

BUDGET DOCUMENT FOR
THE CITY OF SARATOGA SPRINGS UTAH

FY 2017 – 2022

Prepared By

Mark Christensen, City Manager

Chelese Rawlings, Finance Manager

Daniel Widenhouse, Management Analyst

TABLE OF CONTENTS

I. Introduction and Overview

Executive Summary_____	4
Mayor and City Council_____	6
Community Information & Statistics_____	7
Long-Term Strategic Goals_____	11
Short-Term and Upcoming Issues_____	20
Growth of the City_____	20
Capital Projects_____	22

II. Financial Structure, Policy, and Process

Organizational Charts_____	24
Fund Structure and Basis of Accounting_____	25
Long-Term Financial Policies_____	29
Budget Process_____	29
Fund Balance_____	35

III. Financial Summaries

Fund Summaries_____	48
General Fund_____	48
Street Lighting SID_____	58
Zone 2 Water Improvement SID_____	59
Storm Drain Capital Projects_____	61
Parks Capital Projects_____	63
Roads Capital Projects_____	65
Public Safety Capital Projects_____	67
Capital Projects (General) _____	68

TABLE OF CONTENTS

Debt Service_____	69
SAA Debt Service_____	71
Street Lighting Fund_____	73
Water Utility_____	74
Sewer Utility_____	76
Wastewater Impact Fee_____	77
Storm Drain Utility_____	79
Garbage Utility_____	80
Culinary Water Impact Fee_____	81
Secondary Water Impact Fee_____	82
Special Note: Personnel_____	84
IV. Departmental Information	
Departmental Summaries_____	88
V. Policies and Objectives	
Policies and Objectives_____	140
Glossary_____	177
VI. Appendices	
Appendix A: Budget Requests_____	183
Appendix B: Financial Health Indicators_____	193
Appendix C: Approved Pay Ranges_____	205
Appendix D: Budget Amendments_____	208

EXECUTIVE SUMMARY



Mayor and City Council,

I am pleased to present the FY 2017 - 18 budget to you. The City of Saratoga Springs FY 2018 budget reflects current and future issues that our community will face. In addition, I am pleased to report that the City of Saratoga Springs is in strong financial position. As stewards of public funds, the city administration strives to meet and exceed city council goals within the constraints of available financial, human, and capital resources. The recommendations found within this document are designed to maintain a strong financial position while providing and expanding quality services for our citizens. The following is an overview of the significant budgetary items and trends in the FY 2017 – 18 budget.

Growth of the City

The national economy and housing market trends remain strong with Saratoga at the forefront with a positive economic forecast for the near future. The City of Saratoga Springs currently has over 4,700 units in the planning approval process. Commercial investment in the city is also increasing, providing increased private services for our residents to enjoy.

The City is pleased with the economic growth we have experienced in the last year. With the uptick in the economy, tax revenue is increasing, and all major revenues are increasing. These revenues will allow the city to provide quality services to an increasing population. The city administration continues to monitor revenue forecasts and uses conservative methods to project future revenues. Though revenues are increasing, the demand for municipal services is growing at a faster pace than revenues. In addition, some revenues, namely property tax, are not received until more than a year after a home is built, further restricting available funds for providing services to our rapidly growing city. In order to maintain fiscal soundness, the City must conservatively increase expenditures in addition to increasing ongoing revenues. This budget anticipates the growing needs of the community, is responsive to those needs within the fiscal constraints, and is designed to progress many aspects of the strategic plan. We continue to project budget expenditures and revenues in order to anticipate and preserve our financial sustainability into the future.

Additional Personnel

Due to the rapidly increasing growth of the city, the workload of city staff has increased. By conducting workload analyses, department heads have determined the specific departmental

EXECUTIVE SUMMARY

needs for additional personnel. This budget is conservatively growing to meet our current demands.

Capital Projects

With the increased growth, the city needs more capital infrastructure projects than ever before. The City has been especially focused on increasing water capacity and transmission throughout the city. The recently completed projects and capital projects budgeted for this year have helped and will help alleviate historical problems and shortfalls. In addition, the City anticipates a Sewer Bond for a needed sewer outfall line. The following are the major capital projects represented in this fiscal year's budget:

- Police Facility - Land Acquisition (underway) and Construction
- Sports Complex (Land Acquisition and Construction)
- Pony Express Extension
- Sewer Project - S2.1 - Lift 1 Bypass - Phase III
- Gravity Sewer Engineering & Construction

Conclusion

The proposed budget presented herein has been compiled with goals and objectives consistent with the leadership and guidance of the City Council. Moreover, pursuant to §10-6-109, Utah Code Annotated, the FY 2016 - 17 Adjusted budget, FY 2017 - 18, and FY 2019 – 22 budgets have been prepared for the City of Saratoga Springs using budgetary practices and techniques recommended by the Governmental Accounting Standards Board (GASB) and the Governmental Finance Officers Association (GFOA). As required by State law, the proposed budget is balanced and represents a fiscally conservative approach to meet the demands imposed by the national, state, and local economy.

I submit this budget document for your review and approval. Thank you.

Mark Christensen

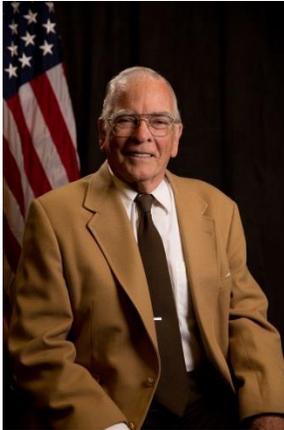
City Manager

EXECUTIVE SUMMARY

SARATOGA SPRINGS MAYOR AND CITY COUNCIL



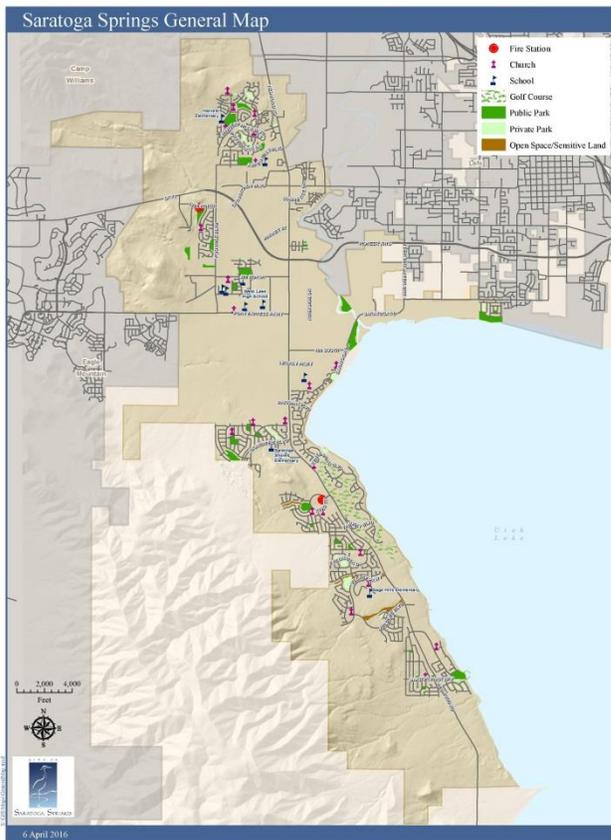
Mayor Jim Miller



(From the top-left: Bud Poduska, Shellie Baertsch, Michael McOmber, Stephen Willden, and Chris Porter)

COMMUNITY INFORMATION AND STATISTICS

Community Information and Statistics



The City of Saratoga Springs is a developing community located on the northwest shores of Utah Lake in the center of Utah’s Wasatch Front Metropolitan Area. The City, incorporated in December of 1997, boasts a high quality of life that includes beautiful lakeshore living, a quiet and rural atmosphere, great air quality, superb views and an excellent central location midway between the Provo/Orem and Salt Lake City metro areas. There is excellent access to I-15, via Pioneer Crossing, for both north and south travel, and access to the Bangerter Highway via Redwood Road for quick travel to Salt Lake International Airport (30-40 minutes by car) or other critical locations north of the City. Provo/Orem is located

approximately 20-25 minutes by car via I-15.

The City’s population of more than 29,000 residents is a suburban population that works along the Wasatch Front but desires a quiet suburban area in which to live. The City is among the top ten highest growth cities in Utah, and as a region, the northern Utah County area has also experienced rapid development and growth in recent years. Even in a down economy, the cities of Saratoga Springs, Eagle Mountain, and Lehi continue to issue many development approvals and permits. The physical infrastructure to continue rapid residential growth is in place and regular planning ensures that transportation expansions map to population growth rates. The estimated combined population of these cities is 105,000 residents, mostly located west of the I-15 corridor.

Land development in the City has taken the form of large “master planned” communities with progressive land-use and zoning practices which have resulted in quality and diverse housing styles.

Saratoga Springs is only partially developed and it is expected that the build-out population of the City will be over 100,000 residents. Only 25 % of the land area within the City has

COMMUNITY INFORMATION AND STATISTICS

been developed or is planned to be developed. There are still several large parcels that remain as well as numerous smaller tracts that will one day be developed. In its General Land Use Plan, the City has sites planned for low, medium, and high density residential, neighborhood and regional parks, schools, commercial and office uses and large research and development properties.

The City provides many public services including water, sewer, police, garbage, and fire and emergency medical response. There is a fully functioning administrative office with staff providing city management, building permitting and inspections, engineering, development services, public works, utility billing, and records management. In addition to administrative functions, the City has a growing, award-winning recreation program that provides year round recreational programs and clinics. This document includes budgets of all funds and account groups responsible for these activities, organizations, and functions that are related to the City and are controlled by or dependent upon the City's governing body, the Mayor and City Council.

The Saratoga Springs Special Improvement District is chartered under Utah law as separate legal governmental entity. This document includes reports of these entities since the Mayor and City Council are the appointed board members for these agencies.

The City operates under a six-member council with the Mayor as a non-voting member of the legislative body. The Council has, by ordinance, established a city-manager form of government. Under this organizational structure, the Mayor and a five member Council appoint a city manager to act as the chief executive officer who oversees the daily operations of the City. The Council establishes policy and direction by enacting local legislation and adopting budgets; the city manager is responsible for implementing the Council's policies and direction. The Mayor is elected for a term of 4 years, while the Council is elected for 4 years with staggered terms.

The Mayor appoints seven members of the Planning Commission with the advice and consent of the City Council. The Planning Commission is a stipend position appointed to 4 year staggered terms. The Commission's primary responsibilities are to review and provide a recommendation on new development plans in accordance with the direction established by Council, zoning changes, and the general plan.

COMMUNITY INFORMATION AND STATISTICS

City Statistics

Fiscal Year	Population	Personal Income	Per Capita Personal Income	Median Age	Unemployment Rate
2010	16,516	447,032,121	25,141	26.1	7.9
2011	17,781	474,366,480	21,209	22.6	6.5
2012	19,054	583,888,488	27,624	22.6	5.5
2013	21,137	unavailable	unavailable	unavailable	unavailable
2014	24,356	492,234,760	20210	24.3	3.4
2015	25,710	unavailable	unavailable	unavailable	unavailable
2016	28,483	unavailable	unavailable	unavailable	unavailable
2017	29,274	unavailable	unavailable	unavailable	unavailable

Table 1 - Demographic and Economic Statistics (US Census Records)

Employer	2016			2006		
	Employees	Rank	% of Total Employment	Employees	Rank	% of Total Employment
Alpine School District	1,695	1	53%	350	1	43%
Wal-Mart Stores Inc.	500	2	16%	-	-	-
Lakeview Academy	250	3	8%	-	-	-
Smith's Food & Drug	249	4	8%	120	3	15%
City of Saratoga Springs	200	5	6%	125	2	25%
Vivint/ARM Security	60	6	2%	-	-	-
Dean Flour, LLC	40	7	1%	-	-	-
McDonald's	40	8	1%	-	-	-
Riding Siding	40	9	1%	-	-	-
Arctic Circle Restaurants	40	10	1%	40	5	5%
Total City Employment	3207			812		

Table 2 - Principal Employers (Utah County Records)

Operation Indicators by Function		FY 2017
Fire Protection	# of full-time employees	10
	# of part-time	32
	Fire calls for service	364

COMMUNITY INFORMATION AND STATISTICS

<u>Police Protection</u>	Medical calls for service	754
	# of officers	22
	Police calls for service	15,480
<u>Municipal Water Services</u>	# of connections	5,906
	Culinary Gallons billed/day	1,002,805
	Secondary Gallons billed/day	2,333,438
<u>Municipal Sewer Services</u>	# of connections	5,906
<u>Municipal Refuse Services</u>	# of first cans	5,551
	# of second cans	1,484
	# of recycle cans	5,251
<u>Business Licenses</u>	# of licenses issued	375
<u>Building and Construction</u>	# of building permits issued	961
	# of residential units – single family	454
	# of residential units – multi-family	173
<u>Parks and Recreation</u>	# of flag football participants	232
	# of basketball participants	1204
	# of soccer participants	1,796
	# of t-ball participants	477
	# of volleyball participants	203
	# of track participants	171

Table 3 - Operation Indicators by Function

Capital Assets by Function		FY 2017
<u>Streets</u>	# of lane miles maintained	94.9
	# of street lights	1,893
<u>Fire Protection</u>	# of stations	2
	# of fire hydrants	1,406
	# of fire pumping vehicles	3
<u>Police Protection</u>	# of stations	1
<u>Education</u>	# of high schools	1
	# of junior high schools	1
	# of elementary schools	8
	# of charter schools	1
<u>Municipal Water Facilities</u>	Miles of water lines	135.5
<u>Municipal Sewer Facilities</u>	Miles of sewer lines	113.8
<u>Parks and Recreation</u>	# of parks	27
	Park and open space acreage	264

Table 4 - Capital Assets by Function

LONG-TERM STRATEGIC GOALS

In 2015, the City Council adopted a long-term strategic plan. The goal of this budget is to systematically link the strategic plan to the funded activities of the City budget, thereby forwarding the citizen’s directive. The following are the directives and initiatives identified by the community.



Sense of Community

This directive speaks to the importance of consistently engaging citizens in both community work and play. Citizens want to feel valued, important, and included. They also want to feel pride and ownership in their local government, and want to be involved and informed. In Saratoga Springs, we value our heritage and share the responsibility for building a bright future.

Strategic Initiatives

Connect and engage residents and business partners via the use of a multifaceted communications and engagement strategy which effectively utilizes multiple communication media and citizen/business learning experiences such as a citizens’ academy.

Utilize entryway signage and other visual elements to clearly identify city boundaries.

Conduct a feasibility study associated with the development of a new community recreation center. Study elements should include an analysis of all possible funding, as well as one-time and ongoing costs, preferred amenities, land acquisition costs and possible locations, and all other elements that will enable the elected body and citizens to determine a development timeline.

Create a civic identity by working toward the development of a new city hall, library, and other elements congruent with a new city center.

Celebrate the achievements and accomplishments of our residents and businesses.

LONG-TERM STRATEGIC GOALS

Desired Outcomes

Citizens are provided various learning and serving experiences that are engaging and edifying.

The city utilizes fully all traditional and social media in regular engagement of and outreach to citizens and other stakeholder groups.

Our city boundaries are visually acknowledged at each major ingress in a uniform, aesthetically pleasing manner that in every regard represents the pride we have in our community.

A feasibility study is conducted to explore the possible development of a new community recreation center. Such study investigates all aspects of center development, as well as financing and ongoing fiscal support. the study includes citizen input and the results are fully and publicly communicated.

A master plan and design of a new Saratoga Springs Civic Center is created and adopted. ftis plan begins to serve as a blueprint for the future development of a new city core.

We regularly and publicly recognize and celebrate the achievements of our staff, citizens, and businesses.

LONG-TERM STRATEGIC GOALS



Natural Beauty and Community Aesthetics

This directive speaks to the importance of preserving and enhancing the reasons why many came to Saratoga Springs. With its proximity to Utah Lake and unparalleled mountain vistas, citizens want to continue to take pride in the natural beauty that makes Saratoga Springs so unique. The aesthetic quality of our community and neighborhoods also plays a critical role in preserving Saratoga Springs' natural beauty and quality of life.

Strategic Initiatives

Employ policies and initiatives to preserve green space and open space where appropriate and practicable.

Develop and implement a plan for significant lakefront preservation as venues for community amenities that expand public enjoyment of this unique natural resource.

Protect and celebrate our natural environment.

Utilize enforcement and communication/education tools to educate residents and businesses regarding the importance and civic responsibility associated with keeping our community clean and appealing.

Reevaluate community building guides/codes, promoting modifications that clarify policies, streamline processes, and encourage quality and aesthetically contributing development.

Promote a diversity of quality architectural styles and standards.

Expand the city's inventory of trees.

LONG-TERM STRATEGIC GOALS

Desired Outcomes

We take advantage of opportunities to preserve natural aspects of the beauty of our community and open space.

The city fosters, maintains and enforces policies to protect our environment, while helping to provide for programs and events that build appreciation for and celebrate our natural beauty.

The city has developed and is implementing a plan focused on providing substantially increased community lakefront amenities designed to expand public enjoyment of life on the Lake.

Our code enforcement program is active and robust, yet focuses on several means, including education, to encourage compliance with codes designed to keep our community clean and appealing.

Our building codes communicate the unique environment that is Saratoga Springs; and our policies and procedures are clear, simplified, and streamlined in a manner that encourages aesthetically contributing development.

Development in Saratoga Springs, both residential and commercial, is diverse and represents a high quality of architectural styles and standards.

Saratoga Springs enjoys the urban forestry program which annually builds on our inventory of healthy trees.



Quality Planning and Growth

This directive speaks to the importance of balancing necessary and inevitable growth and development with those qualities and characteristics that originally attracted residents to Saratoga Springs. In Saratoga Springs, we place prime importance on preserving the natural beauty that makes our community unique. At the same time, we work to ensure that commercial and residential development contribute to and don't detract from our quality of life.

LONG-TERM STRATEGIC GOALS

Strategic Initiatives

Conduct a General Plan review.

Clarify, simplify, and deregulate the development process.

Develop and implement a comprehensive economic development strategic plan.

Modify the General Plan to anticipate and plan for major amenities – cemetery, hospital, movie theater, Civic Center, etc.

Communicate trade-offs between development/density and economic development.

Ensure city zoning prescribes a feathering approach to densities.

Look at “Age in place” development possibilities.

Desired Outcomes

Zoning districts endeavor to prescribe higher densities in the urban core with densities decreasing as development moves away from the city center.

Our General Plan is reviewed optimally every three years and no less than every five years.

Saratoga Springs’ General Plan anticipates future development of major community amenities.

The development process has been analyzed, and modifications have been put into place which simplify and streamline the process as much as possible, while increasing customer service.

An economic development plan has been assembled and implemented, drawing on synergies between the city and state/regional partners such as GOED and EDCUtah.

LONG-TERM STRATEGIC GOALS



Healthy and Safe Community

This directive speaks to the important role that local government plays in promoting a healthy and safe community. In Saratoga Springs, we work to provide the opportunities, infrastructure, and facilities that promote an active and safe lifestyle for ourselves and our children.

Strategic Initiatives

Develop police and fire protection in a manner that accommodates the needs of future growth.

Develop and continue maintenance of parks and trails.

Implement the trails master plan and continue the development of trails.

Expand youth and adult sports/recreation programming.

Plan for the development of a senior center and creation of additional senior living options.

Plan for the development of public amenities that facilitate the use and enjoyment of the city's natural assets (e.g. Lakefront picnic tables, beach, fire pits, boardwalk, expanded parking, etc.)

LONG-TERM STRATEGIC GOALS

Desired Outcomes

The growth and development of emergency services parallels the needs of a growing population.

Saratoga Springs residents enjoy convenient access to well-maintained parks, trails, and open space.

Recreation programming is abundant and diverse, providing programs for adults and youth oriented to both athletic and nonathletic activities.

The city has planned for and developed facilities and programs for seniors.

The creation and beginning implementation of a Lakefront master plan.



Transportation

This directive speaks to the impact that a quality transportation system has on quality of life. In Saratoga Springs, we value the benefits of a well-maintained and modern transportation system, and we recognize the role that such plays in both economic development and community health and safety.

Strategic Initiatives

Long-term planning for major roads and corridors.

Adequate ingress/egress for residential developments.

Proactive and timely maintenance of roads and street lights.

LONG-TERM STRATEGIC GOALS

Desired Outcomes

The city's streets master plan is up-to-date and includes planning and anticipation of primary corridors/roadways.

The city has created a pavement management plan. This plan is adequately funded and followed.

Signalization at all intersections that meet warrants has been installed.



Fiscal Sustainability and Responsibility

This directive speaks to the need to prudently manage community resources and provide critical services in such a way that maximizes citizen return on investment. In Saratoga Springs, we plan for economic storms and maintain fiscal capabilities to ensure the delivery of citizen services and the proactive maintenance of critical infrastructure. We likewise work to accomplish this while striving to not place undue financial burdens on citizens.

LONG-TERM STRATEGIC GOALS

Strategic Initiatives

Ensure that adequate funding is in place to support and maintain all future projects.

Create a comprehensive fiscal sustainability plan.

Ensure that all primary master plans are up to date and reviewed on a regular basis and that maintenance of infrastructure is performed in a proactive and timely manner.

Appropriately use bonding as a means of funding projects that will benefit multiple generations of residents. As part of this, develop a communications strategy to inform residents regarding generational equity. (i.e. - how bonding enables municipal government to place the cost burden on those who benefit from the use of major amenities and infrastructure).

Desired Outcomes

The city has developed and follows a comprehensive fiscal sustainability plan.

The city maintains transportation and other infrastructure in a proactive and timely manner.

All master plans are regularly reviewed and updated.

Debt levels are well within prudent parameters and the city follows a policy of debt utilization that emphasizes the use of debt to ensure equity of burden.

The city maintains three months of operating reserves.

Enterprise funds maintain fund reserves adequate to provide proactive maintenance and repairs as well as meet unanticipated emergency situations.

SHORT-TERM AND UPCOMING ISSUES

Growth of the City

Northern Utah County and southern Salt Lake County are rapidly developing and are among the fastest growing areas of the country. With a build-out of only 25%, Saratoga Springs is poised to continue holding a place in the top ten fastest growing cities in Utah. The tables below show historical growth rates and future projections for population.

Saratoga Springs Population (Past)		
Year	Percent Change	Population
2000 – 2005	848%	10,428
2010	58%	16,516
2011	8%	17,781
2012	7%	19,054
2013	11%	21,137
2014	15%	24,356
2015	6%	25,710
2016	6%	27,300
2017	7%	29,274

Table 5 - Saratoga Springs Population (Past)

Saratoga Springs Population Estimates		
Year	Percent Change	Population
2020	(from 2015) 52%	39,186
2030	43%	58,496
2040	26%	78,987
2050	27%	107,900
2060	19%	134,000

Table 6 - Saratoga Springs Population Estimates

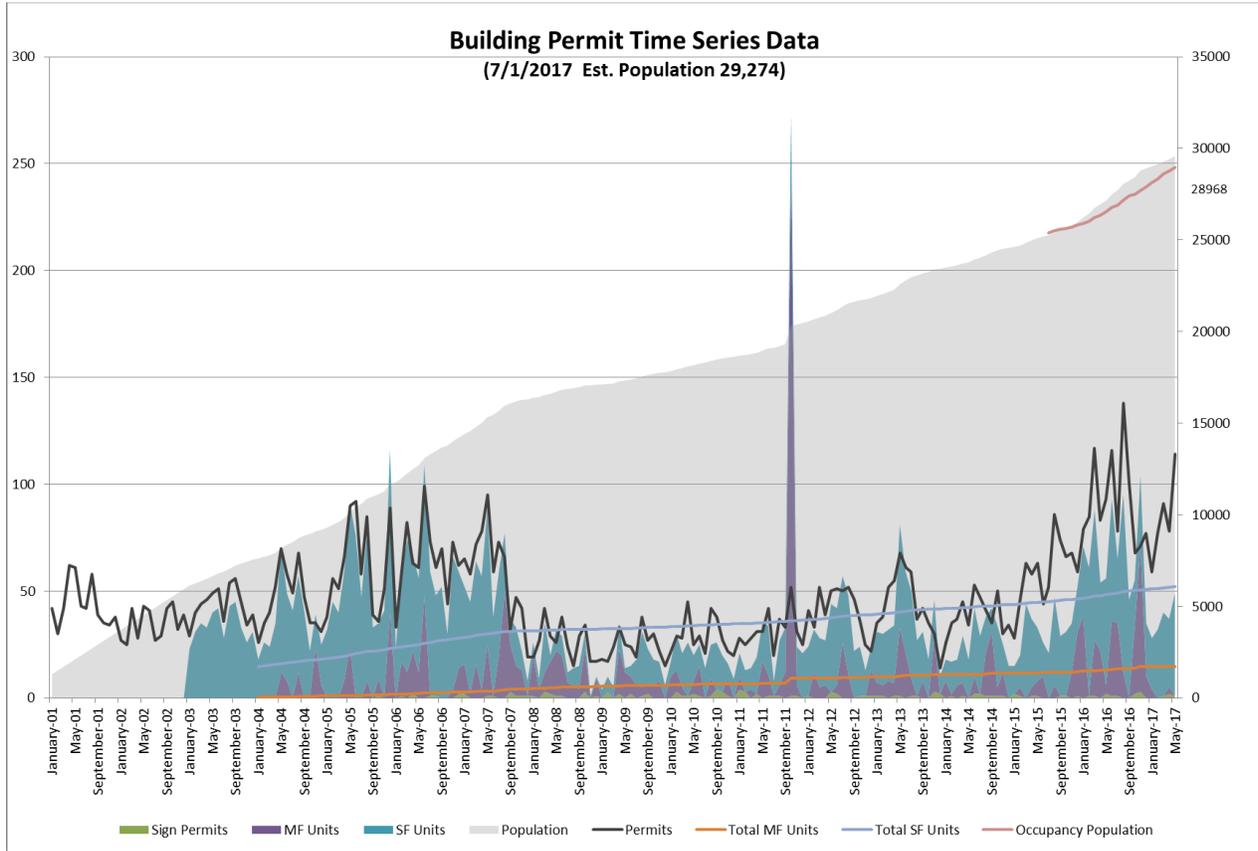
Population estimates are based on projections using a combination of prior growth rates, current planning application numbers, and the correlation with the number of building permits. The tables below show both historical and projected planning application and building permit counts.

Saratoga Springs Building Permits		
Calendar Year	Percent Change	Count
2010		412
2011	65%	679
2012	-16%	572
2013	13%	649
2014	-13%	562
2015	38%	773

SHORT-TERM AND UPCOMING ISSUES

2016	74%	1343
2017	-37%	850 (projected)
2018	22%	967 (projected)
2019	21%	1,170 (projected)
2020	20%	1,402 (projected)

Table 7 - Saratoga Springs Building Permits



Graph 1 - Building Permit Time Series Data

Saratoga Springs Planning Applications					
Application Type	2012	2013	2014	2015	2016
Ag Protection	0	2	0	1	2
Annexation	0	1	1	1	1
Change of Use	0	0	0	2	1
Code Amendment	0	1	3	1	0
Community Plan/Amend	0	1	1	4	2
Concept Plan	8	24	20	16	5
Conditional Use	6	4	6	6	18
Final Plat	10	30	13	23	31
Home Occupation	0	4	9	10	13

SHORT-TERM AND UPCOMING ISSUES

Lot Line Adjustment	3	1	8	2	1
MDA	4	6	2	1	2
Minor Subdivision	1	2	1	2	4
Plat Amendment	1	0	1	4	8
Preliminary Plat	7	25	14	17	23
Rezone/GPA	4	2	5	18	17
Sign Permit	11	7	15	21	23
Site Plan - new/amend	12	10	10	17	24
TUP	0	0	10	7	10
Variance	2	1	1	3	3
Village Plan	0	1	4	1	3
Other			1	2	0
Total Applications	69	122	124	157	189
Average Applications/wk.	1.33	2.35	2.38	3.41	3.63

Table 8 - Saratoga Springs Planning Applications

As the City continues to grow, the workload for each department has increased concurrently with that growth. The city manager tasked each department head with developing a workload and personnel matrix to determine, using appropriate data analytics techniques, appropriate staffing levels. Based on these analyses, department heads submitted their requests for additional personnel for the next five years, including promotions of current staff. The approved personnel requests are located in the individual department sections in the Departmental Information section of this document. Any unapproved personnel requests are located in the budget request appendix.

Capital Projects

With this rapid population growth, the need for capita to support the exploding population is very acute. The following projects are needed at this time.

SHORT-TERM AND UPCOMING ISSUES

Police Facility

- New police facility that houses the entire police department. In addition, the Justice Court department, including the court room and offices, will be housed in this facility. Think Architecture has the design contract. Paid for out of Police Impact Fee Fund. Cost: \$3,000,000. FY 2017 - 18

Sports Complex

- Sports complex. Estimated 8 baseball/softball fields, 4 - 5 soccer fields with a possible additional 3 baseball/softball fields. Estimated is \$11 million. The fields will have lighting apparatus for night games. The park will also have play structures, score-keeper towers, bathroom facilities, and parking.

Pony Express Extension

- This project is for the widening of Pony Express Parkway to 5 lanes from Redwood Road to Porters Crossing. This project is primarily funded by Mountainland Association of Governments (MAG) through State Transportation Improvement Project (STIP) Funds. This is approximately a \$10M project however the local match requirement for STIP funding is 6.77%. The \$750,000 budget for FY 2018 represents the City's match requirement for this project.

Sewer Lift 1 Bypass - Phase III

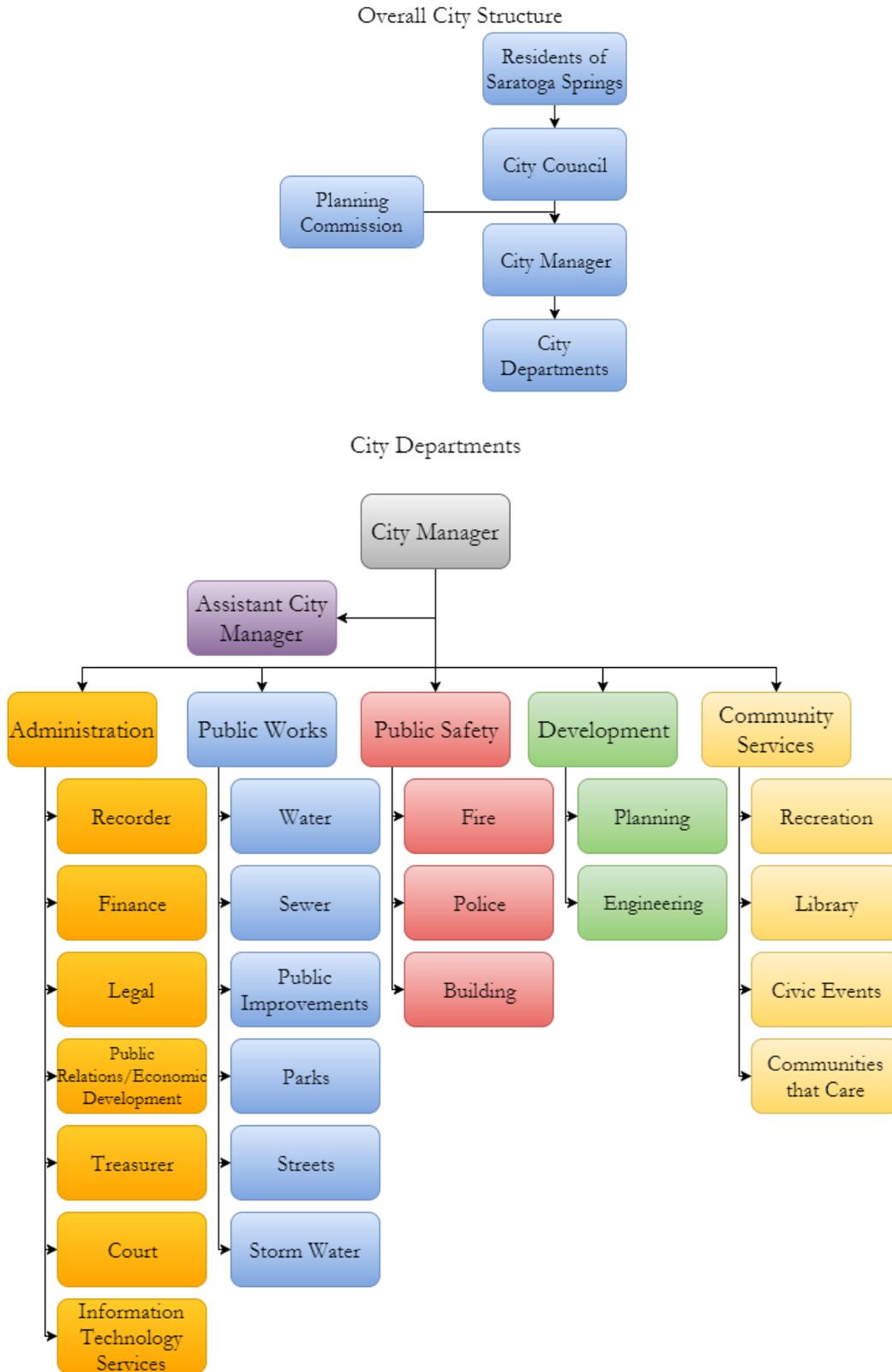
- for the installation of a new Sewer Gravity Main that will bypass the last section of the existing sewer main that collects all of the sewage in the southern part of the City.

Gravity Sewer Outfall Engineering and Construction

- This is phase 1 of Gravity sewer outfall that will replace a significant portion of the City's existing sewer force mains east of the Jordan River. The replacement of these force mains from Lift Stations 1 (Inlet Park) and 2 (Posey) will not only reduce maintenance but will also provide a substantial increase in the capacity of these lift stations - the shortened force mains will improve pump efficiency. The \$500,000 in FY 2018 is for the engineering and design of the project and the \$6 M in FY 2019 is for the construction.

FINANCIAL STRUCTURE, POLICY, AND PROCESS

Organizational Charts



FINANCIAL STRUCTURE, POLICY, AND PROCESS

Fund Structure and Basis of Accounting

In evaluating how to define the City for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in the related Governmental Accounting Standards. The City is considered financially accountable for an organization if the City appoints a voting majority of that organization's governing body, or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the City. The City is also considered financially accountable for an organization if that organization is fiscally dependent on the City. The City has no component units.

State law requires that budgets be prepared for the following funds: general fund, special revenue funds, debt service funds, and capital improvement funds. All City funds are accounted for in accordance with Generally Accepted Accounting Principles (GAAP).

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The use of financial resources to acquire capital assets are shown as assets in the government-wide financial statements, rather than reported as expenditures in the governmental fund financial statements. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as another financing source in the governmental fund financial statements. Amounts paid to reduce long-term debt in the government-wide financial statements are reported as a reduction of the related liability, rather than expenditures in the governmental fund statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter (generally within sixty days) to pay liabilities of the current period. Expenditures are generally recorded when a liability is incurred, as under the accrual method of accounting. However, debt service expenditures, as well as expenditure related to compensated absences and claims and judgments are recorded when payment is due.

FINANCIAL STRUCTURE, POLICY, AND PROCESS

Sales and use taxes, franchise taxes and earned but un-reimbursed state and federal grants associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. Property taxes are measurable as of the date levied and available only when cash is received by the county treasurer prior to the City's fiscal year end and remitted to the City within sixty days of its fiscal year end.

The City reports the following governmental funds:

General Fund - The General Fund is the primary operating fund. It is used to account for all financial resources of the City not accounted for by a separate, specialized fund.

Special Revenue Fund – The Special Revenue Fund is used to account for the proceeds of specific revenue sources that are restricted or committed for specified purposes. The City has one special revenue fund that operates the street light program funded by property owner assessments.

Capital Projects Fund- the Capital Projects Fund is used to account for financial resources used for the acquisition or construction of major capital improvements (other than those financed by proprietary funds.)

The City reports the following proprietary fund types as enterprise funds:

Street Lighting Fund – The Street Lighting Fund accounts for the street lighting system of the City for its residents.

Water Utility Fund – The Water Utility Fund accounts for the water distribution system of the City for its residents.

Sewer Utility Fund – The Sewer Utility Fund accounts for the sewage collection systems of the City for its residents

Storm Drain Utility Fund – The Storm Drain Utility Fund accounts for the various storm drain collection and retention systems in the City for its residents.

Garbage Collection Utility Fund – The Garbage Collection Utility Fund accounts for the collection and disposal of garbage for City residents.

During the course of operations, the government has activity between funds for various purposes. Any residual balances outstanding at year-end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Generally, the effect of inter-fund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments to the

FINANCIAL STRUCTURE, POLICY, AND PROCESS

General Fund by the Enterprise Funds for providing administrative, billing, and facility costs for such funds. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Enterprise funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operation. The principal operating revenues of the enterprise funds are charges to customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

FINANCIAL STRUCTURE, POLICY, AND PROCESS

Fund Type	Fund Category	Department/Individual Fund
Governmental	General (10)	Administrative HR Planning Engineering/GIS Building Parks and Open Space Streets Public Works Public Improvements Treasurer Recorder Legal Justice Court Streets Civic Events Library Recreation Public Relations/Economic Development Utility Billing Police Police - Bluffdale Fire Non-Departmental General City Buildings
		Debt Service Debt Service (40) SAA Debt Service (41)
		Special Revenue Fund Zone 2 SID (24)
		Capital Projects Parks and Open Space (32) Public Safety (34) Streets (33) Storm Drain (31) General Capital Projects (35)
		Enterprise <u>Major Funds</u> Water (51) Sewer (52) Storm Drain (54) <u>Non-Major Funds</u> Street Lighting (50)* Garbage (55)
Proprietary	Capital Projects	Wastewater Impact Fee (53) Culinary Water Impact Fee (56) Secondary Water Impact Fee (57) Water Rights (58)

Table 9 - Functional Units by Fund Type

*Fund 22 and 23 were Special Improvement Districts combined into the Street Lighting (50) enterprise fund.

FINANCIAL STRUCTURE, POLICY, AND PROCESS

Long-term Financial Policies

The long-term financial policies for the City are found in the Policies and Objectives section near the end of the document.

Budget Process

The budget process is a way to link Council's goals to the day-to-day operations of the City. Through the budget process, the Council will adopt a budget and financial plan that will serve as a policy document for implementing the Council's goals and objectives. The budget provides the staff and other resources necessary to accomplish goals and programs established by the City Council as well as a plan that establishes performance expectations for each department.

The budget process is an essential element of financial planning, management, control, and evaluation for the City. Additionally, the budget process offers a series of public hearings for consumers of governmental services to give input on city sponsored programs and levels of services.

According to state statute, the budget officer (City Manager) shall prepare and file a proposed budget with the City Council by the first scheduled Council meeting in May. The proposed budget must be available for public inspection during normal business hours after it has been filed with the City Council. The Council holds at least one public hearing on the proposed budget. Before June 22, the Council must adopt either a tentative budget if the certified tax rate is to be exceeded (tax increase) or a final budget and proposed tax rate (no tax increase). If there is a property tax increase, the Council holds an additional public hearing before adopting the budget by August 17. This year there is no property tax increased proposed as part of the City Managers recommended budget.

The City begins the budget process in January with the City Council identifying goals and objectives for the next year. Each department director is responsible for preparing budget requests for each program, under the assumption that basic services will be maintained at current levels and adequately funded. Council objectives are addressed either in the current level budget or as additional options for enhanced, increased, or decreased service levels proposed by the departments. The City Manager reviews budget requests, including budget options, with each department director and develops a proposed budget balanced within the limits of the current available resources or with a proposed increase in fees and/or tax revenues. Between the second City Council meeting in March and the first meeting in June, the Council has the opportunity to review the proposed budget, consider public comment, and finally, adopt a balanced budget. The operating budget is adopted on an annual basis.

FINANCIAL STRUCTURE, POLICY, AND PROCESS

Capital construction normally takes place over more than one fiscal year; therefore, capital budgets are adopted on a project length basis.

Budgetary Control

Budgetary control of each fund is maintained at the department level. Department directors play an active and important role in controlling the budget. Expenditures may not exceed appropriations at the department level. The City Council may amend the budget by motion during the fiscal year; however, increases in overall fund budgets (governmental funds) require a public hearing. However, enterprise fund budgets may be increased by the City Council without a public hearing.

Considerations for Funding

Requests for increased funding or levels of service should be considered at one time rather than in isolation or on a “piecemeal” basis. This policy does not preclude budget adjustments pursuant to state laws, but encourages that budget decisions, where possible, be part of the comprehensive process.

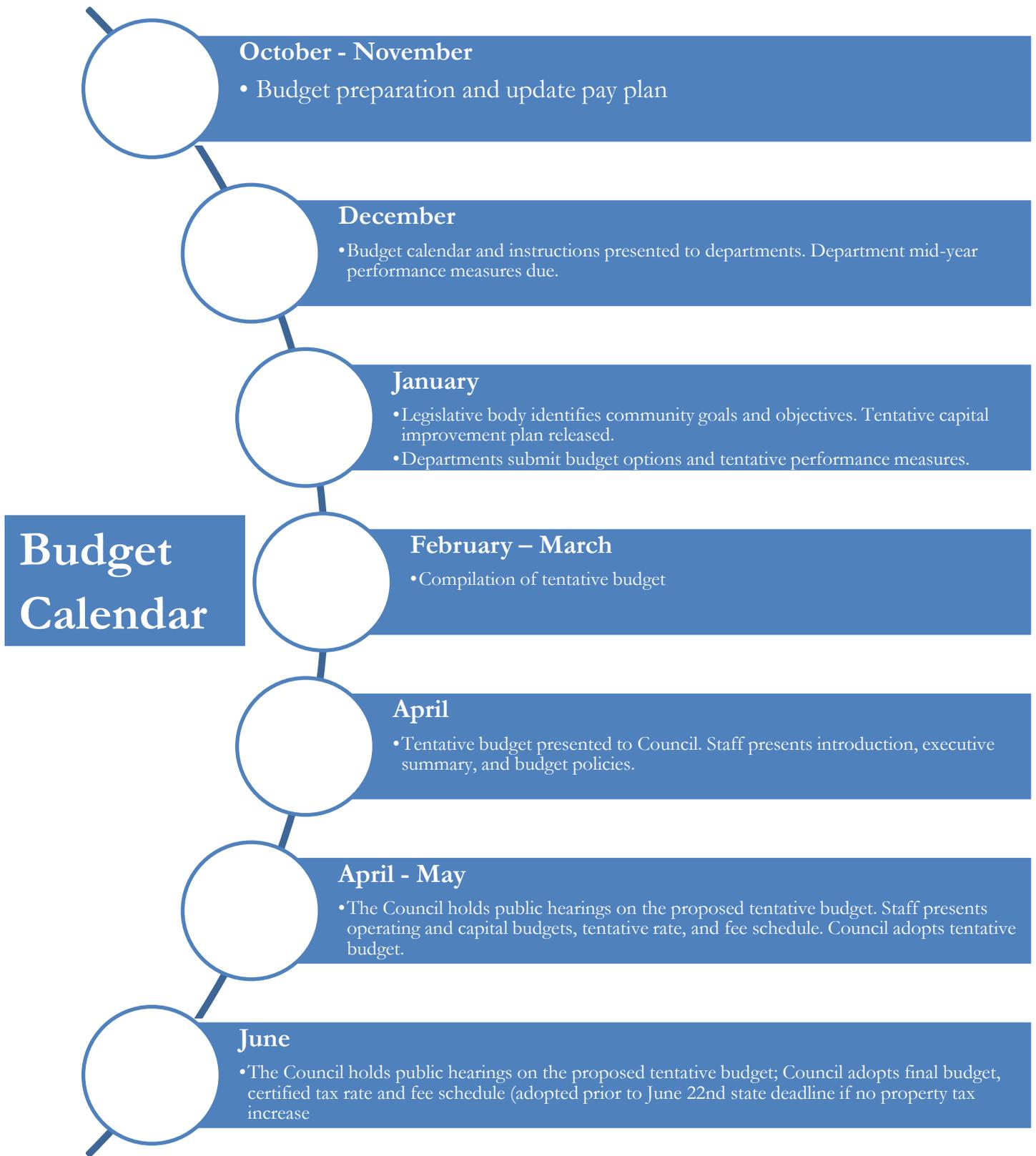
Departments are given specific instructions during the budget process that all budget requests must meet certain criteria prior to being considered by the City Council. Generally, the criteria is as follows: (1) budget requests are directly tied to the established Council goals, (2) the department can demonstrate through quantifiable means that there is an outstanding need, or (3) the request is offset by a new revenue source, or (4) the request is directly tied to an expense reduction in the department’s existing operating budget. Consideration must be given that new requests might require a budget reduction in future budget cycles to offset the request. This stringent process assists the City in acting fiscally responsible and clearly communicates expectations for budget requests. In addition to the above-mentioned criteria, all requests should meet at least one of the following criteria:

1. Requests should be offset with equal or greater reductions within a department’s budget.
2. New personnel requests must be discussed with the City Manager prior to submitting the request.
3. Requests are offset with budget reductions in the same budget category. For example, a new personnel request should be offset with existing personnel funding, materials should offset materials, etc. Personnel requests offsetting existing funds other than personnel are discouraged and will be subjected to a heightened review.

FINANCIAL STRUCTURE, POLICY, AND PROCESS

4. Request demonstrates an exceptional need that could not have been anticipated during the budget process.
5. Request is specific for a Council program or goal.
6. Request generates new revenues.
7. Request fulfills federal, state, or local mandates.

FINANCIAL STRUCTURE, POLICY, AND PROCESS



FINANCIAL STRUCTURE, POLICY, AND PROCESS

Additional Budget Dates and Deadlines

- July 17 – Budget due to State Auditor’s Office (no property tax increase)
- August 30 - Budget published and available on-line
- September 17 - Budget due to State Auditor’s Office (property tax increase)
- September 17- Submit Budget Document to Government Finance Officers Association for their Budget Presentation Award
- September 30 – Final Budget Document made available

On or before the last day of the fiscal period in which a final budget has been adopted, budget amendments may become necessary to increase estimated revenues and appropriation budgets in certain funds. The Council, prior to approving budget amendments, must hold a public hearing to solicit public input.

Budget Award

It is the intent of the City Manager to present this budget document to The Government Finance Officers Association of the United States and Canada (GFOA) for the Distinguished Budget Presentation. To receive this award, the City must publish the document that meets program criteria as a policy document, operations guide, financial plan, and communication device. The award is significant because it demonstrates adherence to budget policies and positive planning efforts. The award is an external measure of the proactive budgeting practices the City is employing and is valid for a period of one year. We believe this budget conforms to GFOA requirements and we will submit the budget when we apply for this prestigious award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Saratoga Springs

Utah

For the Fiscal Year Beginning

July 1, 2016

Executive Director

FINANCIAL SUMMARY

This section is a discussion about the revenues, expenditures, debt service, capital projects, and the effect of those capital projects for each major fund. These terms are defined as the following:

- Fund Balance/Fund Equity– Difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources.
- Revenues: Income
- Expenditures – decreases in net financial resources not properly classified as other financing uses.
- Debt Service Fund: Governmental fund type used to account for accumulations of resources that are restricted, committed, or assigned to expenditure for principal and interest.
- Capital Projects Fund: Fund type used to account for financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets (excluding capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments).
- Effect of Capital Projects: The extent to which significant nonrecurring capital expenditures will affect the City’s current and future operating budget and the services that the City provides.

Fund Balance

Fund balance is a crucial measure for understanding the financial health of any organization. Each fund starts the year with the previous year’s ending fund balance. After revenues are added and expenditures are subtracted, the fund is left with an ending fund balance that is then used for the beginning fund balance next year. Fund balance is tracked for each individual fund and as a sum of the funds of the whole city. Below is a table that shows the ending fund balance as of FY 2016. Following that table is another that shows the ending fund balance changes from the previous year to next year.

FINANCIAL SUMMARY

Ending Fund Balance Available for Appropriation					
	FY 2016	FY 2015	FY 2014	FY 2013	FY 2012
General (10)	\$ 2,768,845	\$ 2,989,076	\$ 2,068,425	\$ 2,508,347	\$ 2,478,911
Street Lighting (22)	\$ 361,314	\$ 312,329	\$ 263,404	\$ 217,842	\$ 248,903
SSD Street Lighting (23)	\$ 26,488	\$ 18,348	\$ 71,372	\$ 65,266	\$ 56,822
Zone 2 SID (24)	\$ 4,379,086	\$ 4,344,332	\$ 3,838,405	\$ 4,249,350	\$ 3,848,755
Storm Drain Capital (31)	\$ 1,069,042	\$ 553,884	\$ 1,164,195	\$ 1,174,415	\$ 926,714
Parks Capital (32)	\$ 1,017,405	\$ 2,395,262	\$ 2,188,161	\$ 1,873,455	\$ 1,257,409
Roads Capital (33)	\$ 2,181,923	\$ 4,828,253	\$ 5,052,920	\$ 4,849,350	\$ 4,390,342
Public Safety (34)	\$ 1,930,155	\$ 1,370,564	\$ 1,050,193	\$ 774,905	\$ 388,248
General Capital Proj (35)	\$ 7,362,675	\$ 4,841,397	\$ 2,191,284	\$ 3,487,928	\$ 1,391,991
Street Lighting (50)	*New in 2017*				
Water (51)	\$ 2,556,521	\$ 2,439,563	\$ 1,555,300	\$ 603,382	\$ (105,967)
Sewer (52)	\$ 4,103,400	\$ 3,000,071	\$ 2,496,735	\$ 1,968,418	\$ 2,048,873
Wastewater Capital (53)	\$ (371,007)	\$ 167,594	\$ 197,722	\$ 764,350	\$ 725,624
Storm Drain (54)	\$ (65,362)	\$ 247,132	\$ 327,822	\$ 263,163	\$ 164,687
Garbage (55)	\$ 122,315	\$ 221,341	\$ 111,297	\$ 349,737	\$ 272,577
Water Capital Proj (56)	\$ (1,174,180)	\$ (359,254)	\$ 560,607	\$ 72,576	\$ 1,772,269
Secondary Capital Proj (57)	\$ 1,644,502	\$ 601,720	\$ 116,356	\$ (84,510)	\$ 220,996
Water Rights (58)	\$ 4,941,209	\$ 2,865,587	\$ 2,679,368	\$ 2,179,695	\$ 1,659,135
Ending Fund Balance	\$ 32,854,331	\$ 30,837,202	\$ 25,933,566	\$ 25,317,668	\$ 21,746,288

This includes Cash, Current Liabilities, and Current Receivables

Table 10 - Ending Fund Balance History

Percent Change in Ending Fund Balance from Previous Fiscal Year						
Fund	% Change from FY 2015	% Change from FY 2014	% Change from FY 2013	% Change from FY 2012	% Change from FY 2011	% Change from FY 2015
General (10)	-7%	45%	-18%	1%	39%	-7%
Street Lighting (22)	16%	19%	21%	-12%	23%	16%
SSD Street Lighting (23)	44%	-74%	9%	15%	20%	44%
Zone 2 SID (24)	1%	13%	-10%	10%	37%	1%
Storm Drain Capital (31)	93%	-52%	-1%	27%	-4%	93%
Parks Capital (32)	-58%	9%	17%	49%	-37%	-58%
Roads Capital (33)	-55%	-4%	4%	10%	66%	-55%
Public Safety (34)	41%	31%	36%	100%	-2090%	41%
General Capital Proj (35)	52%	121%	-37%	151%	-23%	52%
Street Lighting (50)	New					
Water (51)	5%	57%	158%	-669%	-113%	5%
Sewer (52)	37%	20%	27%	-4%	24%	37%
Wastewater Capital (53)	-321%	-15%	-74%	5%	61%	-321%
Storm Drain (54)	-126%	-25%	25%	60%	66%	-126%
Garbage (55)	-45%	99%	-68%	28%	24%	-45%

FINANCIAL SUMMARY

Water Capital Proj (56)	227%	-164%	672%	-96%	25%	227%
Secondary Capital Proj (57)	173%	417%	-238%	-138%	-12%	173%
Water Rights (58)	72%	7%	23%	31%		72%
Total Ending Fund Balance	7%	19%	2%	16%	27%	7%

Table 11 - Percent Change in Ending Fund Balance from Previous Fiscal Year

The Street Lighting (22), SSD Street Lighting (23), Public Safety (34), General Capital Projects (35), Sewer (52), Water Capital Projects (56), Secondary Capital Projects (57), and Water Rights (58) funds all increased by 10% or greater over the previous year. The increase in fund balance is due to an increase in revenues over that which was estimated using the revenue projection model. Below is a table showing the beginning fund balance for each fund.

Beginning Fund Balance Available for Appropriation					
	FY 2016	FY2015	FY2014	FY2013	FY2012
General (10)	2,989,076	2,068,425	2,508,347	2,478,911	1,782,816
Street Lighting (22)	312,329	263,404	217,842	248,903	202,031
SSD Street Lighting (23)	18,348	71,372	65,266	56,822	47,422
Zone 2 SID (24)	4,344,332	3,838,405	4,249,350	3,848,755	2,816,663
Storm Drain Capital (31)	553,884	1,164,195	1,174,415	926,714	967,267
Parks Capital (32)	2,395,262	2,188,161	1,873,455	1,257,409	2,003,254
Roads Capital (33)	4,828,253	5,052,920	4,849,350	4,390,342	2,642,930
Public Safety (34)	1,370,564	1,050,193	774,905	388,248	(19,515)
General Capital Proj (35)	4,841,397	2,191,284	3,487,928	1,391,991	1,814,917
Street Lighting (50)					
Water (51)	2,439,563	1,555,300	603,382	(105,967)	829,955
Sewer (52)	3,000,071	2,496,735	1,968,418	2,048,873	1,653,172
Wastewater Capital (53)	167,594	197,722	764,350	725,624	450,659
Storm Drain (54)	247,132	327,822	263,163	164,687	99,468
Garbage (55)	221,341	111,297	349,737	272,577	220,132
Water Capital Proj (56)	(359,254)	560,607	72,576	1,772,269	1,422,018
Secondary Capital Proj (57)	601,720	116,356	(84,510)	220,996	250,514
Water Rights (58)	2,865,587	2,679,368	2,179,695	1,659,135	-
Beginning Fund Balance	30,837,202	25,933,566	25,317,668	21,746,288	17,183,704
This includes Cash, Current Liabilities, and Current Receivables					

Table 12 - Beginning Fund Balance History

Revenues

Revenues represent the various sources of income for an organization. The tables below show the increase or decrease in revenues by fund, category, and by category percentage.

FINANCIAL SUMMARY

Revenues By Fund	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
General (10)	15,996,719	14,951,136	16,682,483	16,699,220	17,385,577	18,141,170
% Change from Prior Year	18%	-7%	12%	0%	4%	4%
% of Total Revenues	39%	22%	28%	35%	39%	40%
Zone 2 SID (24)	297,860	467,396	400,000	400,000	400,000	400,000
% Change from Prior Year	19%	57%	-14%	0%	0%	0%
% of Total Revenues	1%	1%	1%	1%	1%	1%
Storm Drain Capital (31)	522,670	844,866	250,000	250,000	250,000	250,000
% Change from Prior Year	120%	62%	-70%	0%	0%	0%
% of Total Revenues	1%	1%	0%	1%	1%	1%
Parks Capital (32)	1,116,682	550,000	11,878,260	800,000	800,000	800,000
% Change from Prior Year	76%	-51%	2060%	-93%	0%	0%
% of Total Revenues	3%	1%	20%	2%	2%	2%
Roads Capital (33)	1,473,504	2,278,631	2,147,859	2,147,859	2,147,859	2,147,859
% Change from Prior Year	54%	55%	-6%	0%	0%	0%
% of Total Revenues	4%	3%	4%	5%	5%	5%
Public Safety (34)	565,869	3,024,652	300,000	303,000	306,030	309,090
% Change from Prior Year	80%	435%	-90%	1%	1%	1%
% of Total Revenues	1%	5%	0%	1%	1%	1%
General Capital Proj (35)	4,840,606	7,600,386	6,099,861	6,099,861	6,099,861	6,099,861
% Change from Prior Year	42%	57%	-20%	0%	0%	0%
% of Total Revenues	12%	11%	10%	13%	14%	13%
Debt Service (40)	295,227	293,500	293,500	293,500	293,500	293,500
% Change from Prior Year	1%	-1%	0%	0%	0%	0%
% of Total Revenues	1%	0%	0%	1%	1%	1%
SAA Debt Service (41)	0	0	581,000	581,000	581,000	581,000
% Change from Prior Year	0%	0%	0%	0%	0%	0%
% of Total Revenues	0%	0%	1%	1%	1%	1%
Street Lighting (50)	0	296,364	296,364	296,364	296,364	296,364
% Change from Prior Year	0%	0%	0%	0%	0%	0%
% of Total Revenues	0%	0%	0%	1%	1%	1%
Water (51)	4,387,563	5,551,410	5,643,553	5,643,553	5,643,553	5,643,553
% Change from Prior Year	7%	27%	2%	0%	0%	0%
% of Total Revenues	11%	8%	9%	12%	13%	12%
Sewer (52)	3,439,136	3,559,507	5,014,937	4,679,969	3,136,500	3,136,500
% Change from Prior Year	25%	4%	41%	-7%	-33%	0%
% of Total Revenues	8%	5%	8%	10%	7%	7%
Wastewater Capital (53)	525,903	863,816	2,115,000	2,300,000	515,000	515,000
% Change from Prior Year	74%	64%	145%	9%	-78%	0%
% of Total Revenues	1%	1%	3%	5%	1%	1%
Storm Drain (54)	440,854	906,207	930,647	930,647	930,647	930,647
% Change from Prior Year	8%	106%	3%	0%	0%	0%
% of Total Revenues	1%	1%	2%	2%	2%	2%
Garbage (55)	961,839	900,000	1,112,499	1,112,499	1,112,499	1,112,499
% Change from Prior Year	5%	-6%	24%	0%	0%	0%
% of Total Revenues	2%	1%	2%	2%	2%	2%
Water Capital Proj (56)	1,600,495	2,922,037	2,064,441	2,064,441	2,064,441	2,064,441
% Change from Prior Year	88%	83%	-29%	0%	0%	0%
% of Total Revenues	4%	4%	3%	4%	5%	5%
Secondary Capital Proj (57)	2,018,106	20,611,205	1,163,230	1,163,230	1,163,230	1,163,230
% Change from Prior Year	230%	921%	-94%	0%	0%	0%
% of Total Revenues	5%	31%	2%	2%	3%	3%
Water Rights (58)	2,211,606	1,400,000	3,400,000	1,400,000	1,400,000	1,400,000
% Change from Prior Year	233%	-37%	143%	-59%	0%	0%
% of Total Revenues	5%	2%	6%	3%	3%	3%
Total Revenues	40,891,940	67,213,087	60,554,320	47,337,643	44,698,561	45,457,214

Table 13 - Government - Wide Revenues by Fund, Percentage Change from Prior Year, and As Percentage of Total Revenues

FINANCIAL SUMMARY

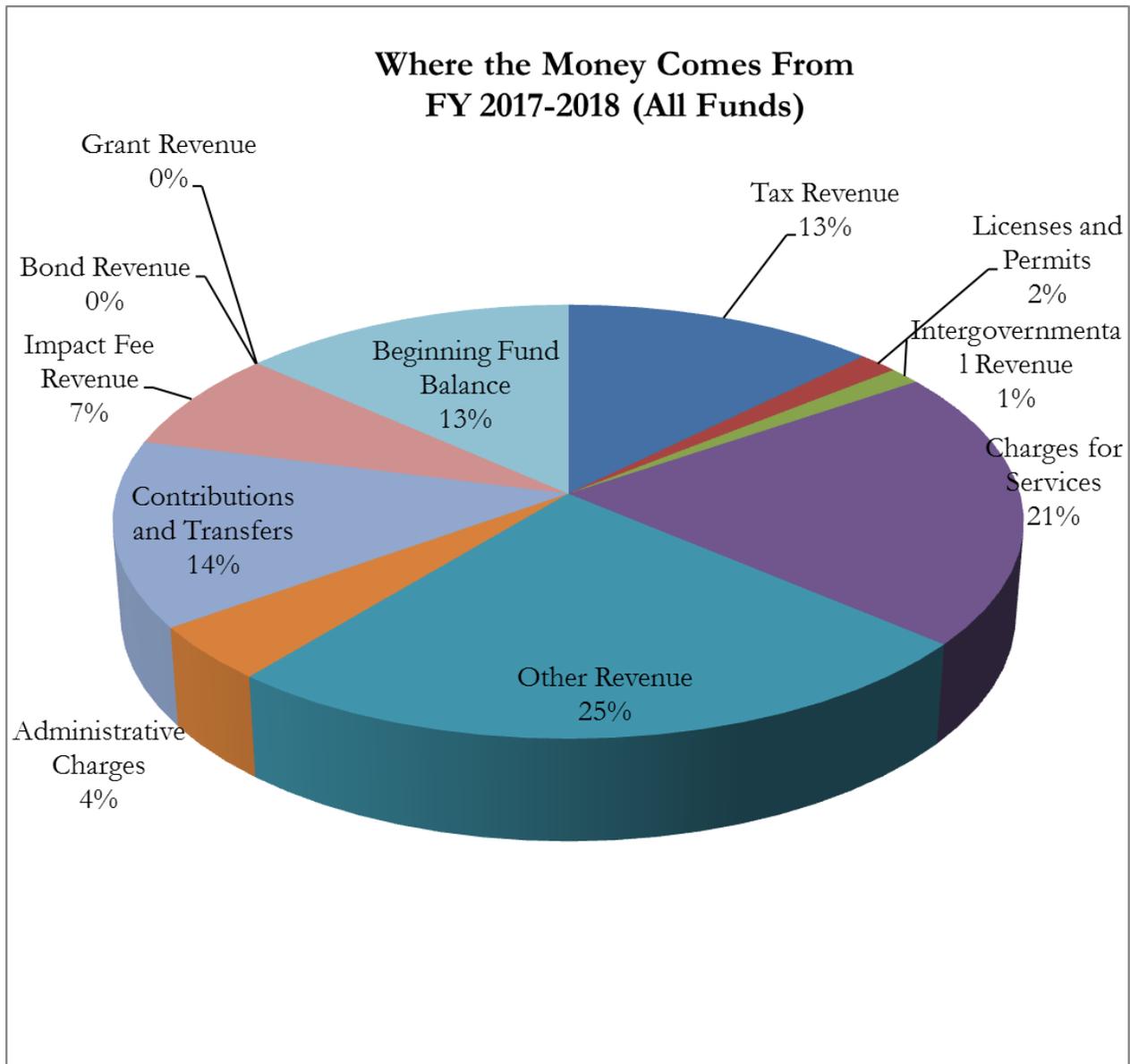
Revenues by Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Tax Revenue	7,141,996	7,164,269	7,563,543	7,883,341	8,217,553	8,566,855
% Change from Prior Year	7%	0%	6%	4%	4%	4%
% of Total Revenues	17%	11%	12%	17%	18%	19%
Licenses and Permits	1,231,004	839,900	957,970	1,049,682	1,150,446	1,261,162
% Change from Prior Year	64%	-32%	14%	10%	10%	10%
% of Total Revenues	3%	1%	2%	2%	3%	3%
Intergovernmental Revenue	1,114,882	938,086	763,952	777,792	792,747	808,002
% Change from Prior Year	46%	-16%	-19%	2%	2%	2%
% of Total Revenues	3%	1%	1%	2%	2%	2%
Charges for Services	14,434,156	11,569,167	13,011,626	13,209,843	13,443,908	13,721,822
% Change from Prior Year	32%	-20%	12%	2%	2%	2%
% of Total Revenues	35%	17%	21%	28%	30%	30%
Other Revenue	2,231,079	6,881,048	14,841,440	3,779,517	3,781,879	3,784,284
% Change from Prior Year	5%	208%	116%	-75%	0%	0%
% of Total Revenues	5%	10%	25%	8%	8%	8%
Administrative Charges	1,838,751	2,090,059	2,501,268	2,501,268	2,501,268	2,501,268
% Change from Prior Year	-7%	14%	20%	0%	0%	0%
% of Total Revenues	4%	3%	4%	5%	6%	6%
Contributions and Transfers	3,838,273	7,684,005	8,331,528	7,608,361	6,123,361	6,123,361
% Change from Prior Year	100%	100%	8%	-9%	-20%	0%
% of Total Revenues	9%	11%	14%	16%	14%	13%
Impact Fee Revenue	7,783,201	9,483,800	4,515,000	4,518,000	4,521,030	4,524,090
% Change from Prior Year	101%	22%	-52%	0%	0%	0%
% of Total Revenues	19%	14%	7%	10%	10%	10%
Bond Revenue	1,278,598	10,000,000	0	0	0	0
% Change from Prior Year	-5%	682%	-100%	0%	0%	0%
% of Total Revenues	3%	15%	0%	0%	0%	0%
Grant Revenue	0	0	0	0	0	0
% Change from Prior Year	-100%	0%	0%	0%	0%	0%
% of Total Revenues	0%	0%	0%	0%	0%	0%
Beginning Fund Balance	0	10,562,753	8,067,993	6,009,839	4,166,370	4,166,370
% Change from Prior Year	0%	0%	-24%	-26%	-31%	0%
% of Total Revenues	0%	16%	13%	13%	9%	9%
Total Revenues	40,891,940	67,213,087	60,554,320	47,337,643	44,698,561	45,457,214

Table 14 - Government - Wide Revenues by Major Object, Percentage Change from Prior Year, and As Percentage of Total Revenues

Revenues increased by over 10% in the General (10), Parks Capital (32), Sewer Utility (52), Wastewater Capital (53), Garbage (55), Secondary Capital Projects (57), and Water Rights (58) funds. In capital project funds, this increase is due to one-time revenues for the fiscal year about those that were budgeted. For the General Fund, Garbage, and Sewer Utility funds, the increase was due to higher-than-expected revenues from development and user charges, which were projected using the conservative revenue projection model.

Revenue comes from a variety of sources. Each source will be discussed in the individual fund sections. Below is an overview of the various sources of revenue and their percentages.

FINANCIAL SUMMARY



Graph 2 - Revenue Sources

Revenue Forecasting

The City has endorsed the recommended practices issued by the *National Advisory Council on State and Local Budgeting* addressing budgeting and financial planning, specifically the six revenue forecasting practices.

- Multi-year revenue/resource projections
- Maintaining an in-depth understanding of revenues/resources
- Assessing the effects of potential changes to revenue source rates and bases

FINANCIAL SUMMARY

- Periodically estimating the impact and potential foregone revenue/resources as a result of policies that exempt from payment, provide discounts and credits, or otherwise favor a particular category of taxpayers or service users
- Developing a process for achieving consensus on the forecast of revenues used to estimate available resources for a budget
- Preparing and maintaining a revenue manual that documents revenue sources and factors relevant to present and projected future levels of those revenues

Methodology

When the City begins the budget preparation process, many factors are considered when determining future revenues. The City uses qualitative and quantitative approaches to forecasting revenues that include, but are not limited to:

- Trend Analysis
- Economic Reviews and Publications
- Departmental Surveys
- National, State, and Local Policy Changes
- Comparing Revenue Collections against Projections
- Consensus, Expert, and Judgmental Forecasting

Both forecasting methods include global, national, state, and local analysis that may affect revenues and financial planning. Using data from previous years and other data noted above, the City projects the revenues. The additional revenue above the previous year is then apportioned to the various departmental requests depending on their importance, priority, and severity.

FINANCIAL SUMMARY



Expenditures

Expenditures represent the cost of providing services. Like revenues, each fund has its own set of expenditures. Below are tables that sum the total expenditures by fund, by category, and by percentage of category. The final table represents the percent change in expenditures from each prior year.

FINANCIAL SUMMARY

Expenditures by Fund	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
General (10)	16,219,005	14,951,136	16,682,483	16,221,391	16,251,691	16,222,191
% Change from Prior Year	29%	-8%	12%	-3%	0%	0%
% of Total Expenditures	46%	22%	28%	33%	40%	40%
Zone 2 SID (24)	193,299	467,396	400,000	400,000	400,000	400,000
% Change from Prior Year	-13%	142%	-14%	0%	0%	0%
% of Total Expenditures	1%	1%	1%	1%	1%	1%
Storm Drain Capital (31)	291,025	844,866	250,000	250,000	250,000	250,000
% Change from Prior Year	-52%	190%	-70%	0%	0%	0%
% of Total Expenditures	1%	1%	0%	1%	1%	1%
Parks Capital (32)	2,399,774	286,487	11,878,260	703,000	702,000	700,000
% Change from Prior Year	449%	-88%	4046%	-94%	0%	0%
% of Total Expenditures	7%	0%	20%	1%	2%	2%
Roads Capital (33)	4,108,779	2,278,631	2,147,859	0	0	0
% Change from Prior Year	241%	-45%	-6%	-100%	0%	0%
% of Total Expenditures	12%	3%	4%	0%	0%	0%
Public Safety (34)	8,122	3,024,652	300,000	0	0	0
% Change from Prior Year	0%	37142%	-90%	-100%	0%	0%
% of Total Expenditures	0%	5%	0%	0%	0%	0%
General Capital Proj (35)	2,319,328	7,600,386	6,099,861	6,099,861	6,099,861	6,099,861
% Change from Prior Year	-2%	228%	-20%	0%	0%	0%
% of Total Expenditures	7%	11%	10%	12%	15%	15%
Debt Service (40)	293,171	293,500	293,500	293,500	293,500	293,500
% Change from Prior Year	0%	0%	0%	0%	0%	0%
% of Total Expenditures	1%	0%	0%	1%	1%	1%
SAA Debt Service (41)	0	0	581000	581000	581000	581000
% Change from Prior Year	0%	0%	0%	0%	0%	0%
% of Total Expenditures	0%	0%	1%	1%	1%	1%
Street Lighting (50)	0	296,364	296,364	296,364	296,364	296,364
% Change from Prior Year	0%	0%	0%	0%	0%	0%
% of Total Expenditures	0%	0%	0%	1%	1%	1%
Water (51)	3,878,418	5,551,410	5,643,553	5,643,554	5,643,554	5,643,554
% Change from Prior Year	-29%	43%	2%	0%	0%	0%
% of Total Expenditures	11%	8%	9%	11%	14%	14%
Sewer (52)	2,380,030	3,559,507	5,014,937	4,679,969	3,194,969	3,194,969
% Change from Prior Year	6%	50%	41%	-7%	-32%	0%
% of Total Expenditures	7%	5%	8%	9%	8%	8%
Wastewater Capital (53)	1,061,763	863,816	2,115,000	8,015,000	515,000	515,000
% Change from Prior Year	220%	-19%	145%	279%	-94%	0%
% of Total Expenditures	3%	1%	3%	16%	1%	1%
Storm Drain (54)	441,598	906,207	930,647	930,647	930,647	930,647
% Change from Prior Year	-18%	105%	3%	0%	0%	0%
% of Total Expenditures	1%	1%	2%	2%	2%	2%
Garbage (55)	1,059,777	900,000	1,112,499	1,112,499	1,112,499	1,112,499
% Change from Prior Year	17%	-15%	24%	0%	0%	0%
% of Total Expenditures	3%	1%	2%	2%	3%	3%
Water Capital Proj (56)	115,416	2,872,037	1,964,441	1,964,441	1,964,441	1,964,441
% Change from Prior Year	-91%	2388%	-32%	0%	0%	0%
% of Total Expenditures	0%	4%	3%	4%	5%	5%
Secondary Capital Proj (57)	432,114	20,871,205	1,163,230	1,118,230	1,118,230	1,118,230
% Change from Prior Year	66%	4730%	-94%	-4%	0%	0%
% of Total Expenditures	1%	31%	2%	2%	3%	3%
Water Rights (58)	135,984	1,400,000	3,400,000	1,400,000	1,400,000	1,400,000
% Change from Prior Year	-72%	930%	143%	-59%	0%	0%
% of Total Expenditures	0%	2%	6%	3%	3%	3%
Total Expenditures	35,477,936	67,159,574	60,451,981	49,887,802	40,932,102	40,900,602

Table 15 - Government-Wide Expenditures by Fund, by Percent Change, and as Percentage of Total Expenditures

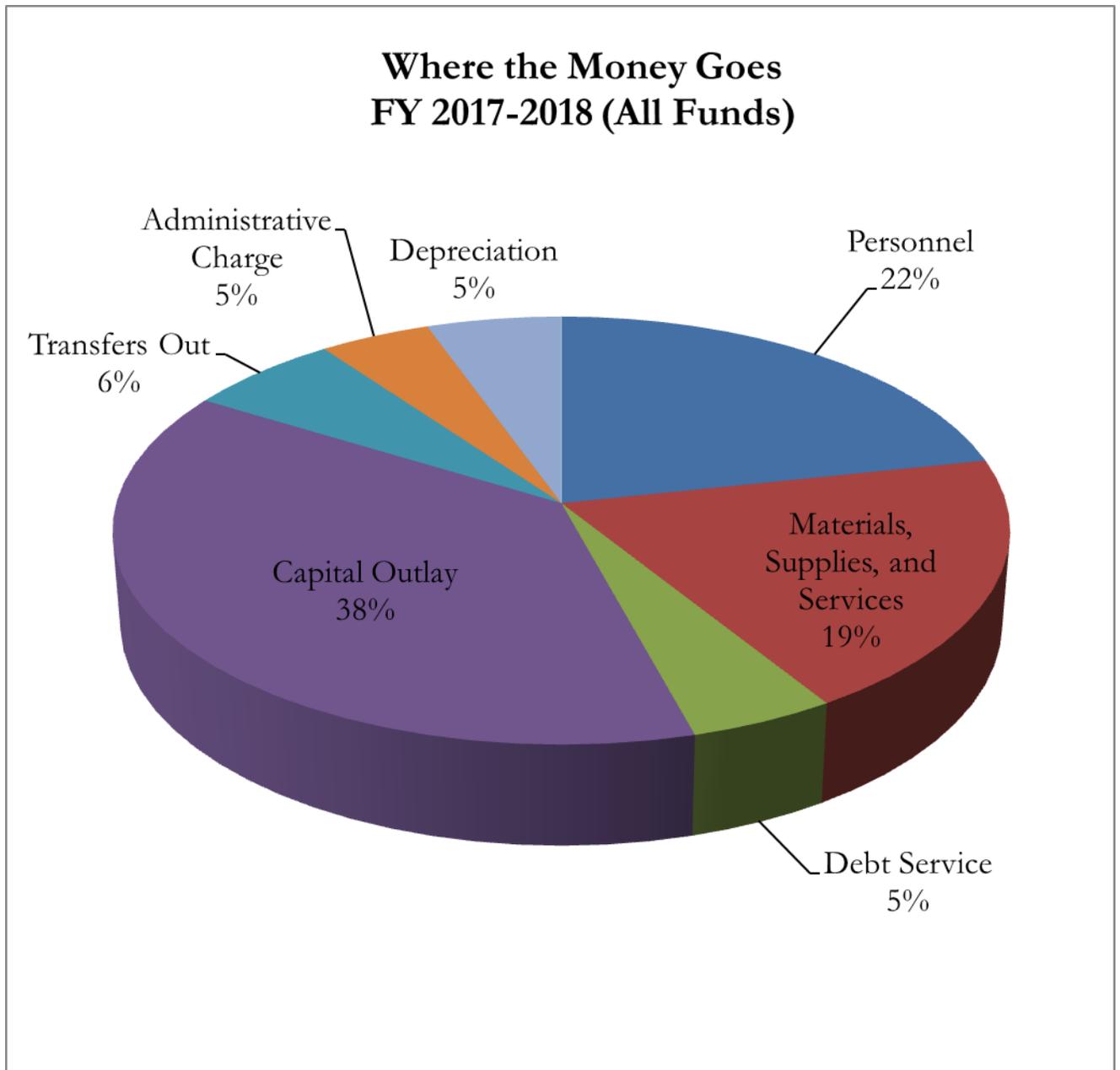
FINANCIAL SUMMARY

Expenditures by Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	9,248,073	11,717,314	12,973,551	12,927,803	12,927,803	12,927,803
% Change from Prior Year	10%	27%	11%	0%	0%	0%
% of Total Expenditures	26%	17%	21%	26%	32%	32%
Materials, Supplies, and Services	7,945,049	9,043,099	11,621,168	9,575,048	9,605,348	9,575,848
% Change from Prior Year	11%	14%	29%	-18%	0%	0%
% of Total Expenditures	22%	13%	19%	19%	23%	23%
Debt Service	1,059,704	1,376,500	3,385,760	3,210,500	3,209,500	3,207,500
% Change from Prior Year	39%	30%	146%	-5%	0%	0%
% of Total Expenditures	3%	2%	6%	6%	8%	8%
Capital Outlay	11,705,063	37,914,482	22,714,150	15,417,097	7,917,097	7,917,097
% Change from Prior Year	26%	224%	-40%	-32%	-49%	0%
% of Total Expenditures	33%	56%	38%	31%	19%	19%
Transfers Out	3,450,247	934,445	3,762,239	2,762,239	1,277,239	1,277,239
% Change from Prior Year	137%	-73%	303%	-27%	-54%	0%
% of Total Expenditures	10%	1%	6%	6%	3%	3%
Administrative Charge	2,069,800	2,313,734	2,710,113	2,710,114	2,710,114	2,710,114
% Change from Prior Year	-6%	12%	17%	0%	0%	0%
% of Total Expenditures	6%	3%	4%	5%	7%	7%
Depreciation	0	3,860,000	3,285,000	3,285,000	3,285,000	3,285,000
% Change from Prior Year	0%	0%	-15%	0%	0%	0%
% of Total Expenditures	0%	6%	5%	7%	8%	8%
Total Expenditures	35,477,936	67,159,574	60,451,981	49,887,802	40,932,102	40,900,602

Table 16 - Government-Wide Expenditures by Object, by Percent Change, and as Percentage of Total Expenditures

Expenditures increased by 10% or more in the General (10), Parks Capital (32, Roads Capital Projects (31), Wastewater Capital (53), Garbage (55, and Secondary Water Capital Projects (57) funds. For capital project funds, these increases are due to new capital projects and one-time capital expenditures. For the General Fund, this is due to an increase in personnel costs from hiring new staff and from one-time transfers to other funds.

There are several categories of expenditures. The figure below shows the percentage of each type/category of expenditure.



Graph 3 - Expenditures by Type

Debt Service

The City of Saratoga Springs issues debt on a conservative basis to fund capital projects. Under Utah State law, the City’s outstanding general obligation debt should not exceed 4 percent of total assessed property value. Resources set aside for the repayment of the principal that are externally restricted may offset the general obligation debt subject to the limitation. Below is a table showing the legal debt limit for the City:

FINANCIAL SUMMARY

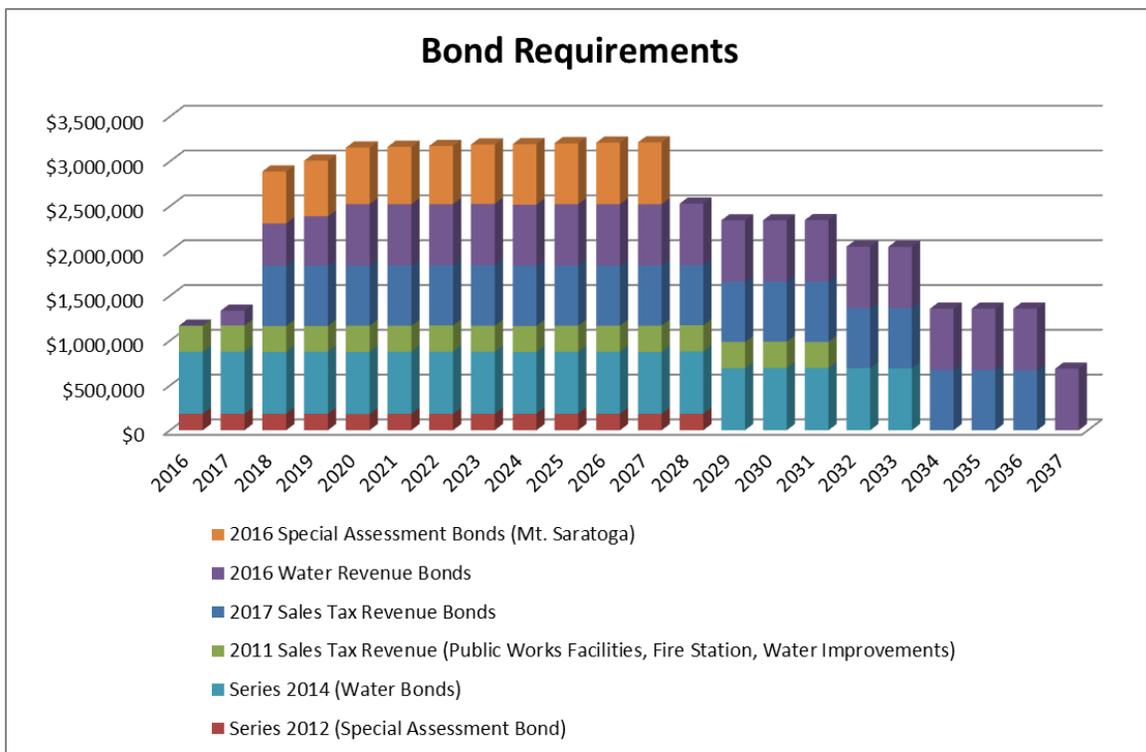
City of Saratoga Springs Legal Debt Margin						
	2011	2012	2013	2014	2015	2016
Debt Limit	\$30,289,451	\$31,081,555	\$33,277,196	\$38,786,244	\$39,000,890	\$44,565,431
Total Net Debt Applicable to Limit	-	-	-	-	-	-
Legal Debt Margin	\$30,289,451	\$31,081,555	\$33,277,196	\$38,786,244	\$39,000,890	\$44,565,431

Table 17 - Legal Debt Margin

The City currently has no property tax debt as of FY 2016-17.

Bond Requirements

The City currently has six bonds for which it is responsible for repayment: a 2011 Sales Tax Revenue bond, a 2014 Water bond (refinance of 2005, 2006, and 2009 Water bonds) a 2012 Special Assessment Bond, a 2016 Special Assessment Bond for Mt. Saratoga, a 2016 Water Revenue Bond, and a 2017 Sales Tax Revenue Bond. Below is a graph that shows the total bond requirements:



Graph 4 - Bond Requirements

FINANCIAL SUMMARY

Bond Rating

On May 5, 2011, the City of Saratoga Springs received its first bond rating. The City received an AA rating and a stable outlook from Standard and Poor's ratings agency. This rating is higher than expected based upon the population of the City. An AA rating from Standard and Poor's indicates that the City has a "very strong capacity to meet its financial commitments." Standard and Poor's identified several factors that lead to this high rating including:

- Positive population trends, which will likely lead to continued revenue growth
- Very strong income levels and access to employment opportunities throughout the broad Salt Lake metro area economy
- Very strong coverage (5.5 times coverage)
- The City's median household effective buying income in 2010 was very strong at 136 % of the national level.

The stable outlook reflects Standard and Poor's expectation of continued very strong debt service coverage. By receiving the AA rating, it is estimated that the City saved 0.10 % to 0.15 %, which equates to \$50,000 over the life of the bonds compared with an "AA-" rating.

Capital Projects

Overall, the amount of capital investment in this fiscal year has decreased from last year to this year and is projected to increase for FY 2018 over FY 2017. Many of the projects that are included in this budget will be ongoing for several years and some of the projects from prior years are represented in this budget because the project is not finished. The City anticipates issuing a bond for sewer projects in early 2018. This bond will fund the needed sewer projects. Capital projects will be discussed in their various individual funds.

FUND SUMMARY – GENERAL FUND (10)

In this section, each fund’s revenues, expenditures, debt service, capital projects, and the effect of those capital projects on future operating budgets will be discussed.

Fund 10: General Fund

General Fund 10: Revenues & Expenditures						
Revenues	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Tax	7,141,996	7,164,269	7,563,543	7,883,341	8,217,553	8,566,855
Licenses & Permits	1,231,004	839,900	957,970	1,049,682	1,150,446	1,261,162
Intergovernmental	1,114,882	938,086	763,952	777,792	792,747	808,002
Charges for Services	2,914,089	2,273,073	2,355,262	2,553,479	2,787,544	3,065,458
Other Revenue	1,755,997	1,584,900	1,917,321	1,933,658	1,936,020	1,938,425
Administrative Charges	1,838,751	2,090,059	2,501,268	2,501,268	2,501,268	2,501,268
Contributions and Transfers	0	0	574,657	0	0	0
Fund Operating Revenues	15,996,719	14,890,287	16,633,973	16,699,220	17,385,577	18,141,170
% Change From Prior Period	18%	-7%	12%	0%	4%	4%

Table 18 - General Fund (10) Revenues

Expenditures						
Legislative	106,602	128,514	134,515	134,515	134,515	134,515
Administrative	621,162	751,300	932,969	960,479	960,479	960,479
Utility Billing	113,571	174,550	227,911	227,911	227,911	227,911
Treasurer	176,881	162,413	165,890	165,890	165,890	165,890
Recorder	125,927	152,648	191,087	161,087	191,087	161,087
Attorney	292,381	332,239	360,888	364,714	365,014	365,514
Justice Court	243,412	285,448	258,514	258,514	258,514	258,514
Non-Departmental	486,400	609,233	575,233	575,233	575,233	575,233
General Gov't Buildings & Grounds	444,620	191,164	249,139	190,139	190,139	190,139
Planning and Zoning	350,368	536,614	552,059	552,059	552,059	552,059
Communications & Economic Development	125,614	143,532	148,366	148,366	148,366	148,366
Police	3,719,701	4,020,138	4,750,196	4,653,240	4,653,240	4,653,240
Fire	2,018,257	1,956,849	2,035,086	2,035,086	2,035,086	2,035,086
Building	530,268	789,129	817,239	798,174	798,174	798,174
Streets	650,607	730,923	1,003,810	801,310	801,310	801,310
Engineering	469,093	561,190	563,157	563,157	563,157	563,157
Public Improvements	399,929	474,912	487,627	487,627	487,627	487,627
Public Works	458,789	525,119	546,475	546,475	546,475	546,475
Parks & Open Space	830,437	978,422	1,233,868	1,158,643	1,158,643	1,158,643
Recreation	280,798	312,951	394,683	394,683	394,683	394,683
Library Services	249,752	299,354	332,823	332,803	332,803	332,803
Civic Events	111,577	199,675	181,378	171,716	171,716	171,716
Miscellaneous Expenses						
Total Fund Operating Expenditures	12,806,145	14,316,317	16,142,914	15,681,822	15,712,122	15,682,622
Transfers and Other Uses	3,412,860	412,860	491,059	491,059	491,059	491,059
Total Fund Expenditures	16,219,005	14,729,177	16,633,973	16,172,881	16,203,181	16,173,681
% Change From Prior Period	29%	-9%	13%	-3%	0%	0%

Table 19 - General Fund (10) Expenditures

Revenue

There are several sources of revenue for general funds:

- Property Tax – tax on property owned in the municipality

FUND SUMMARY – GENERAL FUND (10)

- Sales, Franchise, and Energy Tax – taxes on purchases, telecommunications, and utilities
- Charges for services – fees charged to users for goods or services
- Intergovernmental Revenue – revenue received from other government entities such as state or federal governments.
- Licenses and Permits – fees for building permits, business licenses, and liquor licenses
- Other Revenue – Interest earned, late fees and penalties, law enforcement fines and citations, miscellaneous receipts, Police contract with Bluffdale City.

Property Tax

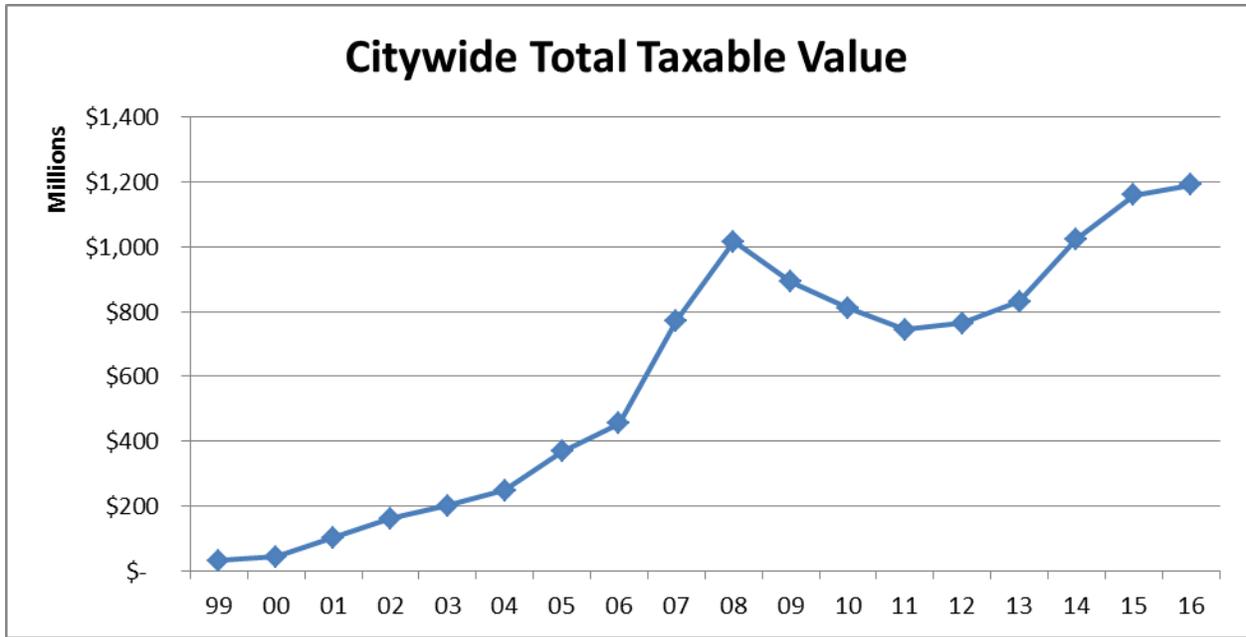
Saratoga Springs Property Tax			
Type	2016 Actual	2017 Budget	2018 Proposed
Property Taxes	2,356,951	2,343,509	2,390,379
Property Tax Redemptions	99,763	145,600	151,424
Total	2,456,623	2,489,109	2,541,803

Table 20 - Property Tax

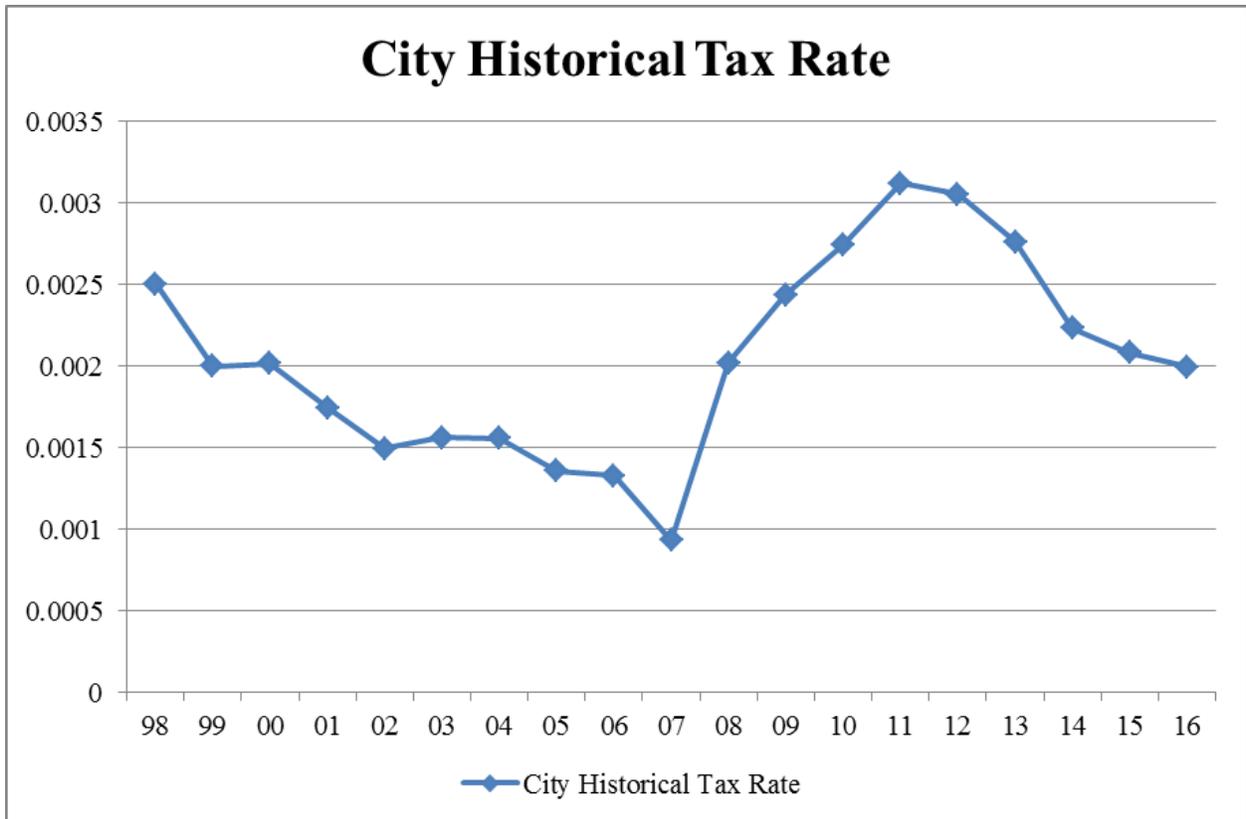
The Property Tax Act, Title 59, Chapter 2, Utah Code Annotated 1953, as amended, provides that all taxable property must be assessed and taxed at a uniform and equal rate based on its “fair market value” by January 1 of each year. “Fair market value” is defined as “the amount at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or sell and both having reasonable knowledge of the relevant facts.” Commencing January 1, 1991, “fair market value” considers the current zoning laws for each property. Section 2 of Article XIII of the Utah Constitution provides that the Utah State Legislature may exempt from taxation up to 45 % of the fair market value of primary residential property as shown in the table below.

During the 1995 legislative session, the exemption for primary residential property was increased from 32 % to the constitutional maximum of 45 %. The local effect of this action was to shift the burden of supporting education, public safety, and general government from primary residents to other classes of property, principally commercial property and vacation or second homes. The Utah Supreme Court held this practice to be constitutional in subsequent tests.

FUND SUMMARY – GENERAL FUND (10)



Graph 5 - Citywide Total Taxable Value



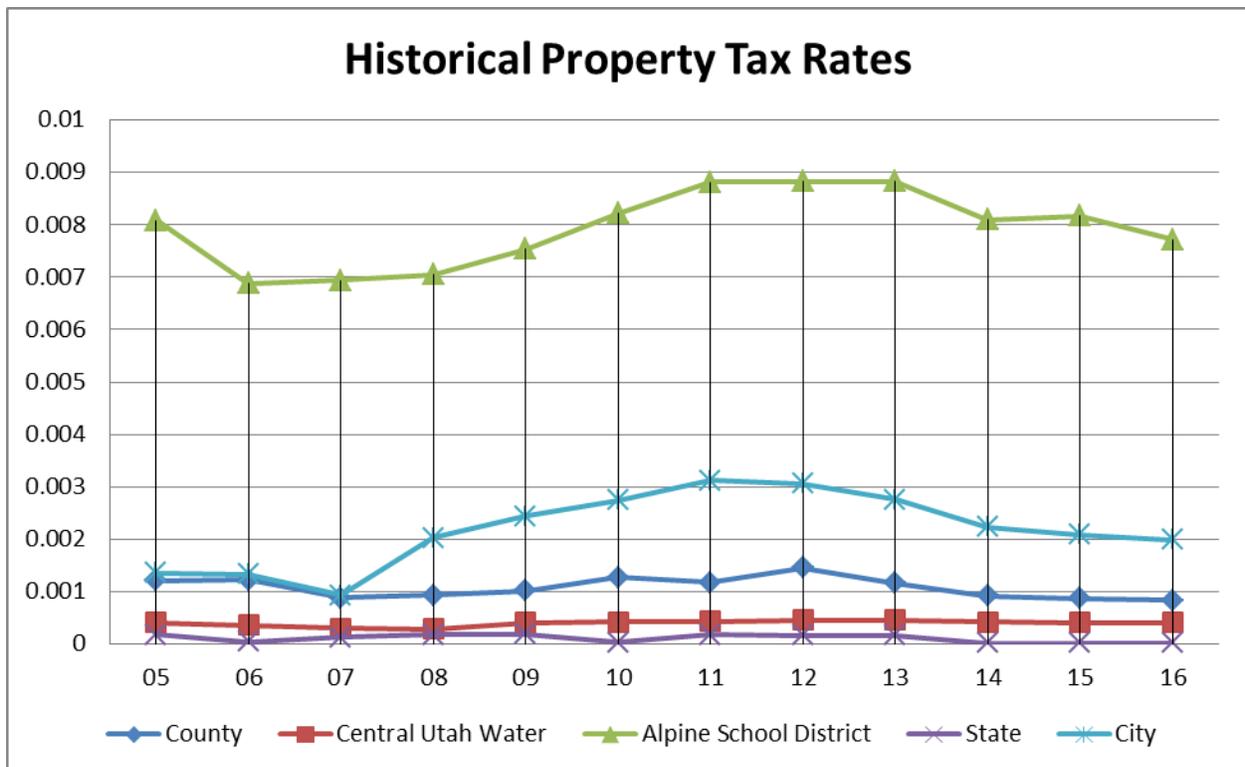
Graph 6 - City Portion Tax Rate History

Property Tax Levies and Collections: Utah County levies, collects, and distributes property taxes for the City of Saratoga Springs and all other taxing entities within the

FUND SUMMARY – GENERAL FUND (10)

County. Utah law prescribes how taxes are levied and collected. Generally, the law provides as follows: the County Assessor determines property values as of January 1 of each year and is required to have the assessment roll completed by May 15. The County Auditor mails notice of valuations and tax changes by July 22.

State statutes require that each year a certified tax rate be calculated. The certified tax rate is the rate that will provide the same amount of property tax revenue as was charged in the previous year, excluding the revenue generated by new growth. If market values decrease across the board, then property tax rates will be adjusted to enable the City to receive the same amount of revenue. The City’s rate may in fact rise so that the City will not see a dip in revenues from property taxes due to the depressed market value of homes. The same is true if market values increase. The rate would decrease so that the City still receives the same amount of revenue. Any new growth in the City for that year will increase the total amount of property tax collected compared with the previous year. If a taxing entity determines that it needs greater revenues than what the certified tax rate will generate, State statutes require that the entity must go through a process referred to as Truth-in-Taxation. The Truth-in-Taxation process is a series of steps that include notification and advertisement of the proposed tax increase and holding a public hearing to receive public input before the final rate is adopted.

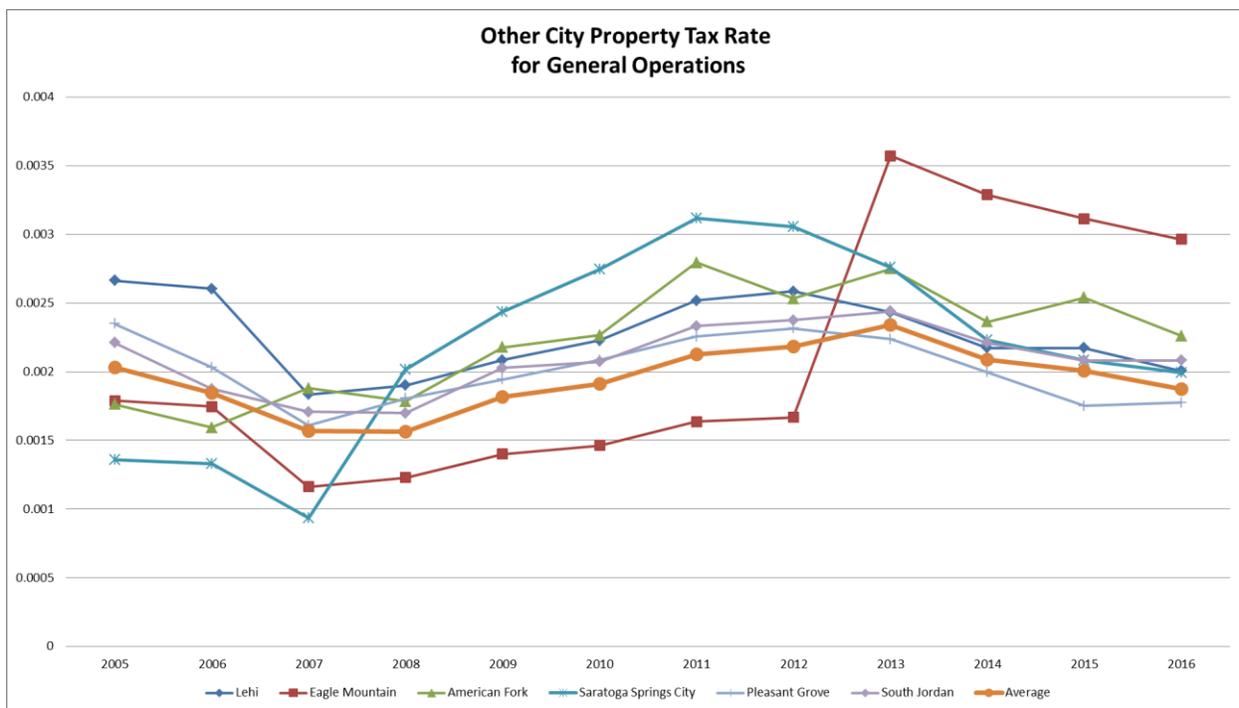


Graph 7 - Historical Property Tax Rates

FUND SUMMARY – GENERAL FUND (10)

Tax notices are mailed November 1 and are due November 30. Delinquent taxes are subject to a penalty of 2 % of the amount of such taxes due or a \$10 minimum penalty, this penalty is assessed by Utah County. The delinquent taxes and penalties are charged interest at the federal discount rate plus 6 % from the first day of January until paid. If after four and one-half years (May of the fifth year) delinquent taxes have not been paid, the County advertises and sells the property at a tax sale.

The maximum rate of levy applicable to the City for general fund operations authorized by State law is 0.007000 per dollar of taxable value per taxable property within the City. The City may levy an unlimited tax levy to pay the principal of and interest on legally issued General Obligation Bonds.



Graph 8 - Property Tax Rate Comparison Group

Sales, Franchise, and Energy Use Tax

Saratoga Springs Sales, Franchise, and Energy Tax			
Type	2016 Actual	2017 Budget	2018 Proposed
Sales and Use	3,215,929	3,300,000	3,500,000
Franchise Tax	212,144	200,000	200,000
Energy Tax	953,656	950,000	1,092,500
Fee in Lieu of Taxes	300,243	204,000	208,080
Penalties & Interest - Taxes	3,401	21,160	21,160
Total	4,685,373	4,675,160	5,021,740

FUND SUMMARY – GENERAL FUND (10)

Table 21 - Sales, Franchise, and Energy Tax

The combined sales and use tax rates includes: state, local option, mass transit, mass transit fixed guideway, county airport, highway, public transit, and county option taxes. Other tax rates and fees in addition to the combined rate include transient room taxes, tourism short-term leasing taxes, tourism restaurant tax, E911 emergency telephone fee, telecommunications fees, and the municipal energy tax.

Current Sales Tax Rates	
Tax	Rate
State Sales & Use Tax	4.70%
Local Sales & Use Tax	1.00%
Mass Transit Tax	0.25%
Mass Transit Fixed Guideway	0.30%
County Airport, Highway, Public Transit	0.25%
County Option Sales Tax	0.25%
Total Sales Tax	6.75%

Table 22 - Sales Tax Rates for Saratoga Springs, Effective January 1, 2009

Sales tax rates remained unchanged at 6.00% from January 1, 2000, through April 1, 2007, when the rate increased to 6.25% when the city opted to participate in with UTA and implement the Mass Transit Tax. Various other state tax rate changes were introduced in subsequent years. Sales tax rates for the City have remained constant since April 2009.

Franchise Tax receipts for cable services are collected at 3% of gross sales and telecommunications taxes are collected at 3.5% of gross sales. **Energy Taxes** for power and gas services are collected at 6%.

Charges for Services

Saratoga Springs Charges for Services			
Type	2016 Actual	2017 Budget	2018 Proposed
Zoning & Development Fees	189,676	103,030	104,060
Concept Review Fees	8,575	20,000	20,000
Preliminary Review Fees	115,223	121,200	123,624
Final Review Fees	147,364	60,000	60,000
Public Noticing Fees	3,664	2,050	4,203
Plan Checking Fees	808,792	700,000	700,000
Recorder's Fees, Copies, Maps	458	637	669
Engineer's Inspection Fees	650,472	375,000	468,750
Protective Inspection Fees	276,227	160,000	175,000
1% State Surcharge	2,364	4,200	7,000
Basement Permit Fees	44,800	35,000	35,000

FUND SUMMARY – GENERAL FUND (10)

Marina Launch Fees	13,614	20,000	20,000
Park Reservation Fees	3,925	3,000	3,000
Recreation Program Fees	247,263	-	-
Basket Ball		89,990	89,990
Soccer		84,375	84,375
Volleyball		12,700	12,700
Baseball		19,700	19,700
Track & Field		5,200	5,200
Urban Fishing		800	800
Flag Football		15,000	15,000
Camps/Clinics/Tournaments		7,700	7,700
Golf		2,156	2,156
Tennis		11,835	11,835
Civic Events Revenue	28,761	7,500	7,500
Fire Department Incident Revenue	170	7,000	7,000
Ambulance Service Revenue	198,975	220,000	220,000
Wildland Revenue	169,655	185,000	150,000
Total	2,910,575	2,273,073	2,355,262

Table 23 - Charges for Service

Fees charged to users for goods or services are expected to have an increase in FY 2017. Between 2016 and 2019, charges for services are expected to increase at an average annual rate of 2% as the city expects some increase in construction, recreation programming fees, and ambulance fees.

Intergovernmental Revenue

Intergovernmental Revenue includes Class ‘C’ Road Funds, which are disbursed by the State as a means of providing assistance to municipalities for the improvement of roads and streets. The State legislature assigns a formula appropriating Class ‘C’ monies as follows: 50% based on population and 50% based on weighted road miles. The City has reported 89.6 miles of eligible paved road. Class ‘C’ road monies are collected in the General Fund and are restricted for road related improvements and maintenance. Intergovernmental revenue also includes grant revenue.

Saratoga Springs Intergovernmental Revenues			
Type	2016 Actual	2017 Budget	2018 Proposed
Grants	528,903	89,134	65,000
Class “C” Road Fund Allotment	514,230	800,000	650,000
State Liquor Fund Allotment	18,334	18,952	18,952

FUND SUMMARY – GENERAL FUND (10)

Police DUI Program Revenue	5,862	6,000	6,000
Overtime Reimbursement - Police	47,553	24,000	24,000
Total	1,114,882	938,086	763,952

Table 24 - Intergovernmental Revenues

Licenses and Permits

Saratoga Springs Licenses and Permits			
Type	2016 Actual	2017 Budget	2018 Proposed
Business License	39,608	39,000	57,070
Liquor License	-	900	900
Escrow Fees		-	-
Building Permits	1,191,396	800,000	900,000
Total	1,231,004	839,900	957,970

Table 25 - Licenses and Permits

Licenses and permits are collected in accordance with the City’s fee schedule established by the local legislative body. Licenses and permits include building permits, business licenses, and liquor licenses.

Other Revenue

Saratoga Springs Other Revenue			
Type	2016 Actual	2017 Budgeted	2018 Proposed
Interest Earnings	137,752	26,000	100,000
Sale of Assets	8,043	-	-
Rental Revenue	6,311	6,000	9,000
Law Enforcement Fines/Citations	377,541	375,000	388,524
Traffic School Revenue	6,375	3,500	6,125
Court State Revenue Disbursed	5,745	-	-
Ace Court Citations/Fees	16,701	10,000	10,000
Special Police Services	79,614	21,000	22,050
Special Police Services – Bluffdale	6,154	-	-
Police Service Contract – Bluffdale	989,228	1,100,000	1,315,552
Alarm Monitoring Service	93	-	-
Police Program Donations	250		
Donations – Library	5,275	2,400	4,800
Donations – Cert Program	140	-	-
Misc. Sales – Library	1,303	2,000	2,000

FUND SUMMARY – GENERAL FUND (10)

Fines – Library	9,335	9,000	9,270
Miscellaneous Revenue	106,387	30,000	50,000
Total Other Revenue	1,755,997	1,584,900	1,917,321

Table 26 - Other Revenue

Other revenue includes, but is not limited to, interest earned, late fees and penalties, law enforcement fines and citations, the Police contract with Bluffdale City, and other miscellaneous receipts.

Expenditures

There are several transfers out from the general fund to the debt service fund. These transfers cover the costs of the interest and principal for the sales tax bond. The expenditures for the various departments in the general fund will be explained in the departmental sections. In general, the expenditures include personnel, materials, supplies, services, and capital outlay.

Debt Service

None

Capital Projects

None

Effect of Capital Projects on Operating Budgets

Various capital projects whose funds come from other enterprise or impact fee funds will have an effect on the General fund operations and expenditures.

Effect of Capital Projects on General Fund Operating Budgets				
Capital Project	Years in Construction	Effect	Estimated Yearly Cost	Fund Impacted
Sports Complex	From 2017	The parks department will need additional personnel to handle the increase in park maintenance. Materials and supplies for cleaning and maintaining the park facilities will increase. The parks department will need to increase the capital outlay budget in order to	12.3 acres @ \$3500 per acre for a total of \$43,050 annual costs. Additional equipment costs will total in one-time costs.	General Fund (10)

FUND SUMMARY – GENERAL FUND (10)

		purchase small machines such as mowers, leaf blowers, and trimmers.		
Police Facility	From 2017	The police facility will incur additional costs in maintenance, utility bills, and custodial services.	Additional cost is estimated at \$90,000 per year for maintenance.	General Fund (10)
400 W to Aspen Hills Blvd	From 2017	The additional 1000 feet will be included in the annual sweeping schedule. It will also be placed on a schedule for re-surfacing and replacement. No new personnel will be needed.	Additional cost is estimated at \$5,000 per year.	General Fund (10)
400 E Crossroads Signal	From 2018	There will be an increase to the Public Works maintenance budget. No new personnel will be needed.	Additional cost is estimated at \$500 per year.	General Fund (10)

Table 27 - Effect of Capital Projects on General Fund Operating Budgets

FUND SUMMARY – STREET LIGHTING SID (22 & 23)

Fund 22 & 23: Street Lighting SID

These funds have been combined into Fund 50.

Street Lighting SID Funds 22 and 23: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Charges for Services	191,531	172,500	172,500	172,500	172,500	172,500
Other Revenue	5,770	0	0	0	0	0
Beginning Fund Balance	0	19,475	8,186	0	0	0
Fund Operating Revenues	197,300	191,975	180,686	172,500	172,500	172,500
% Change From Prior Period	6%	-3%	-6%	-5%	0%	0%
Street Lighting SID Funds 22 and 23: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	0	0	0	0	0	0
Materials, Supplies, and Services	97,760	149,401	149,401	149,401	149,401	149,401
Transfers Out	0	0	0	0	0	0
Administrative Charge	42,574	42,574	28,945	28,945	28,945	28,945
Total Fund Expenditures	140,334	191,975	178,346	178,346	178,346	178,346
% Change From Prior Period	-23%	37%	-7%	0%	0%	0%

Table 28 - Street Lighting SID (22&23) Revenues and Expenditures

Revenues

The majority of the revenues come from charges for service, billed to all utility customers. Other revenue includes interest from fund balance.

Expenditures

Expenditures include all materials and supplies necessary for maintaining current streetlight assets and making any necessary repairs. This also includes payments for electricity usage bills from Rocky Mountain Power.

Debt Service

None

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – ZONE 2 WATER IMPROVEMENT SID (24)

Fund 24: Zone 2 Water Improvement SID

Zone 2 Water Improvement SID Fund 24: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Charges for Services	297,185	400,000	400,000	400,000	400,000	400,000
Other Revenue	675	0	0	0	0	0
Transfers In	0	0	0	0	0	0
Beginning Fund Balance	0	0	0	0	0	0
Fund Operating Revenues	297,860	400,000	400,000	400,000	400,000	400,000
% Change from Prior Period	19%	34%	0%	0%	0%	0%
Zone 2 Water Improvement SID Fund 24: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Debt Service	133,828	189,000	189,000	189,000	189,000	189,000
Materials, Supplies, and Services	59,471	211,000	211,000	211,000	211,000	211,000
Depreciation	0	0	0	0	0	0
Total Fund Expenditures	193,299	400,000	400,000	400,000	400,000	400,000
% Change from Prior Period	-13%	107%	0%	0%	0%	0%

Table 29 - Zone 2 Water Improvement SID Revenues and Expenditures

Revenues

The majority of the revenues come from SID (special improvement district) fees charged to developers who are developing property within the SID. The remaining revenues come from interest on fund balance.

Expenditures

The expenditures are all related to the payment of the 2012 special assessment bonds. The materials, supplies, and services cover the agent fee responsible for billing and maintaining the bond.

Debt Service

The 2012 series bonds will be repaid from assessments levied against the property owners benefited by the improvements made by the City in the special improvement district area. In the event that a deficiency exists because of unpaid or delinquent special assessments at the time a debt service payment is due, the government may draw from the established reserve fund to cover the deficiency. The bonds have a stated rate of interest of 0.75% -4.45% with a maturity date of April 1, 2029. The special assessment bonds are recorded in the enterprise fund with annual debt service requirements to maturity for special assessment bonds are as follows:

2012 Special Assessment Bonds			
Year Ending June 30	Principal	Interest	Total Debt Service
2015	121,000	62,008	183,008

FUND SUMMARY – ZONE 2 WATER IMPROVEMENT SID (24)

2016	122,000	60,761	182,761
2017	124,000	59,114	183,114
2018	126,000	57,242	183,242
2019	127,000	55,037	357,321
2020-2024	683,000	230,321	789,882
2025-2029	807,000	106,882	1,438,365
Total	2,110,000	631,365	3,317,693

Table 30 - 2012 Special Assessment Bonds

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – STORM DRAIN CAPITAL PROJECTS (31)

Fund 31: Storm Drain Capital Projects

Storm Drain Capital Projects Fund 31: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Impact Fee Revenue	518,594	250,000	250,000	250,000	250,000	250,000
Other Revenue	4,076	594,866	0	0	0	0
Total Revenues	522,670	844,866	250,000	250,000	250,000	250,000
% Change From Prior Period	120%	62%	-70%	0%	0%	0%
Storm Drain Capital Projects Fund 31: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Capital Outlay	291,025	844,866	200,000	0	0	0
Materials, Supplies, and Services	0	0	0	0	0	0
Transfers Out	0	0	50,000	250,000	250,000	250,000
Total Fund Expenditures	291,025	844,866	250,000	250,000	250,000	250,000
% Change From Prior Period	-52%	190%	-70%	0%	0%	0%

Table 31 - Storm Drain Capital Projects Fund (31) Revenues and Expenditures

Revenues

The majority of revenues come from impact fees charged to developers who are developing residential or commercial areas within the city limits.

Expenditures

All expenditures are related to capital outlay or reimbursement agreements with developers and landowners.

Debt Service

None

Capital Projects

Roads Capital Projects			
Capital Project	Years in Construction	Description	Total Cost
PN18	From 2017	New 36" pipe to complete outfall to Jordan River.	\$150,000
OCS2	From 2017	Improve existing channel from Clark Canyon to Utah Lake.	\$50,000

Table 32 - Storm Drain Capital Projects

Effect of Capital Projects on Operating Budgets

Effect of Capital Projects on Operating Budgets			
Capital Project	Effect	Estimated Costs	Fund Impacted
PN18	Streets department personnel	Estimated costs are	General Fund

FUND SUMMARY – STORM DRAIN CAPITAL PROJECTS (31)

	will add this new pipe to their routine maintenance schedule. No additional personnel needed.	\$5,000 annually.	(10)
OCS2	Streets department personnel will add this new drainage to their routine maintenance schedule. No additional personnel needed.	Estimated costs are \$5,000 annually.	General Fund (10)

Table 33 - Effect of Capital Projects on Operating Budgets

FUND SUMMARY – PARKS CAPITAL PROJECTS (32)

Fund 32: Parks Capital Projects

Parks Capital Projects Fund 32: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Impact Fee Revenue	1,112,000	550,000	800,000	800,000	800,000	800,000
Contributions	0	0	0	0	0	0
Other Revenue	4,682	0	11,078,260	0	0	0
Total Revenues	1,116,682	550,000	11,878,260	800,000	800,000	800,000
% Change From Prior Period	76%	-51%	2060%	-93%	0%	0%
Parks Capital Projects Fund 32: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Capital Outlay	2,399,774	509,447	11,000,000	0	0	0
Debt Service			878,260	703,000	702,000	700,000
Total Fund Expenditures	2,399,774	509,447	11,878,260	703,000	702,000	700,000
% Change From Prior Period	449%	-79%	2232%	-94%	0%	0%

Table 34 - Parks Capital Projects Fund (32) Revenues and Expenditures

Revenues

The revenues come from impact fees charged to developers who are developing residential or commercial areas within the city limits. In addition, \$10,000,000 was transferred from the General Fund to cover the costs of the construction and debt service payments of the Sports Complex.

Expenditures

All of the expenditures are related to capital outlay. The expenditures in the current budget year are related to the construction of the Sports Complex and the debt service payments on the bond for its construction.

Debt Service

The City's \$9,780,000 Series 2017 Sales Tax Revenue Bonds are being issued for the purposes of financing the acquisition, construction, equipping and furnishing of a regional park complex, and paying costs of issuance of the 2017 bonds.

2017 Sales Tax Revenue Bond			
Year Ending June 30	Principal	Interest	Total Debt Service
2018	330,000	342,242	672,242
2019	375,000	295,825	670,825
2020	385,000	284,575	669,575
2021	400,000	273,025	673,025
2022	410,000	261,025	671,025
2023-2029	3,240,000	1,460,725	4,700,725
2030-2037	4,640,000	730,150	5,370,150

FUND SUMMARY – PARKS CAPITAL PROJECTS (32)

Total	9,780,000	3,647,567	13,427,567
--------------	-----------	-----------	------------

Table 35 - 2017 Sales Tax Revenue Bond

Capital Projects

Parks Capital Projects			
Capital Project	Years in Construction	Description	Total Cost
Sports Complex	From 2017	Sports complex. Estimated 8 baseball/softball fields, 4 - 5 soccer fields with a possible additional 3 baseball/softball fields. The fields will have lighting apparatus for night games. The park will also have play structures, scorekeeper towers, bathroom facilities, and parking.	\$11,000,000

Table 36 - Parks Capital Projects

Effect of Capital Projects on Operating Budgets

Effect of Capital Projects on Operating Budgets			
Capital Project	Effect	Estimated Costs	Fund Impacted
Sports Complex	The parks department will need additional personnel to handle the increase in park maintenance. Materials and supplies for cleaning and maintaining the park facilities will increase. The parks department will need to increase the capital outlay budget in order to purchase small machines such as mowers, leaf blowers, and trimmers.	12.3 acres @ \$3500 per acre for a total of \$43,050 annual costs. Additional equipment costs will total in one-time costs.	General Fund (10)

Table 37 - Effect of Capital Projects on Operating Funds

FUND SUMMARY – ROADS CAPITAL PROJECTS (33)

Fund 33: Roads Capital Projects

Roads Capital Projects Fund 33: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Impact Fee Revenue	1,456,994	800,000	800,000	800,000	800,000	800,000
Other Revenue	16,510	1,548,377	1,347,859	1,347,859	1,347,859	1,347,859
Total Revenues	1,473,504	2,348,377	2,147,859	2,147,859	2,147,859	2,147,859
% Change From Prior Period	54%	59%	-9%	0%	0%	0%
Roads Capital Projects Fund 33: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Capital Outlay	4,108,779	2,348,377	1,347,859	0	0	0
Transfers Out	0	0	800,000	0	0	0
Total Fund Expenditures	4,108,779	2,348,377	2,147,859	0	0	0
% Change From Prior Period	241%	-43%	-9%	-100%		

Table 38 - Roads Capital Projects Fund (33) Revenues and Expenditures

Revenues

The majority of revenues come from impact fees charged to developers who are developing residential or commercial areas within the city limits.

Expenditures

All expenditures come from capital outlay. Capital projects are discussed below.

Debt Service

None

Capital Projects

Roads Capital Projects			
Capital Project	Years in Construction	Description	Total Cost
400 E Crossroads Signal	From 2017	The installation of a Signal at the Intersection of Crossroads Blvd and 400 East	\$300,000
Mt. Saratoga Road	From 2017	The completion of Mt Saratoga Blvd from Talus Ridge Drive to Pony Express Parkway	\$247,859
Pony Express Extension	From 2017	The completion of Pony Express between Redwood Road and Riverside Drive	\$750,000
North Fire Station Trail	From 2017	Completion of the Trail along the south side of 1200 North between Coyote Run and the North Fire Station	\$50,000

Table 39 - Roads Capital Projects

FUND SUMMARY – ROADS CAPITAL PROJECTS (33)

Effect of Capital Projects on Operating Budgets

Effect of Capital Projects on Operating Budgets			
Capital Project	Effect	Estimated Costs	Fund Impacted
400 E Crossroads Signal	The light will be added to the routine maintenance for the Public Works department.	Estimated costs are \$5,000 annually.	General Fund (10)
Mt. Saratoga Road	Streets department will incorporate this into the annual street sweeping schedule and will be tracked for future pavement replacement/patches/seals.	Estimated costs are \$3,000 annually.	General Fund (10)
Pony Express Extension	Streets department will incorporate this into the annual street sweeping schedule and will be tracked for future pavement replacement/patches/seals.	Estimated costs are \$5,000 annually.	General Fund (10)
North Fire Station Trail	The Parks department will incorporate this trail into their routine maintenance schedule.	Estimated costs are \$4,000 annually.	General Fund (10)

Table 40 - Effect of Capital Projects on Operating Budgets

FUND SUMMARY – PUBLIC SAFETY CAPITAL PROJECTS (34)

Fund 34: Public Safety Capital Projects

Public Safety Capital Projects Fund 34: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Impact Fee Revenue	551,109	300,000	300,000	303,000	306,030	309,090
Other Revenue	14,759	2,724,652	0	0	0	0
Total Revenues	565,869	3,024,652	300,000	303,000	306,030	309,090
% Change From Prior Period	80%	435%	-90%	1%	1%	1%

Public Safety Capital Projects Fund 34: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Capital Outlay	8,036	3,000,000	0	0	0	0
Materials, Supplies, and Services	85	24,652	0	0	0	0
Transfers Out	0	0	300,000	0	0	0
Total Fund Expenditures	8,122	3,024,652	300,000	0	0	0
% Change From Prior Period		37142%	-90%	-100%		

Table 41 - Public Safety Capital Projects Fund (34) Revenues and Expenditures

Revenues

The majority of revenues come from impact fees charged to developers who are developing residential or commercial areas within the city limits.

Expenditures

All expenditures come from capital outlay. Capital projects are discussed below.

Debt Service

None

Capital Projects

Public Safety Capital Projects			
Capital Project	Years in Construction	Description	Total Cost
Police Facility	From 2017	New police facility that houses the entire police department. In addition, the Justice Court department, including the courtroom and offices, will be housed in this facility.	\$3,000,000

Table 42 - Public Safety Capital Projects

Effect of Capital Projects on Operating Budgets

Effect of Public Safety Capital Projects of Operating Budgets			
Capital Project	Impact	Estimated Costs	Fund Impacted
Police Facility	The police facility will incur additional costs in maintenance, utility bills, and custodial services.	Additional cost is estimated at \$90,000 per year	General Fund (10)

Table 43 - Effect of Capital Projects on Operating Budgets

FUND SUMMARY – CAPITAL PROJECTS (GENERAL) (35)

Fund 35: Capital Projects (General)

Capital Projects (General) Fund 35: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Bond Revenue	1,278,598	0	0	0	0	0
Transfers In	3,543,046	7,330,386	5,829,861	5,829,861	5,829,861	5,829,861
Other Revenue	18,962	270,000	270,000	270,000	270,000	270,000
Total Revenues	4,840,606	7,600,386	6,099,861	6,099,861	6,099,861	6,099,861
% Change From Prior Period	42%	57%	-20%	0%	0%	0%
Capital Projects (General) Fund 35: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Capital Outlay	2,319,328	7,600,386	6,099,860	6,099,860	6,099,860	6,099,860
Debt Service	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	0
Total Fund Expenditures	2,319,328	7,600,386	6,099,860	6,099,860	6,099,860	6,099,860
% Change From Prior Period	-2%	228%	-20%	0%	0%	0%

Table 44 - Capital Projects (General) Fund (35) Revenues and Expenditures

Revenues

All revenues will come from transfers from the General Fund (10), grants, and transfers from other funds.

Expenditures

Various departments receive yearly amounts allocated in this fund for any used deemed appropriate by that department (see table below). Any funds not expended are rolled over to the next year.

Capital Projects (General) Fund Department Allocations	
Department	Allocated Amount
Parks	\$50,000
Roads:	\$665,940
Streetlights	\$50,000
Vehicle Replacement	\$320,271
Computer Replacement	\$22,122
Equipment Replacement	\$29,653

Table 45 - Capital Projects (General)

Debt Service

None

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – DEBT SERVICE (40)

Fund 40: Debt Service

Debt Service Fund 40: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Transfers In	295,227	293,500	293,500	293,500	293,500	293,500
Total Revenues	295,227	293,500	293,500	293,500	293,500	293,500
% Change From Prior Period	1%	-1%	0%	0%	0%	0%
Debt Service Fund 40: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Debt Service	293,171	293,500	293,500	293,500	293,500	293,500
Transfers Out	0	0	0	0	0	0
Total Expenditures	293,171	293,500	293,500	293,500	293,500	293,500
% Change From Prior Period	0%	0%	0%	0%	0%	0%

Table 46 - Debt Service Fund (40) Revenues and Expenditures

Revenues

Revenues are solely transfers in from the General Fund (10), Water (51), Sewer (52), and Storm Drain Utility (54) funds for debt service payments.

Expenditures

All expenditures, excepting debt service payments, are to pay for a mortgage agent responsible for debt service billing and management.

Debt Service

2011 Sales Tax Revenue Bonds

Sales tax revenue bonds are special limited obligations of the City backed by the portion of sales and use taxes levied by the City under the Local Sales and Use Tax Act. The bonds are obligations of the governmental funds.

On June 1, 2011, the city issued \$4,000,000 in Series 2011 Sales Taxes Revenue Bonds at interest rates ranging from 3.0% to 4.125% with a maturity date of June 1, 2031. The bonds were issued to finance the costs associated with acquiring, constructing, renovating, equipping, and furnishing the City's facilities (including a public works facility, fire station, and city well improvements) and to exercise a purchase option under an outstanding financing lease for the City Hall building. Bond proceeds were also used to pay the cost of issuance of the Bonds. The Bonds maturing on or after June 1, 2021 are subject to redemption prior to maturity, in whole or in part, at the option of the City on December 31, 2020 or on any date thereafter, from such maturities or parts thereof as selected by the City. The redemption price will equal 100% of the principal amount to be repaid or redeemed,

FUND SUMMARY – DEBT SERVICE (40)

plus accrued interest, if any, to the date of redemption. The City has pledged all sales tax revenues to pay the debt service costs through maturity in 2031.

2011 Sales Tax Revenue Bonds			
Year Ending June 30	Principal	Interest	Total Debt Service
2016	160,000	135,450	295,450
2017	165,000	130,800	295,800
2018	170,000	126,000	296,000
2019	175,000	121,050	296,050
2020	185,000	114,250	299,250
2021-2025	1,025,000	464,187	1,489,187
2026-2030	1,250,000	261,435	1,511,435
2031	280,000	34,240	341,240
Total	3,410,000	1,387,412	4,797,412

Table 47 - 2011 Sales Tax Revenue Bond

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – SAA DEBT SERVICE (41)

Fund 41: SAA Debt Service

SAA Debt Service (41) is a fund for a Special Area Assessment for a development called Mount Saratoga.

Mt. Saratoga SAA Fund 41: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Beginning Fund Balance	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0
Charges for Services	0	0	581,000	581,000	581,000	581,000
Total Revenues	0	0	0	0	0	0
% Change From Prior Period						
Mt. Saratoga SAA Fund 41: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Debt Service	0	0	581,000	581,000	581,000	581,000
Total Expenditures	0	0	581,000	581,000	581,000	581,000
% Change From Prior Period				0%	0%	0%

Table 48 - SAA Debt Services Fund (41) Revenues and Expenditures

Revenues

All revenues will come from fees charged to developers for providing the service of bond repayment and pass-through.

Expenditures

All expenditures will be related to paying the debt service for the 2016 Special Assessment Bonds (Mt. Saratoga).

Debt Service

2016 Special Assessment Bonds (Mt. Saratoga)			
Year Ending June 30	Principal	Interest	Total Debt Service
2018	\$422,000	\$159,000	\$581,000
2019	\$462,000	\$158,535	\$620,535
2020	\$477,000	\$154,560	\$631,560
2021	\$493,000	\$147,713	\$640,713
2022	\$512,000	\$137,840	\$649,840
2023	\$532,000	\$129,096	\$661,096
2024	\$556,000	\$118,899	\$674,899
2025	\$583,000	\$96,915	\$679,915
2026	\$614,000	\$72,623	\$686,623
2027	\$649,000	\$38,940	\$687,940
Total	\$5,300,000	\$1,214,120	\$6,514,120

Table 49 - 2016 Special Assessment Bonds (Mt. Saratoga)

FUND SUMMARY – SAA DEBT SERVICE (41)

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – STREET LIGHTING FUND (50)

Fund 50: Street Lighting Fund

Street Lighting Fund 50: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Charges for Services	0	296,364	296,364	296,364	296,364	296,364
Other Revenue	0	0	0	0	0	0
Beginning Fund Balance	0	0	0	0	0	0
Total Revenues	0	296,364	296,364	296,364	296,364	296,364
% Change From Prior Period			0%	0%	0%	0%
Street Lighting Fund 50: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Materials, Supplies, and Services	0	189,401	189,401	189,401	189,401	189,401
Capital Outlay	0	50,000	50,000	50,000	50,000	50,000
Administrative Charge	0	42,574	42,574	42,574	42,574	42,574
Transfers Out	0	14,389	14,389	14,389	14,389	14,389
Total Expenditures	0	296,364	296,364	296,364	296,364	296,364
% Change From Prior Period			0%	0%	0%	0%

Table 50 - Street Lighting Fund (50) Revenues and Expenditures

Revenues

The majority of the revenues for this fund come from charges for services on monthly utility bills sent to residents and business owners in the city.

Expenditures

The expenditures come from supplies to repair existing streetlights including lock boxes, wiring, and light fixtures. In addition, expenditures include capital money for new streetlights, whether to replace old or for new construction.

Debt Service

None

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – WATER UTILITY (51)

Fund 51: Water Utility

Water Utility Fund 51: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Charges for Services	3,977,916	3,830,000	3,930,000	3,930,000	3,930,000	3,930,000
Beginning Fund Balance	0	1,323,225	1,485,537	1,485,537	1,485,537	1,485,537
Contributions	0	0	0	0	0	0
Bond Revenue	0	0	0	0	0	0
Other Revenue	409,647	228,000	228,000	228,000	228,000	228,000
Grant Revenue	0	0	0	0	0	0
Fund Operating Revenues	4,387,563	5,381,225	5,643,537	5,643,537	5,643,537	5,643,537
% Change From Prior Period	7%	23%	5%	0%	0%	0%
Water Utility Fund 51: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	436,341	760,057	760,057	760,057	760,057	760,057
Materials, Supplies, and Services	1,352,139	1,067,919	1,251,934	1,251,934	1,251,934	1,251,934
Capital Outlay	197,347	606,746	606,746	606,746	606,746	606,746
Debt Service	632,706	694,000	694,000	694,000	694,000	694,000
Depreciation	0	850,000	850,000	850,000	850,000	850,000
Transfers Out	30,848	30,848	30,848	30,848	30,848	30,848
Administrative Charge	1,229,037	1,371,655	1,449,970	1,449,970	1,449,970	1,449,970
Total Fund Expenditures	3,878,418	5,381,225	5,643,555	5,643,555	5,643,555	5,643,555
% Change From Prior Period	-29%	39%	5%	0%	0%	0%

Table 51 - Water Utility Fund (51) Revenues and Expenditures

Revenues

The majority of the revenues in this fund come from utility payments to the residents for both culinary and secondary water usage. Another source of revenue is transfers in from the Culinary Water Impact Fee Fund (56) and the Secondary Water Impact Fee Fund (57). These transfers are to help pay for the 2014 water revenue bonds issued to consolidate three bonds originally paid from the aforementioned funds. The remaining revenues are from service installations or miscellaneous charges.

Expenditures

The increase in expenditures is due mostly to new line items for replacement water meters and an increase in the administrative charge. The replacement water meters were previously unbudgeted.

Debt Service

2014 Water Revenue Bonds

On October 22, 2014 the City issued \$9,995,000 in Series 2014 Water Revenue Bonds with a maturity date of December 1, 2033 with an average coupon rate of 3.051%. The bonds were issued to (1) finance the costs associated with acquiring, constructing, and equipping

FUND SUMMARY – WATER UTILITY (51)

portions of the City’s culinary water system, (2) refund the Series 2005, 2006, and 2009 Water Revenue Bonds, and (3) finance the cost of issuance of the Series 2014 Bonds. Each principal payment is subject to prepayment and redemption at any time, in whole or in part, in inverse order, at the election of the City. The redemption price is equal to 100% of the principal amount to be prepaid or redeemed, plus accrued interest, if any, to the date of redemption. The City has pledged all water utility net revenues to pay the debt service costs through maturity in 2034.

2014 Water Revenue Bonds			
Year Ending June 30	Principal	Interest	Total Debt Service
2016	420,000	272,425	692,425
2017	430,000	263,925	693,925
2018	435,000	255,275	690,275
2019	445,000	246,475	691,475
2020	455,000	237,475	692,475
2021-2025	2,430,000	1,033,001	3,463,001
2026-2030	2,795,000	667,250	3,463,001
2031-2034	2,585,000	184,714	2,769,714
Total	9,995,000	3,160,540	13,155,540

Table 52 - 2014 Water Revenue Bonds

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – SEWER UTILITY FUND (52)

Fund 52: Sewer Utility

Sewer Utility Fund 52: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Charges for Services	3,439,136	2,636,500	3,136,500	3,136,500	3,136,500	3,136,500
Beginning Fund Balance	0	843,007	1,878,428	1,778,428	0	0
Fund Operating Revenues	3,439,136	3,479,507	5,014,928	4,914,928	3,136,500	3,136,500
% Change From Prior Period	25%	1%	44%	-2%	-36%	0%
Sewer Utility Fund 52: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	134,716	150,749	154,245	154,245	154,245	154,245
Materials, Supplies, and Services	1,585,357	1,648,805	1,648,805	1,648,805	1,648,805	1,648,805
Capital Outlay	43,354	379,507	241,507	241,507	241,507	241,507
Depreciation	0	610,000	610,000	610,000	610,000	610,000
Transfers Out	6,539	0	1,585,000	1,485,000	0	0
Administrative Charge	610,063	690,446	775,380	775,380	775,380	775,380
Total Fund Expenditures	2,380,030	3,479,507	5,014,937	4,914,937	3,429,937	3,429,937
% Change From Prior Period	6%	46%	44%	-2%	-30%	0%

Table 53 - Sewer Utility Fund (52) Revenues and Expenditures

Revenues

Most of the projected revenues come from charges for service. All utility customers pay a sewer fee for usage, and this is the main source of revenue for this fund. Any increase is due to an increase in the number of utility customers as the city grows.

Expenditures

The substantial increase in expenditures is due to a one-time transfer to the Wastewater Capital Projects fund to pay for sewer infrastructure projects.

Debt Service

None

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – WASTEWATER IMPACT FEE FUND (53)

Fund 53: Wastewater Impact Fee Fund

Wastewater Impact Fee Fund 53: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Impact Fee Revenue	525,903	325,000	415,000	415,000	415,000	415,000
Transfers In	0	0	1,585,000	1,485,000	0	0
Beginning Fund Balance	0	481,816	115,000	400,000	100,000	100,000
Fund Operating Revenues	525,903	806,816	2,115,000	2,300,000	515,000	515,000
% Change From Prior Period	74%	53%	162%	9%	-78%	0%
Wastewater Impact Fee Fund 53: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Capital Outlay	1,061,763	372,989	2,000,000	7,900,000	400,000	400,000
Depreciation	0	115,000	115,000	115,000	115,000	115,000
Total Fund Expenditures	1,061,763	487,989	2,115,000	8,015,000	515,000	515,000
% Change From Prior Period	220%	-54%	333%	279%	-94%	0%

Table 54 - Wastewater Impact Fee Fund (53) Revenues and Expenditures

Revenues

All of the projected revenues come from either impact fees charged to developers for developing in the city or from transfers from other funds. The substantial increase in revenues this year is from a one-time transfer from the Sewer fund to pay for capital projects.

Expenditures

The increase in expenditures is due to one-time capital project expenditures not budgeted in previous years. These are explained below under “Capital Projects”.

Debt Service

None

Capital Projects

Wastewater Capital Projects			
Capital Project	Years in Construction	Description	Total Cost
Posey Lift Station Upgrade	From 2017	Upgrade to the Posey Lift Station to provide more capacity for increased growth.	\$120,000
Inlet Park Lift Station Upgrade	From 2017	Upgrade to the Inlet Park Lift Station to provide more capacity for increased growth.	\$480,000
S2.1 – Lift 1 Bypass – Phase III	From 2017	The installation of a new Sewer Gravity Main that will bypass the last section of the existing sewer main that collects all of the sewage in the southern part of the City.	\$900,000
Gravity Sewer	From 2017	This is phase 1 of Gravity sewer outfall that	\$500,000

FUND SUMMARY – WASTEWATER IMPACT FEE FUND (53)

Outfall Engineering and Construction	will replace a significant portion of the City’s existing sewer force mains east of the Jordan River
--	--

Table 55 - Wastewater Impact Fee Fund Capital Projects

Effect of Capital Projects on Operating Budgets

Effect of Capital Projects on Operating Budgets			
Capital Project	Effect	Estimated Costs	Fund Impacted
Posey Lift Station Upgrade	Unknown	Unknown	Unknown
Inlet Park Lift Station Upgrade	Unknown	Unknown	Unknown
S2.1 – Lift 1 Bypass – Phase III	Unknown	Unknown	Unknown
Gravity Sewer Outfall Engineering and Construction	Unknown	Unknown	Unknown

Table 56 - Effect of Capital Projects on Operating Budgets

FUND SUMMARY – STORM DRAIN UTILITY FUND (54)

Fund 54: Storm Drain Utility

Storm Drain Utility Fund 54: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Charges for Services	440,854	410,000	440,000	440,000	440,000	440,000
Beginning Fund Balance	0	586,307	490,644	490,644	490,644	490,644
Fund Operating Revenues	440,854	996,307	930,644	930,644	930,644	930,644
% Change From Prior Period	8%	126%	-7%	0%	0%	0%
Storm Drain Fund 54: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	73,472	76,443	81,101	81,101	81,101	81,101
Materials, Supplies, and Services	73,523	62,017	62,017	62,017	62,017	62,017
Capital Outlay	166,099	0	0	0	0	0
Depreciation	0	410,000	410,000	410,000	410,000	410,000
Transfers Out	0	47,713	47,713	47,713	47,713	47,713
Administrative Charge	128,504	400,134	329,816	329,816	329,816	329,816
Total Fund Expenditures	441,598	996,307	930,647	930,647	930,647	930,647
% Change From Prior Period	-18%	126%	-7%	0%	0%	0%

Table 57 - Storm Drain Utility Fund (54) Revenues and Expenditures

Revenues

All of the projected revenues come from charges for service. All utility customers pay a storm drain fee for usage, and this is the main source of revenue for this fund.

Expenditures

Expenditures are expected to only modestly increase due to incremental expenditure increases.

Debt Service

None

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – GARBAGE UTILITY FUND (55)

Fund 55: Garbage Utility

Garbage Utility Fund 55: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Charges for Services	961,839	900,000	950,000	950,000	950,000	950,000
Beginning Fund Balance	0	0	148,595	148,595	148,595	148,595
Fund Operating Revenues	961,839	900,000	1,098,595	1,098,595	1,098,595	1,098,595
% Change From Prior Period	5%	-6%	22%	0%	0%	0%
Garbage Utility Fund 55: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	0	0	0	0	0	0
Materials, Supplies, and Services	1,000,156	833,549	1,029,070	1,029,070	1,029,070	1,029,070
Administrative Charge	59,621	66,451	83,429	83,429	83,429	83,429
Total Fund Expenditures	1,059,777	900,000	1,112,499	1,112,499	1,112,499	1,112,499
% Change From Prior Period	17%	-15%	24%	0%	0%	0%

Table 58 - Garbage Utility Fund (55) Revenues and Expenditures

Revenues

All of the projected revenues come from charges for service. Those residents that sign up for garbage and/or recycling services pay a fee for usage, and this is the main source of revenue for this fund. Any increase is due to an increase in the number of customers as the city grows.

Expenditures

Increases in expenditures come from increased growth in the number of residents that are recipients of garbage and/or recycling services.

Debt Service

None

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – CULINARY WATER IMPACT FEE FUND (56)

Fund 56: Culinary Water Impact Fee

Culinary Water Impact Fee Fund 56: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Impact Fee Revenue	1,600,495	1,700,000	950,000	950,000	950,000	950,000
Transfers In	0	0	0	0	0	0
Beginning Fund Balance	0	1,142,037	1,114,441	1,114,441	1,114,441	1,114,441
Fund Operating Revenues	1,600,495	2,842,037	2,064,441	2,064,441	2,064,441	2,064,441
% Change From Prior Period	88%	78%	-27%	0%	0%	0%
Culinary Water Impact Fee Fund 56: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Capital Outlay	115,416	1,361,402	589,441	589,441	589,441	589,441
Transfers Out	0	380,635	225,000	225,000	225,000	225,000
Debt Service	0	0	100,000	100,000	100,000	100,000
Depreciation	0	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000
Total Fund Expenditures	115,416	2,792,037	1,964,441	1,964,441	1,964,441	1,964,441
% Change From Prior Period	-91%	2319%	-30%	0%	0%	0%

Table 59 - Culinary Water Impact Fee Fund (56) Revenues and Expenditures

Revenues

The majority of revenues come from impact fees charged to developers who are developing residential or commercial areas within the city limits.

Expenditures

Expenditures decreased due substantial one-time capital projects in the previous year that were completed without incurring costs into FY 2017-18

Debt Service

None

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

FUND SUMMARY – SECONDARY WATER IMPACT FEE (57)

Fund 57: Secondary Water Impact Fee

Secondary Water Impact Fee Fund 57: Revenues						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Impact Fee Revenue	2,018,106	5,558,800	1,000,000	1,000,000	1,000,000	1,000,000
Bond Revenue	0	10,000,000	0	0	0	0
Transfers In	0	0	0	0	0	0
Beginning Fund Balance	0	3,719,405	163,230	163,230	163,230	163,230
Fund Operating Revenues	2,018,106	19,278,205	1,163,230	1,163,230	1,163,230	1,163,230
% Change From Prior Period	230%	855%	-94%	0%	0%	0%
Secondary Water Impact Fee Fund 57: Expenditures						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Capital Outlay	432,114	19,230,205	45,000	0	0	0
Debt Service	0	0	650,000	650,000	650,000	650,000
Transfers Out	0	48,000	218,230	218,230	218,230	218,230
Depreciation	0	250,000	250,000	250,000	250,000	250,000
Total Fund Expenditures	432,114	19,528,205	1,163,230	1,118,230	1,118,230	1,118,230
% Change From Prior Period	66%	4419%	-94%	-4%	0%	0%

Table 60 - Secondary Water Impact Fee Fund (57) Revenues and Expenditures

Revenues

The majority of revenues come from impact fees charged to developers who are developing residential or commercial areas within the city limits.

Expenditures

The transfers line item is for transfers to the Water Utility Fund (51) to pay for debt service payments.

Debt Service

2016 Water Revenue Bonds

The Series 2016 Bonds are being issued for the purpose of financing the acquisition and construction of improvements to the City's water utility system and paying costs of issuance of the Series 2016 Bonds.

2016 Water Revenue Bonds			
Year Ending June 30	Principal	Interest	Total Debt Service
2017		\$166,110	\$166,110
2018	\$155,000	\$314,850	\$469,850
2019	\$240,000	\$310,900	\$550,900
2020	\$380,000	\$304,700	\$684,700
2021	\$385,000	\$297,050	\$682,050
2022	\$395,000	\$287,275	\$682,275

FUND SUMMARY – SECONDARY WATER IMPACT FEE (57)

2023	\$410,000	\$275,200	\$685,200
2024	\$425,000	\$258,425	\$683,425
2025	\$445,000	\$236,675	\$681,675
2026	\$470,000	\$213,800	\$683,800
2027	\$495,000	\$189,675	\$684,675
2028	\$515,000	\$169,575	\$684,575
2029	\$530,000	\$153,900	\$683,900
2030	\$545,000	\$137,775	\$682,775
2031	\$565,000	\$121,125	\$686,125
2032	\$580,000	\$103,950	\$683,950
2033	\$595,000	\$86,325	\$681,325
2034	\$615,000	\$68,175	\$683,175
2035	\$635,000	\$49,425	\$684,425
2036	\$655,000	\$30,075	\$685,075
2037	\$675,000	\$10,125	\$685,125
Total	\$9,710,000	\$3,785,110	\$13,495,110

Table 61 - 2016 Water Revenue Bonds

Capital Projects

None

Effect of Capital Projects on Operating Budgets

None

SPECIAL NOTE: PERSONNEL

Personnel

Recruiting and retaining high quality employees is a primary goal of Human Resources as the City progresses and fills vacancies. There continues to be an increasingly competitive market for municipal employees. Unemployment rates in Utah have decreased from 7.5 % (July 2010) to 3.1 % (March 2017). Utah is still below the national average of 5.0 % (March 2016).

Compensation

Each position has an established pay range with a minimum, midpoint, and maximum base wage. Employees will be eligible for an annual merit-based increase as determined by their performance evaluation and annual review. Each employee, depending on where their current base wage falls on their range, will receive one of three annual merit increases (see table below)

Wage Placement	Annual Merit Increase
Minimum up to Midpoint	Amount awarded shall be added to the employee's base pay
Midpoint up to Maximum	Amount awarded shall be divided between the employee's base pay and a bonus
At Maximum	Amount awarded will be in the form of a bonus

Table 62 - Wage Placement

City-Provided Benefits

Health Insurance

The City contracts with PEHP to provide both traditional and high deductible health insurance plans. The City pays 90% of the premiums. Any employee who opts out of health insurance receives a monthly 401(k) contribution of \$250.

Dental Insurance

The City contracts with EMI Health to provide dental insurance. The city pays 90% of the premiums. If an employee opts out of health insurance but elects to have dental insurance, the cost of the premium is deducted from the 401(k) contribution.

Retirement

The City offers pension retirement benefits through Utah Retirement Systems (URS). Three retirement programs are offered including the Public Employees' Noncontributory Plan, Public Safety Retirement Plan (sworn police personnel), and the Firefighter Retirement Plan. Employer paid retirement contributions are governed by Utah State law and are subject to change annually. Current rates can be found in the table below. In 2008, the City opted out

SPECIAL NOTE: PERSONNEL

of Social Security. In lieu of Social Security payroll taxes, the City contributes the 6.2 % into a 401(k) plan for the employee.

Budgeted Retirement Plans	Contribution Rate (%)
Public Employees – Noncontributory	18.47
Public Safety	32.20
Firefighters	23.41

Table 64 - Saratoga Springs Retirement Contribution Rates

Life/Long-Term Disability

The City pays for a life insurance plan for each employee regardless of participation in health or dental insurance. The basic coverage is \$50,000 with \$5,000 for the spouse and up to \$2500 for each child. As part of the employee’s life insurance policy, there is an AD&D rider for up to \$50,000. The City also pays for long-term disability insurance to provide up to 66% of an employee’s salary if they are separated due to disability.

Holiday and Leave Time

The City provides 100 hours of holiday leave during a calendar year. In addition, the City provides tiered paid leave based on position and longevity.

Optional Employee-Funded Benefits

Vision Insurance

The City has contracted with EyeMed to provide vision insurance options for employees. Employees pay the full premium.

Flexible Spending Account (FSA)

The City offers Flexible Spending Accounts for employees to place pre-tax monies for medical or dependent care expenses.

Health Savings Account (HSA)

The City provides Health Savings Accounts to employees who have elected a high-deductible health insurance plan. The City contributes the difference between the traditional and the high-deductible plan premiums into those accounts.

SPECIAL NOTE: PERSONNEL

401(k)/457/Traditional IRA/ROTH IRA

The City participates in URS and has an employer contract with ICMA. Through these contracts, employees can elect to contribute to any of the following: 401(k), 457, Traditional IRA, or ROTH IRA account.

Personnel Counts by Department

Saratoga Springs Personnel Counts (FTEs)		
Department	FY 2015-16	FY 2016-17
Recorder	1.97	1.97
Administration	7.72	6.72
Building	8.72	8.72
Planning	3.96	5.85
Executive/Legislative	0.00	0.00
Utility Billing	3.16	3.16
Treasurer	1.00	1.00
Public Works	42.76	44.31
Fire	23.81	23.12
Engineering	5.50	5.00
Water/Sewer	0.00	0.00
Water - Culinary	0.00	0.00
Recreation	13.11	15.86
Water - Secondary	0.00	0.00
Attorney	2.69	3.13
Police	48.23	47.86
Parks & Rec	0.00	0.00
Court	3.03	3.03
Communications	1.13	2.38
Civic Events	0.00	0.00
Library	5.05	4.98
Parks	0.00	0.00
WATER	0.00	0.00

Table 65 - Personnel Counts by Year by Department

FY 2018 Additional Personnel			
Title	Employment Type	Department	FTE's
Library Assistant	Part-Time	Library	0.7
Detective Corporal	Full-Time	Police	1
Police Officer II (x2)	Full-Time	Police - Bluffdale	2
Police Officer I	Full-Time	Police - Bluffdale	1

SPECIAL NOTE: PERSONNEL

Firefighter/Medic (x3)	Full-Time	Fire	3
Maintenance Worker I	Full-Time	Streets	1
Utility Billing Clerks (3120 hours)	Part-Time	Utility Billing	1.5
Custodial Worker	Part-Time	General Buildings	0.7
Custodial Supervisor	Part-Time	General Buildings	0.7
Maintenance Worker I	Full-Time	Parks	1
Floating Maintenance Worker I	Full-Time	Water/Parks	1
Planner 2*	Full-Time	Planning	1
Office and Facilities Manager*	Full-Time	Administration	1
Recreation Coordinator	Full-Time	Recreation	1
IT Manager	Full-Time	Administration	1
Crossing Guards (2529 Hours)	Part-Time	Police	1.2
Total New			18.8

Table 66 - FY 2018 Additional Personnel

*Reclass

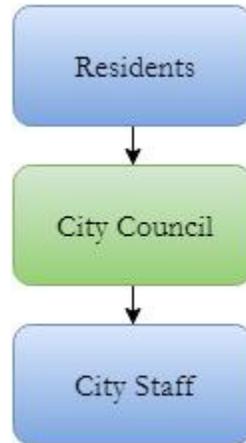
DEPARTMENTAL INFORMATION

DEPARTMENTAL INFORMATION

This section contains goals, performance measures, and financial information for each of the major departments in the City.

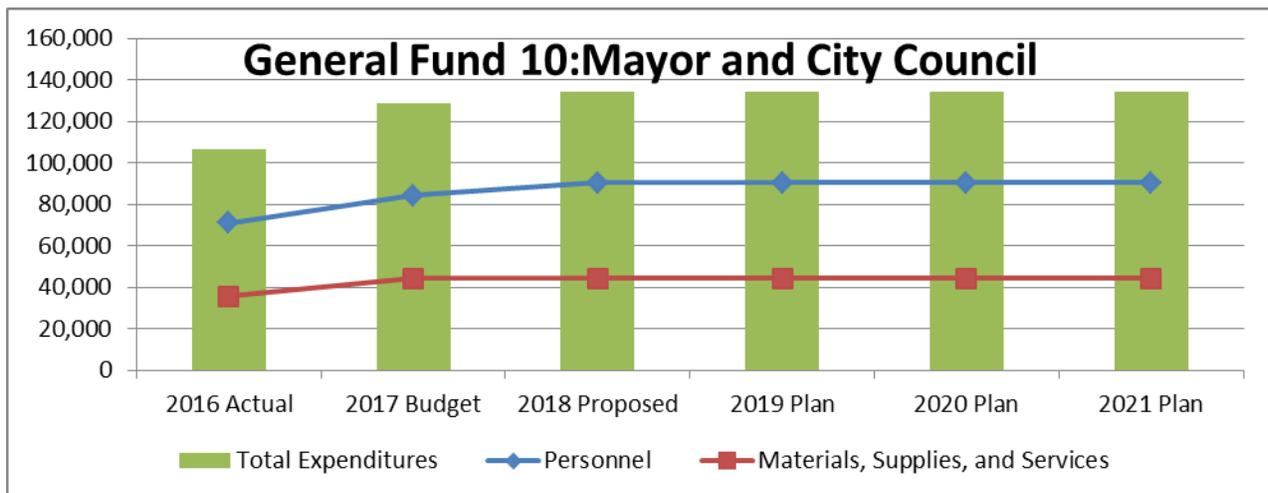
Mayor and City Council

The Mayor and City Council are responsible for the legislative duties of the City.



Legislative Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	71,087	84,329	90,330	90,330	90,330	90,330
Materials, Supplies, and Services	35,515	44,185	44,185	44,185	44,185	44,185
Total Expenditures	106,602	128,514	134,515	134,515	134,515	134,515
% Change From Prior Period	1%	21%	5%	0%	0%	0%

Table 67 - Mayor and City Council Expenditures

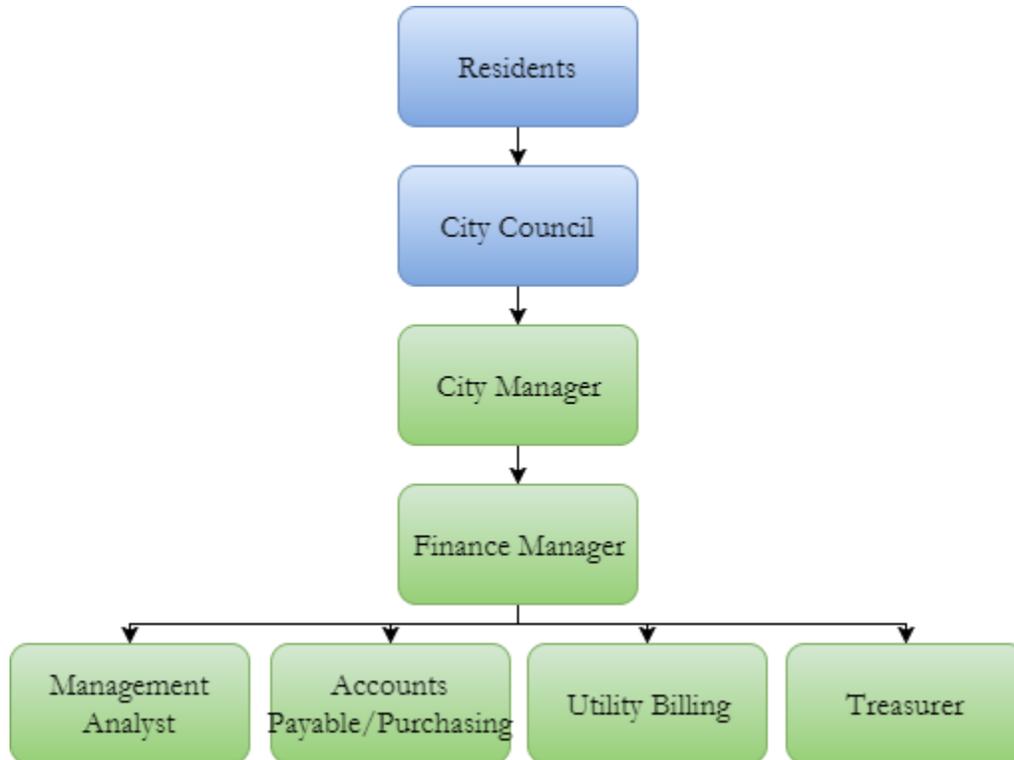


Graph 6 - Mayor and City Council Expenditures

DEPARTMENTAL INFORMATION

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan.

Administrative



The administrative department encompasses both administrative and financial functions. The city manager administers the day-to-day functions of the city and makes executive-level decisions regarding operations. The finance staff is responsible for preparing financial reports, analyzing performance, financial, and economic data, and maintaining vital organizational processes such as purchasing or payroll.

Highlights

- Building Security System installed
- Earned GFOA Distinguished Budget Award
- Earned GFOA Excellence in Financial Reporting Award

Administrative Department Goals
Complete the audio by October 15th
Earn GFOA Distinguished Budget Award
Earn GFOA Excellence in Financial Reporting Award

Table 68 - Administrative Department Goals

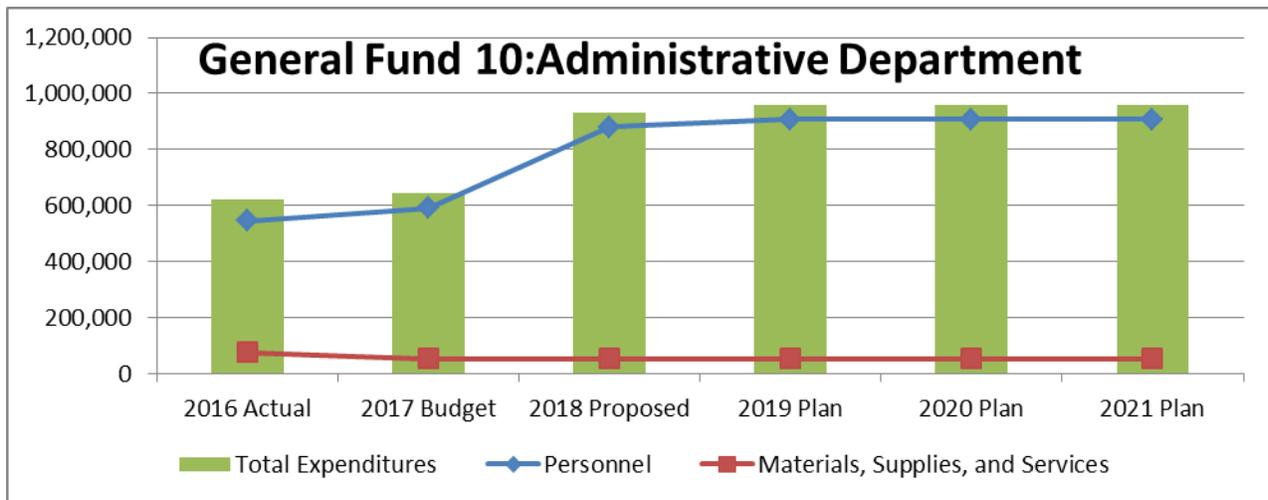
DEPARTMENTAL INFORMATION

Administrative Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
# of months month-end report completed by 15 th	12	12
# of months financial reports presented to council by 10 th of month	12	12

Table 69 - Administrative Department Performance Measures

Administrative Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	545,682	591,259	880,358	907,868	907,868	907,868
Materials, Supplies, and Services	75,481	52,611	52,611	52,611	52,611	52,611
Total Expenditures	621,162	643,870	932,969	960,479	960,479	960,479
% Change From Prior Period	21%	4%	45%	3%	0%	0%

Table 70 - Administrative Expenditures



Graph 7 - Administrative Department Expenditures

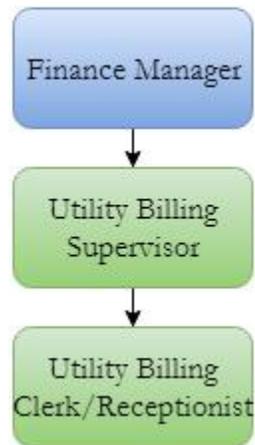
The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan and new personnel including a new full-time IT Manager.

Administrative Department Personnel FY 2015-16	
Position	FTE
City Manager	1
Finance Manager	1
IT Manager	1
Assistant City Manager	1
Office and Facilities Manager	1
Management Analyst	1
Total	6

Table 71 - Administrative Department Personnel

DEPARTMENTAL INFORMATION

Utility Billing



The utility billing department is responsible for all utility payments (e.g., water, sewer, and trash bills), utility maintenance management, and front desk reception and customer service.

Highlights

1. Cleaned up Landlord accounts and Check Out report by removing duplicate accounts and collecting information from residents to attach to accounts.
2. Created and applied online applications for easier use by the contractors and residents ; contractor application, landlord application, and park reservation application
3. Improved processing of Contractor applications for better communication between contractor, public works and front desk
4. Created and implemented meter reading problem analytics reports for solving meter issues
5. Implemented new Interactive Voice Response system for customers to be able to pay easier and quicker. Relieving some of the phone calls to the receptionists.

Utility Billing Department Goals
Write notes on accounts for everything done on account
Improve shut-off process
Change notification of shut-off to 30 days instead of 60 days

Table 72 - Utility Billing Department Goals

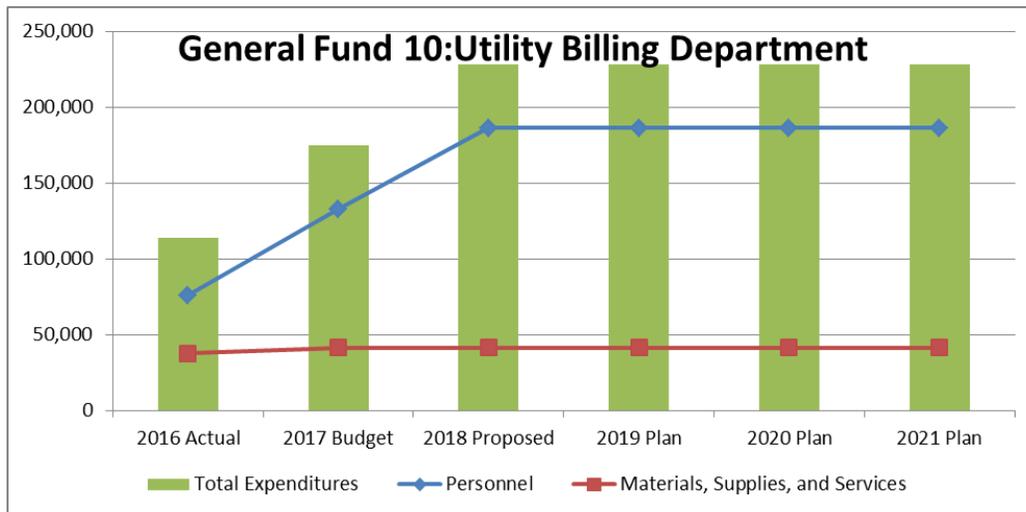
Measures	FY 2017 Target	FY 2017 Actual
% of billing concerns resolved within 24 hours	85	91
% of utility payments taken by receptionist	40	60

Table 73 - Utility Billing Department Performance Measures

DEPARTMENTAL INFORMATION

Utility Billing Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	75,969	132,969	186,330	186,330	186,330	186,330
Materials, Supplies, and Services	37,602	41,581	41,581	41,581	41,581	41,581
Total Expenditures	113,571	174,550	227,911	227,911	227,911	227,911
% Change From Prior Period	2%	54%	31%	0%	0%	0%

Table 74 - Utility Billing Expenditures



Graph 8 - Utility Billing Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan and additional part-time utility billing clerks that were approved in FY 2017 - 18.

Utility Billing Department Personnel FY 2016-17	
Position	FTE
Utility Billing Supervisor	1
Utility Billing Clerk/Receptionist	2.88
Total	3.88

Table 75 - Utility Billing Department Personnel

DEPARTMENTAL INFORMATION

Treasurer



The treasurer department is responsible for maintaining the City’s funds including day-to-day accounting functions, investments, and all receivables.

Highlights

The Treasurer certified with the National Association of Public Treasurers in US & Canada as a Certified Public Funds Investment Manager.

Treasurer Department Goals	
Reduce Collection Fees – Lower rate from collection agency	
Increase interest payments on investments to 1%	

Table 76 - Treasurer Department Goals

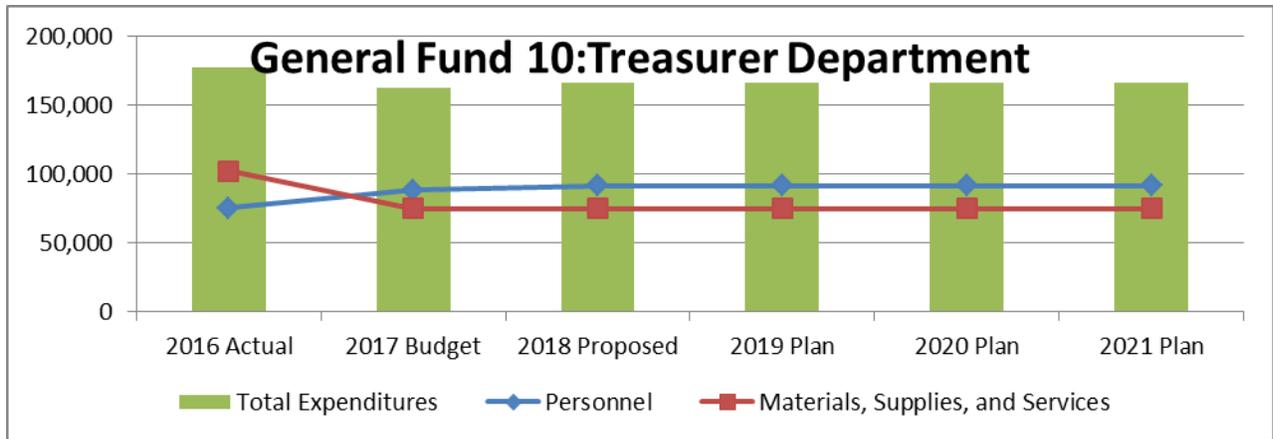
Treasurer Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
Investment Return (%)	1 %	1.2 %

Table 77 - Treasurer Department Performance Measures

Treasurer Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	74,963	87,829	91,306	91,306	91,306	91,306
Materials, Supplies, and Services	101,917	74,584	74,584	74,584	74,584	74,584
Total Expenditures	176,881	162,413	165,890	165,890	165,890	165,890
% Change From Prior Period	12%	-8%	2%	0%	0%	0%

Table 78 - Treasurer Expenditures

DEPARTMENTAL INFORMATION



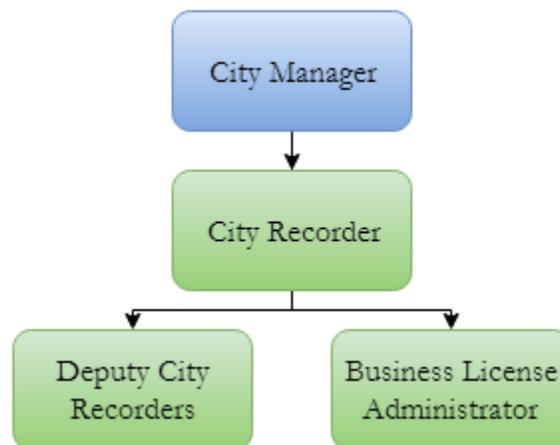
Graph 9 - Treasurer Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan. The increase in materials, supplies, and services is due to projected increases in credit card fees as more and more people pay their utility bills with credit cards

Treasurer Department Personnel FY 2016-17	
Position	FTE
City Treasurer	1
Total	1

Table 79 - Treasurer Department Personnel

Recorder



The City Recorder is responsible for documenting and maintaining the official records and actions of the Saratoga Springs City Council and Commissions. The Recorder maintains all Ordinances, Resolutions, agreements, and other official documents of the City. The City Recorder serves as the Election Official responsible for coordinating and conducting municipal elections for Saratoga Springs. The functions of the Recorder's office include

DEPARTMENTAL INFORMATION

administration of the business license program, records information/GRAMA, publication of official notices, and codification of ordinances into the municipal code.

Highlights

City Recorder Cindy LoPiccolo was appointed by the City Council on March 1, 2016. In addition, city contracts and agreements have been scanned into electronic format accessible to City employees.

Recorder Department Goals
Establish an electronic, alphanumeric records management system for all Recorder files.

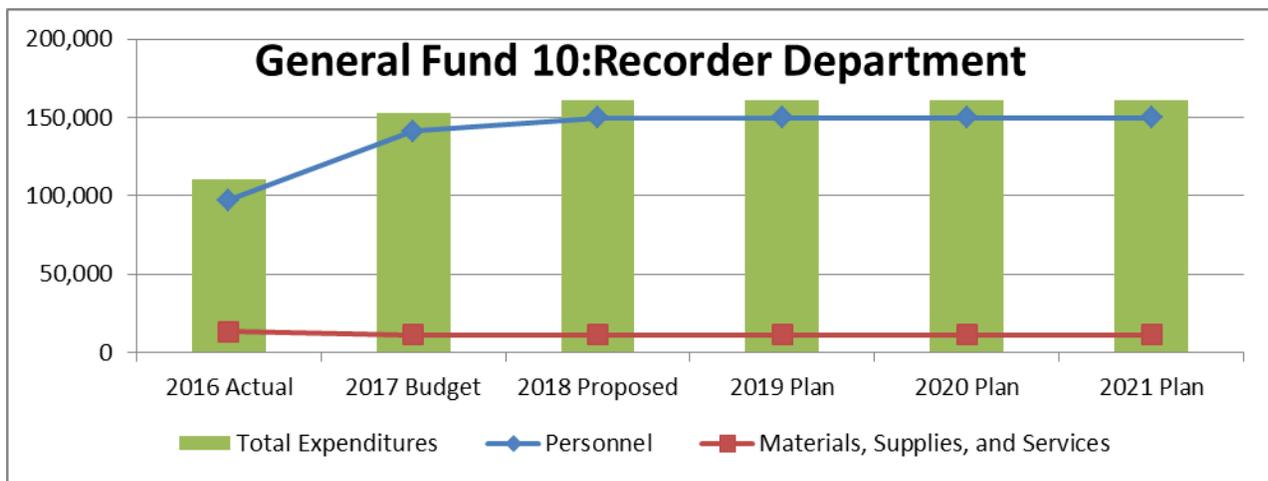
Table 80 - Recorder Department Goals

Recorder Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
Council agendas posted 5 days prior to meetings	100%	100%
Council minutes completed for consideration of approval by the next regular meeting	90%	98%

Table 81 - Recorder Department Performance Measures

Recorder Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	97,256	141,373	149,812	149,812	149,812	149,812
Materials, Supplies, and Services	13,575	11,275	11,275	11,275	11,275	11,275
Total Expenditures	110,831	152,648	161,087	161,087	161,087	161,087
% Change From Prior Period	24%	38%	6%	0%	0%	0%

Table 82 - Recorder Expenditures



Graph 10 - Recorder Department Expenditures

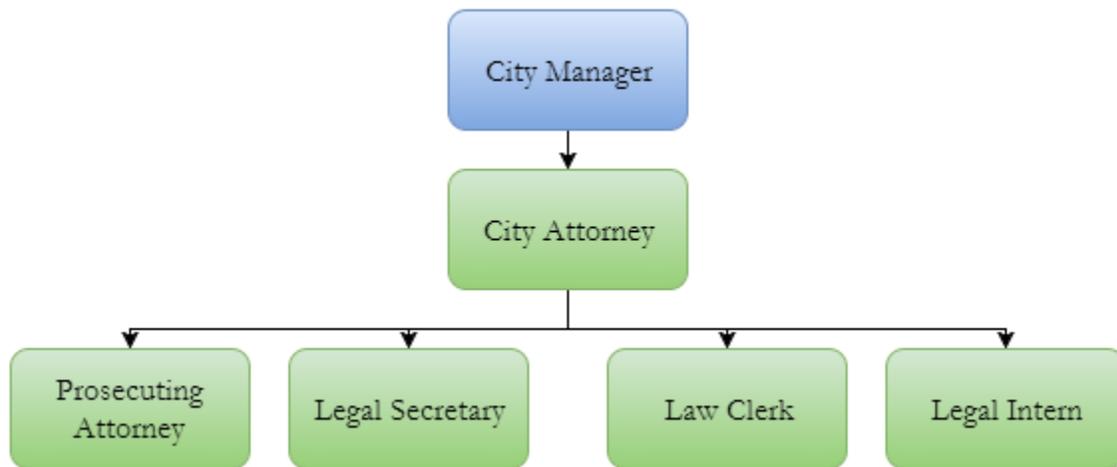
DEPARTMENTAL INFORMATION

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan and an increase in part-time hours.

Recorder Personnel FY 2015-16	
Position	FTE
City Recorder	1
Deputy City Recorder	.75
Total	1.75

Table 83 - Recorder Department Personnel

Legal



The mission of the Saratoga Springs City Attorney's Office is to provide timely and accurate legal advice to the City and its elected officials, officers, and employees, vigorously and effectively defend the City's legal rights, operations, and interests, and vigorously, justly, and effectively prosecute those who violate public policy, trust, or criminal law.

Highlights

- Dump Fire
- Hadco/JD V
- Correction of ownership of parcels
- Contract tracking in CityWorks
- Account for current job functions and prove increase in workload to show need for additional staffing to meet current workload and the foreseen increase in future workload.
- Create Plea in Abeyance document to be used in court.

DEPARTMENTAL INFORMATION

-Attend VIP and Thinking Errors Class.

-Renew LEOJ Certification

Legal Department Goals
Complete paper to electronic file conversion by the end of the calendar year.
Assign duties, and prepare and carry out training procedure for/with new staff. Train legal staff in appropriate areas to perform or cover any necessary job function.
Create a system/database for organizing, scheduling, and maintaining functionality/training/testing of the CJIS database users in this jurisdiction and have it fully functioning by May of 2017.
Create and file information on all cases with e-warrants still in our jurisdiction by the end of July 2016.
Finish comprehensive traffic code for Saratoga Springs City.
Complete bi-annual training of SSPD
Meet as a legal staff at least once monthly to discuss caseload, legal issues, and complete cross training.
Create and incorporate a system to record and file conversations with defense that will be readily accessible and easily understood by any who handle the cases.
Code Legal Amendments: Round 1- target date of August 2016, Round 2- target date of March 2017
Contracts tracking system in CityWorks - target date of October 2016
Correct ownership issues of HOA and public parcels - target date of September 2016
Implement a new case management system - target date of January

Table 84 - Legal Department Goals

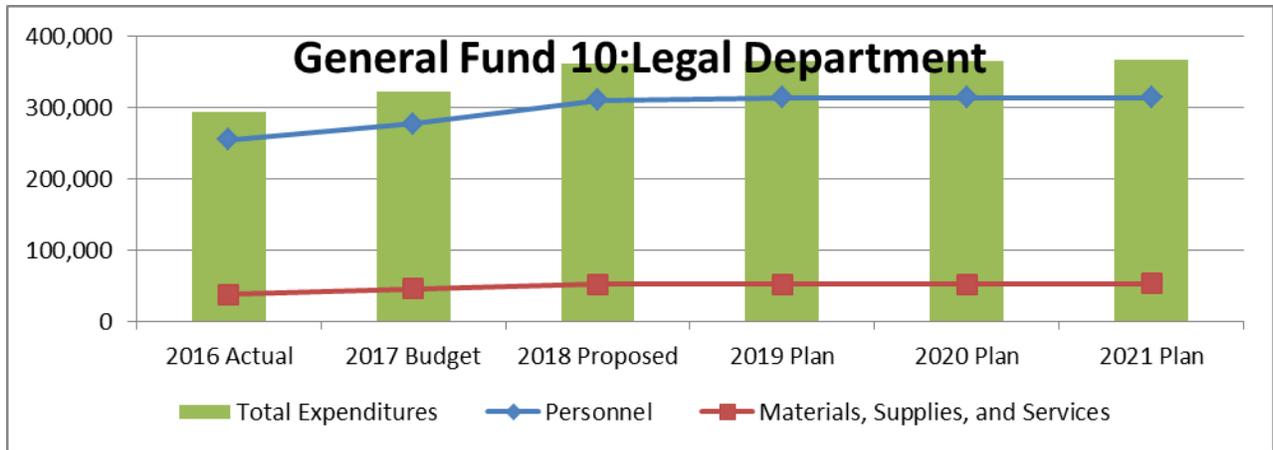
Legal Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
Percent of calls handled within 24 hours	100%	90%

Table 85 - Legal Department Performance Measures

Legal Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	254,587	276,784	309,433	312,959	312,959	312,959
Materials, Supplies, and Services	37,794	45,455	51,455	51,755	52,055	52,555
Total Expenditures	292,381	322,239	360,888	364,714	365,014	365,514
% Change From Prior Period	10%	10%	12%	1%	0%	0%

Table 86 - Attorney Expenditures

DEPARTMENTAL INFORMATION



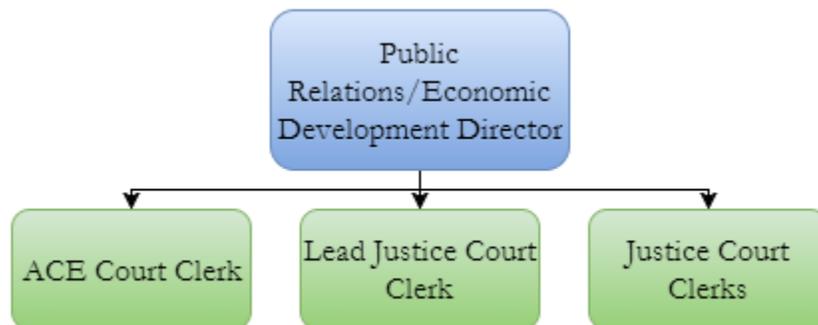
Graph 11 - Legal Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan and making the prosecuting attorney full-time was approved in FY 2017 - 18.

Legal Personnel FY 2016-17	
Position	FTE
City Attorney	1
Prosecuting Attorney	1
Legal Secretary	1
Total	3

Table 87 - Legal Department Personnel

Justice Court



The Justice Court is responsible for the administration of Class B and C misdemeanors, violations of ordinances—also known as ACE Court—,small claims, and infractions committed within the jurisdictional territory of Saratoga Springs City.

DEPARTMENTAL INFORMATION

Highlights

The Justice Court Department raised the Small Claims disposition stats to 100% this year. In addition, the department went 100% paperless.

Justice Court Department Goals
Maintain small claims disposition stats
Increase traffic and criminal stats
Purge digital files that are past retention
Incorporate Justice Court procedures into Policy & Procedures manual

Table 88 - Justice Court Department Goals

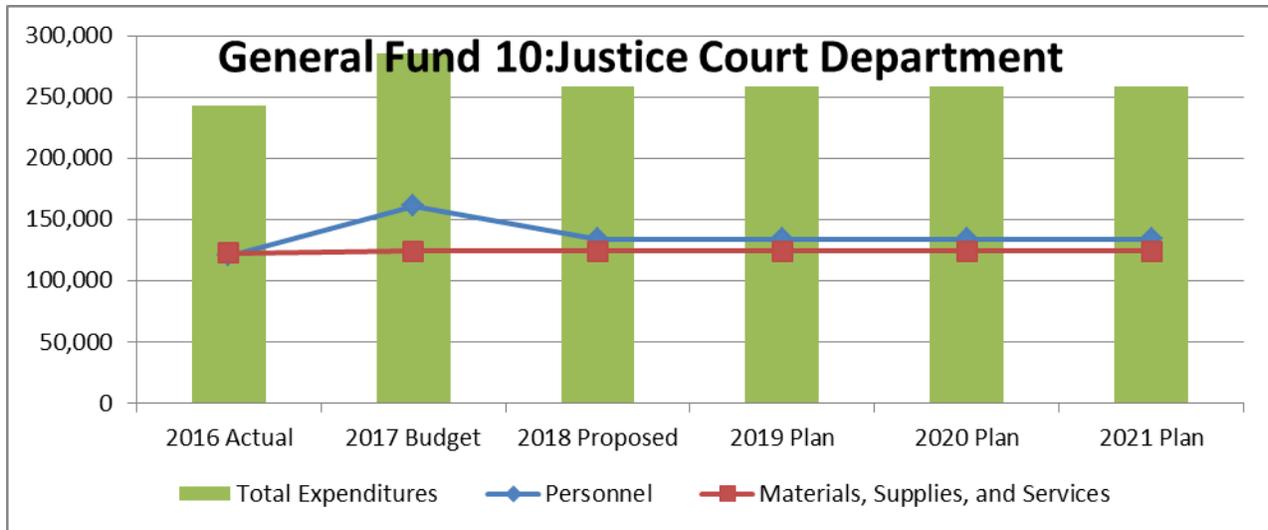
Justice Court Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
# of weeks bail notices mailed out	52	52
# of weeks delinquent notices mailed	52	52
# of months warrants on citations issued	12	12
% of time bench warrants on criminal FTA issued within one week of court date	100%	100%
# of months case summary report submitted to State by the 10th of each month	12	12
# of annual warrant audits complete	1	1

Table 89 - Justice Court Department Performance Measures

Justice Court Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	120,616	161,068	134,134	134,134	134,134	134,134
Materials, Supplies, and Services	122,796	124,380	124,380	124,380	124,380	124,380
Total Expenditures	243,412	285,448	258,514	258,514	258,514	258,514
% Change From Prior Period	4%	17%	-9%	0%	0%	0%

Table 90 - Justice Court Expenditures

DEPARTMENTAL INFORMATION



Graph 12 - Justice Court Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan.

Justice Court Personnel FY 2016-17	
Position	FTE
Lead Court Clerk	1
Court Clerk	1
Justice Court Judge	.29
Total	2.29

Table 91 - Justice Court Department Personnel

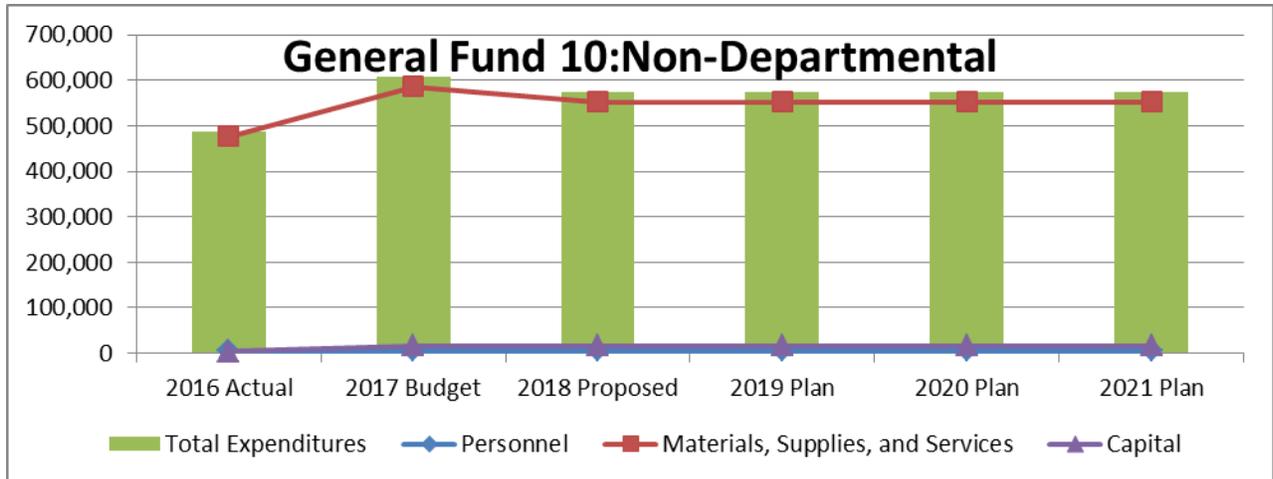
Non-Departmental

The Non-Departmental section contains insurance premiums, on-going software maintenance costs, consulting services, and city enhancements.

Non-Departmental						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	5,585	5,500	5,500	5,500	5,500	5,500
Materials, Supplies, and Services	477,086	586,087	552,087	552,087	552,087	552,087
Capital	3,729	17,046	17,046	17,046	17,046	17,046
Total Expenditures	486,400	608,633	574,633	574,633	574,633	574,633
% Change From Prior Period	7%	25%	-6%	0%	0%	0%

Table 92 - Non-Departmental Expenditures

DEPARTMENTAL INFORMATION



Graph 13 - Non-Departmental Expenditures

The decrease in materials, supplies, and services is due to fewer one-time costs.

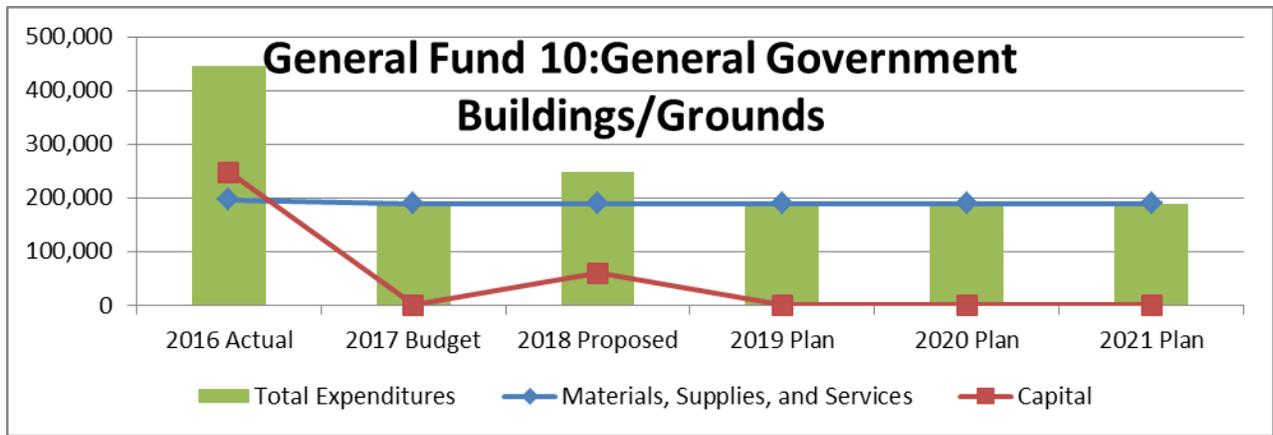
General Government Buildings and Grounds

The General Government Buildings and Grounds section contains expenditures for maintaining current facilities and their grounds including City Hall, the Public Works Building, and the North and South Fire stations.

General Government Buildings and Grounds						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Materials, Supplies, and Services	197,223	190,164	189,139	189,139	189,139	189,139
Capital	247,397	1,000	60,000	1,000	1,000	1,000
Total Expenditures	444,620	191,164	249,139	190,139	190,139	190,139
% Change From Prior Period	133%	-57%	30%	-24%	0%	0%

Table 93 - General Government-Buildings and Grounds Expenditures

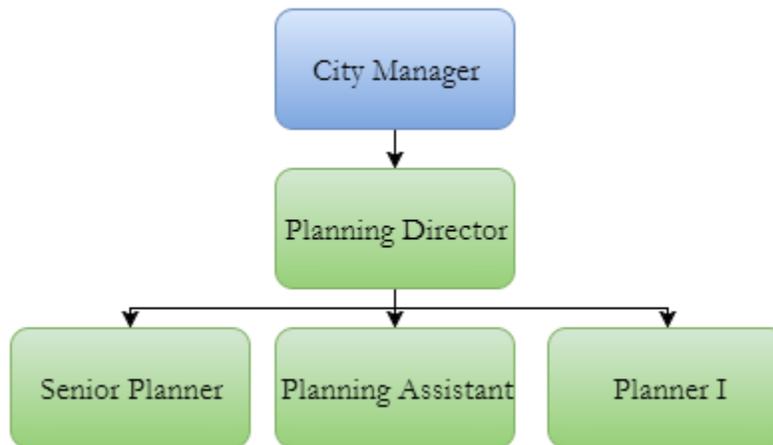
DEPARTMENTAL INFORMATION



Graph 14 - General Government-Buildings and Grounds Expenditures

The increase in materials, supplies, and services is due to one-time capital expenses for City Hall building improvements.

Planning & Zoning



The planning and zoning department is responsible for reviewing current development applications against the requirements of Land Development Code, updating the Code and other guiding documents, and preparing long range plans such as the General Plan.

Highlights

- Major revisions and code cleanups (landscaping, sign code, and more)
- Consistently meeting 2-week review timeline

DEPARTMENTAL INFORMATION

-Long Range Planning efforts: Bike/Ped study nearly complete, ongoing coordination with UDOT, and beginning of General Plan Update

-Improved project turnarounds and workload due to delegation of approvals to Planning Staff

-Hired and trained two new planners that are managing a large workload and doing a fantastic job!

-Hired consultant for General Plan update.

Planning Department Goals
Improve Cityworks usage in order to have adequate data to calculate typical time spent per application.
Obtain presentation training and improve public presentations.
Finish the General Plan overhaul and update, and begin related Code amendments.
Transfer old digital Planning files to Laser Fiche.
Continue to ensure timely project review, provide ongoing training, and meet other benchmark goals.
Each Planner attends 1 conference or training. Ongoing training for Planners to maintain skills and stay up on industry changes. Maintain APA memberships and attend conferences as appropriate.
Track total number of projects, hearings, and meetings to ensure reasonable workload.

Table 94 - Planning Department Goals

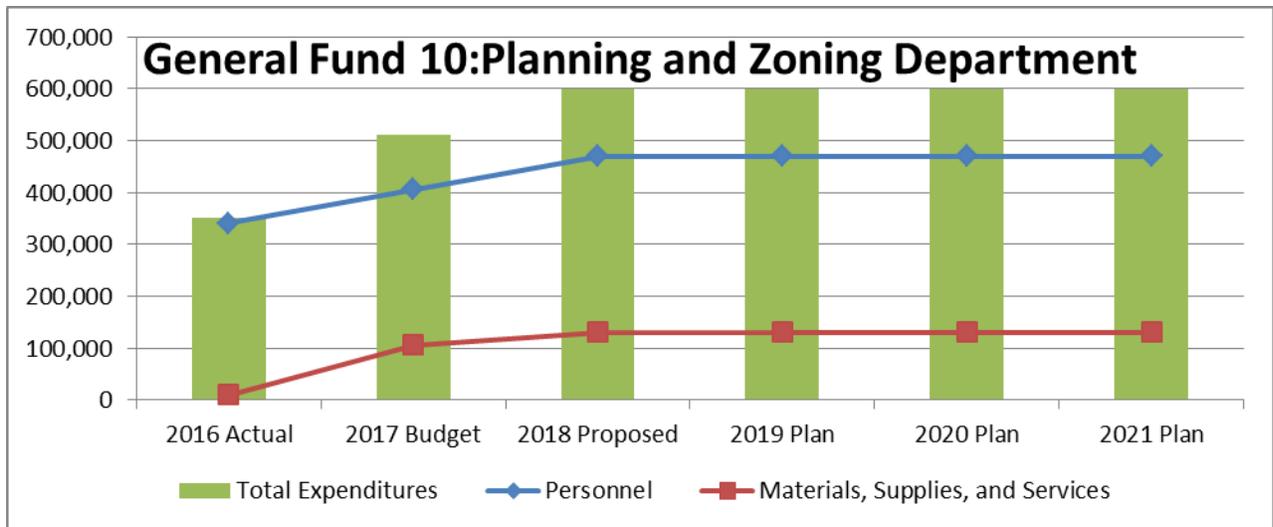
Planning & Zoning Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
Quarterly Code Amendments	4/year	6/year
Redlines completed within 2 weeks	95%	75%
Percent implementation and use of Cityworks	100%	95%
Percent of all projects with checklist	100%	95%

Table 95 - Planning Department Performance Measures

Planning and Zoning Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	340,759	405,979	469,934	469,934	469,934	469,934
Materials, Supplies, and Services	9,609	105,635	130,635	130,635	130,635	130,635
Total Expenditures	350,368	511,614	600,569	600,569	600,569	600,569
% Change From Prior Period	4%	46%	17%	0%	0%	0%

Table 96 - Planning and Zoning Expenditures

DEPARTMENTAL INFORMATION



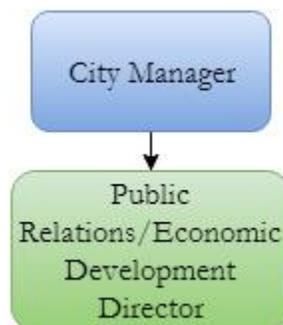
Graph 15 - Planning Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan. The increase in materials, supplies, and services is due to slight increases for materials and supplies

Planning and Zoning Personnel FY 2016-17	
Position	FTE
Planning Director	1
Senior Planner	1
Planner I	2
Planning Assistant	.625
Total	4.625

Table 97 - Planning and Zoning Personnel

Communications & Economic Development



DEPARTMENTAL INFORMATION

The communication and economic development department is responsible for the promotion and implementation of the strategic communications for Saratoga Springs and for business recruitment, business retention and promotion of the City to the business and development community.

Highlights

- Helped coordinate communications between City staff, contractors and residents during the secondary water meter project.
- Worked with landowners and developers to attract new retail and commercial tenants
- Attended ICSC conference to help recruit new retail tenants to Saratoga Springs.
- 90% publication rate for press releases/media pitches
- City Booth at Splash discussing future water infrastructure projects
- Increased presence on social media
- CitySourced app made available for public use
- Youth Council attended 2016 Day at the Legislature and participated in the mock debate

Communications & Economic Development Department Goals
Citizen Survey
Economic Development Strategic Plan
Develop & Implement style guide for City communications
Website redesign
City Council Cottage Meetings
Mayor's Economic Development Summit

Table 98 - Communications and Economic Development Department Goals

Communications & Economic Development Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
Update City's social media platforms 4-5 times per week Goal	90%	80%
Add/remove new or outdated website information within 24 hours Goal	90%	85%
Respond to development requests/questions within 24 hours Goal	90%	90%
Respond to citizen requests/questions within 24 hours Goal	95%	85%
Respond to media requests/questions within 24 hours Goal	100%	100%

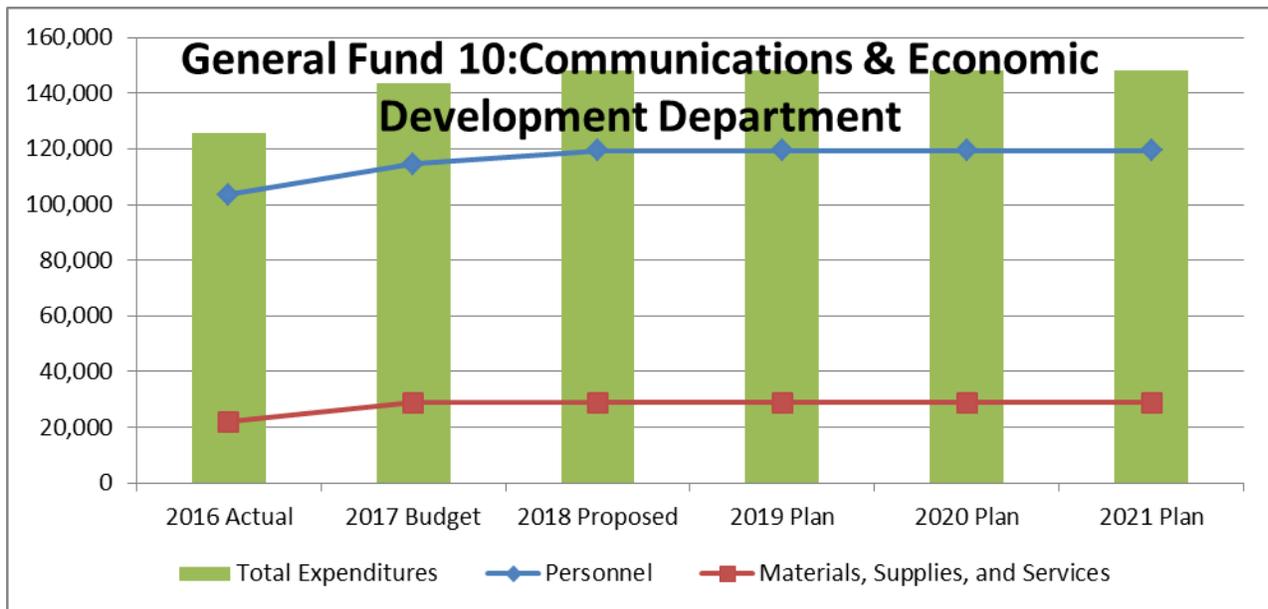
DEPARTMENTAL INFORMATION

Post events to City’s event calendar within 24 hours Goal	95%	85%
--	-----	-----

Table 99 - Communications and Economic Development Department Performance Measures

Communications & Economic Development						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	103,637	114,632	119,466	119,466	119,466	119,466
Materials, Supplies, and Services	21,977	28,900	28,900	28,900	28,900	28,900
Total Expenditures	125,614	143,532	148,366	148,366	148,366	148,366
% Change From Prior Period	14%	14%	3%	0%	0%	0%

Table 100- Communications and Economic Development Expenditures



Graph 16 - Communications and Economic Development Department Expenditures

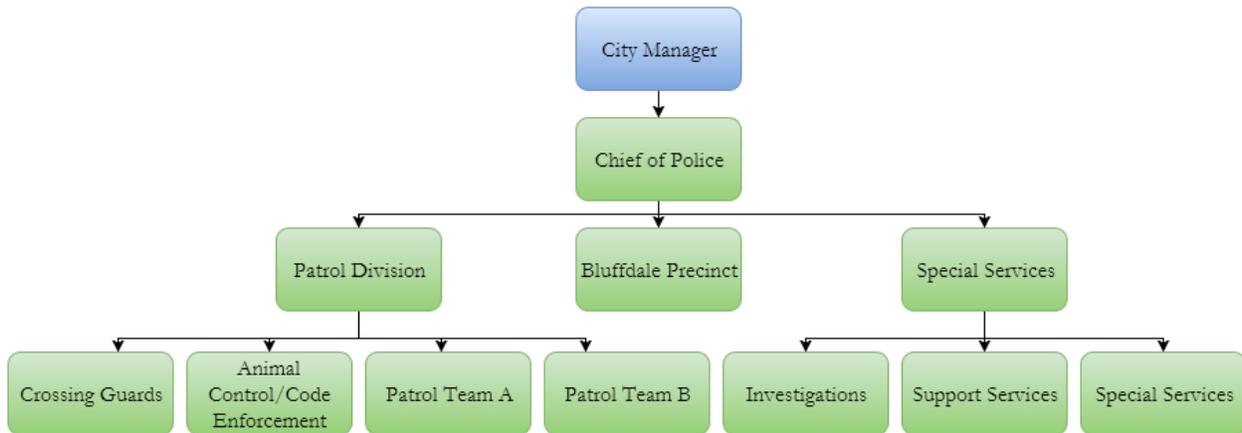
The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan.

Communication and Economic Development Personnel FY 2015-16	
Position	FTE
Public Relations Director/Economic Development Director	1
Total	1

Table 101 - Communication and Economic Development Personnel

DEPARTMENTAL INFORMATION

Police (including Bluffdale)



The Saratoga Springs Police Department provides law enforcement services for the cities of Saratoga Springs and Bluffdale in order to protect life and property, support the highest level of public safety, and to help maintain the quality of life.

Highlights

1. The police department conducted patrol operations 7 days a week, 24 hours per day in both cities, and animal control/code enforcement patrol six days per week in Saratoga Springs. This included 24/7 supervision and minimum manning of two officers on duty in Saratoga Springs and one officer on duty in Bluffdale on a 24/7 basis. Two new positions were added in patrol in the Bluffdale Precinct during FY2016-17 greatly enhancing patrol coverage there. Response time to Priority 1 calls was 8 minutes and 45 seconds, which well above the target/goal response time of 7 minutes. The total number of calls for service during calendar year 2016 was 15,480. Of those calls for service, 10,140 of them required a report or multiple reports. This represented a 10% increase in the number of cases requiring reports over the previous year. The patrol bicycles were utilized for selected special events and it is desired that they be used additionally for business and trail patrol operations. New bicycle helmets were issued and maintenance on the bikes was completed. Vacation checks as requested by citizens were completed as officers and/or volunteers were available. School crossing guard services at the city's elementary schools were provided at roughly 5.5 hours per day at each elementary school.
2. The police department maintained the highest quality of investigations to include the use of state of the art investigative equipment such as the cell phone data analysis systems, modern surveillance camera systems, interview-recording

DEPARTMENTAL INFORMATION

equipment, and a computerized Total Traffic Station system. The department utilizes a SAFRAN electronic fingerprint system that interfaces directly with Utah BCI. One new detective position was added in the Bluffdale Precinct during FY2016-17, and one new detective corporal was added in the Saratoga Springs Investigations Unit starting FY2017-18. The department maintained a Violence against Women initiative and participates on a Violence against Women Task Force. The Investigations Unit maintains one officer full time at Westlake High School and one officer half time to work in Vista Heights Middle School. About 95% of cases were cleared or closed within six months of receipt in the Investigations Unit. The Victim Services personnel provided services to 100% of victims requesting assistance and exceeded all expectations as set forth in the State of Utah grant that supports victim services. The department has two part time employees working in the victim services area. One detective remains assigned as a Liaison to the Utah State Information Analysis Center. All detectives attended specialized training. A new specialized forensics camera was obtained and a technician was trained on its use. A drone was obtained for filming and photographing crime scenes and major accident scenes.

3. The hands-on and task-focused training program was continued and included the use of force training, emergency vehicle operations training, specialized firearms training and imaginative skill oriented training. This included the use of the state of the art VIRTRA firearms simulation system at the UPD Range as well as active shooter scenarios at various schools and at Camp Williams. Several officers attended specialized training events and schools. Police department officers each averaged almost 200 hours of training.
4. The department's tactical team equipment and training continued to improve, with specialized training conducted on a regular basis as well as in several schools and at several venues throughout both cities as well as at Camp Williams. The team also conducted training on occasion with the Unified Police Department SWAT Team. A new rifle rated tactical shield was purchased, enabling the SWAT Team a greater level of safety when conducting high-risk operations.
5. The department provided specialized law enforcement capabilities such as commercial truck inspections/enforcement, two police service dog teams, bicycle patrol, police motorcycle (Bluffdale Precinct), major accident team, and special weapons and tactics team (SWAT).
6. The department obtained rifle rated ballistic panels and carriers for each officer for response on emergency calls where rifle fire is a threat. Blunt trauma protective

DEPARTMENTAL INFORMATION

plates were also obtained for each officer to be worn with his/her regular body armor that helps protect the officer from blunt trauma injury when it is struck by weapons fire.

7. The department obtained yet another form of less lethal tools with the purchase of four pepper ball rifles, giving the department greater flexibility for response on violent situations where a less lethal option would be employed. Eventually all supervisors will be trained and equipped with these tools.
8. The new Special Services Unit finished its first year of operation. The unit is supervised by a sergeant whose position was new during FY2016-17. The “Special Services Unit” includes the CVSA (truck inspections), animal control/code enforcement, training management, and court security/bailiffs. The sergeant who leads this unit also serves as the department Training Manager, Public Information Officer and assists the chief of police with research for policy management. This unit has proven to effectively and more efficiently manage the assets under its control than they were previously managed.
9. The department continued to utilize a body camera within the patrol assignment. Always a challenge, the body camera system operated at an approximate success level of about 75%. The department may analyze the potential need for a different body camera system in the near future. Dash mounted camera systems within patrol cars were increased and enhanced. Additional safety vests, automatic external defibrillators (AEDs) and other first aid equipment were obtained. Every officer carries (in his/her vehicle) the new style rescue tourniquet, a first aid kit, a rescue rope, and a personal flotation device. A new office first aid kit was obtained. Every officer was provided with a new evidence collection kit. New K-9 (Police Service Dog) training devices and material was obtained. One of the K-9 teams completed the POST patrol dog school. Both dog teams are also POST drug detection certified.
10. A law enforcement curriculum was taught to high school students at Westlake High School where the department provides a full time School Resource Officer. Additionally, a school program entitled Drug Awareness and Resistance Education (DARE) was taught within the Saratoga Springs and Bluffdale elementary schools to approximately 1550 students (1225 within Saratoga Springs and 225 within Bluffdale). The department also maintained a half time School Resource Officer at Vista Heights Middle School. This program has proven to be very popular and effective in dealing with youth at that venue. The department K-9 officers also gave several presentations in schools.

DEPARTMENTAL INFORMATION

11. The department conducted a citizen’s academy. The VIPS (Volunteers in Police Service) provided approximately 612 hours of volunteer service to the department during 2016-17. The Explorer Scout Post consisted of 10 Explorer Scouts who put in 880 hours of service and/or training. Advisors consisted of one civilian advisor and two police officers.
12. The department conducted a special event in support of the National Night Out Against Crime, one in Saratoga Springs and one in Bluffdale. Almost 1,000 persons attended in Saratoga Springs and several hundred attended in Bluffdale to visit the displays and speak with officers.
13. The department’s Neighborhood Outreach program conducted 7 meetings and/or training events in support of neighborhood watch and other police safety programs.
14. The department supported numerous community-oriented events including the National Guard Governor’s Day celebration at Camp Williams, Saratoga Springs “Splash” town days, and the Bluffdale Old West Days and Rodeo.
15. The department conducted professionally managed, competitive, and fair recruitment and promotional processes, using similar methods as those employed by large agencies with merit systems.
16. Continued analysis and planning on a new police building was undertaken. An architect assisted city staff to conduct a needs assessment and basic floorplan design for the new court and police facility. The police department is currently housed in a facility of just less than 4,000 square feet, when currently it should occupy a facility of about 11,000 square feet, with a future anticipated need of up to 21,000 square feet.

Police Department Goals
Improve retention by creating opportunity for career enhancing assignments and training.
Improve safety.
Improve budget management.
Increase bike patrols in business areas and on city trail systems.
Improve crime-mapping capability utilizing existing Spillman systems.
Double the number of neighborhood outreach programs from the previous year, as well as adding two new Volunteers In Police Service (VIPS), and maintaining the Explorer Scout program.

Table 102 - Police Department Goals

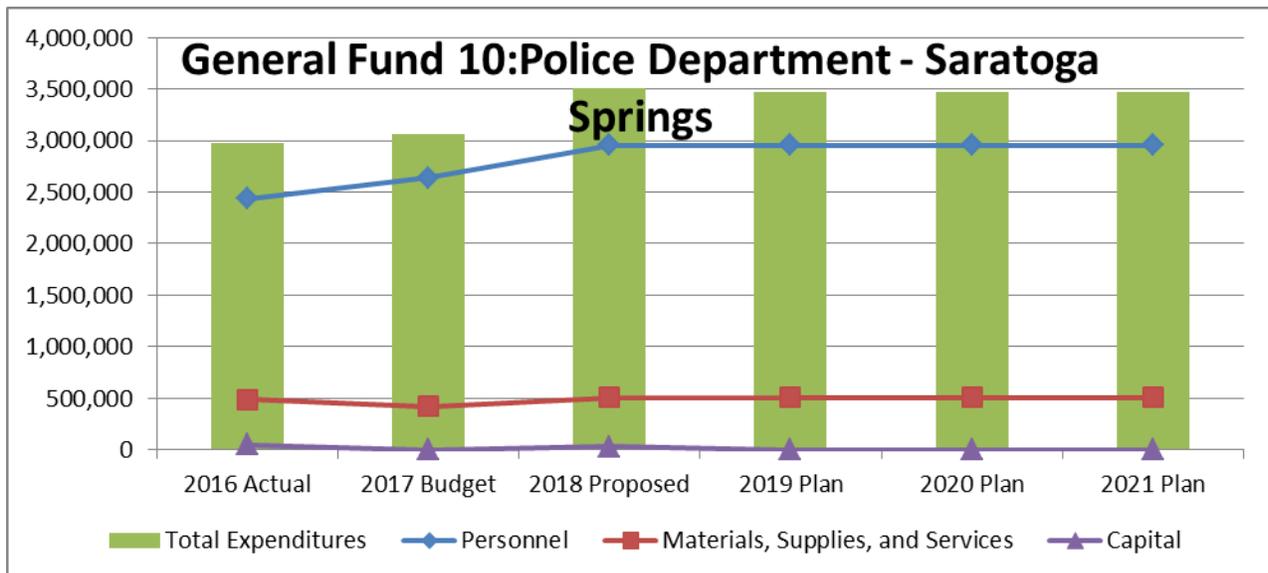
DEPARTMENTAL INFORMATION

Police Department Performance Measurers			
Measures	FY 2017 Target	FY 2017 Actual	FY 2018 Target
Response times for priority calls	7 minutes	8:45 minutes	7 minutes
Elementary students in DARE program	1200	1225	1200
Explorer hours of service	150	880	250
Hours of training per officer per year	80	191	80
% of time with 24/7 supervision and minimum of 2 officers	100%	100%	100%
Hours of bike patrol per week in the summer	24	48	48
% of vacation checks completed	100%	100%	100%

Table 103 - Police Department Performance Measurers

Police Department - Saratoga Springs						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	2,434,191	2,641,652	2,956,724	2,956,724	2,956,724	2,956,724
Materials, Supplies, and Services	489,131	423,413	510,660	510,660	510,660	510,660
Capital	49,885	0	35,000	0	0	0
Total Expenditures	2,973,207	3,065,065	3,502,384	3,467,384	3,467,384	3,467,384
% Change From Prior Period	7%	3%	14%	-1%	0%	0%

Table 104 - Police (Saratoga Springs) Expenditures



Graph 17 - Police Department (Saratoga Springs) Expenditures

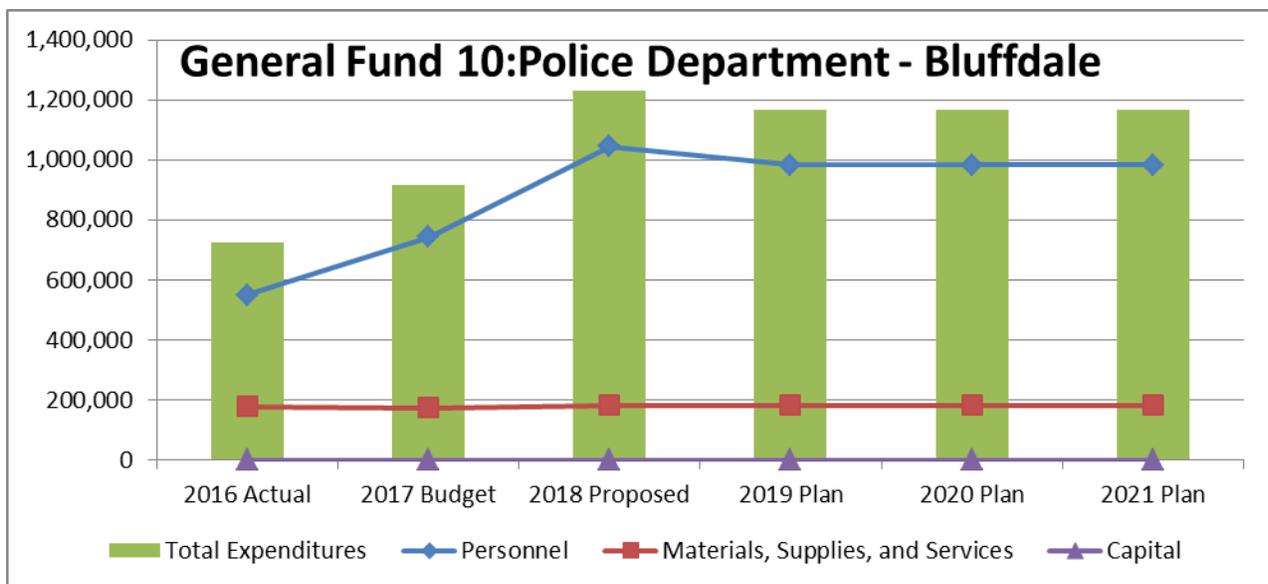
The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan, a new Detective Corporal, additional part-time employee money, and

DEPARTMENTAL INFORMATION

additional crossing guards. The increase in materials, supplies, and services is due to modest increases in an expanding department material and supplies demand. This contract is directly paid by Bluffdale City.

Police Department - Bluffdale						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	549,910	742,549	1,045,473	983,517	983,517	983,517
Materials, Supplies, and Services	177,334	174,125	183,089	183,089	183,089	183,089
Capital	0	0	0	0	0	0
Total Expenditures	727,244	916,674	1,228,562	1,166,606	1,166,606	1,166,606
% Change From Prior Period	6%	26%	34%	-5%	0%	0%

Table 105 - Police (Bluffdale) Expenditures



Graph 18 - Police Department (Bluffdale) Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan, two additional Police Office I's, and one additional Police Officer II.

Police Personnel FY 2016-17	
Position	FTE
Police Chief	1
Corporal	4
Patrol Sergeant	4
Police Officer III	5
Police Officer II	6
Police Officer I	7
Reserve Officer/Detective	1.5
Code Enforcement	2

DEPARTMENTAL INFORMATION

Records Clerk Supervisor	1
Records Clerk	2.25
Bailiff	.3
Crossing Guard Supervisor	.5
Crossing Guard	4.34
Neighborhood Watch	.5
Victim Advocate	.75
Total	40.14

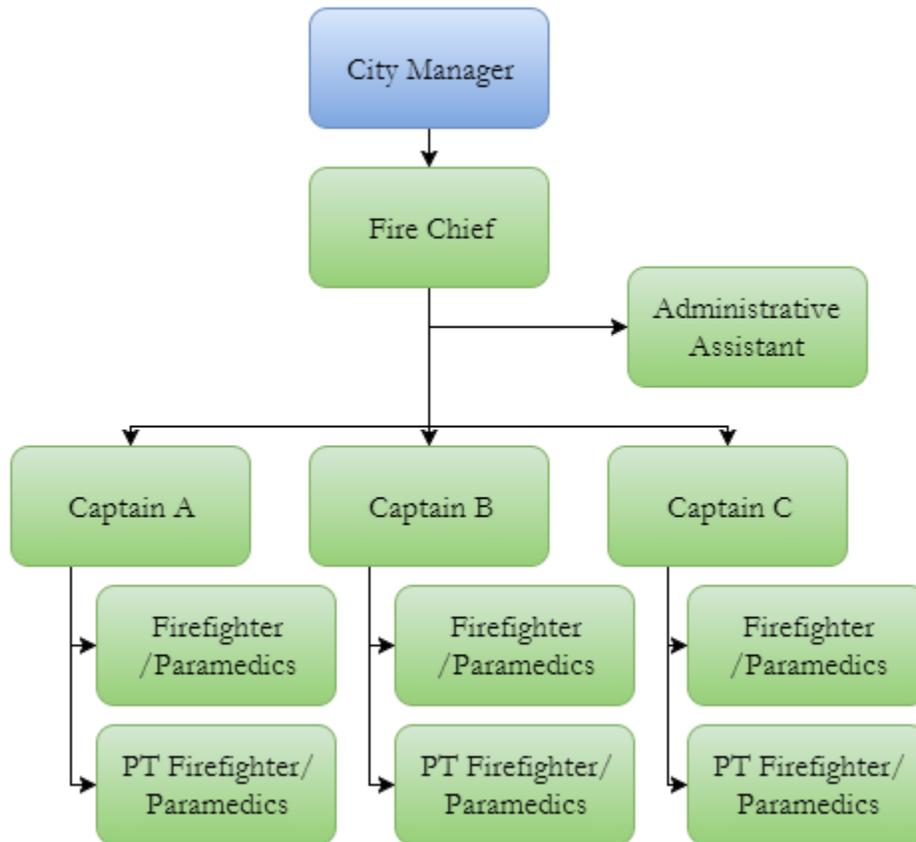
Table 106 – Police (Saratoga Springs) Personnel

Bluffdale Police Personnel FY 2016-17	
Position	FTE
Patrol Sergeant	1
Police Officer III	2
Police Officer II	3
Police Officer I	8
Reserve Officer/Detective	.3
Records Clerk	.5
Total	14.8

Table 107 - Police Department (Bluffdale) Personnel

DEPARTMENTAL INFORMATION

Fire



Saratoga Springs Fire & Rescue provides structural and wildland firefighting as well as an EMT-Paramedic EMS ambulance service. Saratoga Springs Fire & Rescue is one of the highest trained and specially equipped agencies in the region with respect to water, ice, and backcountry rescues.

Fire Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
% of required annual business inspections completed	80	96
% of annual performance evaluations completed	90	100
% of emergency calls for EMS responded to under 7:40	90	85
% of emergency fire calls responded to under 8:30	90	82
% of requisite training being conducted and maintained	90	96
% of vehicles inspected and maintained daily	100	80
Develop and implement regional leadership training offering	1	
Develop and implement community outreach programs; i.e. CPR for Senior Students, CERT preparedness, Fire Wise program	4	

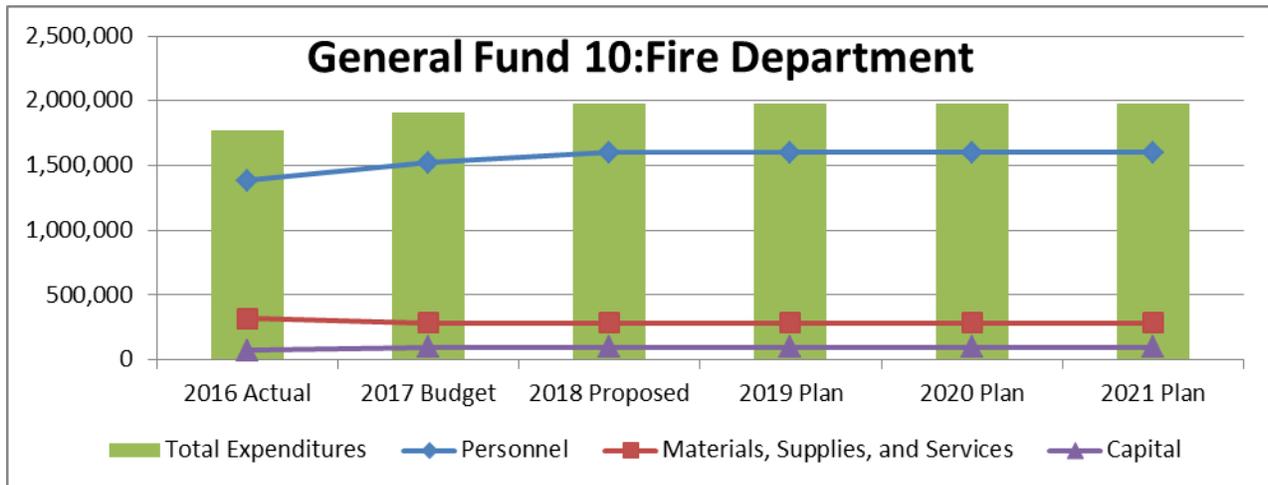
DEPARTMENTAL INFORMATION

Develop and implement live fire training opportunities	5
Develop and implement regional leadership training offering	1
Develop and implement community outreach programs; i.e. CPR for Senior Students, CERT preparedness, Fire Wise program	4
Develop and implement live fire training opportunities	5

Table 108 - Fire Department Performance Measures

Fire Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	1,385,738	1,523,101	1,601,338	1,601,338	1,601,338	1,601,338
Materials, Supplies, and Services	318,269	285,248	285,248	285,248	285,248	285,248
Capital	70,542	96,500	96,500	96,500	96,500	96,500
Total Expenditures	1,774,549	1,904,849	1,983,086	1,983,086	1,983,086	1,983,086
% Change From Prior Period	6%	7%	4%	0%	0%	0%

Table 109 - Fire Expenditures



Graph 19 - Fire Department Expenditures

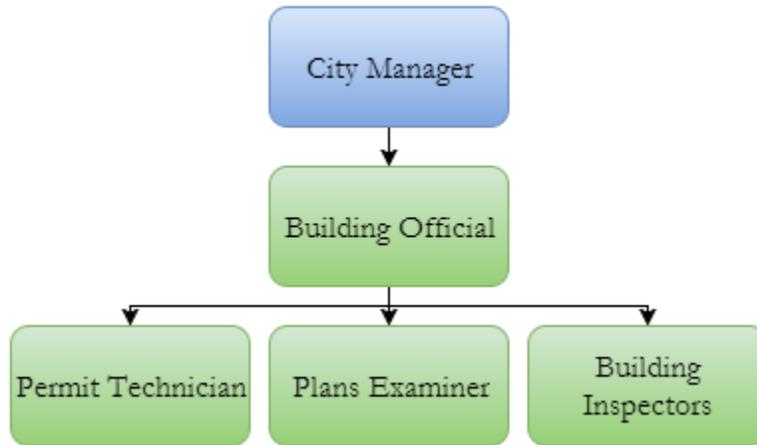
The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan.

Fire Personnel FY 2016-17	
Position	FTE
Fire Chief	1
Fire Captain	3
Firefighter/Paramedics	6
Administrative Assistant	.7
PT Firefighters	13.2
Total	23.9

DEPARTMENTAL INFORMATION

Table 111 - Fire Personnel

Building



The Building Department is responsible for plan reviews, issuing building permits, and completing all required building inspections on commercial buildings, residential projects, additions, remodels, and basement finishes.

Highlights

The building department has issued record-breaking amounts of building permits.

Building Department Goals
Maintain appropriate levels of service with exponential growth by hiring additional staff.
Hire one Plans Examiner to maintain permit turnaround time and reduce workload of Building Official.

Table 112 - Building Department Goals

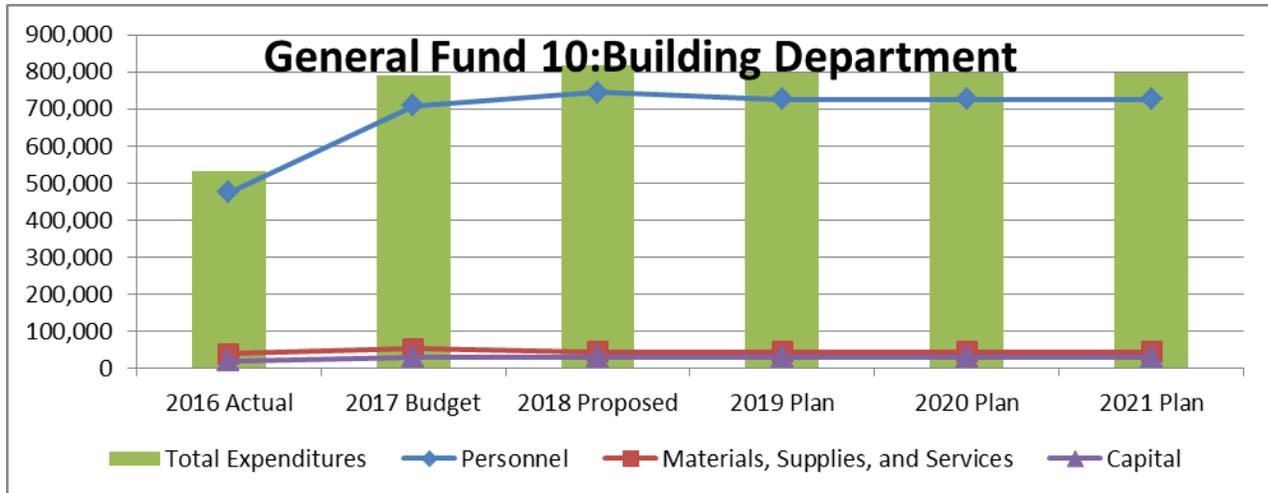
Building Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
Average turnaround time for plan reviews	10 working days for residential, 3 weeks commercial	1.77 working days residential, 3 weeks commercial
Percent of inspections performed next day if called in before 5 p.m.	100%	100%

Table 113 - Building Department Performance Measures

DEPARTMENTAL INFORMATION

Building Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	473,326	708,309	745,069	726,004	726,004	726,004
Materials, Supplies, and Services	37,673	51,820	43,170	43,170	43,170	43,170
Capital	19,268	29,000	29,000	29,000	29,000	29,000
Total Expenditures	530,268	789,129	817,239	798,174	798,174	798,174
% Change From Prior Period	20%	49%	4%	-2%	0%	0%

Table 114- Building Expenditures



Graph 20 - Building Department Expenditures

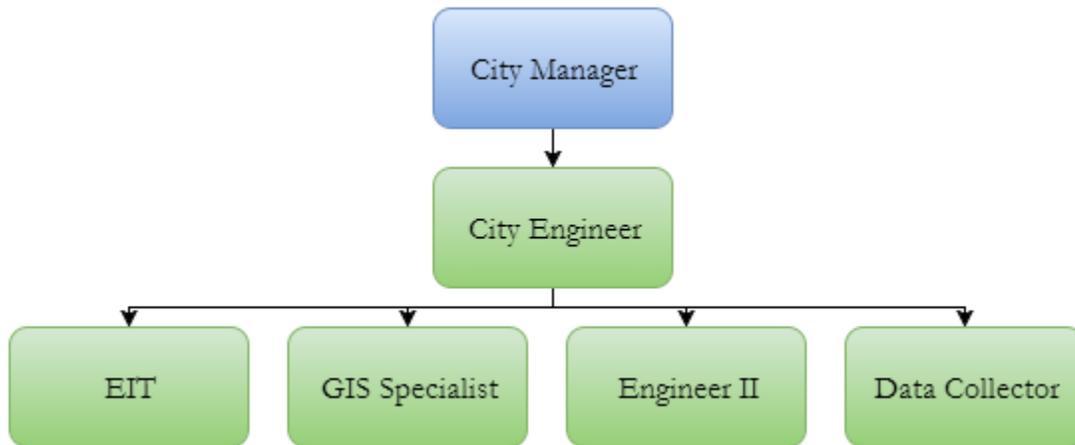
The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan.

Building Personnel FY 2016-17	
Position	FTE
Building Official	1
Inspector	5
Plans Examiner	1
Permit Technician	1.6
Total	8.6

Table 115 - Building Department Personnel

DEPARTMENTAL INFORMATION

Engineering



The Engineering Department coordinates the City’s capital improvement projects, traffic systems, construction permits, utility inspections, and assists in development reviews to ensure adherence to appropriate design and construction standards and specifications. In addition, the department is responsible for collecting all utility asset data, maintaining the geographic information system (GIS), and analyzing the GIS data.

Highlights

During the past year (July 2015 to July 2016), the Engineering Department worked to support the City’s continued growth through the completion of critical capital projects, ongoing master planning of infrastructure, and the pursuit of funding through the State Transportation Improvement Program (TIP), administered through the Mountainland Association of Governments (MAG).

One of the City’s goals is to reduce the City’s dependence on pumping in the sanitary sewer system. In order to achieve that goal, large-diameter sewer trunk lines must be installed in strategic locations. Segments of those trunk lines were installed in this last year in Redwood Road and near Tractor Supply.

Master planning is a major priority, especially with the pressurized irrigation (PI) system. The City experienced shortages in the PI system during this last year. So, several PI system projects have been identified to be designed and constructed during the next year. The three most-critical of those projects include: (1) a pump station in the City Marina, (2) a canal turnout and pump station at 400 South and 800 West, and (3) a storage reservoir in the vicinity of Talus Ridge.

The City was able to secure \$1,400,000 in funding from MAG for the completion of the Lakeshore Trail where two segments were incomplete.

DEPARTMENTAL INFORMATION

Engineering Department Goals

Revise the Standard Technical Specifications and Drawings

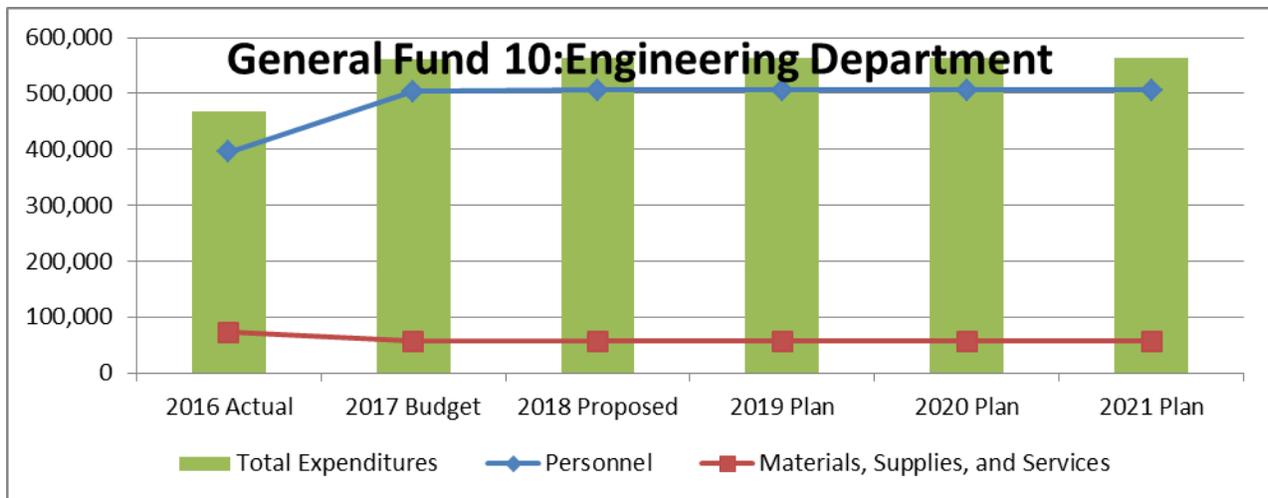
Table 116 - Engineering Department Goals

Engineering Department Performance Measures			
Measures	FY 2017 Target	FY 2017 Actual	FY 2018 Target
Redlines complete within 2 weeks	95%	65%	100%
Traffic Counts	20	21	20

Table 117 - Engineering Department Performance Measures

Engineering Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	395,472	504,040	506,007	506,007	506,007	506,007
Materials, Supplies, and Services	73,621	57,150	57,150	57,150	57,150	57,150
Total Expenditures	469,093	561,190	563,157	563,157	563,157	563,157
% Change From Prior Period	16%	20%	0%	0%	0%	0%

Table 118 - Engineering Expenditures



Graph 21 - Engineering Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan.

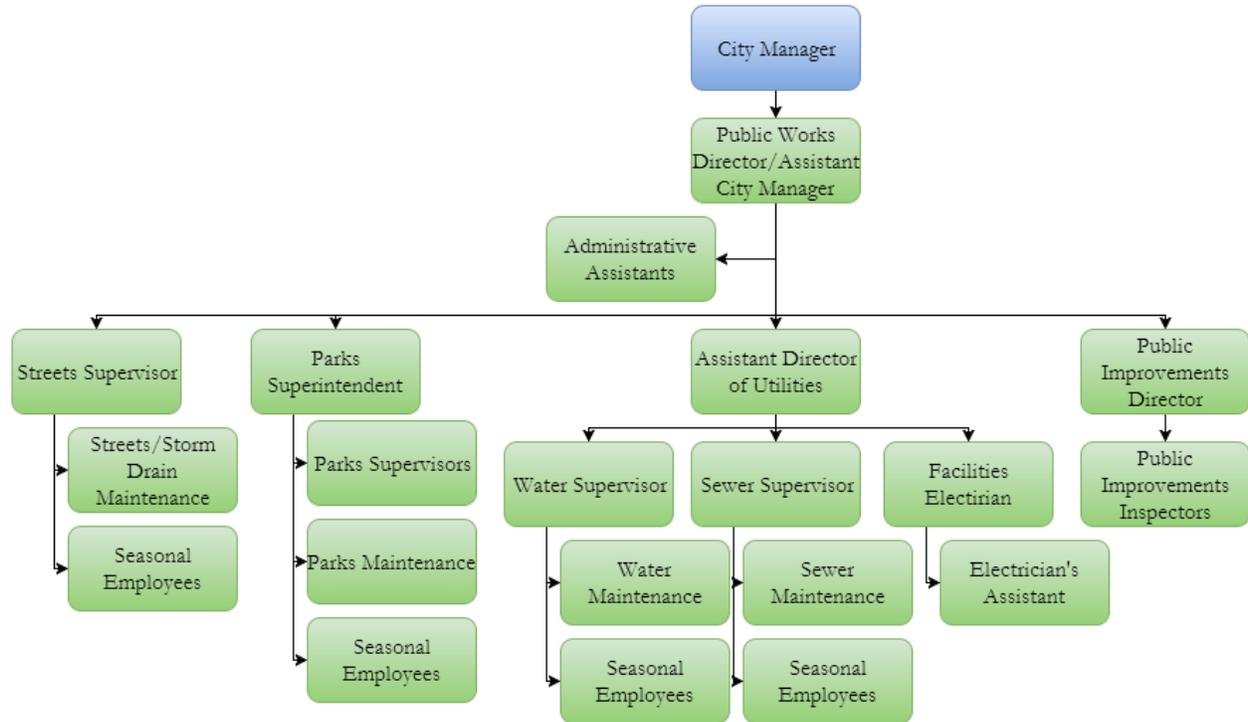
Engineering Personnel FY 2016-17	
Position	FTE
City Engineer	1
Engineer I	1
EIT	1
GIS Specialist	1

DEPARTMENTAL INFORMATION

Data Collector	1
Total	5

Table 119 - Engineering Department Personnel

Public Works



The Public Works Department is responsible for the municipal services that provide culinary water supply and distribution, secondary water supply and distribution, storm water control, street maintenance, collection of sewer effluent, snow removal, and street lighting. In addition, the public improvements division is responsible for reviewing the plans for and inspecting new infrastructure built in the city. Finally, the parks division is responsible for the maintenance of all city-owned parks and open space including playgrounds, trails, and fields.

Highlights

1. 10 upgrades on Redwood Rd street lighting.
2. Installed flow meters at lift stations 4 and 5.

Goals

See departmental goals

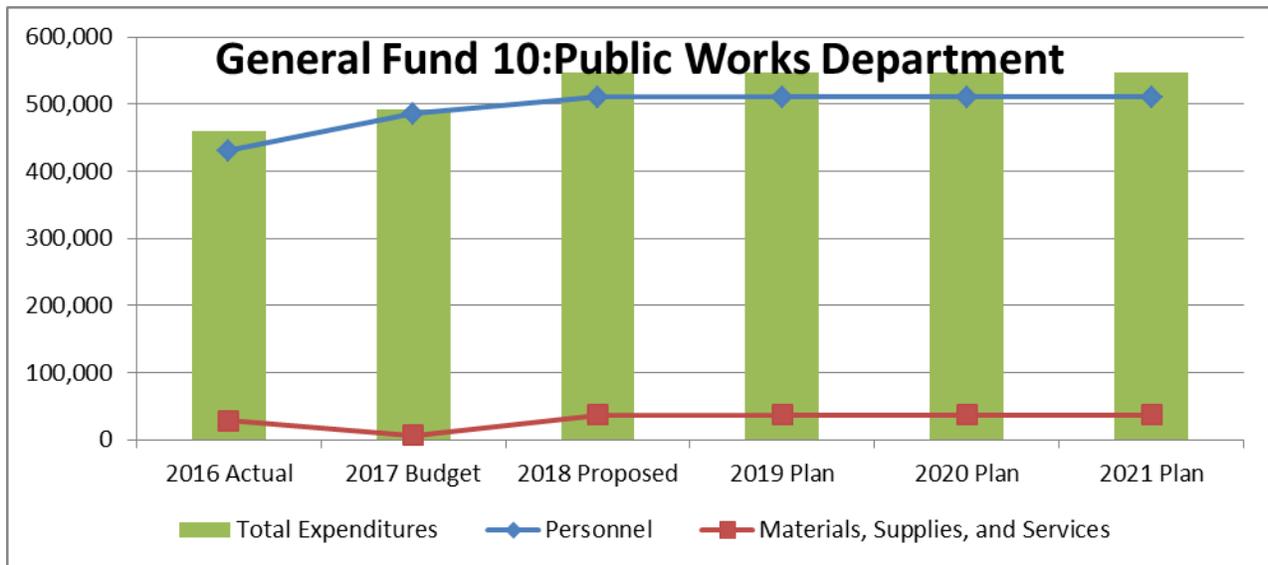
DEPARTMENTAL INFORMATION

Public Works Department Performance Measures		
Measures	FY 2017 Target	FY2017 Actual
# of calls for service		1036
% of employees w/ traffic signal certification	100%	100%
# of traffic signal failures	0	1
% of street lights operational	100%	100%

Table 120 - Public Works Department Performance Measures

Public Works Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	430,979	486,123	510,195	510,195	510,195	510,195
Materials, Supplies, and Services	27,810	6,000	36,280	36,280	36,280	36,280
Total Expenditures	458,789	492,123	546,475	546,475	546,475	546,475
% Change From Prior Period	-3%	7%	11%	0%	0%	0%

Table 121 - Public Works Expenditures



Graph 22 - Public Works Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan.

Public Works Personnel FY 2016-17	
Position	FTE
Assistant Public Works Director	1
Electrician	1
Utility Maintenance I – Electrical	1
Administrative Assistant	1.4

DEPARTMENTAL INFORMATION

Total	4.4
--------------	------------

Table 122 - Public Works Department Personnel

Public Works - Water

Highlights

1. Major repair on culinary well # 3
2. Lowered well #1 40 ft.
3. New motor and pump in culinary well #2.
4. Put a new stainless steel pump in secondary well #2

Water Department Goals
Install New electrical drives for Culinary well #4 and secondary well #4
We are going to install 8 new PLC's (programmable logic controls) in both culinary and secondary wells.
We plan to pull 2 secondary well pumps and 1 culinary pump, to do preventative maintenance.

Table 123 - Water Department Goals

Public Works – Water Department Performance Measures		
Measures	FY 2016 Target	FY2016 Actual
# of calls for service	41 Hours	1036
% of employees w/ water system certification	100%	100%
% of hydrants operational	1,000	97%
# of mainline breaks	7,500	4

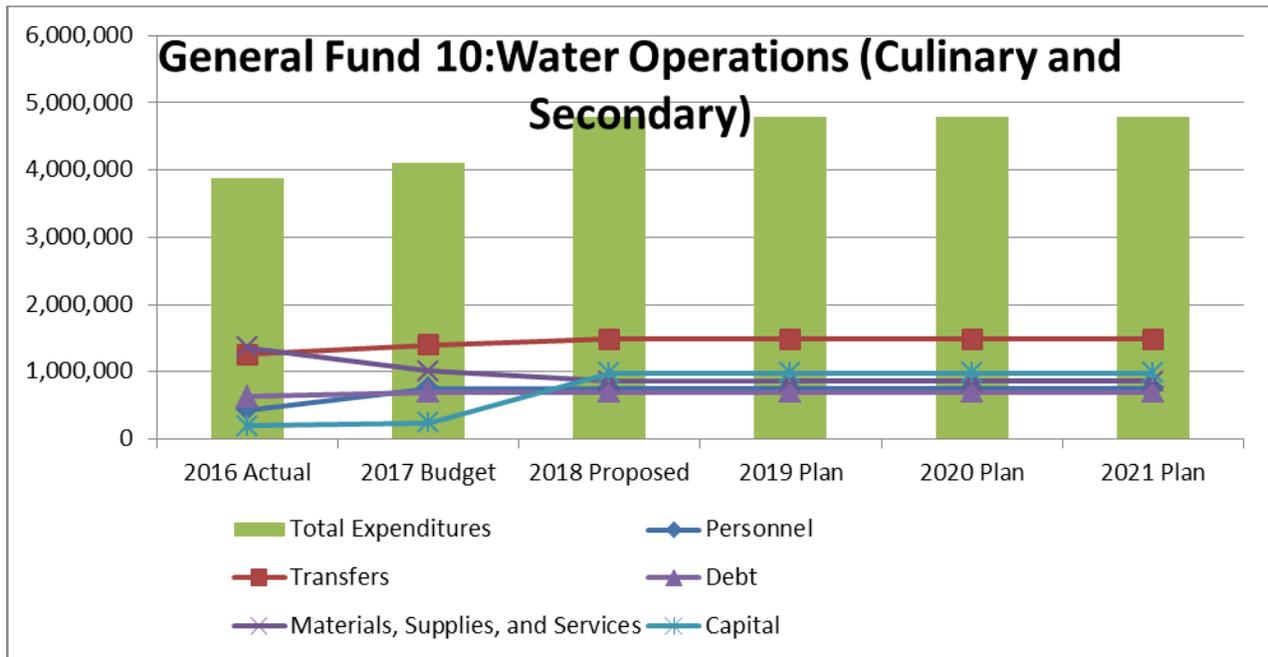
Table 124 - Water Department Performance Measures

Most Water expenditures are found in the Water Utility (51) Fund.

Water Operations (Culinary and Secondary)						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	430,905	757,195	757,195	757,195	757,195	757,195
Transfers	1,259,885	1,402,503	1,480,817	1,480,818	1,480,818	1,480,818
Debt	632,706	698,365	698,365	698,365	698,365	698,365
Materials, Supplies, and Services	1,356,726	1,011,081	862,096	862,096	862,096	862,096
Capital	198,195	237,352	983,971	983,971	983,971	983,971
Total Expenditures	3,878,418	4,106,496	4,782,444	4,782,445	4,782,445	4,782,445
% Change From Prior Period	-29%	6%	16%	0%	0%	0%

DEPARTMENTAL INFORMATION

Table 125 - Water Expenditures



Graph 23 - Water Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan and an additional Utility Maintenance I Floating Employee that was approved. The increase in materials, supplies, and services is due to incremental cost increases.

Water Personnel FY 2015-16	
Position	FTE
Utility Maintenance IV	1
Utility Maintenance II	2
Utility Maintenance I	5
Seasonal Employees	.75
Total	7.75

Table 126 - Water Personnel

Public Works - Sewer

Highlights

1. Upgraded the pumps at sewer lift station #4
2. Upgraded the pumps at lift station #5

DEPARTMENTAL INFORMATION

- Upgraded the grinder at lift station #6

Sewer Department Goals
We are going to install a new electrical drive at lift station# 3.
We are also installing 4 new PLC's at sewer lift stations.
We are going to upgrade the grinder at lift station# 2.

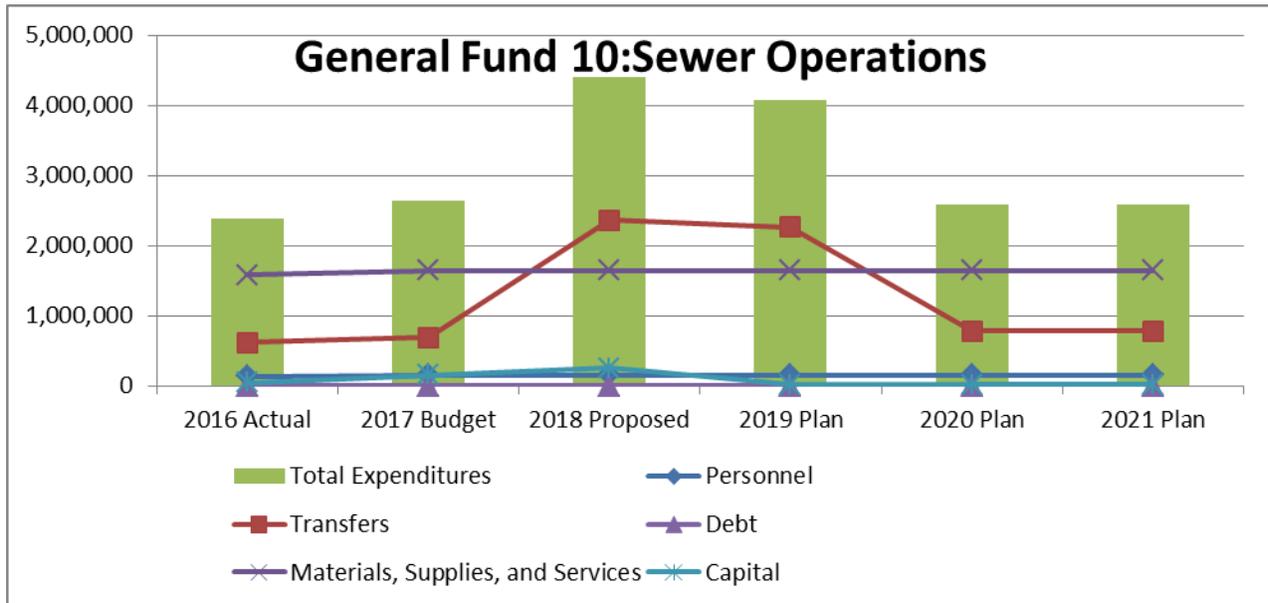
Table 127 - Sewer Department Goals

Public Works – Sewer Department Performance Measures		
Measures	FY 2016 Target	FY2016 Actual
Calls for service		303
% of employees w/ water system certification	100%	100%
# of sewer back-ups	0	0

Table 128 - Sewer Department Performance Measures

Sewer Operations						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	134,716	150,749	154,245	154,245	154,245	154,245
Transfers	616,602	690,446	2,360,380	2,260,380	775,380	775,380
Debt	0	927	927	927	927	927
Materials, Supplies, and Services	1,583,401	1,640,878	1,640,878	1,640,878	1,640,878	1,640,878
Capital	45,310	151,539	248,507	13,539	13,539	13,539
Total Expenditures	2,380,030	2,634,539	4,404,937	4,069,969	2,584,969	2,584,969
% Change From Prior Period	6%	11%	67%	-8%	-36%	0%

Table 129 - Sewer Expenditures



Graph 24 - Sewer Department Expenditures

DEPARTMENTAL INFORMATION

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan. The increase in transfers is due to a one-time transfer to the Wastewater Capital Projects Fund.

Sewer Personnel FY 2016-17	
Position	FTE
Utility Maintenance II	1
Utility Maintenance I	1
Seasonal Employees	.75
Total	2.75

Table 131 - Sewer Personnel

Public Works - Streets

Highlights

- No lost time injuries, vehicle damage
- Maintained all certifications
- All personnel renewed or obtained Registered Storm Water Inspector Certification
- Managing 41 NOI Storm Water Permits
- Hired 1 FTE Storm Water Manager June 2017
- Sidewalk Trip Hazard Mitigation ongoing
- ROW Weed Management Program ongoing
- Roadway and parking lot marking completed
- Yearly Street Sign/School Zone Inventory and Reflectivity Replacement Program, also being electronically tracked via cell phones into City Works, ongoing
- Ongoing search for FTE Streets employee
- Trained Building Department Inspectors on SWPPP
- Research and implementation of new material technologies for permanent pothole repair and asphalt preservation

Streets Department Goals
No lost time accidents
Continue to keep up with all new and existing maintenance programs within Budget constraints
Complete ADA ramps compliance audit with long term retrofit plan

DEPARTMENTAL INFORMATION

City wide sidewalk/trail trip hazard audit
Create long term maintenance agreements with HOA's/ businesses
100% compliance to the City's SWMP
Design and install new traffic signal at PEP and 8 th West
Complete SWPPP SOP for all activities and departments
Implement fine structure for SWMP non-compliance
Implement City Works reports to delineate accident related repairs and costs from maintenance budget
Twice yearly school zone signage audit
Implement Transportation Asset Management data base integrated w/City Works

Table 132 - Streets Department Goals

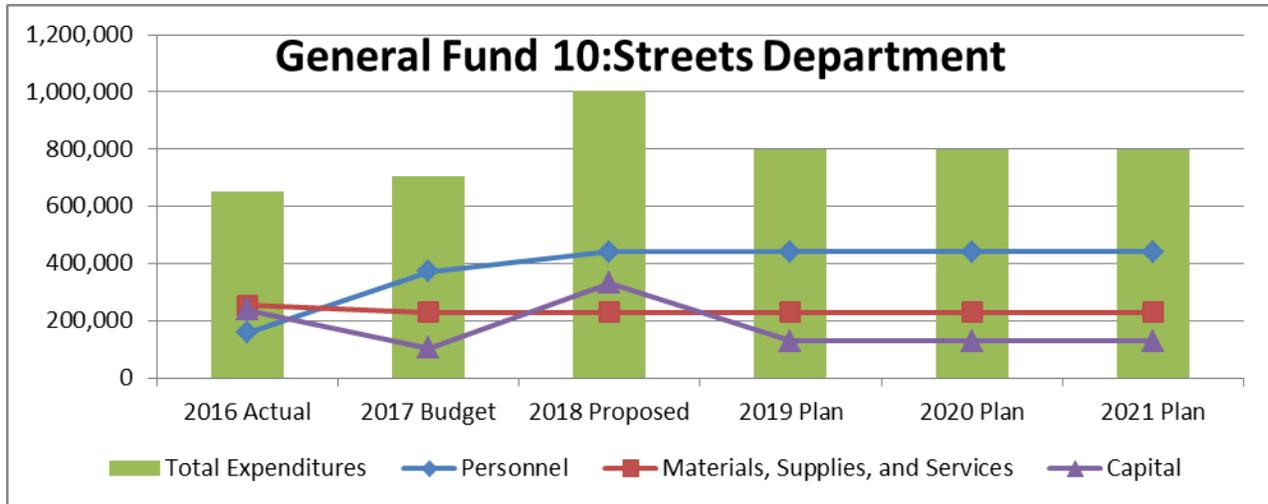
Public Works – Streets/Storm Drain Performance Measures		
Measures	FY 2016 Target	FY 2016 Actual
# Vehicle Accidents (preventable)	<1	0
# Back Injuries	<1	1
# Reported injuries (Non-Lost Time)	<1	1
# Reported Lost Time Injuries	0	0
Work Order Resolution Time (Average in days)	11.23	11.23
Time (hours) to replace damaged regulatory sign after complaint). Work day/after hours	2 Hours	2 Hours
Time (Days) to replace damaged street sign after complaint. Work day/after hours	2 days	2 days
% of Employee's certifications maintained	100	100
# Times/year Flooding Incidents w/ property damage	0	0
Work Order Resolution Time (Average in days)	8.19	8.19
% streets swept once per year	100	100
Hazardous spills response times under 1 hour (work day)	100	100
Post Construction Detention basins/ structures Inspected yearly	100	100
Post Construction Detention basins/ structures cleaned as needed yearly	100	100
% of Employee's Certifications Maintained	100	100
Reported Complaints during snow plow events (yearly)	<10	44

Table 133 - Streets Department Performance Measures

DEPARTMENTAL INFORMATION

Streets Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	158,701	372,555	441,492	441,492	441,492	441,492
Materials, Supplies, and Services	254,282	228,872	230,322	230,322	230,322	230,322
Capital	237,623	103,985	331,996	129,496	129,496	129,496
Total Expenditures	650,607	705,412	1,003,810	801,310	801,310	801,310
% Change From Prior Period	18%	8%	42%	-20%	0%	0%

Table 134- Streets Expenditures



Graph 25 - Streets Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan and Maintenance I employee that was approved. The increase in capital expenditures is due to a one-time purchase of a road salt structure.

Streets Personnel FY 2016-17	
Position	FTE
Storm Water/Streets Supervisor	1
Utility Maintenance I	4
Seasonal - Streets	3
Total	7

Table 135 - Streets Department Personnel

Public Works - Parks

Highlights

- Water II certification: Rick, Nick and Haven

DEPARTMENTAL INFORMATION

- QWEL (Qualified Water Efficient Landscaper) Certification: Jacob Motter and Cody Faught.
- Hired Payden Davis as a full time employee.
- Obtained 2 new parks and incorporated them in the maintenance schedule
- Backstop installation
- Arbor Day and Tree City Award
- Self-Pay station at the Marina

Parks Department Goals
Parks Capital Projects: Drainage system at Parkside, block partitions at Sunrise park, 2 wire irrigation control system install at Sunrise Park
Train on the WeatherTrak irrigation software system.
Renew the CPSI certification. (Certified Playground Safety Inspector)
Tree replacements in September (Grandview Filter Station, Marina, Harvest Park)
Seed/Sod damaged areas on the soccer fields at Neptune.

Table 136 - Parks Department Goals

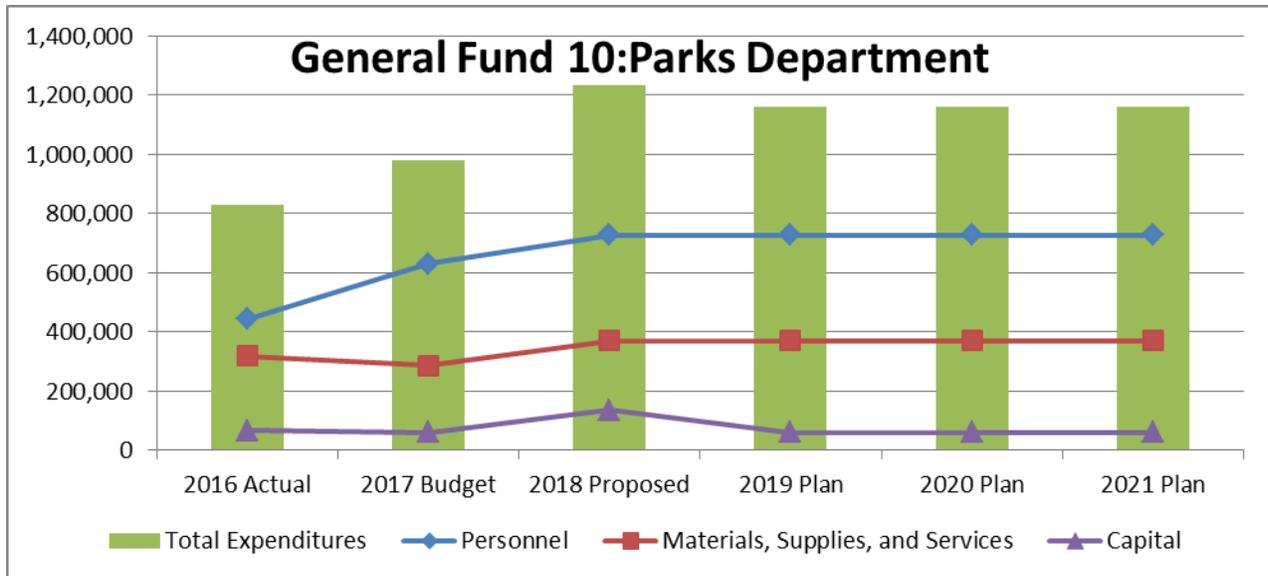
Parks Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
% of park equipment safe and operational	100%	100%
% of park maintenance equipment operational	100%	100%

Table 137 - Parks Department Performance Measures

Parks Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	443,531	630,651	727,552	727,552	727,552	727,552
Materials, Supplies, and Services	319,404	286,581	369,901	369,901	369,901	369,901
Capital	67,502	61,190	136,415	61,190	61,190	61,190
Total Expenditures	830,437	978,422	1,233,868	1,158,643	1,158,643	1,158,643
% Change From Prior Period	18%	18%	26%	-6%	0%	0%

Table 138 - Parks Expenditures

DEPARTMENTAL INFORMATION



Graph 26 - Parks Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan, an additional full-time Maintenance I worker, and a part-payment for a Maintenance I Floating worker that is shared between the Parks and Water departments. The increase in materials, supplies, and services is due to increased budgets for several parks and additional mowers and equipment.

Parks Personnel FY 2016-17	
Position	FTE
Parks Superintendent	1
Parks Maintenance III	2
Parks Maintenance I	4.58
Parks Seasonal	7.6
Total	15.18

Public Works - Public Improvements

Highlights

- NO LOST TIME INJURIES
- Assisting Storm Water Management Program (SWMP) inspections
- All personnel renewed or obtained Registered Storm Water Inspector Certification

DEPARTMENTAL INFORMATION

- Foothill Pipeline
- Marina Booster Pump 98% complete
- ULDC Pipeline and Booster Station
- North Redwood PI Waterline 60%
- Redwood Road PI/Culinary conversion water line 95%
- Patriot Park Designed
- 2017 Asphalt Maintenance Project 80% complete
- Mt. Saratoga offsite sewer, Fairfield Road reconstruction
- Completed 4th West Canal Box Culvert Project
- 34 Projects accepted off of warranty
- Performing inspections on 99 active construction projects/phases/bonds
- 41 Development projects under warranty
- 47 ROW Encroachment Permits for fiber optic, power, gas, etc.
- Fully Implemented City Works tracking for all Capital Projects
- PW Staff providing constructability reviews on all proposed projects using Bluebeam review
- Inspectors are collecting survey grade GIS utility data
- Hired Engineering student seasonal employee to collect GIS data
- 100% employee retention

Public Improvements Department Goals
No lost time accidents
Sports Complex design and start of construction
Complete 2017/18 secondary/culinary water projects design and construction
Restructure review and inspection fees (Zions Bank)
Mt. Saratoga offsite infrastructure tanks, ponds and booster stations
Complete all ongoing road projects

Public Improvements Department Performance Measures			
Measures	FY 2017 Target	FY 2017 Actual	FY 2018 Target
Customer Complaints from Capital Project Activities	<6	30	<30
Customer Complaints from Approved Traffic Control Plans	<2	12	<12
Enforce Compliance to City Standards and Specifications/ contractual terms	???	100%	100%

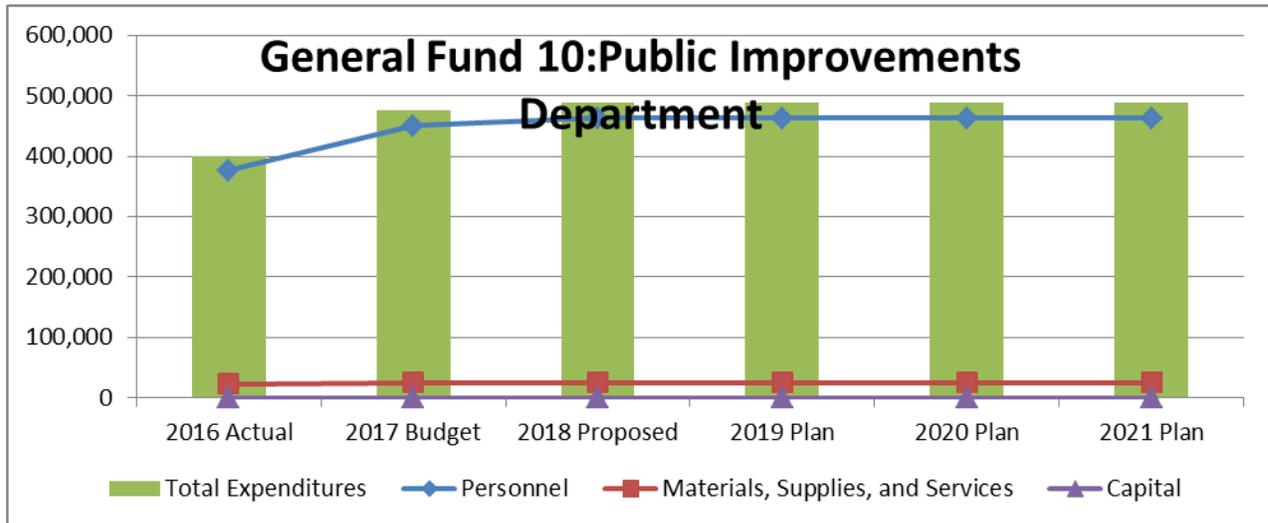
DEPARTMENTAL INFORMATION

Provide daily project notes/work reports (%)	100	95%	100%
% of Employee's certifications Maintained	100	100%	100%
% of utilities collected by Inspectors for GIS data base		70%	>70%

Table 140 - Public Improvements Department Performance Measures

Public Improvements Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	376,627	449,588	462,303	462,303	462,303	462,303
Materials, Supplies, and Services	23,302	25,324	25,324	25,324	25,324	25,324
Capital	0	0	0	0	0	0
Total Expenditures	399,929	474,912	487,627	487,627	487,627	487,627
% Change From Prior Period	-16%	19%	3%	0%	0%	0%

Table 141 - Public Improvements Expenditures



Graph 27 - Public Improvements Department Expenditures

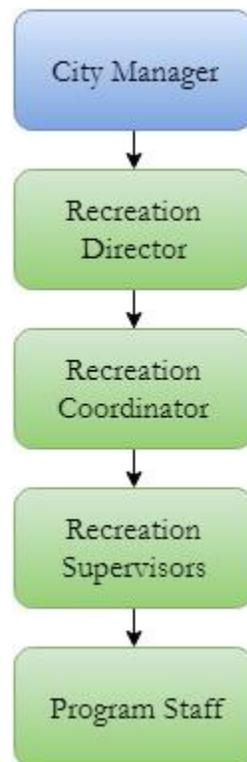
The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan.

Public Improvements Personnel FY 2016-17	
Position	FTE
Assistant Public Works Director	1
Public Improvements Lead Inspector	1
Public Improvements Inspector	3
Total	5

Table 142 - Public Improvements Personnel

DEPARTMENTAL INFORMATION

Recreation



The Recreation department is responsible for providing recreational opportunities including youth and adult sports, programs, classes, and other recreational pursuits.

Highlights

Increase Quality of Existing Programs

We experienced a decrease in participant satisfaction going from 93% to 87%. This may be attributed to the increase in new programs and participants.

Add Quality Programming

- Successfully added 5 new programs
- Girls' Basketball Shooting Clinic
- Volleyball Outdoor Academy
- Jr. Jazz Instructional League
- Added a kindergarten age group
- Fast Pitch Girls' Softball
- Golf Lessons

DEPARTMENTAL INFORMATION

Build Relationships to Better Serve the Community

Continued to work with local schools to ensure we have locations to hold our programs. A new elementary Springside came online this year. We were able to hold Jr. Jazz games at this elementary school. Worked with various fishing entities to secure several very qualified volunteer instructors for our Urban Fishing program.

Cover all Expenses with Revenue

Not all numbers are reported

- 2016-17 Revenue - \$354,821.86
- 2016-17 Expenses - \$308,478.00
- 2016-17 Net – 46,390.86

Participation Numbers

- 2014-15 3186
- 2015-16 5191
- 2016-17 6171

2016-17 saw an increase of 980 participants which is an increase of 19% from 2015-16.

Recreation Department Goals
Work with local businesses to increase quality of programs through sponsorships and/or obtain items for participants such as coupons etc.

Table 143 - Recreation Department Goals

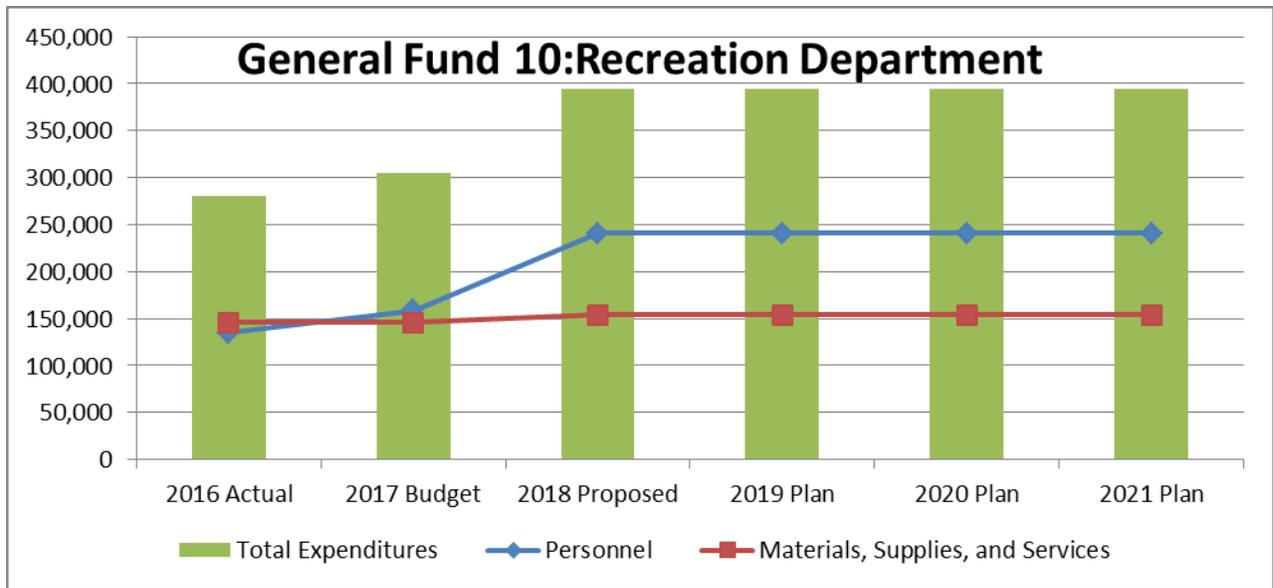
Recreation Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
% of programs that get surveyed after the season is complete	100%	100%
% of Satisfied Participants	90%	87%
Recreation Revenue Covers Recreation Expenses	100%	93%
Program Participation Increase	10%	19%

Table 144 - Recreation Department Performance Measures

Recreation Department						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	134,834	158,864	240,596	240,596	240,596	240,596
Materials, Supplies, and Services	145,965	145,627	154,087	154,087	154,087	154,087
Total Expenditures	280,798	304,491	394,683	394,683	394,683	394,683
% Change From Prior Period	124%	8%	30%	0%	0%	0%

Table 145 - Parks Expenditures

DEPARTMENTAL INFORMATION



Graph 28 - Recreation Department Expenditures

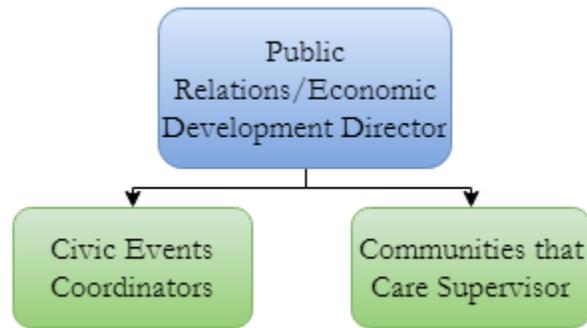
The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan, converting the part-time Recreation Coordinator to full-time. The increase in the materials, supplies, and services are due to increased program expenses, and a wage increase for Sports Officials.

Recreation Personnel FY 2016-17	
Position	FTE
Recreation Director	1
Assistant Recreation Coordinator	1
Site Coordinator	.75
Sports Official	.7
Total	3.45

Table 146 - Recreation Personnel

DEPARTMENTAL INFORMATION

Civic Events and Communities that Care



The Saratoga Springs Civic Events programs strive to provide educational and recreational activities that unite citizens and families. The Communities that Care organization provides classes for drug avoidance and parenting.

Highlights

- Carnival at Splash.
- Largest numbers of people ever at Splash.
- Growth in numbers of Orchestra participants.
- Increase in social media followers.

Civic Events Department Goals
Add two new events to event line-up for the year
Plan and implement the 20 Year Celebration
Add another performance and some visual arts programs

Table 147 - Civic Events Department Goals

Civic Events Department Performance Measures		
Measures	FY 2017 Target	FY 2017 Actual
Arts Council Visual Arts performances	2	4
Respond to resident phone calls/emails within 24 hours	100%	95%
Splash Followers	2000	1750

Table 148 - Civic Events Department Performance Measures

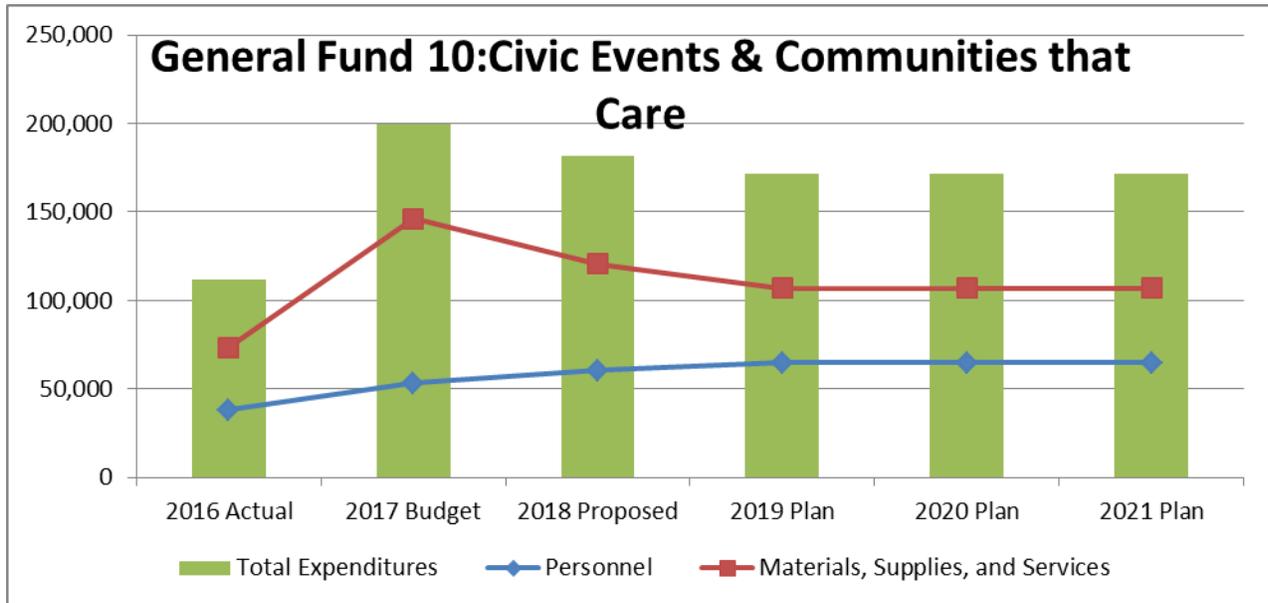
Communities that Care Department Performance Measures		
Measures	FY 2016 Target	FY 2016 Actual
Attend prevention training/conference	1	1

Table 149 - Communities that Care Department Performance Measures

DEPARTMENTAL INFORMATION

Civic Events and Communities that Care						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	38,066	53,449	60,652	64,890	64,890	64,890
Materials, Supplies, and Services	73,511	146,226	120,726	106,826	106,826	106,826
Total Expenditures	111,577	199,675	181,378	171,716	171,716	171,716
% Change From Prior Period	-2%	79%	-9%	-5%	0%	0%

Table 150 - Civic Events and Communities that Care Expenditures



Graph 29 - Civic Events/Communities that Care Expenditures

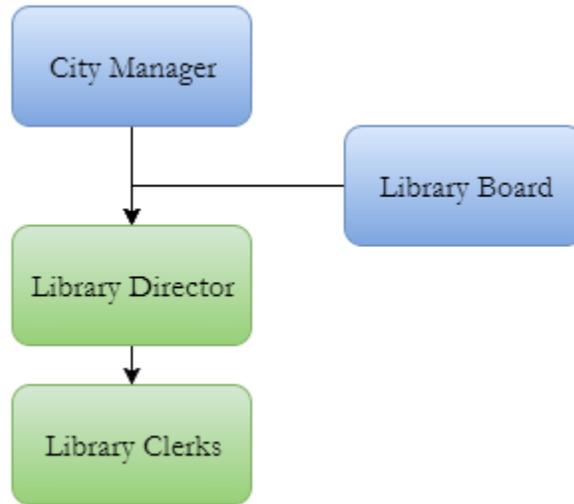
The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan, increases based on county grants, an additional 5 hours for the Civic Events Coordinator, and an additional 5 hours for Assistant Civic Events Coordinator. The increase in the materials, supplies, and services are due to additional, one-time civic events.

Civic Events and Communities that Care Personnel FY 2016-17	
Position	FTE
Civic Events Coordinator	.5
Assistant Civic Events Coordinator	.375
Communities that Care Coordinator	.5
Total	1.375

Table 151 - Civic Events and Communities that Care Personnel

DEPARTMENTAL INFORMATION

Library



The Saratoga Springs Library provides vital services to the citizens of the community. In addition to providing materials for check out, we also provide literacy center services, computers for public use and a Wi-Fi connection. Our open hours are Monday-Friday from 10:00 AM to 7:00 PM and Saturday from 10:00 AM-5:00 PM.

Highlights

Hours were increased from 41 hours a week to 52 hours a week for the 2016-2017 budget year. As the population of Saratoga Springs has continued to grow, the need for library services has increased. The number of checkouts each year has increased from 50,793 checkouts in 2012 to 164,584 items in 2016.

In 2014, we received certification from the Utah State Library. This certification allowed us to join the North Utah County Library Cooperative. Residents of Saratoga Springs with a library card can visit the American Fork, Eagle Mountain, Highland, Lehi, and Pleasant Grove Library's and pay a reduced non-resident fee to access services.

The majority of our programs are currently organized, planned, and executed by volunteers. We plan to dedicate staffing forwards helping to plan and organizing our programs. This will help aid the reliability of programs, prevent last minute cancellations due to volunteer availability, and continue to develop a more robust series of activities for residents to participate in.

The library is operating the Literacy Center, which partners students in need with a volunteer for individual remedial tutoring. In order to supplement this service, the library maintains a

DEPARTMENTAL INFORMATION

circulating literacy center selection of curriculum, kits, and other resources for children ages 3-10 to use at home.

Library Department Goals
Improve programing for youths between the ages of 7-12 by recruiting additional volunteers, creating specialized curriculum, and partnerships with organizations that can help support programming.
Improve the accuracy of data collection related to computer and Wi-Fi users.
Improve the accuracy of data collection regarding reference transactions.

Table 152 - Library Department Goals

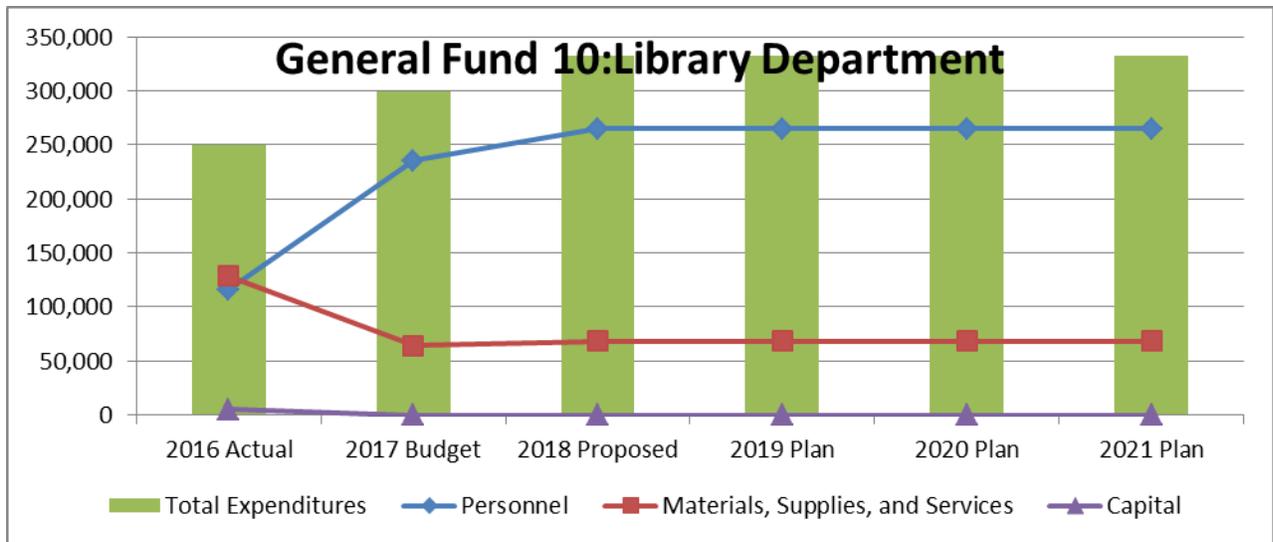
Library Department Performance Measures			
Measures	FY 2017 Target	FY 2017 Actual	FY 2018 Target
# of hours open to the public per week	42	42	52
Average Circulation per month	13,000	13,878	13,500
New Patrons	1,000	943	1,000
Total Patrons	8,500	9,363	9,500
Average use of computers per month	253	272	275
Items in Collection	26,000	26,000	26,000
Special program attendance	12,000	13,683	12,000

Table 153 - Library Department Performance Measures

Library						
Major Object	2016 Actual	2017 Budget	2018 Proposed	2019 Plan	2020 Plan	2021 Plan
Personnel	116,257	235,094	264,543	264,543	264,543	264,543
Materials, Supplies, and Services	128,569	64,260	68,280	68,260	68,260	68,260
Capital	4,926	0	0	0	0	0
Total Expenditures	249,752	299,354	332,823	332,803	332,803	332,803
% Change From Prior Period	43%	20%	11%	0%	0%	0%

Table 154 - Library Expenditures

DEPARTMENTAL INFORMATION



Graph 30 - Library Department Expenditures

The increase in personnel costs is due to the increases in salary due to the changes in the proposed pay plan and a new part-time Library Assistant position that was approved. The increase in materials, supplies, and services is due to additional office supplies.

Library Personnel FY 2016-17	
Position	FTE
Library Director	1
Library Assistant	.5
Library Clerks	2.83
Total	4.33

Table 155 - Library Personnel

POLICIES AND OBJECTIVES

This section of the Budget outlines the City's Policies and Objectives as they relate to the municipal budget. The City of Saratoga Springs recognizes its duty to its citizens and other interested parties to account for public funds and resources. The Policies and Objectives hereinafter are set forth to establish guidelines for fiscal accountability, full disclosure, and planning. These financial management policies provide a basic framework for the overall fiscal management of the City. These policies represent a foundation to address changing circumstances and conditions, and to assist in the decision making process. In addition, these policies represent guidelines for evaluating both current and future activities.

The financial policies represent long-standing principles and practices that have enabled the City to maintain financial stability. The policies are reviewed annually to represent current public policy decisions. These policies are adopted annually by the Council as part of the budget process.

BUDGET ORGANIZATION

- A. Through its financial plan (Budget), the City is committed do the following:
 1. Identify citizens' needs for essential services.
 2. Organize programs to provide essential services.
 3. Establish program policies and goals that define the type and level of program services required.
 4. List suitable activities for delivering program services.
 5. Propose objectives for improving the delivery of program services.
 6. Identify available resources and appropriate the resources needed to conduct program activities and accomplish program objectives.
 7. Set standards to measure and evaluate the following:
 - i) Set standards to measure and evaluate the following:
 - ii) The output of program activities
 - iii) The expenditure of program appropriations
- B. All requests for increased funding or enhanced levels of service should be considered together during the budget process, rather than in isolation.
- C. The City Council will review and amend appropriations, if necessary, during the fiscal year.
- D. The City will use a multi-year format (five years for operations and capital improvement plan) to give a longer-range focus to its financial planning.
 1. The emphasis of the budget process in the first year is on establishing expected levels of services, within designated funding levels, projected over a five-year period, with the focus on the budget

POLICIES AND OBJECTIVES

2. The emphasis in the second year are reviewing necessary changes in the previous fiscal plan and developing long term goals and objectives to be used during the next three-year budget process. The focus is on the financial plan. In the second year, operational budgets will be adjusted to reflect unexpended balances from the first year and create the subsequent year's budget plan.
- E. The emphasis in the second year are reviewing necessary changes in the previous fiscal plan and developing long term goals and objectives to be used during the next three-year budget process. The focus is on the financial plan. In the second year, operational budgets will be adjusted to reflect unexpended balances from the first year and create the subsequent year's budget plan.
- F. Through its financial plan, the City will strive to maintain structural balance; ensuring basic service levels are predictable and cost effective. A balance should be maintained between the services provided and the local economy's ability to pay.
- G. The City will work to improve their program service levels and expenditures by insuring:
 1. New/growth related service levels: The provision of new/growth related services should be offset with new or growth related revenues or a corresponding reduction in service costs in other areas.
 2. Fee dependent services: If fees do not cover the services provided, Council should consider which of the following actions to take: 1) reduce services, 2) increase fees, or 3) determine the appropriate subsidy level of the general fund.
 3. Consider all requests at once: Council should consider requests for service level enhancements or increases as part of the budget process, rather than in isolation.
 4. Consider ongoing costs associated with one-time purchases/expenditures: Significant ongoing costs, such as insurance, taxes, utilities, and maintenance should be determined before an initial purchase is made or a capital project is constructed. Capital and program decisions should not be made unless staff has provided a five-year analysis of ongoing maintenance and operational costs where applicable.
 5. Re-evaluate decisions: Political, economic, and legal changes necessitate reevaluation to ensure Council goals are being met. Staff and Council should use the budget process to review programs.
 6. New service implementation: Prior to implementing a new service, the City Council should consider a full assessment of staffing and funding requirements.
 7. Benchmarking and performance measurement: The City will strive to measure its output and performance.
- H. The City will strive to improve productivity, though not by the single-minded pursuit of cost savings. The concept of productivity should emphasize the importance of **quality** and **quantity** of output as well as **quantity** of resource input.

GENERAL REVENUE MANAGEMENT

POLICIES AND OBJECTIVES

- A. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one-revenue source.
- B. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
- C. One-time revenue sources will not be used for ongoing expenses unless specifically approved by the City Council.

USER FEE COST RECOVERY GOALS

- A. **User Fee Cost Recovery Levels.** In establishing user fees and cost recovery levels, the following factors will be considered:
 - 1. **Community-Wide versus Special Benefit.** The level of user fee cost recovery should consider the community-wide versus special service nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for special benefit purposes to easily identified individuals or groups.
 - 2. **Service Recipient versus Service Driver.** After considering community-wide versus special benefit of the service, the concept of service recipient versus service driver should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts; the community is the primary beneficiary. However, the applicant is the driver of development review costs, and as such, cost recovery from the applicant is appropriate.
 - 3. **Effect of Pricing on the Demand for Services.** The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not overly stimulated by artificially low prices. Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced and works against public policy, if the services are specifically targeted to low income groups.
 - 4. **Feasibility of Collection and Recovery.** Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.
 - 5. **Factors Favoring Low Cost Recovery Levels.** Low cost recovery levels are appropriate under the follow circumstances:

POLICIES AND OBJECTIVES

- i) There is no intended relationship between the amount paid and the benefit received. Almost all “social service” programs fall into this category as it is expected that one group will subsidize another.
 - ii) Collecting fees is not cost-effective or will significantly affect the efficient delivery of the service.
 - iii) There is no intent to limit the use of (or entitlement to) the service. Again, most "social service" programs fit into this category as well as public safety (police and fire) emergency response services. Historically, access to neighborhood and community parks would also fit into this category
 - iv) The service is non-recurring, generally delivered on a "peak demand" or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. Many public safety services also fall into this category.
 - v) Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits might fall into this category
6. **Factors Favoring High Cost Recovery Levels.** The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:
- i) The service is similar to services provided through the private sector. An example of this is the City’s water and sewer fund.
 - ii) Other private or public sector alternatives could or do exist for the delivery of the service.
 - iii) For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
 - iv) The use of the service is specifically discouraged. Police responses to disturbances or false alarms might fall into this category.
 - v) The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.
7. **General Concepts Regarding the Use of Service Charges.** The following general concepts will be used in developing and implementing service charges:

POLICIES AND OBJECTIVES

- i) Revenues should not exceed the reasonable cost of providing the service. When setting service charges, consideration will be given for the reserves necessary to shield the service during an economic downturn or extraordinary events.
 - ii) Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance, and insurance.
 - iii) The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
 - iv) Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
 - v) A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.
8. **Low Cost-Recovery Services.** Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general purpose revenues, not user fees.
- i) Delivering public safety emergency response services such as police and fire services.
 - ii) Maintaining and developing public facilities that are provided on a uniform, communitywide basis such as streets, parks, and general purpose buildings.
 - iii) Providing social service programs and economic development activities.
9. **Recreation Programs.** The following cost recovery policies apply to the City's recreation programs:
- i) Cost recovery for activities directed to adults should be relatively high.
 - ii) Cost recovery for activities directed to youth and seniors should be relatively low. In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher. Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all participants. Further, there is a community-wide benefit in encouraging high-levels of participation in youth and senior recreation activities regardless of financial status.
 - iii) Cost recovery goals for recreation activities guidelines are set as follows:

POLICIES AND OBJECTIVES

- (1) All recreation activities will contribute to 100% cost recovery for all program expenditures including salaries, materials and supplies, and overhead.
 - iv) For cost recovery activities of less than 100%, there should be a differential in rates between residents and non-residents when administratively feasible.
 - v) Charges will be assessed for use of ball fields, special-use areas, and recreation equipment for activities not sponsored or co-sponsored by the City. Such charges will generally conform to the fee guidelines described above.
 - vi) A vendor charge of at least 10 % of gross income will be assessed from individuals or organizations using City facilities for moneymaking activities.
 - vii) The Recreation Department will consider waiving fees only when the City Manager determines in writing that an undue hardship exists.
10. **Development Review Programs.** The following cost recovery policies apply to the development review programs:
- i) Services provided under this category include:
 - (1) Planning (planned development permits, tentative tract and parcel maps, rezoning, general plan amendments, variances, use permits)
 - (2) Building and safety (building permits, structural plan checks, inspections).
 - (3) Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).
 - (4) Fire plan check.
 - ii) Cost recovery for these services should generally be very high. The City's cost recovery goal shall be 100%.
 - iii) However, in charging high cost recovery levels, the City shall clearly establish and articulate standards for its performance in reviewing developer applications to ensure that there is "value for cost".
11. **Comparability with Other Communities.** In setting user fees, the City should consider fees charged by other agencies in accordance with the following criteria:
- i) Surveying the comparability of the City's fees to other communities provides useful background information in setting fees for several reasons:
 - (1) They reflect the "market" for these fees and can assist in assessing the reasonableness of the City's fees.
 - (2) If prudently analyzed, they can serve as a benchmark for how cost-effectively the City provides its services.
 - ii) However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
 - (1) What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?

POLICIES AND OBJECTIVES

- (2) What costs have been considered in computing the fees?
- (3) When was the last time that their fees were comprehensively evaluated?
- (4) What level of service do they provide compared with our service or performance standards?
- (5) Is their rate structure significantly different from ours and what is it intended to achieve?
 - (a) These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting City fees.

ENTERPRISE FUND FEES AND RATES

- A. **Fees and Rates.** The City will set fees and rates at levels that fully cover the total direct and indirect costs—including operations, capital outlay, and debt service of the following enterprise programs: water, sewer, refuse, and storm drain. Adequate reserves will also be considered when setting fees and rates.
- B. **Franchise and In-Lieu Fees.** The City will treat the enterprise funds in the same manner as if they were privately owned and operated. In addition to setting rates at levels necessary to fully cover the cost of providing water and sewer service, charging reasonable franchise and property tax in-lieu fees will be considered. Franchise fees will be considered for water, sewer, garbage, and storm drain.
- C. **Ongoing Rate Review.** The City will review and update fees and rate structures at least annually to ensure that they remain appropriate and equitable based on factors such as the impacts of inflation, other cost increases, the adequacy of coverage of costs, and current competitive rates.

VENTURE FUND

- A. The City Council may authorize a sum of money to encourage innovation and to realize opportunities not anticipated in the regular program budgets. The current budget does not include any funding currently for this purpose. When funds are authorized, the City Manager is to administer the money awarding it to programs or projects within the municipal structure (the money is not to be made available to outside groups or agencies). Generally, employees are to propose expenditures that could save the City money or improve the delivery of services. The City Manager will evaluate the proposal based on the likelihood of a positive return on the “investment,” the availability of matching money from the department, and the advantage of immediate action. Employees may receive up to 10 % or up to \$500 of the savings or revenue brought in from the proposal on a one-time basis.

POLICIES AND OBJECTIVES

BALANCED BUDGET POLICY

- A. Per state law, the City is required to pass a balanced budget annually. The City considers a budget balanced when beginning fund balance (revenues on hand at the beginning of the year) and revenues received during the year are equal to the expenditures for the year and the ending fund balance (or the revenues on hand at the end of the year).

CAPITAL FINANCING AND DEBT MANAGEMENT

Capital Financing

- A. The City will consider the use of debt financing only for one-time, capital improvement projects and only under the following circumstances:
1. When the project's useful life will exceed the term of the financing.
 2. When project revenues or specific resources will be sufficient to service the long term debt.
- B. Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax, or bond anticipation notes is excluded from this limitation.
- C. Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes, impact fees, or developer agreements when benefits can be specifically attributed to users of the facility.
- D. The City will use the following criteria to evaluate pay-as-you-go versus long-term financing for capital improvement funding:

Factors That Favor Pay-As-You-Go

1. When current revenues and adequate fund balances are available or when project phasing can be accomplished.
2. When debt levels adversely affect the City's credit rating.
3. When market conditions are unstable or present difficulties in marketing.

Factors That Favor Long-Term Financing

4. When revenues available for debt service are deemed to be sufficient and reliable so that long-term financing can be marketed with investment grade credit ratings.
5. When the project securing the financing is of the type that will support an investment grade credit rating.
6. When market conditions present favorable interest rates and demand for City financing.

POLICIES AND OBJECTIVES

7. When a project is mandated by state or federal requirements and current revenues and available fund balances are insufficient.
8. When the project is immediately required to meet or relieve capacity needs.
9. When the life of the project or asset financed is 10 years or longer.
10. Spread the cost of the asset to those who benefit from it now and in the future
11. Acquire assets as needed rather than wait until sufficient cash has built up.

Factors That Favor Short-Term Financing

12. To meet interim financing needs of construction projects if the full cost of the project is not yet known.
13. Borrow short-term and refinance with long-term debt once a project is completed. Used when issuer believes that market conditions favor delaying issuance of long-term bonds is more advantageous, i.e. falling long-term rates.

Debt Management

- A. The City will not obligate the General Fund to secure long-term financing except when marketability can be significantly enhanced and/or interest rates can be decreased.
- B. Direct debt will not exceed 4 % of assessed valuation.
- C. An internal feasibility analysis will be prepared for each long-term financing activity that analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- D. The City will generally conduct financing on a competitive basis. However, negotiated financing may be used due to market volatility or the use of an unusual or complex financing or security structure.
- E. The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and credit enhancements, such as letters of credit or insurance, when necessary for marketing purposes, availability, and cost-effectiveness.
- F. The City will annually monitor all forms of debt, coinciding with the City's budget preparation and review process, and report concerns and remedies, if needed, to the Council.
- G. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- H. The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus:
 1. Purposes for which debt will be issued
 2. Types of debt that may be issue

POLICIES AND OBJECTIVES

3. Limitations on indebtedness
4. Debt maturity schedule or other structural features
5. Method of sale
6. Method of selecting consultants and professionals
7. Refunding policies
8. Disclosure practices

Purpose of this debt policy is to integrate the issuance of debt and other financing sources with the City's long-term planning and objectives and provide guidance on acceptable levels of indebtedness.

Policies flexible to permit City to take advantage of market opportunities or to respond to changing conditions without jeopardizing essential public services.

FUND BALANCE AND RESERVES

A. **General Fund.** Section 10-6-116 of the Utah Code limits the accumulated balance or reserves that may be retained in the General Fund. The use of the balance is restricted as well. General Fund balance retained cannot exceed 25 % of estimated total ensuing year's budgeted fund revenues and may be used for the following purposes only:

1. To provide working capital to finance expenditures from the beginning of the budget year until other revenue sources are collected;
2. To provide resources to meet emergency expenditures in the event of fire, flood, earthquake, etc.; and
3. To cover a pending year-end excess of expenditures over revenues from unavoidable shortfalls in revenues.

Utah Code further limits the minimum General Fund balance to be maintained at 5 % of the total, estimated, ensuing years budgeted revenues. No appropriations may be made against the 5 % mandated minimum.

The General Fund balance reserve is an important factor in the City's ability to respond to unforeseen and unavoidable emergencies and revenue shortfalls. Alternative uses of excess fund balance must be carefully weighed. Over the next two years, the City will strive to maintain the General Fund Balance at the legal maximum of 25 %. The City Council may appropriate fund balance as needed to balance the budget for the current fiscal year as in compliance with State Law. Provision will be made to transfer any remaining General Fund balance to the City's Capital Improvement Projects Fund to be designated for projects included in the City's Capital Facilities Plan.

POLICIES AND OBJECTIVES

In the General Fund, any fund balance in excess of projected balance at year end will be appropriated to the current year budget as necessary. The money will be allocated to building the reserve for capital expenditures, including funding equipment replacement reserves and other capital projects determined to be in the best long-term interest of the City.

Capital Improvement Funds

- A. The City may, in any budget year, appropriate from estimated revenues or fund balances to a reserve for capital improvements, for the purpose of financing future specific capital improvements under a formal long-range capital plan adopted by the governing body.
 - 1. The City will establish and maintain an equipment replacement program to provide for timely replacement of vehicles and equipment. The amount added to this fund, by annual appropriation, will be the amount required to maintain the fund at the approved level after credit for the sale of surplus equipment and interest earned by the replacement program.
 - 2. The City will establish and maintain a computer replacement program to provide for timely replacement of computer equipment. The amount added to this fund, by annual appropriation will be the amount required to maintain the fund at the approved level after credit for the sale of surplus equipment and interest earned by the replacement program.
 - 3. The City may accumulate funds, as it deems appropriate for capital and equipment replacement costs.
 - 4. The City will, prior to making capital project appropriations, consider any and all operational and maintenance costs associated with said project to determine fiscal impacts on current and future budgets.

Enterprise Funds

- A. The City will maintain a balance in the Enterprise Funds equal to at least the minimum debt ratio requirements identified in its bond obligations.
 - 1. This level is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for the following:
 - i) Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy
 - ii) Contingencies for unseen operating or capital needs

POLICIES AND OBJECTIVES

- iii) Cash flow requirements
- B. In addition to the designations noted above, fund balance levels will be sufficient to meet the following:
 - 1. Funding requirements for projects approved in prior years that are carried forward into the new year;
 - 2. Debt service reserve requirements;
 - 3. Reserves for encumbrances; and
 - 4. Other reserves or designations required by contractual obligations or generally accepted accounting principles.

RECESSION / REVENUE SHORTFALL PLAN

- A. The City intends to establish a plan, including definitions, policies, and procedures to address financial conditions that could result in a net shortfall of revenues and resources as compared to requirements. The Plan is divided into the following three components:
 - 1. **Indicators** - Serve as warnings that potential budgetary impacts are increasing in probability. The City will monitor major revenue sources such as sales and franchise tax, property tax, and building permits, as well as inflation factors and national and state trends. A set of standard indicators will be developed.
 - 2. **Phases** - Serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.
 - 3. **Actions** - Preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.
- B. The recession plan and classification of the severity of the economic downturn will be used in conjunction with the City's policy regarding the importance of maintaining reserves to address economic uncertainties. As any recessionary impact reduces the City's reserves, corrective action will increase proportionately. Following is a summary of the phase classifications and the corresponding actions that may be taken.
 - 1. **ALERT: A reduction in total budgeted revenues of 2%.** The actions associated with this phase would best be described as delaying expenditures where reasonably possible, while maintaining the "Same Level" of service. Each department will be responsible for monitoring its individual budgets to ensure only essential expenditures are made.
 - 2. **MINOR: A reduction in total budgeted revenues of 3%.** The objective at this level is still to maintain "Same Level" of service where possible. Actions associated with this level would be as follows:

POLICIES AND OBJECTIVES

- i) Implementing the previously determined “Same Level” Budget.
 - ii) Intensifying the review process for large items such as contract services, consulting services, and capital expenditures, including capital improvements.
 - iii) Closely scrutinizing hiring for vacant positions, delaying the recruitment process, and using temporary help to fill in where possible.
3. **MODERATE: A reduction in total budgeted revenues of 4 to 5%.** Initiating cuts of service levels by doing the following:
- i) Requiring greater justification for large expenditures.
 - ii) Deferring capital expenditures.
 - iii) Reducing CIP appropriations from the affected fund.
 - iv) Hiring to fill vacant positions only with special justification and authorization.
 - v) Closely monitoring and reducing operating and capital expenditures.
4. **MAJOR: A reduction in total budgeted revenues of 6% or more.**
Implementation of major service cuts:
- i) Instituting a hiring freeze.
 - ii) Reducing the temporary work force.
 - iii) Deferring wage increases.
 - iv) Further reducing operating and capital expenditures.
 - v) Preparing a strategy for reduction in force.
5. **CRISIS: Reserves must be used to cover operating expenses**
- i) Implementing reduction in force or other personnel cost-reduction strategies.
 - ii) Eliminate programs/services.
 - iii) Eliminate/defer capital improvements.
- C. If an economic uncertainty is expected to last for consecutive years, the cumulative effect of the projected reduction in reserves will be used for determining the appropriate phase and corresponding actions.
- D. Fiscal First Aid - The Government Finance Officers Association (GFOA) in 2010 released fiscal first aid techniques that governments can implement when responding to financial distress. GFOA states that fiscal first aid techniques can be used as an immediate short-term aid to stop perpetuating financial distresses. While the development of permanent treatments may be necessary, in less severe cases of financial distress, fiscal first aid alone may be sufficient. The four categories of fiscal first aid are as follows:
1. **Primary Treatments** – are those that are recommended as the first line of defense and should be considered as a first option. In many cases, the go-to treatments not only provide immediate help but also improve the long-term prognosis.

POLICIES AND OBJECTIVES

2. **Treatments to Use with Caution** - may be called for if the go-to techniques are not sufficient. However, the side effects of these treatments could potentially worsen the financial condition if used improperly.
3. **Treatments to Use with Extreme Caution** - might help the near term financial situation, but could ultimately work against financial sustainability. For example, a treatment might damage the government’s reputation, thereby reducing public support through local taxes
4. **Treatments Not Advised** - are ones that can cause long term negative effects.

The first step in implementing fiscal first aid is to diagnose the main causes of the problem. Accurate diagnosis is essential for selecting the right treatment and getting support for the treatment regimen. GFOA states that when diagnosing the problem, it is advisable to emphasize factors internal to the organization such as structure, culture, and communications. While external causes, such as a poor economy or state/federal mandates, may be at least partially to blame for fiscal distress, fixating on these largely uncontrollable items saps confidence that a good solution can be found.

The City has evaluated its own management practices against the four fiscal first aid treatments identified above. The subsequent table compares the actions the City has employed in its current management practices against each treatment. As demonstrated in the following table, the City has implemented strong fiscal management practices that offer proactive techniques utilized as a short and long-term aid to achieve the highest level of fiscal management. The City has implemented its “Recession/Net Revenue Shortfall Plan” (refer to the “Policies and Objectives” section) and is closely monitoring the potential budgetary impacts and strategies.

GFOA Best Practices – Fiscal First Aid Techniques	
Primary Treatments	
<i>Revenue</i>	
Explore fees for services	
Propose taxes with a strong nexus	
Conduct a tax lien sale	
Manage perceptions	
Be willing to spend money to save money	
Network with peer agencies and individuals	
<i>Human Resources and Benefits</i>	
Evaluate overtime use	
Address healthcare costs & workers compensation claims/patterns	
Assess organization structure	
Integrate human resources and financial systems	

POLICIES AND OBJECTIVES

Investigate risk management
<i>Management Practices</i>
Make managers manage
Enhance purchasing practices
Revisit control system
Centralize financial management and human resources activities
Establish a culture of frugality
<i>Capital and Debt</i>
Start comprehensive capital project planning
Restructure debt
<i>Financial planning and Analysis</i>
Inventory programs and ascertain their costs
Seek state, federal, and/or regional assistance
Treatments to Use with Caution
<i>Capital and Debt</i>
Use short-term debt to pay for vehicles
Defer and/or cancel capital projects
<i>Financial Planning and Analysis</i>
Use fund balance to soften the landing
<i>Human Resources and Benefits</i>
Increase part-time labor
Institute hiring/wage freezes
Reduce hours worked and pay
<i>Management Practices</i>
Close facilities or reduce hours of operation
Treatments to Use with Extreme Caution
<i>Revenue</i>
Levy a broad tax increase
<i>Human Resources and Benefits</i>
Make across-the-board wage cuts

Table 156 - Fiscal First Aid Techniques, Comparing City Practices to Techniques

CAPITAL IMPROVEMENT MANAGEMENT

- A. The public Capital Improvement Plan (CIP) will include the following:
1. Public improvement projects that cost more than \$10,000.
 2. Capital purchases of new vehicles or equipment (other than the replacement of existing vehicles or equipment) that cost more than \$10,000.
 3. Capital replacement of vehicles or equipment that individually cost more than \$50,000.
 4. Any project that is to be funded from building-related impact fees.

POLICIES AND OBJECTIVES

5. Alteration, ordinary repair, or maintenance necessary to preserve a public improvement (other than vehicles or equipment) that cost more than \$25,000.

The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness, as well as conformance with established policies. The CIP is a five year plan, reflecting a balance between capital replacement projects that repair, replace, or enhance existing facilities, equipment or infrastructure and capital facility projects that significantly expand or add to the City's existing fixed assets or infra-structure.

The Impact Fees Act requires that a city or district serving a population of 5,000 or greater have a Capital Facilities Plan prepared in coordination and compliance with its General Plan that identifies the demands that will be placed upon the existing and future facilities by new development and the means that the City will use to accommodate the additional demand. A Capital Facilities Plan, completed in compliance with Utah State legislation, has been prepared and will be adopted in conjunction with the Impact Fee Ordinance and Impact Fee Analysis.

The written impact fee analysis is required under the Impact Fees Act and must identify the impacts placed on the facilities by development activity and how these impacts are reasonably related to the new development. The written impact fee analysis must include a proportionate share analysis, as described below, and clearly detail all cost components and the methodology used to calculate each impact fee.

The Impact Fees Act requires that the written analysis include a Proportionate Share Analysis that is intended to equitably divide the capacity and costs of each facility identified in the Capital Facilities Plan between future and existing users relative to the benefit each group will receive from the improvement.

Fees are collected to pay for capital facilities owned and operated by the City (including land and water rights) and to address impacts of new development on the following service areas: water, streets, public safety, recreation, and open space/parks. The fees are not used for general operation or maintenance. The fees are established following a systematic assessment of the capital facilities required to serve new development. The city will account for these fees to ensure that they are spent within six years, and only for eligible capital facilities. In general, the fees first collected will be the first spent. During the budget review process, adjustments to impact fee related projects may need to be made. Any changes made to these projects should be updated in the impact fee analysis and included in future impact fee studies.

HUMAN RESOURCE MANAGEMENT

POLICIES AND OBJECTIVES

- A. The City will manage the growth of the regular employee work force without reducing levels of service or augmenting ongoing regular programs with temporary employees, except as provided in sections OO and PP below.
- B. The budget will fully appropriate the resources needed for authorized regular staffing and limit programs to the regular staffing authorized.
- C. Staffing and contract service cost ceilings will limit total expenditures for regular employees, temporary employees, and independent private contractors hired to provide operating and maintenance services.
- D. Regular employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by City employees, rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will do the following:
 - 1. Fill an authorized regular position.
 - 2. Receive salary and benefits consistent with the compensation plan, state compensation laws and federal laws.
- E. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
 - 1. The City Council will authorize all regular positions.
 - 2. The Human Resources Department will coordinate the hiring of all regular and temporary employees. The City Manager will approve the hiring of the final candidate.
 - 3. All requests for additional regular positions will include evaluations of the following:
 - i) The necessity, term, and expected results of the proposed activity.
 - ii) Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support, and facilities.
 - iii) The ability of private industry to provide the proposed service.
 - iv) Additional revenues or cost savings that may be realized.
 - v) Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees.
- F. Temporary employees will include all employees other than regular employees, elected officials, appointed officials and volunteers. Temporary employees will augment regular

POLICIES AND OBJECTIVES

City staffing only as extra-help employees, seasonal employees, and work-study assistants. The City will encourage the use of temporary employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than regular, year-round staffing is required.

- G. Contract employees will have written contracts and do not receive regular City employee benefits. Contract employees will occasionally be used to staff programs with unusual operational characteristics or certification requirements, such as recreation programs. The services of contract employees will be discontinued upon completion of the assigned project, program, or activity.
- H. The hiring of temporary employees will not be used as an incremental method for expanding the City's regular work force.
- I. Independent contractors will not be considered City employees. Independent contractors may be used in the following two situations:
 - 1. Short-term, peak workload assignments to be accomplished through the use of personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that City staff will closely monitor the work of OEA employees and minimal training will be required; however, they will always be considered the employees of the OEA, and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the City Manager.
 - 2. Construction of public works projects and the provision of operating, maintenance, or specialized professional services not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills, and equipment will generally be determined and provided by the contractor.
- J. Department Heads will be responsible to:
 - 1. Ensure that work is not performed by an independent contractor until:
 - i) A written contract between the City and the contractor has been entered into and signed by both parties.
 - ii) The City Recorder has received the contract.
 - iii) The signed written contract has been co-signed by the City Manager.
 - iv) Funds have been budgeted for the project.

POLICIES AND OBJECTIVES

2. Each contract with an independent contractor should contain indemnity/hold harmless clauses, which provide that:
 - i) All contracts must contain indemnity and defense provisions in which the contractor assumes all liability arising out of work performed by the contractor or their officers, employees, agents, and volunteers.
 - ii) All independent contractors must provide evidence that they have acquired and maintain comprehensive general liability coverage, including liability insurance covering the contract concerned, prior to the execution of the contract.
 - iii) The City and its officials, employees, agents and volunteers must be named as “additional insured” on the liability insurance policy.
3. Each contract with an independent contractor should contain provisions that ensure the contractor is carrying workers’ compensation insurance coverage. The City shall require evidence of Workers Compensation insurance (or evidence of qualified self-insurance) from all contractors.

CONTRACTING AND PURCHASING POLICY

Purpose. These rules are intended to provide a systematic and uniform method of purchasing goods and services for the City. The purpose of these rules is to ensure that purchases made and services contracted are in the best interest of the public and acquired in a cost-effective manner.

- A. **Authority of City Manager or Designee.** The City Manager or designate shall be responsible for the following:
 1. Ensure all purchases for services comply with these rules;
 2. Review and approve all purchases of the City;
 3. Establish and amend procedures for the efficient and economical management of the contracting and purchasing functions authorized by these rules. Such procedures shall be in writing and on file in the office of the manager as a public record;
 4. Maintain accurate and sufficient records concerning all City purchases and contracts for services;
 5. Maintain a list of contractors for public improvements and personal services who have made themselves known to the City and are interested in soliciting City business;
 6. Make recommendations to the City Council concerning amendments to these rules.

POLICIES AND OBJECTIVES

B. **General Policies.** All City purchases for goods and services and contracts for goods and services shall be subject to the following:

1. No contract or purchase shall be so arranged, fragmented, or divided with the purpose or intent to circumvent these rules.
2. No purchase shall be contracted for, or made, unless sufficient funds have been budgeted in the year for which funds have been appropriated.
3. All purchases of capital assets and services in excess of \$25,000 must be awarded through a formal sealed bidding process.
4. When it is advantageous to the City, annual contracts for services and supplies regularly purchased should be initiated.
5. All purchases and contracts in excess of \$5,000 must be approved by the City Manager. Amounts to be paid by the City of less than \$5,000, may be approved and authorized by the respective department heads consistent with other city procurement policies and procedures.
6. The City Attorney prior to entering into any such contract shall review all contracts for services.
7. The following items require City Council approval unless otherwise exempted in these following rules:
 - i) All contracts (as defined) over \$25,000.
 - ii) All contracts and purchases awarded through the formal bidding process.
 - iii) Accumulated “change orders” which would overall increase a previously approved contract by:
 - (1) The lesser of 20% or \$25,000 for contracts of \$250,000 or less;
 - (2) More than 10% for contracts over \$250,000.
8. Acquisition for undertaking building improvement or public works projects may require public requests for bids (UCA 11-39-103).
 - i) All contracts for *building improvements* over the amount specified by state code, specifically:
 - (1) For each year after 2003 (\$40,000 for the year 2003), the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3 % or the actual % change in the CPI during the previous calendar year.
 - ii) All contracts for *public works projects* over the amount specified by state code, specifically:
 - (1) For each year after 2003 (\$125,000 for the year 2003), the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3 % or the actual % change in the CPI during the previous calendar year.

POLICIES AND OBJECTIVES

- iii) Contracts for grading, clearing, demolition or construction undertaken by the Community Redevelopment Agency shall adhere to the procedures prescribed by State law.
- 9. Amounts to be paid by the City of less than \$5,000 that are budgeted, may be approved and authorized by the respective department heads. Purchases under this policy must be allocated in the specific budget.
- C. **Exceptions.** Certain contracts for goods and services shall be exempt from bidding provisions. The manager shall determine whether or not a particular contract or purchase is exempt as set forth herein.
 - 1. Emergency contracts which require prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property; circumstances which place the City or its officers and agents in a position of serious legal liability; or circumstances which are likely to cause the City to suffer financial harm or loss, the gravity of which clearly outweighs the benefits of competitive bidding in the usual manner. The City Council shall be notified of any emergency contract that would have normally required their approval as soon as reasonably possible. The City Council shall ratify any emergency contract at the earliest possible time.
 - 2. Purchases made from grant funds must comply with all provisions of the grant.

General Rules

- A. Purchases of Materials, Supplies and Services are those items regularly purchased and consumed by the City. These items include, but are not limited to, office supplies, janitorial supplies, and maintenance contracts for repairs to equipment, asphalt, printing services, postage, fertilizers, pipes, fittings, and uniforms. These items are normally budgeted within the operating budgets. Purchases of this type do not require “formal” competitive quotations or bids.
- B. **Purchases of Capital Assets** are “equipment type” items that would be included in a fixed asset accounting system having a material life of one year or more and costing in excess of \$5,000. These items are normally budgeted within the normal operating budgets. Purchases of this type do not require “formal” bids. Attempt shall be made to obtain at least three written quotations on all purchases of this type.
- C. **Contracts for Professional Services** are usually contracts for services performed by an independent contractor in a professional capacity that produces a service predominately of an intangible nature. These include, but are not limited to, the services of an attorney,

POLICIES AND OBJECTIVES

physician, engineer, accountant, architectural consultant, technical analyst, dentist, artist, appraiser or photographer.

Professional service contracts are exempt from competitive bidding. The selection of professional service contracts shall be based on an evaluation of the services needed the abilities of the contractors, the uniqueness of the service and the general performance of the contractor. The lowest quote need not necessarily be the successful contractor.

Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are professional service contracts and may bid professional services as approved. Major professional service contracts (\$25,000 and over) must be approved by the City Council.

- D. **Conflicts of Interest.** All contracts or transactions for goods or services, in which the contracting or transaction party is an employee or related to an employee of the City, must be competitively bid.
- E. **Contracts for Public Improvements** are usually those contracts for the construction or major repair of roads, highways, parks, water lines and systems (i.e. Public Works Projects); and buildings and building additions (i.e. Building Improvements). Where a question arises as to whether or not a contract is for public improvement, the manager shall make the determination.
- F. **Minor public improvements (less than the amount specified by state code).** The department shall make an attempt to obtain at least three written competitive quotations. A written record of the source and the amount of the quotations must be kept. The manager may require formal bidding if it is deemed to be in the best interest of the City.
- G. **Major public improvements (greater than or equal to the amount specified by state code).** Unless otherwise exempted, all contracts of this type require competitive bidding.

Bidding Provisions

- A. **Bid Specifications.** Specifications for public contracts shall not expressly or implicitly require any product by any brand name or make, nor the product of any particular manufacturer or seller, unless the product is exempt by these regulations or the City Council.
- B. **Advertising Requirements.** An advertisement for bids is to be published at least once in a newspaper of general circulation and in as many additional issues, publications, and locations as the manager may determine, at least five days prior to the opening of bids.

POLICIES AND OBJECTIVES

Advertising for bids relating to Class B and C road improvement projects shall be published in a newspaper of general circulation in the county at least once a week for three consecutive weeks. All advertisements for bids shall state the following:

1. The date and time after which bids will not be accepted;
2. The date that pre-qualification applications must be filed, and the class or classes of work for which bidders must be pre-qualified if pre-qualification is a requirement;
3. The character of the work to be done or the materials or things to be purchased;
4. The office where the specifications for the work, material or things may be seen;
5. The name and title of the person designated for receipt of bids;
6. The type and amount of bid security if required;
7. The date, time, and place that the bids will be publicly opened.
8. The City retains the right to accept/reject/modify all or a portion of all bids.
9. The City will not reimburse bidders for bid related expenses.
10. The City reserves the right to accept or reject all or a portion of any bid as the City determines to be in its best interest.

C. **Requirements for Bids.** All bids made to the city shall comply with the following requirements:

1. In writing;
2. Filed with the manager or his designee;
3. Opened publicly by the manager or designee at the time designated in the advertisement and filed for public inspection;
4. Have the appropriate bid security attached, if required.
5. “Sealed” bids does not preclude acceptance of electronically sealed and submitted bids or proposals in addition to bids or proposals manually sealed and submitted.

D. **Award of Contract.** After bids are opened, and a determination made that a contract be awarded, the award shall be made to the lowest responsible bidder or the bid as stipulated in the published RFP.

POLICIES AND OBJECTIVES

E. The successful bidder shall promptly execute a formal contract and, if required, deliver a bond, cashier's check, or certified check to the Treasurer in a sum equal to the contract price, together with proof of appropriate insurance. Upon execution of the contract, bond, and insurance, the bid security shall be returned. Contractors have no more than seven (7) business days to execute a formal contract with the City. Failure to execute the contract, bond, or insurance shall result in forfeit of the bid security.

F. **Rejection of Bids.** The manager or the City Council may reject any bid not in compliance with all prescribed requirements. The City also reserves the right to reject all or a portion of any and all bids if it is determined to be in the best interest of the City.

G. **Disqualification of Bidders.** The manager, upon investigation, may disqualify a bidder if he or she does not comply with any of the following:

1. The bidder does not have sufficient financial ability to perform the contract;
2. The bidder does not have equipment available to perform the contract;
3. The bidder does not have key personnel available, of sufficient experience, to perform the contract;
4. The person has repeatedly breached contractual obligations with public and private agencies;
5. The bidder fails to comply with the requests of an investigation by the manager.
6. The bidder has performed unsatisfactory work previously within the City.

H. **Pre-qualification of Bidders.** The City may require pre-qualification of bidders. Upon establishment of the applicant's qualifications, the manager shall issue a qualification statement. The statement shall inform the applicant of the project for which the qualification is valid, as well as any other conditions that may be imposed on the qualification. It shall advise the applicant to notify the manager promptly if there has been any substantial change of conditions or circumstances, which would make any statement contained in the pre-qualification application no longer applicable or untrue.

If the manager does not qualify an applicant, written notice to the applicant is required, stating the reasons the pre-qualification was denied, and informing the applicant of his right to appeal the decision within five business days after receipt of the notice. Appeals shall be made to the City Council. The manager may, upon discovering that a pre-qualified person is no longer qualified, revoke pre-qualification by sending notification to

POLICIES AND OBJECTIVES

the person. The notice shall state the reason for revocation and inform the person that revocation will be effective immediately.

I. **Pre-Qualification Process.** When the City determines it is in its best interest to pre-qualify bidders for a project the City shall:

1. Identify the information required for prequalification as part of the bid announcement including submission time, date, and information that must be submitted for pre-qualification.
2. Identify in the bid documents a reasonable time whereby a prospective bidder shall be informed of their pre-qualification status. The Manager shall investigate information provided by prospective bidders in a timely manner. In most cases 2 weeks prior to bid opening.
3. Information requested from bidders shall be used to determine the qualifications and abilities of the prospective bidder. Information requested might include but not be limited to any information that may be necessary to determine the ability of a prospective bidder to complete the project. Examples of information that may be requested are demonstrated below.
 - i) Demonstrated financial ability to complete contract.
 - ii) Information on prior and pending litigation.
 - (1) List of all lawsuits and arbitration to which the bidder has been a party in the 5 years preceding the bid opening date.
 - (2) Name or Title of the litigation
 - (3) Civil Number
 - (4) Status and or result of the case
 - (5) County in which the litigation was filed
 - (6) Amount in question
 - iii) Equipment and materials available to complete project.
 - iv) Qualifications, work history, and references for critical personnel assigned to project.
 - v) Referrals from past clients (5 years).

POLICIES AND OBJECTIVES

- vi) Work History for projects with comparable scope and financial implications.
 - vii) History of change order requests from prospective bidder.
 - viii) Demonstrated history of successfully completing governmental projects
 - ix) These examples are not intended to be an exhaustive list. The City reserves the right to identify any pre-qualification items that it may find useful in its bid processes.
4. Failure to provide or producing inaccurate information may lead to the rejection of a bidder and termination of contact with associated penalties on the part of the neglect bidder. Prospective bidders have the ability to appeal their rejected pre-qualification to the Council as outlined in the appeals section of this policy.
5. **Appeals Procedure.** Any supplier, vendor, or contractor who determines that the City, in violation of these regulations, has made a decision adversely to them, may appeal that decision to the City Council.

The complainant contractor shall promptly file a written appeal letter with the manager, within five working days from the time the alleged incident occurred. The letter of appeal shall state all relevant facts of the matter and the remedy sought. Upon receipt of the notice of appeal, the manager shall forward the appeal notice, his investigation of the matter, and any other relevant information to the City Council. The City Council may conduct a hearing on the matter. A written decision shall be sent to the complainant at the conclusion of the hearing.

INVESTMENTS

- A. **Scope.** This policy establishes an effective delineation of responsibilities and internal controls for the safekeeping and investment of the City of Saratoga Springs monies.
- 1. **Prudence:** In accordance with the Prudent Person Rule which states: Investments shall be made with the exercise of that judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
 - 2. **Conflicts of Interest and Ethics:** All officers of the City that engage in financial transactions shall act in accordance with the highest ideals of honor, integrity, and ethics. Employees shall act in strict accordance with State laws and City ordinances

POLICIES AND OBJECTIVES

governing ethics and conflicts of interest with the City's investment program and requires the disclosure of any financial interests employees and officials may have in the financial institutions the City is working with or instruments the City is investing in.

- B. **Objectives.** All funds will be invested in accordance with most recent revision of the Utah Money Management Act. The primary objectives of investment activities in order of priority shall be safety, liquidity, and yield:
1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 2. **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.
 3. **Yield:** Return on investment is of secondary importance compared to safety and liquidity objectives described above.
- C. **Standards of Care.** The standard to be used by investment personnel will be the 'prudent person' rule, 51-7-14(1) of the Utah Money Management Act. This concept will be applied in the context of managing the overall portfolio where the 'prudent person' is reasonable, well informed and not a professional investor "prudent expert." The "prudent person" concept implies that the primary concern is to preserve capital and provide required liquidity.
- D. **Ethics.** Officers and employees involved in the investment process shall refrain from engaging in personal business activities affected by their duties and responsibilities as investors of public funds, that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the entity.
- E. **Controls.**
1. **Allowable Investments.** The following list constitutes current legal investments under the Utah Money Management Act. Credit Ratings for the purchase of any security must have a minimum of single A- or its equivalent or better by two or more public rating agencies at the time of purchase. Short term credit ratings for

POLICIES AND OBJECTIVES

commercial paper must be top tier A1/P1/F1 by two of the three credit rating agencies at the time of purchase.

2. **Diversification.** The City will diversify its investments in order to avoid risks in specific instruments, individual financial institutions or maturities. The current diversification is as follows:

Investment Instrument	Maximum in Any Single Issuer**
T-bills	100%
T-Notes	100%
Corporate Bonds	5%
U.S. Government Agency Securities	100%
Federal Farm Credit bank (FFCB)	50%
Federal Home Loan Bank (FHLB)	50%
Federal Home Loan Mortgage Corporation (FHLMC)	50%
Federal National Mortgage Association (FNMA)	50%
Other Obligations (revenue bonds of any county, city, or any taxing district of the State of Utah)	5%
Certificates of Deposit in Utah State Depositories	FDIC limit
Commercial Paper	5%

** No single issuer or guarantor (other than the United States Treasury and Federal Agencies) may represent more than the percentage listed in this table at the time of purchase of the total value of holdings of each cash manager's portfolio.

3. **Guidelines for Deposits with Financial Institutions.** The maximum unsecured deposits invested with any one Utah Bank shall be limited to 5% of that bank's capital and deposit base.
4. **Maturity Schedule.** Investment maturities for operating funds (short term funds) will be scheduled to coincide with cash flow needs, taking into account routine expenditures as well as anticipated revenue. Maximum Maturity for any single issuer will follow the Utah Money Management Act guidelines. For U.S. Government Treasuries and Agencies, the maximum allowed maturity is 5 years.
5. **Performance Evaluation.** The investment portfolio will be managed in accordance with the parameters specified within this policy. The Utah Public Treasurers Investment Fund (PTIF) Rate shall be the benchmark against which the investment portfolio performance shall be compared on a regular basis.
6. **Reporting.** The Treasurer shall prepare an investment report annually that will include the following:
 - i) Listing of individual securities held at the end of the reporting period.
 - ii) Weighted average yield to maturity for the investment portfolio

POLICIES AND OBJECTIVES

- iii) Listing of investments by maturity date.
- iv) Percentage of total portfolio that each type of investment represents.

Investment Advisors will prepare and submit monthly reports to the City Treasurer or other finance staff that will include monthly performance, current credit mix, maturity distribution and compliance to the Utah Money Management Act and the Investment Policy.

Additionally, the Investment Advisor should be prepared to meet quarterly with the City Treasurer to discuss investments reports, recent interest rate conditions, economic developments, and anticipated cash needs of the City.

- F. **Selection of Investment Advisor and/or Broker** The credibility of investment advisors, brokers, dealers and banks will be checked and analyzed. Criteria for selection will include classification on the Utah Money Management Council's Certified Dealer List or Certified Investment Advisor List. The Treasurer will invest with those financial institutions that meet the above criteria.
- G. **Safekeeping.** All investments must be held in custody/safe keep by a bank or trust company with minimum credit ratings mentioned above for corporate bonds.
- H. **Evaluation.** The City Treasurer reserves the right to amend any of the previous internal guidelines.
- I. **Effective Date of Policy.** This policy is effective on March 1, 2015

NSF CHECKS

Purpose. To define procedures for processing nonsufficient funds checks.

- A. **Procedures.** When a check is returned for nonsufficient funds (NSF), an NSF check fee will be assessed. The amount of the fee will be based on the City's current fee schedule. Utility billing payments will be reversed off the customer's utility billing account, and court payments will be charged back on the defendant's case. No checks will be accepted from a customer after 2 returned checks within a one-year period. This restriction will last for one year beginning with the date of the second nonsufficient check. After sufficient collection efforts, checks that are not paid within 120 days are written off to the general ledger department/fund that originally received the check. The City Treasurer will approve checks to be written off. At the Treasurer's discretion, NSF checks may be sent to the City's collection agency. If a recovery is made (either through the City or the collection agency), the revenue will be credited to the department/fund the write-off was charged to.

JOURNAL ENTRIES

POLICIES AND OBJECTIVES

Purpose. To define procedures for implementing accounting changes to the City's general ledger through the journal entry process.

- A. **Responsibilities.** Employees are authorized to perform journal entries through the City Manager or Assistant City Manager. Proper journal entry backup is required for all journal entries. Journal entries must also comply with any applicable City policies and procedures.
- B. **Approval.** The finance department will prepare a journal entry report for the City Manager or Assistant City Manager monthly. This report will show the effective date of the journal entry, journal entry number, general ledger account numbers, description, and debit/credit amount. The journal entry report must be in sequential journal entry number. Any sequence gaps should be noted and explained in the report. Any journal entry with debits in excess of \$50,000 (excluding account reclassifications) must first be approved by the City Manager or Assistant City Manager before entry.

FIXED ASSET AND INVENTORY POLICY

- A. **Criteria for Fixed Asset Capitalization and Control.** The City will maintain fixed asset lists for financial reporting and physical control purposes. Individual fixed assets with useful lives in excess of one year and valued or costing at or above \$5,000 will be maintained on the fixed asset list for financial reporting purposes. Individual fixed assets with useful lives in excess of one year and valued or costing at below \$5,000 will be maintained on fixed asset lists for physical control purposes. These lists will be the responsibility of each department to maintain.
- B. **Inventory.** Inventory consists of many items with nominal costs that are used as needed by departments. Inventory counts are not a control feature for the safeguard of the items but merely a summarization for the financial statements. Due to the relatively small amounts invested in the inventory and the modest changes in value from year-to-year, the City will eliminate reporting inventory on the financial statements but will continue to track and monitor inventory for internal purposes only. The total dollar amount of inventory will be reviewed annually to ensure that it should not be reported on the financial statements.
- C. **Criteria for Fixed Asset Depreciation.** Assets appearing on the financial reporting fixed asset list are subject to depreciation. The City employs the straight-line depreciation method on all depreciable fixed assets unless the finance department and the appropriate department head deem another depreciation method more appropriate and accurate for a particular asset class. If an alternate method is chosen, this will be disclosed in the City's financial statement notes. The City utilizes reasonable estimated useful lives established

POLICIES AND OBJECTIVES

by the finance department and the appropriate department head with consultation from other professionals and outside publications.

SALVAGE POLICY

This policy establishes specific procedures and instructions for the disposition of surplus property, not to include the sale/disposal of real property. The sale of real property will strictly follow the specific procedures and instructions as governed by Utah Code Ann. Sec. 10-8-2.

Personal Property of the City is a fixed asset. It is important that accounting of fixed assets is accurate and timely. Personal property, as defined by this policy will include, but not limited to rolling stock, machinery and equipment, furniture and fixtures, tools, and electronics. This property has been purchased with public money. It is important that the funds derived from the sale be accounted for and disposed properly.

- A. **Responsibility for Property Inventory Control.** It is the responsibility of each department to maintain an inventory of *all* department property. The departments shall be responsible for submitting to the finance department an updated inventory log of all changes to assets costing greater than \$5,000 at least annually. The finance department will assist in the disposition of all personal property.
- B. **Disposition of an Asset.** Department heads shall identify surplus property within the possession of their departments and report such property to the finance department for disposition consideration. The department head shall clearly identify age, value, comprehensive description, condition, and location. Other departments in the City will be given first consideration for the items. For property valued at \$5,000 or greater, the finance department shall present to the City Council a listing of property to be disposed of. The city shall comply with current state law relative to the disposition of surplus property. The City shall conduct a public hearing relative to the disposition of this property.
- C. The finance department shall, after approval by the City Council, dispose of the assets. The City Manager has final authority on the method of disposition, with or without advertisement or bids. The finance department shall, after the disposal of surplus property, notify the City's insurance liability carrier to ensure that all items disposed of are removed from the City's liability coverage (if applicable).
- D. **Conveyance for Value.** Conveyance of property shall be based upon the highest and best economic return to the City. City-owned surplus property may be offered preferentially to units of government and non-profit. The highest and best economic return to the city shall be estimated by one or more of the following methods:
 1. Public auction

POLICIES AND OBJECTIVES

2. Sealed competitive bids
3. Evaluation by qualified and disinterested consultant
4. Professional publications and valuation services
5. Informal market survey by the Finance Manager in case of items of personal property possessing readily, discernable market value.

Sales of City personal property shall be based, whenever possible, upon competitive sealed bids. The City Manager has final authority on the method used. In all cases, the City retains the right to accept, reject, or modify all or a portion of all bids.

- E. **Revenues.** All monies derived from the sale of personal property shall be credited to the general fund of the City, unless the property was purchased with money derived from an enterprise fund, special revenue fund, or internal service fund. In this case, the money shall be deposited in the fund of the enterprise, special revenue, or internal service fund that made the original purchase. Any fees associated with selling the property (such as auction fees) will be netted against the proceeds received.
- F. **Advertised Sealed Bids.** A notice of such public auction or invitation for sealed bids shall be published in a newspaper of general circulation or the City newsletter at least 14 days before the opportunity for public comment. The notice shall be posted at the public information bulletin board at City Hall. The notice shall describe the property to be sold, the terms of the sale, and the place and time of the auction or bid opening.

Employee Participation: City employees and their direct family members are not eligible to participate in the disposal of surplus property unless:

1. Property is offered at public auction or public sealed bids;
 2. If sealed bids are required and no bids are received from general public, a re-bidding may occur with employee participation.
- G. **Compliance.** Failure to comply with any part of this policy may result in disciplinary action.

BENCHMARKING

- A. **Philosophy.** The city has been participating in the Utah Benchmarking Project. The philosophy behind benchmarking, as defined by the group, is to enable comparisons between and among organization processes in an attempt to discover best practices that, once imported, will improve all operations for the city. Benchmarking with Utah's participating communities will help in the efforts to provide the most appropriate level of service to the citizens of Saratoga Springs at the lowest possible cost while achieving the best possible efficiencies of effort.

POLICIES AND OBJECTIVES

- B. **Purpose.** The purpose of benchmarking for the city emulates the projects goal, which is to provide the city with a service delivery management tool that supports the cities decision-making processes in strategic planning and accountability. Through benchmarking, the city can better determine where success is coming from in other cities, and find ways to make city services better and more cost effective. Through this process, the city can focus on its goals for city improvement, partnering to share information, and adapting to the needs of the citizens.
- C. **Selection.** For comparison purposes, the city will continue to use the same “benchmark” group that was previously predetermined by the City Council for the wage analysis study. These cities were chosen based on a variety of factors such as geography, demographics, population size, and finances.

For the purposes of benchmarking, the following cities were chosen:

1. Centerville
2. Clinton
3. Draper
4. Farmington
5. Lehi
6. North Ogden
7. Pleasant Grove
8. Riverton
9. South Jordan
10. South Ogden
11. South Salt Lake City
12. Washington

SPECIAL EVENT SERVICES

- A. For special events and other services that have been or will be developed for the City, the City may be required to provide:
1. Park Services (Field maintenance, ground maintenance, trash pick-up)
 2. Parking Services (Parking enforcement)
 3. Special Events and Facilities Services

In many cases, these services can be provided without incremental cost or loss of revenues. In the event special event services do have an impact on departmental budgets, the procedures for amending departmental budgets is in line with the City-wide procedures for amending departmental budgets.

POLICIES AND OBJECTIVES

- B. **Events Managed Under Multi-Year Contracts.** The procedure for this type of special contract is as follows: the department will request budget adjustments during the first budget opening following the agreement signing. These budget adjustments will be based upon the level of services outlined in the special event contract and will remain in the budget for the term of the contract.
- C. **Year-to-Year or One Time Events.** For those events for which long term agreements do not exist the costs for providing services shall be estimated and included within Council's or the City Manager's review of the proposal.
- D. **Special Event Funding.** Special events may be funded in the following manners: vendor fees, corporate donations, directly through the general fund or a transfer, and special event participant fees.
- E. **Vendor Fees.** Any vendor wishing to sell products or provide services at any special event must pay a vendor fee. Vendor fees will be set based upon type of event, number of expected vendors and any cost incurred by the City associated with hosting vendors.
- F. **Corporate Donations.** The City will solicit corporate donations from businesses when appropriate. Any corporate donation will directly pay for any cost incurred by the City for the special event.
- G. **General Fund Transfer.** If necessary and appropriate, a general fund transfer may occur provided that during the budget process for the current fiscal year the City Council approves such a transfer. The transfer may vary from year to year-based on Council's decisions regarding the budget.
- H. **Special Event Participant Fees.** Any special event may have programs that require a participant fee. The participant fees will directly pay for any incurred costs associated with the special event program. The fee will vary from program to program depending on total cost of the program.

LIBRARY

- A. **Fiscal Policy.** It is the policy of the City for the library to be primarily funded through donations and miscellaneous revenues (such as the sale of library cards). The City, at its discretion, may appropriate additional funds for one-time and ongoing costs. The library's expenditures will not be allowed to exceed current revenue (donations,

POLICIES AND OBJECTIVES

miscellaneous revenue, and City contributions) plus beginning fund balance (if any). Monthly revenue and expense reports will be provided to the Library Board for their review.

- B. **Purchasing Policy.** The library is to follow the City's purchasing policies. All approved expenditures will be paid through the City's accounts payable department.
- C. **Revenue Policy.** The library must follow any applicable state and local revenue collection policies and procedures.

REPLACEMENT POLICY FOR VEHICLES AND EQUIPMENT

- A. With significant growth, the City's fleet has expanded to include over 100 vehicles and pieces of rolling stock. In anticipation of future growth and in order to increase accountability, streamline approval processes and save taxpayer dollars a fleet replacement schedule has been created.

This schedule will give stakeholders the ability to prioritize vehicle replacement and approach fleet management from a strategic perspective. Data used in the analysis includes an inventory of all equipment, the estimated useful life and projected replacement date, corrective and preventative maintenance schedule and costs, depreciating value and replacement cost.

The vehicle and equipment replacement schedule captures both objective and subjective factors related to a vehicles condition and value. Objectively, the replacement schedule tracks: total mileage/hours; previous year mileage, parts expense; labor expense; preventative maintenance; corrective maintenance; estimated live expectance; and depreciating value. Subjectively, the replacement schedule captures feedback from the Department Head or their designees related to the condition and quality of the vehicle or piece of equipment. While objective criteria will be applied to every vehicle and piece of rolling equipment, subjective analysis will be weight more heavily for specialized equipment such as fire engines, modified police vehicles and specialty trucks.

Once a vehicle or piece of equipment satisfies this objective and subjective criteria, it is flagged for consideration to be replaced and submitted to the City Manager. The City Manager has signatory authority to approve replacement vehicles and equipment. After a vehicle meets objective and subjective requirements for replacement, the City Manager or designee can determine whether or not a new replacement vehicle should be purchased. This decision requires the City Manager to balance the benefits of replacing a vehicle against budgetary priorities and constraints. This encourages lean management of the

POLICIES AND OBJECTIVES

City's operations, streamlines the previous approval process and allows Council to retain ultimate approval authority for vehicle replacements during the budget process.

This new approval process does not apply to vehicles and equipment that are being added to the existing fleet. When a vehicle or piece of equipment is being added to, rather than replacing, it will require get specific approval by the City Council.

REPLACEMENT POLICY FOR COMPUTER EQUIPMENT

This policy pertains to the replacement of computer equipment based on a specific set of criteria.

A. The following is the criteria used:

1. User Needs – a replacement computer should not be based on technological cycles but on the needs of each user.
2. Warranty Expiration – considers the time spent by staff in maintenance, troubleshooting, and repair downtime.
3. Necessary Upgrades – considers cost of a new system as opposed to on-going support of older software/hardware.
4. Minimum Computer Configuration Standards – staff may determine what this standard is. For example, considering whether the computer performs adequately when running a standard operating system, web browser, word processor, spreadsheet, desktop database, and Oracle simultaneously.
5. Refresh Rate – cost of replacement and upgrading parts and the cost of replacement compared with maintenance.

Laptops that are more than three years old and desktops that are more than five years old will be eligible to be considered under the factors above.

The Computer replacement schedule tracks: Staff downtime; maintenance time; troubleshooting time; repair downtime; and the cost of on-going support of older software/hardware. This schedule also captures descriptive feedback from the Department Head or their designees explaining the end users' needs and whether the current computer system is affecting productivity. Subjective criteria is especially valuable in this analysis because the end user's needs are varied, this variance will be captured in the replacement schedule.

Once a computer satisfies the objective and subjective criteria, it is flagged for review by the City Manager. At this point, the City Manager or designee can determine whether or not a new replacement computer should be purchased. This decision requires the City Manager to balance the benefits of replacing a vehicle against budgetary priorities and constraints. When

POLICIES AND OBJECTIVES

a computer is replaced, the older unit is cascaded to an employee that does not require a newer machine in order to maintain productivity. Alternatively, a cascaded computer can be assigned as a back-up unit in a specific area or department.

This new approval process does not apply to computers that are being added to the current allotment of computers.

POLICIES AND OBJECTIVES

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the government entity. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

CUSTODY: A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

POLICIES AND OBJECTIVES

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities, or commodities).

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

DUE DILIGENCE: Such a measure of prudence, activity, assiduity, as is properly to be expected from, and ordinarily exercised by, a reasonable and prudent person under the particular circumstances; not measured by any absolute standard, but depending on the relative facts of the special case.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

POLICIES AND OBJECTIVES

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass-through" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price upon which a security is trading and could presumably be purchased or sold.

POLICIES AND OBJECTIVES

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party’s rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers’ acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve’s most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states, the trustee may invest in a security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

POLICIES AND OBJECTIVES

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from 2 to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and

POLICIES AND OBJECTIVES

commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

APPENDIX A: BUDGET REQUESTS

Fund	Department	Request	FY 2017 Adjusted Budget	FY 2018 Dept. Request	FY 2019 Dept. Request	City Manager Rec.	Ongoing/One-Time
General Fund	Administration	Applicant Tracking Software		5246.5	3496.5	EB	
General Fund	Administration	Onboarding Software		3570	1820	EB	
General Fund	Administration	IT Specialist		93602	93602	Y	Ongoing
General Fund	Administration	Reclass Accounts Payable to Office and Facilities Administrator		17839	17839	Y	Ongoing
General Fund	Administration	PT AP Clerk			27510	FY19	Ongoing
General Fund	Recorder	Increase of 10 hours for PT Deputy City Recorder		11437	11437	Y	Ongoing
General Fund	Recorder	Elections		30000		Y	
General Fund	Building	Delete 10-4250-250 Vehicle Lease Payments		-10500	-10500	Y	Ongoing
General Fund	Building	Delete Window Ware annual service fee in 10-4240-300		-1300	-1300	Y	Ongoing
General Fund	Building	Boot and Uniforms (10-4240-300)		2900	2900	Y	Ongoing
General Fund	Building	Membership Fees (10-4240-210)		250	250	Y	Ongoing
General Fund	Non Departmental	Vehicle Maintenance		2000	2000	Y	Ongoing
General Fund	Non Departmental	Offset Current IT Contract		-36000	-36000	Y	Ongoing
General Fund	Attorney	Office Supplies		500	600	Y	Ongoing
General Fund	Attorney	Books and Memberships		3000	3200	Y	Ongoing
General Fund	Attorney	FT Assistant City Attorney		98331	98331	Y	Ongoing
General Fund	Attorney	Offset Current Assistant City Attorney (PT) Wages		-50915.49	-50915.49	Y	Ongoing
General Fund	Attorney	Offset Legal Intern Wages		-14476.75	-14476.75	Y	Ongoing
General Fund	Planning	GIS Licensing		0	1208	EB	
General Fund	Planning	Adobe Licensing		1259	1259	EB	

APPENDIX A: BUDGET REQUESTS

General Fund	Planning	Reclassify one Planner 1 to Planner 2		3240	3240	PP	
General Fund	Planning	Paid Intern Option		3773	3773	N	
General Fund	Planning	Part-Time Contract Employee		48510		Y	Ongoing
General Fund	PR/Communications/ Econ. Dev.	PR Specialist (Option 1)		20075	20075	N	
General Fund	PR/Communications/ Econ. Dev.	PR Specialist (Option 2)		13099	13099	Y	Ongoing
General Fund	PR/Communications/ Econ. Dev.	PR Intern (Option 3)		12596	12596	N	
General Fund	PR/Communications/ Econ. Dev.	Office Supplies/Advertising		5000	5000	N	
General Fund	Civic Events	Summer Celebration Series (20-year Celebration)		13900		Y	One-time
General Fund	Civic Events	Advertising		2000	2000	Y	Ongoing
General Fund	Civic Events	Additional 5 hours for Civic Events Coordinator		6510	6510	Y	Ongoing
General Fund	Civic Events	Additional 5 hours for Asst. Civic Events Coordinator		4754	4754	Y	Ongoing
General Fund	General Govt. Building and Grounds	Replace North Fire Station Concrete Driveway		15000		Y	One-time
General Fund	General Govt. Building and Grounds	City Hall Aesthetic Improvements		29000		Y	One-time
General Fund	General Govt. Building and Grounds	Flooring in City Hall		10000		Y	One-time
General Fund	General Govt. Building and Grounds	In-House Custodial Services		34874	34874	Y	Ongoing
General Fund	General Govt. Building and Grounds	Offset Current Custodial Services Contract		-35899	-35899	Y	Ongoing
General Fund	Public Works Administration	3rd PT Administrative Assistant		34126	34126	N	
General Fund	Public Works Administration	Public Works Office Supplies		6000	6000	Y	Ongoing
General Fund	Library	PT Library Assistant		29843	28823	Y	Ongoing/One-time
General Fund	Library	Updated Internet Connection		1800	1800	N	
General	Library	Office Supplies		3000	3000	Y	Ongoing

APPENDIX A: BUDGET REQUESTS

Fund							
General Fund	Library	Book Purchases		1000	2000	EB	
General Fund	Police	Police Officer I (Option A)		134643.54 28	85844.542 79	N	
General Fund	Police	Detective Corporal (Option B)		140946.72 49	97147.724 94	Y	Ongoing/O ne-time
General Fund	Police	Police Officer II (Option C)		138630.54 28	89831.542 79	N	
General Fund	Police	Adjustment for Hours Increase Crossing Guards		64785.900 02	64785.900 02	Y	Ongoing
General Fund	Police	Part-time Employees		59730	59730	Y	Ongoing
General Fund	Police	Increase to 10-4210-134 - Overtime		7000	7000	Y	Ongoing
General Fund	Police	Body Armor Replacement		1365	1365	Y	Ongoing
General Fund	Police	Vehicle Maintenance		14000	14000	Y	Ongoing
General Fund	Police	Consumables and Electronics		6938	6938	Y	Ongoing
General Fund	Police	Training		2000	2000	Y	Ongoing
General Fund	Police	Professional Services Contract		10200	10200	Y	Ongoing
General Fund	Police	Special Events		1750	1750	Y	Ongoing
General Fund	Police	Police Radios		33220	17720	Y	Ongoing
General Fund	Police	K9 Program		3500	3500	Y	Ongoing
General Fund	Police	Software		2000	2000	Y	Ongoing
General Fund	Police Bluffdale	2 Police Officer II's		167676	167676	Y	Ongoing
General Fund	Police Bluffdale	Police Officer I		79350	79350	Y	Ongoing
General Fund	Police Bluffdale	Contract Services		4164	4164	Y	Ongoing
General Fund	Police Bluffdale	Training		1500	1500	Y	Ongoing
General Fund	Police Bluffdale	PT Hours		7033	7033	Y	Ongoing
General Fund	Fire	Vehicle Maintenance for new ambulance			2200	N	
General Fund	Fire	Transition of 3 PT to FT FF/Medics		74088	74088	Y	Ongoing
General Fund	Fire	PT Hours to Current usage		12004	12004	Y	Ongoing
General Fund	Fire	Additional Administrative		1823	1914	N	

APPENDIX A: BUDGET REQUESTS

		Assistant Hours					
General Fund	Fire	Holiday Hours		25388	25388	Y	Ongoing
General Fund	Fire	Ambulance Replacement		243975		Y	One-time
General Fund	Streets	New Maintenance Worker I		61453	61453	Y	Ongoing
General Fund	Streets	Salt Storage Structure		200000		Y	One-time
General Fund	Utility Billing	2 PT UB Clerks 60 Hours		53976	53976	Y	Ongoing
General Fund	Parks	FT Parks Maintenance I		103291	60231	Y	Ongoing/One-time
General Fund	Parks	Floating Employee (5 months)		25605.4	25605.4	Y	Ongoing
General Fund	Parks	Offset Floating Employee w/Seasonal Money		-25605	-25605	Y	Ongoing
General Fund	Parks	Tri Deck Hustler Mower		22333		Y	One-time
General Fund	Parks	Ditch witch RT 24 half shared cost with electrical		9832		Y	One-time
General Fund	Parks	Gasoline Budget Increase		810	810	Y	Ongoing
General Fund	Parks	Vehicle Maintenance Increase		636	636	Y	Ongoing
General Fund	Parks	Equipment Maintenance Increase		628	628	Y	Ongoing
General Fund	Parks	Salaries and Wages to Increase		25338	25338	N	Ongoing
General Fund	Parks	Maintenance and Supplies Increase		1250	1250	Y	Ongoing
General Fund	Parks	Sprinkler System Maintenance Increase		1038	1038	Y	Ongoing
General Fund	Parks	Fertilizer		3958	3958	Y	Ongoing
General Fund	Parks	Utilities - Sewer		5000	5000	Y	Ongoing
General Fund	Parks	Utilities - Water		70000	70000	Y	Ongoing
General Fund	Parks	Landscape and walk install for 1200 north		25639		N	
General Fund	Parks	Herron Hills Park		6777.19	13554.3816	Y	Ongoing
General Fund	Recreation	Coordinator Position to FT		40250	40250	Y	Ongoing

APPENDIX A: BUDGET REQUESTS

General Fund	Recreation	Sports Official Wage increase		23188	23188	Y	Ongoing
General Fund Total				2312051.561	1498471.752		Ongoing/One-time
Storm Drain Impact Fund	Capital Projects	PN18 - SR 73		150000		Y	One-time
Storm Drain Impact Fund	Capital Projects	OCS2 - Open Channel Improvements		50000		Y	One-time
Storm Drain Impact Fund Total	Capital Projects			200000	0		One-time
Parks Impact Fund	Capital Projects						
Parks Impact Fund	Capital Projects	Sports Complex 32-4000-694		11000000		Y	Ongoing/One-time
Parks Impact Fund	Capital Projects	Sales Tax Bond Payment		800000	800000	Y	Ongoing/One-time
Parks Impact Fund Total	Capital Projects			11800000	800000		Ongoing/One-time
Roads Impact Fund	Capital Projects						
Roads Impact Fund	Capital Projects	400 E CROSSROADS SIGNAL		300000		Y	One-time
Roads Impact Fund	Capital Projects	Mt. Saratoga Road		247859		Y	One-time
Roads Impact Fund	Capital Projects	Pony Express Extension		750000		Y	One-time
Roads Impact Fund	Capital Projects	North Fire Station Trail		50000		Y	One-time
Roads Impact Fund Total	Capital Projects			1347859	0		One-time
Public Safety Impact	Capital Projects	Police Facility		500000		Y	One-time
Public Safety Impact	Capital Projects			500000	0		One-time

APPENDIX A: BUDGET REQUESTS

Fund Total							
General Capital Fund	Capital Projects	Road Projects		737025	737025	Y	Ongoing
General Capital Fund	Capital Projects	Street Light Projects		50000	50000	Y	Ongoing
General Capital Fund	Capital Projects	Parks Capital Projects		50000	50000	Y	Ongoing
General Capital Fund	Capital Projects	Vehicle Replacement		334659	334659	Y	Ongoing
General Capital Fund	Capital Projects	Equipment Replacement		29653	29653	Y	Ongoing
General Capital Fund	Capital Projects	Computer Replacement		30000	30000	Y	Ongoing
General Capital Fund	Capital Projects	Replacement Vehicle for truck #149 (Escape not Truck)		25800		VR/Y	One-time
General Capital Fund	Capital Projects	Replacement Vehicle for truck #110 (Escape not Truck)		25800		VR/Y	One-time
General Capital Fund	Capital Projects	Fence Replacement on Jacobs Ranch/Summerhill		184210		N	
General Capital Fund	Capital Projects	Increase in Fund 35-4000-789		14000	14000	N	
General Capital Fund	Capital Projects	Arc Study		15000		N	
General Capital Fund	Capital Projects	35-400-755 Five Year CIP Defund to fund Court		-1400000		Y	One-time
General Capital Fund	Capital Projects	Court portion of Police Facility		1400000		Y	One-time
General Capital Fund Total				1496147	1245337		Ongoing/One-time
Water Fund	Culinary	New Floating Employee		18363	17863	Y	Ongoing/One-time
Water Fund	Culinary	Offset Floating Employee w/ Seasonal Money		-3640	-3640	Y	Ongoing
Water Fund	Culinary	Well Maintenance		60000		EB	

APPENDIX A: BUDGET REQUESTS

Water Fund	Culinary	Fixed Network Subscription		1000	1500	N	
Water Fund	Culinary	Replacement Meters (evergreen account)		125200	125200	Y	Ongoing
Water Fund	Culinary	Water Employee Reclassification		-3882		PP	
Water Fund	Culinary	Tank Cleaning		17500		EB	
Water Fund	Culinary	Clothing Increase		2900	2900	EB	
Water Fund	Culinary	Aquaveo (51-5100-350) - Irrigation Pressure Software		2000	2000	N	
Water Fund	Culinary	Increase for Blue Review		2000	2000	N	
Water Fund	Culinary	Trencher		12000		N	
Water Fund	Culinary - Capital - Ongoing Operations non-Impact Fee						
Water Fund	Culinary - Capital - Ongoing Operations non-Impact Fee	Arc Flash Study		8500		N	
Water Fund	Culinary - Capital - Ongoing Operations non-Impact Fee	PLC's - Programmable Logic Controller for SCADA		24000		Y	One-time
Water Fund	Culinary - Capital - Ongoing Operations non-Impact Fee	Fixed Network		25000	60000	N	
Water Fund	Culinary - Capital - Ongoing Operations non-Impact Fee	Updates to Scada System		9285		N	
Water Fund	Culinary - Capital - Ongoing Operations non-Impact Fee	Light Tower		13500		EB	
Water Fund	Culinary - Capital - Ongoing Operations non-Impact Fee	Metal Detectors		4500		EB	
Water Fund	Culinary - Capital - Ongoing Operations non-Impact Fee	Pipe Chainsaw		3800		EB	
Water Fund	Secondary						
Water Fund	Secondary	New Floating Employee		17862.93	17862.93	Y	Ongoing
Water Fund	Secondary			-3640	-3640		Ongoing
Water Fund	Secondary	Well Maintenance		138000		EB	
Water Fund	Secondary						

APPENDIX A: BUDGET REQUESTS

Water Fund	Secondary Capital - Operating non-Impact Fee						
Water Fund	Secondary Capital - Operating non-Impact Fee	Fixed Network		26000	4500	EB	
Water Fund	Secondary Capital - Operating non-Impact Fee	PLC's - Programmable Logic Controller for SCADA		24000		EB	
Water Fund	Secondary Capital - Operating non-Impact Fee	Well #4 new soft start drive		30000		EB	
Water Fund	Secondary Capital - Operating non-Impact Fee	Scada Updates		9285		EB	
Water Fund	Secondary Capital - Operating non-Impact Fee	Arc Flash Study		7500		EB	
Water Operations Fund Total				571033.93	226545.93		Ongoing/One-time
Culinary Water Impact Fund	Capital Projects	400 South Culinary Water Line (12 inch) Legacy Farms Reimbursement	50000			EB	
Culinary Water Impact Fund	Capital Projects	North CUWCD Connection	20000	200000		Y	One-time
Culinary Water Impact Fund	Capital Projects	Loan Payments Back to Operations		100000	100000	Y	Ongoing
Culinary Water Impact Fund	Capital Projects	Debt Portion of 2014 Water Funds		226570	226570	Y	Ongoing
Water Culinary Impact Fund Total	Capital Projects		70000	526570	326570		Ongoing/One-time
Secondary Water Impact Fund	Capital Projects					None	
Sewer Fund						Sewer Fund	
Sewer Fund	Sewer	Arc Flash study		7500		Y	One-time
Sewer Fund	Sewer	Updates to the SCADA System		9285		Y	One-time
Sewer			0	16785	0		One-time

APPENDIX A: BUDGET REQUESTS

Operations Fund Total							
Storm Drain Fund	Storm Drain	Training		1500	1500	Y	Ongoing
Storm Drain Operations Fund Total			0	1500	1500		Ongoing
Water Rights Fund		Loan to Fund 57		2000000		Y	One-time
Water Rights Fund		Increase in purchase of water rights		2000000		Y	One-time
Water Rights Operations Fund Total			0	4000000	0		One-time

APPENDIX B: FINANCIAL HEALTH INDICATORS

Introduction

As part of an ongoing effort to enhance transparency and to provide timely analytical tools for decision-making, the City has added this Financial Health Indicators Section to the budget document. This section includes a series of health indicators and trend analyses that the City should continue to monitor as the community grows. The charts, graphs, and accompanying analysis can be used in the decision making process to help insure the fiscal sustainability of the City. Some of the indicators are drawn from expert financial wisdom and others are pulled from the ICMA (The International City and County Management Association). These measures are longitudinal in nature. Due to the increased availability of data and technology, the City is incorporating these measures and an additional tool for communicating fiscal health and monitoring trends.

Each indicator has a description, a reason the indicator is important, an example of a negative and a critical trend, and the current trend in the City.

Unrestricted Net Assets/Position of Governmental Type Activities

Description

This indicator identifies when an entity has negative unrestricted net assets/position.

Why is it important?

This indicator identifies if net assets/position is available for unrestricted purposes. Although unrestricted net assets/position may not be in liquid form, it is important to have net assets/position available and unrestricted as to use. If an entity's unrestricted net assets/position is declining or is negative, it leaves little or no room for unexpected expenses; and therefore, is a sign of fiscal stress.

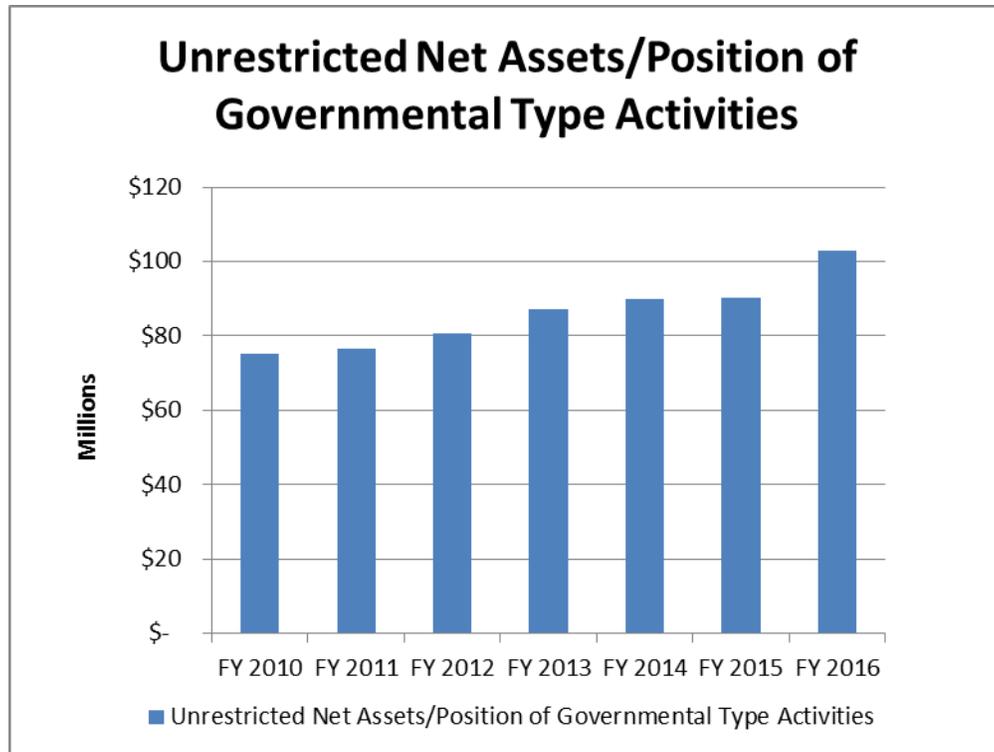
Negative and Critical Trend Example

Critical Indicator – Declining trend over a multi-year period

Negative Indicator – Negative amounts

Current City Trend

APPENDIX B: FINANCIAL HEALTH INDICATORS



The graph indicates an increasing net assets/position of the governmental type activities. There are no critical or negative indicators present at this time. The City will continue to monitor the graph for any change in the indicators.

Unassigned Fund Balance of the General Fund

Description

This indicator identifies when an entity has negative unassigned fund balance.

Why is it important?

This indicator identifies if fund balance is available for unrestricted purposes. Although unassigned fund balance may not be in liquid form, it is important to have fund balance available without restrictions. If an entity's unassigned fund balance is declining or is negative, it leaves little or no room for unexpected expenses; and therefore, is a sign of fiscal stress.

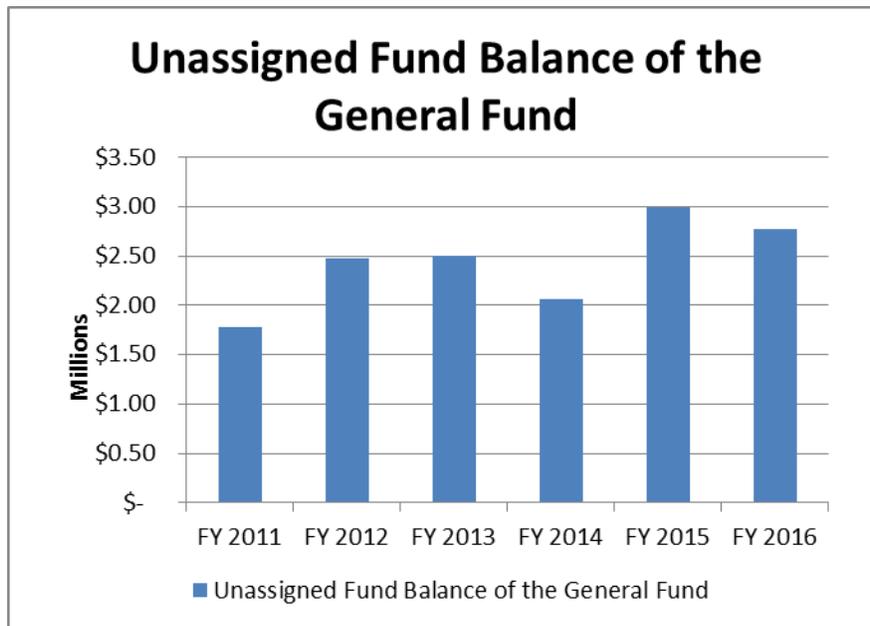
Negative and Critical Trend Example

Critical Indicator – Negative amounts

APPENDIX B: FINANCIAL HEALTH INDICATORS

Negative Indicator – Declining trend over a multi-year period

Current City Trend



The graph indicates an overall increase in unassigned fund balance in the General Fund (10). There are no critical or negative indicators present at this time. The City will continue to monitor the graph for any change in the indicators.

Decline in General Fund Tax Revenue

Description

This indicator reflects the percentage change from year to year for Property tax revenue for all entity types, and Sales tax revenue for counties and income tax revenue for cities.

Why is it important?

This indicator reflects declines in these revenue types and is an indication that an entity may be facing financial hardship due to declines in significant revenue sources. It will also reflect the need for additional sources of revenue to maintain stability.

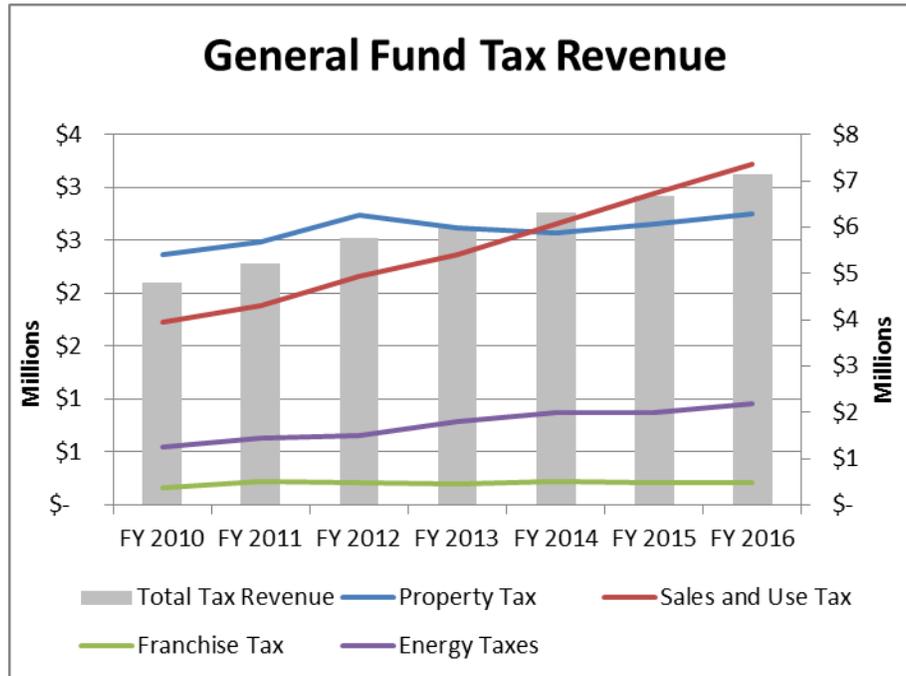
Negative and Critical Trend Example

Critical Indicator – Trend of declining tax revenue over a three-year period

Negative Indicator – Decrease in tax revenue

APPENDIX B: FINANCIAL HEALTH INDICATORS

Current City Trend



The graph indicates that an overall increase in the revenues from each tax type. There is one negative indicator in FY 2014 where property tax drops slightly. This is due to an increase (not shown) of delinquent property taxes owed. Because of Utah's certified property tax rate, each municipality can expect similar revenues in property tax each year, not including new growth. As such, this drop was due to an unexpected increase in delinquencies, not an actual reduction in property tax revenues.

Revenue per Capita

Description

This indicator takes total revenues received in the General fund and divides them by the current population to determine revenues per one resident in the City.

Why is it important?

This indicator provides insight into the estimated tax burden placed on the residents of the community. An increase in revenue per capita could indicate an increase in home valuation and/or an increase in prices for goods purchased. This can indicate economic growth and prosperity for the City. A decrease could mean the opposite or that the City is reaching an appropriate equilibrium for providing adequate services at a reasonable price.

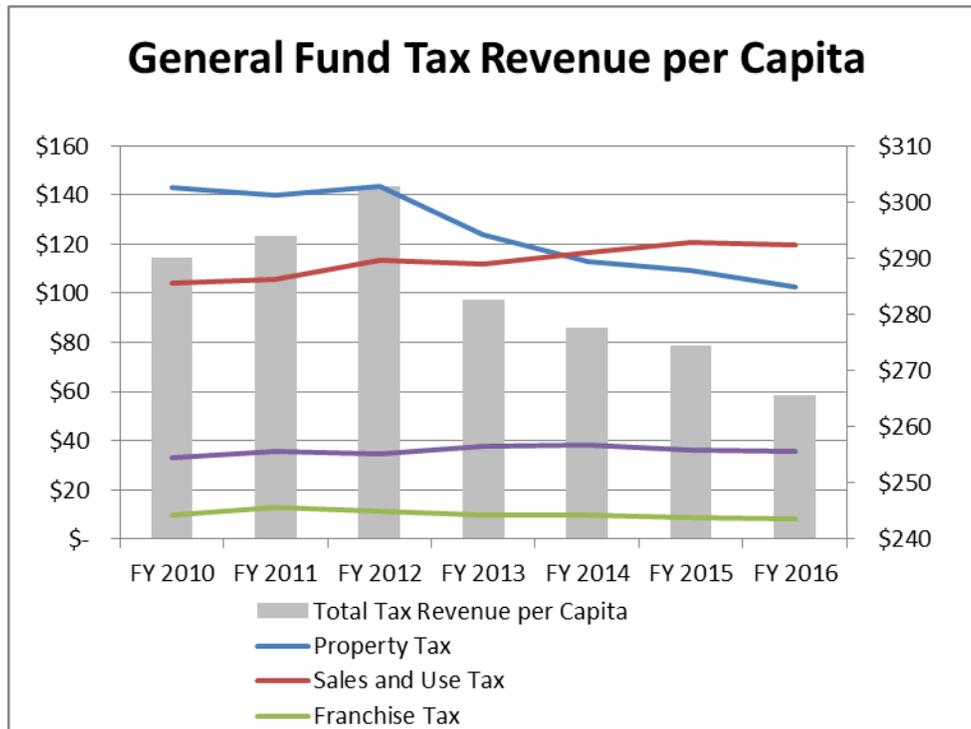
APPENDIX B: FINANCIAL HEALTH INDICATORS

Negative and Critical Trend Example

Critical Indicator – Trend of declining revenue per capita over a multi-year period

Negative Indicator – A decrease in revenue per capita (if not reaching equilibrium)

Current City Trend



The graph indicates increases in sales and use tax and energy tax. However, it also indicates a decrease in franchise and property tax per capita. This is a critical indicator. If the trend continues, it will indicate that property tax revenue growth does not keep up with population growth, which is most likely due to receiving property a year after a new resident moves to a new home. The decrease in franchise tax is most likely due to either a reduction in the price of electricity for the residents or a decrease of electricity used on average by residents. The decrease could be a result of increased solar panel proliferation on rooftops and/or smaller homes requiring less power. The City will continue to monitor the graph to see if the downward trend continues.

Percent of Total Expenditures Not Covered by Taxes

Description

APPENDIX B: FINANCIAL HEALTH INDICATORS

This indicator takes the total tax revenues, subtracts them from total General Fund expenditures, and divides that number by the General fund expenditures. This results in the percentage of General Fund expenditures not covered by tax revenue.

Why is it important?

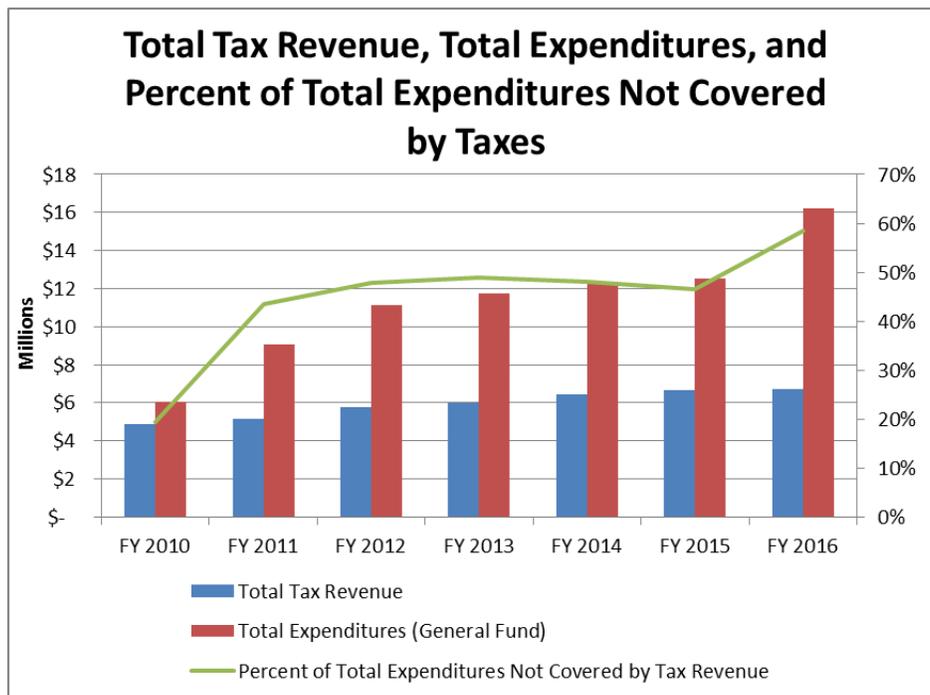
Taxes are ongoing revenues, unlike building permits or impact fees that are considered one-time revenues. As such, a fiscally sound municipality will cover most of its expenses with ongoing revenues and remove dependence on any one-time, unguaranteed revenues. Most one-time revenues are related to new growth. If growth slows or stops completely, the City will lose the majority of its one-time revenues and must rely on ongoing revenues. Consequently, a City may be forced to drastically reduce its expenditures or increase its taxes quickly in order to stave off bankruptcy.

Negative and Critical Trend Example

Critical Indicator – Increasing percentage of expenditures not covered by taxes over a multi-year period

Negative Indicator – Significant increase in percentage of expenditures not covered by taxes

Current City Trend



Note: The City has sufficient overall revenue to cover all expenses

APPENDIX B: FINANCIAL HEALTH INDICATORS

This graph indicates a quick rise in the percentage of General Fund expenditures not covered by taxes, though in recent years that percentage has declined slightly. The City may need to evaluate current revenues for sustainability and future growth. The City will continue to monitor this graph for any changes.

Property Tax Collection Rates and Delinquent Property Tax

Description

This indicator shows the percentage and real dollar amount of property tax collected for the City that was owed.

Why is it important?

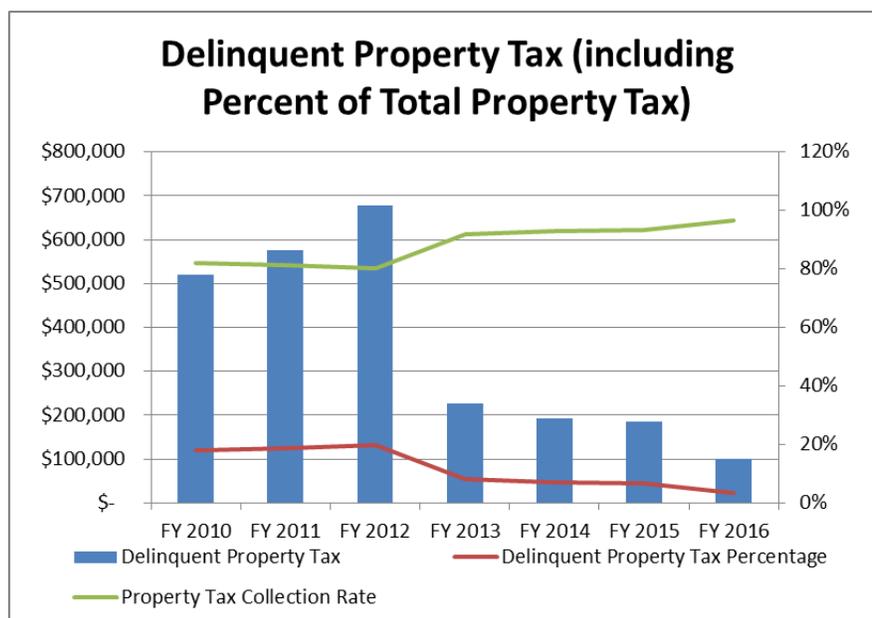
Property tax is one of the only revenue streams for local government. When residents default on paying property taxes, the City's revenue stream decreases and the services provided to the residents have fewer resources to maintain the same level of service.

Negative and Critical Trend Example

Critical Indicator – Trend of decreasing property tax collection rates over a multi-year period

Negative Indicator – A decrease in property tax collection rate

Current City Trend



APPENDIX B: FINANCIAL HEALTH INDICATORS

The graph indicates an overall decrease in the delinquent property tax and as a percent of the total property tax collected. The property tax collection rate is increasing. As such, there are no critical or negative indicators. The City will continue to monitor the data for any changes.

Intergovernmental Revenues as Percent of General Revenues

Description

This indicator is total revenues received from other government entities (local, state, or federal) divided by total revenues received by the City.

Why is it important?

Intergovernmental funds provide added resources for municipalities to provide additional or improved services. However, if intergovernmental revenues are too high, the City would be in an increasingly unstable situation. Intergovernmental revenues cannot be guaranteed in perpetuity and sometimes have strict requirements with which the City may not be able to comply, jeopardizing the availability of those funds. When the City relies on these revenues for general operations, those basic services may be unavailable for the residents if intergovernmental revenues are reduced or even stopped.

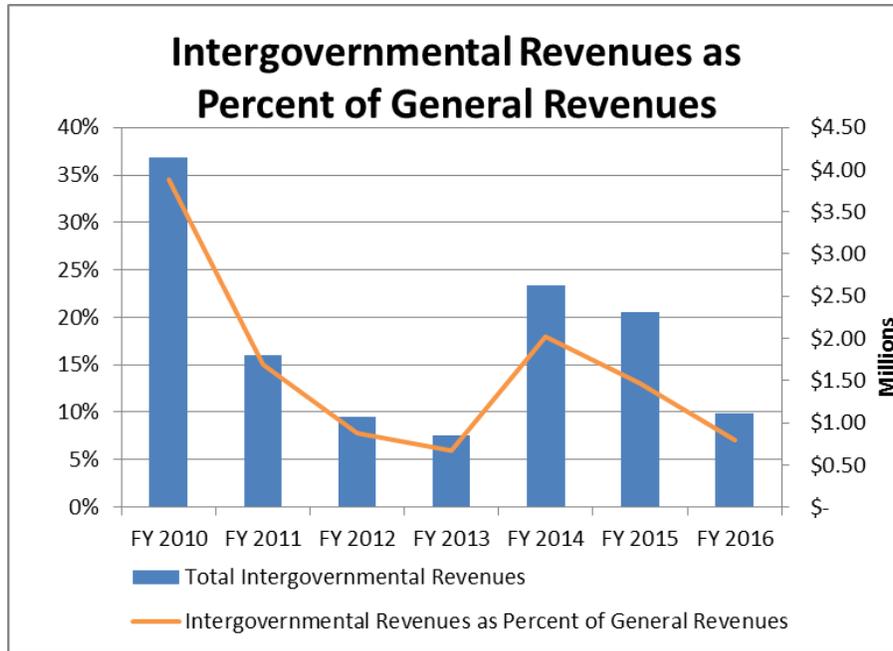
Negative and Critical Trend Example

Critical Indicator – Trend of increasing intergovernmental revenues as percent of general revenues

Negative Indicator – An increase in intergovernmental revenues as percent of general revenues

Current City Trend

APPENDIX B: FINANCIAL HEALTH INDICATORS



The graph indicates a decrease in the percent of general revenues that are intergovernmental. This is a positive indicator. The City will continue to monitor the graph for any change in the indicators.

Expenditures per Capita (By Department) and as Percent of Total Expenditures (General Fund)

Description

This indicator is total expenditures per department divided by the total resident population and total expenditures per department divided by the total expenditures in the General Fund (10).

Why is it important?

Government services should grow in proportion to the needs of those services. One of the indicators of increased needs is an increase in population. If the services provided are tightly linked to population growth, this shows that expenditures are growing at an appropriate rate. If the services provided are increasing faster than the needs of the population, the City should evaluate the increase in expenditures and if the trend is due to another indicator of increased need (e.g., crime rate, government mandate).

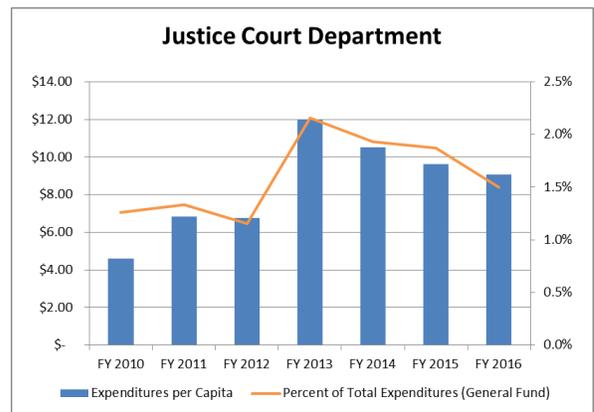
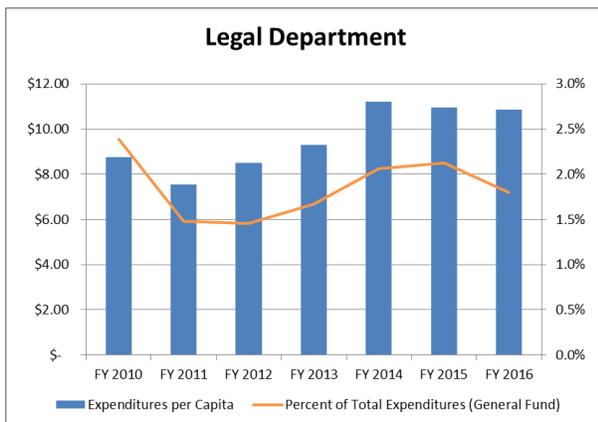
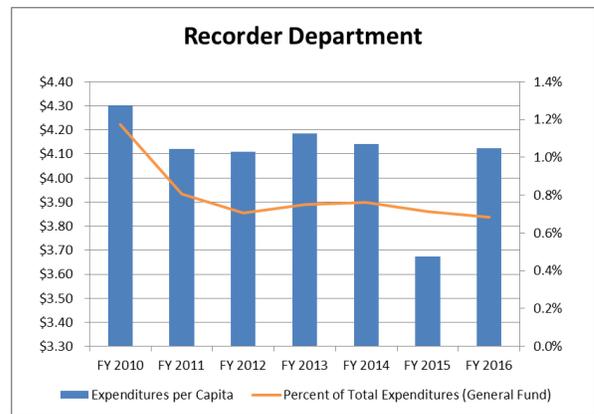
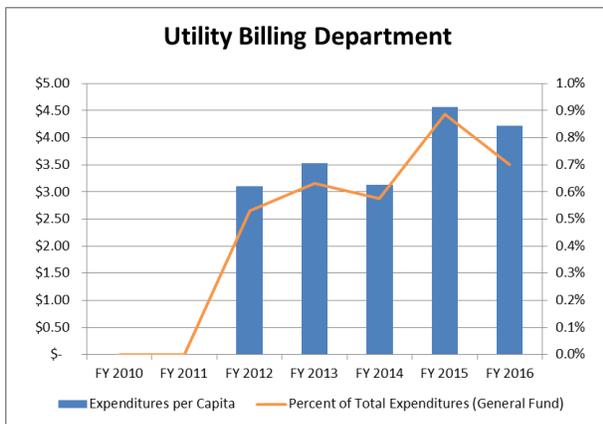
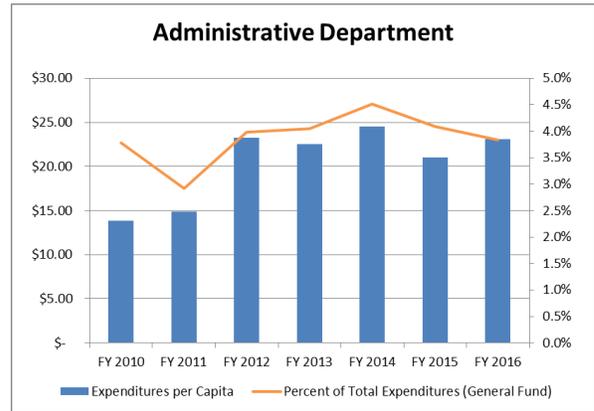
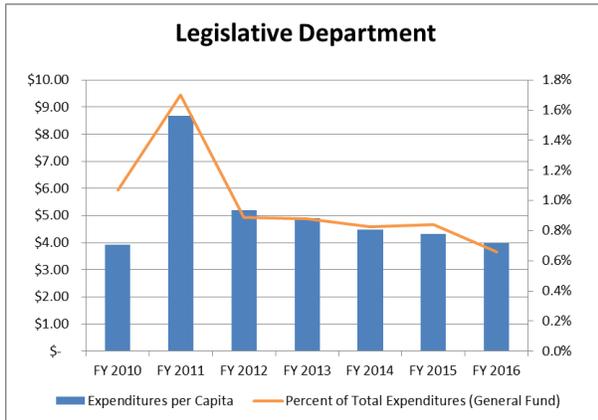
Negative and Critical Trend Example

APPENDIX B: FINANCIAL HEALTH INDICATORS

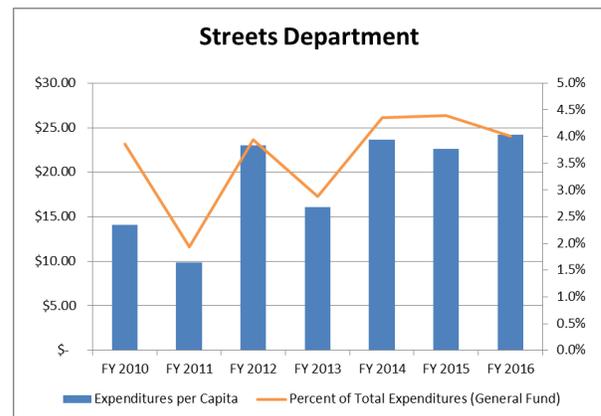
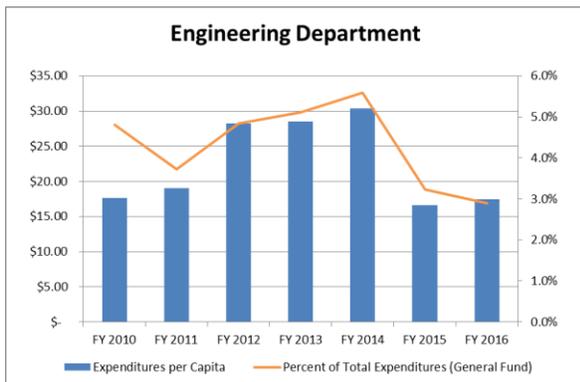
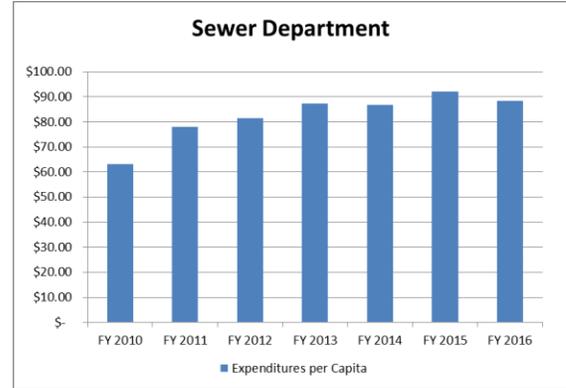
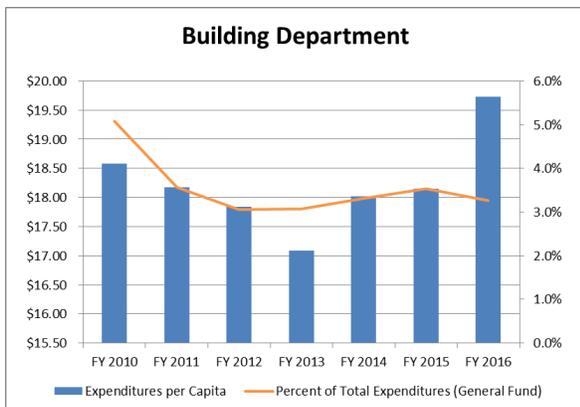
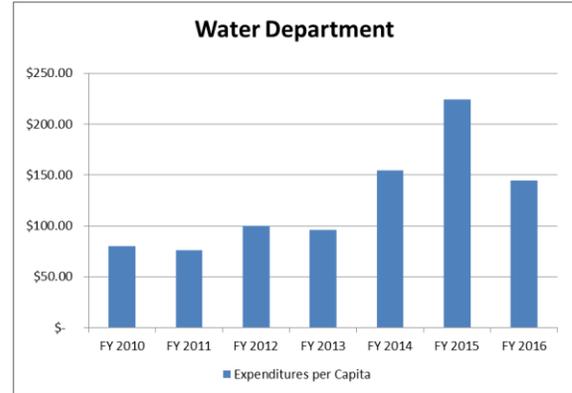
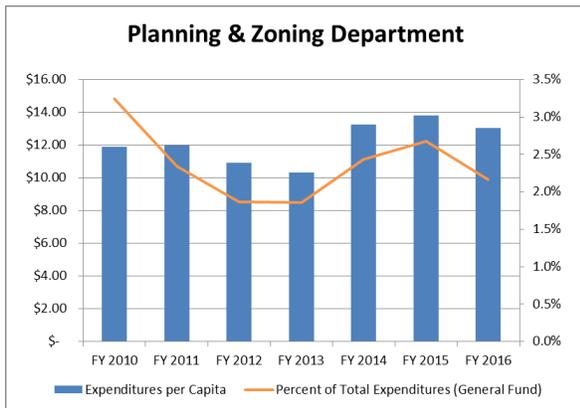
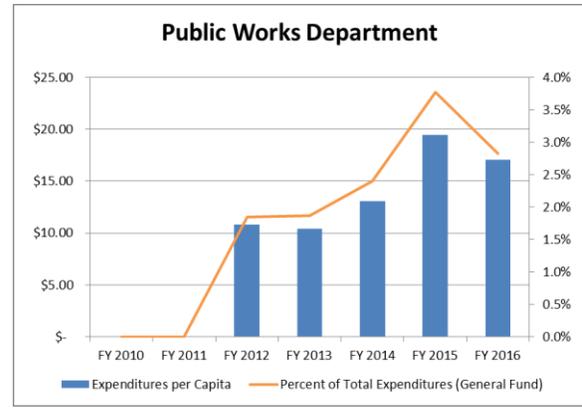
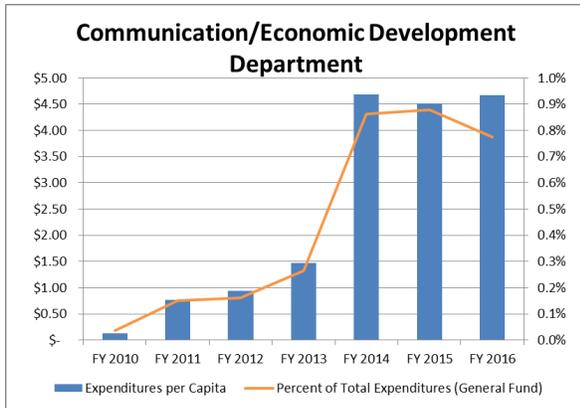
Critical Indicator – A trend of increasing expenditures per capita in one department over a multi-year period

Negative Indicator – An increase in expenditures per capita in one department

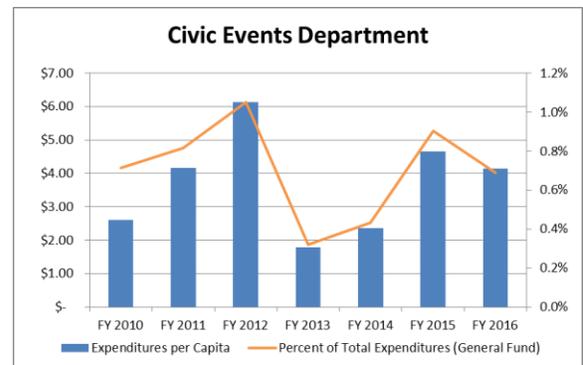
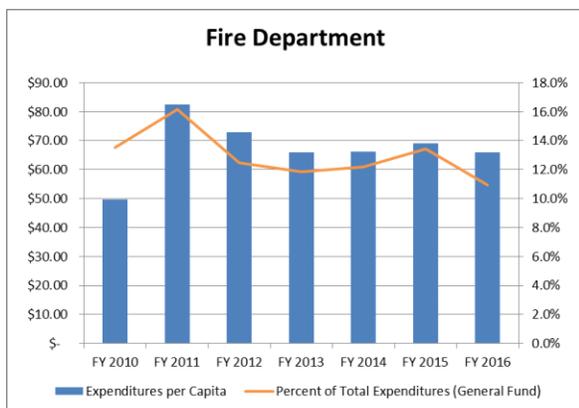
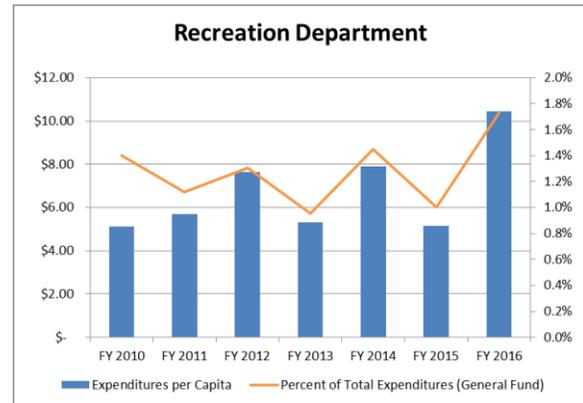
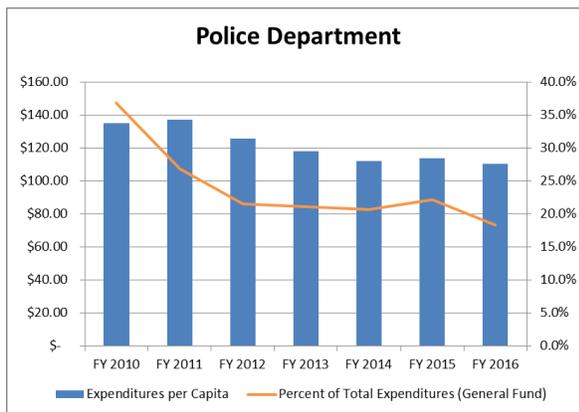
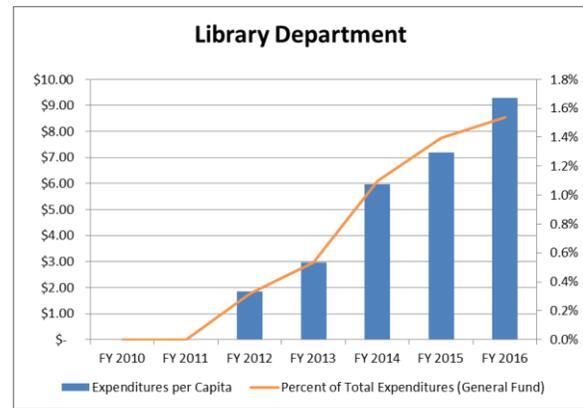
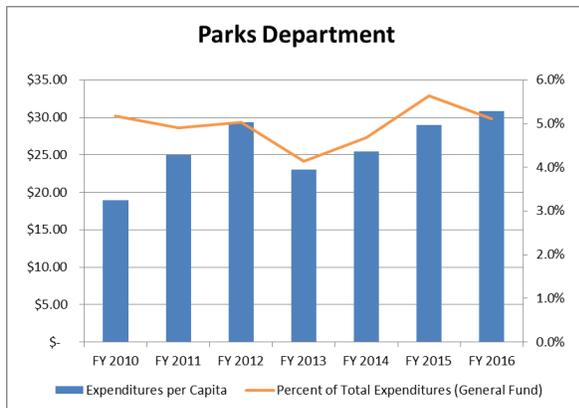
Current City Trend



APPENDIX B: FINANCIAL HEALTH INDICATORS



APPENDIX B: FINANCIAL HEALTH INDICATORS



The graphs indicate that some departments are increasing in expenditures per capita and the percent of total expenditures while others are decreasing. Some other departments appear to be leveling off. Several departments, Library and Recreation, have a negative indicator of increasing expenditures per capita and percent of total expenditures. However, some of these departments are new or were transitioned from a part-time staff to full-time staff. The City will continue to monitor these graphs to see if these departments showing a negative indicator will reach equilibrium. The City will continue to monitor the charts for any changes.

APPENDIX B: FINANCIAL HEALTH INDICATORS

Debt Service Expenditures to Total Revenues

Description

This indicator is total debt service expenditures divided by total revenues (for all governmental funds). This indicator identifies the percentage of the budget used/needed for repayment of debt.

Why is it important?

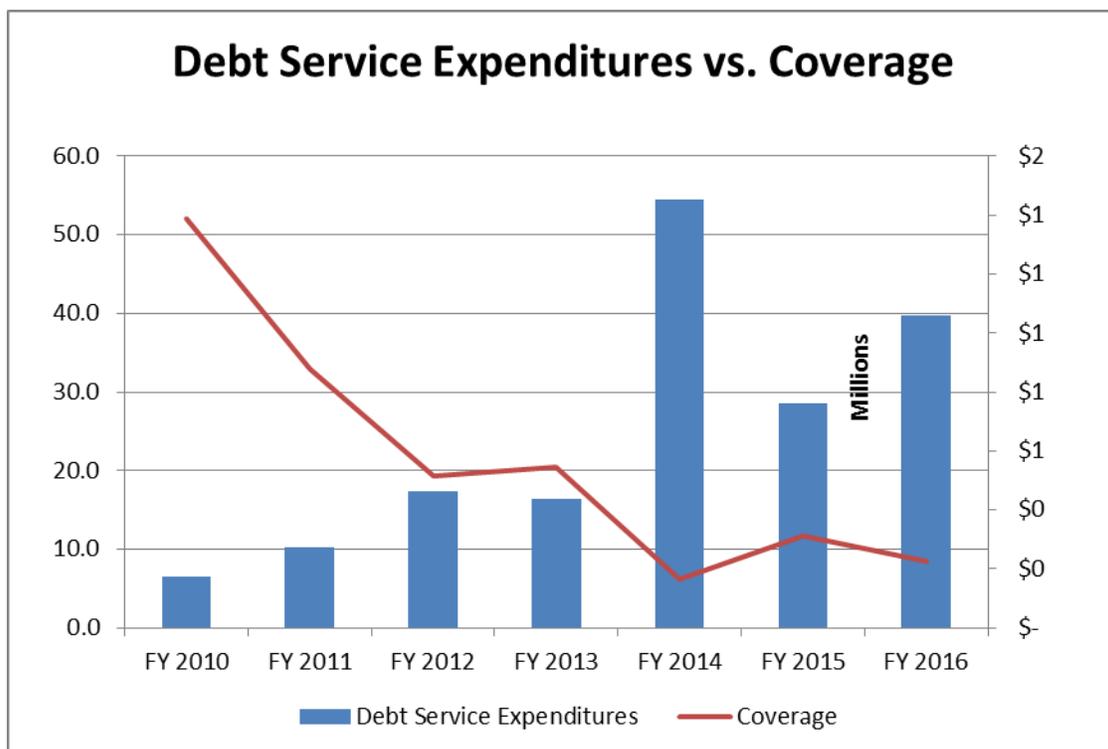
Higher debt service expenditures to total revenues is unfavorable since the entity spends more of its current budget on debt repayment. An increasing trend of debt service expenditures to total revenues may mean the percentage of budget dedicated to debt payments is increasing; and therefore, less revenue will be available for asset repair/replacement or meeting current service demands.

Negative and Critical Trend Example

Critical Indicator – Percentage above 10%

Negative Indicator – Percentage near 10%

Current City Trend



APPENDIX B: FINANCIAL HEALTH INDICATORS

As indicated by the graphs, coverage of debt service expenditures is decreasing. This is a negative indicator. The City will continue to monitor these graphs for any changes.

Approved Hourly Pay Ranges				
Department		Pay Range		
		Minimum	Midpoint	Maximum
ADMINISTRATION	Accounts Payable/Buyer/Risk Specialist	\$19.46	\$23.84	\$28.22
ADMINISTRATION	Assistant City Manager	\$42.15	\$51.64	\$61.12
ADMINISTRATION	City Manager	\$48.30	\$59.17	\$70.04
ADMINISTRATION	Finance Manager	\$38.76	\$47.48	\$56.20
ADMINISTRATION	Human Resource Specialist	\$23.96	\$29.35	\$34.74
ADMINISTRATION	Management Analyst	\$20.66	\$25.31	\$29.96
ADMINISTRATION	Payroll/Human Resources Clerk	\$16.63	\$20.38	\$24.12
ATTORNEY	Assistant City Attorney/City Prosecutor	\$26.51	\$32.48	\$38.44
ATTORNEY	City Attorney	\$45.37	\$55.58	\$65.79
ATTORNEY	Legal Secretary	\$14.79	\$18.12	\$21.44
BUILDING	Building Inspector I	\$18.08	\$22.15	\$26.21
BUILDING	Building Inspector II	\$20.37	\$24.95	\$29.53
BUILDING	Building Inspector III	\$21.73	\$26.63	\$31.52
BUILDING	Building Official	\$28.58	\$35.02	\$41.45
BUILDING	Building Permit Technician	\$14.02	\$17.18	\$20.33
BUILDING	Plans Examiner	\$22.03	\$26.98	\$31.94
COMMUNICATIONS	Assistant Civic Events Coordinator	\$13.86	\$16.98	\$20.10
COMMUNICATIONS	Civic Events Coordinator	\$18.99	\$23.26	\$27.53
COMMUNICATIONS	Communities that Care Coordinator	\$13.75	\$16.85	\$19.94
COMMUNICATIONS	Economic Development/Public Relations Manager	\$32.13	\$39.36	\$46.59
COMMUNICATIONS	Court Clerk	\$12.87	\$15.77	\$18.67
COURT	Lead Court Clerk	\$16.49	\$20.20	\$23.91
ENGINEERING	City Engineer	\$36.83	\$45.11	\$53.40
ENGINEERING	Engineer I	\$19.81	\$24.26	\$28.72
ENGINEERING	Engineer II	\$22.48	\$27.53	\$32.59
ENGINEERING	GIS Administrator	\$24.63	\$30.18	\$35.72
ENGINEERING	GPS Technician	\$19.26	\$23.60	\$27.93
FIRE	Administrative Assistant (Fire)	\$12.85	\$15.74	\$18.63

APPENDIX C: APPROVED PAY RANGES

FIRE	Fire Captain/Paramedic	\$19.52	\$23.91	\$28.30
FIRE	Fire Chief	\$40.97	\$50.19	\$59.40
FIRE	Firefighter/AEMT	\$12.74	\$15.61	\$18.48
FIRE	Firefighter/Paramedic (Full Time)	\$15.11	\$18.50	\$21.90
FIRE	Firefighter/Paramedic (Part Time)	\$13.99	\$17.14	\$20.29
LIBRARY	Library Clerk	\$11.87	\$14.53	\$17.20
LIBRARY	Library Director	\$28.95	\$35.46	\$41.98
LIBRARY	Administrative Assistant (Planning)	\$13.53	\$16.58	\$19.62
PLANNING	Planner I	\$19.59	\$23.99	\$28.40
PLANNING	Planning Director	\$35.71	\$43.75	\$51.79
PLANNING	Senior Planner	\$22.88	\$28.03	\$33.18
POLICE	Assistant Victims' Advocate	\$12.36	\$15.14	\$17.92
POLICE	Code Enforcement/Animal Control Officer	\$16.10	\$19.73	\$23.35
POLICE	Corporal	\$21.09	\$25.84	\$30.58
POLICE	Crossing Guard	\$11.71	\$14.35	\$16.98
POLICE	Crossing Guard Supervisor	\$14.02	\$17.17	\$20.33
POLICE	Neighborhood Watch/Volunteer Coordinator	\$12.87	\$15.77	\$18.67
POLICE	Police Chief	\$42.59	\$52.17	\$61.75
POLICE	Police Officer I	\$17.72	\$21.70	\$25.69
POLICE	Police Officer II	\$18.98	\$23.25	\$27.52
POLICE	Police Officer III	\$20.66	\$25.30	\$29.95
POLICE	Records Clerk	\$13.07	\$16.01	\$18.95
POLICE	Records Clerk Supervisor/Office Manager	\$18.10	\$22.18	\$26.25
POLICE	Reserve Officer/Bailiff	\$16.26	\$19.92	\$23.58
POLICE	Sergeant	\$24.66	\$30.21	\$35.76
POLICE	Victims' Advocate	\$14.73	\$18.04	\$21.36
PUBLIC WORKS	Administrative Assistant (Public Works)	\$15.08	\$18.48	\$21.87
PUBLIC WORKS	Assistant Public Works Director	\$26.86	\$32.90	\$38.94
PUBLIC WORKS	Facilities Electrician	\$22.21	\$27.21	\$32.21
PUBLIC WORKS	Parks Superintendent	\$25.02	\$30.65	\$36.28
PUBLIC WORKS	Public Improvements Inspector	\$19.83	\$24.29	\$28.75
PUBLIC WORKS	Public Improvements Lead Inspector	\$23.78	\$29.13	\$34.49
PUBLIC WORKS	Public Works Director	\$41.12	\$50.38	\$59.63

APPENDIX C: APPROVED PAY RANGES

PUBLIC WORKS	Seasonal Laborer	\$10.18	\$12.47	\$14.76
PUBLIC WORKS	Storm Drain Inspection Coordinator	\$18.60	\$22.78	\$26.97
PUBLIC WORKS	Utility Maintenance Supervisor	\$19.01	\$23.29	\$27.56
PUBLIC WORKS	Utility Maintenance Worker I	\$14.08	\$17.24	\$20.41
PUBLIC WORKS	Utility Maintenance Worker II	\$15.33	\$18.78	\$22.23
PUBLIC WORKS	Utility Maintenance Worker III	\$16.95	\$20.76	\$24.58
PUBLIC WORKS	Utility Maintenance Worker IV	\$18.73	\$22.94	\$27.15
RECORDER	City Recorder	\$26.67	\$32.67	\$38.67
RECORDER	Deputy City Recorder	\$16.68	\$20.43	\$24.18
RECREATION	Recreation Coordinator	\$16.72	\$20.48	\$24.24
RECREATION	Recreation Director	\$26.79	\$32.82	\$38.85
RECREATION	Site Supervisor	\$12.01	\$14.72	\$17.42
RECREATION	Sports Official	\$10.18	\$12.47	\$14.76
TREASURER	City Treasurer	\$22.72	\$27.83	\$32.94
UTILITY BILLING	Receptionist/Utility Billing Clerk	\$13.12	\$16.07	\$19.02
UTILITY BILLING	Utility Billing Supervisor	\$19.16	\$23.47	\$27.78

Elected or Appointed Positions

Official	Pay
Mayor	\$1,648/month
City Council	\$976/month
Judge	\$2,033/month
Planning Commissioner	\$50.00/meeting

APPENDIX D: BUDGET AMENDMENTS

2016-2017 Budget Amendment Supplemental #1						
G/L Account	Department	Description	Current FY 2017 Budget	New Budget Amount	Increase (Decrease)	Notes/Comments
General Fund						
<u>Revenues</u>						
10-3356-100	Intergovernmental Revenue	Class "C" Road Fund Allotment	594,000	647,503	(53,503)	Per ULCT FY2017 Projection (Impact of HB 60 2016 , change to HB 362 2015)
10-3310-100	Intergovernmental Revenue	Grants	65,000	80,674	(15,674)	Assistant Victim Advocate - fully funded by the VOCA grant
<u>Expenditures</u>						
10-4420-345	Public Works Admin	Electrical Lock Boxes	-	25,280	25,280	Revenue 1/1/16 to 6/30/16 to offset
10-4210-132	Police Department	Salaries - Part-Time	245,365	259,925	14,560	Assistant Victim Advocate - fully funded by the VOCA grant
10-4210-130	Police Department	Employee Benefits	899,691	900,805	1,114	Assistant Victim Advocate - fully funded by the VOCA grant
10-4210-620	Police Department	Animal Control	24,000	27,475	3,475	Current Estimate for Animal Shelter Fees
General Capital Fund						
<u>Expenditures</u>						
new code	General Capital	Jordan River Boat Ramp	-	121,000	121,000	Offset by grant money
new code	General Capital	City Building Security System	-	86,200	86,200	City Building Security System
35-4000-755	General Capital	Five Year CIP	1,572,934	3,400,000	1,827,066	Current Fund Balance to be budgeted for Future Projects
Roads Impact Fund						
<u>Expenditures</u>						
new code	Roads Impact	Legacy Farms Reimbursement	-	212,500	212,500	Legacy Farms Reimbursement Agreement (400 S. Upsize to Collector)
new code	Roads Impact	Pony Express Betterments at Mt Saratoga	-	100,000	100,000	Pony Express Betterments
new code	Roads Impact	Redwood Road Betterments	-	300,000	300,000	Redwood Road Betterments
Storm Drain Impact Fund						
<u>Expenditures</u>						
new code	Storm Drain Impact	Legacy Farm Reimbursement	-	104,608	104,608	Legacy Farms Reimbursement Agreement
new code	Storm Drain Impact	PN1	-	550,000	550,000	PN1
31-4000-659	Storm Drain Impact	City Center Outfall	161,439	-	(161,439)	Project Complete
31-4000-660	Storm Drain Impact	Talus Ridge Outfall Reimb	172,000	-	(172,000)	Credits, not payout
Sewer Impact						

APPENDIX D: BUDGET AMENDMENTS

Fund						
<u>Expenditures</u>						
new code	Sewer Impact	Legacy Farms Reimbursement	-	256,592	256,592	Legacy Farms Reimbursement Agreement (VP2)
Secondary Water Impact Fund						
<u>Expenditures</u>						
new code	Secondary Water Impact	Legacy Farms Reimbursement	-	287,000	287,000	Legacy Farms Reimbursement Agreement (400 S.)
10-3310-100	Intergovernmental Revenue	Grants	(80,674)	(81,233)	(559)	Utah County Commission Recreation Grant
2016-2017 Budget Amendment Supplemental #2						
G/L Account	Department	Description	Current FY 2017 Budget	New Budget Amount	Increase (Decrease)	Notes/Comments
General Fund						
<u>Revenues</u>						
10-3310-100	Intergovernmental Revenue	Grants	(80,674)	(89,134)	(8,460)	Utah County Commission Recreation Grant
<u>Expenditures</u>						
10-4420-110	Public Works Admin	Salaries & Wages	345,997	348,154	2,157	Create Public Works Director and move Assistant City Manager to Administration budget for 9 months of the Fiscal year - Funds will come from beginning fund balance in the General Fund
10-4420-130	Public Works Admin	Employee Benefits	137,626	138,185	559	Create Public Works Director and move Assistant City Manager to Administration budget for .75 for the Fiscal year, add cell phone allowance for PW Director for 9 months - Funds will come from beginning fund balance in the General Fund
10-4420-900	Public Works Admin	Miscellaneous Expenses	-	5,000	5,000	Relocation expenses for Public Works Director - Funds will come from beginning fund balance in the General Fund
10-4140-110	Administration Department	Salaries & Wages	415,060	491,563	76,503	Create Public Works Director and move Assistant City Manager to Administration budget for 9 months of the Fiscal year - Funds will come from beginning fund balance in the General Fund

APPENDIX D: BUDGET AMENDMENTS

10-4140-130	Administration Department	Employee Benefits	175,199	206,126	30,927	Create Public Works Director and move Assistant City Manager to Administration budget for 9 months of the Fiscal year - Funds will come from beginning fund balance in the General Fund
10-4145-310	Attorney Department	Public Defender Contract	12,485	22,485	10,000	Revenue Offset - recouped through court fees
10-4560-500	Recreation Department	Recreation program expenses	4,856	13,316	8,460	Utah County Commission Recreation Grant - offset with grant revenues
General Capital Fund						
<u>Revenues</u>						
35-3350-100	Intergovernmental Revenue	Grants	-	(270,000)	(270,000)	Utah Lake Commission Grant (\$250K) and Governor Office of Economic Development Grant (\$20K)
<u>Expenditures</u>						
new code	Capital Projects	Marina Jetty System	-	270,000	270,000	Marina Jetty System project offset by the above two grants
Culinary Impact Fund						
<u>Revenues</u>						
56-3910-120	Culinary Impact Fund	Developer Contributions	-	(750,000)	(750,000)	Culinary Water Project to be paid for by Developer
<u>Expenditures</u>						
new code	Culinary Impact Fund	Zone 1N Culinary Transmission Line	-	750,000	750,000	Culinary Water Project to be paid for by Developer
Secondary Impact Fund						
<u>Revenues</u>						
57-3910-120	Secondary Impact Fund	Developer Contributions	-	(4,558,800)	(4,558,800)	Secondary Water Project to be paid for by Developer
57-3810-100	Secondary Impact Fund	Bond Revenue	-	(10,000,000)	(10,000,000)	2016 Water Bonds
<u>Expenditures</u>						
new code	Secondary Impact Fund	Zone 1 North Pond	-	3,249,850	3,249,850	Secondary Water Project to be paid for by Developer
new code	Secondary Impact Fund	Zone 1 North 30"/20" Pipeline	-	1,308,950	1,308,950	Secondary Water Project to be paid for by Developer
57-4000-801	Secondary Impact Fund	ULDC Pump Station	1,500,000	1,900,000	400,000	Secondary Water Project to be paid for by fund balance, 2014 Water Bonds

APPENDIX D: BUDGET AMENDMENTS

57-4000-802	Secondary Impact Fund	Marina Pump Station	1,650,000	4,592,200	2,942,200	Secondary Water Project to be paid for by fund balance, 2014 Water Bonds, 2016 Water Bonds
new code	Secondary Impact Fund	Foothill South Pipeline and Pump Station	-	1,750,000	1,750,000	Secondary Water Project to be paid for by 2016 Water Bonds
new code	Secondary Impact Fund	Zone 2 South Pond	-	2,312,000	2,312,000	Secondary Water Project to be paid for by 2016 Water Bonds
new code	Secondary Impact Fund	Foothill North Pipeline	-	1,130,000	1,130,000	Secondary Water Project to be paid for by 2016 Water Bonds
new code	Secondary Impact Fund	Zone 2 North Pond	-	2,362,200	2,362,200	Secondary Water Project to be paid for by 2016 Water Bonds
					1,021,546	
2016-2017 Budget Amendment Supplemental #3						
G/L Account	Department	Description	Current FY 2017 Budget	New Budget Amount	Increase (Decrease)	Notes/Comments
General Fund						
<u>Expenditures</u>						
10-4210-132	Police Department	Salaries - Part-Time	259,925	270,288	10,363	Springside Elementary Crossing guards
10-4210-130	Police Department	Employee Benefits	900,805	901,598	793	Springside Elementary Crossing guards
10-4215-134	Police Department - Bluffdale	Overtime Pay	20,000	30,000	10,000	Bluffdale police same level adjustment
10-4215-140	Police Department - Bluffdale	Uniform Expenses	5,940	10,000	4,060	Bluffdale police same level adjustment
10-4215-250	Police Department - Bluffdale	Vehicle Lease Payments	27,175	-	(27,175)	Bluffdale police same level adjustment
10-4215-252	Police Department - Bluffdale	Vehicle Maintenance	1,500	-	(1,500)	Bluffdale police same level adjustment
10-4215-254	Police Department - Bluffdale	Gasoline Expenses	17,850	-	(17,850)	Bluffdale police same level adjustment
10-4215-305	Police Department - Bluffdale	Consumable Supplies and Electronics	2,500	10,000	7,500	Bluffdale police same level adjustment
10-4215-330	Police Department - Bluffdale	Education and Training	-	5,000	5,000	Bluffdale police same level adjustment
10-4215-350	Police Department - Bluffdale	Professional Contract Services	115,510	129,264	13,754	Bluffdale police same level adjustment
10-4215-370	Police Department - Bluffdale	Meetings/Conf/Memberships	-	2,869	2,869	Bluffdale police same level adjustment
10-4215-500	Police Department - Bluffdale	Cell Phone Expense	1,650	4,992	3,342	Bluffdale police same level adjustment
10-4610-400	Library Services	Book Purchases	27,000	27,500	500	Award Scholarship for book purchases
10-4610-700	Library Services	Library Capital	-	4,926	4,926	Roll over capital account for library
Street Lighting SID						
<u>Revenue</u>						
22-3433-100	Street Lighting SID	Street Lighting SID Fees	150,000			
22-3990-100	Street Lighting SID	Beg Fund Bal to be Approp	9,983			

APPENDIX D: BUDGET AMENDMENTS

<u>Expenses</u>						
22-4000-280	Street Lighting SID	Street Lighting Power Exp	44,100			
22-4000-450	Street Lighting SID	Street Lighting Supplies Exp	73,678			
22-4000-480	Street Lighting SID	Street Lighting Maintain Exp	13,604			
22-4000-500	Street Lighting SID	Bad Debt Expense	218			
22-4000-910	Street Lighting SID	Admin Charge to General Fund	28,383			
<u>SSD Street Light SID S.R</u>						
<u>Revenue</u>						
23-3433-100	SSD Street Light SID S.R	SSD Street Lighting SID Fees	(22,500)			
23-3990-100	SSD Street Light SID S.R	Beg Fund Bal to be Approp	(9,492)			
<u>Expenses</u>						
23-4000-280	SSD Street Light SID S.R	Street Lighting Power Exp	2,000			
23-4000-480	SSD Street Light SID S.R	Street Lighting Maintain Exp	15,610			
23-4000-500	SSD Street Light SID S.R	Bad Debt Expense	191			
23-4000-910	SSD Street Light SID S.R	Admin Charge to General Fund	14,191			
<u>*Street Light Utility</u>						
<u>Revenue</u>						
new code	Street Light Utility	SSD Street Lighting SID Fees	-	(256,364)	(256,364)	Creation of new Street Light Utility Fund
new code	Street Light Utility	Protective Inspections (Lock Box)	-	(40,000)	(40,000)	Creation of new Street Light Utility Fund
<u>Expenses</u>						
new code	Street Light Utility	Street Lighting Power Exp	-	46,100	46,100	Creation of new Street Light Utility Fund
new code	Street Light Utility	Street Lighting Supplies Exp	-	73,678	73,678	Creation of new Street Light Utility Fund
new code	Street Light Utility	Street Lighting Maintain Exp	-	29,214	29,214	Creation of new Street Light Utility Fund
new code	Street Light Utility	Bad Debt Expense	-	409	409	Creation of new Street Light Utility Fund
new code	Street Light Utility	Admin Charge to General Fund	-	42,574	42,574	Creation of new Street Light Utility Fund
new code	Street Light Utility	Lock Box Expenses	-	40,000	40,000	Creation of new Street Light Utility Fund
new code	Street Light Utility	Street Light Capital Projects	-	50,000	50,000	Creation of new Street Light Utility Fund
new code	Street Light Utility	Beg Fund Bal to be Approp		14,389	14,389	Creation of new Street Light Utility Fund
<u>Sewer Impact Fund</u>						
53-4000-600	Sewer Impact Fund	Sewer Master Plans	-	3,000	3,000	Professional Contract Services for Sewer upside plans
2016-2017 Budget Amendment Supplemental #4						
G/L Account	Department	Description	Current FY 2017 Budget	New Budget Amount	Increase (Decrease)	Notes/Comments
<u>General Fund</u>						

APPENDIX D: BUDGET AMENDMENTS

Revenues						
10-3701-955	Administrative Charges	Admin Charge - Storm Drain Fund	(400,134)	(100,034)	300,100	Unfund Allocation from Storm Drain to General Fund
10-3680-255	Other Revenue	Bluffdale Contract	(1,001,000)	(1,100,000)	(99,000)	Per new Bluffdale contract approved December 6, 2016 effective January 1, 2017
10-3493-103	Charges for Services	Wildland Revenue	(85,000)	(185,730)	(100,730)	Increase in revenue for Wildland
10-3130-100	Tax Revenue	Sales and Use Tax	(3,000,000)	(3,300,000)	(300,000)	Budgeted Increase in Sales Tax Revenue
10-3150-100	Tax Revenue	Energy Taxes	(862,500)	(950,000)	(87,500)	Budgeted Increase in Energy Taxes
10-3221-100	Licenses and Permits	Building Permits	(750,000)	(800,000)	(50,000)	Budgeted Increase in Building Permits
10-3356-100	Intergovernmental Revenue	Class "C" Road Fund Allotment	(594,000)	(800,000)	(206,000)	Budgeted Increase in Class C due to a delay in a FY2016 payment
10-3414-100	Charges for Services	Plan Checking Fees	(450,000)	(700,000)	(250,000)	Budgeted Increase in plan checking fees
Expenses						
10-4420-345	Public Works Department	Electrical Lock Boxes	25,280	30,280	5,000	Revenue Received to offset in protective services
10-4215-110	Police Bluffdale	Salaries	410,305	459,715	49,410	Per new Bluffdale contract approved December 6, 2016 effective January 1, 2017
10-4215-130	Police Bluffdale	Benefits	282,285	309,960	27,675	Per new Bluffdale contract approved December 6, 2016 effective January 1, 2017
10-4215-140	Police Bluffdale	Uniform Allowance	10,000	12,200	2,200	Per new Bluffdale contract approved December 6, 2016 effective January 1, 2017
10-4215-305	Police Bluffdale	Consumable Supplies & Electronics	10,000	23,948	13,948	Per new Bluffdale contract approved December 6, 2016 effective January 1, 2017
10-4220-202	Fire Department	Wildland Expenses	-	80,409	80,409	Wildland Expenses offset by revenue received
Storm Drain Operations						
Expenses						
54-5400-10	Storm Drain Operations	Admin Charge - General Fund	400,134	100,034	(300,100)	Unfund Allocation from Storm Drain to General Fund
Parks Impact Fund						
Expenses						
32-4000-693	Parks Impact Fund	Shay Park	282,389	60,000	(222,389)	Defund - Project Complete
Roads Impact Fund						
Expenses						
33-4000-741	Roads Impact Capital	400 S Widening Reimb with DR Horton	75,000	212,000	137,000	Reimbursement Agreement

APPENDIX D: BUDGET AMENDMENTS

33-4000-736	Roads Impact Capital	Riverside Drive	179,076	45,330	(133,746)	Defund - Project Complete
33-4000-754	Roads Impact Capital	Legacy Farms Reimbursement	212,500	-	(212,500)	Defund - No longer needed
Sewer Impact Fund						
Expenses						
53-4000-783	Sewer Impact Capital	400 South Reimbursement Agree	256,592	318,827	62,235	Professional Contract Services for Sewer upside plans
53-4000-782	Sewer Impact Capital	North Sewer Outfall Phase II	55,951	1,400	(54,551)	Defund - No longer needed
Water Operations						
Expenses						
51-5100-938	Water Operations	ULD Canal Turnout Pond Rehab	38,706	-	(38,706)	Defund - No longer needed
Culinary Water Impact Fund						
Expenses						
new code	Culinary Water Capital	Legacy Farms Reimbursement	-	50,000	50,000	Reimbursement Agreement
56-4000-721	Culinary Water Capital	CUWCD Connection	-	20,000	20,000	North CUWCD Connection
Secondary Water Impact Fund						
Expenses						
57-4000-801	Secondary Water Capital	ULDC Pump Station	1,900,000	2,050,000	150,000	Secondary Water Project
57-4000-802	Secondary Water Capital	Marina Pump Station	4,592,200	5,792,200	1,200,000	Secondary Water Project
2016-2017 Budget Amendment Supplemental #5						
G/L Account	Department	Description	Current FY 2017 Budget	New Budget Amount	Increase (Decrease)	Notes/Comments
General Fund						
Expenses						
10-4220-330	Fire Department	Fire Training	30,000	38,028	8,028	Unanticipated Engineering Fees for Fire training facility
10-4144-100	Attorney	Salaries and Wages	224,010	226,892	2,882	Assistant City Attorney from PT to FT for 4 months remaining in FY
10-4144-130	Attorney	Employee Benefits	52,774	68,599	15,825	Assistant City Attorney from PT to FT for 4 months remaining in FY
Zone 2 Water Improvement SID						
Expenses						
24-4000-810	Zone 2 Water Improvement SID	Debt Service - Principal	164,000	364,000	200,000	2016 Bond Call for prepayments on SID - source for funds is fund balance
Water Operation Fund						

APPENDIX D: BUDGET AMENDMENTS

<u>Expenses</u>						
51-5500-100	Water Operation Fund	Depreciation	850,000	1,050,000	200,000	Depreciation - Administrative/Book Entry
51-5105-100	Water Operation Fund	Water Capital Projects	298,851	318,851	20,000	Zone 2 to 3 Secondary Water change for upper Harvest Hills
Roads Impact Fund						
<u>Expenses</u>						
33-4000-741	Roads Impact Capital	400 S Widening Reimb with DR Horton	212,000	116,500	(95,500)	Amended Reimbursement Agreement
new gen leg code	Roads Impact Capital	Pony Express widening 5 lane	-	235,000	235,000	match for Pony Express widening
Sewer Impact Fund						
<u>Expenses</u>						
52-5500-100	Sewer Operation	Depreciation	610,000	690,000	80,000	Depreciation - Administrative/Book Entry
Sewer Impact Fund						
<u>Expenses</u>						
53-5500-100	Capital Projects	Depreciation	115,000	140,000	25,000	Depreciation - Administrative/Book Entry
53-4000-600	Capital Projects	Sewer Master Plans	3,000	35,000	32,000	Bowen and Collins Contract
Storm Drain Operations Fund						
<u>Expenses</u>						
54-5500-100	Capital Projects	Depreciation	410,000	620,000	210,000	Depreciation - Administrative/Book Entry
Culinary Water Impact Fund						
<u>Expenses</u>						
56-5500-100	Capital Projects	Depreciation	1,050,000	1,100,000	50,000	Depreciation - Administrative/Book Entry
56-4000-600	Capital Projects	Culinary Water Master Plans	1,961	31,961	30,000	Hansen, Allen and Luce Contract
Secondary Water Impact Fund						
<u>Expenses</u>						
57-4000-695	Capital Projects	Legacy Farms Reimb - 400 S.	287,000	230,000	(57,000)	Amended Reimbursement Agreement
57-5500-100	Capital Projects	Depreciation	250,000	260,000	10,000	Depreciation - Administrative/Book Entry
57-4000-600	Capital Projects	Secondary Water Master Plans	-	30,000	30,000	Hansen, Allen and Luce Contract
					996,236	
2016-2017 Budget Amendment Supplemental #6						

APPENDIX D: BUDGET AMENDMENTS

G/L Account	Department	Description	Current FY 2017 Budget	New Budget Amount	Debit/Credit	Notes/Comments
General Fund						
<u>Revenues</u>						
10-3680-276	Other Revenue	Donations Library	(2,000)	(2,200)	(200)	Library Donation for Programs
10-3310-100	Intergovernmental Revenue	Grants	(89,134)	(95,334)	(6,200)	CLEF Grant #171808
10-3491-502	Charges for Services	Soccer	(84,375)	(109,626)	(25,251)	Revenue to match actual
10-3491-508	Charges for Services	Camps/Clinics/Tournaments	(7,700)	(38,810)	(31,110)	Revenue to match actual
<u>Expenses</u>						
10-4610-500	Library	Library Programs	3,800	4,000	200	Library Donation for Programs
10-4610-550	Library	Library Grant Expenditures	-	6,200	6,200	CLEF Grant #171808
10-4180-110	Planning and Zoning	Salaries and Wages	282,154	290,254	8,100	Planning Part-Time contract employee
10-4180-130	Planning and Zoning	Employee Benefits	123,825	124,457	632	Planning Part-Time contract employee
10-4180-240	Planning and Zoning	Office Supplies and Equipment	-	1,200	1,200	Planning Part-Time contract employee
10-4560-508	Recreation	Camps/Clinics/Tournaments	3,944	43,944	40,000	increase in attendance, offset with revenue received in recreation
10-4560-110	Recreation	Salaries and Wages	122,266	137,266	15,000	increase in attendance, offset with revenue received in recreation
10-4560-130	Recreation	Employee Benefits	36,098	37,459	1,361	increase in attendance, offset with revenue received in recreation
Parks Impact Fund						
<u>Expenses</u>						
32-4000-694	Parks Impact Fund	Sports Complex	182,915	744,780	561,865	Purchase of Land from SLR - Funded with Park Impact Fund Balance
32-4000-820	Parks Impact Fund	Bond Issuance and Admin Fees	-	200,000	200,000	2017 Sales Tax Bonds Issuance Costs and Admin Fees - Funded with Park Impact Fund Balance
Water Operations						
<u>Expenses</u>						
51-5105-407	Secondary Water Operations	Water Purchase	-	192,000	192,000	Purchase of secondary water from Central Utah - Funded with water operations fund balance
Garbage Operations Fund						
<u>Revenues</u>						
55-3710-100	Garbage Fund	Garbage Collection Charges	(900,000)	(1,060,000)	(160,000)	Increase in collection revenues due to growth
<u>Expenses</u>						

APPENDIX D: BUDGET AMENDMENTS

55-4010-460	Garbage Fund	Trash/Recycle Cans	-	72,000	72,000	Purchase Recycle Cans - Funded with increase in revenues and Garbage Fund Balance
55-4010-300	Garbage Fund	Contract Services - Sanitation	732,719	1,000,000	267,281	Ongoing cost for garbage collection with new growth, increase revenues and fund balance to offset. Funded with increase in revenues and Garbage Fund Balance
<u>Culinary Water Impact Fund</u>						
<u>Revenues</u>						
56-3910-120	Culinary Impact Fund	Developer Contribution	750,000	-	(750,000)	2014 Water Bonds will pay for Zone 1N Culinary Transmission
56-3870-110	Culinary Impact Fund	Bond Revenue	-	750,000	750,000	2014 Water Bonds will pay for Zone 1N Culinary Transmission
-						
<u>Expenses</u>						
56-4000-721	Culinary Impact Fund	CUWCD Connection	20,000	140,000	120,000	The City Council approved this project via change order for \$128,989.89 on April 18 th , 2017. The requested budget is for the contract amount plus contingency. Funded with water fund balance.
<u>Secondary Water Impact Fund</u>						
<u>Revenues</u>						
57-3910-120	Secondary Water Impact	Developer Contribution	(4,558,800)	(6,700,000)	(2,141,200)	SLR Developer Agreement and Reimbursement Dated 5/4/2017
-						
<u>Expenses</u>						
57-4000-805	Secondary Water Impact	Zone 1 North Pond	3,249,850	4,300,000	1,050,150	SLR Developer Agreement and Reimbursement Dated 5/4/2017
57-4000-806	Secondary Water Impact	Zone 1 North 30"/20" Pipeline	1,309,550	2,400,000	1,090,450	SLR Developer Agreement and Reimbursement Dated 5/4/2017
57-4000-800	Secondary Water Impact	Interest Expense	-	166,110	166,110	2016 Water Bonds

APPENDIX D: BUDGET AMENDMENTS

57-4000-820	Secondary Water Impact	Paying Agent/Admin Fees	-	255,015	255,015	2016 Water Bonds
					1,683,603	