **(766,369)**

GEOGRAPHIC INFORMATION SYSTEM (GIS)

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

Objective 1: Implement drone technology

Objective 2: Implement parks playground inspection app

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

Objective 4: Implement lead & copper rule app

PERFORMANCE & WORKLOAD MEASURES

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

STAFFING

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

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

GEOGRAPHIC INFORMATION SYSTEM (GIS)

BUDGET & FINANCIAL HISTORY

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

GEOGRAPHIC INFORMATION SYSTEM (GIS)

JUSTIFICATION

Operations

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

34 **344,681**

Shared Services Allocation

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

45 **(567,256)**

STREETS

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

	Grade		Count	
	FY 2023	FY 2024	FY 2023	FY 2024
Streets Superintendent	GR69	GR69	1.00	1.00
Street Maint Crew Supervisor	GR58	GR58	3.00	3.00
Heavy Equipment Operator	GR53	GR53	3.00	3.00
Street Maintenance Worker III	GR49	GR51		
Street Maintenance Worker II	GR47	GR49	18.00	18.00
Street Maintenance Worker I	GR45	GR47		
Streets Intern		\$16-\$20 / hr		1.00
Streets Seasonal (1,040 hours)	\$18 per hr		0.50	
TOTAL FTE'S (FTE=Full-time equivalent)			25.50	26.00

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



STREETS

BUDGET & FINANCIAL HISTORY

			Prior Year Actual FY 2022	Adopted Budget FY 2022	Estimated Actual FY 2022	Annual Budget FY 2023	FY23 to FY22 Budget
Personnel							
1	3101-411000	Salaries Full-Time	\$ 981,469	\$ 1,333,138	\$ 1,250,000	\$ 1,465,531	10%
2	3101-411001	Salaries Part/Seasonal	1,238	17,780	17,780	43,464	144%
3	3101-411003	Overtime	76,505	145,160	135,000	100,000	-31%
4	3101-411030	Sick Leave Buyout	-	2,312	826	953	-59%
5	3101-411100	On Call Salaries	10,554	18,100	18,000	30,950	71%
6	3101-413000	Benefits	587,410	707,084	659,000	750,776	6%
7			1,657,176	2,223,574	2,080,606	2,391,674	8%
Operations							
8	3101-421500	Membership	2,276	1,050	1,075	1,200	14%
9	3101-425000	Equipment Supplies & Main	128,558	122,800	100,000	258,250	110%
10	3101-425010	Uniforms	13,126	15,950	15,950	12,750	-20%
11	3101-425500	Fleet O&M Charge	308,130	345,408	345,408	422,452	22%
12	3101-425501	Fleet Replacement Charge	398,894	527,648	527,648	603,536	14%
13	3101-425560	IT Services	-	-	-	49,624	100%
14	3101-427000	Utilities	11,420	14,418	14,418	14,850	3%
15	3101-431000	Professional & Tech	14,280	65,000	65,000	111,500	72%
16	3101-431751	Type C Road Salt	126,275	280,000	246,128	180,000	-36%
17	3101-431752	High Performance Road Salt	65,284	130,000	105,240	85,000	-35%
18	3101-433000	Training	21,085	16,000	16,000	17,400	9%
19	3101-444100	Street Lights Crossing	-	20,000	20,000	20,000	0%
20	3101-444110	Signs	15,387	31,930	31,930	50,000	57%
21	3101-448000	Dept Supplies	33,215	144,250	70,000	5,000	-97%
22	3101-462100	Miscellaneous Services	-	5,000	5,000	5,000	0%
23			1,137,930	1,719,454	1,563,797	1,836,562	7%
24	TOTAL STREETS		\$ 2,795,107	\$ 3,943,028	\$ 3,644,403	\$ 4,228,236	7%

STREETS

JUSTIFICATION

Operations

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

42 **1,836,562**



PUBLIC UTILITIES



PUBLIC UTILITIES

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

Goal 2: Provide accurate project and construction time management.

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

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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



PUBLIC UTILITIES

BUDGET & FINANCIAL HISTORY

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

PUBLIC UTILITIES

JUSTIFICATION

Operations

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

211,813

Shared Services Allocation

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

(1,300,777)



PUBLIC SERVICES



PUBLIC SERVICES ADMINISTRATION

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

PERFORMANCE & WORKLOAD MEASURES

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

STAFFING

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



PUBLIC SERVICES ADMINISTRATION

BUDGET & FINANCIAL HISTORY

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

JUSTIFICATION

Operations				
19	3202-425000	Equipment Supplies & Main	3,000	
20	3202-425010	Uniforms	500	Uniform pieces for department employees
21	3202-425500	Fleet O&M Charge	5,025	Charge for operation and maintenance of vehicles
22	3202-425501	Fleet Replacement Charge	-	Charge for lease/replacement of vehicles
23	3202-425560	IT Services	19,297	IT services and equipment replacement
24	3202-431000	Professional & Tech	3,500	
25	3202-433000	Training	1,800	
26	3202-433100	Travel	2,000	
27	3202-448000	Dept Supplies	1,000	
28			36,122	
Shared Services Allocation				
29	3202-493100	Allocated Wages	(60,700)	20.00% to Development Services
30	3202-493110	Allocated Operations	(7,224)	20.00% to Development Services
31			(67,924)	



CEMETERY

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

PERFORMANCE & WORKLOAD MEASURES

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

STAFFING

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

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



CEMETERY

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel						
1	3208-411000 Salaries Full-Time	\$ 50,250	\$ 103,493	\$ 103,493	\$ 110,586	7%
2	3208-411001 Salaries Part-Time	-	21,860	10,000	24,045	10%
3	3208-411003 Overtime	9,013	8,500	8,000	5,000	-41%
4	3208-411030 Sick Leave Buyout	-	221	288	308	39%
5	3208-411100 On Call Salaries	629	750	750	3,120	316%
6	3208-413000 Benefits	39,040	64,461	61,240	67,668	5%
7		98,932	199,285	183,771	210,727	6%
Operations						
8	3208-421500 Memberships	-	200	-	200	0%
9	3208-425000 Equipment Supplies & Main	9,564	3,750	3,000	3,750	0%
10	3208-425010 Uniforms	152	800	1,000	1,400	75%
11	3208-425500 Fleet O&M Charge	5,930	6,914	6,914	8,655	25%
12	3208-425501 Fleet Replacement Charge	5,759	18,912	18,912	18,287	-3%
13	3208-425560 IT Services	-	-	-	13,973	100%
14	3208-426000 Building And Grounds	10,980	16,000	8,500	16,000	0%
15	3208-426010 Irrigation	2,942	9,500	4,500	9,500	0%
16	3208-426020 Weed Abatement	-	1,200	600	1,200	0%
17	3208-427000 Utilities	2,572	5,500	5,500	5,500	0%
18	3208-433000 Training	-	700	500	700	0%
19	3208-448000 Dept Supplies	392	1,200	-	1,200	0%
20		38,290	64,676	49,426	80,365	24%
21	TOTAL CEMETERY	\$ 137,222	\$ 263,961	\$ 233,197	\$ 291,092	10%

CEMETERY

JUSTIFICATION

Operations

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

34

80,365



EVENTS

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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



EVENTS

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel					
1 1802-411000 Salaries Full-Time	\$ 91,239	\$ 118,698	\$ 118,698	\$ 131,425	11%
2 1802-411001 Salaries Part/Seasonal	-	19,400	19,400	16,224	-16%
3 1802-411003 Overtime	33,171	37,500	35,000	40,000	7%
4 1802-411030 Sick Leave Buyout	-	490	360	391	-20%
5 1802-413000 Benefits	64,468	73,461	73,461	64,713	-12%
6	188,877	249,549	246,919	252,753	1%
Operations					
7 1802-421500 Memberships	50	1,050	1,050	1,200	14%
8 1802-425000 Equipment Supplies & Main	11,267	48,000	62,000	159,070	231%
9 1802-425010 Uniforms	761	1,800	1,800	2,000	11%
10 1802-425500 Fleet O&M Charge	4,518	4,509	4,509	4,906	9%
11 1802-425501 Fleet Replacement Charge	4,145	4,531	4,531	4,531	0%
12 1802-425560 IT Services	-	-	-	25,724	100%
13 1802-431000 Professional & Tech	(1,935)	41,000	53,885	40,000	-2%
14 1802-431014 Events	445,984	545,000	545,000	540,435	-1%
15 1802-433000 Training	-	1,000	1,000	1,500	50%
16 1802-433100 Travel	-	2,000	2,500	2,200	10%
17 1802-448000 Dept Supplies	704	3,000	3,000	3,250	8%
18	465,494	651,890	679,275	784,816	20%
19 TOTAL EVENTS	\$ 654,372	\$ 901,439	\$ 926,194	\$ 1,037,569	15%

JUSTIFICATION

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



FACILITIES

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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

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

FACILITIES

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2022	Estimated Actual FY 2022	Annual Budget FY 2023	FY23 to FY22 Budget	
Personnel						
1	1902-411000 Salaries Full-Time	\$ 410,468	\$ 475,622	\$ 476,250	\$ 531,258	12%
2	1902-411001 Salaries Part-Time	12,984	25,363	25,300	28,071	11%
3	1902-411003 Overtime	14,208	22,500	20,000	15,000	-33%
4	1902-411030 Sick Leave Buyout	-	985	-	-	-100%
5	1902-411100 On Call Salaries	4,687	3,500	5,000	10,950	213%
6	1902-413000 Benefits	224,569	260,271	258,762	270,939	4%
7		666,917	788,241	785,312	856,218	9%
Operations						
8	1902-425000 Equipment Supplies & Main	15,069	15,000	15,000	15,000	0%
9	1902-425010 Uniforms	6,104	5,600	5,600	6,150	10%
10	1902-425500 Fleet O&M Charge	67,506	66,256	66,256	74,956	13%
11	1902-425501 Fleet Replacement Charge	77,792	35,207	35,207	35,207	0%
12	1902-425560 IT Services	-	-	-	77,574	100%
13	1902-426000 Building And Grounds	227,413	275,000	270,000	200,000	-27%
14	1902-427000 Utilities	472,124	551,000	546,090	546,090	-1%
15	1902-427010 Utilities - Interfund	56,809	62,540	62,450	62,450	0%
16	1902-431000 Professional & Tech	(78)	2,000	500	2,000	0%
17	1902-431080 Contract - Heating/AC	38,742	55,000	55,000	50,000	-9%
18	1902-431810 Contract Services	134,919	200,000	195,000	250,000	25%
19	1902-431820 Contract - Custodial	251,479	303,450	303,450	303,450	0%
20	1902-433000 Training	906	6,500	5,500	6,500	0%
21	1902-448000 Dept Supplies	1,638	500	500	500	0%
22	1902-474144 Minor Projects	119	2,000	2,000	2,000	0%
23		1,350,542	1,580,053	1,562,553	1,631,877	3%
Shared Services Allocation						
24	1902-493100 Allocated Wages	(158,528)	(188,310)	(196,328)	(291,116)	
25	1902-493110 Allocated Operations	(324,409)	(377,513)	(390,639)	(554,837)	
26		(482,937)	(565,823)	(586,967)	(845,953)	-50%
27	TOTAL FACILITIES	\$ 1,534,522	\$ 1,802,471	\$ 1,760,898	\$ 1,642,142	-9%

FACILITIES

JUSTIFICATION

Operations

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

1,631,877

Shared Services Allocation

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

(845,953)

PARKS

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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

* Temporary City Hall

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



PARKS

STAFFING

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

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

PARKS

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel						
1	3201-411000 Salaries Full-Time	\$ 826,188	\$ 1,123,894	\$ 940,000	\$ 1,260,220	12%
2	3201-411001 Salaries Part-Time	416,137	673,340	673,340	746,001	11%
3	3201-411003 Overtime	66,311	50,250	50,000	38,000	-24%
4	3201-411030 Sick Leave Buyout	-	770	899	686	-11%
5	3201-411100 On Call Salaries	4,958	7,500	7,500	25,950	246%
6	3201-413000 Benefits	515,328	699,662	596,500	729,667	4%
7		1,828,923	2,555,416	2,268,239	2,800,524	10%
Operations						
8	3201-421000 Books & Subscriptions	-	200	-	200	0%
9	3201-421500 Memberships	296	600	700	800	33%
10	3201-425000 Equipment Supplies & Main	97,851	238,900	65,000	260,100	9%
11	3201-425010 Uniforms	10,763	12,000	14,000	15,500	29%
12	3201-425500 Fleet O&M Charge	316,972	346,698	346,698	395,686	14%
13	3201-425501 Fleet Replacement Charge	285,444	306,890	306,890	348,083	13%
14	3201-425560 IT Services	-	-	-	111,861	100%
15	3201-426000 Building And Grounds	208,921	208,500	230,000	230,000	10%
16	3201-426010 Irrigation	78,656	130,000	110,000	130,000	0%
17	3201-426020 Weed Abatement	25,538	21,000	21,000	21,000	0%
18	3201-426030 Urban Forestry	79,622	80,000	80,000	100,000	25%
19	3201-427000 Utilities	77,516	140,000	115,000	140,000	0%
20	3201-427010 Utilities - Interfund	559,677	600,000	600,000	628,000	5%
21	3201-431000 Professional & Tech	11,282	48,000	15,000	30,000	-38%
22	3201-431860 Park Strip Maint Contract	175,190	195,000	208,000	220,000	13%
23	3201-433000 Training	6,564	5,000	8,500	9,000	80%
24	3201-433100 Travel	-	2,000	1,400	2,000	0%
25	3201-448000 Dept Supplies	28,031	26,200	26,200	5,000	-81%
26	3201-462100 Miscellaneous Services	11,870	12,000	1,200	12,000	0%
27		1,974,193	2,372,988	2,149,588	2,659,230	12%
Shared Services Allocation						
28	3201-493100 Allocated Wages	-	(79,444)	(50,000)	(83,495)	
29		-	(79,444)	(50,000)	(83,495)	5%
30	TOTAL PARKS	\$ 3,803,116	\$ 4,848,960	\$ 4,367,827	\$ 5,376,259	11%

PARKS

JUSTIFICATION

Operations

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

52 2,659,230

Shared Services Allocation

53	3201-493100	Allocated Wages	(83,495)	66% of Parks Project Manager to Development Services
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54 (83,495)



POLICE DEPARTMENT

POLICE DEPARTMENT

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

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



POLICE DEPARTMENT

PERFORMANCE AND WORKLOAD MEASURES

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

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

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

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

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

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



POLICE DEPARTMENT

STAFFING

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



POLICE DEPARTMENT

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2022	Estimated Actual FY 2022	Annual Budget FY 2023	FY23 to FY22 Budget	
Personnel						
1	2101-411000 Salaries - Full-time	\$ 9,888,803	\$ 11,879,278	\$ 11,879,278	\$ 13,026,764	10%
2	2101-411001 Salaries - Part-time	128,652	170,588	165,000	111,254	-35%
3	2101-411030 Leave Buyout	-	34,140	40,981	43,852	28%
4	2101-411050 Additional Pay	62,407	60,000	60,000	69,000	15%
5	2101-411100 On-Call	39,063	37,400	37,400	43,000	15%
6	2101-413000 Benefits	5,732,003	6,404,626	6,287,792	6,930,771	8%
7		15,850,928	18,586,032	18,470,451	20,224,641	9%
Overtime						
8	2101-411003 Overtime	393,374	475,000	475,000	545,000	15%
9	2101-411005 Overtime - Traffic Enforcement	46,452	-	40,000	-	
10	2101-411007 Overtime - DUI Enforcement	44,866	-	80,000	-	
11	2101-411008 Overtime - Special	1,666	-	5,000	-	
12		486,359	475,000	600,000	545,000	15%
Operations						
13	2101-421000 Books & Subscriptions	375	1,500	1,500	1,500	0%
14	2101-421500 Memberships	2,765	2,350	2,350	2,350	0%
15	2101-425000 Equip Supplies & Maint	300,392	340,448	340,448	360,500	6%
16	2101-425002 Equipment - Liquor Tax	79,383	343,165	343,165	140,000	-59%
17	2101-425010 Uniforms	93,644	116,697	116,697	120,500	3%
18	2101-425200 Computers	4,947	5,800	5,800	8,000	38%
19	2101-425500 Fleet O&M Charge	810,569	803,675	803,675	914,391	14%
20	2101-425501 Fleet Replacement	1,490,924	1,950,722	1,700,722	1,407,014	-28%
21	2101-425560 IT Services	-	-	-	1,158,194	100%
22	2101-428000 Telecommunications	1,690	2,200	2,200	3,500	59%
23	2101-431000 Prof & Tech Services	457,928	665,279	705,297	792,300	19%
24	2101-431010 Valley Emergency Communication	841,057	925,163	925,163	983,701	6%
25	2101-433000 Training	88,761	119,178	100,000	113,000	-5%
26	2101-433100 Travel	16,840	13,000	20,000	20,000	54%
27	2101-441300 Recruitment & Marketing	18,558	40,000	20,000	40,000	0%
28	2101-445200 Special Operations	6,674	7,000	7,000	7,000	0%
29	2101-445900 Firearms Range	11,495	10,000	10,000	10,000	0%
30	2101-446000 Crime Prevention	1,575	6,000	6,000	6,000	0%
31	2101-446100 Citizens Academy	-	-	-	30,000	100%
32	2101-448000 Other Supplies	18,187	18,500	18,500	18,500	0%
33	2101-448001 Public Education Programs	6,720	7,000	7,000	17,000	143%
34	2101-448020 Equipment - Fed Asset Forfeitures	9,077	-	-	-	0%
35		4,261,562	5,377,677	5,135,517	6,153,450	14%
36	TOTAL POLICE	\$ 20,598,849	\$ 24,438,709	\$ 24,205,968	\$ 26,923,091	10%

POLICE DEPARTMENT

JUSTIFICATION

Operations

37	2101-421000	Books & Subscriptions	1,500	Arbinger training material, monthly law enforcement publications
38	2101-421500	Memberships	2,350	IACP (Int'l Association of Chiefs of Police), UCOPA (Utah Chiefs of Police Association), FBI NA (FBI National Academy), UNOA (Utah Narcotic Officers Association), UPOA (Utah Police Officers Association), NAPO (National Association of Police Organizations), IAWP (International Association of Women Police)
39	2101-425000	Equip Supplies & Maint	360,500	Ammunition, furniture, pepper spray, and any other law enforcement, evidence room, and records equipment. Law enforcement equipment for our Patrol Division including new employee equipment, firearms, ammunition, and officer safety gear.
40	2101-425002	Equipment - Liquor Tax	140,000	Sourced from the liquor tax allocated to agencies to use for equipment to investigate drug and alcohol offenses.
41	2101-425010	Uniforms	120,500	Yearly uniform replacements, damaged uniform repair/replacement, uniform accessories, new officer uniforms, ballistic vest purchase & replacement, uniform cleaning (including SWAT uniforms).
42	2101-425200	Computers	8,000	Computer peripheral equipment such as monitors, printers and ink, keyboards, mice, etc.
43	2101-425500	Fleet O&M Charge	914,391	Charge for operation and maintenance of vehicles
44	2101-425501	Fleet Replacement	1,407,014	Lease/replacement of vehicles based on 5-year replacement plan
45	2101-425560	IT Services	1,158,194	IT services and equipment replacement
46	2101-428000	Telecommunications	3,500	Covert phone system for undercover operations
47	2101-431000	Prof & Tech Services	332,500	Psych. & medical evaluations, vaccinations required for 1st responders, State & County data processing, UCAN and the printing of forms and citation books, police software renewals. Also extradition costs; travel and per diem for warrant officers recovering prisoners apprehended outside of West Jordan. Transcription services. Mental health services.
48			231,000	Body and vehicle camera system and evidence storage (both software and hardware)
49			175,000	Constables' court security and prisoner transport. Also extradition costs; travel and per diem for warrant officers recovering prisoners apprehended outside of West Jordan.
50			21,300	Online reporting software and app
51			32,500	Cell phone evidence and investigation software
52	2101-431010	Valley Emergency Communications Center	983,701	Dispatch services

POLICE DEPARTMENT

JUSTIFICATION (continued)

Operations (continued)

53	2101-433000	Training	113,000	Training funds are used to keep our officers and investigative staff up to date on the most recent law enforcement best practices. Trainings include language training, active shooter scenarios, de-escalation techniques, and police equipment training.
54	2101-433100	Travel	20,000	This covers the travel and accommodation expenses for the previously mentioned training.
55	2101-441300	Recruitment & Marketing	40,000	Hiring incentive to pay for officer certification programs.
56	2101-445200	Special Operations	7,000	Covert operations - including undercover drug buys, informants, and other operational needs.
57	2101-445900	Firearms Range	10,000	Lease/rental agreements for the use of the Murray PD range, Camp Williams, the FARM, and other range fees and related expenses.
58	2101-446000	Crime/Fire Prevention	6,000	Promotional Neighborhood Watch signs that are placed in neighborhoods. Similar signs, sticker badges, plastic badges, pencils, training DVD's, pamphlets to promote the program.
59	2101-446100	Citizens Academy	30,000	Public relations and education program focusing on police operations and crime prevention strategies.
60	2101-448000	Other Supplies	18,500	Awards, certificates, plaques, annual recognition event, office equipment and supplies. Miscellaneous computer software and parts.
61	2101-448001	Public Education Programs	17,000	Equipment and supplies for WJPD's DARE program. Police Explorer program.
62	TOTAL OPERATIONS		<u>6,153,450</u>	



ANIMAL SERVICES

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

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

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

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

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

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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



ANIMAL SERVICES

BUDGET & FINANCIAL HISTORY

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

ANIMAL SERVICES

JUSTIFICATION

Operations

21	2106-425000	Equip Supplies & Maint	17,700	Equipment used in the retrieval, treatment, adoption, sheltering, and other services related to animals.
22	2106-425001	Adoption Supplies	750	Support and promotion of the adoption program including supplies to increase adoptability.
23	2106-425010	Uniforms	6,500	Purchase, clean, and replace uniforms.
24	2106-425500	Fleet O&M Charge	34,434	Charge for operation and maintenance of vehicles.
25	2106-425501	Fleet Replacement Charge	27,138	Charge for lease/replacement of vehicles based on useful life.
26	2106-425560	IT Services	54,670	IT services and equipment replacement
27	2106-431000	Prof & Tech Services	9,500	Veterinary services, food, medical, and other supplies that relate to the care of animals in the shelter.
28			25,000	USDA County Cooperative contract for nuisance animals
29			3,840	Chameleon software licensing fee for online license renewals.
30	2106-431830	Pet Sterilization	5,400	The city requires every cat and dog that is adopted be spayed/neutered. Expense is recovered through the adoption fees.
31	2106-433000	Training	1,600	UACO annual conference, Chemical Capture Cert., Euthanasia Cert., POST for those not SFO certified,
32	2106-433100	Travel	1,500	National A.C. Certification, Animal Cruelty Investigations, Reptile Handling.
33	2106-448000	Dept Supplies	4,140	Cleaning supplies and other supplies to support the shelter. Cremation urns to be sold as an option, sold at cost recovery.

34 192,172



CROSSING GUARDS

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

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

PERFORMANCE & WORKLOAD MEASURES

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

STAFFING

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



CROSSING GUARDS

BUDGET & FINANCIAL HISTORY

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

JUSTIFICATION

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



SWAT

PURPOSE

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

GOALS & OBJECTIVES

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

PERFORMANCE & WORKLOAD MEASURES

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

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



SWAT

BUDGET & FINANCIAL HISTORY

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

JUSTIFICATION

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



FIRE DEPARTMENT

FIRE DEPARTMENT

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

Goal 2: Create and maintain culture of fiscal responsibility

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

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

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

Goal 4: Develop robust community outreach and education program

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

Goal 5: Maintain clean, functional facilities and reliable apparatus

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

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

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



FIRE DEPARTMENT

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

	Grade		Count	
	FY 2023	FY 2024	FY 2023	FY 2024
<i>First Responders</i>				
Fire Chief	GP91	GP91	1.00	1.00
Deputy Fire Chief	GP84	GP85	1.00	1.00
Battalion Chief	GF76	GF76	5.00	5.00
Fire Captain	GF68-70	GF70	14.00	14.00
Paramedic	GF61-63	GF63	40.00	40.00
Fire Engineer	GF59-61	GF61	12.00	12.00
Firefighter I - II	GR53-55	GR53-55	17.00	17.00
<i>Administrative Support</i>				
Fire Service Officer	GR45	GR45	1.00	1.00
Public Education Specialist	GR52	GR52	1.00	1.00
Administrative Assistant	GR45	GR45	1.00	1.00
TOTAL FTE'S (FTE=Full-time equivalent)			93.00	93.00



FIRE DEPARTMENT

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Personnel						
1	2201-411000 Salaries Full-Time	\$ 7,194,568	\$ 7,956,649	\$ 7,506,649	\$ 8,685,105	9%
2	2201-411003 Overtime	388,339	350,000	325,000	425,000	21%
3	2201-411030 Sick Leave Buyout	-	38,805	38,805	23,817	-39%
4	2201-411100 On Call Salaries	8,361	-	-	15,000	100%
5	2201-413000 Benefits	3,639,752	3,781,081	3,741,081	3,897,037	3%
6		11,231,021	12,126,535	11,611,535	13,045,959	8%
Operations						
7	2201-421000 Books & Subscriptions	526	2,175	1,500	10,575	386%
8	2201-421500 Memberships	885	1,900	1,000	2,300	21%
9	2201-425000 Equipment Supplies & Main	176,766	207,500	207,500	216,900	5%
10	2201-425010 Uniforms	85,293	120,000	80,000	129,100	8%
11	2201-425500 Fleet O&M Charge	326,423	414,800	414,800	527,562	27%
12	2201-425501 Fleet Replacement Charge	364,020	700,878	450,878	376,698	-46%
13	2201-425560 IT Services	-	-	-	184,743	100%
14	2201-426000 Building And Grounds	2,138	8,000	1,500	8,000	0%
15	2201-427000 Utilities	41,962	45,000	45,000	50,000	11%
16	2201-431000 Professional & Tech	268,923	310,675	300,000	301,700	-3%
17	2201-431010 Valley Emergency Communications	213,178	233,000	233,000	247,386	6%
18	2201-433000 Training	45,264	62,600	55,000	69,800	12%
19	2201-433100 Travel	8,445	15,400	13,000	17,150	11%
20	2201-445000 Dept Supplies	15,641	25,000	25,000	25,000	0%
21	2201-445100 Emergency Operations	6,343	9,460	9,460	1,500	-84%
22	2201-445300 Department Awards	447	8,000	10,200	10,000	25%
23	2201-446010 Prevention & Preparedness	7,639	10,250	10,250	10,250	0%
24	2201-448000 Dept Supplies	635	-	-	-	0%
25	2201-474000 Equipment	82,429	-	-	-	0%
26		1,646,957	2,174,638	1,858,088	2,188,664	1%
Shared Services Allocation						
27	2201-493100 Allocated Wages	-	(86,145)	(86,145)	(94,636)	
		-	(86,145)	(86,145)	(94,636)	10%
28	TOTAL FIRE DEPARTMENT	\$ 12,877,978	\$ 14,215,028	\$ 13,383,478	\$ 15,139,987	7%

FIRE DEPARTMENT

JUSTIFICATION

Operations

29	2201-421000	Books & Subscriptions	10,575	Code books and reference materials for Fire Marshal's office, NFPA subscription, cable services
30	2201-421500	Memberships	2,300	Professional memberships, annual membership fees, Exchange Club dues, Sam's Club membership
31	2201-425000	Equipment Supplies & Main	216,900	Ambulance medical supplies and oxygen, station cleaning supplies, and annual air compressor maintenance. 12 Lead EKG program. SCBA bottles recertification and testing. Increase in medical supply costs and increased call volume. Will be taking delivery of new brush truck that will need to be equipped.
32	2201-425010	Uniforms	129,100	Uniform shirts, pants, boots, coats, etc. Bunker gear (coats, pants, helmets gloves, hoods, etc.) T-shirts, badges, collar brass, etc. Increased costs of Nomex and turnouts.
33	2201-425500	Fleet O&M Charge	527,562	Charge for operation and maintenance of vehicles
34	2201-425501	Fleet Replacement	376,698	Lease/replacement of vehicles
35	2201-425560	IT Services	184,743	IT services and equipment replacement
36	2201-426000	Building And Grounds	8,000	Equipment needed for exterior maintenance of the 4 fire stations. Lawn Equipment, snowblowers, salt, fertilizer, bark, etc.
37	2201-427000	Utilities	50,000	Electricity and natural gas utilities for the 4 fire stations.
38	2201-431000	Professional & Tech	301,700	Maintenance fees for the dispatch system. State Medicaid Assessment fees. Ambulance billing fees, Medical Director fees, ImageTrend Maintenance fee, CrewSense and Target Solutions fees. Outsourcing for sprinkler plan reviews.
39	2201-431010	Valley Emergency Communications Center	247,386	VECC dispatch assessment
40	2201-433000	Training	69,800	Required training for all firefighters to maintain their paramedic, emergency medical technician, Utah fire certifications. Includes cost for 2 people to paramedic school. State Fire Chief Conference, SL Valley Fire Alliance, Arson Investigator's Conference, Haz-Mat training, heavy rescue training. Training equipment and supplies.
41	2201-433100	Travel	17,150	Utah State Chiefs Conference, ImageTrend Conference, Public Education Conference, FDIC, Versaterm Conference, National Fire Academy meals.
42	2201-445000	Dept Supplies	25,000	Toilet paper, paper towels, soap, dish soap, etc. for four stations and admin offices. Office supplies, vehicle cleaning supplies, arson investigator supplies, RTF supplies, vehicle decals, etc.
43	2201-445100	Emergency Operations	1,500	EOC equipment, repairs, and maintenance



FIRE DEPARTMENT

JUSTIFICATION (continued)

44	2201-445300	Department Awards	10,000	Promotional and retirement certificates, employee recognition and citizen awards. Honor Guard supplies and Employee Banquet.
45	2201-446010	Prevention & Preparedness	10,250	CPR classes, CERT classes, Jr Firefighter Academy, Fire Prevention Week, Citizens Academy. Addition of teen Jr. Firefighter Academy. Public education supplies (stickers, pencils, hats, handouts, etc.)
46			<u>2,188,664</u>	
	Shared Services Allocation			
47	2201-493100	Allocated Wages	(94,636)	50% of Fire Marshall allocated to Development Services Fund
48			<u>(94,636)</u>	



EMERGENCY MANAGEMENT

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Objective 4: Teach CERT ICS principles.

PERFORMANCE AND WORKLOAD MEASURES

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

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



EMERGENCY MANAGEMENT

STAFFING

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

BUDGET & FINANCIAL HISTORY

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

EMERGENCY MANAGEMENT

JUSTIFICATION

Operations

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

23 **30,949**

Shared Services Allocation

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

32 **(36,727)**



NON-DEPARTMENTAL



NON-DEPARTMENTAL

SERVICE LEVEL CHANGES

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

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Non-Allocated Costs					
1 1008-411030 Leave Buyout	\$ 208,202	\$ 250,000	\$ 250,000	\$ -	-100%
2 1008-413000 Retiree Insurance Program	31,096	-	-	-	0%
3 1008-431800 Community Arts	60,000	60,000	60,000	60,000	0%
4 1008-432220 Jordan River Commission	5,800	5,500	5,860	6,000	9%
5 1008-432340 Healthy City Committee	-	10,000	10,000	5,000	-50%
6 1008-432400 Historical Committee	-	5,500	5,500	6,000	9%
7 1008-445100 Emergency Operations	1,969	-	-	-	0%
8 1008-451100 Risk Allocation	1,132,716	1,096,329	1,096,329	1,216,025	11%
9 1008-451162 IT Allocation	2,400,000	4,065,000	4,065,000	-	-100%
10 1008-461007 Legal Defenders	76,850	125,000	80,000	125,000	0%
11 1008-461419 Employee Downpayment Assist	339	50,000	15,000	50,000	0%
12	3,916,972	5,667,329	5,587,689	1,468,025	-74%
Allocated Costs					
13 1008-431000 Professional & Tech	64,800	250,000	150,000	310,000	24%
14 1008-432200 Chamber Of Commerce	10,000	15,000	10,000	15,000	0%
15 1008-432210 Utah League of Cities and Towns	71,181	75,000	78,327	82,000	9%
16 1008-448000 Dept Supplies	-	16,000	16,000	22,500	41%
17 1008-461001 Elections	120,692	10,000	10,000	304,000	100%
18 1008-461028 Employee Events	40,811	50,000	50,000	50,000	0%
19	307,483	416,000	314,327	783,500	88%
Shared Services Allocation					
20 1008-493110 Allocated Operations	(81,633)	(100,000)	(78,581)	(274,225)	
21	(81,633)	(100,000)	(78,581)	(274,225)	-174%
22 TOTAL NON-DEPARTMENTAL	\$ 4,142,823	\$ 5,983,329	\$ 5,823,435	\$ 1,977,300	-67%

NON-DEPARTMENTAL

JUSTIFICATION

Non-Allocated Costs

23	1008-411030	Leave Buyout	-	Payout of leave time at retirement
24	1008-431800	Community Arts	60,000	Annual contribution to West Jordan Cultural Arts Society
25	1008-432220	Jordan River Commission	6,000	Annual contributions for membership to the Jordan River Commission
26	1008-432340	Healthy City Committee	5,000	Healthy West Jordan activities managed by committee
27	1008-432400	Historical Committee	6,000	To assist in the administration of the museum
28	1008-451100	Risk Allocation	1,216,025	Assessment for property insurance, liability claims, and legal expenses
29	1008-461007	Legal Defenders	125,000	By State Law the City must contract with an outside Legal Defender for indigent defense. The Administrative Office of the Courts has informed the City that this must be paid from any program other than the Courts or the Attorneys. Contract will be rebid in FY2024.
30	1008-461007	Employee Downpayment Assistance	50,000	Downpayment assistance program for on-call and critical incident responders to live in West Jordan to provide a higher level of service by reducing response times

1,468,025

Allocated Costs

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

783,500

Shared Services Allocation

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

(274,225)



DEBT SERVICE

DEBT SERVICE SCHEDULES

Series 2014 General Obligation Bond

Special property tax rate through FY 2025

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

Lease - Public Works Building

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

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

BUDGET & FINANCIAL HISTORY

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

JUSTIFICATION

Debt Service

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

1,642,331



TRANSFERS OUT

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024
1 1999-492700 To Highlands SID	\$ 62,400	\$ 65,000	\$ 64,951	\$ 69,313
2 1999-494400 To Capital Projects	17,339,910	7,000,000	7,000,000	972,408
3 1999-494650 Transfer to Benefits Mgmt	-	2,250,000	2,250,000	-
4 1999-498610 To RDA Fund	-	350,346	350,346	300,000
5 TOTAL TRANSFERS OUT	\$ 17,402,310	\$ 9,665,346	\$ 9,665,297	\$ 1,341,721

JUSTIFICATION

Transfers Out

6	1999-492700	To Highlands SID	\$ 69,313	20% of Highlands SID budget per agreement
7	1999-494400	To Capital Projects Fund	972,408	From one-time revenue
8	1999-498610	To RDA Fund	250,000	EDA 4 - Aligned Energy municipal energy tax rebate
9			50,000	CRA 1 - Sportsmans Warehouse sales tax rebate
			<u>1,341,721</u>	



CLASS C ROADS FUND



CLASS C ROADS FUND

FUND PURPOSE

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

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

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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

CLASS C ROADS FUND

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget	
Revenues						
1	112-335600 Class C Roads Funds	\$ 4,691,750	\$ 4,400,000	\$ 4,700,000	\$ 4,700,000	7%
2	112-361000 Interest Earnings	17,094	-	60,000	-	0%
3		4,708,844	4,400,000	4,760,000	4,700,000	7%
Expenditures						
Road Maintenance (Streets)						
4	1121-425000 Equipment Supplies & Main	(6,178)	(6,000)	(6,000)	(6,000)	0%
5	1121-473002 Street Supplies	(6,022)	(58,000)	(35,000)	(63,000)	9%
6	1121-473044 Misc Curb/Gutter/Sidewalk	(46,131)	(130,000)	(130,000)	(160,000)	23%
7	1121-473074 Manhole Maintenance	(367,438)	(60,000)	(60,000)	(70,000)	17%
8	1121-473075 Road Striping	(165,168)	(180,000)	(180,000)	(196,000)	9%
9	1121-473076 Sign Replacement	(20,535)	(40,000)	(40,000)	(45,000)	13%
10	1121-473090 Pavement Maintenance	(128,412)	(130,000)	(130,000)	(145,000)	12%
11		(739,884)	(604,000)	(581,000)	(685,000)	13%
Road Maintenance (Capital Projects)						
12	1122-473082 Traffic Signal Maintenance	(99,723)	(150,000)	(150,000)	(165,000)	10%
13	1122-473074 Manhole Maintenance	-	-	-	(250,000)	100%
14	1122-473090 Pavement Maintenance	(2,219,244)	(7,283,123)	(5,400,000)	(6,091,123)	-16%
15	1122-473173 Road Maintenance Projects	(531,803)	-	-	-	0%
16	1122-473092 Safe Sidewalks	(10,500)	(850,000)	(200,000)	(425,000)	-50%
17		(2,861,270)	(8,283,123)	(5,750,000)	(6,931,123)	-16%
18	Net change	\$ 1,107,690	\$ (4,487,123)	\$ (1,571,000)	\$ (2,916,123)	-35%
19	Beginning reserve balance	\$ 3,379,433	\$ 4,487,123	\$ 4,487,123	\$ 2,916,123	
20	Net change	1,107,690	(4,487,123)	(1,571,000)	(2,916,123)	
21	Ending reserve balance	\$ 4,487,123	\$ -	\$ 2,916,123	\$ -	

CLASS C ROADS FUND

JUSTIFICATION

Road Maintenance (Streets)

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

29 **685,000**

Road Maintenance (Capital Projects)

30	1121-473082	Traffic Signal Maintenance	165,000	Maintenance of existing traffic signals
31	1122-473074	Manhole Maintnenace	250,000	Maintenance or replacement of manhole collars
32	1122-473090	Pavement Maintenance	6,091,123	Contracted overlays and other pavement maintenance projects
33	1122-473092	Safe Sidewalks	425,000	Contracted maintenance of curb, gutter, ADA ramps, and sidewalks. Partially used as required grant matching funds.

34 **6,931,123**

CLASS C ROADS FUND 5-Year Plan

	FY 2024 Next Year	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
REVENUE						
Class C Roads Funds	\$ 4,700,000	\$ 4,700,000	\$ 4,700,000	\$ 4,700,000	\$ 4,700,000	\$ 4,700,000
Interest Earnings	-	-	-	-	-	-
	<u>4,700,000</u>	<u>4,700,000</u>	<u>4,700,000</u>	<u>4,700,000</u>	<u>4,700,000</u>	<u>4,700,000</u>
EXPENSE						
Road Maintenance (Streets)						
Equipment Supplies & Main	(6,000)	(6,300)	(6,615)	(6,946)	(7,293)	(7,658)
Street Supplies	(63,000)	(66,150)	(69,458)	(72,930)	(76,577)	(80,406)
Misc Curb/Gutter/Sidewalk	(160,000)	(168,000)	(176,400)	(185,220)	(194,481)	(204,205)
Manhole Collars	(70,000)	(73,500)	(77,175)	(81,034)	(85,085)	(89,340)
Road Striping	(196,000)	(205,800)	(216,090)	(226,895)	(238,239)	(250,151)
Sign Replacement	(45,000)	(47,250)	(49,613)	(52,093)	(54,698)	(57,433)
Pavement Maintenance	(145,000)	(152,250)	(159,863)	(167,856)	(176,248)	(185,061)
Road Maintenance (Capital Projects)						
Traffic Signal Maintenance	(165,000)	(173,250)	(181,913)	(191,008)	(200,559)	(210,586)
Manhole Maintenance	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Pavement Maintenance	(6,091,123)	(4,000,000)	(4,200,000)	(4,410,000)	(4,630,500)	(4,862,025)
Safe Sidewalks	(425,000)	(600,000)	(630,000)	(661,500)	(694,575)	(729,304)
	<u>(7,616,123)</u>	<u>(5,742,500)</u>	<u>(6,017,125)</u>	<u>(6,305,481)</u>	<u>(6,608,255)</u>	<u>(6,926,168)</u>
NET CHANGE	<u>\$ (2,916,123)</u>	<u>\$ (1,042,500)</u>	<u>\$ (1,317,125)</u>	<u>\$ (1,605,481)</u>	<u>\$ (1,908,255)</u>	<u>\$ (2,226,168)</u>
RESERVES						
Beginning reserve balance	\$ 2,916,123	\$ -	\$ (1,042,500)	\$ (2,359,625)	\$ (3,965,106)	\$ (5,873,362)
Net change	(2,916,123)	(1,042,500)	(1,317,125)	(1,605,481)	(1,908,255)	(2,226,168)
Ending reserve balance	<u>\$ -</u>	<u>\$ (1,042,500)</u>	<u>\$ (2,359,625)</u>	<u>\$ (3,965,106)</u>	<u>\$ (5,873,362)</u>	<u>\$ (8,099,530)</u>



DEVELOPMENT SERVICES FUND

DEVELOPMENT SERVICES FUND

SERVICE LEVEL CHANGES

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

FUND PURPOSE

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

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

PURPOSE

PLANNING

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

BUILDING

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

GOALS & OBJECTIVES

PLANNING

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

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

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

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

Objective 1: Keep track of housing numbers and values.

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

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

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

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

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

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

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

DEVELOPMENT SERVICES FUND

GOALS & OBJECTIVES (continued)

Goal 4: Fully implement City works software.

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

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

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

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

Objective 2: Debut housing rehab program.

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

BUILDING

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

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

Objective 1: Automate parcel data

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

Objective 3: Automate the DOPL contractor database

PERFORMANCE AND WORKLOAD MEASURES

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

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

DEVELOPMENT SERVICES FUND

ALLOCATED SERVICES

	Personnel		Operations	
Administrative Services	10.00%	\$ 131,183	10.00%	\$ 12,670
City Attorney	15.00%	171,555	15.00%	26,887
City Council	25.00%	184,195	25.00%	46,422
City Recorder / Customer Service	10.00%	52,396	10.00%	8,134
Engineering	45.00%	659,046	45.00%	107,323
Facilities	5.00%	42,811	5.00%	81,594
Fire (Fire Marshall)	50.00%	94,636	0.00%	-
GIS	15.00%	77,220	15.00%	51,702
Human Resources	3.00%	16,001	3.00%	8,090
Mayor's Office	25.00%	240,740	25.00%	30,609
Non-Departmental	10.00%	-	10.00%	78,350
Parks	66.00%	83,495	0.00%	-
Property Administration	50.00%	80,147	50.00%	6,365
Public Affairs	5.00%	21,036	5.00%	5,323
Public Services	20.00%	60,700	20.00%	7,224
Public Utilities	50.00%	544,481	50.00%	105,906
Public Works	5.00%	24,294	5.00%	4,299
		<u>\$ 2,483,936</u>		<u>\$ 580,898</u>
Fleet Management			0.70%	\$ 56,642
IT Management			9.78%	\$ 393,647
Risk Management			0.90%	\$ 21,941

STAFFING

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

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

DEVELOPMENT SERVICES FUND

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Revenue						
1	260-321800 Conditional Use Permits	\$ 18,045	\$ 22,000	\$ 15,000	\$ 10,000	-55%
2	260-322100 Building Permits	3,399,249	4,500,000	3,800,000	2,700,000	-40%
3	260-341200 Site Plan Review	162,438	150,000	150,000	150,000	0%
4	260-341300 Zoning & Subdivision Fee	140,937	120,000	120,000	120,000	0%
5	260-341600 Service Fee	140,937	20,000	20,000	20,000	0%
6	260-342400 Inspection Fee	71,284	30,000	30,000	30,000	0%
7	260-342500 Fire Inspection Fee	25,293	33,000	30,000	30,000	-9%
8	260-343000 Eng. Review & Insp. Fee	300,961	325,000	325,000	325,000	0%
9	260-343020 Concept Plan Meeting Fee	5,700	3,300	6,000	6,000	82%
10	260-347700 Sign Review	9,281	11,000	10,000	10,000	-9%
11	Total Revenue	\$ 4,274,123	\$ 5,214,300	\$ 4,506,000	\$ 3,401,000	-35%
Expenditures						
Planning						
Personnel						
12	2601-411000 Salaries Full-Time	(554,747)	(688,885)	(655,000)	(745,701)	8%
13	2601-411030 Sick Leave Buyout	-	(3,597)	(3,096)	(3,385)	-6%
14	2601-413000 Benefits	(273,479)	(306,849)	(305,189)	(326,790)	6%
15		(828,226)	(999,331)	(963,285)	(1,075,876)	8%
Operations						
16	2601-421000 Books & Subscriptions	(85)	(750)	(500)	(800)	7%
17	2601-421500 Memberships	(2,739)	(3,350)	(4,000)	(3,850)	15%
18	2601-425000 Equipment Supplies & Main	(451)	-	-	-	0%
19	2601-425500 Fleet O&M Charge	(4,540)	(8,784)	(8,784)	(9,560)	9%
20	2601-425501 Fleet Replacement Charge	(3,283)	(8,452)	(8,452)	(8,452)	0%
21	2601-425560 IT Services	(3,283)	-	-	(187,175)	100%
22	2601-431000 Professional & Tech	(5,793)	(3,500)	(3,000)	(3,000)	-14%
23	2601-433000 Training	(3,300)	(4,100)	(4,100)	(4,500)	10%
24	2601-433100 Travel	(4,696)	(5,000)	(5,000)	(5,500)	10%
25	2601-448000 Dept Supplies	(7,433)	(7,500)	(7,000)	(8,000)	7%
26		(35,602)	(41,436)	(40,836)	(230,837)	457%
Other						
27	2601-431500 Planning Commission	(10,690)	(13,650)	(12,000)	(13,650)	0%
28	2601-431700 Board of Adjustments	(750)	(3,000)	(3,000)	(3,000)	0%
29		(11,440)	(16,650)	(15,000)	(16,650)	0%
Shared Services Allocation						
30	2601-493120 Grant Wages	-	55,852	55,852	57,725	
31		-	55,852	55,852	57,725	3%
32	Total Planning	(875,268)	(1,001,565)	(963,269)	(1,265,638)	26%

DEVELOPMENT SERVICES FUND

BUDGET & FINANCIAL HISTORY (continued)

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget		
Building							
Personnel							
33	2605-411000	Salaries Full-Time	(728,154)	(754,958)	(734,000)	(800,784)	6%
34	2605-411003	Overtime	(357)	(10,000)	-	(10,000)	0%
35	2605-411030	Sick Leave Buyout	-	(2,726)	(3,432)	(3,165)	16%
36	2605-411100	On Call Salaries	(422)	(10,000)	-	(10,950)	10%
37	2605-413000	Benefits	(311,959)	(308,773)	(278,242)	(314,438)	2%
38			(1,040,892)	(1,086,457)	(1,015,674)	(1,139,337)	5%
Operations							
39	2605-421000	Books & Subscriptions	(1,501)	(5,500)	(5,300)	(3,000)	-45%
40	2605-421500	Memberships	(1,239)	(1,750)	(1,750)	(1,925)	10%
41	2605-425000	Equipment Supplies & Main	(1,023)	(1,820)	(1,820)	(1,850)	2%
42	2605-425010	Uniforms	(2,852)	(3,200)	(3,200)	(4,000)	25%
43	2605-425500	Fleet O&M Charge	(24,898)	(24,918)	(24,918)	(27,169)	9%
44	2605-425501	Fleet Replacement Charge	(19,589)	(14,807)	(14,807)	(11,461)	-23%
45	2605-425560	IT Services	-	(225,000)	(225,000)	(206,472)	-8%
46	2605-431000	Professional & Tech	(22,229)	(35,000)	(35,000)	(32,000)	-9%
47	2605-433000	Training	(5,901)	(6,200)	(6,200)	(6,500)	5%
48	2605-433100	Travel	(9,633)	(8,260)	(7,500)	(8,000)	-3%
49	2605-448000	Dept Supplies	(2,000)	(3,000)	(3,000)	(3,000)	0%
50	2605-454000	Credit Card Fees	(25,402)	(30,000)	(30,000)	(12,000)	-60%
51			(116,266)	(359,455)	(358,495)	(317,377)	-12%
52	Total Building		(1,157,158)	(1,445,912)	(1,374,169)	(1,456,714)	1%
Allocated Services							
53	2605-493100	Allocated Wages	NA	(1,956,735)	(1,890,206)	(2,483,937)	27%
54	2605-493110	Allocated Operations	NA	(151,154)	(133,847)	(580,898)	284%
55	2605-496700	Allocated Risk Mgt	NA	(19,700)	(19,700)	(21,941)	11%
56				(2,127,589)	(2,043,753)	(3,086,776)	45%
57	Total Expenditures		(2,032,426)	(4,575,066)	(4,381,191)	(5,809,128)	
58	Net change		\$ 2,241,696	\$ 639,234	\$ 124,809	\$ (2,408,128)	
59	Beginning reserve balance			\$ -	\$ -	\$ 124,809	
60	Net change			639,234	124,809	(2,408,128)	
61	Ending reserve balance			\$ 639,234	\$ 124,809	\$ (2,283,319)	

DEVELOPMENT SERVICES FUND

JUSTIFICATION

Planning

Operations

62	2601-421000	Books & Subscriptions	800	Online subscriptions, CE, and AICP test prep materials
63	2601-421500	Memberships	3,850	National and state chapter dues
64	2601-425500	Fleet O&M Charge	9,560	Charge for operation and maintenance of vehicles
65	2601-425501	Fleet Replacement	8,452	Charge for lease/replacement of vehicles
66	2601-425560	IT Services	187,175	IT services and equipment replacement
67	2601-431000	Professional & Tech	3,000	Update to Housing Plan based on possible new legislation. Publication of plans and pamphlets.
68	2601-433000	Training	4,500	Training for professional development and continuing education requirements
69	2601-433100	Travel	5,500	
70	2601-448000	Dept Supplies	8,000	Office supplies, meeting supplies, miscellaneous

230,837

Other

72	2601-431500	Planning Commission	13,650	7 members, \$75 per meeting, 26 meetings per yr
73	2601-431700	Board of Adjustments	3,000	5 members, \$50 per meeting, 12 meetings per yr

16,650

Shared Services Allocation

75	2601-493120	Grant Wages	(57,725)	60% of Associate Planner personnel costs allocated to the CDBG Fund for grants management and administration.
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(57,725)

Building

Operations

77	2605-421000	Books & Subscriptions	3,000	Code books
78	2605-421500	Memberships	1,925	ICC National Memberships, Utah Chapter of ICC, Bonneville Chapter ICC, Beehive Chapter ICC, Utah Chapter of IA EI, Utah Chapter of UAPMO, professional licensing renewals, and new certifications
79	2605-425000	Equipment Supplies & Main	1,850	Tools, batteries for equipment, emergency/disaster mitigation supplies
80	2605-425010	Uniforms	4,000	Uniforms for eight (8) employees
81	2605-425500	Fleet O&M Charge	27,169	Operation and maintenance of vehicles
82	2605-425501	Fleet Replacement	11,461	Lease/replacement of vehicles
83	2605-425560	IT Services	206,472	IT services and equipment replacement
84	2605-431000	Professional & Tech	32,000	Peer review of complex engineered designs and large solar array systems. Special reviews as needed
85	2605-433000	Training	6,500	Local and in-state training for all inspectors, plans examiners, and permit technician. Building Official to National ICC Training
86	2605-433100	Travel	8,000	Per diem, transportation, lodging
87	2605-448000	Dept Supplies	3,000	Office supplies
88	2605-454000	Credit Card Fees	12,000	Credit card fees for permits paid

317,377



DEVELOPMENT SERVICES FUND

JUSTIFICATION (continued)

ALLOCATED SERVICES

90	2604-493100	Allocated Wages	2,483,937	Allocated wages and operations from departments in the General Fund for support services (project, financial, and legislative management, as well as administrative and technical support).
91	2604-493110	Allocated Operations	580,898	
92	2604-493167	Allocated Risk Management	21,941	
93			<u>3,086,776</u>	



HIGHLANDS SPECIAL DISTRICT



HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

SERVICE LEVEL CHANGES

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

FUND PURPOSE

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

The Highlands Special Improvement District consists of the following area:

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

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

GOALS & OBJECTIVES

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

PERFORMANCE / WORKLOAD MEASURES

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



HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

FEE SCHEDULE

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

STAFFING

	Grade		Count	
	FY 2023	FY 2024	FY 2023	FY 2024
Parks Maint Crew Supervisor		GR57		1.00
Parks Specialist	GR52		1.00	
Parks Maintenance Worker III		GR49		
Parks Maintenance Worker II		GR47		2.00
Parks Maintenance Worker I		GR45		
Parks Seasonal		1,000 hrs		0.48
TOTAL FTE'S (FTE=Full-time equivalent)			1.00	3.48

HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Revenues					
1 270-344201 Residential Assessments	\$ 168,821	\$ 245,000	\$ 262,253	\$ 286,272	17%
2 270-344202 Commercial Assessments	13,632	13,000	13,566	14,000	8%
3 270-344203 Land Assessments	-	7,600	17,380	8,398	11%
4 270-361000 Interest Earnings	(46)	2,000	-	-	0%
5	182,407	267,600	293,199	308,670	15%
Expenditures					
Personnel					
6 2702-411000 Salaries Full-Time	(8,802)	(62,803)	(55,303)	(151,662)	141%
7 2702-411001 Salaries Part-time/Seasonal	-	-	-	(15,600)	100%
8 2702-411003 Overtime	(675)	-	-	(8,000)	100%
9 2702-413000 Benefits	(6,377)	(33,401)	(28,401)	(105,491)	216%
10	(15,854)	(96,204)	(83,704)	(280,753)	192%
Operations					
11 2702-425000 Equipment Supplies & Main	-	-	-	(43,500)	100%
12 2702-425010 Uniforms	-	-	-	(1,700)	100%
13 2702-425500 Fleet O&M Charge	-	-	-	-	0%
14 2702-425501 Fleet Replacement Charge	-	-	-	-	0%
15 2702-425560 IT Services	-	-	-	(10,931)	100%
16 2702-427000 Utilities	(773)	(1,050)	(1,050)	(1,050)	0%
17 2702-431810 Contract Services	(169,284)	(227,600)	(240,000)	(2,000)	-99%
18 2702-433000 Training	-	-	-	(1,200)	100%
19 2702-454000 Credit Card Fees	-	-	-	(2,750)	100%
20	(170,057)	(228,650)	(241,050)	(63,131)	-72%
Shared Services Allocation					
21 2702-493100 Allocated Wages	(50,351)	-	-	-	
22 2702-493110 Allocated Operations	(5,893)	-	-	-	
23	(56,244)	-	-	-	
Transfers In (Out)					
24 270-394100 Transfer from General Fund	62,400	65,000	64,951	69,313	
25	62,400	65,000	64,951	69,313	7%
26 Net change	\$ 2,653	\$ 7,746	\$ 33,396	\$ 34,099	
27 Beginning reserve balance	\$ 117	\$ 2,770	\$ 2,770	\$ 36,166	
28 Net change	2,653	7,746	33,396	34,099	
29 Ending reserve balance	\$ 2,770	\$ 10,516	\$ 36,166	\$ 70,265	

HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

JUSTIFICATION

Operations

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

39

63,131



KRAFTMAID SPECIAL DISTRICT

KRAFTMAID SPECIAL IMPROVEMENT DISTRICT

FUND PURPOSE

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

BUDGET & FINANCIAL HISTORY

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



CAPITAL PROJECTS FUND

CAPITAL PROJECTS FUND RESERVES

ENDING RESERVES BY RESTRICTION

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024
Restricted Roads				
Roads Impact Fee	\$ 11,813,594	\$ 603,456	\$ 11,156,881	\$ 1,187,493
2021 HB244 - Transportation	1,800,000	2,245,294	2,900,000	4,000,000
7800 South (includes 2014 SB139)	2,543,195	969,279	2,543,195	-
8600 South Bridge (includes 2019 HB244)	1,273,694	-	-	-
9000 South Extension (includes 2022 HB0003 Line 3214)	-	-	121,190	-
Restricted Parks				
Parks Impact Fee	8,585,353	6,955,353	7,448,042	2,348,042
Big Bend	50,000	-	-	-
Restricted Other				
Community Arts Center	5,670,293	5,670,293	5,670,293	-
Restricted Public Safety				
Police Impact Fees	22,127	(50,850)	(302,400)	(202,595)
Fire Impact Fees	(84,717)	(217,564)	(582,514)	(1,117,806)
TOTAL RESTRICTED	31,673,539	16,175,261	28,954,687	6,215,134
Unrestricted				
General Capital	21,586,536	17,492,961	21,064,986	14,019,831
TOTAL RESTRICTED	21,586,536	17,492,961	21,064,986	14,019,831
TOTAL CAPITAL RESERVES	\$ 53,260,075	\$ 33,668,222	\$ 50,019,673	\$ 20,234,965



ROADS CAPITAL PROJECTS FUND

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

FUND PURPOSE

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

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024
Revenues				
1 440-382400 Roads Impact Fee	\$ 2,249,282	\$ 1,400,000	\$ 1,300,000	\$ 1,000,000
2 440-337400 Misc Intergovernmental	1,100,000	5,540,000	5,536,190	17,697,000
3 440-361000 Interest Earnings	48,942	300,000	300,000	-
4 440-361200 Interest Earnings - Impact Fees	-	-	-	-
5 440-366000 Donations	-	-	-	-
6 440-360100 Miscellaneous	50,000	-	-	-
7	3,448,224	7,240,000	7,136,190	18,697,000
Expenditures				
8 4401-425050 Maintenance	(2,135)	-	-	(11,830)
9 4401-431000 Professional & Tech Svcs	(1,643)	(100,000)	(25,000)	(346,190)
10 4401-473823 Land and Bldg Purchases	-	(315,000)	(315,000)	(997,000)
11 4401-473000 Construction Projects	(808,296)	(21,002,005)	(6,920,338)	(15,620,000)
12 4401-474040 Developer Reimbursements	-	(500,000)	(500,000)	(14,500,000)
13	(812,075)	(21,917,005)	(7,760,338)	(31,475,020)
14 Net change	\$ 2,636,149	\$ (14,677,005)	\$ (624,148)	\$ (12,778,020)
15 Beginning reserve balance	\$ 15,609,007	\$ 18,245,156	\$ 18,245,156	\$ 17,621,008
16 Net change	2,636,149	(14,677,005)	(624,148)	(12,778,020)
17 Ending reserve balance	\$ 18,245,156	\$ 3,568,151	\$ 17,621,008	\$ 4,842,988



ROADS CAPITAL PROJECTS FUND

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

JUSTIFICATION

Revenue

18	440-382400	Roads Impact Fee	1,000,000	Impact Fees from development
19	440-337400	Misc Intergovernmental	10,000,000	2022 H.B.0003 Line 3214 - 9000 South extension
20			4,000,000	2023 S.B.0002 Line 3496 - 8600 South extension
21			1,750,000	SL County - 8600 South bridge (from 1300 W exchange of funds)
22			1,100,000	2021 H.B.244 (Yr 3 of 10)
23			847,000	SL County Corridor Preservation - 8600 South property acquisition (07/26/23)

18,697,000

Expenditures

24	4401-425000	Maintenance	11,830	9000 South signal powder coating
25	4401-431000	Professional & Tech Services	50,000	Environmental Study - 5490 W 7800 S Roundabout
26			30,000	Study - 9000 S 4000 W Intersection
27			125,000	Transportation Master Plan
28			10,000	Impact Fee Study
29			121,190	9000 South extension transportation study (UDOT TPA)
30			10,000	Other studies
31	4401-473823	Land and Bldg Purchases	75,000	ROW - Redwood Rd & Gardner Lane signal improvements
32			75,000	ROW - Redwood Rd & 7600 S signal improvements
33			847,000	8600 South extension (Glover property)
34	4401-473000	Construction Projects	1,000,000	1300 West Phase I
35			3,500,000	7800 South (Highland Loop Rd U-111)
36			10,000,000	8600 South 5600 W to 6200 W Bridge
37			500,000	9000 South sound walls
38			370,000	Pedestrian Bridge - 7800 S Jordan River (1100 W)
39			250,000	Traffic signal installation (new)
40	4401-474040	Developer Reimbursement	10,000,000	9000 South extension (2022 HB0003, Line 3214)
41			4,000,000	8600 South 6400 W to U-111 (2023 SB0002, Line 3496)
42			500,000	Developer reimbursements for upgrades

31,475,020



ROADS CAPITAL PROJECTS FUND 5-Year Plan

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

5-YEAR CAPITAL PROJECTS PLAN

	FY 2024 Budget	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
Beginning Reserves	\$ 17,621,008	\$ 4,842,988	\$ 1,791,988	\$ 3,141,988	\$ 4,437,889	\$ 5,787,889
Revenue	18,697,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000
Expense	(31,475,020)	(5,151,000)	(750,000)	(804,099)	(750,000)	(750,000)
Ending Reserves	\$ 4,842,988	\$ 1,791,988	\$ 3,141,988	\$ 4,437,889	\$ 5,787,889	\$ 7,137,889

Projects	FY 2024 Budget	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
1300 West: Phase I	1,000,000					
1300 West: Phase II		2,051,000				
7000 S Redwood Rd - Bangerter (Widening)		1,000,000				
7800 S 1300 W - U111 (Highland Loop Rd U-111 widening)	3,500,000					
8600 S 5600 W - 6200 W (Bridge)	10,000,000					
9000 S 4000 W (Intersection Improvements)		250,000				
9000 South Sound Walls (1075 W to Galilee)	500,000					
Pedestrian Bridge 7800 S Jordan River (1100 W)	370,000					
Traffic Signal Installation	250,000	250,000	250,000	250,000	250,000	250,000
Sugar Factory Sidewalks		1,100,000				
Redwood Road & Gardner Lane signal improvement (ROW)	75,000					
Redwood Road 7600 signal improvement (ROW)	75,000					
8600 South extension (Glover proper	847,000					
	16,617,000	4,651,000	250,000	250,000	250,000	250,000

Maintenance

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

Studies & Plans

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

Developer Reimbursement

Developer Reimbursement	500,000	500,000	500,000	500,000	500,000	500,000
8600 South Road improvements 6400 W - U-111	4,000,000					
9000 South extension	10,000,000					
	14,500,000	500,000	500,000	500,000	500,000	500,000
	\$ 31,475,020	\$ 5,151,000	\$ 750,000	\$ 804,099	\$ 750,000	\$ 750,000



ROADS CAPITAL PROJECTS FUND 5-Year Plan

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

5-YEAR CAPITAL PROJECTS PLAN

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

Maintenance

9000 South Signals - Powder coating					
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Studies & Plans

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

Developer Reimbursement

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



PARKS CAPITAL PROJECTS FUND

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

FUND PURPOSE

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

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024
Revenues				
1 450-383000 Parks Impact Fee	\$ 1,766,269	\$ 650,000	\$ 400,000	\$ 400,000
2 450-337400 Misc Intergovernmental	513,536	2,144,000	2,144,000	-
3 450-361000 Interest Earnings	47,600	250,000	-	-
4 450-366000 Donations	50,000	-	-	-
5	2,377,405	3,044,000	2,544,000	400,000
Expenditures				
6 4501-425050 Maintenance	(11,212)	-	-	(720,000)
7 4501-431000 Professional & Tech Svcs	(1,166)	-	(6,754)	-
8 4501-473000 Construction Projects	(3,080,811)	(4,188,874)	(2,267,420)	(6,408,874)
9 4501-473451 Big Bend Project	(224,018)	(1,694,000)	(1,694,000)	-
10	(3,317,207)	(5,882,874)	(3,968,174)	(7,128,874)
Transfers in/out				
11 450-382500 Transfer In - General Fund	20,000	-	-	-
12	20,000	-	-	-
13 Net change	\$ (919,801)	\$ (2,838,874)	\$ (1,424,174)	\$ (6,728,874)
14 Beginning reserve balance	\$ 9,864,476	\$ 8,944,675	\$ 8,944,675	\$ 7,520,501
15 Net change	(919,801)	(2,838,874)	(1,424,174)	(6,728,874)
16 Ending reserve balance	\$ 8,944,675	\$ 6,105,801	\$ 7,520,501	\$ 791,627

JUSTIFICATION

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

28 7,128,874



PARKS CAPITAL PROJECTS FUND 5-Year Plan

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

5-YEAR CAPITAL PROJECTS PLAN

	FY 2024 Budget	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
Beginning Reserves	\$ 7,520,501	\$ 791,627	\$ 1,416,627	\$ 2,716,627	\$ 4,066,627	\$ 5,141,627
Revenue	400,000	1,500,000	2,500,000	2,250,000	2,000,000	2,000,000
Expense	(7,128,874)	(875,000)	(1,200,000)	(900,000)	(925,000)	(1,225,000)
Ending Reserves	\$ 791,627	\$ 1,416,627	\$ 2,716,627	\$ 4,066,627	\$ 5,141,627	\$ 5,916,627

Projects	Impact %	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
		Budget	Year 1	Year 2	Year 3	Year 4	Year 5
9000 S Betterments Irrigation (UDOT)		298,874					
Arterial Beautification		40,000					
7800 South 5200 West		80,000					
Constitution Park		400,000					
Disc Golf Course		60,000					
Dog Park (east-side)		150,000					
Maintenance		500,000	750,000	750,000	750,000	750,000	750,000
Maple Hills Park	100%						300,000
Minor Projects		50,000	50,000	50,000	50,000	50,000	50,000
Ron Wood Park	100%	4,000,000					
Ron Wood Wheels Park	100%	1,500,000					
Tree replacement program		50,000	75,000	100,000	100,000	125,000	125,000
Wild West Playground				300,000			
		\$ 7,128,874	\$ 875,000	\$ 1,200,000	\$ 900,000	\$ 925,000	\$ 1,225,000



GENERAL CAPITAL PROJECTS FUND

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

FUND PURPOSE

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

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024
Revenues				
1 470-337400 Misc Intergovernmental	\$ -	\$ -	\$ -	\$ 2,200,000
2 470-361000 Interest Earnings	61,696	425,000	425,000	-
3	61,696	425,000	425,000	2,200,000
Expenditures				
4 4701-425050 Maintenance	(61,556)	(159,000)	(159,000)	(386,000)
5 4701-473000 Construction Projects	(1,886,517)	(9,606,000)	(8,105,606)	(12,871,600)
6 4701-473837 Equipment - Fire	-	-	-	(140,000)
7 4701-474000 Equipment - GIS	-	-	-	(40,000)
8	(1,948,073)	(9,765,000)	(8,264,606)	(13,437,600)
Transfers in/out				
9 470-382500 Transfer In - General Fund	17,319,910	7,000,000	7,000,000	972,408
10	17,319,910	7,000,000	7,000,000	972,408
Interfund Loans				
11 470-387010 Loan Payment - Water	-	190,000	190,000	171,000
12 470-387020 Loan Payment - Sewer	-	279,850	279,850	251,865
13	-	469,850	469,850	422,865
14 Net change	\$ 15,433,533	\$ (1,870,150)	\$ (369,756)	\$ (9,842,327)
15 Beginning reserve balance	\$ 10,699,301	\$ 26,132,834	\$ 26,132,834	\$ 25,763,078
16 Net change	15,433,533	(1,870,150)	(369,756)	(9,842,327)
17 Ending reserve balance	\$ 26,132,834	\$ 24,262,684	\$ 25,763,078	\$ 15,920,751

JUSTIFICATION

18	4701-425050	Maintenance	46,000	Animal Shelter
19			80,000	Fire Stations
20			60,000	Justice Center
21			200,000	Other Maintenance
22	4701-473000	Construction Projects	3,500,000	City Hall Remodel
23			8,000,000	Community Arts Center
24			800,000	Justice Center HVAC System
25			300,000	Justice Center Roof
26			96,600	Catwalk and Water Cannon for truck cleanout area (safety)
27			25,000	Public art program
28			150,000	Senior Center HVAC System
29	4701-473837	Equipment - Fire	40,000	Emergency preparedness supplies
30			80,000	LUCAS CPR-aid devices (4)
31			20,000	Chair Replacement (72) for Fire Station 53 Training Room
32	4701-474000	Equipment	40,000	Industrial Drone

13,437,600

GENERAL CAPITAL PROJECTS FUND 5-Year Plan

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

5-YEAR CAPITAL PROJECTS PLAN

	FY 2024 Budget	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
Beginning Reserves	\$ 25,763,078	\$ 15,920,751	\$ 15,308,631	\$ 14,722,526	\$ 14,038,436	\$ 13,288,361
Revenue	3,595,273	375,880	328,895	281,910	234,925	187,940
Expense	(13,437,600)	(988,000)	(915,000)	(966,000)	(985,000)	(480,000)
Ending Reserves	\$ 15,920,751	\$ 15,308,631	\$ 14,722,526	\$ 14,038,436	\$ 13,288,361	\$ 12,996,301

Projects	FY 2024 Budget	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
City Hall Remodel	3,500,000					
Community Arts Center	8,000,000					
Justice Center HVAC	800,000					
Justice Center Roof	300,000					
Public Art program	25,000	25,000	25,000	25,000	25,000	25,000
PW safety catwalk & water	96,600					
Senior Center	150,000	500,000	250,000	250,000		120,000
	12,871,600	525,000	275,000	275,000	25,000	145,000
Maintenance						
Animal Shelter	46,000	43,000		91,000		25,000
City Hall Exterior			50,000	100,000		150,000
Fire Stations	80,000	90,000	200,000	100,000	150,000	100,000
Fire Equipment	140,000					
Equipment	40,000					
Justice Center	60,000	80,000	40,000		40,000	60,000
Other Maintenance	200,000	250,000	350,000	250,000	270,000	
Public Works Shell				150,000	500,000	
	566,000	463,000	640,000	691,000	960,000	335,000
	13,437,600	988,000	915,000	966,000	985,000	480,000



POLICE IMPACT FEE FUND

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

FUND PURPOSE

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

MEASURES

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

FEES

As of 05/25/17

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

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024
Revenues				
1 471-382300 Police Impact Fee	\$ 145,539	\$ 85,000	\$ 75,000	\$ 250,000
2 471-361000 Interest Earnings (expense)	43	-	(1,700)	-
3	145,581	85,000	73,300	250,000
Expenditures				
4 4710-431000 Professional & Technical Svcs	(1,431)	(8,289)	(8,289)	-
5 4710-473823 Land and Building Purchases	-	-	(240,000)	-
6 4710-481000 Bond Principal	(142,000)	(144,000)	(144,000)	(148,000)
7 4710-482000 Bond Interest	(8,359)	(5,038)	(5,038)	(1,695)
8 4710-483000 Agents Fee	(560)	(650)	(500)	(500)
9	(152,350)	(157,977)	(397,827)	(150,195)
10 Net change	\$ (6,768)	\$ (72,977)	\$ (324,527)	\$ 99,805
11 Beginning reserve balance	\$ 28,895	\$ 22,127	\$ 22,127	\$ (302,400)
12 Net change	(6,768)	(72,977)	(324,527)	99,805
13 Ending reserve balance	\$ 22,127	\$ (50,850)	\$ (302,400)	\$ (202,595)



POLICE IMPACT FEE FUND

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

JUSTIFICATION

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

FIRE IMPACT FEE FUND

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

FUND PURPOSE

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

MEASURES

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

FEES

As of 05/25/17

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

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024
Revenues				
1 472-382200 Fire Impact Fee	\$ 233,837	\$ 100,000	\$ 100,000	\$ 300,000
2 472-361000 Interest Earnings (expense)	(795)	-	(5,200)	(10,000)
3	233,042	100,000	94,800	290,000
Expenditures				
4 4720-431000 Professional & Technical Svcs	(1,431)	(8,289)	(8,289)	-
5 4720-473823 Land and Building Purchases	-	-	(360,000)	(600,000)
6 4720-481000 Bond Principal	(213,000)	(216,000)	(216,000)	(222,000)
7 4720-482000 Bond Interest	(12,423)	(7,558)	(7,558)	(2,542)
8 4720-483000 Agents Fee	(840)	(1,000)	(750)	(750)
9	(227,694)	(232,847)	(592,597)	(825,292)
10 Net change	\$ 5,348	\$ (132,847)	\$ (497,797)	\$ (535,292)
11 Beginning reserve balance	\$ (90,065)	\$ (84,717)	\$ (84,717)	\$ (582,514)
12 Net change	5,348	(132,847)	(497,797)	(535,292)
13 Ending reserve balance	\$ (84,717)	\$ (217,564)	\$ (582,514)	\$ (1,117,806)



FIRE IMPACT FEE FUND

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

JUSTIFICATION

Expenditures

14	4720-473823	Land & Bldg Purchases	600,000	Future fire station property (1.5 acres - Jones family)
15	4720-481000	Bond Principal	222,000	60% of Series 2013 Sales Tax Revenue
16	4720-482000	Bond Interest	2,542	60% of Series 2013 Sales Tax Revenue
17	4720-483000	Agents Fee	750	60% of Series 2013 Sales Tax Revenue
18			<u>825,292</u>	



COMMUNITY DEVELOPMENT BLOCK
GRANT FUND

COMMUNITY DEVELOPMENT BLOCK GRANT

FUND PURPOSE

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

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

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Revenue					
1 480-331600 CDBG CY Allocation	\$ 497,935	\$ 533,932	\$ 345,813	\$ 487,959	
2 480-331601 Federal Economic Recovery Fun	330,315	315,500	315,500	-	
3 480-331602 CDBG PY Allocation	-	890,307	213,088	735,400	
4	828,250	1,739,739	874,401	1,223,359	
Expenditures - Current Program Year					
<i>Administration (up to 20%)</i>					
5 4801-411000 Salaries Full-Time	(57,510)	-	-	-	
6 4801-411001 Salaries Part/Seasonal	(11,373)	-	-	-	
7 4801-413000 Benefits	(23,989)	-	-	-	
8 4801-493120 Grant Wages	-	(86,786)	(86,248)	(88,121)	
9 4801-473401 Administration	(6,452)	(20,000)	(11,025)	(9,470)	
10	(99,324)	(106,786)	(97,273)	(97,591)	
<i>Public Services (up to 15%)</i>					
11 4801-473402 Family Support Center	(1,165)	-	-	-	
12 4801-473413 Travelers Aid	(9,833)	(9,200)	(9,200)	-	
13 4801-473416 Legal Aid Society	(10,360)	(10,885)	(10,885)	(10,000)	
14 4801-473420 South Valley Sanctuary	(18,812)	(23,555)	(23,555)	(29,639)	
15 4801-473430 Crisis Nursery - Family Resource	(4,477)	-	-	-	
16 4801-473442 Big Brothers Big Sisters	(7,267)	(6,549)	-	-	
17 4801-473454 Cap Rent Assistance	-	(12,080)	(12,080)	(23,554)	
18 4801-473455 The Inn Between	-	(7,820)	(7,820)	-	
19 4801-473458 Senior Charity Foundation	-	(10,000)	(10,000)	(10,000)	
20	(51,914)	(80,089)	(73,540)	(73,193)	
<i>Housing (no maximum)</i>					
21 4801-473403 Assist Inc	(179,396)	(150,071)	(150,071)	(200,000)	
22 4801-473408 Housing Rehabilitation	-	-	-	(68,380)	
23 4801-473414 Downpayment Assistance	(17,302)	-	-	-	
24	(196,698)	(150,071)	(150,071)	(268,380)	

COMMUNITY DEVELOPMENT BLOCK GRANT

BUDGET & FINANCIAL HISTORY (continued)

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

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

COMMUNITY DEVELOPMENT BLOCK GRANT

JUSTIFICATIONS

Current Program Year

Administration (up to 20%)

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

Public Services (up to 15%)

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

Housing (no maximum)

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

Contingency (up to 10%)

61	4801-473411	Contingency	48,795	Up to 10% of program year revenue allowed to meet requests or needs after the program year start date.
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62 **487,959**

Prior Program Year(s)

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

66 **735,400**



GRANTS FUND

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget	
Program Revenues						
1	481-331601	Federal Economic Recovery Fund	\$ -	\$ -	\$ -	\$ -
2	481-332900	VFAST US Marshall Task Force	18,761	18,831	18,831	-
3	481-335802	State - DUI Enforcement	4,374	31,314	31,314	-
4	481-336200	EMS out-of-area assistance	21,762	15,885	15,885	-
5	481-336320	Internet Crimes Against Children	15,269	4,316	4,316	-
6	481-336700	K9 Grants & Donations	-	5,278	5,278	-
7	481-337400	Misc Intergovernmental Rev	-	7,035	7,035	-
8	481-337602	State Homeland Security	-	-	-	-
9	481-361000	Interest Earnings	-	-	-	-
10	481-366000	Donations	10,595	12,386	12,386	-
11			70,760	95,045	95,045	-
Expenditures						
<i>Fire Department</i>						
12	4810-411003	Overtime	(4,230)	(38,350)	(38,350)	-
13	4810-474011	Fire Supplies - Grant	(17,532)	-	-	-
14	4810-493120	Grant - Wages	-	-	-	-
15	4810-493130	Grant - Operations	-	-	-	-
16			(21,762)	(38,350)	(38,350)	-
<i>Police Department</i>						
17	4811-411007	DUI Enforcement	-	-	-	-
18	4811-411008	OT Special Assignments	(38,403)	(23,147)	(23,147)	-
19	4811-425000	Equipment Supplies & Main	-	-	-	-
20	4811-425900	Police Vehicle Equipment	-	-	-	-
21	4811-474012	Police Supplies - Grant	-	(20,099)	(20,099)	-
22			(38,403)	(43,246)	(43,246)	-
23	Net change		\$ 10,595	\$ 13,449	\$ 13,449	\$ -
24	Beginning reserve balance		\$ 15,486	\$ 26,081	\$ 26,081	\$ 39,530
25	Net change		10,595	13,449	13,449	-
26	Ending reserve balance		\$ 26,081	\$ 39,530	\$ 39,530	





WATER FUND

SERVICE LEVEL CHANGES

- Convert one (1) Utility Operator IV position to a Utility Crew Supervisor.
- Combine Building and Grounds with Contract Services

FUND PURPOSE

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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

WATER FUND

FEES

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

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

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

WATER RATES

Effective October 1, 2022

Base charge (cost per month)

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

Usage rate (cost per 1,000 gallons)

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

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

Base charge	50% discount
Usage rate	\$1.95

WATER METER & INSTALLATION

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

HYDRANT METER RENTAL

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

OTHER FEES

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



WATER FUND

ALLOCATED SERVICES

	Personnel		Operations	
Administrative Services	17.50%	\$ 229,569	17.50%	\$ 22,173
City Attorney	15.00%	171,555	15.00%	26,887
City Council	15.00%	110,517	15.00%	27,853
City Recorder / Customer Service	30.00%	157,188	30.00%	24,403
Emergency Management	15.00%	17,394	15.00%	4,642
Facilities	20.00%	171,244	20.00%	326,375
GIS	30.00%	154,440	30.00%	103,404
Human Resources	15.00%	80,005	15.00%	40,449
Mayor's Office	10.00%	96,296	10.00%	12,244
Non-Departmental	15.00%	-	15.00%	117,525
Public Affairs	15.00%	63,107	15.00%	15,969
Public Utilities	20.00%	217,793	20.00%	42,363
Public Works	10.00%	48,588	10.00%	8,597
Utility Billing	25.00%	67,702	25.00%	36,628
		<u>\$ 1,585,398</u>		<u>\$ 809,512</u>
Fleet Management			5.6%	\$ 455,368
IT Management			14.0%	\$ 562,337
Risk Management			16.6%	\$ 404,773
(includes allocated risk as well as workers compensation & unemployment budgeted under personnel benefits)				

STAFFING

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

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

WATER FUND

BUDGET & FINANCIAL HISTORY

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

WATER FUND

BUDGET & FINANCIAL HISTORY (continued)

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Shared Services Allocation					
38 5101-496700 Allocated Risk Mgmt	(270,204)	(306,526)	(306,526)	(404,773)	32%
39 5101-493100 Allocated Wages	(1,482,027)	(1,466,179)	(1,353,229)	(1,585,398)	8%
40 5101-493110 Allocated Operations	(505,944)	(564,667)	(512,513)	(809,512)	43%
41	(2,258,175)	(2,337,372)	(2,172,268)	(2,799,683)	20%
Transfers In (Out)					
42 5101-495100 Transfer to the General Fund	(1,356,657)	(1,364,675)	(1,364,675)	(1,336,750)	
43	(1,356,657)	(1,364,675)	(1,364,675)	(1,336,750)	-2%
Non-Operating Revenues					
44 510-388000 Water Impact Fee	1,393,179	600,000	600,000	987,465	65%
45 510-361000 Interest Income	80,523	500,000	500,000	-	-100%
46 510-365000 Sale of Materials	545	-	-	-	0%
47 510-337400 Misc Intergovernmental	743,619	1,843,005	1,256,381	-	-100%
48 510-331601 Federal Grants	-	1,694,189	1,694,189	-	-100%
49 510-387447 Loan from CIP Fund	-	-	3,049,430	750,570	100%
50	2,217,866	4,637,194	7,100,000	1,738,035	-63%
Transfers In (Out)					
51 510-387300 Transfer from RDA Fund	-	-	500,000	1,805,000	
52	-	-	500,000	1,805,000	100%
Non-Operating Expenses					
Debt Service					
53 5101-481000 Principal	(690,000)	(1,095,000)	(1,095,000)	(1,125,000)	
54 5101-482000 Interest- Ltd	(288,976)	(453,600)	(453,600)	(406,000)	
55 5101-483000 Agents Fee	238,712	(1,500)	(1,500)	(1,500)	
56	(740,264)	(1,550,100)	(1,550,100)	(1,532,500)	-1%
Capital Projects					
57 5101-473000 Construction Projects	(4,937,720)	(16,330,100)	(8,264,924)	(6,076,381)	
58 5101-473823 Land & Bldg Purchases	-	-	-	(700,000)	
59 5101-474000 Equipment	(195,796)	-	-	(41,500)	
60 5101-474040 Developer Reimbursement	-	(121,000)	(121,000)	-	
61	(5,133,516)	(16,451,100)	(8,385,924)	(6,817,881)	-59%
62 Net change	\$ 4,812,862	\$ (7,904,416)	\$ 4,442,888	\$ 558,214	
63 Beginning reserve balance ¹	\$ 13,661,506	\$ 18,232,455	\$ 18,232,455	\$ 22,675,343	
64 Net change	4,812,862	(7,904,416)	4,442,888	558,214	
65 Adjustment for capital ²	(241,913)				
66 Ending reserve balance ¹	\$ 18,232,455	\$ 10,328,039	\$ 22,675,343	23,233,557	

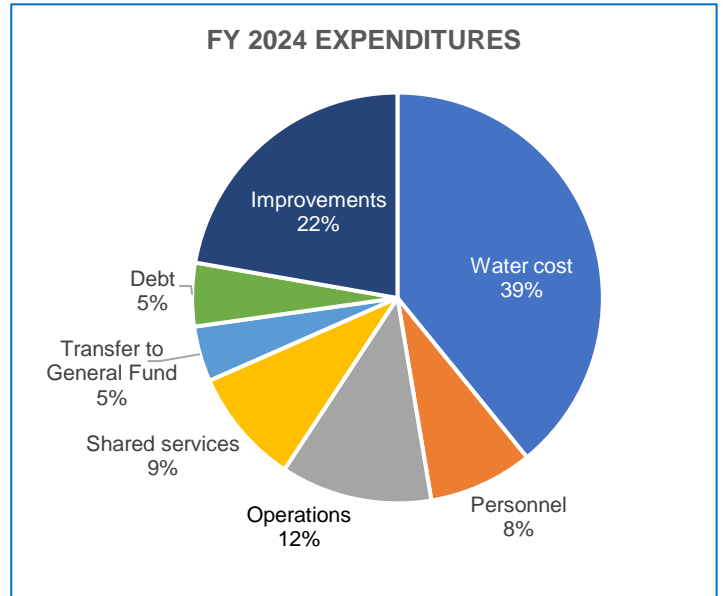
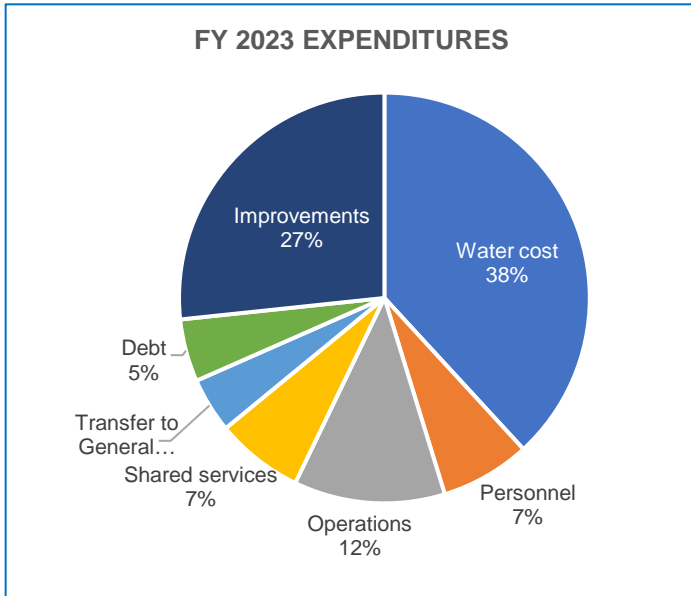
¹ Excludes net investment in capital assets

² Adjustment for changes in capital

WATER FUND

DEBT SERVICE COVERAGE RATIO

67	Operating Revenue	27,271,532	28,270,000	28,285,400	27,675,450
68	Operating Expense	(17,446,099)	(21,445,735)	(20,141,813)	(20,973,140)
69	Ratio calculation (Revenue divided by expense)	1.56	1.32	1.40	1.32



WATER FUND

JUSTIFICATION

Operations

70	5101-421000	Books & Subscriptions	1,000	
71	5101-421500	Memberships	1,800	
72	5101-424100	Building Rent	240,432	13% of the annual lease amount used for the debt service of the Series 2016 MBA Lease Revenue Bond for the Public Works Building.
73	5101-425000	Ops Equipment Supplies & System Maintenance	323,000	Support of the operations of the water system. Chemical reagents, parts, supplies, maintenance repairs, and replacements for testing equipment as necessary. Outside technical services and diagnosis. Tools, small equipment, and chlorine tablets.
74	5101-425050	Construct Equipment Supplies & System Maintenance	<i>This is a new account split from 5101-425000 to assist with resource management.</i>	
75			110,000	Maintenance and repairs/replacement of the City's water system
76			190,000	Booster stations, maintenance and replacement
77	5101-425010	Uniforms	13,800	
78	5101-425500	Fleet O&M Charge	216,701	Charge for operation and maintenance and replacement of vehicles
79	5101-425501	Fleet Replacement Charge	238,667	
80	5101-425560	IT Services	562,337	IT services and equipment replacement
81	5101-427000	Utilities	695,000	Power and heating operations at wells, booster pump stations, and other water facilities, SCADA, RTUs, and all other remote sites. Fuel for generators. We are also going to be adding a booster station and 2 new reservoirs.
82	5101-431000	Professional & Tech	147,000	SCADA system maintenance and programming adjustments. Servicing and maintenance repairs for RTUs and other instrumentation in the well buildings and the pump stations. Cross connection software service agreement (\$680/yr). GPS mapping equipment and maintenance. Other consulting as needed. (\$30,000 per year for AMI system service and support)
83	5101-431111	Pt-Samples	45,000	Required water quality samples and lab analysis fees.
84	5101-431810	Contract Services	12,000	Outside services as required to assist with special projects. Pest control, landscape maintenance, Pump control PM contract, Well and Booster Motor PM Contract
85			42,000	
86	5101-433000	Training	18,000	Annual conferences, water certifications, etc
87	5101-433100	Travel	7,500	APWA, AWWA, conferences
88	5101-448000	Dept Supplies	4,000	Operations administrative support supplies
89	5101-448010	Metering Supplies	600,000	Meter replacement and installation
90	5101-448100	Source Of Supply	12,000,000	Water purchases from the Jordan Valley Water Conservancy District (JVWCD)
91	5101-454000	Bank Charges	160,000	Credit card fees
92	5101-466100	Canal Shares	24,750	Annual canal share assessment
93	5101-473850	Water Shares	1,500	Annual water right renewal

94

15,654,487

WATER FUND

JUSTIFICATION (continued)

Shared Services

95	5101-496700	Allocated Risk Mgmt	404,773	Claims, and risk management
96	5101-493100	Allocated Wages	1,585,398	Allocated wages and operations from departments in the General Fund for support services (project, financial, and legislative management, as well as administrative and technical support).
97	5101-493110	Allocated Operations	809,512	

98 **2,799,683**

Transfers Out

99	5101-495100	Transfer to General Fund	1,336,750	5% of metered water sales
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100 **1,336,750**

Debt Services

101	5101-481000	Principal	745,000	Series 2021 Water Bond
102			380,000	Loan 2022 CIP Fund
103	5101-482000	Interest- Ltd	235,000	Series 2021 Water Bond
104			171,000	Loan 2022 CIP Fund
105	5101-483000	Agents Fee	1,500	Series 2021 Water Bond

106 **1,532,500**

Capital Projects

107	5101-473000	Construction Projects	1,850,000	Zone 1 3MG Cemetery tank and transmission line
108			756,381	Zone 6 3MG tank and transmission line
109			1,200,000	Well 8 (Ron Wood Park)
110			650,000	Fire Flow - Residential Area 2 (Drake Lane/Executive Dr)
111			350,000	Replacement and maintenance plan
112			70,000	2700 West waterline replacement
113			800,000	1300 West waterline replacement
114			400,000	Zone 4 OBH waterline replacement
115	5101-473823	Land & Bldg Purchases	700,000	Zone 5 South future water tank site
116	5101-474000	Equipment	41,500	Water 'buffalo' portable storage and pump

117 **6,817,881**



WATER FUND 5-Year Plan

COMBINED	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
<i>Utility and Impact Fees</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue	\$ 48,562,336	\$ 31,785,703	\$ 33,274,988	\$ 34,838,738	\$ 36,480,675
Expense					
JVWCD	(12,360,000)	(12,730,800)	(13,112,724)	(13,506,106)	(13,911,289)
Personnel	(2,619,729)	(2,724,518)	(2,833,499)	(2,946,839)	(3,064,712)
Operations	(3,764,122)	(3,877,045)	(3,993,357)	(4,113,157)	(4,236,552)
Shared Services	(2,939,667)	(3,086,651)	(3,240,983)	(3,403,032)	(3,573,184)
General Fund Xfr	(1,418,367)	(1,489,285)	(1,563,749)	(1,641,937)	(1,724,034)
Debt Service	(1,513,700)	(1,494,700)	(2,689,135)	(2,667,935)	(2,650,535)
Construction Projects	(26,333,000)	(5,650,000)	(5,950,000)	(5,800,000)	(7,770,000)
Net Change	(2,386,248)	732,704	(108,459)	759,732	(449,631)

Beginning balance	\$ 23,233,557	\$ 20,847,309	\$ 21,580,013	\$ 21,471,554	\$ 22,231,286
Net change	(2,386,248)	732,704	(108,459)	759,732	(449,631)
YE adjustment	-	-	-	-	-
Ending Balance	\$ 20,847,309	\$ 21,580,013	\$ 21,471,554	\$ 22,231,286	\$ 21,781,655

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

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

EXPENSE	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
	Year 1	Year 2	Year 3	Year 4	Year 5
JVWCD	(12,360,000)	(12,730,800)	(13,112,724)	(13,506,106)	(13,911,289)
Personnel	(2,619,729)	(2,724,518)	(2,833,499)	(2,946,839)	(3,064,712)
Operations	(3,764,122)	(3,877,045)	(3,993,357)	(4,113,157)	(4,236,552)
Shared Services	(2,939,667)	(3,086,651)	(3,240,983)	(3,403,032)	(3,573,184)
General Fund Xfr	(1,418,367)	(1,489,285)	(1,563,749)	(1,641,937)	(1,724,034)
Debt Service	(127,621)	(127,621)	(127,491)	(127,205)	(127,413)
	(23,229,505)	(24,035,920)	(24,871,803)	(25,738,276)	(26,637,184)

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

NET CHANGE	\$ (438,732)	\$ 99,783	\$ 678,185	\$ 1,450,462	\$ 223,491
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Beginning balance	\$ 39,706,450	\$ 39,267,718	\$ 39,367,501	\$ 40,045,687	\$ 41,496,149
Net change	(438,732)	99,783	678,185	1,450,462	223,491
YE adjustment					
Ending Balance	\$ 39,267,718	\$ 39,367,501	\$ 40,045,687	\$ 41,496,149	\$ 41,719,640

Operating Revenue	28,367,336	29,785,703	31,274,988	32,838,738	34,480,675
Operating Expense	21,683,518	22,419,014	23,180,562	23,969,134	24,785,737
Debt Ratio (minimum 1.2)	1.31	1.33	1.35	1.37	1.39



WATER FUND 5-Year Plan

WATER IMPACT FEES	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
REVENUE					
Impact Fees	\$ 1,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Interest Earnings	-	-	-	-	-
	<u>1,000,000</u>	<u>2,000,000</u>	<u>2,000,000</u>	<u>2,000,000</u>	<u>2,000,000</u>
CAPITAL IMPROVEMENTS					
Debt Service	(1,386,079)	(1,367,079)	(2,561,644)	(2,540,730)	(2,523,122)
Construction Projects	(1,561,438)	-	(225,000)	(150,000)	(150,000)
	<u>(2,947,517)</u>	<u>(1,367,079)</u>	<u>(2,786,644)</u>	<u>(2,690,730)</u>	<u>(2,673,122)</u>
NET CHANGE	<u>\$ (1,947,517)</u>	<u>\$ 632,921</u>	<u>\$ (786,644)</u>	<u>\$ (690,730)</u>	<u>\$ (673,122)</u>
Beginning reserve balance	\$ (16,472,893)	\$ (18,420,409)	\$ (17,787,488)	\$ (18,574,132)	\$ (19,264,862)
Net change	(1,947,517)	632,921	(786,644)	(690,730)	(673,122)
Ending reserve balance	<u>\$ (18,420,409)</u>	<u>\$ (17,787,488)</u>	<u>\$ (18,574,132)</u>	<u>\$ (19,264,862)</u>	<u>\$ (19,937,984)</u>



WATER FUND

5-YEAR CAPITAL PROJECTS PLAN

	Impact %	FY 2024 Budget	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
Storage Tanks / Wells / Booster Stations							
Zone 1 Cemetery 3MG Reservoir	38%	1,850,000	4,150,000				
Zone 2 - Booster Station Pump	100%				150,000		
Zone 3 - Booster Station Pump	100%					150,000	
Zone 3 - Booster Station Pump	100%						150,000
Zone 5 - 4MG Reservoir, transmission lines, booster station (N or S)	100%		18,000,000				
Zone 5 South - land purchase	100%	700,000					
Zone 6 Junction 3MG Reservoir	100%	756,381					
Well 8 (Ron Wood Park)	100%	1,200,000					

Transmission Lines / Pipelines / Fire Flow

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

Replacement & maintenance projects

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

Equipment (5101-474000)

Water 'buffalo' portable storage and pump		41,500					
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Plans and studies

Master Plan (5 year update)	50%				150,000		
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Total		\$ 6,817,881	\$ 26,333,000	\$ 5,650,000	\$ 5,950,000	\$ 5,800,000	\$ 7,770,000
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SEWER FUND

PURPOSE

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

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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



SEWER FUND

ALLOCATED SERVICES

	Personnel		Operations	
	Rate	Amount	Rate	Amount
Administrative Services	7.00%	\$ 91,828	7.00%	\$ 8,869
City Attorney	3.75%	42,889	3.75%	6,722
City Council	3.75%	27,629	3.75%	6,963
City Recorder / Customer Service	7.50%	39,297	7.50%	6,101
Emergency Management	3.75%	4,348	3.75%	1,161
Facilities	3.00%	25,687	3.00%	48,956
GIS	8.00%	41,184	8.00%	27,574
Human Resources	3.75%	20,001	3.75%	10,112
Mayor's Office	5.00%	48,148	5.00%	6,122
Non-Departmental	3.75%	-	3.75%	29,381
Public Affairs	3.75%	15,777	3.75%	3,992
Public Utilities	13.00%	141,565	13.00%	27,536
Public Works	10.00%	48,588	10.00%	8,597
Utility Billing	25.00%	67,702	25.00%	36,628
		<u>\$ 614,643</u>		<u>\$ 228,714</u>
Fleet Management			5.3%	\$ 428,643
IT Management			4.2%	\$ 170,898
Risk Management			3.3%	\$ 81,317
<i>(includes allocated risk as well as workers compensation & unemployment budgeted under personnel benefits)</i>				

STAFFING

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

FEES

SEWER RATES

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

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

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

OTHER FEES

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

SEWER FUND

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Operating Revenues						
1	520-393100 Sewer Fees	\$ 13,668,619	\$ 14,000,000	\$ 14,344,785	\$ 15,000,000	7%
2	520-393130 Sewer Interfund Fees	18,938	10,000	20,000	22,000	120%
3	520-361000 Interest Income	62,470	450,000	450,000	-	-100%
4		13,750,027	14,460,000	14,814,785	15,022,000	4%
Operating Expenses						
Personnel						
5	5201-411000 Salaries Full-Time	(825,443)	(990,806)	(900,000)	(1,035,962)	5%
6	5201-411003 Overtime	(21,306)	(25,000)	(25,000)	(25,000)	0%
7	5201-411030 Sick Leave Buyout	-	(199)	-	-	-100%
8	5201-411100 On Call Salaries	(4,322)	(4,400)	(4,400)	(10,950)	149%
9	5201-413000 Benefits	(256,141)	(489,757)	(406,550)	(514,310)	5%
10		(1,107,212)	(1,510,162)	(1,335,950)	(1,586,222)	5%
Operations						
11	5201-421000 Books & Subscriptions	-	(500)	(500)	(500)	0%
12	5201-421500 Memberships	(451)	(1,650)	(1,650)	(1,650)	0%
13	5201-424100 Building Rent	(295,992)	(296,618)	(296,618)	(295,916)	0%
14	5201-425000 Equipment Supplies & Main	(44,095)	(83,000)	(75,000)	(158,000)	90%
15	5201-425010 Uniforms	(8,049)	(8,250)	(8,250)	(8,250)	0%
16	5201-425500 Fleet O&M Charge	(171,791)	(169,529)	(169,529)	(190,917)	13%
17	5201-425501 Fleet Replacement Charge	(198,319)	(271,890)	(271,890)	(237,726)	-13%
18	5201-425560 IT Services	(110,000)	(113,500)	(113,500)	(170,898)	51%
19	5201-431000 Professional & Tech	(13,930)	(47,000)	(47,000)	(47,000)	0%
20	5201-433000 Training	(9,138)	(13,650)	(13,000)	(16,650)	22%
21	5201-433100 Travel	(9,385)	(6,000)	(3,000)	(3,000)	-50%
22	5201-448000 Dept Supplies	(48,506)	(80,000)	(50,000)	(5,000)	-94%
23	5201-454000 Bank Charges	(76,331)	(108,000)	(90,000)	(110,000)	2%
24	5201-449100 Sewage Treat & Disposal	(5,629,515)	(6,966,418)	(6,966,418)	(7,673,404)	10%
25		(6,615,503)	(8,166,005)	(8,106,355)	(8,918,911)	9%
Shared Services Allocation						
26	5201-496700 Allocated Risk Mgmt	(59,592)	(68,745)	(68,745)	(81,317)	18%
27	5201-493100 Allocated Wages	(576,996)	(590,091)	(570,028)	(614,643)	4%
28	5201-493110 Allocated Operations	(174,218)	(195,885)	(173,359)	(228,714)	17%
29		(810,806)	(854,721)	(812,132)	(924,674)	8%
Transfers In (Out)						
30	5201-495100 Transfer to the General Fund	(665,000)	(700,000)	(700,000)	(750,000)	
31		(665,000)	(700,000)	(700,000)	(750,000)	7%

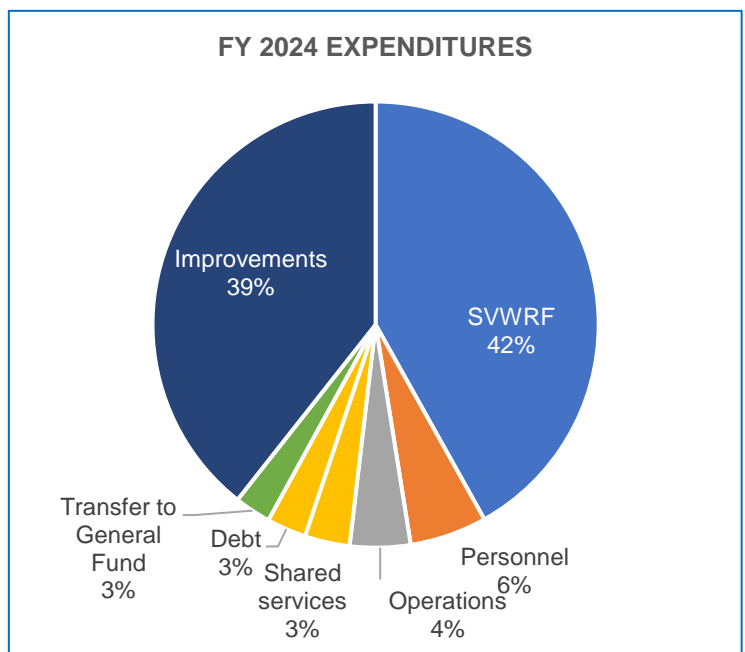
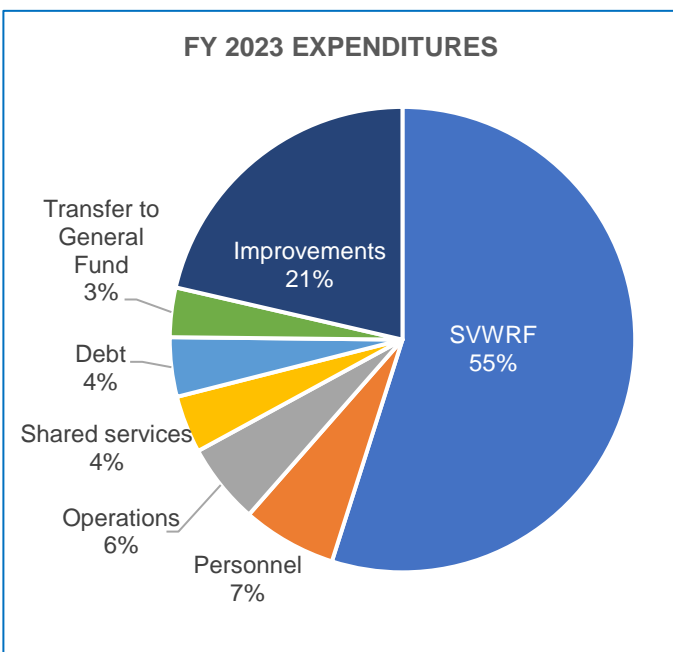
SEWER FUND

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Non-Operating Revenues					
32 520-388400 Wastewater Impact Fee	1,129,496	400,000	400,000	1,000,000	
33 520-331601 Federal Grants	-	1,694,189	1,694,189	-	
34 520-337400 Misc Intergovernmental	219,890	2,359,000	2,014,811	-	
35 520-387447 Loan from CIP Fund	-	-	-	5,596,998	
36	1,349,386	4,453,189	4,109,000	6,596,998	48%
Non-Operating Expenses					
Debt Service					
37 5201-481000 Principal	-	(559,699)	(559,700)	(559,700)	
38 5201-482000 Interest	-	(27,980)	(279,850)	(251,865)	
39 5201-473000 SVWRF Related-Party	(2,509,623)	(2,869,365)	(2,867,286)	(2,866,122)	
40	(2,509,623)	(3,457,044)	(3,706,836)	(3,677,687)	6%
Construction Projects					
41 5201-473000 Construction Projects	(2,312,377)	(15,025,000)	(4,357,500)	(11,175,000)	
42 5201-473000 SVWRF Projects	-	(1,349,000)	(1,349,000)	(1,350,000)	
43 5201-474040 Developer Reimbursement	-	(500,000)	-	-	
44	(2,312,377)	(16,874,000)	(5,706,500)	(12,525,000)	-26%
45 Net change	\$ 1,078,892	\$ (12,648,743)	\$ (1,443,988)	\$ (6,763,496)	
46 Beginning reserve balance ¹	\$ 10,759,310	\$ 11,838,202	\$ 11,838,202	\$ 10,394,214	
47 Net change	1,078,892	(12,648,743)	(1,443,988)	(6,763,496)	
48 YE adjustment to capital					
49 Ending reserve balance ¹	\$ 11,838,202	\$ (810,541)	\$ 10,394,214	\$ 3,630,718	

¹ Excludes net investment in capital assets

² Adjustment for changes in capital



SEWER FUND

JUSTIFICATION

Operations

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

8,918,911

Shared Services Allocation

67	5201-496700	Allocated Risk Mgmt	81,317	Claims and risk management
68	5201-493100	Allocated Wages	614,643	Allocated wages and operations from departments in the General Fund for support services such as project management, financial management, legislative management, and other administrative and technical support.
69	5201-493110	Allocated Operations	228,714	

924,674

Transfers Out

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

SEWER FUND

JUSTIFICATION (continued)

Debt Service

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

80 **3,677,687**

Capital Projects

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

88 **12,525,000**



SEWER FUND 5-Year Plan

COMBINED Utility and Impact Fees	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
Revenue	\$ 22,670,538	\$ 18,198,688	\$ 19,402,596	\$ 20,690,778	\$ 22,069,132
Expense					
SVWRF - Treatment	(8,057,074)	(8,459,928)	(8,882,924)	(9,327,071)	(9,793,424)
Personnel	(1,649,671)	(1,715,658)	(1,784,284)	(1,855,655)	(1,929,882)
Operations	(1,295,327)	(1,347,140)	(1,401,026)	(1,457,067)	(1,515,350)
Shared Services	(961,661)	(1,000,127)	(1,040,132)	(1,081,738)	(1,125,007)
General Fund Transfer	(803,677)	(859,934)	(920,130)	(984,539)	(1,053,457)
Construction Projects	(2,177,500)	(800,000)	(800,000)	(800,000)	(800,000)
Debt Service (Interfund Loan)	(783,580)	(755,595)	(727,610)	(699,625)	(671,640)
SVWRF - Debt	(2,841,152)	(2,842,917)	(2,859,717)	(2,860,399)	(1,674,491)
SVWRF - Projects	(2,000,000)	(2,000,000)	(2,000,000)	(2,500,000)	(3,000,000)
	<u>(20,569,642)</u>	<u>(19,781,300)</u>	<u>(20,415,824)</u>	<u>(21,566,094)</u>	<u>(21,563,250)</u>
NET CHANGE	\$ 2,100,896	\$ (1,582,612)	\$ (1,013,228)	\$ (875,316)	\$ 505,882
Beginning reserve balance	\$ 3,630,718	\$ 5,731,614	\$ 4,149,002	\$ 3,135,775	\$ 2,260,459
Net change	2,100,896	(1,582,612)	(1,013,228)	(875,316)	505,882
YE adjustment to capital					
Ending reserve balance	<u>\$ 5,731,614</u>	<u>\$ 4,149,002</u>	<u>\$ 3,135,775</u>	<u>\$ 2,260,459</u>	<u>\$ 2,766,341</u>

SEWER UTILITY	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
Rate increase	7.0%	7.0%	7.0%	7.0%	7.0%
	\$ 25.69	\$ 27.49	\$ 29.41	\$ 31.47	\$ 33.68
REVENUE					
Sewer Fees	\$ 16,073,540	\$ 17,198,688	\$ 18,402,596	\$ 19,690,778	\$ 21,069,132
Loan from CIP Fund	5,596,998	-	-	-	-
	<u>21,670,538</u>	<u>17,198,688</u>	<u>18,402,596</u>	<u>19,690,778</u>	<u>21,069,132</u>
EXPENSE					
SVWRF - Treatment	(8,057,074)	(8,459,928)	(8,882,924)	(9,327,071)	(9,793,424)
Personnel	(1,649,671)	(1,715,658)	(1,784,284)	(1,855,655)	(1,929,882)
Operations	(1,295,327)	(1,347,140)	(1,401,026)	(1,457,067)	(1,515,350)
Shared Services	(961,661)	(1,000,127)	(1,040,132)	(1,081,738)	(1,125,007)
General Fund Transfer	(803,677)	(859,934)	(920,130)	(984,539)	(1,053,457)
	<u>(12,767,410)</u>	<u>(13,382,788)</u>	<u>(14,028,497)</u>	<u>(14,706,070)</u>	<u>(15,417,119)</u>
DEBT SERVICE					
SVWRF - Debt	(546,429)	(546,433)	(550,606)	(550,334)	(549,451)
Debt Service (Loan)	(78,358)	(75,559)	(72,761)	(69,962)	(67,164)
	<u>(624,786)</u>	<u>(621,993)</u>	<u>(623,367)</u>	<u>(620,297)</u>	<u>(616,615)</u>
CAPITAL IMPROVEMENTS					
SVWRF - Projects	(2,000,000)	(2,000,000)	(2,000,000)	(2,500,000)	(3,000,000)
Construction Projects	(1,340,000)	(800,000)	(800,000)	(800,000)	(800,000)
	<u>(3,340,000)</u>	<u>(2,800,000)</u>	<u>(2,800,000)</u>	<u>(3,300,000)</u>	<u>(3,800,000)</u>
NET CHANGE	\$ 4,938,341	\$ 393,907	\$ 950,732	\$ 1,064,411	\$ 1,235,398
Beginning reserve balance	\$ 17,073,557	\$ 22,011,899	\$ 22,405,806	\$ 23,356,538	\$ 24,420,949
Net change	4,938,341	393,907	950,732	1,064,411	1,235,398
YE adjustment to capital	-	-	-	-	-
Ending reserve balance	<u>\$ 22,011,899</u>	<u>\$ 22,405,806</u>	<u>\$ 23,356,538</u>	<u>\$ 24,420,949</u>	<u>\$ 25,656,347</u>



SEWER FUND 5-Year Plan

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



SEWER FUND

5-YEAR CAPITAL PROJECTS PLAN

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



SOLID WASTE FUND

SOLID WASTE FUND

SERVICE LEVEL CHANGES

- Allocation adjustment

PURPOSE

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

GOALS & OBJECTIVES

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

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

PERFORMANCE AND WORKLOAD MEASURES

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

ALLOCATED SERVICES

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

	Personnel		Operations	
Administrative Services	3.50%	\$ 45,914	3.50%	\$ 4,435
City Attorney	2.50%	28,593	2.50%	4,481
City Council	2.50%	18,419	2.50%	4,642
City Recorder / Customer Service	5.00%	26,198	5.00%	4,067
Emergency Management	2.50%	2,899	2.50%	774
Facilities	3.00%	25,687	3.00%	48,956
GIS	5.00%	25,740	5.00%	17,234
Human Resources	2.50%	13,334	2.50%	6,742
Mayor's Office	5.00%	48,148	5.00%	6,122
Non-Departmental	2.50%	-	2.50%	19,588
Public Affairs	2.50%	10,518	2.50%	2,661
Public Works	20.00%	97,176	20.00%	17,195
Utility Billing	25.00%	67,702	25.00%	36,627
		<u>\$ 410,328</u>		<u>\$ 173,524</u>
Fleet Management			1.4%	\$ 114,118
IT Management			2.4%	\$ 96,638
Risk Management			0.7%	\$ 16,831

SOLID WASTE FUND

STAFFING

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

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

FEES

COLLECTION FEES

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

	Effective Oct 1, 2022	Effective Oct 1, 2023
Cost per month		
Basic service	\$18.29	\$20.76
2nd garbage can	\$11.24	\$12.76
3rd garbage can	\$15.76	\$17.89
Additional recycling can	\$5.62	\$6.38
Additional green waste can	\$5.62	\$12.76

DUMPSTER RENTAL

All rentals are first come, first serve.

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

Payment due at the time of reservation.

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

	Effective Jan 1, 2023	Effective Jan 1, 2024
Per calendar year		
1st rental	\$50.00	\$75.00
Each rental after the 1st	\$250.00	\$250.00
Cancellation fee	\$20.00	\$20.00

OTHER FEES

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

SOLID WASTE FUND

BUDGET & FINANCIAL HISTORY

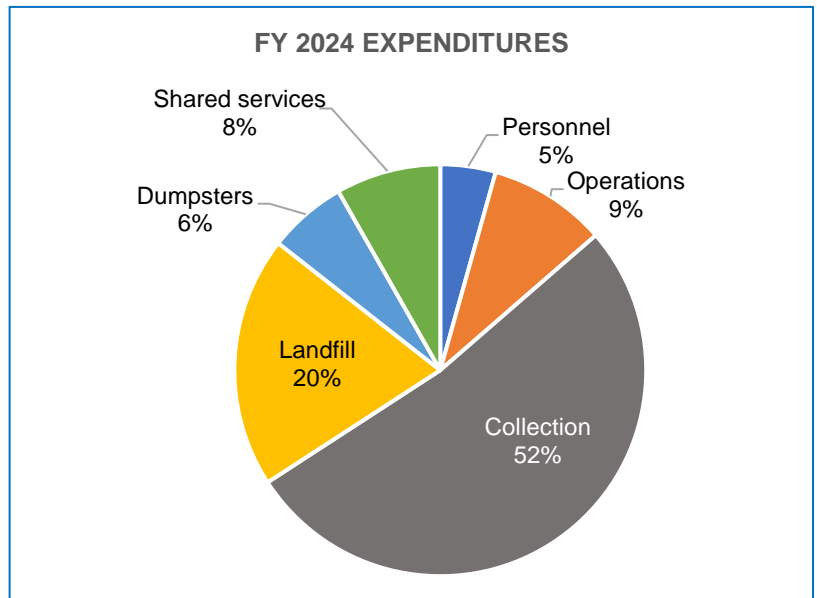
		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Operating Revenues						
1	540-344300 Collection Fees	\$ 6,093,068	\$ 6,293,050	\$ 6,300,000	\$ 7,163,151	14%
2	540-344302 Dumpster Rentals	166,100	130,000	120,000	200,000	54%
3	540-361000 Interest Earnings	3,253	20,000	20,000	-	-100%
4		6,262,421	6,443,050	6,440,000	7,363,151	14%
Operating Expenses						
Personnel						
5	5401-411000 Salaries Full-Time	(162,355)	(170,090)	(154,500)	(187,313)	10%
6	5401-411001 Salaries Part-Time	-	(16,740)	-	(18,387)	10%
7	5401-411003 Overtime	(1,444)	(9,000)	(3,000)	(5,000)	-44%
8	5401-411100 On Call Salaries	(804)	(1,500)	(1,500)	(5,000)	233%
9	5401-413000 Benefits	(49,856)	(78,857)	(81,700)	(101,106)	28%
10		(214,459)	(276,187)	(240,700)	(316,806)	15%
Operations						
11	5401-424100 Building Rent	(129,497)	(129,770)	(129,770)	(129,463)	0%
12	5401-425000 Equipment Supplies & Main	-	(38,000)	(38,000)	(38,000)	0%
13	5401-425010 Uniforms	(530)	(2,200)	(2,200)	(1,700)	-23%
14	5401-425500 Fleet O&M Charge	(50,187)	(49,521)	(49,521)	(65,503)	32%
15	5401-425501 Fleet Replacement Charge	(61,880)	(49,128)	(49,128)	(48,615)	-1%
16	5401-425560 IT Services	(55,000)	(56,500)	(56,500)	(96,638)	71%
17	5401-431810 Contract Services	-	(1,000)	(1,000)	(1,000)	0%
18	5401-433000 Training	-	(500)	(500)	(500)	0%
19	5401-448000 Dept Supplies	(2,835)	(5,000)	(5,000)	(5,000)	0%
20	5401-448400 Garbage Cans	(192,620)	(210,000)	(210,000)	(225,000)	7%
21	5401-448500 Landfill	(899,089)	(1,025,000)	(1,025,000)	(1,440,000)	40%
22	5401-448600 City Dumpsters	(379,655)	(450,000)	(450,000)	(450,000)	0%
23	5401-448700 Collection Contract	(3,363,758)	(3,600,000)	(3,600,000)	(3,800,000)	6%
24	5401-448710 Glass Recycling	(5,416)	(5,000)	(5,000)	(6,000)	20%
25	5401-454000 Bank Charges	(41,116)	(60,000)	(60,000)	(65,000)	8%
26		(5,181,583)	(5,681,619)	(5,681,619)	(6,372,419)	12%
Shared Services Allocation						
27	5401-496700 Allocated Risk Mgmt	(14,676)	(12,395)	(12,395)	(16,831)	36%
28	5401-493100 Allocated Wages	(279,368)	(399,315)	(385,379)	(410,328)	3%
29	5401-493110 Allocated Operations	(107,355)	(149,361)	(132,184)	(173,524)	16%
30		(401,399)	(561,071)	(529,958)	(600,683)	7%
Transfers In (Out)						
31	5401-495100 Transfer to the General Fund	(298,700)	-	-	-	
32		(298,700)	-	-	-	
33	Net change	\$ 166,280	\$ (75,827)	\$ (12,277)	\$ 73,243	

SOLID WASTE FUND

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
34 Beginning reserve balance ¹	\$ 659,815	\$ 826,095	\$ 826,095	\$ 813,818	
35 Net change	166,280	(75,827)	(12,277)	73,243	
36 Ending reserve balance ¹	\$ 826,095	\$ 750,268	\$ 813,818	\$ 887,061	

¹ Excludes net investment in capital assets



SOLID WASTE FUND

JUSTIFICATION

Operations

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

6,372,419

Shared Services Allocation

53	5401-496700	Allocated Risk Mgmt	16,831	Liability insurance, claims, and risk management
54	5401-493100	Allocated Wages	410,328	Allocated wages and operations to the General Fund for support services such as financial management, legislative management, and other administrative and technical support.
55	5401-493110	Allocated Operations	173,524	

600,683

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SOLID WASTE FUND 5-Year Plan

	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
REVENUE					
Collection Fees	\$ 7,664,572	\$ 8,201,092	\$ 8,775,168	\$ 9,389,430	\$ 10,046,690
Dumpster Rental	200,000	200,000	200,000	200,000	200,000
Other	-	-	-	-	-
	<u>7,864,572</u>	<u>8,401,092</u>	<u>8,975,168</u>	<u>9,589,430</u>	<u>10,246,690</u>
EXPENSE					
Collection Contract	(4,575,200)	(4,918,340)	(5,287,216)	(5,683,757)	(6,110,038)
Landfill Contract	(1,548,000)	(1,664,100)	(1,788,908)	(1,923,076)	(2,067,306)
Containers	(229,500)	(234,090)	(238,772)	(243,547)	(248,418)
Personnel	(332,646)	(349,279)	(366,743)	(385,080)	(404,334)
Operations	(460,447)	(469,656)	(479,049)	(488,630)	(498,403)
Shared Services	(630,717)	(662,253)	(695,366)	(730,134)	(766,641)
Transfers Out	-	-	-	-	-
	<u>(7,776,511)</u>	<u>(8,297,718)</u>	<u>(8,856,052)</u>	<u>(9,454,224)</u>	<u>(10,095,140)</u>
NET CHANGE	<u>\$ 88,061</u>	<u>\$ 103,374</u>	<u>\$ 119,116</u>	<u>\$ 135,206</u>	<u>\$ 151,550</u>
RESERVES					
Beginning reserve balance	\$ 887,061	\$ 975,121	\$ 1,078,495	\$ 1,197,610	\$ 1,332,817
Net change	88,061	103,374	119,116	135,206	151,550
Ending reserve balance	<u>\$ 975,121</u>	<u>\$ 1,078,495</u>	<u>\$ 1,197,610</u>	<u>\$ 1,332,817</u>	<u>\$ 1,484,366</u>



STORM WATER FUND



STORM WATER FUND

SERVICE LEVEL CHANGES

- Add one-time funds for stormwater basin aesthetics.

PURPOSE

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

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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



STORM WATER FUND

ALLOCATED SERVICES

	Personnel		Operations	
Administrative Services	7.00%	\$ 91,828	7.00%	\$ 8,869
City Attorney	3.75%	42,889	3.75%	6,722
City Council	3.75%	27,629	3.75%	6,963
City Recorder / Customer Service	7.50%	39,297	7.50%	6,101
Emergency Management	3.75%	4,348	3.75%	1,161
Facilities	3.00%	25,687	3.00%	48,956
GIS	8.00%	41,184	8.00%	27,574
Human Resources	3.75%	20,001	3.75%	10,112
Mayor's Office	5.00%	48,148	5.00%	6,122
Non-Departmental	3.75%	-	3.75%	29,381
Public Affairs	3.75%	15,777	3.75%	3,992
Public Utilities	17.00%	185,124	17.00%	36,008
Public Works	10.00%	48,588	10.00%	8,597
Utility Billing	25.00%	67,702	25.00%	36,628
		<u>\$ 658,202</u>		<u>\$ 237,186</u>
Fleet Management			4.6%	\$ 372,563
IT Management			4.0%	161,249
Risk Management			4.1%	100,894

STAFFING

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

FEES

STORM WATER FEES

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

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

STORM WATER FUND

BUDGET & FINANCIAL HISTORY

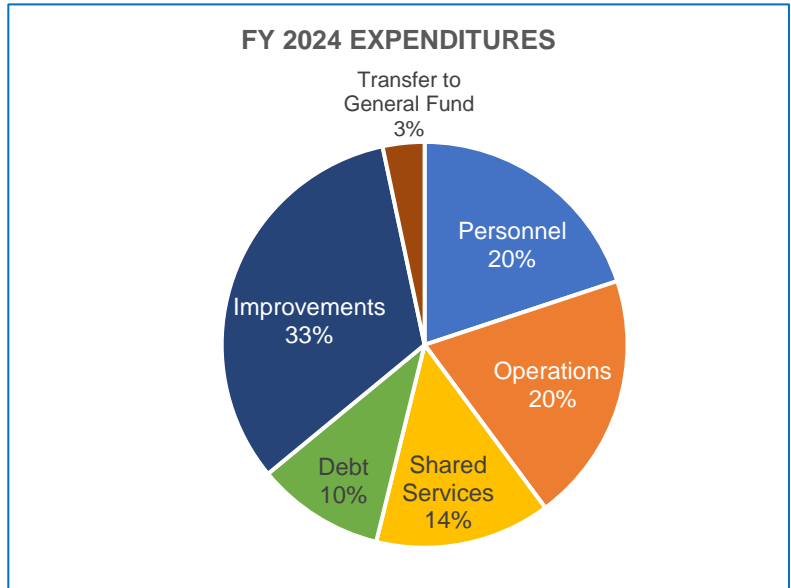
		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Operating Revenues						
1	550-393700 Storm Water Revenue	\$ 4,393,867	\$ 4,699,800	\$ 4,740,000	\$ 4,740,000	1%
2	550-383500 Miscellaneous	34,037	210,000	300,000	-	-100%
3	550-361000 Interest Income	50,405	300,000	300,000	-	-100%
4		4,478,309	5,209,800	5,340,000	4,740,000	-9%
Operating Expenses						
Personnel						
5	5501-411000 Salaries Full-Time	(749,505)	(918,468)	(850,000)	(977,158)	6%
6	5501-411003 Overtime	(5,507)	(10,000)	(7,500)	(10,000)	0%
7	5501-411030 Sick Leave Buyout	-	(1,839)	-	-	-100%
8	5501-411100 On Call Salaries	(4,213)	(3,300)	(3,500)	(10,950)	232%
9	5501-413000 Benefits	(207,393)	(418,573)	(354,482)	(420,704)	1%
10		(966,619)	(1,352,180)	(1,215,482)	(1,418,812)	5%
Operations						
11	5501-421500 Memberships	(1,230)	(1,140)	(1,140)	(1,140)	0%
12	5501-424100 Building Rent	(258,993)	(259,540)	(259,540)	(258,927)	0%
13	5501-425000 Ops Equip Supplies & Maint	(162,581)	(200,000)	(200,000)	(400,000)	100%
14	5501-425050 Construct Equip Supplies & Mai	-	-	-	(120,000)	0%
15	5501-425010 Uniforms	(7,825)	(9,350)	(9,350)	(7,500)	-20%
16	5501-425500 Fleet O&M Charge	(168,731)	(163,548)	(163,548)	(198,766)	22%
17	5501-425501 Fleet Replacement Charge	(245,405)	(365,117)	(365,117)	(173,797)	-52%
18	5501-425560 IT Services	(110,000)	(113,500)	(113,500)	(161,249)	42%
19	5501-431000 Professional & Technical Servi	(27,948)	(50,000)	(50,000)	(50,000)	0%
20	5501-433000 Training	(8,958)	(13,500)	(9,000)	(13,500)	0%
21	5501-433100 Travel	(4,465)	(4,000)	(4,000)	(4,000)	0%
22	5501-448000 Dept Supplies	(37,308)	(125,500)	(125,500)	(5,000)	-9%
23	5501-454000 Bank Charges	(20,892)	(26,400)	(26,400)	(26,400)	0%
24		(1,054,337)	(1,331,595)	(1,327,095)	(1,420,279)	7%
Shared Services Allocation						
25	5501-496700 Risk Management Allocation	(78,432)	(82,526)	(82,526)	(100,894)	22%
26	5501-493100 Allocated Wages	(571,105)	(590,091)	(569,518)	(658,202)	12%
27	5501-493110 Allocated Operations	(170,758)	(195,885)	(173,358)	(237,186)	21%
28		(820,295)	(868,502)	(825,402)	(996,282)	15%
Transfers In (Out)						
29	5501-495100 Transfer to the General Fund	(216,529)	(234,990)	(234,990)	(237,000)	
30		(216,529)	(234,990)	(234,990)	(237,000)	1%
Non-Operating Revenues						
31	550-349600 Storm Drain Impact Fee	\$ 1,596,877	\$ 3,000,000	\$ 3,000,000	\$ 1,000,000	
32		1,596,877	3,000,000	3,000,000	1,000,000	-67%

STORM WATER FUND

BUDGET & FINANCIAL HISTORY (continued)

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Non-Operating Expenses					
Debt Service					
33 5501-481000 Bond Principal	(660,000)	(670,000)	(670,000)	(685,000)	
34 5501-482000 Bond Interest	(61,821)	(53,364)	(53,364)	(40,434)	
35 5501-483000 Agent Fees	(1,350)	(1,250)	(1,250)	(1,250)	
36	(723,171)	(724,614)	(724,614)	(726,684)	0%
Capital Projects					
37 5501-473000 Construction Projects	(2,309,485)	(2,815,000)	(673,375)	(2,325,000)	
38	(2,309,485)	(2,815,000)	(673,375)	(2,325,000)	-17%
39 Net change	\$ (15,250)	\$ 882,919	\$ 3,339,042	\$ (1,384,057)	
40 Beginning reserve balance ¹	\$ 10,874,093	\$ 10,858,844	\$ 10,858,844	\$ 14,197,886	
41 Net change	(15,250)	882,919	3,339,042	(1,384,057)	
42 Ending reserve balance ¹	\$ 10,858,844	\$ 11,741,763	\$ 14,197,886	\$ 12,813,829	

¹ Excludes investment in capital assets



STORM WATER FUND

JUSTIFICATION

Operations

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

1,420,279

Shared Services Allocation

58	5501-496700	Allocated Risk Mgmt	100,894	Claims, and risk management
59	5501-493100	Allocated Wages	658,202	Allocated wages and operations from departments in the General Fund for support services such as project management, financial management, legislative management, and other administrative and technical support.
60	5501-493110	Allocated Operations	237,186	

996,282

Transfers In (Out)

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



STORM WATER FUND

JUSTIFICATION (continued)

Debt Service

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

67 **726,684**

Capital Projects

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

72 **2,325,000**



STORM WATER FUND 5-Year Plan

COMBINED Utility and Impact Fees	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
Revenue	\$ 6,095,500	\$ 6,477,663	\$ 6,888,487	\$ 7,330,124	\$ 7,804,883
Expense					
Personnel	(1,475,564)	(1,534,587)	(1,595,971)	(1,659,809)	(1,726,202)
Operations	(1,462,887)	(1,506,774)	(1,551,977)	(1,598,537)	(1,646,493)
Shared Services	(1,046,096)	(1,098,401)	(1,153,321)	(1,210,987)	(1,271,536)
General Fund Xfr	(254,775)	(273,883)	(294,424)	(316,506)	(340,244)
Debt Service	(728,463)	(724,953)	-	-	-
Construction Projects	(1,855,000)	(950,000)	-	-	-
Net Change	(727,286)	389,064	2,292,794	2,544,285	2,820,408
Beginning reserve balance	\$ 12,813,829	\$ 12,086,544	\$ 12,475,608	\$ 14,768,403	\$ 17,312,687
Net change	(727,286)	389,064	2,292,794	2,544,285	2,820,408
Ending reserve balance	\$ 12,086,543	\$ 12,475,608	\$ 14,768,403	\$ 17,312,687	\$ 20,133,095

STORM WATER UTILITY	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
REVENUE					
Storm Water Fees	5,095,500	5,477,663	5,888,487	6,330,124	6,804,883
Other Operating	-	-	-	-	-
Interest Earnings	-	-	-	-	-
Non-operating	-	-	-	-	-
	5,095,500	5,477,663	5,888,487	6,330,124	6,804,883
EXPENSE					
Personnel	(1,475,564)	(1,534,587)	(1,595,971)	(1,659,809)	(1,726,202)
Operations	(1,462,887)	(1,506,774)	(1,551,977)	(1,598,537)	(1,646,493)
Shared Services	(1,046,096)	(1,098,401)	(1,153,321)	(1,210,987)	(1,271,536)
General Fund Xfr	(254,775)	(273,883)	(294,424)	(316,506)	(340,244)
Debt Service	(728,463)	(724,953)	-	-	-
	(4,967,786)	(5,138,598)	(4,595,693)	(4,785,839)	(4,984,475)
CAPITAL IMPROVEMENTS					
Construction Projects	(1,855,000)	(855,000)	-	-	-
NET CHANGE	\$ (1,727,286)	\$ (515,936)	\$ 1,292,794	\$ 1,544,285	\$ 1,820,408
Beginning reserve balance	\$ 5,082,040	\$ 3,354,754	\$ 2,838,818	\$ 4,131,612	\$ 5,675,897
Net change	(1,727,286)	(515,936)	1,292,794	1,544,285	1,820,408
Ending reserve balance	\$ 3,354,754	\$ 2,838,818	\$ 4,131,612	\$ 5,675,897	\$ 7,496,305



STORM WATER FUND 5-Year Plan

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

Proposed Collection Fees

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



STORM WATER FUND

5-YEAR CAPITAL PROJECTS PLAN

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

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

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

\$ 2,325,000	\$ 1,855,000	\$ 950,000	\$ -	\$ -	\$ -
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STREETLIGHT FUND



STREETLIGHT FUND

PURPOSE

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

GOALS & OBJECTIVES

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

WORKLOAD AND PERFORMANCE MEASURES

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

FEE SCHEDULE

	Effective July 1, 2021	Effective October 1, 2023
Streetlight Fee (per unit)	\$1.74	\$2.81

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Operating Revenues					
1 570-347500 Street Light Fee	\$ 826,878	\$ 780,000	\$ 790,000	\$ 1,250,995	60%
2 570-347510 Street Light Activation Fee	-	5,300	4,245	-	-100%
3 570-361000 Interest Earnings	5,106	26,000	25,000	-	-100%
4 570-369000 Sundry Revenue	790	10,350	10,350	-	-100%
5	832,775	821,650	829,595	1,250,995	52%
Operating Expenses					
Operations					
6 5701-424100 Building Rent	(36,999)	(37,077)	(37,077)	(36,990)	0%
7 5701-425000 Equipment Supplies & Main	(497,437)	(659,750)	(500,000)	(1,232,685)	87%
8 5701-425030 Street Light Maintenance	(169,809)	(221,450)	(221,450)	(300,000)	35%
9 5701-425040 Street Light Power	(122,989)	(170,000)	(170,000)	(176,800)	4%
10 5701-431000 Professional & Tech	(4,016)	(15,000)	(15,000)	(15,000)	0%
11 5701-454000 Bank Charges	(6,454)	(8,400)	(8,400)	(9,000)	7%
12	(837,703)	(1,111,677)	(951,927)	(1,770,475)	59%
Transfers In (Out)					
13 5701-495100 Transfer to General Fund	(37,500)	(39,000)	(39,000)	(62,550)	
14	(37,500)	(39,000)	(39,000)	(62,550)	60%
15 Net change	\$ (42,428)	\$ (329,027)	\$ (161,332)	\$ (582,030)	
16 Beginning reserve balance	\$ 1,063,342	\$ 1,020,914	\$ 1,020,914	\$ 859,582	
17 Net change	(42,428)	(329,027)	(161,332)	(582,030)	
18 Ending reserve balance	\$ 1,020,914	\$ 691,887	\$ 859,582	\$ 277,552	

STREETLIGHT FUND

JUSTIFICATION

Operations

19	5701-424100	Building Rent	36,990	2% of the annual lease amount used for the debt service of the Series 2016 MBA Lease Revenue Bond for the Public Works Building
20	5701-425000	Equipment Supplies & Maint	650,000	Streetlight equipment, LED upgrades, improvements
21			422,935	Streetlight installations in dark areas
22			159,750	9000 South Betterment Agreement
23	5701-425030	Street Light Maintenance	300,000	Maintenance, repair, and replacement of street lights: poles, ballasts, bulbs, fixtures, and photocells. Provides some funding for inventory, capital projects, and dark sky requests. These funds are also used for the purchase and maintenance of small equipment, tools, and department supplies.
24	5701-425040	Street Light Power	176,800	Street light power
25	5701-431000	Professional & Tech	15,000	Contracted services to repair underground lines, certifications, and licensing
26	5701-454000	Bank Charges	9,000	Credit card fees for payments received
27			1,770,475	
Transfers In (Out)				
28	5701-495100	Transfers to General Fund	62,550	5% of revenues
29			62,550	



STREETLIGHT FUND 5-Year Plan

	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
REVENUES					
Operating	\$ 1,301,035	\$ 1,366,087	\$ 1,427,560	\$ 1,484,663	\$ 1,544,049
	1,301,035	1,366,087	1,427,560	1,484,663	1,544,049
EXPENSES					
Improvements	(700,000)	(700,000)	(700,000)	(700,000)	(700,000)
Street Light Maintenance	(309,000)	(318,270)	(327,818)	(337,653)	(347,782)
Street Light Power	(182,104)	(187,567)	(193,194)	(198,990)	(204,960)
Building Rent	(36,990)	(36,990)	(36,990)	(36,990)	(36,990)
Other Operations	(24,240)	(24,482)	(24,727)	(24,974)	(25,224)
Transfer to General Fund	(65,052)	(68,304)	(71,378)	(74,233)	(77,202)
	(1,317,386)	(1,335,614)	(1,354,107)	(1,372,840)	(1,392,159)
NET CHANGE	\$ (16,351)	\$ 30,473	\$ 73,453	\$ 111,823	\$ 151,891
RESERVES					
Beginning balance	\$ 277,552	\$ 261,201	\$ 291,673	\$ 365,126	\$ 476,949
Net change	(16,351)	30,473	73,453	111,823	151,891
Ending Balance	\$ 261,201	\$ 291,673	\$ 365,126	\$ 476,949	\$ 628,840

Proposed Collection Fees

	4.0% FY 2025 Year 1	5.0% FY 2026 Year 2	4.5% FY 2027 Year 3	4.0% FY 2028 Year 4	4.0% FY 2029 Year 5
Rate increase					
Streetlight fee	\$2.92	\$3.07	\$3.21	\$3.33	\$3.47



FLEET MANAGEMENT
INTERNAL SERVICE FUND



FLEET MANAGEMENT FUND

SERVICE LEVEL CHANGES

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

PURPOSE

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

GOALS & OBJECTIVES

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

PERFORMANCE AND WORKLOAD MEASURES

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

STAFFING

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

FLEET MANAGEMENT FUND

ALLOCATION MODEL

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

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

² Includes leased vehicles

FLEET MANAGEMENT FUND

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Revenues						
1	610-363710 Vehicle Charge - General	\$ 2,756,640	\$ 3,640,842	\$ 3,140,842	\$ 2,882,218	-21%
2	610-363726 Vehicle Charge - Dev Svcs	-	23,259	23,259	19,913	-14%
3	610-363751 Vehicle Charge - Water	183,868	184,174	184,174	238,667	30%
4	610-363752 Vehicle Charge - Sewer	198,319	271,890	271,890	237,726	-13%
5	610-363754 Vehicle Charge - Solid Waste	61,880	49,128	49,128	48,615	-1%
6	610-363755 Vehicle Charge - Storm Water	245,405	365,117	365,117	173,797	-52%
7	610-384200 Service Charge - General	1,952,741	2,112,385	2,112,385	2,484,497	18%
8	610-384226 Service Charge - Dev Svcs	-	33,702	33,702	36,729	9%
9	610-384251 Service Charge - Water	158,550	171,315	171,315	216,701	26%
10	610-384252 Service Charge - Sewer	171,791	169,529	169,529	190,917	13%
11	610-384254 Service Charge - Solid Waste	50,187	49,521	49,521	65,503	32%
12	610-384255 Service Charge - Storm Water	168,731	163,548	163,548	198,766	22%
13	610-369000 Sundry Revenue	313	-	-	-	0%
14	610-363600 Lease Proceeds	87,004	-	-	-	0%
15	610-364000 Sale Of Fixed Assets	259,035	300,000	100,000	300,000	0%
16	610-361000 Interest Earnings	15,766	85,000	85,000	-	-100%
17		6,310,230	7,619,410	6,919,410	7,094,049	-7%
Expenditures						
Personnel						
18	6101-411000 Salaries Full-Time	(532,001)	(582,468)	(550,000)	(619,974)	6%
19	6101-411003 Overtime	(2,092)	(2,000)	(3,500)	(2,000)	0%
20	6101-411030 Sick Leave Buyout	-	(2,070)	(803)	(850)	-59%
21	6101-411100 On Call Salaries	(4,327)	(4,500)	(4,500)	(10,950)	143%
22	6101-413000 Benefits	(123,861)	(243,830)	(243,830)	(267,990)	10%
23		(662,282)	(834,868)	(802,633)	(901,764)	8%
Operations						
24	6101-425000 Equipment Supplies & Main	(1,046,720)	(973,840)	(973,480)	(1,086,444)	12%
25	6101-425010 Uniforms	(5,620)	(5,136)	(5,136)	(2,000)	-61%
26	6101-425020 Tools	(4,794)	(4,800)	(480)	(9,000)	88%
27	6101-425100 Fuel	(908,089)	(950,000)	(900,000)	(972,000)	2%
28	6101-425560 IT Services	-	-	-	(19,923)	100%
29	6101-431000 Professional & Tech	(2,927)	-	-	-	0%
30	6101-431400 Inform. System Contracts	(17,382)	(18,000)	(18,000)	(27,000)	50%
31	6101-431810 Contract Services	(18,270)	-	-	-	0%
32	6101-433000 Training	(4,714)	(6,000)	(4,000)	(6,000)	0%
33	6101-433100 Travel	(582)	(2,000)	(2,000)	(2,000)	0%
34	6101-448000 Dept Supplies	(10,257)	(10,000)	(10,000)	(10,000)	0%
35	6101-465000 Damage Reserve	(81,722)	(100,000)	(75,000)	(100,000)	0%
36	6101-496700 Risk Management Fee	(7,536)	(8,577)	(8,577)	(10,123)	18%
37		(2,108,615)	(2,078,353)	(1,996,673)	(2,244,490)	8%

FLEET MANAGEMENT FUND

BUDGET & FINANCIAL HISTORY (continued)

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Capital					
38 6101-474100 New Vehicles	-	(400,000)	(400,000)	(690,000)	73%
39 6101-474200 Replacement Vehicles	(1,474,090)	(3,985,500)	(3,000,000)	(3,601,000)	-10%
40 6101-474210 Intangible Vehicles & Equipment	(98,180)	-	-	-	0%
41	(1,572,269)	(4,385,500)	(3,400,000)	(4,291,000)	-2%
Debt Service					
42 6101-425510 Vehicle Lease	-	(737,007)	(637,007)	(708,394)	-4%
43 6101-481000 Principal	(2,720,927)	-	-	-	0%
44 6101-482000 Interest	(136,906)	-	-	-	0%
45	(2,857,833)	(737,007)	(637,007)	(708,394)	-4%
46 Net change	\$ (890,768)	\$ (416,318)	\$ 83,097	\$ (1,051,599)	
47 Beginning reserve balance ¹	\$ 3,293,930	\$ 2,529,598	\$ 2,529,598	\$ 2,612,695	
48 Net change	(890,768)	(416,318)	83,097	(1,051,599)	
49 YE adjustment to capital	126,436				
50 Ending reserve balance ¹	\$ 2,529,598	\$ 2,113,280	\$ 2,612,695	\$ 1,561,096	

¹ Excludes investment in capital assets

FLEET MANAGEMENT FUND

JUSTIFICATION

Operations

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

63 **2,244,490**

Capital

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

76 **4,291,000**

FLEET MANAGEMENT FUND

JUSTIFICATION (continued)

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

##

708,394

FLEET MANAGEMENT FUND 5-Year Plan

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

DEBT SERVICE SCHEDULE

	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
LEASE AND BUY-BACK SCHEDULES					
Capital Leases					
2018 Lease (10 yr)	\$ 128,673	\$ 128,673	\$ 128,673		
2019-A Lease (7 yr)	67,561				
2019-B Lease (10 yr)	77,847	77,847	77,847	77,847	47,833
	<u>274,081</u>	<u>206,520</u>	<u>206,520</u>	<u>77,847</u>	<u>47,833</u>
Equipment Leases					
3101 - 430F2 Backhoe Loader	22,000	22,000	23,100	23,100	23,100
3101 - 305.5E2 Excavator	11,730	11,730	12,317	12,317	12,317
3101 - CB34B Utility Compactor	10,207	10,207	10,717	10,717	10,717
3101 - 430F2 Backhoe Loader	14,500	14,500	15,225	15,225	15,225
3101 - CB34B Utility Compactor	10,207	10,207	10,717	10,717	10,717
3101 - CB34B Utility Compactor	10,207	10,207	10,717	10,717	10,717
3101 - 246D3 Skidsteer Loader	8,250	8,250	8,663	8,663	8,663
3101 - AP1055 Asphalt Paver	60,500	60,500	63,525	63,525	63,525
3101 - PM312 Cold Planer	60,000	60,000	63,000	63,000	63,000
3201 - 420 Backhoe Loader	11,250	11,250	11,813	11,813	11,813
3201 - 246D3 Skidsteer Loader	6,720	6,720	7,056	7,056	7,056
3201 - 305.5E23PT Excavator	9,660	9,660	10,143	10,143	10,143
3208 - 420 Backhoe Loader	11,250	11,250	11,813	11,813	11,813
5201 - 310 Excavator	22,650	22,650	23,783	23,783	23,783
5501 - 315 Excavator	33,500	33,500	35,175	35,175	35,175
5501 - NEW	20,750	20,750	20,750	20,750	20,750
5101 - 308TH Excavator	11,455	11,455	12,028	12,028	12,028
5101 - 279D3 Compact Track Loader	12,100	12,100	12,705	12,705	12,705
	<u>\$ 346,936</u>	<u>\$ 346,936</u>	<u>\$ 363,245</u>	<u>\$ 363,245</u>	<u>\$ 363,245</u>



INFORMATION TECHNOLOGY
INTERNAL SERVICE FUND

INFORMATION TECHNOLOGY FUND

SERVICE LEVEL CHANGES

- Assessment model changed from estimates to a weighted value based on the software, equipment and # of employees supported.
- FY 2023 was intentionally under-assessed to use a portion of reserves.

PURPOSE

The Information Technology Fund provides the City with technology solutions, a reliable network, information security, data backup, and technical support. Cost allocations are charged to each department or fund. The basis is cost recovery as well as cash funding for infrastructure replacement and enhancement.

GOALS & OBJECTIVES

- Goal 1:** Maintain the City's information management systems in a secure and safe environment.
- Goal 2:** Foster a collaborative, engaging and innovative approach to meet the City's information system needs.

PERFORMANCE AND WORKLOAD MEASURES

	FY2023 Estimate	FY2024 Anticipated
IT system projects completed	8	8
# of support requests	3,116	3,200
% of support requests closed within service level agreements	77%	80%
% of support requests closed within 24 hours	80%	85%

STAFFING

	Grade		Count	
	FY 2023	FY 2024	FY 2023	FY 2024
IT Director	GR84	GR84	1.00	1.00
Deputy IT Director	GR80	GR81	1.00	1.00
Sr IT System Administrator	GR70	GR70	1.00	1.00
Database Management Technician	GR69	GR69	1.00	1.00
IT Support Manager	GR69	GR69	1.00	1.00
IT Security Specialist	GR67	GR67	1.00	1.00
IT Specialist	GR55	GR55	2.00	2.00
TOTAL FTE'S (FTE=Full-time equivalent)			8.00	8.00

INFORMATION TECHNOLOGY FUND

ASSESSMENT MODEL

Assessment is based on weighted values of number of employees, devices, and mobile devices supported.

	Assessment	% of cost
General Fund		
Administrative Services	\$ 61,703	1.53%
Animal Control	54,670	1.36%
Cemetery	13,973	0.35%
City Attorney	40,844	1.01%
City Council	96,487	2.40%
City Recorder	43,192	1.07%
Code Enforcement	57,106	1.42%
Economic Development	18,511	0.46%
Emergency Management	9,649	0.24%
Engineering	85,265	2.12%
Events	25,724	0.64%
Facilities	77,574	1.93%
Fire	184,743	4.59%
GIS	47,457	1.18%
Human Resources	28,160	0.70%
Justice Court	55,533	1.38%
Mayor	41,287	1.03%
Parks	111,861	2.78%
Police	1,158,194	28.77%
Property Administration	6,170	0.15%
Prosecution	46,414	1.15%
Public Affairs	29,459	0.73%
Public Services Administration	19,297	0.48%
Public Utilities Administration	77,189	1.92%
Public Works Administration	28,946	0.72%
Streets	49,624	1.23%
Utility Billing	18,511	0.46%
Victim Advocate	18,511	0.46%
Development Services Fund		
Planning	187,175	4.65%
Building	206,472	5.13%
Highlands Special Service District	10,931	0.27%
Water Fund	562,337	13.97%
Sewer Fund	170,898	4.25%
Solid Waste Fund	96,638	2.40%
Storm Water Fund	161,249	4.01%
Fleet Management Fund	19,923	0.49%
Risk Management Fund	15,819	0.39%
	<u>\$ 3,937,496</u>	

INFORMATION TECHNOLOGY FUND

BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget	
Revenues						
1 620-384200	Assessment - General Fund	\$ 2,400,000	\$ 2,065,000	\$ 1,815,000	\$ 2,506,054	21%
2 620-384226	Assessment - Dev Svcs Fund	-	225,000	225,000	393,647	75%
3 620-384227	Assessment - Highlands SID	-	-	-	10,931	100%
4 620-384251	Assessment - Water Fund	425,000	450,000	450,000	562,337	25%
5 620-384252	Assessment - Sewer Fund	110,000	113,500	113,500	170,898	51%
6 620-384254	Assessment - Solid Waste	55,000	56,500	56,500	96,638	71%
7 620-384255	Assessment - Storm Water	110,000	113,500	113,500	161,249	42%
8 620-384261	Assessment - Fleet Management	-	-	-	19,923	100%
9 620-384267	Assessment - Risk Management	-	-	-	15,819	100%
10 620-361000	Interest Earnings	10,722	-	-	-	0%
11		3,110,722	3,023,500	2,773,500	3,937,496	30%
Expenditures						
Personnel						
12 6201-411000	Salaries Full-Time	(689,150)	(742,320)	(693,000)	(770,043)	4%
13 6201-411030	Sick Leave Buyout	-	(3,950)	(2,858)	(3,049)	-23%
14 6201-411100	On Call Salaries	(4,433)	(5,000)	(5,533)	(6,500)	30%
15 6201-413000	Benefits	(253,147)	(311,893)	(317,821)	(305,795)	-2%
16		(946,729)	(1,063,163)	(1,019,212)	(1,085,387)	2%
Operations						
17 6201-421500	Memberships	-	(400)	(400)	(400)	0%
18 6201-425000	Equipment Supplies & Main	(17,323)	(53,000)	(53,000)	(50,000)	-6%
19 6201-425610	Copier Maintenance	(23,333)	(20,000)	(20,000)	(20,000)	0%
20 6201-425620	Copier Toner	(5,296)	(15,000)	(15,000)	(15,000)	0%
21 6201-428000	Phone & Wireless Systems	(358,128)	(450,000)	(450,000)	(500,000)	11%
22 6201-428500	Network Communications	(348,945)	(223,400)	(223,000)	(270,000)	21%
23 6201-431000	Professional & Tech	(41,501)	(108,000)	(108,000)	(110,000)	2%
24 6201-431400	Annual Contracts	(442,990)	(848,517)	(848,517)	(1,200,000)	41%
25 6201-433000	Training	(2,884)	(6,000)	(6,000)	(6,000)	0%
26 6201-433100	Travel	(1,046)	(4,000)	(2,000)	(2,000)	-50%
27 6201-448000	Dept Supplies	(558)	(4,100)	(4,100)	(4,100)	0%
28		(1,242,002)	(1,732,417)	(1,730,017)	(2,177,500)	26%
Capital						
29 6201-425250	Workstation Replacement	(146,470)	(100,000)	(100,000)	(266,000)	166%
30 6201-425251	Hardware Replacement	(16,966)	(16,000)	(16,000)	(26,500)	66%
31 6201-425260	Printer Replacement	(16,334)	(5,000)	(5,000)	(50,000)	900%
32 6201-425270	Server Replacement	(10,547)	(45,000)	(45,000)	(45,000)	0%
33 6201-425280	Network Replacement	(46,720)	(40,000)	(40,000)	(125,000)	213%
34 6201-474000	Equipment	(5,805)	-	-	-	0%
35 6201-474900	Software Implementation	(222,373)	(150,000)	(150,000)	(250,000)	67%
36		(465,214)	(356,000)	(356,000)	(762,500)	114%
37	Net change	\$ 456,776	\$ (128,080)	\$ (331,729)	\$ (87,891)	
38	Beginning reserve balance ¹	\$ 1,630,371	\$ 2,087,148	\$ 2,087,148	\$ 1,755,419	
39	Net change	456,776	(128,080)	(331,729)	(87,891)	
40	Ending reserve balance ¹	\$ 2,087,148	\$ 1,959,068	\$ 1,755,419	\$ 1,667,528	

¹ Excludes investment in capital assets

INFORMATION TECHNOLOGY FUND

JUSTIFICATION

Specific information related to contracts and professional services is not provided as a best practice for cyber security.

This year's budget includes approximately \$100,000 of additional costs to support the move back to City Hall.

In addition, the computer replacement plan requires a 2-year increase as technology that was purchased during the pandemic will need to be replaced. Police Toughbooks, laptops, etc. (approximately \$250,000 per year).

Operations

41	6201-421500	Memberships	400	Professional Memberships
42	6201-425000	Equipment Supplies & Main	50,000	Cables, connectors, cleaning supplies, backup tapes, and other equipment as needed.
43	6201-425610	Copier Maintenance	20,000	
44	6201-425620	Copier Toner	15,000	
45	6201-428000	Phone & Wireless Systems	500,000	Cell phones and mifi devices, consistent with current usage
46	6201-428500	Network Communications	270,000	Internet contracts, network communications
47	6201-431000	Professional & Tech	110,000	Outsourced electrical, network design, support, etc
48	6201-431400	Annual Contracts	1,200,000	Cloud management, licensing, renewal and maintenance contracts, security, system performance monitoring; current and additional software maintenance and renewals.
49	6201-433000	Training	6,000	Cyber security, best practices, continuing education
50	6201-433100	Travel	2,000	
51	6201-448000	Dept Supplies	4,100	Miscellaneous department supplies

2,177,500

Capital

53	6201-425250	Workstations	250,000	Computer replacement plan
54				New positions
55			2,100	Police Officer
56			2,100	Police Officer
57			2,100	Police Officer - JORCU MOU
58			2,100	Police Officer - JORCU MOU
59			2,100	Police Sergeant
60			1,500	Police Records Technician
61			1,400	Utility Locator
62			1,400	Parks Irrigation Specialist
63			600	Parks Maintenance Worker I (Highlands)
64			600	Parks Maintenance Worker I (Highlands)
65	6201-425251	Hardware Replacement	26,500	Mobile equipment to support remote work
66	6201-425260	Printers	50,000	Printer and copier replacement plan
67	6201-425270	Servers	45,000	Server replacement plan
68	6201-425280	Network	125,000	Network supplies and replacement plan
69	6202-474900	Software	250,000	Software implementation and purchase

\$ 762,500



INFORMATION TECHNOLOGY FUND 5-Year Plan

	FY 2025 Year 1	FY 2026 Year 2	FY 2027 Year 3	FY 2028 Year 4	FY 2029 Year 5
Assessment increase	1.0%	1.0%	1.0%	1.0%	1.0%
REVENUES					
Assessments	\$ 3,976,871	\$ 4,016,640	\$ 4,056,806	\$ 4,097,374	\$ 4,138,348
Other	-	-	-	-	-
	<u>3,976,871</u>	<u>4,016,640</u>	<u>4,056,806</u>	<u>4,097,374</u>	<u>4,138,348</u>
EXPENSES					
Personnel	(1,117,949)	(1,151,487)	(1,186,032)	(1,221,613)	(1,258,261)
Operations	(2,242,825)	(2,310,110)	(2,379,413)	(2,450,795)	(2,524,319)
Capital	(428,377)	(441,228)	(454,465)	(468,099)	(482,142)
One-time			(275,000)		
	<u>(3,789,151)</u>	<u>(3,902,825)</u>	<u>(4,294,910)</u>	<u>(4,140,507)</u>	<u>(4,264,722)</u>
NET CHANGE	<u>\$ 187,720</u>	<u>\$ 113,815</u>	<u>\$ (238,104)</u>	<u>\$ (43,133)</u>	<u>\$ (126,375)</u>
RESERVES					
Beginning balance	\$ 1,667,528	\$ 1,855,248	\$ 1,969,063	\$ 1,730,959	\$ 1,687,826
Net change	187,720	113,815	(238,104)	(43,133)	(126,375)
Ending Balance	<u>\$ 1,855,248</u>	<u>\$ 1,969,063</u>	<u>\$ 1,730,959</u>	<u>\$ 1,687,826</u>	<u>\$ 1,561,451</u>

Police Toughbooks
- \$275k



RISK MANAGEMENT
INTERNAL SERVICE FUND

RISK MANAGEMENT FUND

SERVICE LEVEL CHANGES

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

PURPOSE

The Risk Management Fund is an internal service fund centralizing the management of all liability insurance and claims for the City. Additionally, this fund supports programming to increase safety within city departments. The Fund is managed by the Risk Manager under the general direction of the City Attorney. The risk management team is comprised of a professional risk manager and a professional risk specialist, and works closely with the City's civil and prosecution attorneys.

GOALS & OBJECTIVES

Goal 1: Protect City employees and assets with adequate insurance coverage
(excluding employer-provided benefit plans)

Objective 1: Secure insurance policies with coverage based on data analysis, expert consultation, and historical performance

Goal 2: Continue growing the City's culture of safety by supporting departments in safety training, programs, incentives, and consultations

Objective 1: Decrease total at-fault internal accidents

Objective 2: Reduce the occurrence of workplace injuries and damage to City property

PERFORMANCE AND WORKLOAD MEASURES

	FY2021 Actual	FY2022 Actual	FY2023 Estimated
# of liability claims	no data	42	51
Amount of liability claims settled	\$ 96,821	\$167,016	\$286,573
# of at-fault internal accidents	35	47	42
% change in at-fault internal accidents	-36.4%	38.00%	-10.60%
# of no-fault internal accidents	21	14	16
% change in no-fault internal accidents	-23.8%	-22.20%	14.20%
Workers compensation claims as a % of the average total employees	6.5%	6.7%	6.0%

STAFFING

	Grade		Count	
	FY 2023	FY 2024	FY 2023	FY 2024
Risk Manager	GR74	GR74	1.00	1.00
Risk Specialist	GR61	GR61	1.00	1.00
TOTAL FTE'S (FTE=Full-time equivalent)			2.00	2.00

RISK MANAGEMENT FUND

ALLOCATION MODEL

The risk management allocation is based on the previous year's liability premiums for property, vehicles, and equipment blended with a 5-year claims history.

	Property Premium	Vehicle Premium	Risk Cost Allocation
General Fund	56.12%	74.98%	66.06%
Development Svcs Fund	0.00%	0.60%	1.84%
Water Fund	43.88%	6.51%	18.82%
Sewer Fund	0.00%	6.88%	5.20%
Solid Waste Fund	0.00%	2.22%	0.80%
Storm Water Fund	0.00%	7.41%	6.83%
Fleet Fund	0.00%	1.39%	0.46%
	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>

	Property Premium	Vehicle Premium	Risk Cost Allocation (reduced)	Total
General Fund	\$ 228,407	\$ 278,622	\$ 708,996	\$ 1,216,025
Development Svcs Fund	-	2,230	19,711	21,941
Water Fund	178,593	24,194	201,986	404,773
Sewer Fund	-	25,554	55,763	81,317
Solid Waste Fund	-	8,267	8,564	16,831
Storm Water Fund	-	27,547	73,347	100,894
Fleet Fund	-	5,157	4,966	10,123
Allocated Cost	<u>\$ 407,000</u>	<u>\$ 371,571</u>	<u>\$ 1,073,333</u>	1,851,904
Less: Cost (expenditures less additional revenue)				1,853,219
Unallocated Cost				<u>\$ (1,315)</u>

RISK MANAGEMENT FUND

BUDGET & FINANCIAL HISTORY

			Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Revenues							
1	670-362010	Workers Comp Refund	\$ 19,157	\$ -	\$ 2,600	\$ -	0%
2	670-383010	Workers Comp Payroll	405,903	441,511	470,491	539,923	22%
3	670-384200	General Fund Assessments	1,132,716	1,096,329	1,096,329	1,216,025	11%
4	670-384226	Dev Svcs Fund Assessments	-	19,700	19,700	21,941	11%
5	670-384251	Water Fund Assessments	270,204	306,526	306,526	404,773	32%
6	670-384252	Sewer Fund Assessments	59,592	68,745	68,745	81,317	18%
7	670-384254	Solid Waste Fund Assessments	14,676	12,395	12,395	16,831	36%
8	670-384255	Storm Water Fund Assessments	78,432	82,526	82,526	100,894	22%
9	670-384261	Fleet Fund Assessments	7,536	8,577	8,577	10,123	18%
10	670-385010	Unemployment Payroll	33,965	39,741	38,992	43,069	8%
11	670-361000	Interest Earnings	7,728	40,000	40,000	-	-100%
12			2,029,908	2,116,050	2,146,881	2,434,896	15%
Expenditures							
Personnel							
13	6701-411000	Salaries Full-Time	\$ (114,861)	\$ (152,622)	\$ (144,000)	\$ (164,777)	8%
14	6701-411030	Sick Leave Buyout	-	(630)	-	-	-100%
15	6701-413000	Benefits	(34,195)	(78,566)	(72,050)	(84,385)	7%
16			(149,056)	(231,818)	(216,050)	(249,162)	7%
Operations							
17	6701-421000	Subscriptions	-	(1,800)	(1,800)	(1,854)	3%
18	6701-421500	Memberships	(895)	(1,180)	(895)	(895)	-24%
19	6701-425560	IT Services	-	-	-	(15,819)	100%
20	6701-431000	Professional & Tech	(1,002)	(3,100)	(3,600)	(46,300)	100%
21	6701-433000	Training	(1,605)	(2,285)	(1,899)	(3,320)	45%
22	6701-433100	Travel	-	(1,500)	(1,727)	(1,900)	27%
23	6701-448000	Dept Supplies	(483)	(1,000)	(903)	(1,000)	0%
24	6701-462050	Safety & Training	(7,299)	(16,735)	(11,356)	(10,000)	-40%
25			(11,283)	(27,600)	(22,180)	(81,088)	194%
Liability Management							
26	6701-462010	Liability Premiums	(581,021)	(731,380)	(731,230)	(848,571)	16%
27	6701-462040	Liability Losses	(169,556)	(462,500)	(300,000)	(300,000)	-35%
28	6701-462041	Liability Loss/Wtr Swr	(8,590)	(100,000)	(50,000)	(100,000)	0%
29	6701-462042	Liability Loss/Legal Exp	(518)	(200,000)	(50,000)	(200,000)	0%
30	6701-463200	Workmans Compensation	(402,501)	(494,511)	(493,548)	(599,000)	21%
31	6701-463201	Medical-Only Claims	(7,083)	(15,000)	(11,755)	(15,000)	0%
32	6701-463400	Unemployment	(6,449)	(39,741)	(3,000)	(43,390)	9%
33			(1,175,717)	(2,043,132)	(1,639,533)	(2,105,961)	3%
34	Net change		\$ 693,852	\$ (186,500)	\$ 269,118	\$ (1,315)	

RISK MANAGEMENT FUND

BUDGET & FINANCIAL HISTORY (continued)

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
35 Beginning reserve balance	\$ 1,032,092	\$ 1,725,945	\$ 1,725,945	\$ 1,995,063	
36 Net change	693,852	(186,500)	269,118	(1,315)	
37 Ending reserve balance	\$ 1,725,945	\$ 1,539,445	\$ 1,995,063	\$ 1,993,748	

JUSTIFICATION

Operations

38	6701-421000	Subscriptions	1,854	Filevine licensing
39	6701-421500	Membership	895	Risk team memberships in professional
40	6701-425560	IT Services	15,819	IT services and equipment replacement
41	6701-431000	Prof & Tech Services	1,500	Claims adjustment services
42			40,000	Risk management software (one-time)
43			4,800	Risk management software (on-going)
44	6701-433000	Training	3,320	Cost for annual training and professional certification
45	6701-433100	Travel	1,900	Travel to professional development and training
46	6701-448000	Dept Supplies	1,000	Office supplies and tools
47	6701-462050	Safety Training	10,000	Cost to augment departmental training programs with safety grants, safety supplies, teaching supplies, and safety-compliance incentives

48 **81,088**

Liability Management

49	6702-462010	Liability Premiums	407,000	Property insurance premiums
50			371,571	Liability insurance premiums
51			70,000	Cyber liability insurance premium
52	6702-462040	Liability Losses	300,000	General liability claim payments
53	6702-462041	Liability Loss/Wtr Swr	100,000	Claims resulting from water and/or wastewater systems. Maximum budget amount established by city ordinance 9-3-8-A
54	6702-462042	Liability Loss/Legal Exp	200,000	Legal defense costs
55	6701-463200	Workmans Compensation	599,000	Workers Compensation insurance premium (payroll + 10% contingency)
56	6701-463201	Medical-Only Claims	15,000	Self-pay for first-aid only workplace injuries
57	6701-463400	Unemployment	43,390	Self-insured unemployment insurance cost, set at 0.1% of payroll

58 **2,105,961**



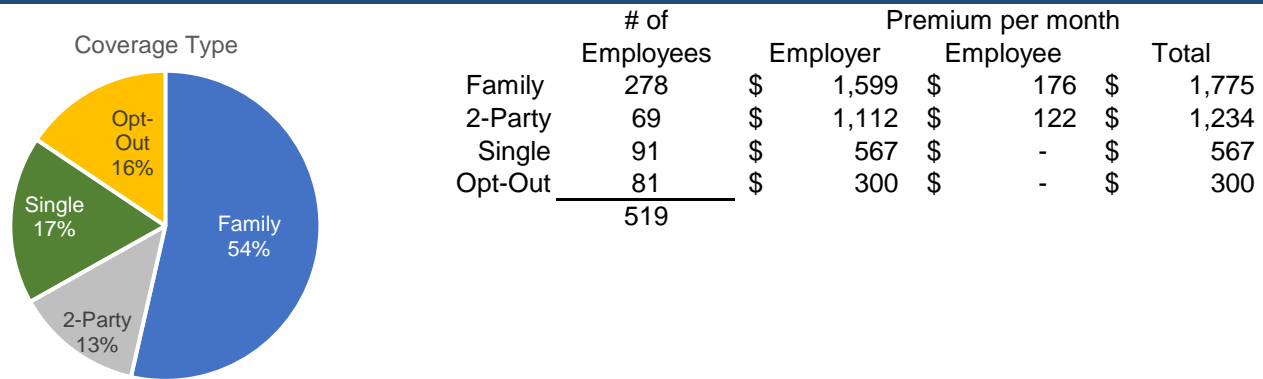
BENEFITS MANAGEMENT
INTERNAL SERVICE FUND

BENEFITS MANAGEMENT FUND

PURPOSE

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

PREMIUM AND COVERAGE



BUDGET & FINANCIAL HISTORY

	Prior Year Actual FY 2022	Adopted Budget FY 2023	Estimated Actual FY 2023	Annual Budget FY 2024	FY24 to FY23 Budget
Revenues					
1 650-363800 Employer Contributions	\$ -	\$ 6,413,970	\$ 6,000,000	\$ 6,875,092	7%
2 650-363810 Employee Contributions	-	586,397	610,000	688,152	17%
3 650-361000 Interest Earnings	-	-	25,000	-	0%
4	-	7,000,367	6,635,000	7,563,244	8%
Expenditures					
Operations					
5 6501-411030 Leave Buyout	-	-	-	(250,000)	100%
6 6501-431000 Professional & Technical	-	(1,095,000)	(924,000)	(1,050,000)	-4%
8 6501-463201 Claims	-	(5,805,367)	(6,000,000)	(6,513,244)	12%
9	-	(6,900,367)	(6,924,000)	(7,813,244)	13%
Transfers In/Out					
10 650-382500 Transfer from General Fund	-	2,250,000	2,000,000	-	
11 Net change	\$ -	\$ 2,350,000	\$ 1,711,000	\$ (250,000)	
12 Beginning reserve balance	\$ -	\$ -	\$ -	\$ 1,711,000	
13 Net change	-	2,350,000	1,711,000	(250,000)	
14 Ending reserve balance	\$ -	\$ 2,350,000	\$ 1,711,000	\$ 1,461,000	

JUSTIFICATION

Operations			
15	6501-411030	Leave Buyout	250,000 Payout of leave time at retirement
15	6501-431000	Prof & Tech Services	1,050,000 Claims administration, stop-loss premium
16	6501-463201	Claims	6,513,244 Medical claim payments
17			7,813,244



STAFFING DOCUMENT



STAFFING DOCUMENT

GENERAL FUND

	Status		Salary Grade			# of Positions		
			Prior Year Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget
			FY 2022	FY 2023	FY 2024	FY 2022	FY 2023	FY 2024
ADMINISTRATIVE SERVICES								
Administrative Services Director	Appointed	Exempt	GR90	GR90	GR90	1.00	1.00	1.00
Controller		Exempt	GR77	GR77	GR77	1.00	1.00	1.00
City Treasurer	Appointed	Exempt	GR74	GR74	GR75	1.00	1.00	1.00
Purchasing Manager		Exempt	GR69	GR69	GR69	1.00	1.00	1.00
Accountant II		Exempt	GR66	GR66	GR66	1.00	1.00	1.00
Sr Management Analyst		Exempt	GR65	GR65	GR65	1.00	1.00	1.00
Budget & Management Analyst		Exempt	GR65	GR65	GR65	0.50	0.50	1.00
Buyer & Contracts Specialist		Exempt	GR56	GR56	GR56	1.00	1.00	1.00
Accountant I		Non-exempt	GR55	GR55	GR55	1.00	1.00	1.00
Accounts Payable Technician		Non-exempt	GR47	GR47	GR49	1.00	1.00	1.00
						9.50	9.50	10.00
ANIMAL SERVICES								
Animal Services Manager		Non-exempt	GR63	GR63	GR63	1.00	1.00	1.00
Animal Services Officer		Non-exempt	GR51	GR51	GR51	4.00	4.00	4.00
Animal Services Technician		Non-exempt	GR45	GR45	GR45	1.00	1.00	1.00
Animal Services Technician (PT) ¹		Non-exempt	GR45	GR45	GR45	0.50	0.50	0.50
						6.50	6.50	6.50
BUILDING								
<i>Transferred to the Development Services Fund (Special Revenue Fund)</i>								
Building Official			GR76			1.00		
Asst Building Official			GR67			1.00		
Sr Plans Examiner			GR67			1.00		
Plans Examiner			GR62			1.00		
Combination Inspectors I - III			see below			4.00		
Building Permit Technician			GR45			1.00		
Administrative Assistant			GR45			1.00		
						10.00	-	-
Combination Inspector III			GR61					
Combination Inspector II			GR57					
Combination Inspector I			GR54					
CEMETERY								
Cemetery Sexton		Non-Exempt	GR58	GR58	GR58	1.00	1.00	1.00
Parks Maintenance Workers I - III		see below		see below	see below		1.00	1.00
Parks Seasonals (1,360 hours) ¹	At-Will	Non-Exempt		\$15-\$17/hr	\$15-\$17/hr		0.65	0.65
						1.00	2.65	2.65
Parks Maintenance Worker III		Non-Exempt		GR49	GR49			
Parks Maintenance Worker II		Non-Exempt		GR46	GR47			
Parks Maintenance Worker I		Non-Exempt		GR43	GR45			
CITY ATTORNEY								
City Attorney	Appointed	Exempt	GR93	GR93	GR94	1.00	1.00	1.00
Deputy City Attorney	At-Will	Exempt		GR87			1.00	
Sr Asst City Attorney		Exempt	GR84	GR84	GR84	2.00	1.00	2.00
Civil Litigator		Exempt	GR84	GR84	GR84	1.00	1.00	1.00
Assistant City Attorney		Exempt	GR80	GR80	GR80	1.00	1.00	1.00
Legal Executive Assistant/Paraleg	At-Will	Non-Exempt	GR55	GR55	GR55	1.00	1.00	1.00
Legal Technician		Non-Exempt	GR53	GR53		1.00	1.00	
Law Clerk (PT) ¹	At-Will	Non-Exempt	\$20-\$24/hr	\$20-\$24/hr	\$20-\$24/hr	0.67	0.67	0.67
						7.67	7.67	6.67



STAFFING DOCUMENT

GENERAL FUND (continued)

	Status		Salary Grade			# of Positions		
			Prior Year Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget
			FY 2022	FY 2023	FY 2024	FY 2022	FY 2023	FY 2024
CITY COUNCIL								
Council Members	Elected	Exempt	\$18,000	\$18,000	\$18,000	7.00	7.00	7.00
Council Office Director	Appointed	Exempt	GR77	GR83	GR88	1.00	1.00	1.00
Public Liaison and Policy Analyst	Appointed	Exempt	GR58	GR58	GR65	1.00	1.00	1.00
Council Office Clerk	Appointed	Non-exempt	GR58	GR58	GR58	1.00	1.00	1.00
						10.00	10.00	10.00
CITY RECORDER & CUSTOMER SERVICE								
City Recorder	Appointed	Exempt	GR66	GR66	GR66	1.00	1.00	1.00
Deputy City Recorder	At-Will	Exempt		GR54	GR54		1.00	1.00
Customer Svc/Passport Agent		Non-Exempt	GR45	GR45	GR45	4.00	3.00	4.00
Customer Svc/Passport Agent (PT) ¹		Non-Exempt	GR45	GR45	GR45	1.25	2.00	1.00
Receptionist / Customer Svc Rep		Non-Exempt			GR45			1.00
						6.25	7.00	8.00
COMMUNITY PRESERVATION								
Code Enforcement Manager	At-Will	Exempt	GR72	GR72	GR72	1.00	1.00	1.00
Business License Coordinator		Non-Exempt	GR53	GR53	GR54	2.00	2.00	2.00
Code Enforcement Officer		Non-Exempt	GR51	GR51	GR51	3.00	3.00	3.00
Administrative Assistant		Non-Exempt	GR45	GR45	GR45	1.00	1.00	1.00
						7.00	7.00	7.00
ECONOMIC DEVELOPMENT								
Economic Development Director	At-Will	Exempt	GR83	GR83	GR88	1.00	1.00	1.00
Business Development Manager		Exempt	GR74	GR75	GR75	1.00	1.00	1.00
Business Retention & Expansion Manager		Exempt	GR65	GR65	GR65	1.00	1.00	1.00
						3.00	3.00	3.00
EMERGENCY MANAGEMENT								
Emergency Manager		Exempt		GR67	GR67		1.00	1.00
						-	1.00	1.00
ENGINEERING								
<i>Engineering</i>								
City Engineer	Appointed	Exempt	GR81	GR81	GR81	1.00	1.00	1.00
Engineers		see below	see below	see below	see below	3.00	4.00	4.00
Engineering Assistant		Non-Exempt	GR56	GR56	GR56	1.00	1.00	1.00
Engineering Development Coordinator		Non-Exempt	GR53	GR53	GR53	1.00	1.00	1.00
<i>Engineering Inspection</i>								
Engineering Inspector Supervisor		Non-Exempt	GR67	GR67	GR67	1.00	1.00	1.00
Engineering Inspectors I - III		see below	see below	see below	see below	4.00	3.00	3.00
						11.00	11.00	11.00
Sr Engineer		Exempt	GR71	GR74	GR74			
Associate Engineer		Exempt	GR65	GR69	GR69			
Assistant Engineer		Exempt	GR61	GR61	GR63			
Engineering Inspector III		Non-Exempt	GR61	GR62	GR62			
Engineering Inspector II		Non-Exempt	GR57	GR58	GR58			
Engineering Inspector I		Non-Exempt	GR54	GR55	GR55			
EVENTS								
Events Manager		Exempt		GR59	GR63		1.00	1.00
Events Coordinator		Non-Exempt	GR53		GR53	1.00		1.00
Events Assistant		Non-Exempt	GR48	GR48		1.00	1.00	
Events Seasonals ¹	At-Will	Non-Exempt		\$15-\$17/hr	\$15-\$17/hr		0.58	0.50
						2.00	2.58	2.50



STAFFING DOCUMENT

GENERAL FUND (continued)

	Status	Salary Grade			# of Positions		
		Prior Year Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget
		FY 2022	FY 2023	FY 2024	FY 2022	FY 2023	FY 2024
FACILITIES							
<i>Facilities Maintenance</i>							
Facilities Maintenance Supervisor	Non-Exempt	GR59	GR60	GR63	1.00	1.00	1.00
Facilities Maintenance Specialist (HVAC)	Non-Exempt	GR51	GR53	GR57	1.00	1.00	1.00
Facilities Maintenance Technicians	see below	see below	see below	see below	3.00	3.00	3.00
Custodian (PT) ¹	At-Will Non-Exempt	GR36	GR37	GR39	0.25	0.25	0.25
Facilities Maintenance Seasonal ¹	At-Will Non-Exempt	\$12-\$14/hr	\$15-\$17/hr	\$15-\$17/hr	0.50	0.50	0.50
<i>Electricians</i>							
Master Electrician	Exempt	GR63	GR66	GR67	1.00	1.00	1.00
Journeyman Electrician	Non-Exempt	GR55	GR55	GR58	2.00	2.00	1.00
Apprentice Electrician	Non-Exempt	GR45	GR45	GR45			1.00
					8.75	8.75	8.75
Sr Facilities Maintenance Technician	Non-Exempt	GR49	GR49	GR51			
Facilities Maintenance Technician	Non-Exempt	GR47	GR47	GR49			
FIRE DEPARTMENT							
<i>First Responders</i>							
Fire Chief	Appointed Exempt	GP87	GP91	GP91A	1.00	1.00	1.00
Deputy Fire Chief	At-Will Exempt	GP82	GP84	GP85	1.00	1.00	1.00
Battalion Chief - 40 hour shift	Exempt	GP75	GP76	GP76	2.00	2.00	2.00
Battalion Chief	Exempt	GF75	GF76	GF76	3.00	3.00	3.00
Fire Captain - 40 hour shift	Non-Exempt			GP70			2.00
Fire Captain	Non-Exempt			GF70			12.00
Fire Captain I - II	see below	see below	see below		14.00	14.00	
Paramedic	Non-Exempt			GF63			40.00
Paramedic I - II	see below	see below	see below		40.00	40.00	
Engineer	Non-Exempt			GF61			12.00
Fire Engineer I - II	see below	see below	see below		12.00	12.00	
Firefighter I - II	see below	see below	see below		17.00	17.00	17.00
<i>Administrative Support</i>							
Public Education Specialist	Non-Exempt	GR52	GR52	GR52	1.00	1.00	1.00
Fire Service Officer	Non-Exempt	GR45	GR45	GR45	1.00	1.00	1.00
Administrative Assistant	Non-Exempt	GR45	GR45	GR45	1.00	1.00	1.00
					93.00	93.00	93.00
Fire Captain II	Non-Exempt	GF70	GF70				
Fire Captain I	Non-Exempt	GF68	GF68				
Paramedic II	Non-Exempt	GF63	GF63				
Paramedic I	Non-Exempt	GF61	GF61				
Fire Engineer II	Non-Exempt	GF61	GF61				
Fire Engineer I	Non-Exempt	GF59	GF59				
Firefighter II	Non-Exempt	GF55	GF55	GF55			
Firefighter I	Non-Exempt	GF53	GF53	GF53			
GEOGRAPHICAL INFORMATION SYSTEMS							
GIS Administrator	Exempt	GR69	GR69	GR69	1.00	1.00	1.00
GIS Specialists I - II	see below	see below	see below	see below	2.00	2.00	2.00
Utility Locator	Non-Exempt	GR45	GR45	GR45	1.00	1.00	2.00
GIS Intern (PT) ¹	At-Will Non-Exempt	\$16-\$20/hr	\$16-\$20/hr	\$16-\$20/hr	1.00	1.00	1.00
					5.00	5.00	6.00
GIS Specialist II	Non-Exempt	GR59	GR60	GR60			
GIS Specialist I	Non-Exempt	GR53	GR53	GR53			



STAFFING DOCUMENT

GENERAL FUND (continued)

	Status		Salary Grade			# of Positions		
			Prior Year Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget
			FY 2022	FY 2023	FY 2024	FY 2022	FY 2023	FY 2024
HUMAN RESOURCES								
Human Resources Manager	Appointed	Exempt	GR81	GR82	GR84	1.00	1.00	1.00
Benefits Administrator		Exempt	GR67	GR67	GR67	1.00	1.00	1.00
HR Generalist		Exempt	GR65	GR65	GR65	1.00	1.00	1.00
HR Specialist		Non-Exempt	GR52	GR55	GR55	1.00	1.00	1.00
						4.00	4.00	4.00
JUSTICE COURTS								
Judge	Elected	Exempt	\$157,997	\$166,680	\$178,113	1.00	1.00	1.00
Court Clerk Supervisor		Non-Exempt	GR55	GR58	GR58	1.00	1.00	1.00
Lead Judicial Assistant		Non-Exempt	GR53	GR53	GR53	1.00	1.00	1.00
Sr Judicial Assistant		Non-Exempt	GR49	GR49	GR49	3.00	3.00	3.00
Judicial Assistant II		Non-Exempt	GR47	GR47	GR47	2.00	2.00	2.00
Judicial Assistant		Non-Exempt	GR45	GR45	GR45	1.00	1.00	1.00
						9.00	9.00	9.00
MAYOR'S OFFICE								
Mayor (after 01/01/2024)	Elected	Exempt	\$105,000	\$105,000	\$124,000	1.00	1.00	1.00
CAO	Appointed	Exempt	GR99	GR99	GR99A	1.00	1.00	1.00
Assistant CAO	At-Will	Exempt		GR90	GR94		1.00	1.00
Community Outreach Manager		Exempt	GR67	GR67	GR67	1.00	1.00	1.00
Executive Assistant	At-Will	Non-exempt	GR53	GR54	GR54	1.00	1.00	1.00
Emergency Manager		Exempt	GR67			1.00		
						5.00	5.00	5.00
PARKS								
Parks Manager		Exempt	GR76	GR76	GR76	1.00	1.00	1.00
Parks Superintendent		Exempt	GR68	GR69	GR69	1.00	1.00	1.00
Parks Project Manager		Exempt		GR67	GR67		1.00	1.00
Urban Forester		Non-Exempt	GR60	GR60	GR60	1.00	1.00	1.00
Parks Maint Crew Supervisor		Non-Exempt	GR57	GR57	GR57	4.00	4.00	5.00
Parks Irrigation Specialist		Non-Exempt	GR49	GR52	GR52	2.00	2.00	2.00
Parks Maintenance Workers I - III		see below	see below	see below	see below	8.00	9.00	9.00
Parks Seasonal Leads (Pooled hours)	At-Will	Non-Exempt	5,400 hrs	5,400 hrs	5,400 hrs	2.60	2.60	2.60
Parks Seasonals (Pooled hours) ¹	At-Will	Non-Exempt	38,700 hrs	36,150 hrs	36,150 hrs	18.60	17.38	17.38
						38.20	38.97	39.98
Parks Maintenance Worker III		Non-Exempt	GR49	GR49	GR49			
Parks Maintenance Worker II		Non-Exempt	GR44	GR46	GR47			
Parks Maintenance Worker I		Non-Exempt	GR40	GR43	GR45			
PLANNING								
<i>Transferred to the Development Services Fund (Special Revenue Fund)</i>								
Community Dev Director			GR85			1.00		
City Planner			GR75			1.00		
Senior Planner			GR67			2.00		
Associate Planner			GR61			2.00		
Assistant Planner			GR57					
Executive Assistant			GR53			1.00		
Development Coordinator			GR53			1.00		
						8.00	-	-



STAFFING DOCUMENT

GENERAL FUND (continued)

	Status		Salary Grade			# of Positions		
			Prior Year Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget
			FY 2022	FY 2023	FY 2024	FY 2022	FY 2023	FY 2024
POLICE DEPARTMENT								
<i>First Responders</i>								
Police Chief	Appointed	Exempt	PO7	PO7A	PO7A	1.00	1.00	1.00
Deputy Police Chief	At-Will	Exempt	PO6	PO6A	PO6A	2.00	2.00	2.00
Police Lieutenant		Exempt	PO5	PO5A	PO5A	7.00	7.00	7.00
Police Sergeant		Non-Exempt	PO4	PO4A	PO4A	18.00	18.00	19.00
Police Officers I - III		see below	see below	see below	see below	97.00	97.00	99.00
Police Officers I - III (grant-funded)		see below	see below	see below	see below		2.00	2.00
<i>Administrative Support</i>								
Police Operations Coordinator		Exempt	GR65	GR65	GR65	1.00	1.00	1.00
Police Technology Specialist		Non-Exempt	GR59	GR59	GR60	1.00	1.00	1.00
Crime Analyst		Exempt	GR53	GR55	GR55	1.00	1.00	1.00
Police Records Supervisor		Exempt	GR55	GR55	GR55	1.00	1.00	1.00
Crime Scene Technicians I - II		see below	see below	see below	see below	2.00	2.00	2.00
Executive Assistant (QT) ¹		Non-Exempt	GR53	GR54	GR54	0.50	0.75	0.75
Background Investigator (PT) ¹		Non-Exempt	GR53	GR53	GR53	1.00	1.00	0.50
Evidence Custodian		Non-Exempt	GR47	GR49	GR49	1.00	1.00	1.50
Quartermaster		Non-Exempt		GR47	GR47		1.00	1.00
Sr Police Records Technician		Non-Exempt	GR49	GR49	GR49	1.00	1.00	1.00
Police Records Technician		Non-Exempt	GR45	GR45	GR45	8.00	8.00	9.00
Police Records Technician (PT) ¹		Non-Exempt	GR45	GR45	GR45	1.00	1.00	1.00
Community Service Officer		Non-Exempt	GR45	GR45	GR45	4.00	3.00	3.00
Administrative Assistant		Non-Exempt	GR45	GR45	GR45	1.00	1.00	1.00
						148.50	150.75	154.75
Police Officer III		Non-Exempt	PO3	PO3A	PO3A			
Police Officer II		Non-Exempt	PO2	PO2A	PO2A			
Police Officer I		Non-Exempt	PO1	PO1A	PO1A			
Police Officer In Training		Non-Exempt	GR45	GR45	POA			
Crime Scene Technician II		Non-Exempt	GR51	GR53	GR53			
Crime Scene Technician I		Non-Exempt	GR47	GR49	GR49			
PROPERTY MANAGEMENT								
Real Property Administrator	At-Will	Exempt	GR72	GR72	GR72	1.00	1.00	1.00
						1.00	1.00	1.00
PROSECUTION								
City Prosecutor		Exempt	GR82	GR82	GR84	1.00	1.00	1.00
Sr Asst City Prosecutor		Exempt	GR74	GR74	GR76	1.00	1.00	1.00
Assistant City Prosecutor		Exempt	GR70	GR72	GR74	1.00	1.00	1.00
Assistant City Prosecutor (PT) ¹	At-Will	Non-Exempt	GR70	GR72	GR74	0.50	0.50	0.50
Legal Technician		Non-Exempt	GR53	GR54	GR54	2.00	2.00	3.00
						5.50	5.50	6.50
PUBLIC AFFAIRS								
Public Affairs Director	Appointed	Exempt	GR85	GR85	GR88	1.00	1.00	1.00
Public Information Manager		Exempt		GR59	GR63		1.00	1.00
Graphics & Web Designer		Non-Exempt	GR52	GR56	GR56	1.00	1.00	1.00
Sr Digital Comm Specialist		Non-Exempt	GR57			1.00		
						3.00	3.00	3.00
PUBLIC SERVICES								
Public Services Director	Appointed	Exempt	GR87	GR90	GR90	1.00	1.00	1.00
Administrative Assistant		Non-Exempt	GR45	GR45	GR45	1.00	1.00	1.00
						2.00	2.00	2.00



STAFFING DOCUMENT

GENERAL FUND (continued)

	Status	Salary Grade			# of Positions			
		Prior Year Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	
		FY 2022	FY 2023	FY 2024	FY 2022	FY 2023	FY 2024	
PUBLIC UTILITIES								
Public Utilities Director	Appointed	Exempt	GR90	GR90		1.00	1.00	
Utilities Engineering Manager		Exempt	GR79	GR81	GR81	1.00	1.00	
Engineers		see below	see below	see below	see below	2.00	2.00	
Engineering Designer		Non-Exempt	GR57	GR57	GR57	1.00	1.00	
Utilities Inspector Supervisor		Non-Exempt			GR67		1.00	
Utilities Inspectors I - III		see below	see below	see below	see below	2.00	1.00	
Administrative Assistant		Non-Exempt			GR45		1.00	
						4.00	7.00	
							8.00	
Sr Engineer IV		Exempt	GR71	GR74	GR74			
Associate Engineer II		Exempt	GR65	GR69	GR69			
Assistant Engineer I		Exempt	GR61	GR61	GR63			
Utilities Inspector III		Non-Exempt	GR61	GR62	GR62			
Utilities Inspector II		Non-Exempt	GR57	GR58	GR58			
Utilities Inspector I		Non-Exempt	GR54	GR55	GR55			
PUBLIC WORKS ADMINISTRATION								
Public Works Director	Appointed	Exempt	GR87	GR90	GR90	1.00	1.00	
Utilities Manager		Exempt	GR77			1.00		
Public Works Operations Manager		Exempt	GR74	GR74	GR74	1.00	1.00	
Executive Assistant	At-Will	Non-Exempt	GR53	GR54	GR54	1.00	1.00	
Administrative Assistant		Non-Exempt	GR45	GR45		1.00	1.00	
						5.00	4.00	
							3.00	
STREETS								
Streets Superintendent		Exempt	GR68	GR69	GR69	1.00	1.00	
Street Maint Crew Supervisor		Non-Exempt	GR58	GR58	GR58	3.00	3.00	
Heavy Equipment Operator		Non-Exempt	GR53	GR53	GR53	3.00	3.00	
Streets Maintenance Workers I - III		see below	see below	see below	see below	16.00	18.00	
Streets Seasonal (Pooled hrs) ¹		Non-Exempt	1,040 hrs	1,040 hrs		0.50	0.50	
Streets Intern (PT) ¹		Non-Exempt			\$16-\$20/hr		0.50	
Streets Intern (PT) ¹ Temporary		Non-Exempt			\$16-\$20/hr		0.50	
						23.50	25.50	
							26.00	
Street Maintenance Worker III		Non-Exempt	GR49	GR49	GR51			
Street Maintenance Worker II		Non-Exempt	GR45	GR47	GR49			
Street Maintenance Worker I		Non-Exempt	GR42	GR45	GR47			
UTILITY BILLING								
Utility Billing Representative		Non-Exempt	GR51	GR51	GR51	3.00	3.00	
						3.00	3.00	
							3.00	
VICTIMS ADVOCATE								
Victim Advocate Assistance Coordinator		Non-Exempt	GR53	GR53	GR53	1.00	1.00	
Victim Advocate		Non-Exempt	GR45	GR49	GR49	2.00	2.00	
						3.00	3.00	
							3.00	
TOTAL GENERAL FUND						443.37	435.38	443.30
FTE'S (FTE=Full-time equivalent)								
# of Crossings								
Crossing Guards						235	230	230



STAFFING DOCUMENT

DEVELOPMENT SERVICES FUND

	Status	Salary Grade			# of Positions			
		Prior Year Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	
		FY 2022	FY 2023	FY 2024	FY 2022	FY 2023	FY 2024	
<i>This fund was created in FY 2023. Divisions were transferred from the General Fund. Prior year grades are included for reference only.</i>								
BUILDING								
Building Official	Exempt	GR76	GR76	GR76		1.00	1.00	
Assistant Building Official	Exempt	GR67	GR69	GR69		1.00	1.00	
Sr Plans Examiner	Exempt	GR67	GR67	GR67		1.00	1.00	
Plans Examiner	Non-Exempt	GR62	GR62	GR63		1.00	1.00	
Combination Inspectors I - III	see below	see below	see below	see below		4.00	4.00	
Building Permit Technician	Non-Exempt	GR45	GR45	GR47		1.00	1.00	
Administrative Assistant	Non-Exempt	GR45	GR45	GR45		1.00	1.00	
					-	10.00	10.00	
Combination Inspector III	Non-Exempt	GR61	GR62	GR62				
Combination Inspector II	Non-Exempt	GR57	GR58	GR58				
Combination Inspector I	Non-Exempt	GR54	GR55	GR55				
PLANNING								
Community Dev Director	Appointed Exempt	GR85	GR87	GR90		1.00	1.00	
City Planner	Exempt	GR75	GR78	GR78		1.00	1.00	
Senior Planner	Exempt	GR67	GR67	GR67		2.00	2.00	
Planners	see below	see below	see below	see below		2.00	3.00	
Executive Assistant	At-Will Non-Exempt	GR53	GR54	GR54		1.00	1.00	
Development Coordinator	Non-Exempt	GR53	GR53			1.00		
					-	8.00	8.00	
Associate Planner	Exempt	GR61	GR61	GR61				
Assistant Planner	Exempt	GR57	GR57	GR57				
TOTAL DEVELOPMENT SERVICES						-	18.00	18.00

FTE'S (FTE=Full-time equivalent)

HIGHLANDS SPECIAL IMPROVEMENT DISTRICT

	Status	Salary Grade			# of Positions		
		Prior Year Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget
		FY 2022	FY 2023	FY 2024	FY 2022	FY 2023	FY 2024
HIGHLANDS SID							
Parks Maintenance Crew Supervisor	Non-Exempt			GR57			1.00
Parks Specialist	Non-Exempt	GR52	GR52		1.00	1.00	
Parks Maintenance Worker I	Non-Exempt			GR45			2.00
Parks Seasonals	At-Will Non-Exempt			1,000 hrs			0.48
					1.00	1.00	3.48
TOTAL HIGHLANDS SPECIAL IMPROVEMENT DISTRICT					1.00	1.00	3.48

FTE'S (FTE=Full-time equivalent)



STAFFING DOCUMENT

INTERNAL SERVICE FUNDS

	Status	Salary Grade			# of Positions		
		Prior Year Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget	Annual Budget
		FY 2022	FY 2023	FY 2024	FY 2022	FY 2023	FY 2024
FLEET MANAGEMENT							
Fleet Manager	Exempt	GR64	GR67	GR67	1.00	1.00	1.00
Fleet Shop Supervisor	Exempt			GR59			1.00
Lead Fleet Mechanic	Non-Exempt	GR57	GR57		1.00	1.00	
Fleet Mechanic	Non-Exempt	GR55	GR55	GR55	5.00	5.00	5.00
Administrative Assistant	Non-Exempt	GR45	GR45	GR45	1.00	1.00	1.00
Fleet Service Technician	Non-Exempt	GR41	GR43	GR43	1.00	1.00	1.00
					9.00	9.00	9.00
INFORMATION TECHNOLOGY MANAGEMENT							
IT Director	Appointed Exempt	GR84	GR84	GR84	1.00	1.00	1.00
Deputy IT Director	At-Will Exempt	GR81	GR80	GR81	1.00	1.00	1.00
Sr IT System Administrator	Exempt	GR70	GR70	GR70	1.00	1.00	1.00
Sr IT Network Administrator	Exempt	GR70			1.00		
Database Management Technician	Exempt	GR69	GR69	GR69	1.00	1.00	1.00
IT Support Manager	Exempt		GR69	GR69		1.00	1.00
IT Security Specialist	Exempt		GR67	GR67		1.00	1.00
IT Support Specialists	see below	see below	see below	see below	2.00	1.00	2.00
Help Desk Coordinator	Non-Exempt	GR48	GR48		1.00	1.00	
					8.00	8.00	8.00
Sr IT Support Specialist	Non-Exempt	GR59	GR59	GR60			
IT Support Specialist	Non-Exempt			GR55			
RISK MANAGEMENT							
Risk Manager	Exempt	GR74	GR74	GR74	1.00	1.00	1.00
Risk Specialist	Non-Exempt	GR61	GR61	GR61	1.00	1.00	1.00
					2.00	2.00	2.00
TOTAL INTERNAL SERVICE FUNDS					19.00	19.00	19.00
FTE'S (FTE=Full-time equivalent)							



STAFFING DOCUMENT

UTILITIES

	Status	Salary Grade			# of Positions		
		Prior Year Budget FY 2022	Annual Budget FY 2023	Annual Budget FY 2024	Annual Budget FY 2022	Annual Budget FY 2023	Annual Budget FY 2024
SEWER DEPARTMENT							
Utility Division Superintendent	Exempt	GR67	GR69	GR69	1.00	1.00	1.00
Utility Crew Supervisor	Non-Exempt	GR61	GR61	GR61	1.00	1.00	1.00
Utility Crew Leader	Non-Exempt		GR59	GR59		3.00	3.00
Utility Operators I - IV	see below	see below	see below	see below	14.00	11.00	11.00
					16.00	16.00	16.00
Utility Operator IV	Non-Exempt	GR57	GR57	GR57			
Utility Operator III	Non-Exempt	GR53	GR53	GR53			
Utility Operator II	Non-Exempt	GR47	GR50	GR50			
Utility Operator I	Non-Exempt	GR44	GR46	GR46			
SOLID WASTE DEPARTMENT (garbage, recycling, and green waste)							
Street Maint Crew Supervisor	Non-Exempt	GR58	GR58	GR58	1.00	1.00	1.00
Street Maintenance Workers	see below	see below	see below	see below	2.00	2.00	2.00
Streets Seasonal Laborer (PT) ¹	Non-Exempt				0.50	0.50	0.50
					3.50	3.50	3.50
Street Maintenance Worker III	Non-Exempt	GR49	GR49	GR51			
Street Maintenance Worker II	Non-Exempt	GR45	GR47	GR49			
Street Maintenance Worker I	Non-Exempt	GR42	GR45	GR47			
STORM WATER DEPARTMENT							
Utility Division Superintendent	Exempt	GR67	GR69	GR69	1.00	1.00	1.00
Utility Crew Supervisor	Non-Exempt	GR61	GR61	GR61	1.00	1.00	1.00
Utility Crew Leader	Non-Exempt		GR59	GR59		2.00	2.00
Utility Operators I - IV	see below	see below	see below	see below	8.00	6.00	6.00
Stormwater Inspector	Non-Exempt	GR57	GR57	GR57	2.00	2.00	2.00
Sweeper Operator	Non-Exempt	GR49	GR49	GR51	3.00	3.00	3.00
					15.00	15.00	15.00
Utility Operator IV	Non-Exempt	GR57	GR57	GR57			
Utility Operator III	Non-Exempt	GR53	GR53	GR53			
Utility Operator II	Non-Exempt	GR47	GR50	GR50			
Utility Operator I	Non-Exempt	GR44	GR46	GR46			
WATER DEPARTMENT							
Utility Division Superintendent	Exempt	GR67	GR69	GR69	1.00	1.00	1.00
Utility Crew Supervisor	Non-Exempt	GR61	GR61	GR61	1.00	1.00	2.00
Utility Crew Leader	Non-Exempt		GR59	GR59		4.00	4.00
Utility Operators I - IV	see below	see below	see below	see below	22.00	18.00	17.00
SCADA Technician	Non-Exempt	GR56	GR56	GR56	1.00	1.00	1.00
Lead Utility Service Technician	Non-Exempt	GR46	GR46	GR46	1.00	1.00	1.00
Utility Locator	Non-Exempt	GR45	GR45	GR45	1.00	1.00	1.00
Utility Service Technician	Non-Exempt	GR41	GR43	GR43	1.00	1.00	1.00
Seasonal Laborer (PT) ¹	Non-Exempt				0.50	0.50	0.50
					28.50	28.50	28.50
Utility Operator IV	Non-Exempt	GR57	GR57	GR57			
Utility Operator III	Non-Exempt	GR53	GR53	GR53			
Utility Operator II	Non-Exempt	GR47	GR50	GR50			
Utility Operator I	Non-Exempt	GR44	GR46	GR46			

TOTAL UTILITIES					63.00	63.00	63.00
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SALARY TABLES



SALARY TABLES - CITY

NON-EXEMPT			EXEMPT		
Range	Minimum Rate	Maximum Rate	Range	Minimum Salary	Maximum Salary
GR39	\$ 16.98	\$ 24.23	GR54	\$ 51,334	\$ 73,174
GR40	17.41	24.83	GR55	52,624	75,005
GR41	17.85	25.47	GR56	53,955	76,939
GR42	18.30	26.12	GR57	55,307	78,874
GR43	18.76	26.78	GR59	58,136	82,867
GR44	19.23	27.43	GR61	61,090	87,110
GR45	19.72	28.14	GR63	64,210	91,499
GR46	20.22	28.87	GR65	67,496	96,242
GR47	20.73	29.57	GR66	69,202	98,613
GR48	21.25	30.31	GR67	70,949	101,109
GR49	21.79	31.07	GR69	74,568	106,288
GR50	22.34	31.86	GR70	76,440	108,909
GR51	22.90	32.67	GR72	80,330	114,504
GR52	23.48	33.51	GR74	84,406	120,245
GR53	24.07	34.31	GR75	86,528	123,302
GR54	24.68	35.18	GR76	88,691	126,339
GR55	25.30	36.06	GR77	90,917	129,522
GR56	25.94	36.99	GR78	93,205	132,808
GR57	26.59	37.92	GR80	97,947	139,547
GR58	27.26	38.87	GR81	100,402	143,083
GR59	27.95	39.84	GR84	108,139	153,982
GR60	28.65	40.83	GR87	116,480	165,901
GR61	29.37	41.88	GR88	119,392	169,998
GR62	30.11	42.90	GR90	125,466	178,651
GR63	30.87	43.99	GR94	138,528	197,267
GR67	34.11	48.61	GR99	160,701	228,842

OTHER HOURLY RATES

Crossing Guard (Regular)	\$ 15.60
Crossing Guard (Kindergarten)	\$ 11.44
Seasonal Laborer	\$15.60-\$17.68/hr
Lead Seasonal Laborer	\$17.68-\$19.76/hr

ELECTED OFFICIALS

Elected Council Member	\$ 18,000
Elected Mayor (prior to 01/02/2024)	105,000
Elected Mayor (after 01/02/2024)	124,000
Judge	178,113

INTERNS AND TEMPORARY POSITIONS

Intern, Temporary and Law Clerk positions are not to exceed 12 months of service to the City.

Intern Minimum ¹	\$ 16.00
Intern Midpoint ¹	18.00
Intern Maximum ¹	20.00
Law Clerk (year 1)	20.80
Law Clerk (year 2)	22.88
Law Clerk (year 3)	24.96
Temporary Employee ²	TBD

¹ Requirements:

- Min - High School Diploma/GED to College Sophomore
- Mid - College Junior/Senior level or Associate's degree
- Max - Bachelor's degree or Graduate student

² Temporary positions will be compensated at Step 1 of the range of the respective position.



SALARY TABLES - PUBLIC SAFETY

NON-EXEMPT SWORN POLICE OFFICERS

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
POA	Non-exempt	\$28.14							
PO1A	Non-exempt	\$31.27	\$32.84	\$34.49	\$35.36	\$36.25			
PO2A	Non-exempt				\$36.22	\$38.03	\$38.98	\$39.96	\$40.96
PO3A	Non-exempt					\$40.93	\$42.98	\$44.06	\$45.16
PO4A	Non-exempt				\$48.15	\$49.36	\$50.60	\$51.87	\$53.17

EXEMPT SWORN POLICE OFFICERS

		Min	Mid	Max
PO5A	Exempt	\$114,254	\$123,282	\$132,309
PO6A	Exempt	\$135,117	\$145,766	\$156,416
PO7A	Exempt	\$172,952	\$181,823	\$190,694

NON-EXEMPT FIREFIGHTERS / PARAMEDICS

24-HOUR SHIFT SCHEDULES

<i>2,912 hours per year</i>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GF53	Non-exempt	\$18.33	\$19.25	\$20.22	\$21.24	\$22.31	\$23.44	\$24.62	\$25.85
GF55	Non-exempt	\$19.26	\$20.23	\$21.25	\$22.32	\$23.44	\$24.62	\$25.86	\$27.16
GF61	Non-exempt	\$22.34	\$23.47	\$24.65	\$25.89	\$27.19	\$28.55	\$29.98	\$31.49
GF63	Non-exempt	\$23.48	\$24.66	\$25.90	\$27.20	\$28.56	\$29.99	\$31.50	\$33.08
GF70	Non-exempt	\$27.91	\$29.31	\$30.78	\$32.32	\$33.94	\$35.65	\$37.44	\$39.32

8-HOUR SHIFT SCHEDULES

<i>2,080 hours per year</i>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
GP53	Non-exempt	\$25.66	\$26.95	\$28.31	\$29.74	\$31.24	\$32.81	\$34.46	\$36.19
GP55	Non-exempt	\$26.96	\$28.32	\$29.75	\$31.25	\$32.82	\$34.47	\$36.21	\$38.03
GP61	Non-exempt	\$31.28	\$32.86	\$34.51	\$36.25	\$38.07	\$39.98	\$41.98	\$44.09
GP63	Non-exempt	\$32.87	\$34.52	\$36.26	\$38.08	\$39.99	\$41.99	\$44.10	\$46.32
GP70	Non-exempt	\$39.07	\$41.04	\$43.10	\$45.26	\$47.53	\$49.91	\$52.42	\$55.05

EXEMPT FIREFIGHTERS / PARAMEDICS

		Min	Mid	Max
GF/GP76	Exempt	\$94,349	\$113,612	\$132,875
GP85	Exempt	\$111,197	\$133,879	\$156,562
GP91	Exempt	\$135,470	\$163,082	\$190,694



CONSOLIDATED FEE SCHEDULE



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

Adopted 6/28/2023 Res. 23-044

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CONSOLIDATED FEE SCHEDULE

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AMBULANCE

1) Ambulance Transportation and Services

Pursuant to Utah Code Annotated 26-8-4(18) Administrative Rule R426-1-8-2, 3, and 4, the Utah Department of Health establishes and orders the maximum allowable rates for each fiscal year, which rate shall be the rate assessed by the West Jordan Fire Department. Rates for each fiscal year are listed at <https://bemsp.utah.gov/regulations/laws-rules-fees/>.

2) Ambulance Supplies Actual cost recovery
West Jordan Municipal Code 3-3-2(A)

3) Ambulance Report \$10 per report
HIPAA required copies are free of charge

ANIMAL SERVICES

1) Adoption

a) With vaccinations \$45
b) Without vaccinations \$25

2) Animal License

a) Altered Cat or Dog \$10 per year
b) Unaltered Cat or Dog \$35 per year
c) Sr Discount - Altered Cat or Dog \$15 per lifetime
d) Sr Discount - Unaltered Cat or Dog \$15 per year
e) Late fee \$25 per license

3) Boarding (per day)

a) Cat or Dog \$8
b) Livestock \$15

4) Cremation

a) Urn \$20
b) Small or Exotic (Bird, Rat, Guinea Pig, Etc.) \$50
c) 0-25 lbs. \$85
d) 26-50 lbs. \$110
e) 51-75 lbs. \$135
f) 76-100 lbs. \$160
g) 101-125 lbs. \$185

5) Disposal of Dead Animal

a) Less than 50 lbs. \$10
b) More than 50 lbs. \$20
c) Unlicensed penalty \$30

ANIMAL SERVICES (continued)

6) Impound		
a) Cat or Dog		
i) 1 st Confinement		\$40
ii) 2 nd Confinement		\$80
iii) 3 rd Confinement		\$120
iv) 4 th and Subsequent Confinement.....		\$160
b) Livestock, Large.....		\$80
c) Livestock, Small.....		\$50
7) Microchip		\$20
8) Owner Release		\$20
9) Neuter and Spay		
a) Through Jordan Applied Technology Center (JATC)		\$50
b) Cat Neuter		\$100
c) Cat Spay		\$125
d) Dog Neuter		\$130
i) Less than 26 lbs.		\$130
ii) 26 - 50 lbs.		\$170
iii) 51 – 75 lbs.		\$210
iv) More than 75 lbs.		\$210
e) Dog Spay		
i) Less than 26 lbs.		\$150
ii) 26 – 50 lbs.		\$190
iii) 51 – 75 lbs.		\$200
iv) More than 75 lbs.		\$230
10) Permits		
a) Kennel (Annual)		
i) Class A (3-15 animals)		\$40
ii) Class B (16-30 animals)		\$50
iii) Class C (31+ animals)		\$600
b) Fowl Keeping (Annual)		\$20
c) Riding Stables (Annual)		\$40
d) Late Fee		\$35
e) Community Cat Caretaker Permit (3 Year)		\$20
11) Shelter Intake		\$50
12) Vaccinations		
a) Parvo/Distemper Combo		\$10
b) Rabies		\$10

BUILDING PERMITS

- 1) Bond Agreements
 - a) Escrow Processing Fee\$173 per bond
- 2) Building Inspections
 - a) Building Relocation Review and/or Inspection (2-hour minimum) \$55 per hour
 - b) Other Building Inspections ¹\$72

¹ Including by not limited to inspections deemed appropriate by the building official which may include re-inspection fees.

- 3) Building Permits
 - a) Building Permit based on valuation ¹ (base fee plus rate)

Valuation to be determined by the current issue of the Building Valuation Data published by the International Code Council as of July 1st of each year located at <https://www.iccsafe.org/products-and-services/i-codes/code-development-process/building-valuation-data/>

Valuation	Base Fee	Rate for each additional \$100 (or fraction thereof) after \$500
i) \$1 - \$2,000	\$57.50	\$3.51
Valuation	Base Fee	Rate for each additional \$1,000 (or fraction thereof) after the minimum valuation of each level
ii) \$2,001 - \$25,000	\$80.00	\$16.10
iii) \$25,001 - \$50,000	\$450.00	\$11.62
iv) \$50,001 - \$100,000	\$740.00	\$8.05
v) \$100,000 - \$500,000	\$1,143.00	\$6.44
vi) \$500,001 - \$1,000,000	\$3,719.00	\$5.46
vii) More than \$1,000,000	\$6,450.00	\$3.62

- b) Demolition Permit.....\$150
- c) Miscellaneous Minimum Permit (plumbing, electrical, mechanical).....\$65
- d) Permit Extension.....\$115
- e) Permit Processing Fee..... \$11 per permit issued
- f) Manufactured Home Building Permit.....\$150
- g) State Surcharge 1% or building permit fee

- 4) Plan Reviews
 - a) Multi-Family Residential 65% of the building permit fee
 - b) Multi-Family Residential 'Same As' ¹ 20% of the building permit fee
 - c) Non-Residential 65% of the building permit fee
 - d) Residential40% of the building permit fee
 - e) Single Family Residential 'Same As' ¹ \$100

¹ 'Same-As' is defined as an exact copy of a previously reviewed plan

BUILDING PERMITS (continued)

- 5) Solar Permits – Residential only
 - a) Battery Storage Inspection \$55
 - b) Building Permit (\$100 minimum) \$44 per 1,000 watts
 - c) Plan Check Review (2-hour minimum) \$55 per hour
 - d) State Surcharge 1% of building permit fee
 - e) Permit Processing Fee \$11 per permit issued

BUSINESS LICENSING

Pursuant to West Jordan Municipal Code 4-1B-1 and 2, every person engaging in business within the City shall apply for and maintain in full force and effect a valid City business license. (Ord. 12-13, 6/13/2012)

- 1) Business (not to exceed \$2,000)
 - a) Application (one-time) \$53
 - b) Base Fee \$163
 - c) Per Employee Fee \$8

- 2) Home Occupation (when required)
 - a) Application (one-time) \$53
 - b) Base Fee \$40

- 3) Alcohol Licensing
 - a) Application (one-time) \$315
 - b) Bond (in addition to the alcohol license costs listed below) \$1,000
 - c) Alcohol License \$342

- 4) Amusement Devices (not to exceed \$500 per location)
 - a) Class A and C \$53 each
 - b) Class B, D, E, and F \$27 each

- 5) Pawn Shops \$210

- 6) Rental Dwelling Units (annual fee)
 - a) Application (one-time) \$53
 - b) License \$44
 - c) Good Landlord Program Rental License Fee \$21 per rental unit

 - d) Standard Fee
 - i) Condominium/Townhouse \$171 per unit
 - ii) Duplex \$34 per unit
 - iii) Multi-Unit \$171 per unit
 - iv) Mobile Home \$32
 - v) Single Family Home \$168

BUSINESS LICENSING (continued)

7) Solicitor	\$105
8) Sexually Oriented Business License	
a) Application (non-refundable)	\$100
b) Business License Fee (annual)	
i) Adult Businesses and Semi-nude Entertainment Bars	\$300
ii) Outcall Business	\$600
iii) Nude and Semi-nude Entertainment Agencies and Nude Entertainment Businesses ...	\$450
iv) Outcall Business and Semi-nude Entertainment Business	\$640
9) Sexually Oriented Business Employee License	
a) Application (non-refundable)	\$100
b) Employee License (annual)	
i) Employee providing outcall services away from the premises of the outcall business ...	\$300
ii) Adult business employee	\$100
iii) Outcall business employee requiring a license but NOT performing any services outside the licensed premises	\$100
iv) Nude entertainment business employee requiring a license but NOT individually providing nude entertainment services to patrons	\$100
v) Semi-nude entertainment bar employee requiring a license but is NOT a performer, OR employee of nude and semi-nude entertainment agencies requiring a license but is NOT a performer	\$100
10) Vending Machine (not to exceed \$500 per location)	\$11 each
11) Vendor License	
a) Large Vendor	\$244
b) Small Vendor	\$178
12) Food Truck Secondary Permit.....	\$21
13) Late Fees	
a) Commercial.....	\$30
b) Residential	\$20



CONSOLIDATED FEE SCHEDULE

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CEMETERY

	Resident	Non-resident
1) Plots	\$1,100	\$2,200
2) Cemetery Certificate Replacement or Transfer	\$30	\$600
<i>Price difference due to plot cost between resident and non-resident</i>		
3) Disinterment		
a) Adult	\$1,200	\$1,800
b) Infant	\$700	\$1,050
c) Cremation	\$450	\$675
4) Interment		
a) Weekday services prior to 1:30 p.m.		
i) Casket	\$600	\$900
ii) Cremation	\$275	\$425
iii) Infant (Res 20-57)	\$300	\$450
b) Weekday services after 1:30 p.m. (Res 20-57)		
i) Casket	\$900	\$1,350
ii) Cremation	\$575	\$875
iii) Infant	\$600	\$900
c) Weekend or Holiday services		
i) Casket	\$975	\$1,475
ii) Cremation	\$650	\$1,000
iii) Infant	\$675	\$1,025



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

Adopted 6/28/2023 Res. 23-044

CODE ENFORCEMENT

- 1) Administrative Code Enforcement Costs Actual cost recovery
West Jordan Municipal Code 3-3-2(A)

Includes hearing preparation, notice of violation investigation, re-inspections and will be the actual hourly rates for participating employees and actual costs as established by affidavit filing with the hearing officer.

- 2) Fines and Penalties
 - a) Fines (per violation)
 - i) If violation is corrected within 14 days immediately following notice No charge
 - ii) If violation is not corrected within 14 days immediately following notice violators will be retroactively fined for all days since the date of the notice at the following rates:
 - 1. Days 1 - 14 \$53 per day
 - 2. Days 15 and thereafter \$105 per day
 - iii) Any higher penalty amount otherwise provided by the City Code
 - b) Late Penalty 10% per annum, compounded monthly
- 3) Hearing Request Filing Fees
 - a) Fee for an Appeal of a Notice of Violation No charge
 - b) Fee for an Appeal of anything other than a Notice of Violation \$158
- 4) Inspections
 - a) 1st Compliance Inspection No charge
 - b) 2nd Compliance Inspection \$158
 - c) 3rd Compliance Inspection and thereafter \$210

COURTS

- 1) Justice Court Fees (Filing, Transcript, and Record Requests)

Pursuant to Utah Code Annotated 78A-2-301, the Utah Administrative Office of the Courts establishes and orders the maximum allowable fees for each fiscal year, which rate shall be the rate assessed by the West Jordan Justice Court. Rates for each fiscal year are listed at <https://www.utcourts.gov/resources/fees.htm>.
- 2) State of Utah Online Payment Service Fee \$2.50

FACILITY RENTALS

All facility rentals require a security deposit of \$200 for residents and \$300 for non-residents which is refundable if there is no damage or missing items. Non-profit organizations may receive a 25% discount on applicable rental fees. This discount does not apply to security deposits.

1) City Hall Rooms (2-hour minimum)

Community Room – 1st Floor Maximum Occupancy: 102
 Council Chambers – 3rd Floor Maximum Occupancy: 126

	Resident	Non-resident
Weekdays, 8:00 a.m. – 5:00 p.m. (limited availability)	\$55 per hour	\$85 per hour
Weekdays, 5:00 p.m. – 10:00 p.m.	\$95 per hour	\$125 per hour
Weekends & Holidays 8:00 a.m. – 10:00 p.m.	\$95 per hour	\$125 per hour

2) Justice Center Room (2-hour minimum)

Community Room – 1st Floor Maximum Occupancy: 154

	Resident	Non-resident
Weekdays, 8:00 a.m. – 5:00 p.m. (limited availability)	\$55 per hour	\$85 per hour
Weekdays, 5:00 p.m. – 10:00 p.m.	\$95 per hour	\$125 per hour
Weekends & Holidays 8:00 a.m. – 10:00 p.m.	\$95 per hour	\$125 per hour

3) Fire Station 53 Training Room (2-hour minimum)

Maximum Occupancy: 64

	Resident	Non-resident
Weekdays, 8:00 a.m. – 5:00 p.m. (limited availability)	\$130 per hour	\$160 per hour
Weekdays, 5:00 p.m. – 10:00 p.m.	\$170 per hour	\$200 per hour
Weekends & Holidays 8:00 a.m. – 10:00 p.m.	\$170 per hour	\$200 per hour

4) Fire Station 54 Training Room (2-hour minimum)

Maximum Occupancy: 50

	Resident	Non-resident
Weekdays, 8:00 a.m. – 5:00 p.m. (limited availability)	\$25 per hour	\$45 per hour
Weekdays, 5:00 p.m. – 10:00 p.m.	\$45 per hour	\$65 per hour
Weekends & Holidays 8:00 a.m. – 10:00 p.m.	\$45 per hour	\$65 per hour

5) Pioneer Hall

Maximum Occupancy: 118

	Resident	Non-resident
½ Day (4 hour rental).....	\$250	\$400
Full Day (8 hour rental)	\$375	\$550

6) Political Party Rental Fee

i) Cleaning and Set Up Fee	\$21/hour
ii) Event Technology Support Fee	\$56/hour

7) Event Technology Support Fee \$56/hour

FALSE ALARM

- 1) Fire False Alarm Responses (each calendar year)
 - a) 1st False Alarm No charge
 - b) 2nd False Alarm No charge
 - c) 3rd False Alarm and thereafter..... \$200 each

- 2) Police False Alarm Responses (each calendar year)
 - a) 1st False Alarm No charge
 - b) 2nd False Alarm No charge
 - c) 3rd False Alarm and thereafter..... \$115 each

FIRE DEPARTMENT

- 1) Fire Standby Service or Response Hourly Rate (excludes any ambulance fees and/or supplies)
 - a) On-Duty
 - i) Ambulance \$130.00
 - ii) Auxiliary Vehicle \$128.00
 - iii) Command Vehicle \$75.00
 - iv) Engine \$215.00
 - v) Heavy Rescue \$184.00
 - vi) Inspector..... \$60.00
 - vii) Inspector - Battalion Chief Vehicle..... \$75.00
 - viii) Inspector - Captain Vehicle \$75.00
 - ix) Inspector - Firefighter Vehicle..... \$60.00
 - x) Ladder Truck \$253.00
 - xi) Special Ops Vehicle \$128.00
 - xii) Transport Engine \$215.00
 - b) Overtime
 - i) Ambulance \$175.00
 - ii) Auxiliary Vehicle \$173.00
 - iii) Command Vehicle \$102.50
 - iv) Engine \$282.50
 - v) Heavy Rescue \$229.00
 - vi) Inspector..... \$80.00
 - vii) Inspector - Battalion Chief Vehicle..... \$102.50
 - viii) Inspector - Captain Vehicle \$102.50
 - ix) Inspector - Firefighter Vehicle..... \$80.00
 - x) Ladder Truck \$320.50
 - xi) Special Ops Vehicle \$173.00
 - xii) Transport Engine \$282.50

- 2) Audio Dispatch Recording (VECC) \$25 each

- 3) Babysitting Course \$15 per student

FIRE DEPARTMENT (continued)

4) CERT Course	\$15 per student
5) CPR Course	\$30 per student
6) Junior Firefighter Academy	\$35 per student
7) Young Adult Fire Academy.....	\$75 per student
8) Fire Reports	\$12 per report
9) Haz-Mat Supplies.....	Actual cost recovery
10) Photographs Digital CD (up to 50 photographs).....	\$25

FIRE INSPECTIONS

1) Business Inspection (Annual)	
a) 0 - 10 employees.....	\$44
b) 11 - 50 employees.....	\$121
c) More than 50 employees.....	\$165
d) 2 nd Inspection	No charge
e) 3 rd Inspection and thereafter	\$165 each
f) Inspection Reports	\$13 per report
2) Standard Fire Inspection (fire alarms, fireworks, spray booths, etc.).....	\$100
3) Kitchen Hood Plan Review/Inspection	\$127
4) Fire Sprinkler Inspection	
a) Commercial	
i. 1 – 25 sprinkler heads (includes plan review).....	\$127
ii. 26 – 99 sprinkler heads	\$171
iii. 100 – 1,000 sprinkler heads	\$336
iv. 1,001 – 4,000 sprinkler heads	\$420
v. 4,000+ sprinkler heads	\$504
b) Multi-Family Housing	
i. 1 – 99 sprinkler heads	\$171 per building
ii. 100+ sprinkler heads	\$253 per building
5) Group Home Facility	\$121
6) Home Childcare Facility	\$44
7) Hydrant Flow Testing	\$204

FIRE INSPECTIONS (continued)

8) Tent And Membrane Structure Inspection (In Excess of 400 sq ft)	\$100
9) Mobile Food Vendor.....	\$83
10) Nursing Home Facility.....	\$165
11) Hazardous Materials (Tier II)	
a) (Solid/Liquid/Gas ≤500lbs./55Gal./200Cub. Ft.).....	\$150
b) (Solid/Liquid/Gas ≥500lbs./55Gal./200Cub. Ft.).....	\$250
12) Storage Tank	
a) Above Ground.....	\$253 per site
b) Below Ground	\$660 per site

HIGHLANDS ASSESSMENTS

Ordinance 13-27 established the Highlands Assessment Area on July 31, 2013. The following assessments are budget-based and follow the methodology in Ordinance 13-27.

1) Residential Assessment.....	\$16.00 per month per dwelling unit
2) Commercial Assessment	\$140.00 per year for each commercial business, or, if the business occupies more than one quarter-acre of land, each quarter-acre of land occupied by a single commercial business.
3) Undeveloped Land Assessment	\$19.00 per year for each quarter-acre of land. Land area measuring less than a quarter-acre shall be rounded to the nearest whole quarter-acre.

IMPACT FEES

1) Residential	
a) Single-Family	
Fire	\$33 per housing unit
Parks	\$3,201 per housing unit
Police.....	\$192 per housing unit
Roads	\$2,333 per housing unit
Sewer	\$1,973 per housing unit
Storm drain.....	\$7,165 per acre
Water	\$2,514 per housing unit
b) Multi-Family	
Fire	\$26 per housing unit
Parks	\$2,498 per housing unit
Police.....	\$150 per housing unit
Roads	\$1,690 per housing unit
Sewer	\$873 per housing unit
Storm drain.....	\$12,283 per acre
Water	Based on meter size ²

IMPACT FEES (continued)

2) Non-Residential

a) Assisted Living

Fire	\$53 per bed
Police.....	\$12 per bed
Roads	\$273 per bed
Storm drain.....	\$15,354 per acre
Sewer	Based on meter size ¹
Water	Based on meter size ²

b) Commercial

Fire	\$0.158 per sq ft
Police.....	\$0.118 per sq ft
Roads	\$2.706 per sq ft
Storm drain.....	\$18,425 per acre
Sewer	Based on meter size ¹
Water	Based on meter size ²

c) Hospital

Fire	\$0.233 per sq ft
Police.....	\$0.061 per sq ft
Roads	\$1.359 per sq ft
Storm drain.....	\$15,534 per acre
Sewer	Based on meter size ¹
Water	Based on meter size ²

d) Hotel/Motel (per room)

Fire	\$34 per room
Police.....	\$25 per room
Roads	\$578 per room
Storm drain.....	\$18,425 per acre
Sewer	Based on meter size ¹
Water	Based on meter size ²

e) Industrial

Fire	\$0.142 per sq ft
Police.....	\$0.017 per sq ft
Roads	\$0.392 per sq ft
Storm drain.....	\$12,283 per acre
Sewer	Based on meter size ¹
Water	Based on meter size ²

f) Nursing Home

Fire	\$0.185 per sq ft
Police.....	\$0.035 per sq ft
Roads	\$0.781 per sq ft
Storm drain.....	\$15,354 per acre
Sewer	Based on meter size ¹
Water	Based on meter size ²

IMPACT FEES (continued)

g) Office	
Fire	\$0.263 per sq ft
Police.....	\$0.076 per sq ft
Roads.....	\$1.706 per sq ft
Storm drain.....	\$15,354 per acre
Sewer	Based on meter size ¹
Water.....	Based on meter size ²
h) Warehouse	
Fire	\$0.072 per sq ft
Police.....	\$0.016 per sq ft
Roads.....	\$0.365 per sq ft
Storm drain.....	\$12,283 per acre
Sewer	Based on meter size ¹
Water.....	Based on meter size ²
i) Sewer Impact Fee (based on meter size)	
¾"	\$1,973
1"	\$3,353
1½"	\$6,509
2"	\$10,454
3"	\$21,106
Greater than 3" – Fee based on annualized average day demand and the net capital cost per gallon capacity.	
j) Water Impact Fee (based on meter size)	
¾"	\$2,514
1"	\$4,274
1½"	\$8,296
2"	\$13,324
3"	\$26,900
Greater than 3" – Fee based on annualized average day demand and the net capital cost per gallon capacity.	
3) Impact Fee Appeal..... \$1,000 refundable deposit applicable to actual cost recovery	

MAPS

Per sheet:

- 1) Maps – Color
 - a) 8.5x11\$2.50
 - b) 11x17\$5
 - c) 17x24\$6
 - d) 22x34\$8
 - e) 34x44\$10
 - f) Larger than 34x44\$12

- 2) Maps – Black & White (\$0.50 minimum)
 - a) 8.5x11\$1
 - b) Plat or Plan Copies\$4
 - c) Existing Maps.....\$4

- 3) Maps – Digital (Aerial photography)
 - a) Per Quarter Section\$50
 - b) Parcel Data (per section)\$10
 - c) Street Centerline Data.....\$25
 - d) Custom Maps..... \$25 per hour
 - e) Technical Assistance \$25 per hour

OTHER

- 1) Electric Vehicle Charging Station Use – available at the Public Works Building
 - a) Hourly rate
 - i) First 2 hours No charge
 - ii) More than 2 hours \$5 per hour
 - b) Connection fee\$1.50
 - c) Electricity rate\$0.20 per kWh

- 2) Returned Payment Fee\$20

PASSPORT OFFICE

These fees may be adjusted at any time as dictated by the US State Department.

- 1) Passport Processing Fee\$35

- 2) Passport Photo.....\$10+Sales Tax

- 3) Fee to Expedite Passport.....\$60

PARK RESERVATIONS

1) Pavilions – Constitution Park or Veterans Memorial Park only

a) Groups of more than 200

	Resident	Non-resident
i) Large Pavilion (all day)		
· Weekday.....	\$130	\$200
· Weekends/Holidays.....	\$200	\$300
ii) Small Pavilion (all day)		
· Weekday.....	\$65	\$130
· Weekends/Holidays.....	\$100	\$200
iii) Refundable security deposit	\$500	\$500
iv) Requested Set-Up/Clean-Up (per worker) (\$150 minimum)	\$25 per hour	\$25 per hour

b) Groups of less than 200

	Resident	Non-resident
i) Large Pavilion (all day)		
· Weekday.....	\$65	\$100
· Weekends/Holidays.....	\$100	\$150
ii) Small Pavilion (all day)		
· Weekday.....	\$40	\$65
· Weekends/Holidays.....	\$65	\$100
iii) Requested Set-Up/Clean-Up (per worker) (\$50 minimum)	\$25 per hour	\$25 per hour

2) Rodeo Arena

a) Arena Rental Fee (2-hour minimum)	\$65 per hour ¹
	<small>¹ West Jordan Youth Groups receive a 50% discount</small>
b) Concession Stand	\$500 per day
c) Lighting (2-hour minimum)	\$55 per hour
d) Refundable security deposit	\$2,500
e) Tractor and Driver	\$50 per hour
f) Riding Clubs (April 1 – October 20)	

	Main Arena	Practice Arena
i) Up to 28 Sessions ¹	\$600	\$450
	<small>¹ West Jordan Youth Groups receive a 50% discount</small>	
ii) Additional Session	\$25	\$15
iii) West Jordan Youth Group Additional Session	\$20	\$10

g) Special Events ¹

¹ West Jordan Youth Groups receive a 50% discount

	Main Arena	Practice Arena
i) Monday – Thursday (per 8 hours)	\$400	\$300
ii) Friday – Saturday (per 8 hours)	\$600	\$450
iii) Sunday & Holidays (per 8 hours)	\$800	\$600
iv) Ticket Fee (per ticket, if applicable)	\$1.50	\$1.50

3) Event Park Rental Fee (Veterans Memorial Park Only)

a) Weekday.....	\$500
b) Weekend/Holidays.....	\$750



CONSOLIDATED FEE SCHEDULE

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PARK RESERVATIONS (continued)

4) Sports Field			
a) Field Rental (per field per ½ day)			
i) Resident			\$50
ii) Non-resident			\$250
b) Leagues			
i) Resident Leagues Per Field Rental			
Baseball	Adult	Youth	
Football	\$15 per hour	\$3 per hour	
Soccer	\$15 per hour	\$4 per hour	
ii) Non-Resident Leagues Per Field Rental	N/A	\$5 per hour	
iii) Refundable Security Deposit (per season)			\$30 per hour
iv) Concession Stand (3-month period)			\$500
v) Concession Stand (short season)			\$2,500
v) Concession Stand (short season)			\$800
c) Tournaments			
i) Per Field Rental			
a. Less than 5 fields			\$20 per hour per field
b. More than 5 Fields			\$400 per day, plus \$20 per hour per field
ii) Refundable Security Deposit (More than 5 Fields)			\$500
iii) Concession Stand			\$200 per day
d) Additional Services			Actual cost recovery
			West Jordan Municipal Code 3-3-2(A)
e) Lighting (2-hour minimum)			\$55 per hour
f) Special Events (without City sponsorship or endorsement)			Actual cost recovery
Non-profit organizations may receive a 25% discount on special event fees.			West Jordan Municipal Code 3-3-2(A)

PLANNING AND ENGINEERING

- 1) Address Change Request\$79
- 2) Agreements
 - a) Agreement Request\$1,050 refundable deposit to be applied toward actual cost recovery
Examples: Development, reimbursement, deferral, franchise, real property, other
 - b) Change Fee for Recording and Bonding Process \$250 per change
 - c) Escrow Processing Fee \$50 per bond
 - d) Service Fee for Industrial Development Revenue Bonds (IDRB) Assignment and Assumption Requests.....\$2,500
- 3) Appeals
 - a) Of Administrative Decision\$1,165
 - b) To Board of Adjustments\$1,250
 - c) To City Council\$1,250
- 4) Boards, Commissions, and Committees
 - a) Board of Adjustment\$866
 - b) Design Review Committee\$315
 - c) Planning Commission Other\$604
- 5) Conditional Use Permits
 - a) Permit Processing Fee.....\$11.55 for each permit issued
 - b) Administrative Conditional Use Permit Application\$415
 - c) Conditional Use Permit Application\$1,013
 - d) Conditional Use Permit Amended\$436
 - e) Engineering Review Fee\$262

6) Development Reviews

Base fee plus per item fee applies to the first 2 reviews. Supplementary hourly review fee applies to any subsequent reviews.

	Base Fee	Per Item	Supplemental Review Hourly Fee
a) Commercial / Industrial			
i) Engineering Review Fee	\$1,155 per application		
ii) Preliminary Site Plan Review	\$1,658	\$145 per acre	\$98.70
iii) Final / Amended Site Plan Review	\$1,675	\$145 per acre	\$98.70
b) Condominium Plat / Conversion			
i) Engineering Review Fee	\$520 per application		
i) Preliminary Site Plan Review	\$1,797	\$48.30 per lot	\$98.70
ii) Final / Amended Site Plan Review	\$2,010	\$48.30 per lot	\$98.70

PLANNING AND ENGINEERING (continued)

6) Development Reviews

Base fee plus per item fee applies to the first 2 reviews. Supplementary hourly review fee applies to any subsequent reviews.

	Base Fee	Per Item	Supplemental Review Hourly Fee
c) Multi-Family Residential			
i) Engineering Review Fee	\$1,155 per application		
ii) 2 – 25 Units Preliminary Site Plan Review	\$1,525	\$145 per acre	\$98.70
iii) 2 – 25 Units Final / Amended Site Plan Review	\$1,797	\$145 per acre	\$98.70
iv) 26 – 100 Units Preliminary Site Plan Review	\$2,085	\$145 per acre	\$98.70
v) 26 – 100 Units Final / Amended Site Plan Review	\$1,866	\$145 per acre	\$98.70
vi) More than 100 Units Preliminary Site Plan Review	\$2,097	\$145 per acre	\$98.70
vii) More than 100 Units Final / Amended Site Plan Review	\$2,091	\$145 per acre	\$98.70
d) Subdivision			
i) Preliminary / Final Engineering Review Fee	\$1,155 per application		
ii) Amended Engineering Review Fee	\$434 per application		
iii) 1 - 9 Lots Preliminary Plat Review	\$1,374	\$52.50 per lot	\$98.70
iv) 1 - 9 Lots Final / Amended Plat Review	\$1,404	\$52.50 per lot	\$98.70
v) More than 9 Lots Preliminary Plat Review ...	\$1,797	\$52.50 per lot	\$98.70
vi) More than 9 Lots Final / Amended Plat Review ...	\$2,010,914	\$52.50 per lot	\$98.70
vii) PC, PRD, WSPA & TSOD Preliminary Plat Review	\$2,524	\$52.50 per lot	\$98.70
viii) PC, PRD, WSPA & TSOD Final / Amended Plat Review	\$1,404	\$52.50 per lot	\$98.70

PLANNING AND ENGINEERING (continued)

6) Development Reviews (continued)

e) General Review

i) Annexation	\$2,831 plus \$98.70 per hour
ii) Concept Plan Meeting (pre-application).....	\$116
iii) Conceptual Development Plan Application	\$577
iv) Development Plan Engineering Review Fee.....	\$404
v) Final Development Plan	\$1,011 plus \$98.70 per hour
vi) Final Development Plan Revisions	\$1,011 plus \$98.70 per hour
vii) Land Use Map Amendment	\$2,039
viii) Land Use Engineering Review Fee	\$1,155
ix) Lot Line Adjustment	\$1,432 plus \$98.70 per hour
x) Lot Line Adjustment Engineering Review Fee	\$1,155
xi) Master Plan Amendment	\$2,404
xii) Preliminary Development Plan.....	\$1,432 plus \$98.70 per hour
xiii) Preliminary Development Plan Revisions	\$1,184 plus \$98.70 per hour
xiv) Sheet Change Correction	\$45 per hour
xv) Site Plan Condition Amendment	\$722 plus \$98.70 per hour
xvi) Subdivision Condition Amendment	\$722 plus \$98.70 per hour
xvii) Subdivision or Street Vacation Request (right-of-way).....	\$1,921 plus \$98.70 per hour
xviii) Master Development Plan/Master Development Agreement	\$5,775 plus \$98.70 per hour

f) Other Fees

i) Additional Meetings with Staff (as requested)	Actual cost recovery
	<small>West Jordan Municipal Code 3-3-2(A)</small>
ii) Application Withdrawal	
1) Within 10 days of completed application	90% reimbursement
2) After first review	50% reimbursement
3) After staff report is prepared	10% reimbursement
4) After public hearing or Planning Commission decision	No reimbursement
iii) Certificate of Occupancy Inspection (Planning)	\$286
iv) Development Time Extension	\$185
v) Public Notice Mailing Fee	\$0.63 per address
vi) Request for Modification of Design Standards	\$1,531
vii) Request for Modification of Design Standards Engineering Review Fee	\$577
viii) Waiver / Deferral Request	\$1,531
ix) Development Review/Application Processing Fee.....	\$11

7) Engineering Review and Inspection (includes 2 redline reviews)

a) Review and Inspection Fee	4.5% of the public/private improvement bond amount
b) Traffic Impact Study Review	Cost of contracted service plus 3.5%

8) Lane Obstruction or Closure Request (Permit processing & onsite inspection)	\$110 per day per lane
	<small>Requires Encroachment Permit</small>

PLANNING AND ENGINEERING (continued)

9) Permits

a) Encroachment Permit

i) Street Excavation

a. Within 3 feet from pavement, including pavement (based on age of pavement)

Less than 2 years old \$1,760 plus \$0.39 per square foot

More than 2 years old \$286 plus \$0.28 per square foot

b. Outside of 3 feet from pavement \$330 plus \$0.22 per square foot

c. Extension Fee..... \$50% of the original permit cost

ii) Other than Street Excavation..... \$286

iii) Penalties

a. Encroachment without permit 200% of the permit fee plus legal permit

b. Non-notification \$220 per incident

c. Failure to Comply or Complete with permit period \$231 per day

iv) Micro or Narrow Trenching

a. Plan review and processing \$200

b. Trenching Fee..... \$0.55 per linear foot

b) Land Disturbance Permit..... \$165

c) Water/Wastewater Service Abandonment Permit \$107

d) Permit Processing Fee..... \$11 for each permit issued

10) Sign Reviews

a) Sign Review based on valuation (base fee plus rate)

	Valuation	Base Fee	Rate for each add'l \$100 (or fraction of) after \$500
i)	\$1 - \$500	\$33	N/A
ii)	\$501 - \$2,000	\$33	\$1.10

	Valuation	Base Fee	Rate for each add'l \$1,000 (or fraction of) after the minimum valuation of each level
iii)	\$2,001 - \$25,000	\$63	\$
iv)	\$25,001 - \$50,000	\$336	\$7.87
v)	More than \$50,001	\$512	\$5.67

b) Bus Bench \$60 each

c) Bus Shelter \$90 each

d) Off-Premises Development / Construction Signs \$300

e) Planning Commission Review \$491

f) Sign Impound Fee..... \$64

g) Temporary Sign Review..... \$35

h) Penalty – Installation without permit 2x original permit fee

PLANNING AND ENGINEERING (continued)

11) Small Wireless

Pursuant to Utah Code Annotated 54-21-503 which establishes and orders the maximum allowable rates for each fiscal year, which rate shall be the rate assessed by the City.

- a) Master License Agreement \$1,100
- b) New Installation / Modification / Replacement \$275 per pole
- c) New Co-Location \$110 per pole
- d) Annual Co-Location Rate \$55 per pole

12) Street Name Change Request \$347 plus sign cost

13) Street Vacation Request

- a) Refundable deposit to be applied to cost \$4,500
- b) Labor Actual cost recovery

14) Streetlight Connection Fee \$165

15) Temporary Use

- a) Use up to 30 days (administrative) \$180
- b) Use up to 150 days (requires Planning Commission review) \$607
- c) Renewal \$180

16) Zoning

- b) Zoning Administration / Interpretation / Determination \$98.70 per hour
- c) Zone Change \$1,906
- d) Zoning Engineering Review Fee \$1,155
- e) Zoning Verification Letter \$98.70
- f) Text Amendment \$2,283



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

Adopted 6/28/2023 Res. 23-044

POLICE DEPARTMENT

- 1) Police Standby Service, Traffic Assistance, or Response Hourly Rate (private-party)
 - a) \$500 refundable deposit to be applied toward services when request is estimated at over \$500
 - b) Per sworn officer \$70 per hour
 - c) Per supervisor (required when 5+ officers are requested) \$80 per hour

- 2) Audio/Visual Recordings
 - a) 0 – 30 minutes \$30
 - b) 31-60 minutes \$40
 - c) 61-90 minutes \$50
 - d) 91+ minutes \$60

- 3) Police Clearance Check (per request)..... \$15

- 4) Fingerprinting
 - a) Up to three fingerprint cards.....\$15
 - b) Each card after three fingerprint cards..... \$5 each

- 5) Photographs Digital CD
 - a) 1-49 photos\$25
 - b) 50-99 photos\$35
 - c) 100-149 photos\$45
 - d) 150+ photos \$55 deposit plus \$30/hour beyond \$55 cost to process request

- 6) Police Reports..... \$15 each

- 7) Sex Offender Registry (per year) \$25

- 8) Vehicle Storage (seized) \$10 per day

- 9) Tow Truck Rotation Fees (per year)
 - a) Application Fee (non-refundable).....\$50
 - b) Tow Rotation Coordination and Inspection Fee \$100
 - c) Suspension Reactivation Fee \$100

- 10) Traffic School \$35



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024
 Adopted 6/28/2023 Res. 23-044

PUBLIC WORKS

- 1) Bid Package Request Actual cost recovery (minimum \$25)
- 2) Public Property Vehicle Abatement \$50 per vehicle

RECORDS (CITY RECORDER)

- 1) Audio Official Recording \$10 per CD or flash drive
- 2) Copies \$0.25 per page
 - a) Budget \$0.25 per page
 - b) Annual Comprehensive Financial Report \$0.25 per page
- 3) Document Certification \$5 per document
- 4) GRAMA Requests 1st 15 minutes free, after that actual cost recovery
West Jordan Municipal Code 3-3-2(A)
- 5) Notary Public Services \$5
- 6) Elected Official Filing Fee
 - a) Councilmember \$25
 - b) Mayor \$50

SEWER

New rates will be effective on October 1, 2023. However, for administrative purposes, the rate will be changed on the first billing of each customer that contains any October dates of service. For previous rates, please see the 2023 Fee Schedule.

1) Sewer Utility Rates		
	Fixed Charge	Volume Charge ¹ (per 1,000 gallons)
a) Single Family Residential.....	\$24.01	\$2.24
b) Multi-family Residential (per housing unit.....	\$29.47	No charge
c) Commercial.....	\$31.10	\$2.24
d) Industrial / Dannon.....	\$3,519.77	\$2.24

¹ Based on average winter water use, calculated once a year.

- 2) Dye test \$75 each
- 3) Nose-on Connection \$165 each
- 4) Stoppage Inspection \$375 each ²

² Stoppage Inspection fee is waived if the problem is caused by the City's infrastructure.



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024
Adopted 6/28/2023 Res. 23-044

STORM DRAIN

- 1) Storm Drain Utility Rates
 - a) Single Family Residential\$6.34 per month
 - b) Non-Single Family Residential\$6.34 per ERU per month ¹
- ¹ ERU is defined as an equivalent residential unit and equates to 3,000 square feet of property

STREETS

Construction-related Street Cleaning \$200 per hour

STREETLIGHTS

New rates will be effective on October 1, 2023. However, for administrative purposes, the rate will be changed on the first billing of each customer that contains any October dates of service. For previous rates, please see the 2023 Fee Schedule.

Streetlight Maintenance Fee \$2.81 per housing unit per month

UTILITY BILLING

- 1) Delinquent Penalty 1.5% of unpaid balance
- 2) Termination of Service (involuntary).....\$100
- 3) Termination of Service (returned mail or failure to sign up for service)\$50
- 4) Turn On-Turn Off Service (customer request) \$50

WASTE COLLECTION AND DISPOSAL

New rates will be effective on October 1, 2023. However, for administrative purposes, the rate will be changed on the first billing of each customer that contains any October dates of service. For previous rates, please see the 2023 Fee Schedule.

- 1) Waste Collection and Disposal Utility Rates
 - a) Basic service \$20.12 per month
Includes one (1) can each for garbage, recycling, and green waste
 - b) 2nd Garbage Can \$12.36 per month
 - c) 3rd Garbage Can \$17.34 per month
 - d) Additional Recycling Can \$6.18 per month
 - e) Additional Green Waste Can \$6.18 per month

- 2) Dumpster Rental per calendar year (Effective January 1, 2024)
 - a) 1st Rental..... \$75
 - b) Additional rentals in the same calendar year \$250
 - c) Cancellation Fee \$20

- 3) Other Services
 - a) Reinstatement of Green Waste Service \$50
 - b) Late Fee (interest)..... 1.5% of past due amount
 - c) Disconnection due to non-payment..... \$100



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

Adopted 6/28/2023 Res. 23-044

WATER

1) Water Utility Rates (base charge plus usage rate)

a) Residential

Low-income residents who are qualified by Salt Lake County for the Circuit Breaker Tax Relief Program may receive the first 7,000 gallons of water at no charge, the base rate and other rates still apply.

i) Base charge

3/4" meter	\$20.40
5/8" meter	\$20.40
1" meter	\$20.40

ii) Usage rate (cost per 1,000 gallons)

Tier 1	0 – 7,000 gallons.....	\$2.30
Tier 2	7,001 – 25,000 gallons.....	\$3.72
Tier 3	25,001 – 50,000 gallons.....	\$3.93
Tier 4	50,001 – 100,000- gallons.....	\$4.18
Tier 5	Over 100,000 gallons.....	\$4.85

b) Landscape

i) Base charge (cost per month)

3/4" meter	\$20.40
1" meter	\$45.90
1 1/2" meter	\$71.40
2" meter	\$102.00
3" meter	\$327.42
4" meter	\$698.48
6" meter	\$1,266.00
8" meter	\$1,899.01
10" meter	\$2,772.11

ii) Usage rate (cost per 1,000 gallons)

Tier 1	0 – 7,000 gallons.....	\$2.30
Tier 2	7,001 – 25,000 gallons.....	\$3.57
Tier 3	25,001 – 50,000 gallons.....	\$3.72
Tier 4	50,001 – 100,000- gallons.....	\$3.83
Tier 5	Over 100,000 gallons.....	\$4.59



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

Adopted 6/28/2023 Res. 23-044

WATER (continued)

c) Commercial	
i) Base charge (cost per month)	
3/4" meter	\$20.40
5/8" meter	\$30.60
1" meter	\$45.90
1 1/2" meter	\$71.40
2" meter	\$102.00
3" meter	\$327.42
4" meter	\$698.48
6" meter	\$1,266.00
8" meter	\$1,899.01
10" meter	\$2,772.11
ii) Usage rate (cost per 1,000 gallons)	
Tier 1 0 – 7,000 gallons.....	\$2.30
Tier 2 7,001 – 25,000 gallons.....	\$2.60
Tier 3 25,001 – 50,000 gallons.....	\$2.75
Tier 4 50,001 – 100,000- gallons.....	\$2.91
Tier 5 Over 100,000 gallons.....	\$3.21
d) City-Use Rate	
i) Base Charge.....	50% discount based on meter type
ii) Wholesale rate.....	\$1.95
2) Hydrant Meter Rental	
a) Refundable Rental Deposit	
i) Small meter (1 1/2")	\$500
ii) Large meter (4")	\$1,250
b) Monthly Rental	\$200 per month
c) Water rate	\$4.75 per 1,000 gallons
3) Backflow Device Inspection	\$150
4) Construction Water Service	\$75
5) Water Line Installation	\$750 plus materials



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

Adopted 6/28/2023 Res. 23-044

WATER (continued)

6) Water Meter and Installation	
a) 3/4" Meter	\$500
b) 1" Meter	\$700
c) 1 1/2" Meter	\$2,450
d) 2" Meter	\$2,750
e) 3" Meter	\$3,250
f) 4" Meter	\$4,000
g) 6" Meter	\$6,000
h) 8" Meter	\$7,500
i) 10" Meter	\$13,500
7) Water Pressure Test	\$75 ¹
	<small>¹ Fee is waived if the problem is caused by the City's infrastructure.</small>
8) Water Sampling Request	\$60

APPENDIX

Revised

AMBULANCE

- 1) Ambulance Transportation and Services 07/12/2012
- 2) Ambulance Supplies 07/01/2006
- 3) Ambulance Reports 08/11/2016

ANIMAL SERVICES

- 1) Adoption
 - a) With vaccinations 06/28/2023
 - b) Without vaccinations 06/24/2020
- 2) Animal License
 - a) Altered Cat or Dog 06/24/2020
 - b) Unaltered Cat or Dog 06/24/2020
 - c) Sr Discount - Unaltered Cat or Dog 06/28/2023
 - d) Sr Discount - Altered Cat or Dog 06/28/2023
 - e) Late fee 06/28/2023
- 3) Boarding (per day)
 - a) Cat or Dog 06/28/2023
 - b) Livestock 06/28/2023
- 4) Cremation
 - a) Urn 06/28/2023
 - b) Small or Exotic (Bird, Rat, Guinea Pig, etc.) 06/28/2023
 - c) 0-25 lbs 06/28/2023
 - d) 26-50 lbs 06/28/2023
 - e) 51-75 lbs 06/28/2023
 - f) 76-100 lbs 06/28/2023
 - g) 101-125 lbs 06/28/2023
- 5) Disposal of Dead Animal
 - a) Less than 50 lbs 06/28/2023
 - b) More than 50 lbs 06/28/2023
 - c) Unlicensed penalty 06/28/2023
- 6) Impound
 - a) Cat or Dog
 - i) 1st Confinement 06/28/2023
 - ii) 2nd Confinement 06/28/2023
 - iii) 3rd Confinement 06/28/2023
 - iv) 4th and Subsequent Confinement 06/28/2023
 - b) Livestock, Large 06/28/2023
 - c) Livestock, Small 06/28/2023
- 7) Microchip 06/28/2023
- 8) Owner Release 06/28/2023
- 9) Neuter and Spay
 - a) Through Jordan Applied Technology Center (JATC) 06/28/2023
 - b) Cat Neuter 06/28/2023
 - c) Cat Spay 06/28/2023
 - d) Dog Neuter 06/28/2023
 - i) Less than 26 lbs 06/28/2023
 - ii) 26 – 50 lbs 06/28/2023
 - iii) 51 – 75 lbs 06/28/2023
 - iv) More than 75 lbs 06/28/2023

APPENDIX (continued)

Revised

ANIMAL SERVICES (continued)

e) Dog Spay		
v) Less than 26 lbs		06/28/2023
vi) 26 – 50 lbs		06/28/2023
vii) 51 – 75 lbs		06/28/2023
viii) More than 75 lbs		06/28/2023
10) Permits		
a) Kennel (Annual)		
i) Class A (3-15 animals)		06/28/2023
ii) Class B (16-30 animals)		06/28/2023
iii) Class C (31+ animals)		06/28/2023
b) Fowl Keeping (Annual)		06/28/2023
c) Riding Stables (Annual)		06/28/2023
d) Late Fee		06/24/2020
e) Community Cat Caretaker Permit (3 year)		06/28/2023
11) Shelter Intake		06/28/2023
12) Vaccinations		
a) Parvo/Distemper Combo		06/28/2023
b) Rabies		06/28/2023

BUILDING PERMITS

1) Bond Agreements		
a) Escrow Processing Fee		06/28/2023
2) Building Inspections		
a) Building Relocation Review and/or Inspection (2-hour minimum).....		06/22/2022
b) Other Building Inspections		06/22/2022
3) Building Permits		
a) Building Permit based on valuation (base fee plus rate)		
i) \$1 - \$2,000		06/23/2021
ii) \$2,001 - \$25,000		06/23/2021
iii) \$25,001 - \$50,000		06/23/2021
iv) \$50,001 - \$100,000		06/23/2021
v) \$100,001 - \$500,000		06/23/2021
vi) \$500,001 - \$1,000,000		06/23/2021
vii) More than \$1,000,000		06/23/2021
b) Demolition Permit		06/22/2022
c) Miscellaneous Minimum Permit (plumbing, electrical, mechanical)		06/24/2020
d) Permit Extension		06/22/2022
e) Permit Processing Fee		06/22/2022
f) Manufactured Home Building Permit		06/22/2022
g) State Surcharge		06/22/2022
4) Plan Reviews		
a) Multi-Family Residential	Percentage Based on Other Fees	
b) Multi-Family Residential 'Same As'	Percentage Based on Other Fees	
c) Non-Residential	Percentage Based on Other Fees	
d) Residential	Percentage Based on Other Fees	
e) Single Family Residential 'Same As'	Pre-2006	
5) Solar Permits – Residential only		
a) Battery Storage Inspection		06/22/2022
b) Building Permit (\$100 minimum)		06/22/2022
c) Plan Check Review (2-hour minimum)		06/22/2022
d) State Surcharge	Percentage Based on Other Fees	
e) Permit Processing Fee		06/22/2022

APPENDIX (continued)

Revised

BUSINESS LICENSING

1) Business (not to exceed \$2,000)	
a) Application (one-time)	06/24/2020
b) Base Fee	06/24/2020
c) Per Employee Fee	06/24/2020
2) Home Occupation (when required)	
a) Application (one-time)	06/24/2020
b) Base Fee	01/09/2019
3) Alcohol Licensing	
a) Application (one-time)	06/24/2020
b) Bond	06/23/2021
c) Alcohol License	06/23/2021
4) Amusement Devices (not to exceed \$500 per location)	
a) Class A and C	06/24/2020
b) Class B, D, E, and F	06/24/2020
5) Pawn Shops	06/24/2020
6) Rental Dwelling Units (annual fee)	
a) Application (one-time)	06/24/2020
b) License	06/24/2020
c) Good Landlord Program Rental License Fee	06/23/2021
d) Standard Fee	
i) Condominium/Townhouse	06/24/2020
ii) Duplex	06/24/2020
iii) Multi-Unit	06/24/2020
iv) Mobile Home	06/24/2020
v) Single Family Home	06/24/2020
7) Solicitor	06/24/2020
8) Sexually Oriented Business License	
a) Application	06/23/2021
b) Business License Fee	
i) Adult Businesses and Semi-nude Entertainment Bars	06/23/2021
ii) Outcall Business	06/23/2021
iii) Nude and Semi-nude Entertainment Agencies and Nude Entertainment Businesses	06/23/2021
iv) Outcall Business and Semi-nude Entertainment Business	06/23/2021
9) Sexually Oriented Business Employee License	
a) Application (non-refundable)	06/23/2021
b) Employee License (annual)	
i) Employee providing outcall services away from the premises of the outcall business	06/23/2021
ii) Adult business employee	06/23/2021
iii) Outcall business employee requiring a license but NOT performing any services outside the licensed premises	06/23/2021
iv) Nude entertainment business employee requiring a license but NOT individually providing nude entertainment services to patrons	06/23/2021
v) Semi-nude entertainment bar employee requiring a license but is NOT a performer, OR employee of nude and semi-nude entertainment agencies requiring a license but is NOT a performer	06/23/2021
10) Vending Machine (not to exceed \$500 per location)	06/24/2020
11) Vendor License	
a) Large Vendor	06/24/2020
b) Small Vendor	06/24/2020
12) Food Truck Secondary Permit	06/24/2020
13) Late Fees	
a) Commercial	06/24/2020
b) Residential	06/24/2020

APPENDIX (continued)

Revised

CEMETERY

1) Cemetery Certificate Replacement or Transfer	
a) To Resident	03/09/2016
b) To Non-resident	06/28/2023
2) Disinterment	
a) Adult Resident	06/24/2020
b) Adult Non-resident	06/24/2020
c) Infant Resident	06/24/2020
d) Infant Non-resident	06/24/2020
e) Cremation Resident	06/24/2020
f) Cremation Non-resident	06/24/2020
3) Interment	
a) Weekday services before 1:30 p.m.	
i) Casket	
. Resident	06/24/2020
. Non-resident	06/24/2020
ii) Cremation	
. Resident	06/24/2020
. Non-resident	06/24/2020
iii) Infant	
. Resident	06/24/2020
. Non-resident	06/24/2020
b) Weekday services after 1:30 p.m.	
i) Casket	
. Resident	06/24/2020
. Non-resident	06/24/2020
ii) Cremation	
. Resident	06/24/2020
. Non-resident	06/24/2020
iii) Infant	
. Resident	06/24/2020
. Non-resident	06/24/2020
c) Weekend or Holiday services	
i) Casket	
. Resident	06/24/2020
. Non-resident	06/24/2020
ii) Cremation	
. Resident	06/24/2020
. Non-resident	06/24/2020
iii) Infant	
. Resident	06/24/2020
. Non-resident	06/24/2020
4) Plots (cost includes perpetual care)	
a) Resident	06/24/2020
b) Non-resident	06/24/2020

APPENDIX (continued)

Revised

CODE ENFORCEMENT

- 1) Administrative Code Enforcement Costs 07/12/2012
- 2) Fines and Penalties
 - a) Fines (per violation)
 - i) If violation is corrected within 14 days immediately following notice 07/12/2012
 - ii) If violation is not corrected within 14 days immediately following notice violators will be retroactively fined for all days since the date of the notice at the following rates:
 - 1. Days 1 - 14 06/24/2020
 - 2. Days 15 and thereafter 06/24/2020
 - b) Late Penalty 07/12/2012
- 3) Hearing Request Filing Fee
 - a) Fee for an Appeal of a Notice of Violation 06/22/2022
 - b) Fee for an Appeal of anything other than a Notice of Violation 06/22/2022
- 4) Inspections
 - a) 1st Compliance Inspection 07/12/2012
 - b) 2nd Compliance Inspection 06/24/2020
 - c) 3rd Compliance Inspection and thereafter 06/24/2020

COURTS

- 1) Justice Court Fees (Filing, Transcript, and Record Requests) Fee Set by State Code
- 2) State of Utah Online Payment Service Fee Fee Set by State Code

FACILITY RENTALS

- 1) City Hall Rooms 06/23/2021
- 2) Justice Center Room 06/23/2021
- 3) Fire Station 53 Training Room 03/09/2016
- 4) Fire Station 54 Training Room 06/23/2021
- 5) Pioneer Hall 06/23/2021
- 6) Political Party Rental Fee 06/28/2023
- 7) Event Technology Support Fee 06/28/2023

FALSE ALARM

- 1) Fire False Alarm Responses 06/23/2021
- 2) Police False Alarm Responses 06/23/2021

FIRE DEPARTMENT

- 1) Fire Standby Service or Response Hourly Rate (excludes any ambulance fees and/or supplies)
 - a) On-Duty
 - i) Ambulance 06/24/2020
 - ii) Auxiliary Vehicle 06/24/2020
 - iii) Command Vehicle 06/24/2020
 - iv) Engine 06/24/2020
 - v) Heavy Rescue 06/24/2020
 - vi) Inspector 06/24/2020
 - vii) Inspector - Battalion Chief Vehicle 06/24/2020
 - viii) Inspector - Captain Vehicle 06/24/2020
 - ix) Inspector - Firefighter Vehicle 06/24/2020
 - x) Ladder Truck 06/24/2020
 - xi) Special Ops Vehicle 06/24/2020
 - xii) Transport Engine 06/24/2020
 - b) Overtime
 - i) Ambulance 06/24/2020
 - ii) Auxiliary Vehicle 06/24/2020

APPENDIX (continued)

Revised

FIRE DEPARTMENT (continued)

v)	Command Vehicle	06/24/2020
vi)	Engine	06/24/2020
vii)	Heavy Rescue	06/24/2020
viii)	Inspector	06/24/2020
ix)	Inspector - Battalion Chief Vehicle	06/24/2020
x)	Inspector - Captain Vehicle	06/24/2020
xi)	Inspector - Firefighter Vehicle	06/24/2020
xii)	Ladder Truck	06/24/2020
xiii)	Special Ops Vehicle	06/24/2020
xiv)	Transport Engine	06/24/2020
2)	Audio Dispatch Recording (VECC)	08/11/2016
3)	Babysitting Course	06/23/2021
4)	CERT Course	09/09/2016
5)	CPR Course	06/24/2020
6)	Junior Firefighter Academy	06/24/2020
7)	Young Adult Fire Academy	06/23/2021
8)	Fire Reports	06/24/2020
9)	Haz-Mat Supplies	08/11/2011
10)	Photographs Digital CD (up to 50 photographs)	07/12/2012

FIRE INSPECTIONS

1)	Business Inspection (Annual)	
a)	0 - 10 employees	06/22/2022
b)	11 - 50 employees	06/22/2022
c)	More than 50 employees	06/22/2022
d)	2 nd Inspection	03/09/2016
e)	3 rd Inspection and thereafter	06/22/2022
f)	Inspection Reports	06/22/2022
2)	Standard Fire Inspection (fire alarms, fireworks, spray booths, etc.)	06/28/2023
3)	Kitchen Hood Plan Review/Inspection	06/28/2023
4)	Fire Sprinkler Inspection	
a)	Commercial	
i.	1 – 25 sprinkler heads (includes plan review)	06/28/2023
ii.	26 – 99 sprinkler heads	06/28/2023
iii.	100 – 1,000 sprinkler heads	06/28/2023
iv.	1,001 – 4,000 sprinkler heads	06/28/2023
v.	4,000+ sprinkler heads	06/28/2023
b)	Multi-Family Housing	
i.	1 – 99 sprinkler heads	06/28/2023
ii.	100+ sprinkler heads	06/28/2023
5)	Group Home Facility	06/22/2022
6)	Home Childcare Facility	06/22/2022
7)	Hydrant Flow Testing	06/22/2022
8)	Tent and Membrane Structure Inspection (In Excess of 400 sq ft)	06/28/2023
9)	Mobile Food Vendor	06/22/2022
10)	Nursing Home Facility	06/28/2023
11)	Hazardous Materials (Tier II)	
a)	(Solid/Liquid/Gas ≤500lbs./55Gal./200Cub. Ft.)	06/28/2023
b)	(Solid/Liquid/Gas ≥500lbs./55Gal./200Cub. Ft.)	06/28/2023
12)	Storage Tank	
a)	Above Ground	06/22/2022
b)	Below Ground	06/22/2022

APPENDIX (continued)

Revised

HIGHLANDS ASSESSMENTS

1) Residential Assessment.....	06/28/2023
2) Commercial Assessment	06/28/2023
3) Undeveloped Land Assessment	06/28/2023

IMPACT FEES

1) Residential	
a) Single Family	
Fire	05/25/2017
Parks	05/25/2017
Police	05/25/2017
Roads	05/25/2017
Sewer	01/01/2019
Storm drain.....	05/25/2017
Water.....	01/01/2016
b) Multi-Family	
Fire	05/25/2017
Parks	05/25/2017
Police	05/25/2017
Roads	05/25/2017
Sewer	01/01/2019
Storm drain.....	05/25/2017
Water.....	01/01/2016
2) Non-Residential	
a) Assisted Living	
Fire	05/25/2017
Police	05/25/2017
Roads	05/25/2017
Sewer	01/01/2019
Storm drain.....	05/25/2017
Water.....	01/01/2016
b) Commercial	
Fire	05/25/2017
Police	05/25/2017
Roads	05/25/2017
Sewer	01/01/2019
Storm drain.....	05/25/2017
Water.....	01/01/2016
c) Hospital	
Fire	05/25/2017
Police	05/25/2017
Roads	05/25/2017
Sewer	01/01/2019
Storm drain.....	05/25/2017
Water.....	01/01/2016
d) Hotel/Motel (per room)	
Fire	05/25/2017
Police	05/25/2017
Roads	05/25/2017
Sewer	01/01/2019
Storm drain.....	05/25/2017
Water.....	01/01/2016

APPENDIX (continued)

Revised

IMPACT FEES (continued)

e) Industrial		
Fire		05/25/2017
Police		05/25/2017
Roads		05/25/2017
Sewer		01/01/2019
Storm drain.....		05/25/2017
Water.....		01/01/2016
f) Nursing Home		
Fire		05/25/2017
Police		05/25/2017
Roads		05/25/2017
Sewer		01/01/2019
Storm drain.....		05/25/2017
Water.....		01/01/2016
g) Office		
Fire		05/25/2017
Police		05/25/2017
Roads		05/25/2017
Sewer		01/01/2019
Storm drain.....		05/25/2017
Water.....		01/01/2016
h) Warehouse		
Fire		05/25/2017
Police		05/25/2017
Roads		05/25/2017
Sewer		01/01/2019
Storm drain.....		05/25/2017
Water.....		01/01/2016
i) Sewer Impact Fee (based on meter size)		
3/4"		01/01/2019
1"		01/01/2019
1 1/2"		01/01/2019
2"		01/01/2019
3"		01/01/2019
Greater than 3"		01/01/2019
j) Water Impact Fee (based on meter size)		
3/4"		01/01/2019
1"		01/01/2019
1 1/2"		01/01/2019
2"		01/01/2019
3"		01/01/2019
Greater than 3"		01/01/2019
3) Impact Fee Appeal		05/25/2017

MAPS

1) Maps – Color		
a) 8.5x11		06/28/2023
b) 11x17		06/28/2023
c) 17x24		06/28/2023
d) 22x34		07/01/2019
e) 34x44		07/01/2019

APPENDIX (continued)

Revised

MAPS (continued)

f) Larger than 34x44	07/01/2019
2) Maps – Black & White	
a) 8.5x11	06/28/2023
b) Plat or Plan Copies	06/28/2023
c) Existing Maps	06/28/2023
3) Maps – Digital (Aerial photography)	
a) Per Quarter Section	Pre-2006
b) Parcel Data (per section)	Pre-2006
c) Street Centerline Data	Pre-2006
d) Custom Maps	Pre-2006
e) Technical Assistance	Pre-2006

OTHER

1) Electric Vehicle Charging Station Use – available at the Public Works Building	
a) Hourly rate	
i) First 2 hours	10/20/2018
ii) More than 2 hours	10/20/2018
b) Connection fee	10/20/2018
c) Electricity rate	10/20/2018
2) Returned Payment Fee	07/01/2007

PASSPORT OFFICE

1) Passport Processing Fee	06/24/2020
2) Passport Photo	06/24/2020
3) Fee to Expedite Passport	06/24/2020

PARK RESERVATIONS

1) Pavilions – Constitution Park or Veterans Memorial Park only	
a) Groups of more than 200	
i) Large Pavilion (all day)	
• Weekday	06/24/2020
• Weekends/Holidays	06/24/2020
ii) Large Pavilion (all day)	
• Weekday	06/24/2020
• Weekends/Holidays	06/24/2020
iii) Refundable Security Deposit	07/01/2006
iv) Requested Set-Up/Clean-Up	07/01/2006
b) Groups of less than 200	
i) Large Pavilion (all day)	
• Weekday	06/24/2020
• Weekends/Holidays	06/24/2020
ii) Large Pavilion (all day)	
• Weekday	06/24/2020
• Weekends/Holidays	06/24/2020
iii) Requested Set-Up/Clean-Up	07/01/2006
2) Rodeo Arena	
a) Arena Rental Fee	07/01/2006
b) Concession Stand	07/01/2006
c) Lighting	07/01/2006

APPENDIX (continued)

Revised

PARK RESERVATIONS (continued)

i)	Additional Sessions	07/01/2006
ii)	West Jordan Youth Group Additional Session	07/01/2006
d)	Special Events	
i)	Monday – Thursday	01/26/2012
ii)	Friday – Saturday	01/26/2012
iii)	Sunday & Holidays	01/26/2012
iv)	Ticket Fee.....	01/26/2012
3)	Event Park Rental Fee (Veterans Memorial Park Only)	
a)	Weekday	06/24/2020
b)	Weekend/Holidays	06/24/2020
4)	Sports Field	
a)	Field Rental (per field per ½ day)	
i)	Resident	06/24/2020
ii)	Non-resident.....	06/24/2020
b)	Leagues	
i)	Resident Leagues Per Field Rental.....	06/24/2020
ii)	Non-Resident Leagues Per Field Rental	01/26/2012
iii)	Refundable Security Deposit	01/26/2012
iv)	Concession Stand	01/26/2012
v)	Concession Stand	07/01/2006
c)	Tournaments	
i)	Per Field Rental	
a.	Less than 5 fields	01/26/2012
b.	More than 5 Fields	01/26/2012
ii)	Refundable Security Deposit	07/01/2006
iii)	Concession Stand	07/01/2006
d)	Additional Services	01/26/2012
e)	Lighting (2-hour minimum)	07/01/2006
f)	Special Events (without City sponsorship or endorsement)	01/26/2012

PLANNING AND ENGINEERING

1)	Address Change Request	06/28/2023
2)	Agreements	
a)	Agreement Request	06/28/2023
b)	Change Fee for Recording and Bonding Process	01/25/2018
c)	Escrow Processing Fee	Pre-2006
d)	Service Fee for Industrial Development Revenue Bonds (IDRB) Assignment and Assumption Requests	06/22/2022
3)	Appeals	
a)	Of Administrative Decision	06/28/2023
b)	To Board of Adjustments	06/28/2023
c)	To City Council	06/28/2023
4)	Boards, Commissions, and Committees	
a)	Board of Adjustment	06/28/2023
b)	Design Review Committee	06/28/2023
c)	Planning Commission Other	06/28/2023
5)	Conditional Use Permits	
a)	Permit Processing Fee.....	06/28/2023
b)	Administrative Conditional Use Permit Application	06/28/2023
c)	Conditional Use Permit Application	06/28/2023
d)	Conditional Use Permit Amended	06/28/2023
e)	Engineering Review Fee.....	06/28/2023

APPENDIX (continued)

Revised

PLANNING AND ENGINEERING (continued)

6) Development Reviews

a) Commercial / Industrial

- i) Engineering Review Fee 06/28/2023
- ii) Preliminary Site Plan Review 06/28/2023
- iii) Final / Amended Site Plan Review 06/28/2023

b) Condominium Plat / Conversion

- i) Engineering Review Fee 06/28/2023
- ii) Preliminary Site Plan Review 06/28/2023
- iii) Final / Amended Site Plan Review 06/28/2023

c) Multi-Family Residential

- i) Engineering Review Fee 06/28/2023
- ii) 2 – 25 Units Preliminary Site Plan Review 06/28/2023
- iii) 2 – 25 Units Final / Amended Site Plan Review 06/28/2023
- iv) 26 – 100 Units Preliminary Site Plan Review 06/28/2023
- v) 26 – 100 Units Final / Amended Site Plan Review 06/28/2023
- vi) More than 100 Units Preliminary Site Plan Review 06/28/2023
- vii) More than 100 Units Final / Amended Site Plan Review 06/28/2023

d) Subdivision

- i) Preliminary / Final Engineering Review Fee 06/28/2023
- ii) Amended Engineering Review Fee 06/28/2023
- iii) 1 - 9 Lots Preliminary Plat Review 06/28/2023
- iv) 1 - 9 Lots Final / Amended Plat Review 06/28/2023
- v) More than 9 Lots Preliminary Plat Review 06/28/2023
- vi) More than 9 Lots Final / Amended Plat Review 06/28/2023
- vii) PC, PRD, WSPA & TSOD Preliminary Plat Review 06/28/2023
- viii) PC, PRD, WSPA & TSOD Final / Amended Plat Review 06/28/2023

e) General Review

- i) Annexation 06/28/2023
- ii) Concept Plan Meeting (pre-application) 06/28/2023
- iii) Conceptual Development Plan Application 06/28/2023
- iv) Development Plan Engineering Review Fee 06/28/2023
- v) Final Development Plan 06/28/2023
- vi) Final Development Plan Revisions 06/28/2023
- vii) Land Use Map Amendment 06/28/2023
- viii) Land Use Engineering Review Fee 06/28/2023
- ix) Lot Line Adjustment 06/28/2023
- x) Lot Line Adjustment Engineering Review Fee 06/28/2023
- xi) Master Plan Amendment 06/28/2023
- xii) Preliminary Development Plan 06/28/2023
- xiii) Preliminary Development Plan Revisions 06/28/2023
- xiv) Sheet Change Correction 06/28/2023
- xv) Site Plan Condition Amendment 06/28/2023
- xvi) Subdivision Condition Amendment 06/28/2023
- xvii) Subdivision or Street Vacation Request (right-of-way) 06/28/2023

APPENDIX (continued)

Revised

PLANNING AND ENGINEERING (continued)

f) Other Fees	
i) Additional Meetings with Staff (as requested)	06/20/2006
ii) Application Withdrawal	
1) Within 10 days of completed application	07/30/2014
2) After first review	07/30/2014
3) After staff report is prepared	07/30/2014
4) After public hearing or Planning Commission decision	07/30/2014
iii) Certificate of Occupancy Inspection (Planning)	06/22/2022
iv) Development Time Extension	06/28/2023
v) Request for Modification of Design Standards	06/28/2023
vi) Request for Modification of Design Standards Engineering Review Fee	06/28/2023
vii) Waiver / Deferral Request	06/28/2023
viii) Development Review/Application Processing Fee	06/28/2023
ix) Public Notice Mailing Fee	08/10/2022
7) Engineering Review and Inspection (includes 2 redline reviews)	
a) Review and Inspection Fee	06/22/2022
b) Traffic Impact Study Review	06/22/2022
8) Lane Obstruction or Closure Request (Permit processing & onsite inspection)	06/22/2022
9) Permits	
a) Encroachment Permit	
i) Street Excavation	
a. Within 3 feet from pavement, including pavement (based on age of pavement)	
Less than 2 years old	08/10/2022
More than 2 years old	06/22/2022
b. Outside of 3 feet from pavement	06/22/2022
c. Extension Fee	Pre-2006
ii) Other than Street Excavation	06/22/2022
iii) Penalties	
a. Encroachment without permit	Pre-2006
b. Non-notification	06/22/2022
c. Failure to Comply or Complete with permit period	06/22/2022
iv) Micro or Narrow Trenching	
a. Plan review and processing	06/22/2022
b. Trenching Fee	06/22/2022
b) Land Disturbance Permit	06/22/2022
c) Water/Wastewater Service Abandonment Permit	06/22/2022
d) Permit Processing Fee	06/22/2022
10) Sign Reviews	
a) Sign Review based on valuation (base fee plus rate)	
i) \$1 - \$500	06/22/2022
ii) \$501 - \$2,000	06/22/2022
iii) \$2,001 - \$25,000	06/22/2022
iv) \$25,001 - \$50,000	06/22/2022
v) More than \$50,001	06/22/2022
b) Bus Bench	06/28/2023
c) Bus Shelter	06/28/2023
d) Off-Premise Development / Construction Signs	06/28/2023
e) Planning Commission Review	06/28/2023
f) Sign Impound Fee	06/28/2023
g) Temporary Sign Review	06/28/2023
h) Penalty – Installation without permit	Percentage based on other Fees

APPENDIX (continued)

Revised

PLANNING AND ENGINEERING (continued)

11) Small Wireless	
a) Master License Agreement	06/22/2022
b) New Installation / Modification / Replacement	06/22/2022
c) New Co-Location	06/22/2022
d) Annual Co-Location Rate	06/22/2022
12) Street Name Change Request	06/22/2022
13) Street Vacation Request	
a) Refundable deposit to be applied to cost	Pre-2006
b) Labor	Cost Recovery
14) Streetlight Connection Fee	06/22/2022
15) Temporary Use	
a) Use up to 30 days (administrative)	06/28/2023
b) Use up to 150 days (requires Planning Commission review)	06/28/2023
c) Renewal	06/28/2023
16) Zoning	
a) Zoning Administration / Interpretation / Determination	06/28/2023
b) Zone Change	06/28/2023
c) Zoning Engineering Review Fee	06/28/2023
d) Zoning Verification Letter	06/28/2023
e) Text Amendment	06/22/2022

POLICE DEPARTMENT

1) Police Stand-by Service, Traffic Assistance, or Response Hourly Rate (private-party events)	
a) \$500 refundable deposit to be applied toward services when request is estimated at over \$500	06/22/2022
b) Per sworn officer	06/22/2022
c) Per supervisor (required when 5+ officers are requested)	06/22/2022
2) Audio/Visual Recordings	
a) 0 – 30 minutes	06/23/2021
b) 31-60 minutes	06/23/2021
c) 61-90 minutes	06/23/2021
d) 91+ minutes	06/23/2021
3) Police Clearance Check (per request)	06/28/2023
4) Fingerprint (per card)	
a) Up to three fingerprint cards	06/23/2021
b) Each card after three fingerprint cards	06/23/2021
5) Photographs Digital CD	
a) 1 – 49 photos	06/28/2023
b) 50 – 99 photos	06/28/2023
c) 100 – 149 photos	06/28/2023
d) 150+ photos	06/28/2023
6) Police Reports	08/11/2016
7) Sex Offender Registry (per year)	07/01/2013
8) Vehicle Storage (seized)	03/10/2010
9) Tow Truck Rotation Fees	
a) Application Fee	06/23/2021
b) Tow Rotation Coordination and Inspection Fee	06/23/2021
c) Suspension Reactivation Fee	06/28/2023
10) Traffic School	06/23/2021

PUBLIC WORKS

1) Bid Package Request	Cost Recovery
2) Public Property Vehicle Abatement	Pre-2006

APPENDIX (continued)

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RECORDS (CITY RECORDER)

1) Audio Official Recording	07/01/2007
2) Copies	08/01/2011
a) Budget	06/24/2020
b) Annual Comprehensive Financial Report	06/24/2020
3) Document Certification	07/01/2007
4) GRAMA Requests.....	10/01/2016
5) Notary Public Services.....	07/01/2007
6) Elected Official Filing Fee	
a) Councilmember	06/24/2020
b) Mayor	06/24/2020

SEWER

1) Sewer Utility Rates	
a) Single Family Residential.....	06/28/2023
b) Multi-family Residential (per housing unit)	06/28/2023
c) Commercial	06/28/2023
d) Industrial / Dannon	06/28/2023
2) Dye test	06/24/2020
3) Nose-on Connection	06/24/2020
4) Stoppage Inspection	06/24/2020

STORM DRAIN

1) Storm Drain Utility Rates	
a) Single Family Residential	06/22/2022
b) Non-Single Family Residential	06/22/2022

STREETS

Construction-related Street Cleaning	06/23/2021
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STREETLIGHTS

Streetlight Maintenance Fee	06/28/2023
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UTILITY BILLING

1) Delinquent Penalty	06/24/2020
2) Termination of Service (involuntary)	06/24/2020
3) Termination of Service (returned mail or failure to sign up for service)	08/01/2011
4) Turn On-Turn Off Service (customer request)	08/01/2011

WASTE COLLECTION AND DISPOSAL

1) Waste Collection and Disposal Utility Rates	
a) Basic service	06/28/2023
b) 2 nd Garbage Can	06/28/2023
c) 3 rd Garbage Can	06/28/2023
d) Additional Recycling Can	06/28/2023
e) Additional Green Waste Can	06/28/2023
2) Dumpster Rental per calendar year (Effective January 1, 2021)	
a) 1 st Rental	06/28/2023
b) Additional rentals in same calendar year	06/22/2022
c) Cancellation Fee	06/24/2020

APPENDIX (continued)

Revised

WASTE COLLECTION AND DISPOSAL (continued)

- 3) Other Services
 - a) Reinstatement of Green Waste Service..... 07/01/2008
 - b) Late Fee (interest)..... 06/24/2020t
 - c) Disconnection due to non-payment..... 06/24/2020

WATER

- 1) Water Utility Rates (base charge plus usage rate)
 - a) Residential
 - i) Base charge
 - 3/4" meter 06/22/2022
 - 5/8" meter 06/22/2022
 - 1" meter 06/22/2022
 - ii) Usage rate (cost per 1,000 gallons)
 - Tier 1 06/22/2022
 - Tier 2 06/22/2022
 - Tier 3 06/22/2022
 - Tier 4 06/22/2022
 - Tier 5 06/22/2022
 - b) Landscape
 - i) Base charge (cost per month)
 - 3/4" meter 06/22/2022
 - 1" meter 06/22/2022
 - 1 1/2" meter 06/22/2022
 - 2" meter 06/22/2022
 - 3" meter 06/22/2022
 - 4" meter 06/22/2022
 - 6" meter 06/22/2022
 - 8" meter 06/22/2022
 - 10" meter 06/22/2022
 - ii) Usage rate (cost per 1,000 gallons)
 - Tier 1 06/22/2022
 - Tier 2 06/22/2022
 - Tier 3 06/22/2022
 - Tier 4 06/22/2022
 - Tier 5 06/22/2022
 - c) Commercial
 - i) Base charge (cost per month)
 - 3/4" meter 06/22/2022
 - 5/8" meter 06/22/2022
 - 1" meter 06/22/2022
 - 1 1/2" meter 06/22/2022
 - 2" meter 06/22/2022
 - 3" meter 06/22/2022
 - 4" meter 06/22/2022
 - 6" meter 06/22/2022
 - 8" meter 06/22/2022
 - 10" meter 06/22/2022



CONSOLIDATED FEE SCHEDULE

Effective through June 30, 2024

Adopted 6/28/2023 Res. 23-044

APPENDIX (continued)

Revised

WATER (continued)

ii)	Usage rate (cost per 1,000 gallons)	
	Tier 1	06/22/2022
	Tier 2	06/22/2022
	Tier 3	06/22/2022
	Tier 4	06/22/2022
	Tier 5	06/22/2022
d)	City-Use Rate	
	i) Base Charge.....	06/24/2020
	ii) Wholesale rate.....	06/24/2020
2)	Hydrant Meter Rental	
	a) Refundable Rental Deposit	
	i) Small meter (1 ½")	06/24/2020
	ii) Large meter (4")	06/24/2020
	b) Monthly Rental	06/24/2020
	c) Water rate	06/24/2020
3)	Backflow Device Inspection	06/24/2020
4)	Construction Water Service	06/24/2020
5)	Water Line Installation	06/24/2020
6)	Water Meter and Installation	
	a) ¾" Meter	06/24/2020
	b) 1" Meter	06/24/2020
	c) 1 ½" Meter	06/24/2020
	d) 2" Meter	06/24/2020
	e) 3" Meter	06/24/2020
	f) 4" Meter	06/24/2020
	g) 6" Meter	06/24/2020
	h) 8" Meter	06/24/2020
	i) 10" Meter	06/24/2020
7)	Water Pressure Test	06/24/2020
8)	Water Sampling Request	06/24/2020



GLOSSARY

AA- – A bond rating given by financial rating agencies as their professional opinion about the ability of a government or not-for-profit organization to repay a tax-exempt loan (bond). Bond ratings may range from AAA (prime rating) to D (default).

Accrual Basis of Accounting – A method of accounting that recognizes income when earned and expenses when incurred regardless of when cash is received or disbursed.

Ad Valorem Tax – Taxes levied on both real and personal property according to the property's valuation and the tax rate. Also known as Property Tax.

Adopted Budget – The annual budget approved by the City Council that establishes the legal authority for the expenditure of funds in the fiscal year.

Allocation – The assignment of one or more items of cost or revenue to one or more segments of an organization according to benefits received, responsibilities, or other logical measures of use.

Allocated Operations – Indirect operating costs that are assessed/charged from one fund to another.

Allocated Wages – Indirect personnel costs that are assessed/charged from one fund to another.

Appropriation – Legal authorization granted by the City Council to make expenditures and incur obligations for specific purposes.

Assessed Valuation – A valuation set upon real estate or other property by the Salt Lake County Assessor as a basis for levying property taxes.

Audit – A review performed by an independent certified public accountant to form an opinion regarding the legitimacy of transactions and internal controls.

Balanced Budget – A budget in which current revenues equal current expenditures.

Basis of Budgeting – Basis of budgeting refers to the timing of when revenues or expenditures are recognized in the accounts and reported in the financial statements.

Bond – A written promise to pay a specified sum of money, called the face value or principal, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Bond Proceeds – Funds received from the sale or issuance of bonds.

Bond Refinancing – The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

Bond Refunding – The redemption of a bond with proceeds received from issuing lower-cost debt obligations.

Budget – A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period and the proposed means of financing them.

Budgetary Control – The control of management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Building Authority Bonds - Bonds secured by specified asset. CAFR – (see Comprehensive Annual Financial Report).

Call Date - Date on which a bond can be redeemed before maturity. Earliest date on which bonds can either be paid off or refinanced.

Capital Assets – Assets of significant value and having a useful life of several years.

Capital Carryovers – Any unspent appropriation for capital projects that are authorized by City Council to be reappropriated in the following year.

Capital Equipment - Equipment with an expected life of more than one year, such as automobiles, computers, and furniture.

Capital Improvement Program (CIP) – An annual, updated plan of capital expenditures for public facilities and infrastructure (buildings, streets, etc.), with estimated costs, sources of funding, and timing of work over a period of time.

Capital Outlay – Expenditures which result in the acquisition of capital assets.

Capital Project – Projects involving the purchase or construction of capital assets.

Career Ladder Increases - Career ladders are pay increases within a job series conditioned on obtaining required service experience and specified skills, training, and/or certification. They are typically used for jobs with critical or rapid learning curves to bring entry level employees to full productivity.

CDBG – (see Community Development Block Grant).

Certified Tax Rate – The tax rate that would generate the same amount of revenue as the previous year plus any new growth.

CIP – (see Capital Improvement Program).

Community Development Block Grant (CDBG) – The Housing and Community Development Act of 1974 provides funds to cities and counties to develop urban communities and expand economic opportunities principally for low- and moderate- income persons.

Comprehensive Annual Financial Report (CAFR) – The audited annual report of the City's financial condition at the conclusion of the fiscal year.

GLOSSARY

Consolidated Budget – City budget that includes all funds – governmental and proprietary.

Consumer Price Index (CPI) – A statistical description of price levels provided by the United States Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

Contingency – An appropriation of funds to cover unforeseen expenditures which may occur during the budget year.

CPI – (see Consumer Price Index).

Debt Service – The payment of principal, interest, and service charges related to long-term debt.

Debt Service Fund – A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit – An excess of expenditures or expenses over revenues.

Department – A major administrative division of the City that indicates overall management responsibility for an operation or group of related operations within a functional area.

Depreciation – Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

Designated Fund Balance – The portion of a fund balance that has been set aside for a specific purpose.

Division – A sub-section within a department that provides specific services.

Encumbrances – Obligations or commitments in the form of purchase orders or contracts, the expenditure/expense of which has not yet occurred.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – the services are predominantly self-supported by user fees and charges. Examples are water and solid waste.

Expenditure – The actual spending of governmental funds set aside by an appropriation.

Expense – The actual spending of proprietary funds set aside by an appropriation.

Fiscal Year (FY) – The twelve-month period of time to which a budget applies. The City of West Jordan's fiscal year is July 1 through June 30.

Franchise Tax – A tax levied at the state level against businesses and partnerships chartered within that state.

Full Time Equivalent (FTE) – The hourly equivalent of a full-time employee. An FTE can be made up of either one full-time employee or two or more part-time employees whose total hours equal 2,080 per year.

Adopted 08/23/2023

Fund – A fiscal or accounting entity with a self-balancing set of accounts established for the purpose of carrying out specific activities in accordance with clearly defined restrictions and/or limitations.

Fund Balance – The difference between a fund's assets and its liabilities.

GAAP – (see Generally Accepted Accounting Principles).

GASB – (see Governmental Accounting Standards Board).

General Fund – The primary fund of the City used to account for all financial resources except those identified for special purposes or required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and recording.

Governmental Accounting Standards Board (GASB) – The group that develops standardized reporting for government entities.

General Obligation Bonds – Bonds used for various purposes and repaid by the regular revenue raising powers of the City.

Grant – Contributions, gifts, or assets from another government entity to be used or expended for a specified purpose, activity, or facility.

Haircut Provision - Utah code related to redevelopment areas that allows portions of tax increment to be allocated and spent toward recreational purposes.

Impact Fees – Fees used to offset the additional burden on city infrastructure caused by new development within the city. The fees are collected and accounted for separately to be used for projects relating to the impact of the additional development.

Infrastructure – Facilities or assets on which the continuance and growth of a community depend, such as streets, waterlines, etc.

Interfund Transfers – Monies transferred from one fund to another to either finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Intergovernmental Revenue – Money collected by one level of government and distributed to another level of government.

Long-term Debt – Debt with a maturity of more than one year after the date of issuance.

Maturity – The date on which the principal or stated values of investments or debt obligations are due and may be reclaimed

Modified Accrual Basis of Accounting – A method of accounting in which revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred.

GLOSSARY

Motor Vehicle Fee – Fee imposed on passenger cars, light trucks, sport utility vehicles, vans, motorcycles, and recreational vehicles and are due at the time of registration.

Operating Expenditures – The cost for materials and equipment required for a department to perform its functions.

Operating Revenues – Funds received by the City as income to pay for ongoing operations.

Ordinance – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal standing than a resolution.

Property Tax – An ad valorem (according to value) tax based on the fair market value of real property (land and buildings) and personal property (business equipment). Fair market value is determined by the county as of January 1 of each year.

RDA – (see Redevelopment Agency).

Redevelopment Agency (RDA)– A separate entity established to revitalize blighted and economically depressed areas of a community and to promote economic growth.

Refunded - Refinanced to take advantage of lower interest rates.

Reserve – A portion of a fund balance which has been legally segregated for a specific use and is, therefore, not available for further appropriation or expenditure.

Resolution – A special order of the City Council that requires less legal formality and has a lower legal standing than an ordinance.

Revenues – Sources of income, such as taxes, used to finance the operation of government.

Revenue Bonds - Payable from specified revenues such as Sales Tax or User Fees.

Sales Tax – Tax imposed on the taxable sales of all final goods. West Jordan receives part of the sales tax percentage charged in Salt Lake County.

Special Assessment – A tax on property owners who receive a benefit not received by all other taxpayers.

Special Improvement District (SID) – An area of the city where the property owners come together and vote on incurring the costs of making special improvements to the area (such as putting in custom streetlights or enhanced landscape maintenance).

Tax Base – The total taxable value of property within the local government's legal boundaries.

Tax Increment – Property tax that is collected as a result of increased valuation within an RDA area.

Tax Rate – The amount of tax levied for each \$100 of assessed valuation.

Adopted 08/23/2023

Taxable Value – The assessed value of property less exemptions.

Taxes – Compulsory charges levied by a government for the purpose of financing services for the common benefit of the people.

Transfers – Legally authorized intra-city transfers of appropriations from one City fund to another City fund. Revenues and expenditures are accounted for in both funds.

Truth in Taxation – Legal requirement for Utah cities to hold public hearings in the event the city chooses to adopt a tax rate higher than the certified tax rate.

Undesignated Fund Balance – A portion of a fund balance that has not been designated or reserved for any specific use

User Fees – The payment of a fee for direct receipt of a public service by the party benefiting from the service.



SIGNED ORDINANCES

ORDINANCE NO. 23-22

AN ORDINANCE SETTING THE 2023 PROPERTY TAX RATE

WHEREAS, UTAH CODE ANN. Title 10, Chapter 6, Section 133 requires the governing body of each city set the real and personal property tax levy; and

WHEREAS, the City Council has determined the requirements for each fund for which property taxes are to be levied; and

WHEREAS, the City Council approved Resolution 23-035 adopting the FY 2024 Tentative Budget with the intent to exceed the certified tax rate and scheduling a public hearing regarding the proposed property tax increase; and

WHEREAS, the City Council met the public noticing requirements; and

WHEREAS, the City Council has held the public hearing and considered public comment.

NOW THEREFORE BE IT ORDAINED BY THE WEST JORDAN CITY COUNCIL AS FOLLOWS:

Section 1. For purposes of defraying the necessary and proper expenses of the City of West Jordan and for maintaining the government thereof, it is hereby determined the property tax rate for the City of West Jordan upon all real and personal property within the City of West Jordan made taxable by law in the year 2023 for the City's fiscal year ending June 30, 2024 is set at a rate of 0.001499.

Section 2. The City of West Jordan, by and through the City Council of the City of West Jordan, hereby expressly reserves the power and right to amend the foregoing tax rate as it may deem just, proper, and appropriate under law.

Section 3. The City Recorder shall submit a certified copy of the Ordinance to the Salt Lake County Auditor on or before August 31, 2023.

Section 4. This Ordinance shall take effect immediately upon adoption.

ADOPTED by the City Council of West Jordan, Utah this 23rd day of August, 2023.

CITY COUNCIL OF WEST JORDAN



Christopher McConnehey
Council Chair

ATTEST:



Cindy M. Quick, MMC
Council Office Clerk

(Continued on the following page)

Voting by the City Council

"YES"

"NO"

- Council Chair Christopher McConnehey
- Council Vice Chair Pamela Bloom
- Council Member Kelvin Green
- Council Member Zach Jacob
- Council Member David Pack
- Council Member Kayleen Whitelock
- Council Member Melissa Worthen

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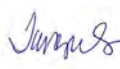

PRESENTED TO THE MAYOR BY THE CITY COUNCIL ON AUGUST 24, 2023.

Mayor's Action: X Approve Veto

By: 
Mayor Dirk Burton

 Aug 25, 2023
Date

ATTEST:

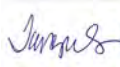

Tangee Sloan, CMC
City Recorder

STATEMENT OF APPROVAL/PASSAGE (check one)

 X The Mayor approved and signed Ordinance No. 23-22.

 The Mayor vetoed Ordinance No. 23-22 on _____ and the City Council timely overrode the veto of the Mayor by a vote of _____ to _____.

 Ordinance No. 23-22 became effective by operation of law without the Mayor's approval or disapproval.

Tangee Sloan, CMC
City Recorder

CERTIFICATE OF PUBLICATION

I, Tangee Sloan, certify that I am the City Recorder of the City of West Jordan, Utah, and that a short summary of the foregoing ordinance was published on the Utah Public Notice Website on the 28th day of August 2023. The fully executed copy of the ordinance is retained in the Office of the City Recorder pursuant to Utah Code Annotated, 10-3-711.



Tangee Sloan, CMC
City Recorder

THE CITY OF WEST JORDAN, UTAH
A Municipal Corporation

ORDINANCE NO. 23-23

**AN ORDINANCE ADOPTING THE FINAL BUDGET FOR THE CITY
OF WEST JORDAN FOR FISCAL YEAR 2024**

WHEREAS, Section 10-6-118 of Utah Code, as amended, requires the adoption of the City’s final budgets before September 1 of the year for which a property tax increase is proposed; and

WHEREAS, the City Council adopted the amended tentative budget on June 28, 2023; and

WHEREAS, the City Council has held multiple public hearings, receiving comment from the public concerning the proposed budget; and

WHEREAS, after considering input from the public, the West Jordan City Council desires to adopt its final budgets for fiscal year 2024.

NOW THEREFORE BE IT ORDAINED BY THE WEST JORDAN CITY COUNCIL AS FOLLOWS:

Section 1. The City Council hereby adopts the final budgets for the City of West Jordan for the fiscal year 2024 for the amounts listed in section 2, plus any changes agreed upon at this evening’s meeting.

Section 2. Changes to the budget are as shown in Exhibit A.

Section 3. The Administrative Services Director acting as the Finance Director is authorized to transfer any unencumbered or unexpended appropriated funds for fiscal year 2023 to fiscal year 2024 in conformity with the provisions of Section 10-6-124 of the Utah State Code as amended.

Section 4. The final budget for fiscal year 2024 is hereby adopted and shall consist of the following amounts:

	Tentative Budget	<u>Changes</u>	Final Budget
General Fund	\$ 70,826,112		\$ 70,826,112
Class C Roads Fund	7,616,123		7,616,123
Development Services Fund	5,809,128		5,809,128
KraftMaid Special Improvement District Fund	-		-
Highlands Special Service District Fund	377,983		377,983
Roads Capital Fund	30,628,020	847,000	31,475,020
Parks Capital Fund	7,128,874		7,128,874
General Capital Fund	13,397,600	40,000	13,437,600
Police Impact Fee Fund	250,000		250,000
Fire Impact Fee Fund	290,000	535,292	825,292
Community Development Block Grant Fund	1,223,359		1,223,359
Grants Fund	-		-
Water Fund	31,218,485		31,218,485
Wastewater Fund	28,382,494		28,382,494

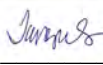

(Continued on next page)

STATEMENT OF APPROVAL/PASSAGE (check one)

 X The Mayor approved and signed Ordinance No. 23-23.

 The Mayor vetoed Ordinance No. 23-23 on _____ and the City Council timely overrode the veto of the Mayor by a vote of _____ to _____.


 Ordinance No. 23-23 became effective by operation of law without the Mayor's approval or disapproval.

Tangee Sloan, CMC
City Recorder

CERTIFICATE OF PUBLICATION

I, Tangee Sloan, certify that I am the City Recorder of the City of West Jordan, Utah, and that a short summary of the foregoing ordinance was published on the Utah Public Notice Website on the 28th day of August 2023. The fully executed copy of the ordinance is retained in the Office of the City Recorder pursuant to Utah Code Annotated, 10-3-711.

Tangee Sloan, CMC
City Recorder

EXHIBIT A
Changes from the Tentative Budget
to the Final Budget for FY 2024

	<u>Tentative Budget</u>	<u>Changes</u>	<u>Final Budget</u>
<u>ROADS CAPITAL PROJECTS</u>			
Revenue			
FY 2024 Tentative Budget	\$ 17,850,000		\$ 17,850,000
Corridor preservation - SL County		847,000	847,000
	<u>\$ 17,850,000</u>	<u>\$ 847,000</u>	<u>\$ 18,697,000</u>
Expenditures			
FY 2024 Tentative Budget	\$ 30,628,020		\$ 30,628,020
Land acquisition – 8600 South		847,000	847,000
	<u>\$ 30,628,020</u>	<u>\$ 847,000</u>	<u>\$ 31,475,020</u>
<u>GENERAL CAPITAL PROJECTS</u>			
Revenue			
FY 2024 Tentative Budget	\$ 3,595,273		\$ 3,595,273
No change			-
	<u>\$ 3,595,273</u>	<u>\$ -</u>	<u>\$ 3,595,273</u>
Expenditures			
FY 2024 Tentative Budget	\$ 13,397,600		\$ 13,397,600
Industrial Drone (GIS)		40,000	40,000
	<u>\$ 13,397,600</u>	<u>\$ 40,000</u>	<u>\$ 13,437,600</u>
<u>FIRE IMPACT FEE CAPITAL</u>			
Revenue			
FY 2024 Tentative Budget	\$ 290,000		\$ 290,000
No change			-
	<u>\$ 290,000</u>	<u>\$ -</u>	<u>\$ 290,000</u>
Expenditures			
FY 2024 Tentative Budget	\$ 225,292		\$ 225,292
Land acquisition – Fire station		600,000	600,000
	<u>\$ 225,292</u>	<u>\$ 600,000</u>	<u>\$ 825,292</u>
<u>WATER FUND</u>			
Revenue			
FY 2024 Tentative Budget	\$ 31,218,485		\$ 31,218,485
No change			-
	<u>\$ 31,218,485</u>	<u>\$ -</u>	<u>\$ 31,218,485</u>
Expenditures			
FY 2024 Tentative Budget	\$ 29,960,271		\$ 29,960,271
Land acquisition – Zone 5 water tank		700,000	700,000
	<u>\$ 29,960,271</u>	<u>\$ 700,000</u>	<u>\$ 30,660,271</u>