

**MIDVALE CITY, UTAH  
RESOLUTION NO. 2021-R-14**

**A RESOLUTION ADOPTING THE TENTATIVE OPERATING AND CAPITAL  
BUDGETS FOR MIDVALE CITY, STATE OF UTAH, FOR THE FISCAL YEAR 2022.**

**WHEREAS**, State law requires the filing of a tentative budget for each municipality located within the State of Utah; and

**WHEREAS**, the tentative budget complies with the requirements set out in U.A.C. § 10-6-111; and

**WHEREAS**, the budget shall be reviewed, considered, and tentatively adopted by the governing body and may be amended or revised in such manner as is considered advisable prior to final adoption.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MIDVALE CITY, STATE OF UTAH**, as follows:

**SECTION ONE:** That Midvale City, a municipal corporation, hereby adopts the following tentative budgets for the fiscal year beginning July 1, 2021 and ending June 30, 2022:


1. General Fund, Section 10-6-109, UCA
2. Debt Service Fund, Section 10-6-109, UCA
3. Capital Projects Fund, Section 10-6-109, UCA
4. Public Utilities Fund (Water and Sewer), Section 10-6-135, UCA
5. Storm Water Utility Fund, Section 10-6-135, UCA
6. Street Lighting Fund, Section 10-6-135, UCA
7. Sanitation Fund, Section 10-6-135, UCA
8. Telecommunications Fund 10-6-135, UCA
9. Fleet Management Fund, Section 10-6-135, UCA
10. Information Technology Fund, Section 10-6-135, UCA

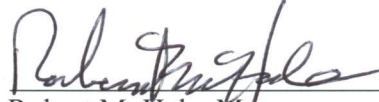
**SECTION TWO:** That this Resolution shall become effective immediately upon the passage thereof.

PASSED AND ADOPTED BY THE CITY COUNCIL OF MIDVALE CITY, STATE  
OF UTAH, this 4th day of May 2021.




ATTEST:

  
Rori L. Andreason, MMC  
Midvale City Recorder

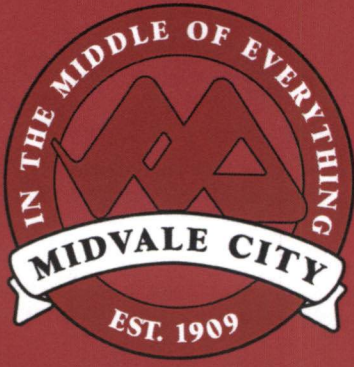
  
Robert M. Hale, Mayor

BUDGET OFFICER CERTIFICATION:

  
Matt Dahl, Budget Officer

Voting by City Council:	"Aye"	"Nay"
Quinn Sperry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Glover	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heidi Robinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bryant Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dustin Gettel	<input checked="" type="checkbox"/>	<input type="checkbox"/>





# Fiscal Year 2021-2022 Midvale City, Utah Tentative Budget



July 1, 2021 to June 30, 2022





# Midvale City, Utah

## Tentative Budget

### Fiscal Year 2021-2022

Prepared by:  
Midvale City Administration  
7505 S Holden St  
Midvale, UT 84047-7180



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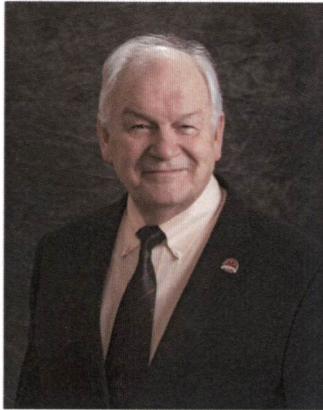


# Introduction

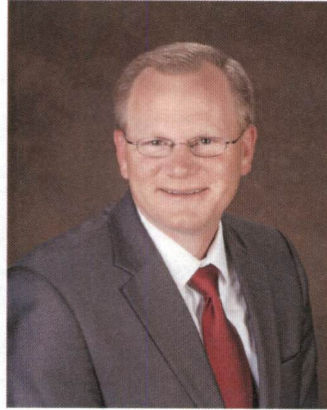


# Elected Officials and Leadership Team

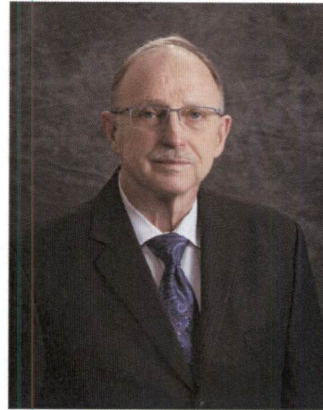
## Elected Officials



Mayor Robert M. Hale



Councilmember Quinn Sperry  
District 1



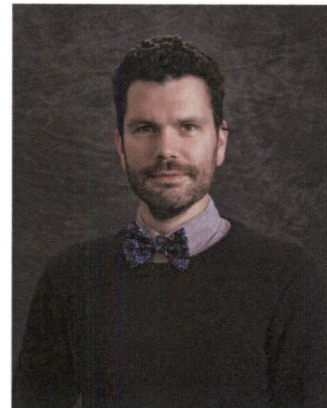
Councilmember  
Paul Glover  
District 2



Councilmember  
Heidi Robinson  
District 3



Councilmember Paul Glover  
District 4



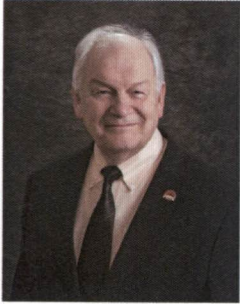
Councilmember Dustin Gettel  
District 5

## Leadership Team

City Manager .....	Matt Dahl
Assistant City Manager .....	Vacant
City Attorney .....	Lisa Garner
City Recorder/HR Director .....	Rori Andreason
Communications Director .....	Laura Magness
Public Works Director .....	Glen Kennedy
Community Development Director .....	Nate Rockwood
Administrative Services Director .....	Kyle Maurer



# Mayor's Budget Message



I am presenting for your consideration the tentative Midvale City Corporation budgets for Fiscal Year 2022. These budgets will be filed as required by Utah Code Annotated (UCA) Title 10-6-111 and will serve as a “working tool”

which we will jointly use to develop

final budgets for the next fiscal year. This proposed tentative budget can be modified over the next six weeks until we ask for your final approval on June 15, 2021.

This letter, along with the accompanying tentative budgets, will explain the City's budgets. These budgets reflect the economic realities the City currently faces due to the fiscal recovery from the COVID-19 pandemic. These budgets were put together by City management and staff using the best information available for on-going and one-time revenues, using a conservative approach to both revenue and expenditure forecasts.

## GENERAL FUND HIGHLIGHTS

As required by law, the General Fund is balanced and as such, meets the basic service level needs of the community. Each department's budgets on the following pages will identify major proposed service or initiative changes. With the City being in a “recovery phase” due to the COVID-19 pandemic, department directors were asked to limit expansion requests. Due to this restraint, and better than anticipated sales tax revenues, the City was able to fund most requests. Here is a list of the General Fund's most significant budget highlights:

1. Fund an estimated increase to the Unified Police Department member assessment (3.98%) (\$353,662).

2. Contributions to our non-profit partners (\$130,000):

- Midvale Arts Council
- Midvale Boys & Girls Club
- Midvale Communities-Building-Communities
- Hillcrest Ute Conference

3. Harvest Days for 2022 (\$80,000)

4. Merit/COLA increases for eligible City employees (\$114,944)

5. Restoration of fleet replacement contributions cut in Fiscal Year 2021 due to pandemic (\$158,000)

6. Additional signage funds for the Streets department (\$20,000)

7. Funding of Capital Projects (to be discussed in the “Capital Projects” section) (\$509,526)

We are not recommending a property tax increase for Fiscal Year 2022. In the state of Utah, the property tax rate is calculated by determining the rate that will provide the City with the same amount of property tax revenue as the prior year, plus any new growth that occurred during the year. While this system provides a consistent level of property tax each year, it does not factor inflation and cost of living increases. Other revenue sources, such as sales tax, must be used to cover inflationary and other cost increases the City faces. Over time the property tax rate will need to be increased to provide the same level of funding in terms of “real” dollars. The City increased the property tax rate in Fiscal Year 2021 in order to maintain the revenue that would have ended with the retirement of the Police Station General Obligation Bond.

The single largest program cost increase for Fiscal Year 2022 is once again public safety. The increase proposed by Unified Police Department's (UPD)



# Mayor's Budget Message

administration is \$353,662 for Midvale City. Legislative appropriations to Midvale of approximately \$1.2 million dollars soften the impact associated with the Midvale Homeless Shelter. Six Shelter Resource Officers, three Patrol Officers, and a Narcotics Detection K9 are included in the City's UPD assessment. However, the City's allocation will decrease approximately \$265,000 (18%) next fiscal year. Due to this anticipated decrease, City staff recommends filling this revenue deficit with one-time funds. City staff are actively working with state elected representatives and other cities hosting homeless shelters to seek legislative action to return funding to original levels. With the anticipated contract with UPD for Fiscal Year 2022 at approximately \$9,230,985, this represents just under 44% of our total General Fund budget.

The City is expecting the pandemic economic recovery to continue. Sales tax is expected to increase 8%, along with transient room tax (17%) and court fines (39%). We do not anticipate development comparable to the Zions Bank development in Fiscal Year 2022, therefore building permits are anticipated to decrease 29%. The majority of these ongoing revenue increases will be used to restore cuts made in anticipation of pandemic-related revenue losses.

## EMPLOYEE COMPENSATION

Our greatest resource and assets are our highly trained and skilled employees. They provide the services that our residents and businesses need. The City provided employees a 4% average merit increase during fiscal year 2021. We are recommending a cost of living adjustment and merit increase to be implemented December 2021. The City was fortunate to receive a zero percent insurance increase for the next fiscal year. Additional compensation recommendations include the following:

1. Continue to fund a significant portion of the deductible for employees willing to participate in the cost-saving "high deductible" health plan.
2. Market salary adjustments in the Finance and Information Technology Departments.
3. Bilingual pay differential for Spanish-speaking frontline staff.

With the City funding a parks crew lead position mid-year during fiscal year 2021, no new additional FTE's are recommended for funding. Staff will propose a reclassification in the Public Works Department that would take effect before the end of Fiscal Year 2021. Staff will seek approval of the reclassification in May.

## WATER FUND

During fiscal year 2021, a Water Master Plan was presented and adopted by the City Council. A water fee rate study was initiated to develop strategies to fund the projects identified in the Water Master Plan. City staff are continuing discussions with the City Council on mechanisms to fund the needed projects.

Due to this ongoing discussion, the fiscal year 2022 tentative budget for the Water Fund assumes no rate increase. Under this assumption, almost all of the Water Fund's fund balance will be consumed during fiscal year 2022. Below is a list of major expense changes being proposed:

1. An increase in meters and related supplies of \$29,057 to complete year three of the meter changeout program, and to provide funding for failing meters outside of the changeout program.
2. \$41,689 to fund bank and credit card charges previously paid for by the General Fund.
3. \$20,000 to fund a Water Impact Fee study.



# Mayor's Budget Message

4. \$500,000 to fund repair and maintenance of the water system.
5. \$41,310 for system maintenance.
3. \$12,000 to TV camera a portion of the City's storm drain system.

## SEWER FUND

In conjunction with the water fee rate study, a sewer fee rate study is also in the process of being conducted. As with the Water Fund tentative budget, the Sewer Fund tentative budget was also prepared assuming no rate increase. This tentative budget, if adopted as the final budget, would consume over half of the available fund balance in the Sewer Fund. Below is a list of major expense changes being proposed:

1. An increase of \$20,300 to fund bank and credit card charges previously paid for by the General Fund.
2. \$50,000 to begin a "savings" account for capital improvement projects.
3. \$65,000 to fund South Valley Water Reclamation Facility's trunkline project and emergency pipe repair (to be paid for using 2018 Water and Sewer Bond Proceeds).
4. \$60,000 to fund a Sewer Impact Fee study and Sewer Master Plan update.

## STORM WATER UTILITY FUND

During fiscal year 2022, the Storm Water Fund will undergo a master plan and fee rate analysis. Due to this, a fee increase is not being recommended at this time. Major proposed initiatives and projects include:

1. \$12,840 to fund bank and credit card charges previously paid for by the General Fund.
2. \$35,150 to fund a UPDES (Utah Pollutant Discharge Elimination System) program.

## STREET LIGHT UTILITY FUND

The Street Lighting Fund collects street lighting user fees, which are used to pay debt service on the Series 2013 bond and street lighting expenses, such as electricity and maintenance. The bonds will be paid off in Fiscal Year 2024. An electricity operating line item increase of \$1,100 is being requested due to additional streetlights in the City. Other recommended changes are \$2,543 to cover bank and credit card fees previously paid for by the General Fund, and \$2,500 to cover additional postage costs. We are not proposing a rate increase for Fiscal Year 2022.

## SANITATION FUND

With the fee rate increase approved in the prior fiscal year, along with the previously approved service level reduction of the bulky waste program, the City can provide the same level of service as the prior year without a fee increase. This is being accomplished despite an expected increase in Trans Jordan tipping fees by \$1 per ton and a waste disposal fee increase of 1.5%.

## TELECOMMUNICATIONS FUND

This fund was established to cover the UTOPIA/UIA costs and is basically a "pass through" fund where funding is transferred from the General Fund to cover debt pledge payments. UIA will have fulfilled its repayment of the City's advance for operations in Fiscal Year 2022. This repayment has allowed the City to not increase General Fund subsidies, as the UTOPIA debt service pledge increases two percent per year.

## INTERNAL SERVICE FUNDS

The City operates a Fleet Fund, where operations and replacement costs are assessed to all City departments which use vehicles. As such, operations costs



# Mayor's Budget Message

its life are available in the Fleet Fund, eliminating the need to lease or borrow, and smoothing the annual operating fund budgets. We propose re-instituting the fleet replacement charge during Fiscal Year 2022. The City also proposes the replacement of 14 vehicles. The City also has an Information Technology Internal Service Fund. This fund operates in the same manner as the Fleet Fund. Departments contribute annually for maintenance of computers and for replacement of hardware at the end of its useful life. Internal Service Fund projects include the following:

1. \$18,000 to replace two servers that are at the end of their expected life.
2. \$60,000 to replace the City's short-term storage.
3. \$20,000 to implement out of state storage for the City's most critical data.
4. \$100,000 to be transferred from the Capital Projects Fund for future projects identified in the Technology Needs Assessment commissioned in fiscal year 2021.

## CAPITAL IMPROVEMENT PROJECT FUND (CIP)

The following projects are recommended for this year's Capital Improvement Program:

Pavement Management (funded by sales tax)	\$ 672,707
Midvale City park improvements	179,526
Wasatch and 700 West redesign and construction (funded by HB244)	500,000
Sidewalk, curb, and gutter replacements (funded by sales tax)	100,000
Parks master plan and impact fee study	80,000
Transportation master plan and impact fee study	80,000
Community swimming pool	50,000
Facility maintenance	50,000
Utility upgrades for Main Street	50,000
Grant match funds	20,000
<b>TOTAL</b>	<b>\$ 1,782,233</b>

Many of these proposals are partial funding requests, with the expectation of additional funding requests in future years. \$160,000 of requests are to fund master plan and impact fee studies, which show the City's commitment to future planning.

## MUNICIPAL BUILDING AUTHORITY (MBA)

The City's Municipal Building Authority (MBA) issued bonds in 2012 to build the new City Hall and Justice Court, and fund the city-wide street lighting project, along with park improvements. The main function of the MBA is now to collect rent payments from the General Fund and Street Lighting Fund to service the debt.

In addition, the MBA owns the Midvale Boys and Girls Club and the Head Start buildings, and collects rent revenue of \$94,300 per year, which helps to offset

# Mayor's Budget Message

the cost of debt service. The total budget for the MBA this year is \$ 679,006 (a 0.4% increase over fiscal year 2021).

## DEBT SERVICE FUND

New in fiscal year 2022 is the Debt Service Fund. This fund will be used to account for the debt service payments of all City debt, excluding Enterprise Fund debt. These debt service payments were previously accounted for in the General Fund. During Fiscal Year 2021, the City issued a State Infrastructure Bank (SIB) loan for the CHG parking structure project. Loan payments received from the developer will be used to make debt service payments to the state of Utah.

## RECOMMENDED FISCAL YEAR 2021 FINAL BUDGETS

General Fund	\$ 21,712,318
Debt Service Fund	1,401,429
Capital Projects Fund	1,782,233
Water Fund	6,439,926
Sewer Fund	2,935,731
Storm Water Fund	2,154,261
Street Lighting	410,092
Sanitation	1,332,029
Telecommunications	944,869
<b>TOTAL</b>	<b>\$ 39,112,888</b>

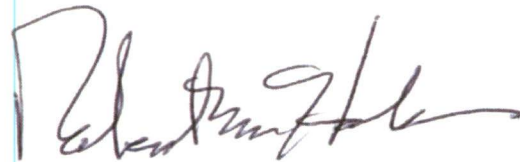
## PUBLIC HEARING

An initial public hearing will be held on May 4, 2021 at 7:00PM. An additional public hearing will be held on Jun 1, 2021 at 7:00PM. I appreciate the thoughtful considerations you have shown throughout the process that contributed to the development of the ten-

tative budget. I look forward to working with you to finalize the budget and set the priorities for Fiscal Year 2022. Through your leadership and the hard work of our staff, I know the next year will be great for our community. Myself, the City Manager, and Administrative Services Director are available to discuss any concerns or input you may have.

Thank you for your support.

Sincerely,



Robert M. Hale  
Mayor



# Budget and Financial Overview





# Budget Process

## OVERVIEW

Midvale City's budget process complies with the Utah Fiscal Procedures Act. The City seeks to maintain budgetary control by monitoring monthly revenues and expenditures, and by holding each department responsible for costs incurred within budgeted limits. Financial information and reports are provided to the City Manager, department heads, department directors, department managers, and other City staff to assist them in monitoring expenditures and keeping expenditures within approved limits. In addition, the City Council is provided a monthly budget versus actual report. Transactions are uploaded to the state of Utah's transparency website quarterly as prescribed by state law. The fiscal year 2021-2022 budget is being developed in compliance with state law and will be approved by the City Council after a public hearing is held. The tentative fiscal year 2021-2022 budget for each division, department, and fund includes actual expenditures for the past two years, the current year's anticipated revenues and expenditures (amended budget), and the proposed budget for the upcoming fiscal year. The fiscal year 2021-2022 tentative budget was created after thoroughly reviewing policy issues related to the budget and proposals to assist the City in achieving program objectives for the upcoming year. The budget process is intended to provide an opportunity for public participation and full disclosure to the residents of Midvale City as to the intent of the City Council in funding the City's various programs and services.

## BASIS OF BUDGETING

The City's proprietary funds (enterprise and internal service) are budgeted on a modified accrual basis, but reported in the City's Comprehensive Annual Financial Report (or basic financial statements) on a full accrual basis. On a modified accrual basis, revenues are recognized when susceptible to accrual

(measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means the amount is collectible within the current period or soon enough thereafter to be used to pay the liabilities for the current period. In a full accrual basis of accounting, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. The City's internal monthly reporting for these funds is done on a modified accrual basis, with year-end adjustments to present statements on a full accrual basis for the CAFR (or basic financial statements). The major year-end adjustments include: Capitalizing fixed assets purchased during the year, reversing principal debt payments, recording depreciation, and recording developer contributions (donated infrastructure).

Fund Type	Accounting Basis	Budgeting Basis
General Fund	Modified Accrual	Modified Accrual
Special Revenue Funds	Modified Accrual	Modified Accrual
Capital Project Fund	Modified Accrual	Modified Accrual
Proprietary Funds	Full Accrual	Modified Accrual

## BUDGET AMENDMENTS

Budget amendments are made only with the approval of the City Council upon recommendation by the Budget Officer (City Manager). Financial controls are intended to be a resource for effective financial management, rather than a barrier to achieving results that are consistent with the City's overall mission. At the same time, the City must comply with the Utah Fiscal Procedures Act and may not expend monies



# Budget Process

In excess of those authorized by the City Council. The City Council has authority to transfer budget appropriations between individual departments of any budgetary fund. The Budget Officer (City Manager) has authority to transfer budget appropriations between line items within any department of any budgetary fund. Budgets may be amended throughout the fiscal year. The City Council may amend the budget after holding a public hearing, giving residents at least seven days notice. A copy of the proposed budget amendment shall be made available to residents for their review ten days before the public hearing.

## BUDGET TIMELINE

The following are the procedures and timeline followed by the City in the budget process:

<b>January February</b>	Revenue projections for all funds are made after reviewing current budget year revenue collection trends, state of Utah revenue projections, and consultation with the Administrative Services Director, City Manager, and Department Heads.
<b>February</b>	Department Heads submit proposed budget requests to the Administrative Services Director.
<b>February March</b>	The City Manager, Assistant City Manager, and Administrative Services Director meet with each Department Head to review their proposed budgets and projects.
<b>April</b>	A retreat is held with the Mayor, City Council, City Manager, Assistant City Manager, Department Heads, and other key staff to outline priorities, goals, and initiatives for the upcoming budget year.

### May

During the first City Council meeting in May, a tentative budget is presented to the City Council. The budget document includes the proposed amounts to be spent for operating needs of each department as well as capital needs for all fund types.

### June-August

Assuming a property tax increase is not being proposed, on or before June 30, a balanced budget is adopted for the fiscal year beginning July 1 after a public hearing is held to receive input from the residents of Midvale City on all aspects of the proposed budget. The hearing is advertised in a local newspaper at least seven days before it is held, and budget documents are available for inspection at least ten days prior to the public hearing. In addition, the City Council adopts the Certified Tax Rate by June 22nd to be used by the City for property tax (assuming no proposed property tax increase).

If a property tax increase is being proposed, the City will adopt a proposed tax rate by June 22nd. The County Auditor must be notified of the tax increase proposal. Working with the County Auditor, the City will publish multiple advertisements regarding the proposed tax increase. Before September 1st, the City shall adopt a budget and property tax rate, and file a copy with the State Auditor's Office.

### July-June

Budgetary control is maintained at the department level after the budget is approved by the City Council. The Budget Officer (City Manager) has the authority to transfer budget appropriations between individual line items within any department of any budgetary fund. All other amendments must be approved by the City Council after a public hearing.



# Full-Time Equivalent Summary

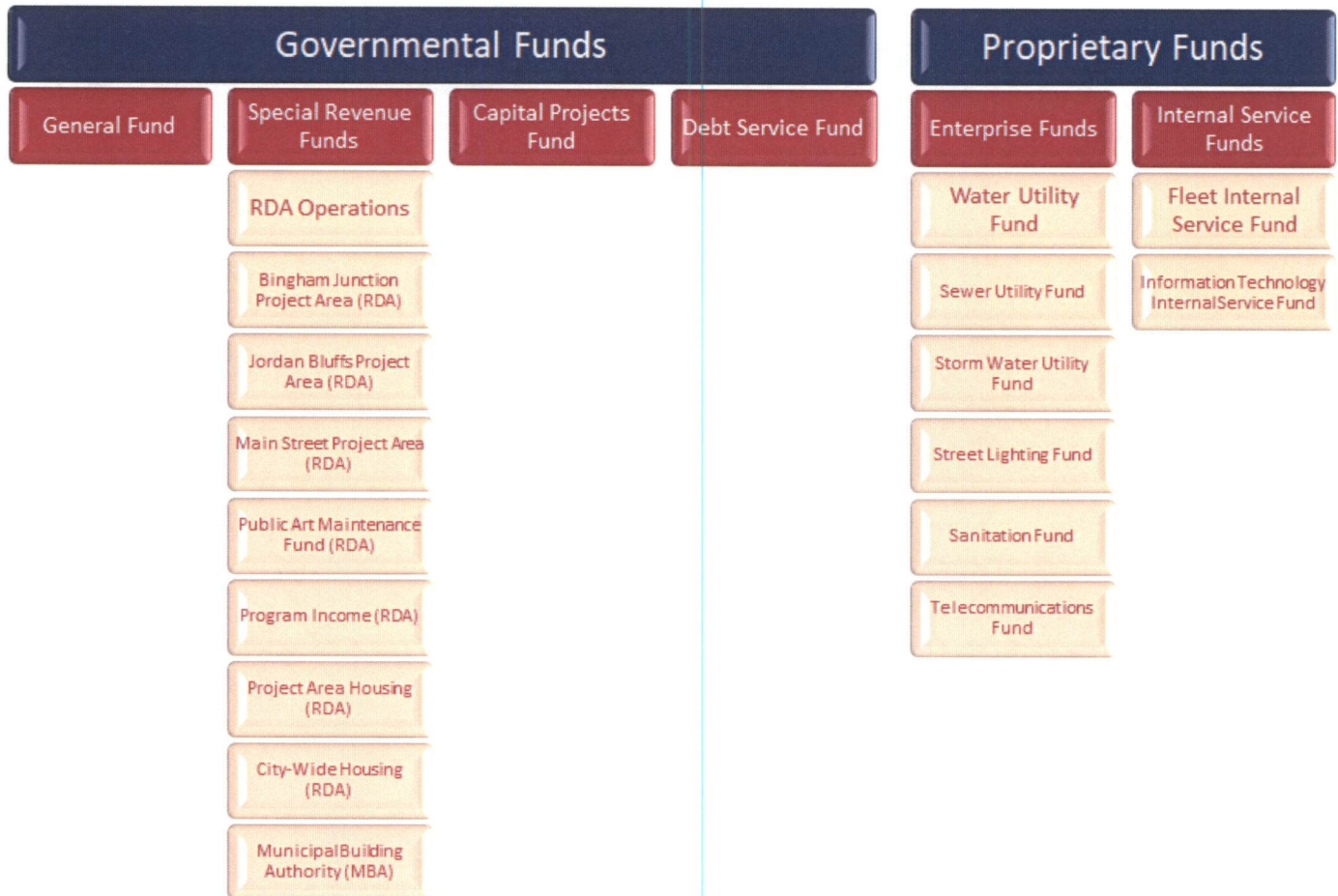
Budgeted FTE Equivalent by Fiscal Year			
	FY2020	FY2021	Proposed FY2022
<b>General Fund</b>			
<b>General Government</b>			
Mayor/City Council*	3.00	3.00	3.00
Administration	4.00	3.00	3.50
Communications	0.00	1.00	1.00
Human Resources	1.00	1.00	1.00
City Recorder	2.00	2.00	2.00
Comm/Intergov Relations	1.00	1.00	1.00
City Attorney	4.00	4.00	3.00
<b>Total General Government</b>	<b>15.00</b>	<b>15.00</b>	<b>14.50</b>
<b>Administrative Services</b>			
Administrative Services Admin	1.00	1.00	1.00
Finance	3.35	3.35	4.35
Court	8.72	8.72	8.72
Information Technology	3.60	3.60	3.60
<b>Total Administrative Services</b>	<b>16.67</b>	<b>16.67</b>	<b>17.67</b>
<b>Public Works</b>			
PW Admin	1.85	1.85	2.40
Streets	5.45	5.45	5.45
Building & Grounds	3.70	3.70	3.70
Parks & Cemetery	2.55	3.55	3.00
<b>Total Public Works</b>	<b>13.55</b>	<b>14.55</b>	<b>14.55</b>
<b>Community Development</b>			
Community Development Admin	4.00	6.00	5.50
Planning	3.00	3.00	3.00
Code Enforcement	0.00	0.00	0.00
Business Licensing	2.00	0.00	0.00
Engineering	1.45	1.45	1.45
<b>Total Community Development</b>	<b>10.45</b>	<b>10.45</b>	<b>9.95</b>
<b>Total General Fund</b>	<b>55.67</b>	<b>56.67</b>	<b>56.67</b>
<b>Redevelopment Agency Operations</b>	<b>4.00</b>	<b>4.00</b>	<b>3.50</b>
<b>Enterprise Funds</b>			
Water	11.55	11.90	12.10
Sewer	6.55	6.55	6.35
Storm Water	8.75	8.40	8.45
Street Lighting	0.15	0.15	0.15
Sanitation	0.20	0.20	0.15
<b>Total Enterprise Funds</b>	<b>27.20</b>	<b>27.20</b>	<b>27.20</b>
<b>Internal Service Funds</b>			
Fleet	1.45	1.45	1.45
Information Technology	0.40	0.40	0.40
<b>Total Internal Service Funds</b>	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>
<b>TOTAL CITY-WIDE FULL-TIME EQUIVALENT</b>	<b>88.72</b>	<b>89.72</b>	<b>89.22</b>
<b>FULL-TIME EQUIVALENT PER 1,000 RESIDENTS</b>			
	<b>2.67</b>	<b>2.67</b>	<b>2.61</b>

\*The Mayor and City Council's compensation is not dependent on number of hours worked. Therefore, each Mayor and City Council member has been counted as 0.5 FTE on this schedule.

# Financial Structure

The City's departments are organized groups with similar functions or programs to manage operations more efficiently. The City's financial structure is organized into various funds within departments used for accounting and reporting. This provides a framework for the budget that is easier to understand. The majority of this document is organized by department to provide budgetary information.

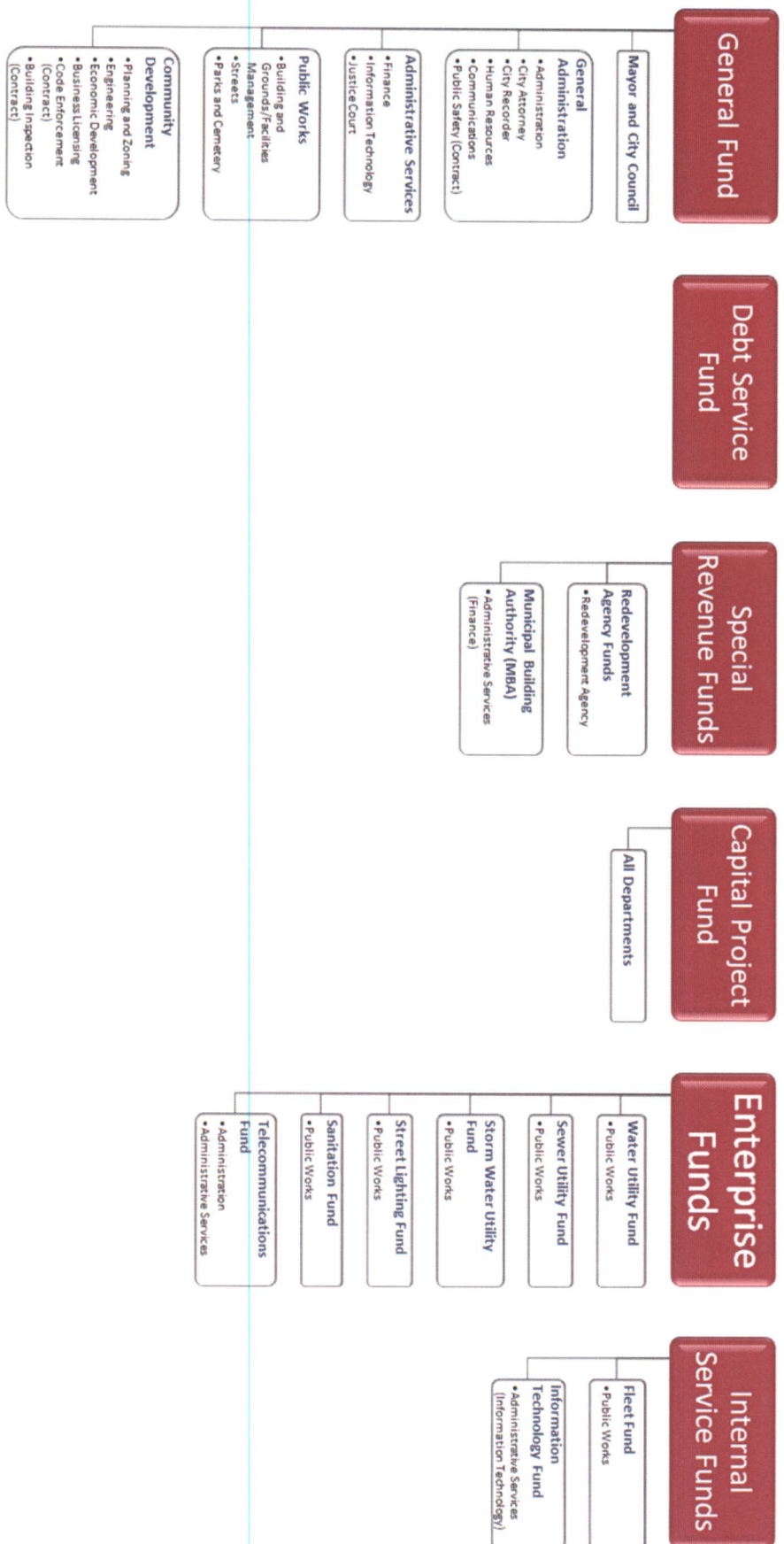
The following is a graphical representation of the funds subject to appropriation that make up the City's financial structure:



On the following page is a chart showing the relationship between funds and operational departments. Departments are further broken down into divisions in the General Fund:



# Fund and Operational Department Relationship



# Fund Types and Descriptions

## GOVERNMENTAL FUNDS

### Major Funds

*General Fund*—Used to account for resources traditionally associated with a government which are not required legally or by sound financial management to be accounted for in another fund.

*Debt Service Fund*—Accounts for the accumulation of resources and payment of bond principal and interest from governmental resources.

*Capital Projects Fund*—Used to account for the construction of capital projects of the City. Grants, bond proceeds, transfers from other funds, and interest earnings are the principal sources of funding.

*Redevelopment Agency (RDA) Funds*—The RDA funds are used to account for the activities of the Redevelopment Agency. The RDA was established to prepare and carry out plans to improve, rehabilitate, and redevelop blighted areas within the City. Although a legally separate entity, the RDA is reported in the financial statements and budget document as if it were part of the primary government due to the control the City has over the Agency. For budgeting purposes, each redevelopment agency fund is budgeted separately, but rolled together for financial reporting purposes. The City has the following Redevelopment Agency funds:

- RDA Operations Fund
- Bingham Junction Project Area Fund
- Jordan Bluffs Project Area Fund
- Main Street Project Area Fund
- Public Art Maintenance Fund
- Program Income Fund
- Project Area Housing Fund
- City-Wide Housing Fund

*Municipal Building Authority (MBA)* - Used to account for the activities of financing and constructing municipal buildings that are then leased to the City. The MBA is governed by a five-member board of trustees comprised of the City Council. Although it is a legally separate entity of the City, the MBA is reported as if it were part of the primary government because of the City's ability to impose its will upon the operations of the MBA.

## PROPRIETARY FUNDS

### Major Funds

*Water Utility Fund*—Accounts for the activities of the City's water distribution system.

*Sewer Utility Fund*—Accounts for the construction, maintenance, and operations of the City's sewer system.

*Storm Water Utility Fund*—Accounts for the construction, maintenance, and operations of the City's sewer system.

### Nonmajor Funds

*Street Lighting Fund*—Accounts for the activities of the City's street lighting services.

*Sanitation Fund*—Accounts for the activities of the City's sanitation collection operations.

*Telecommunications Fund*—Accounts for the activities of the City's UTOPIA operations.

### Internal Service Funds

*Fleet Fund*—The Fleet Fund accounts for the acquisition and maintenance of the City's vehicle fleet.

*Information Technology Fund*—This fund accounts for the acquisition and maintenance of the City's information technology.



## PURPOSE

The purpose of Financial Policies is to set forth parameters and guidelines for prudent fiscal operational practices and management. These policies were developed by Midvale's Department of Administrative Services with assistance from the Government Finance Officers Association publication "Financial Policies" by Shayne C. Kavanaugh and the City's Financial Advisor, Lewis Young Robertson & Burningham. These policies have been approved by executive management, and formally adopted by resolution by the Midvale City Council.

## FORMAL ADOPTION OF FINANCIAL POLICIES

These Midvale City Financial Policies were adopted by a resolution of the Midvale City Council (2018-R-43) on October 16, 2018.

## GENERAL FUND RESERVE POLICIES

### Purpose

- Comply with Utah state law.
- Plan for contingencies.
- Maintain good standing with rating agencies.
- Avoid interest expense.
- Generate investment income.
- Ensure cash availability when revenue is unavailable.
- Create a better working relationship between the governing board and staff.

Utah Code § 10-6-116 requires that municipalities maintain a fund balance between five and twenty five percent of the estimated general fund revenues. Midvale City will maintain a General Fund fund balance (reserve) of fifteen percent of budgeted general fund revenues. The reserve may be used at the discretion of the City Council for temporary shortfalls, or if the Mayor declares a state of disaster. Once used, the reserve should be replenished in a timely manner.

Unassigned general fund balance in excess of fifteen percent may be used for one-time purchases.

## RESERVE POLICIES IN OTHER FUNDS

### Purpose

- Provide working capital
- Support continuity of operations
- Maintain a stable fee structure
- Provide capital replacement funds
- Maintain good standing with rating agencies
- Create a better working relationship between the governing board and staff

### Capital Projects Fund

This fund is used to track spending on major capital projects, therefore; there is no need to maintain a budgetary cushion.

### Internal Service Funds (Fleet, IT)

The purpose of the Fleet and IT Internal Service Funds is to accumulate resources to replace vehicles and computer equipment according to assigned replacement schedules and to recover the operating costs of both funds. City funds are charged replacement costs pro rata over the life of the vehicle or computer equipment based upon estimated replacement cost less estimated sales proceeds. Internal Service Funds recover operations costs in the year they are incurred by charging City funds their pro rata share of the operations costs. Interest earned on investment of reserves is used to offset the cost of annual operations. Fund balance for Internal Service Funds represent resources collected from City funds to be used for future purchases of vehicles and computer equipment. Reserves for future operations costs are not needed because operations costs are funded in the year they are incurred.



## **Enterprise Funds (Public Utilities, Storm Water Utility, Sanitation, Street Lighting, Telecommunications)**

Midvale City will strive to maintain working capital (current assets less current liabilities) of no less than 60 days worth of annual operating expenses for the Sanitation, Street Lighting and Telecommunications Funds, and no less than 180 days worth of annual operating expenses for the Public Utilities and Storm Water Utility Funds.

In an effort to maintain adequate reserves, the City shall conduct an analysis of its utility rates on an annual basis. Rate increases, if needed, shall be proposed to City Council during the annual budgeting process.

In order to substantiate the value of Accounts Receivable in the enterprise funds, the City will enforce aggressive collection practices, including termination of service for accounts 60 days past due.

The minimum working capital reserve may be used at the discretion of the City Council for temporary shortfalls or to downsize operations. Once used, the reserve should be replenished in a timely manner. Excess working capital may be used for capital improvements or for one-time purchases.

## **Other Funds**

Adequate reserves will be considered.

## **REVENUE POLICIES**

### **Purpose**

- Ensure sufficient and stable revenues in order to consistently produce desired programs and services.
- Develop and maintain revenue sources that are fair and consistent.

Midvale City strives to achieve diversification and stabilization of the revenue base. While recognizing that property taxes are the most stable, the City will not

increase property taxes when other revenues such as sales tax and franchise fees are adequately funding operations.

The City will not use one-time revenues towards on-going expenditures. User fees will be charged to obtain cost recovery for regulatory services such as building permits, plan checks, and business licensing. Administrative fees will be charged by the General Fund to the Enterprise Funds in order to recapture direct and indirect costs which benefit all funds. These fees will be reviewed annually in association with the budget process. A municipal fee schedule shall be reviewed and adopted by the City Council annually in conjunction with the operating and capital budgets.

Before applying for and accepting intergovernmental aid, the City will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment.

A conservative approach will be used to forecast revenues. However, when such an approach leads to considerations of raising taxes or cutting services, a more objective approach will be analyzed in order to avoid unpopular budget-balancing measures that later prove unnecessary.

Multi-year forecasts will be prepared and presented to the Council annually as part of the budget process.

## **EXPENDITURE POLICIES**

### **Purpose**

- Ensure that public funds are spent with integrity, directness, and transparency.
- Ensure that expenditures are directed to services that citizens prefer.



# Financial Policies

Ongoing expenditures will not expand beyond the City's ability to pay for them with current revenues. When practical, resources should be used for preventative investments that can be made to avoid even larger costs in the future.

Funding for new programs and services should be limited to the extent that they can be reasonably funded over the near-to-long term given the current revenue stream. Increasing efficiencies and effectiveness of the delivery of City services through process review, technology improvements, or outsourcing must be considered before adding permanent staff.

Staff shall prepare an analysis of costs borne by the General Fund which benefit other funds, most importantly, enterprise funds. Enterprise Funds will reimburse the General Fund for these costs through administrative fees, which are appropriated as part of the budget each year.

Efforts will be made to maintain compensation packages that are sufficient to attract and retain quality employees. Salary range structures shall be evaluated periodically to determine the relative competitiveness of the pay structure to the job market. The midpoint of the salary range is the market value against which the City will assess its pay plan relative to the job market. If the midpoint of the City's salary range is more than five percent below market for any given position, the grade of that particular position shall be adjusted upward. The City's pay plan shall be reviewed and adopted annually by the City Council in conjunction with the annual budget. Staffing shall not exceed the authorized level, and all new positions must be approved by City Council before they are filled.

## OPERATING BUDGET POLICIES

### Purpose

- Acknowledge that the operating budget is among

the most important public documents produced by the City.

- Ensure the budget sets forth the City's taxing and spending direction.
- Establish policies that allow leeway for the inevitable give-and-take of politics.

Midvale will adopt an annual operating budget for all funds. Budgets are prepared on a cash basis. Under the cash basis, capital expenditures and the redemption of bonds are recorded as expenditures. Depreciation and amortization costs are not budgeted since these costs are non-cash transactions.

Budget policies define the broad guidelines under which the budget process will operate. Staff is then responsible for designing a process that conforms to the policies.

Because the City's budget is a spending plan, and because circumstances change throughout the fiscal year, staff may propose budget adjustments for any or all funds throughout the year. Those adjustments require discussion and adoption by the City Council to become effective. The City Administrator has authority to reallocate line items within a department budget, but any inter-departmental budget adjustments must be approved by the City Council. Grants, additional personnel, new programs, etc. must be appropriated by the City Council.

The City Administrator, after meeting with all City departments, will present a balanced budget to the Mayor and City Council in May of each year. This document will serve as a working tool for the City Council in developing their operating budget.

Consistent with Utah Code § 10-6-111, a tentative budget will be prepared and filed with the City's elected officials on or before the first regularly scheduled meeting of the governing body in May of the current period. The tentative budget will be



reviewed and discussed in City Council meetings throughout May and June.

A public hearing will be held in May to adopt the tentative budget. An additional public hearing will be held prior to the adoption of the final budget. Citizen participation and comment is encouraged.

Consistent with Utah Code § 10-6-118, the City Council will adopt a final budget before June 22 of each fiscal period, or, in the case of a property tax increase, before August 17 of the year for which a property tax increase is proposed. The City Council will adopt its certified property tax rate on the same date as the final budget is adopted.

## **CAPITAL ASSET MANAGEMENT POLICIES**

### **Purpose**

- Recognize the major impact capital projects have on the quality of local government services, the community's economic vitality, and the overall quality of life for citizens.
- Stimulate informed debate and to help leaders make optimal choices.
- The City will develop and maintain a Capital Improvement Plan which includes a realistic project timing and scope, and operating budget impacts.
- Appropriations for capital projects are for the period of construction or acquisition, and do not lapse at the end of the fiscal year. Funds remaining in the project budget after its completion may be appropriated for other capital projects or revert to the General Fund.

Appropriate ongoing funding for maintenance is a high priority. Deferring maintenance or asset replacement has the potential for reducing a government's ability to provide services and/or threatening public health, safety and overall quality of life. In addition, as the physical condition of an asset declines, deferring maintenance and/or replacement may increase

long-term costs and liabilities.

The City has established an Internal Service Fund for the purpose of accumulating resources to replace vehicles according to a replacement schedule established by the Fleet Manager, and to recover fleet operating costs from appropriate funds. The City has also established an Internal Service Fund for the purpose of accumulating resources to replace computer equipment according to a replacement schedule established by the Information Technology Manager, and to recover IT operating costs from appropriate funds. Department managers/heads shall exercise supervision of all inventories of tangible City property within the control of or assigned to their departments, this includes ensuring all City assets are safeguarded and kept in good working condition. All City property located in warehouse(s) or storage areas shall be inventoried annually, and accountability for the property shall reside with the respective department manager/head.

## **LONG-TERM FINANCIAL PLANNING POLICIES**

### **Purpose**

- Assist the government in providing stable tax and service levels to the community over a multi-year period.
- Uncover minor problems which, left unresolved, could require dramatic action later.
- Demonstrate a sound commitment to sound financial management and a willingness to control spending.

Each year, staff shall develop a forecast of operating expenditures and revenue for the next five years. The presentation and discussion of the forecast and resulting long-term financial plan will be an integral part of the annual budget process.



# Financial Policies

Midvale City will address imbalances in future revenues and expenditures in establishing property tax rates.

## DEBT POLICIES

### Purpose

- Ensure that debt is used wisely and that future financial flexibility remains relatively unconstrained.
- Establish criteria for the issuance of debt obligations so that acceptable levels of indebtedness are maintained.
- Transmit the message to investors and rating agencies that the City is committed to sound financial management.
- Provide consistency and continuity to public policy development.

The City may use debt to help distribute the payments for a capital asset over its useful life so that benefits more closely match costs. The City may also use pay-as-you-go financing, in that it helps to keep the City's debt burden down. As there are merits to both methods of financing, Midvale may use a combination of debt and pay-as-you-go to finance capital assets.

Using long-term debt for operations is discouraged.. Issuing debt with a longer amortization period than the life of the asset it is financing is prohibited.

Debt service as a percent of general expenditures of the General Fund shall not exceed fifteen percent. Capitalization of interest, the practice of using bond proceeds to pay the interest due on debt during the construction period of an asset, is generally acceptable.

Long-term financing must comply with federal, state, and local legal requirements. The City will consider debt issuance (rather than paying cash) when interest rates are low. The City might use its debt capacity to

acquire capital assets for a lower total cost when construction costs are increasing or are very low.

The City shall engage the following outside professionals to assist with bond sales, as bond sales are not a routine activity for most local governments:

- Financial Advisor
- Bond Counsel
- Underwriter
- Paying agent/Registrar

Bond proceeds will be invested in accordance with the City's general investment policy. Staff must take steps to minimize arbitrage liability on bond proceeds in order to avoid penalties. Refunding bonds will be considered when there is an interest rate savings, a change in anticipated revenues, or when the City Council desires a change in the provisions of a bond covenant. Midvale City shall comply with all ongoing disclosure conditions and shall file such required documents in a timely manner.

Interfund loans are contemplated for short-term use only. Any transfers between funds where reimbursement is not expected within one fiscal year shall not be recorded as interfund borrowings; they shall be recorded as interfund operating transfers.

## INVESTMENT POLICIES

### Purpose

- Maximize interest income while preserving principal and maintaining sufficient liquidity to meet expenditure obligations.

Midvale City shall comply with the state of Utah's "Money Management Act". Unless approved by the City Administrator, all funds will be invested with the Utah State Treasurer's Public Treasurers Investment Fund.



The pooling of funds is authorized, and interest earnings will be credited to the source of the invested funds at the end of each month based on the average daily cash balances during the month.

Appropriate separation of duties is required; in no circumstance can the same individual prepare the deposit, take the deposit to the bank, and/or reconcile the bank statement to the books.

## **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES**

### **Purpose**

- Set the tone at the top for how the City will account for its financial resources and be accountable for making financial information available to the public.
- Satisfy external financial reporting requirements as well as meet the City's managerial needs.

Midvale City has established an Audit Committee to serve as a practical means for the City to provide independent review and oversight of the government's financial reporting processes, framework of internal control, and independent auditors. The Audit Committee shall report to the City Council at least annually.

Accounting records will be maintained in accordance with state and federal law and regulations. Midvale adopts the Government Finance Officers Association recommendation that governments use a multi-year audit contract for a period of no less than five years.

Annual financial reporting in compliance with generally accepted accounting principles (GAAP) is required. Monthly revenue and expenditure reports for each fund shall be presented to the City Council. A listing of checks issued shall be supplied to the City Council monthly.

Midvale City will strive for transparency and shall

comply with all state records transparency requirements. Capital assets are defined as assets costing at least \$5,000 with an expected useful life in excess of one year. Sensitive non-capitalized items such as computers shall be inventoried and controlled.

## **INTERNAL CONTROL AND RISK MANAGEMENT POLICIES**

### **Purpose**

- Protect assets in order to ensure continuity of service.
- Maintain a safe work and service environment.
- Ensure the efficiency of risk management activities.

The City shall work closely with its insurer to accomplish goals stated above and to minimize the cost of risk management activities.

The Human Resources Director shall be designated as the Risk Manager. Senior Staff shall serve as the risk management committee. Meetings shall be held quarterly to review insurance claims and reported incidents.

Employees will be provided with the official Midvale City Policies and Procedures Manual regarding employment, and shall file an acknowledgment of receipt and understanding of the manual with the Human Resources department annually.

City employees and councilmembers are required to report conflicts of interest and to refrain from participating in or deliberating on any matters regarding such interest. Sexual Harassment training shall be conducted annually for all employees.

The City shall appoint an Emergency Operations Manager who is responsible for maintaining the City's Emergency Management Plan.

Internal Controls shall be developed to:

- Segregate duties
- Provide security over assets and records
- Ensure periodic reconciliation and verification
- Assure proper authorization

## LOCAL ECONOMIC DEVELOPMENT FINANCE POLICIES

### Purpose

- Improve local economic conditions through direct and indirect intervention

Midvale City's Redevelopment Agency may use tax increment financing to improve designated project areas within the City. Midvale City will strive to attract businesses that pay a salary equal to or above the average wage level for Midvale, and businesses that provide healthcare and retirement benefits to their employees.

Although some taxing entities within Midvale City boundaries may charge impact fees, Midvale City itself does not charge impact fees. The City employs an Economic Development Director who is charged with attracting new businesses to the City, as well as serving as a liaison between the private sector (in many cases, the developer) and City staff.

## PROCUREMENT POLICIES

### Purpose

- Ensure that the procurement process is fair.
- Ensure good stewardship over public funds.
- Help clarify the goals of the purchasing system.

The City will strive to consider full lifecycle costs of a good or service rather than simply accepting the lowest initial purchase price.

Quality should be an integral evaluation component when reviewing vendor proposals. Purchasing decisions will be based on best value, not lowest cost.

Procurements will be conducted fairly and the process and results will be open to the public. Training on Midvale's purchasing ordinance will be provided to City staff on a regular basis, at least once every two years.

Midvale City staff and elected officials shall comply with Midvale Municipal Code § 3.02 regarding procurement. Important purchasing thresholds for expenditures for supplies, services or construction are described below:

- Expenditures of twenty-five thousand dollars or more shall be made pursuant to the formal bidding procedures set forth in Midvale Municipal Code § 3.02.110. An expenditure of twenty-five thousand dollars or more must be approved by the City Administrator. Any expenditure of one hundred thousand dollars or more must be approved by the City Council.
- Expenditures for three thousand dollars or more, but less than twenty-five thousand dollars, shall be made pursuant to the informal bidding procedures set forth in Midvale Municipal Code § 3.02.100.
- The following expenditures of the City shall be referred to as "exempt expenditures" and may be made without formal or informal bidding procedures, but should be made with as much competition as practicable under the circumstances.
  - ⇒ *Minor*. Any expenditure amounting to less than three thousand dollars.
  - ⇒ *Sole Source*. Any expenditure for goods or services which are clearly by their nature not reasonably adapted to award by competitive bidding. Sole source procurements must be approved the City's Purchasing Committee.



# Financial Policies

- ⇒ *Emergency.* See Midvale Municipal Code § 3.02.070 for procedures to follow.
- ⇒ *State Bidding.* Any expenditure for which competitive bidding or price negotiation has already occurred on the state level.
- ⇒ *Interlocal Cooperation.* Any expenditure made in conjunction with an agreement approved by resolution of the City Council between the City and another city or governmental entity.
- ⇒ *Professional Services.* Any expenditure for professional services which by their nature are not reasonably adapted to award by competitive bidding. Such expenditures shall be awarded at the discretion of the City Administrator based on the recommendation of the department head. If the City Administrator determines that competitive bidding for certain professional services would benefit the City, the procedures set forth in Midvale Municipal Code § 3.02.130, Request for proposals (professional services), must be followed.
- ⇒ *Special Sale.* Any expenditure made in conjunction with any public auction, closeout sale, bankruptcy sale or other similar sale when the procurement officer determines in writing that such purchase may be made at a cost below the market cost for the same or similar goods and such determination is reviewed and approved by the City Council.
- ⇒ *Exchanges.* Any exchange of supplies, materials, property, or equipment between the City and any other public or private party made by mutual agreement of the respective parties.

- ⇒ *Utah Correctional Industries.* Supplies, services, or construction produced by Utah Correctional Industries may be purchased without seeking competitive quotes or bids.

The Mayor is the only individual with authority to bind the City. The Mayor's signature is required on all City contracts.

# General Fund Budgets





# General Fund Summary

General Fund Revenues							
Category	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	% of Total
Taxes	13,201,596	13,549,734	13,419,708	14,123,969	704,261	5%	65.1%
Licenses and Permits	893,519	890,117	1,010,364	855,000	(155,364)	-15%	3.9%
Intergovernmental Revenue	7,752,473	4,878,745	4,730,973	2,493,165	(2,237,808)	-47%	11.5%
Charges for Services	1,844,882	2,111,583	2,208,214	2,141,909	(66,305)	-3%	9.9%
Fines and Forfeitures	944,870	820,736	636,445	835,576	199,131	31%	3.8%
Miscellaneous Revenue	643,982	97,778	32,253	22,253	(10,000)	-31%	0.1%
Contributions	45,000	-	-	-	-	0%	0.0%
Transfers In	-	-	-	36,176	36,176	0%	0.2%
Use of Fund Balance	-	-	-	1,204,270	1,204,270	0%	5.5%
<b>TOTAL REVENUES</b>	<b>\$ 25,326,322</b>	<b>\$ 22,348,693</b>	<b>\$ 22,037,957</b>	<b>\$ 21,712,318</b>	<b>\$ (325,639)</b>	<b>-1%</b>	<b>100.0%</b>
General Fund Expenditures							
Category	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Increase	% of Total
City Council	336,747	385,769	395,774	341,056	(54,718)	-14%	1.6%
Administration	405,417	575,657	534,554	690,528	155,974	29%	3.2%
Non-Departmental	2,018,515	1,756,862	1,435,603	166,772	(1,268,831)	-88%	0.8%
Community & Intergovernmental	230,680	311,313	551,021	250,534	(300,487)	-55%	1.2%
Public Safety	8,381,647	8,968,003	9,350,600	9,578,420	227,820	2%	44.1%
City Attorney	586,669	625,426	727,558	633,955	(93,603)	-13%	2.9%
Communications	-	-	209,851	205,490	(4,361)	-2%	0.9%
Harvest Days	76,733	75,390	17,000	80,000	63,000	371%	0.4%
Recreation	15,429	-	-	-	-	0%	0.0%
Human Resources	108,405	108,320	175,558	135,193	(40,365)	-23%	0.6%
Employee Services	52,845	39,381	74,200	69,200	(5,000)	-7%	0.3%
Recorder	271,010	298,828	311,728	357,758	46,030	15%	1.6%
Administrative Services	218,221	235,774	179,457	186,826	7,369	4%	0.9%
Finance	369,106	400,294	427,348	513,086	85,738	20%	2.4%
Justice Court	743,929	758,658	872,273	936,817	64,544	7%	4.3%
Information Technology	483,305	608,702	864,873	733,323	(131,550)	-15%	3.4%
Public Works Administration	140,195	194,435	208,095	312,424	104,329	50%	1.4%
Facilities	599,148	710,324	756,444	774,580	18,136	2%	3.6%
Streets	745,128	789,049	789,835	958,832	168,997	21%	4.4%
Parks	408,277	432,555	604,509	583,018	(21,491)	-4%	2.7%
Community Development Admin	554,468	470,318	791,408	791,585	177	0%	3.6%
Engineering	168,504	224,912	232,242	272,998	40,756	18%	1.3%
Planning	325,412	370,358	458,448	358,706	(99,742)	-22%	1.7%
Code Enforcement	192,976	13,626	8,948	5,808	(3,140)	-35%	0.0%
Business Licensing	70,497	111,827	-	-	-	0%	0.0%
Building Inspection	446,811	325,018	354,504	289,416	(65,088)	-18%	1.3%
Transfers	7,686,195	2,932,217	1,185,610	2,485,993	1,300,383	110%	11.4%
Contribution to Fund Balance	-	-	520,516	-	(520,516)	-100%	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,636,268</b>	<b>\$ 21,723,016</b>	<b>\$ 22,037,957</b>	<b>\$ 21,712,318</b>	<b>\$ (325,639)</b>	<b>-1%</b>	<b>100.0%</b>
REVENUES OVER/(UNDER)							
EXPENDITURES	\$ (309,946)	\$ 625,677	\$ -	\$ -	\$ -	0%	

**1** CARES Act funding totaling \$1,980,866 was recognized in fiscal year 2021.

**2** Use of fund balance is proposed to fund capital projects in the Capital Projects fund and one-time projects in the General Fund.



# General Fund Financing Sources

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed Budget	Difference	% Change
Property tax	(2,528,807)	(2,507,811)	(2,622,981)	(2,675,441)	(52,460)	2%
Delinquent/surplus prop tax	(39,448)	(51,858)	(40,000)	(40,000)	-	0%
Sales tax	(7,695,281)	(8,232,511)	(7,991,191)	(8,597,840)	(606,649)	8%
Franchise tax	(2,115,894)	(2,083,511)	(2,103,688)	(2,103,688)	-	0%
Telecommunications tax	(300,028)	(234,626)	(226,780)	(220,000)	6,780	-3%
Transient room tax	(167,806)	(144,669)	(120,015)	(140,000)	(19,985)	17%
Motor vehicle in lieu of	(354,332)	(294,748)	(315,053)	(347,000)	(31,947)	10%
<b>TOTAL TAXES</b>	<b>(13,201,596)</b>	<b>(13,549,734)</b>	<b>(13,419,708)</b>	<b>(14,123,969)</b>	<b>(704,261)</b>	<b>5%</b>
Business licenses	(255,893)	(251,265)	(239,609)	(260,000)	(20,391)	9%
Building permits	(597,871)	(582,034)	(700,000)	(500,000)	200,000	-29%
Road cut fees	(15,830)	(44,087)	(54,755)	(80,000)	(25,245)	46%
ROW occupancy permits	(18,700)	(8,000)	(10,000)	(10,000)	-	0%
Sign fees	(5,225)	(4,731)	(6,000)	(5,000)	1,000	-17%
<b>TOTAL LICENSES AND PERMITS</b>	<b>(893,519)</b>	<b>(890,117)</b>	<b>(1,010,364)</b>	<b>(855,000)</b>	<b>155,364</b>	<b>-15%</b>
JAG Grant	(24,022)	(30,257)	(46,274)	-	46,274	-100%
Grant - Fed Transportation Adm	-	(158,600)	-	-	-	0%
CARES Act Grant	-	(6,448)	(1,980,866)	-	1,980,866	-100%
EPA Inst Controls Grant	(111,718)	(103,282)	(100,000)	(100,000)	-	0%
CDBG Grant	(100,000)	-	-	-	-	0%
State transportation funds	(5,226,195)	(1,523,805)	-	-	-	0%
B&C road funds	(1,084,543)	(1,066,753)	(1,047,633)	(1,100,000)	(52,367)	5%
Liquor funds allocation	(48,528)	(44,124)	(46,000)	(48,000)	(2,000)	4%
AOC grant	(1,000)	-	-	-	-	0%
State Homeless Initiative	(1,156,467)	(1,594,064)	(1,510,200)	(1,245,165)	265,035	-18%
County Transportation Funds	-	(351,412)	-	-	-	0%
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>(7,752,473)</b>	<b>(4,878,745)</b>	<b>(4,730,973)</b>	<b>(2,493,165)</b>	<b>2,237,808</b>	<b>-47%</b>
Zoning/development fees	(60,234)	(66,315)	(75,000)	(60,000)	15,000	-20%
Plan check fees	(346,637)	(371,498)	(400,000)	(250,000)	150,000	-38%
Maps and publications	(1,356)	(417)	(500)	(500)	-	0%
Notary/background check fees	(85)	(10)	(20)	(20)	-	0%
Code enforcement fees	(5,359)	(2,750)	-	-	-	0%
Rents and concessions	(6,565)	(904)	(5,000)	(5,000)	-	0%
Credit card service fees	(13,196)	(12,149)	(6,958)	(10,000)	(3,042)	44%
Cemetery lot sales	700	250	-	-	-	0%
Cemetery service fees	(27,850)	(22,290)	(27,000)	(27,000)	-	0%
Admin fee - Water	(439,900)	(528,500)	(559,189)	(651,862)	(92,673)	17%
Admin fee - Sewer	(227,700)	(289,600)	(327,801)	(341,000)	(13,199)	4%
Admin fee - Storm Water	(360,300)	(424,500)	(437,291)	(407,473)	29,818	-7%
Admin fee - Sanitation	(79,100)	(88,900)	(75,120)	(75,120)	-	0%
Admin fee - RDA	(241,200)	(262,200)	(262,988)	(193,158)	69,830	-27%
Admin fee - Streetlighting	(35,600)	(41,800)	(31,347)	(31,092)	255	-1%
Admin fee - Fleet	-	-	-	(89,684)	(89,684)	0%
Harvest Days activities	(500)	-	-	-	-	0%
<b>TOTAL CHARGES FOR SERVICES</b>	<b>(1,844,882)</b>	<b>(2,111,583)</b>	<b>(2,208,214)</b>	<b>(2,141,909)</b>	<b>66,305</b>	<b>-3%</b>



# General Fund Financing Sources

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed Budget	Difference	% Change
Fines and forfeitures	(798,426)	(677,289)	(503,769)	(700,000)	(196,231)	39%
Bad Debt Collections	(116,853)	(119,711)	(115,000)	(115,000)	-	0%
Attorney fees recovered	(21,241)	(19,611)	(14,576)	(14,576)	-	0%
Traffic school	(8,350)	(4,125)	(3,100)	(6,000)	(2,900)	94%
<b>TOTAL FINES AND FORFEITURES</b>	<b>(944,870)</b>	<b>(820,736)</b>	<b>(636,445)</b>	<b>(835,576)</b>	<b>(199,131)</b>	<b>31%</b>
Interest revenue	50,985	11,892	-	(5,000)	(5,000)	0%
Interest on restricted funds	(158,410)	(68,341)	-	-	-	0%
Sale of prop held for resale	(400,000)	-	-	-	-	0%
Proceeds from insurance	(9,981)	(15,941)	(5,000)	-	5,000	-100%
Proceeds from sale of assets	(110,156)	(10,000)	(5,000)	-	5,000	-100%
Sundry revenues	(9,167)	(15,388)	(15,000)	(10,000)	5,000	-33%
ULGT dividend/grant	(7,253)	-	(7,253)	(7,253)	-	0%
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>(643,982)</b>	<b>(97,778)</b>	<b>(32,253)</b>	<b>(22,253)</b>	<b>10,000</b>	<b>-31%</b>
Donations from private parties	(45,000)	-	-	-	-	0%
Transfer From RDA	-	-	-	(36,176)	(36,176)	0%
Use of Fund Balance	-	-	-	(1,204,270)	(1,204,270)	0%
<b>TOTAL GENERAL FUND FINANCING SOURCES:</b>	<b>\$ (25,326,322)</b>	<b>\$ (22,348,693)</b>	<b>\$ (22,037,957)</b>	<b>\$ (21,712,318)</b>	<b>\$ 1,891,724</b>	<b>-9%</b>

## AVAILABLE FUND BALANCE

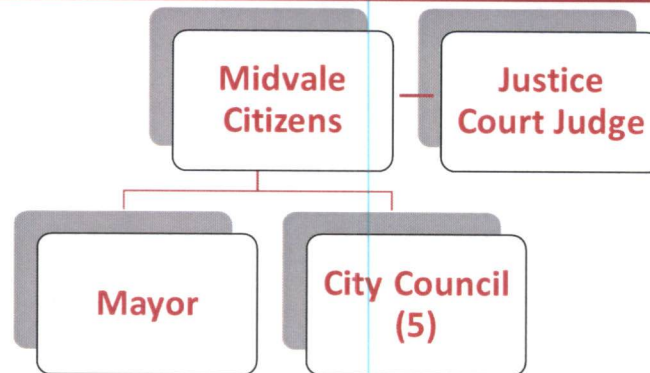
Fund Balance Available				
	FY2019	FY2020	FY2021	FY2022
Beginning Balance	4,107,243	3,797,469	4,422,975	\$ 4,943,191
Addition (Use of)	(309,774)	625,506	520,216	(1,204,270)
<b>Ending Balance</b>	<b>\$ 3,797,469</b>	<b>\$ 4,422,975</b>	<b>\$ 4,943,191</b>	<b>\$ 3,738,921</b>
% of revenues	15%	20%	22%	18%
<b>Amount above/(Below) Policy</b>				
<b>Recommended Amount (15%)</b>	<b>\$ -</b>	<b>\$ 1,072,171</b>	<b>\$ 1,637,497</b>	<b>\$ 662,714</b>
(State Maximum Amount Allowed - 35%)				

## AVAILABLE FUND BALANCE NOTES

City Administration is proposing increasing fund balance by 3% per year until the maximum 35% of General Fund revenues is achieved. This balances the need for the City to have strong reserves, with the capital project and one-time funding needs of the City.



# Mayor and City Council



## DEPARTMENT DESCRIPTION

Midvale City operates under a six-member council form of government. The Mayor votes on each matter where there is a tie-vote of the Council, on ordinances that enlarge or restrict the Mayor's powers, duties, or functions; and in the appointment or dismissal of a City Manager. The Mayor serves as the Chief Executive Officer and the City Manager serves as the Chief Administrative Officer overseeing the day-to-day administrative functions of the City.

The City Council serves as the Board of Trustees for the Midvale City Redevelopment Agency. The Mayor serves as Chief Administrative Officer and the City Manager serves as the Executive Director. The members of the City Council act as the governing body of the Agency and City staff provide management support and technical assistance to the Agency.

## BUDGET

			FY2021 Amended		FY2022 Proposed		
Account Name	FY2019	FY2020		Budget	Budget	Difference	% Change
Salaries	136,614	148,751		149,561	159,341	9,780	7%
Benefits	105,933	128,467		141,375	145,064	3,689	3%
Car allowance	4,800	4,800		4,800	4,800	-	0%
Subscriptions and memberships	-	-		1,000	1,000	-	0%
Education and Travel	562	-		5,000	5,000	-	0%
I.T. equipment	7,400	11,400		11,288	13,101	1,813	16%
Communications/telephone	385	525		750	750	-	0%
Professional services	74,294	83,370		75,000	-	(75,000)	-100%
Education	1,025	615		-	-	-	0%
Miscellaneous supplies	4,123	3,142		6,000	6,000	-	0%
City Council priorities					5,000	5,000	100%
Miscellaneous services	1,611	4,699		1,000	1,000	-	0%
	\$ 336,747	\$ 385,769	\$	395,774	\$ 341,056	\$ (54,718)	-14%

**1** Professional Services moved to Administration.

### At a Glance:

**Total Budget: \$341,056 | Elected Officials: 6**



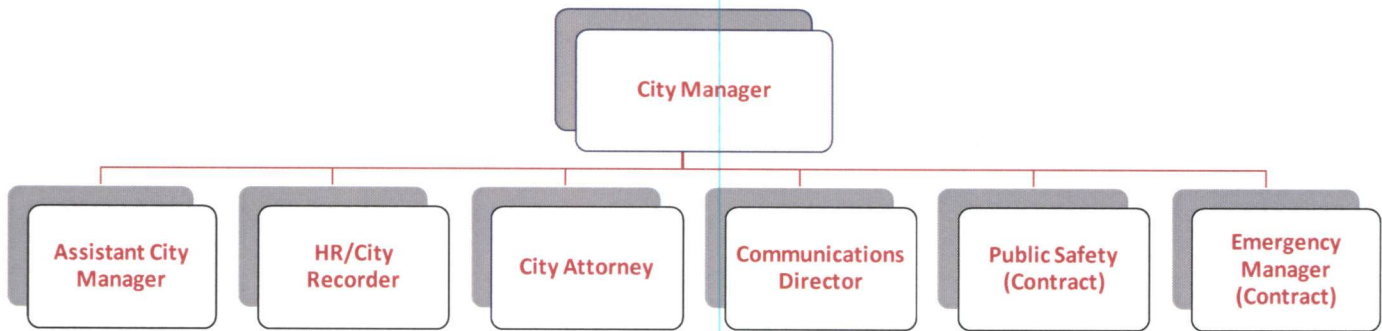
# Mayor and City Council

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Part-Time			
Mayor	0.50	0.50	0.50
City Council Members	2.50	2.50	2.50
<b>TOTAL MAYOR AND CITY COUNCIL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

\*Note: For FTE purposes, the Mayor and City Council are counted as 0.5 FTE. The Mayor and Council member's compensation is not based on hours worked.

# Administration



The Administration Department consists of the City Manager, Assistant City Manager, Administration Administrative Assistant, and City Manager/Assistant City Manager Executive Assistant. The City Manager administers the day-to-day functions of the City and makes executive-level decisions regarding operations.

## BUDGET

Account Name	Account Type	FY2018	FY2019	FY2020	FY2021 Amended	FY2022 Proposed	Difference	% Change
Salaries	Personnel	246,066	273,708	390,725	359,275	386,822	27,547	8%
Overtime	Personnel	77	-	-	-	-	-	0%
Part-time wages	Personnel	389	-	-	-	-	-	0%
Benefits	Personnel	101,640	105,965	152,158	144,268	193,328	49,060	34%
Car allowance	Personnel	4,096	7,800	10,477	9,600	9,600	-	0%
Subscriptions and memberships	Operating	280	1,518	1,055	1,900	3,550	1,650	87% <sup>1</sup>
Education and Travel	Operating	-	2,649	469	6,600	6,600	-	0%
I.T. equipment	Operating	1,300	3,700	5,500	4,468	5,685	1,217	27%
Communications/telephone	Operating	581	717	721	943	943	-	0%
Professional services	Operating	1,126	397	9,781	5,000	80,000	75,000	1500% <sup>2</sup>
Travel	Operating	1,100	4,066	1,378	-	-	-	0%
Miscellaneous supplies	Operating	2,487	3,273	3,212	2,000	3,500	1,500	75%
Miscellaneous services	Operating	660	1,624	181	500	500	-	0%
		\$ 359,802	\$ 405,417	\$ 575,657	\$ 534,554	\$ 690,528	\$ 155,974	29%

<sup>1</sup> ICMA and UCMA memberships for the City Manager and Assistant City Manager.

<sup>2</sup> Transfer from City Council department.

### At a Glance:

Total Budget: \$690,528 | Full-Time Equivalent Employees: 3.5



# Administration

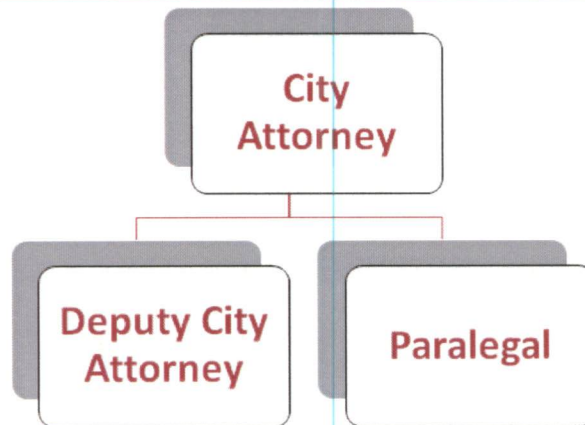
## STAFFING

Position	FY2020	FY2021	Proposed FY2022
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Communications Director	1.00	-	-
Administrative Assistant	1.00	1.00	1.00
Executive Assistant	-	-	0.50
<b>TOTAL ADMINISTRATION</b>	<b>4.00</b>	<b>3.00</b>	<b>3.50</b>

### Staffing Notes

Executive Assistant position reallocated from RDA; split 50/50 with RDA.

# City Attorney



## DEPARTMENT DESCRIPTION

The City Attorney's office administers the legal affairs of the City. The department consists of the City Attorney, Deputy City Attorney, and Paralegal. The department duties include providing legal counsel to the Mayor and City Council, the City Manager, City boards and commissions, and City officers in relation to their official duties; drafting and reviewing legal contracts; drafting and reviewing municipal ordinances; and managing outside legal counsel. The City Attorney's Office also prosecutes all criminal cases that are under the jurisdiction of the Midvale Justice Court.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Salaries	348,938	377,573	393,224	327,726	(65,498)	-17%	1
Benefits	126,703	147,605	147,559	159,753	12,194	8%	1
Car allowance	6,000	6,000	6,000	6,000	-	0%	
Subscriptions and memberships	2,611	3,946	11,200	11,200	-	0%	
Education and Travel	3,328	1,885	9,000	9,000	-	0%	
Repairs/maintenance/supplies	-	-	1,000	1,000	-	0%	
I.T. equipment	4,700	6,700	7,075	6,776	(299)	-4%	
Equipment < \$5000	-	984	-	-	-	0%	
Communications/telephone	801	1,016	1,500	1,500	-	0%	
Education	775	1,083	-	-	-	0%	
Professional services	2,970	1,454	50,000	10,000	(40,000)	-80%	
Legal defenders	89,100	77,110	100,000	100,000	-	0%	
Miscellaneous supplies	743	70	1,000	1,000	-	0%	
	\$ 586,669	\$ 625,426	\$ 727,558	\$ 633,955	\$ (93,603)	-13%	

1 Procurement and Contract Specialist moved to Finance.

### At a Glance:

Total Budget: \$633,955 | Full-Time Equivalent Employees: 3



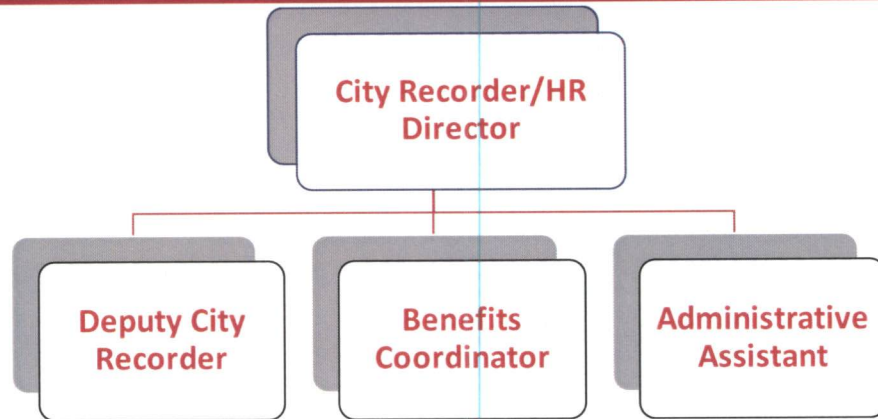
## STAFFING

Position	FY2020	FY2021	Proposed FY2022
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Paralegal/Executive Assistant	1.00	1.00	1.00
Procurement/Contract Specialist	1.00	1.00	-
<b>TOTAL CITY ATTORNEY</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>

## Staffing Notes

Procurement/Contract Specialist moved to Finance.

# City Recorder



## DEPARTMENT DESCRIPTION

The City Recorder's Office is responsible for maintaining all Official City records and files, both paper and electronic. The Recorder's Office also manages municipal elections, GRAMA (Government Records Access Management Act) requests, public notices, public meeting agendas, minutes, and recordings.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	170,475	178,280	189,309	197,447	8,138	4%
Overtime	220	98	500	500	-	0%
Benefits	71,707	76,600	83,427	85,845	2,418	3%
Car allowance	3,000	3,000	3,000	3,000	-	0%
Subscriptions and memberships	841	910	2,000	2,000	-	0%
Public notices	10,610	9,293	15,000	15,000	-	0%
Education and Travel	-	1,481	5,000	5,000	-	0%
Repairs/maintenance/supplies	-	-	500	500	-	0%
I.T. equipment	3,300	4,800	3,492	5,966	2,474	71%
Communications/telephone	667	403	1,000	1,000	-	0%
Education	-	1,517	-	-	-	0%
Professional services	872	-	500	500	-	0%
Codification	8,677	7,680	7,000	7,000	-	0%
Election supplies	-	14,584	-	33,000	33,000	100%
Miscellaneous supplies	641	48	500	500	-	0%
Miscellaneous services	-	134	500	500	-	0%
	\$ 271,010	\$ 298,828	\$ 311,728	\$ 357,758	\$ 46,030	15%

**1** Estimate for election.

### At a Glance:

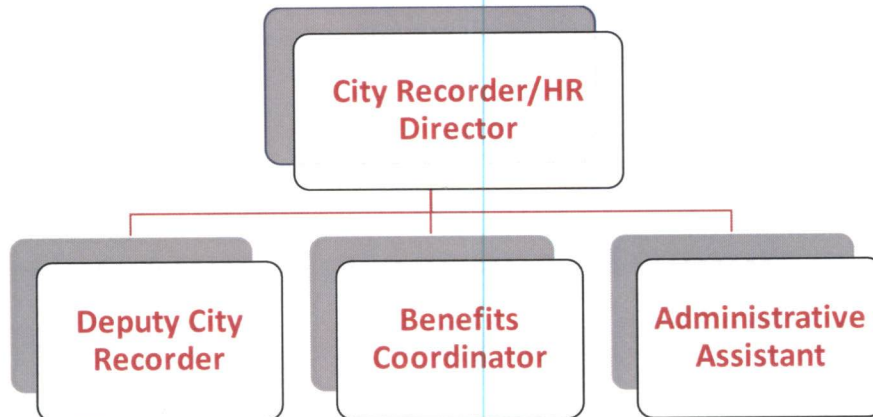
**Total Budget: \$357,758 | Full-Time Equivalent Employees: 2**



## STAFFING

Position	FY2020	FY2021	Proposed FY2022
HR Director/City Recorder	1.00	1.00	1.00
Deputy City Recorder	1.00	1.00	1.00
<b>TOTAL CITY RECORDER</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

# Human Resources



## DEPARTMENT DESCRIPTION

The Human Resources Department provides city-wide support of personnel and benefits for all departments and employees. This support includes: Recruitment, application processing, background investigations, drug testing, policy development, benefit administration, research and compliance with state and federal laws, investigation and dispute resolution, recognition programs, classification and compensation maintenance, and in-house training programs.

The department also provides risk management/safety support to all departments and employees. This support includes: Safety inspections of facilities, accident review, claims processing, workers compensation claims, safety training, and safety incentives. The City currently has 92 employees: 83 full-time, 1 qualified part-time, 2 part-time, and 6 elected officials.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	61,982	65,621	68,446	71,183	2,737	4%
Benefits	26,030	27,524	29,898	30,666	768	3%
Subscriptions and memberships	3,153	2,713	5,000	5,000	-	0%
Public notices - job postings	1,275	499	1,500	4,000	2,500	167% <b>1</b>
Education and Travel	-	790	8,000	8,000	-	0%
Repairs/maintenance/supplies	-	-	300	300	-	0%
I.T. equipment	1,000	1,900	1,821	1,844	23	1%
Communications/telephone	-	-	500	500	-	0%
Professional services	10,078	5,047	58,393	4,000	(54,393)	-93% <b>2</b>
Education	3,926	3,908	-	-	-	0%
Software	-	-	-	8,000	8,000	0%
Miscellaneous supplies	795	45	1,200	1,200	-	0%
Miscellaneous services	166	273	500	500	-	0%
	\$ 108,405	\$ 108,320	\$ 175,558	\$ 135,193	\$ (40,365)	-32%

**1** Proposal to post Public Works job postings through APWA (American Public Works Association).

**2** Decrease due to one-time CARES Act project (GRAMA Redaction Software) purchased in FY2021.

### At a Glance:

**Total Budget: \$135,193 | Full-Time Equivalent Employees: 1**



# Human Resources

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Benefits Coordinator	1.00	1.00	1.00
<b>TOTAL HUMAN RESOURCES</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

# Employee Services

## DEPARTMENT DESCRIPTION

The Employee Services department accounts for costs associated with miscellaneous programs benefitting Midvale City employees. These programs include:

- Employee Assistance Program
- Benefit administration costs
- Education reimbursement program
- Employee Association
- Employee recognition

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Employee Assistance Program	2,560	3,204	4,000	4,000	-	0%	
Flex spending plan admin fee	1,998	2,451	2,500	2,500	-	0%	
Drug screening services	3,996	2,491	4,000	4,000	-	0%	
Education reimbursement	1,096	1,171	15,000	15,000	-	0%	
Unemployment insurance	18,126	10,288	6,000	6,000	-	0%	
Year-end accrual contingency	-	-	2,000	-	(2,000)	-100%	
Miscellaneous supplies	4,558	300	2,000	2,000	-	0%	
Miscellaneous services	601	406	1,500	1,500	-	0%	
Employee Association	18,310	16,998	22,200	22,200	-	0%	
Employee recognition program	1,600	2,072	15,000	2,000	(13,000)	-87%	1
Safety award program	-	-	-	10,000	10,000	100%	2
	\$ 52,845	\$ 39,381	\$ 74,200	\$ 69,200	\$ (5,000)	-7%	

**1** Reduction due to CARES Act funded employee hazard pay in fiscal year 2021.

**2** Request to create an employeesafety award program (existing program, but lacks dedicated funding).

### At a Glance:

**Total Budget: \$69,200 | Full-Time Equivalent Employees: 0**



# Communications

City Manager

Communications  
Director

## DEPARTMENT DESCRIPTION

To provide accurate, timely information in a professional manner to residents, businesses, City employees, and the news media. The Communications Department utilizes a number of ways to notify the public, including: Social media, City website, newsletters, e-mail notifications, direct mailings, videos, etc.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	-	-	84,988	88,388	3,400	4%
Benefits	-	-	50,781	52,635	1,854	4%
Car allowance	-	-	3,000	3,000	-	0%
Subscriptions and memberships	-	-	900	900	-	0%
Education and travel	-	-	2,600	2,600	-	0%
I.T. equipment	-	-	1,545	1,684	139	9%
Communications/telephone	-	-	403	403	-	0%
Professional services	-	-	5,000	5,000	-	0%
Newsletter	-	-	24,000	24,000	-	0%
Public Relations	-	-	3,500	3,500	-	0%
Software	-	-	14,500	14,500	-	0%
City Celebration	-	-	10,000	-	(10,000)	-100%
Miscellaneous supplies	-	-	2,000	2,500	500	25%
Miscellaneous services	-	-	3,434	3,180	(254)	-7%
Volunteer appreciation	-	-	3,200	3,200	-	0%
	\$ -	\$ -	\$ 209,851	\$ 205,490	\$ (4,361)	-2%

**1** City Celebration was one-time funds intended to fund a Harvest Days replacement.

**2** Increase request-\$500 additional maintenance funds for City Hall LED sign.

**3** Increase request-\$880 for AVI file creation; (\$1,134)-Reduction due to one-time COVID messaging (CARES Act).

### At a Glance:

**Total Budget: \$205,490 | Full-Time Equivalent Employees: 1**

# Communications

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Communications Director	0.00	1.00	1.00
<b>TOTAL COMMUNICATIONS</b>	-	1.00	1.00



# Harvest Days

## DEPARTMENT DESCRIPTION

The Harvest Days department includes all costs for the City's annual Harvest Days celebration. Over the years, the City has come together to celebrate the harvest of friendship and community found "in the middle of everything."

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Permits	1,065	1,077	-	1,000	1,000	100%
Equipment	13,501	10,915	-	9,000	9,000	100%
Supplies and advertising	8,962	8,067	-	8,000	8,000	100%
Entertainment	16,995	19,424	6,000	21,000	15,000	250%
Parade	7,094	2,555	-	3,000	3,000	100%
Fireworks	13,000	25,000	-	13,000	13,000	100%
Other activities	1,655	4,050	-	5,000	5,000	100%
City float	10,400	1,302	6,000	15,000	9,000	150%
Youth Ambassador program	4,061	3,000	5,000	5,000	-	0%
	<b>\$76,733</b>	<b>\$75,390</b>	<b>\$ 17,000</b>	<b>\$ 80,000</b>	<b>\$ 63,000</b>	<b>371%</b>

## BUDGET NOTES

The "FY2022 Proposed" budget is intended to fund the 2022 Harvest Days Celebration. Staff will bring forward a budget amendment to fund the 2021 Celebration with one-time funds. Due to the timing of Harvest Days, expenditures span multiple fiscal years. Administration will propose funding the celebration in one fiscal year and carryover over any remaining balance to the next fiscal year.

### At a Glance:

**Total Budget: \$80,000 | Full-Time Equivalent Employees: 0**



# Community & Intergovernmental Relations

## DEPARTMENT DESCRIPTION

The Community & Intergovernmental Relations budget includes programs and grants to support the residents of Midvale City. Included in this department are functions that support Salt Lake County's Midvale Senior Center, and grants to the Boys & Girls Club, Arts Council, museum, Hillcrest Ute Conference, and CBC.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Salaries	31,443	33,896	34,962	34,785	(177)	-1%	
Overtime	-	-	200	200	-	0%	
Part-time wages	5,784	6,761	7,600	7,600	-	0%	
Benefits	8,532	9,915	11,990	11,921	(69)	-1%	
Uniform allowance	33	315	300	300	-	0%	
Subscriptions and memberships	23,445	24,788	25,000	27,000	2,000	8%	1
I.T. equipment	1,000	1,700	1,333	1,604	271	20%	
Vehicle operating costs	7,500	7,100	7,442	10,142	2,700	36%	
Communications/telephone	464	438	1,000	1,000	-	0%	
Professional services	3,469	5,000	10,000	10,000	-	0%	
City newsletter publication	31,100	35,400	-	-	-	0%	
Public relations	341	396	-	-	-	0%	
Cinco De Mayo celebration	-	-	1,000	1,000	-	0%	
Grant to Boys & Girls Club	40,000	50,000	40,000	40,000	-	0%	
Grant to Arts Council	45,000	45,000	30,000	45,000	15,000	50%	2
Grant to CBC	20,000	78,467	40,000	40,000	-	0%	
CARES Act Projects	-	-	325,994	-	(325,994)	-100%	3
Miscellaneous supplies	259	113	1,000	1,000	-	0%	
Miscellaneous services	-	-	1,000	1,000	-	0%	
Senior Citizens miscellaneous	1,485	1,041	7,200	7,200	-	0%	
Grant to Hillcrest Ute Conference	2,850	3,600	5,000	5,000	-	0%	
Volunteer appreciation	2,575	1,983	-	-	-	0%	
Fleet vehicle replacement	5,400	5,400	-	5,782	5,782	0%	
	\$ 230,680	\$ 311,313	\$ 551,021	\$ 250,534	\$ (300,487)	-55%	

1 Anticipated increase in Utah League of Cities and Towns (ULCT) membership dues.

2 Arts Council grant was decreased in fiscal year 2021 due to no summer performance.

3 Projects funded by CARES Act funds (one time funds).

### At a Glance:

Total Budget: \$250,534 | Full-Time Equivalent Employees: 1



# Community & Intergovernmental Relations

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
<b>Part-Time</b>			
Van Driver/Maintenance Worker	0.75	0.75	0.75
Receptionist - Museum	0.25	0.25	0.25
<b>TOTAL COMMUNITY AND INTERGOVERNMENTAL RELATIONS</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

# Public Safety

## DEPARTMENT DESCRIPTION

The Public Safety department includes expenditures the City contracts for. These include: Emergency Management (Unified Fire Authority), Police (Unified Police Department), Code Enforcement (Unified Police Department), and Animal Control (Salt Lake County).

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
I.T. equipment	1,000	1,700	1,426	1,978	552	39%	
Vehicle operating costs	-	-	-	-	-	0%	
Communications/telephone	-	95	3,000	3,000	-	0%	
Professional services	12,038	27,809	55,575	45,000	(10,575)	-19%	
Public Safety dispatch	-	-	-	-	-	0%	
Unified Police Dept contract	8,095,435	8,626,752	8,877,323	9,230,985	353,662	4%	1
Animal Control contract	247,931	290,544	290,457	296,957	6,500	2%	2
Public Safety Grant passthru	24,022	21,029	46,274	-	(46,274)	-100%	
Miscellaneous supplies	1,221	74	500	500	-	0%	
Miscellaneous services	-	-	76,045	-	(76,045)	-100%	
	<b>\$ 8,381,647</b>	<b>\$ 8,968,003</b>	<b>\$ 9,350,600</b>	<b>\$ 9,578,420</b>	<b>\$ 227,820</b>	<b>2%</b>	

**1** Tentative UPD Increase - 3.98% (awaiting final numbers).

**2** Tentative animal control increase - 2.5%.

### At a Glance:

**Total Budget: \$9,578,420 | Full-Time Equivalent Employees: 0**



# Nondepartmental

## DEPARTMENT DESCRIPTION

The Nondepartmental budget includes charges that benefit multiple departments City-wide. In addition, prior to fiscal year 2022 it included debt service payments on the 2017 Sales Tax Revenue Refunding Bonds (road bond).

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Office supplies	41,333	38,145	67,720	40,000	(27,720)	-41%	
Postage	13,850	12,289	15,000	15,000	-	0%	
Bank charges	102,137	104,228	118,000	20,075	(97,925)	-83%	1
Vehicle operating costs	3,000	2,800	2,977	4,057	1,080	36%	
Lease payment to MBA	350,300	361,000	363,506	-	(363,506)	-100%	2
Insurance and surety	50,014	51,755	63,000	63,000	-	0%	
Trustee and bond related fees	8,600	5,600	6,000	-	(6,000)	-100%	2
Loss contingency	1,591	-	20,000	20,000	-	0%	
Miscellaneous supplies	25	-	500	500	-	0%	
Miscellaneous services	1,500	-	2,000	2,000	-	0%	
Fleet vehicle replacement	1,600	1,600	-	2,140	2,140	0%	
Debt service principal	1,090,000	870,000	490,000	-	(490,000)	-100%	2
Debt service interest	354,565	309,445	286,900	-	(286,900)	-100%	2
	<b>\$ 2,018,515</b>	<b>\$ 1,756,862</b>	<b>\$ 1,435,603</b>	<b>\$ 166,772</b>	<b>\$ (1,268,831)</b>	<b>-88%</b>	

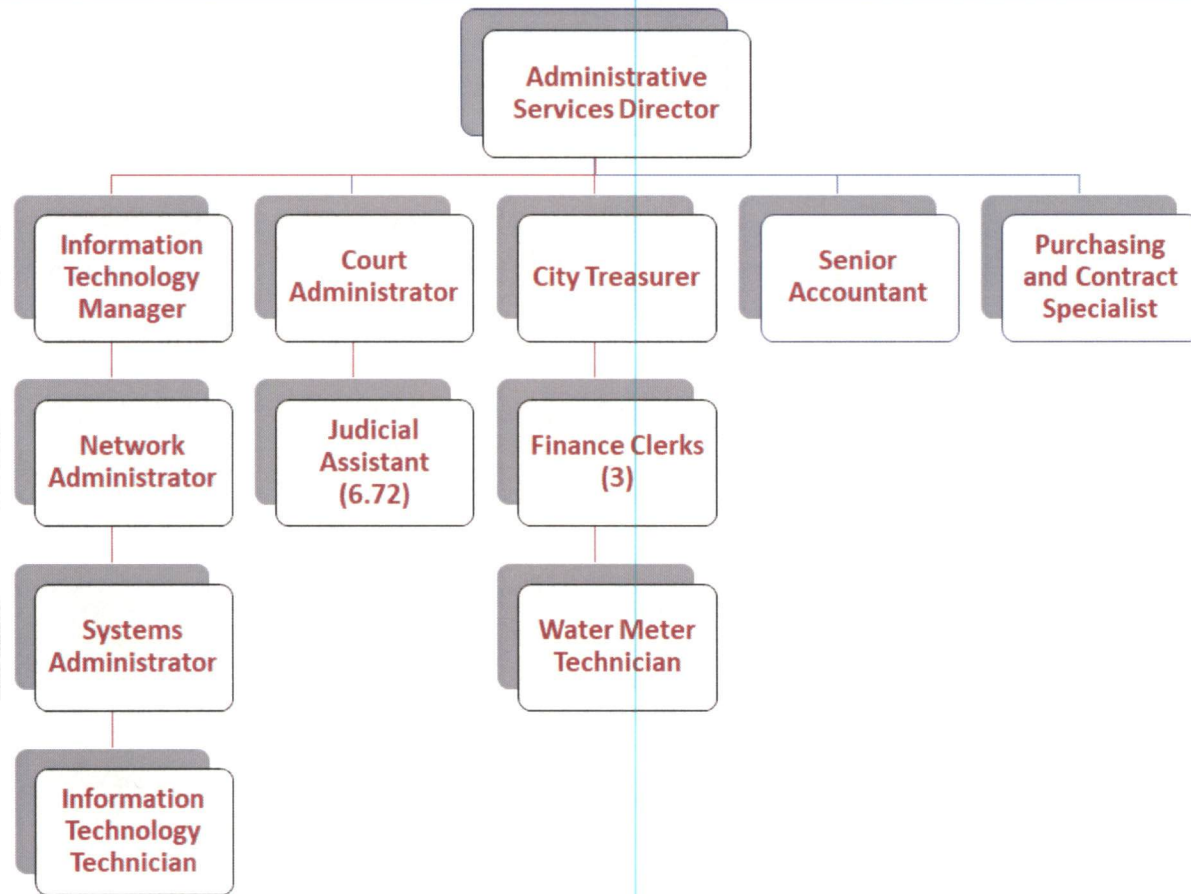
**1** Credit card processing fees for Enterprise Funds will be directly charged to those funds.

**2** Debt service payments are now accounted for in the Debt Service Fund.

### At a Glance:

**Total Budget: \$166,772 | Full-Time Equivalent Employees: 0**

# Administrative Services—Administration



## DEPARTMENT BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	165,709	166,702	123,273	128,203	4,930	4%
Benefits	42,956	57,378	46,886	48,333	1,447	3%
Car allowance	4,800	2,792	3,000	3,000	-	0%
Subscriptions and memberships	-	985	500	500	-	0%
Education and Travel	1,332	-	1,000	1,000	-	0%
Repairs/maintenance/supplies	58	-	150	150	-	0%
I.T. equipment	1,900	3,200	2,245	3,237	992	44%
Communications/telephone	403	419	403	403	-	0%
Education	1,033	1,805	-	-	-	0%
Professional services	18	-	1,000	1,000	-	0%
Miscellaneous supplies	-	2,493	500	500	-	0%
Miscellaneous services	12	-	500	500	-	0%
	<b>\$218,221</b>	<b>\$235,774</b>	<b>\$ 179,457</b>	<b>\$ 186,826</b>	<b>\$ 7,369</b>	<b>5%</b>

**1** Procurement and Contract Specialist moved to Finance.

### At a Glance:

**Total Budget: \$186,826 | Full-Time Equivalent Employees: 1**

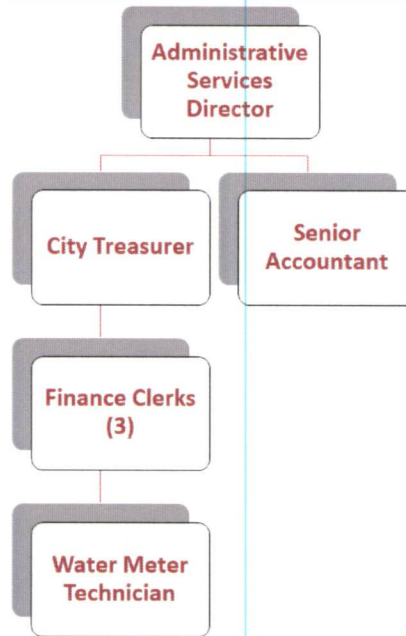


# Administrative Services—Administration

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Administrative Services Director	1.00	1.00	1.00
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

# Administrative Services—Finance



## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Salaries	222,824	236,143	249,842	287,892	38,050	15%	1
Overtime	-	30	-	-	-	0%	
Benefits	105,859	121,263	134,099	142,713	8,614	6%	1
Car allowance	3,000	3,000	3,000	-	(3,000)	-100%	1
Uniforms	-	-	-	675	675	100%	2
Tool allowance	-	-	-	1,000	1,000	100%	2
Subscriptions and memberships	968	1,718	2,000	1,500	(500)	-25%	
Education and Travel	4,419	2,560	4,000	5,500	1,500	38%	2
Repairs/maintenance/supplies	378	-	700	700	-	0%	
I.T. equipment	6,900	8,800	7,707	18,106	10,399	135%	
Communications/telephone	-	-	-	1,000	1,000	100%	2
Education	2,913	1,439	-	-	-	100%	
Professional services	21,435	25,000	25,000	25,000	-	0%	
Software	-	-	-	28,000	28,000	100%	3
Miscellaneous supplies	100	179	500	500	-	0%	
Miscellaneous services	310	162	500	500	-	0%	
	\$ 369,106	\$ 400,294	\$ 427,348	\$ 513,086	\$ 85,738	20%	

- 1** Procurement and Contract Specialist moved from Legal; Finance Director position reclassified to Senior Accountant.
- 2** Uniform, tool allowance, education, and telephone operating costs for Water Meter Technician.
- 3** Request - Budget preparation software (\$16,000 ongoing, \$12,000 one time).

### At a Glance:

**Total Budget: \$513,086 | Full-Time Equivalent Employees: 4.35**

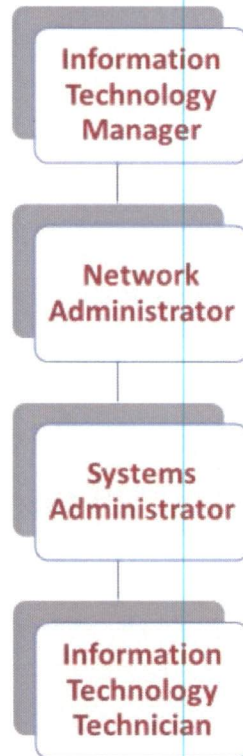


# Administrative Services—Finance

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Finance Director	1.00	1.00	-
City Treasurer	0.35	0.35	0.35
Senior Accountant	-	-	1.00
Procurement/Contract Specialist	-	-	1.00
Finance Clerk	2.00	2.00	2.00
<b>TOTAL FINANCE</b>	<b>3.35</b>	<b>3.35</b>	<b>4.35</b>

# Administrative Services—Information Technology



## DEPARTMENT DESCRIPTION

The Information Technology department is responsible for managing the technology and network infrastructure, maintaining information system security, promoting technology education, and overseeing data disaster recovery planning.

### At a Glance:

**Total Budget: \$692,255 | Full-Time Equivalent Employees: 3.60**



# Administrative Services—Information Technology

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Salaries	169,920	248,391	261,915	283,249	21,334	8%	
Overtime	-	-	500	500	-	0%	
Benefits	80,325	130,340	143,474	152,006	8,532	6%	
Car allowance	3,000	3,000	3,000	3,000	-	0%	
Subscriptions and memberships	448	200	500	500	-	0%	
Education and Travel	-	-	9,000	9,000	-	0%	
Computer supplies	73	19	-	-	-	0%	
I.T. equipment	6,000	7,900	3,971	14,118	10,147	256%	
Internet and wireless	16,254	16,843	20,000	20,000	-	0%	
Communications/telephone	21,694	17,815	15,000	29,450	14,450	96%	1
Professional services	27,377	20,500	96,298	67,000	(29,298)	-30%	2
Education and Travel	48	12,617	-	-	-	0%	
Computer equipment	18,189	9,130	20,000	15,000	(5,000)	-25%	
Network equipment	11,919	1,735	5,000	5,000	-	0%	
Software	15,095	34,785	145,215	500	(144,715)	-100%	3
Software support	112,246	102,121	140,000	133,000	(7,000)	-5%	
Miscellaneous supplies	500	3,107	500	500	-	0%	
Miscellaneous services	217	199	500	500	-	0%	
	\$ 483,305	\$ 608,702	\$ 864,873	\$ 733,323	\$ (131,550)	-15%	

1 New phone system maintenance increase.

2 Fiscal year 2021-System Needs Assessment; fiscal year 2022 request-Security assessment (\$20,000); fiscal year 2022 request - Offsite storage (\$20,000).

3 Fiscal year 2021-Carryover of system replacement "seed money" (\$105,215), CARES Act projects.

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
IT Director	-	-	1.00
Information Technology Manager	1.00	1.00	0.00
Systems Administrator	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
Information Technology Technician	0.60	0.60	0.60
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>3.60</b>	<b>3.60</b>	<b>3.60</b>

### At a Glance:

**Total Budget: \$733,323 | Full-Time Equivalent Employees: 3.60**

# Administrative Services—Justice Court

Justice Court  
Administrator

Judicial  
Assistants  
(6.72)

## DEPARTMENT MISSION

*To provide the people an open, fair, efficient, and independent system for advancement of justice under the law.*

## DEPARTMENT DESCRIPTION

The Midvale Justice Court has jurisdiction over Class B and C misdemeanors, small claims, and infractions committed within the boundaries of Midvale City. These include all traffic, parking, and criminal offenses. We are devoted to providing the best service possible. Of our six Judicial Assistants, three are fluent in Spanish, providing excellent service to different parts of our diverse community.

### At a Glance:

Total Budget: \$850,224 | Full-Time Equivalent Employees: 8.72



# Administrative Services—Justice Court

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	406,736	442,275	456,844	485,974	29,130	6%
Overtime	-	14	500	500	-	0%
Part-time wages	18,433	8,596	22,334	23,998	1,664	7%
Benefits	197,080	212,322	240,709	248,439	7,730	3%
Car allowance	2,885	3,000	3,000	3,000	-	0%
Subscriptions and memberships	-	285	700	700	-	0%
Education and Travel	991	976	6,000	6,000	-	0%
Bank and card processing fees	-	-	-	10,605	10,605	100%
Repairs/maintenance/supplies	2,154	-	1,000	1,000	-	0%
I.T. equipment	13,800	16,800	9,880	25,295	15,415	156%
Communications/telephone	791	806	806	806	-	0%
Warrants enforcement	85	-	10,000	10,000	-	0%
Judge pro tem fees	1,181	563	5,000	5,000	-	0%
Transport Fees	10,896	8,124	15,000	15,000	-	0%
Witness fees	1,203	907	1,500	1,500	-	0%
Bailiff fees	71,938	56,123	86,000	86,000	-	0%
Interpreter fees	7,917	5,512	10,000	10,000	-	0%
Juror fees and supplies	160	385	2,000	2,000	-	0%
Education	1,073	1,218	-	-	-	100%
Miscellaneous supplies	982	752	500	500	-	0%
Miscellaneous services	371	-	500	500	-	0%
Capital purchases	5,253	-	-	-	-	100%
	\$ 743,929	\$ 758,658	\$ 872,273	\$ 936,817	\$ 64,544	7%

1

Credit card fees are now budgeted and expensed in the functional area incurred (transfer from Nondepartmental).

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Judge	1.00	1.00	1.00
Court Administrator	1.00	1.00	1.00
Judicial Assistant I/II/III	6.00	6.00	6.00
<b>Part-Time</b>			
Judicial Assistant	0.72	0.72	0.72
<b>TOTAL JUSTICE COURT</b>	<b>8.72</b>	<b>8.72</b>	<b>8.72</b>



# Public Works—Administration

## DIVISION DESCRIPTION

The Public Works Administration division assists all divisions within Public Works through office support and first contact communications with the public. Public Works Administration manages all public works invoices, cemetery filings, burial scheduling, hydrant meter rentals, and all other walk-in public needs.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Salaries	70,011	100,080	115,986	191,930	75,944	65%	1
Part-time wages	11,315	2,689	-	-	-	0%	
Benefits	29,104	60,250	68,403	89,778	21,375	31%	1
Subscriptions and memberships	-	185	1,000	750	(250)	-25%	
Education and Travel	2,282	2,328	7,000	7,000	-	0%	
Repairs/maintenance/supplies	1,640	493	500	500	-	0%	
Med/safety supplies	-	-	500	500	-	0%	
I.T. equipment	5,500	10,800	7,740	10,756	3,016	39%	
Vehicle operating costs	4,500	4,200	4,466	6,085	1,619	36%	
Communications/telephone	220	181	1,000	1,000	-	0%	
Education	1,837	404	-	-	-	0%	
Miscellaneous supplies	1,199	290	1,000	1,000	-	0%	
Miscellaneous services	287	35	500	500	-	0%	
Fleet vehicle replacement	12,300	12,500	-	2,625	2,625	100%	
	\$ 140,195	\$ 194,435	\$ 208,095	\$ 312,424	\$ 104,329	50%	

1

This budget includes a proposal to convert the existing Parks & Operations Support Supervisor to a Public Works Deputy Director position. This will be discussed further before implementation, and will require action outside of the tentative budget.

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Public Works Director	0.30	0.30	0.30
Public Works Deputy Director	0.00	0.00	0.95
Operations Superintendent	0.15	0.15	0.15
Operations Support Supervisor	0.40	0.00	0.00
Parks & Operations Support Manager	0.00	0.40	0.00
Public Works Executive Assistant	0.00	0.00	0.00
Public Works Receptionist	1.00	1.00	1.00
<b>TOTAL PUBLIC WORKS ADMIN</b>	<b>1.85</b>	<b>1.85</b>	<b>2.40</b>

## STAFFING NOTES

This budget includes a request to convert the existing Parks & Operations Support Manager to a Public Works Deputy Director. The Public Works Director will be discussing this with the City Council at an upcoming meeting, and will require additional action by the City Council.

### At a Glance:

**Total Budget: \$312,424 | Full-Time Equivalent Employees: 2.40**



# Public Works—Streets

Streets and  
Storm Water  
Manager

Streets Crew  
Lead

Equipment  
Operator I/II

## DIVISION DESCRIPTION

The Streets Division is responsible for maintaining safe vehicle and pedestrian routes. Duties include snow plowing and salting, asphalt repair and maintenance, concrete repair and maintenance pertaining to sidewalk and curb and gutter, and property maintenance for City Right-of-Ways. The division also maintains street signage and oversees the streetlight and traffic signal programs contracted through Salt Lake County.

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Streets and Storm Water Manager	0.45	0.45	0.45
Streets Crew Lead	1.00	1.00	1.00
Equipment Operator I/II	4.00	4.00	4.00
<b>TOTAL STREETS</b>	<b>5.45</b>	<b>5.45</b>	<b>5.45</b>

### At a Glance:

**Total Budget: \$958,832 | Full-Time Equivalent Employees: 5.45**

# Public Works—Streets

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Salaries	215,752	251,240	259,055	270,202	11,147	4%	
Overtime	13,022	10,273	10,000	10,000	-	0%	
Benefits	148,174	192,130	212,089	215,043	2,954	1%	
Uniform allowance	2,836	3,356	3,400	3,400	-	0%	
Subscriptions and memberships	109	-	250	250	-	0%	
Education and Travel	1,984	-	8,000	6,000	(2,000)	-25%	
Repairs/maintenance/supplies	8,574	3,282	10,000	10,000	-	0%	
Med/safety supplies	-	1,000	2,200	2,200	-	0%	
I.T. equipment	1,800	2,500	223	5,254	5,031	2256%	1
Vehicle operating costs	99,000	93,800	98,618	134,385	35,767	36%	
Lease of PW space	28,000	28,000	28,000	28,000	-	0%	
Electricity - signals	6,333	4,828	7,500	9,500	2,000	27%	2
Communications/telephone	2,254	2,291	3,000	4,000	1,000	33%	
Education	5,925	1,856	-	-	-	100%	
Professional services	-	-	500	500	-	0%	
Contract labor	-	-	2,000	2,000	-	0%	
Special highway support	15,715	27,744	17,500	17,500	-	0%	
Signal maintenance	68,032	24,514	52,000	52,000	-	0%	
Asphalt/concrete	20,223	15,324	22,000	22,000	-	0%	
Salt	18,430	26,359	27,000	27,000	-	0%	
Signage	8,516	1,727	9,500	29,500	20,000	211%	3
Software	-	-	-	850	850	100%	4
Miscellaneous supplies	1,085	1,961	1,000	1,000	-	0%	
Miscellaneous services	264	64	1,000	1,000	-	0%	
Fleet vehicle replacement	79,100	96,800	-	107,248	107,248	100%	
Other capital outlay	-	-	15,000	-	(15,000)	-100%	
	\$ 745,128	\$ 789,049	\$ 789,835	\$ 958,832	\$ 168,997	21%	

**1** Increase is due to department having surplus funds in the IT Fund in previous years (lowered yearly department charge) and percentage of nimble storage replacement project in IT Fund.

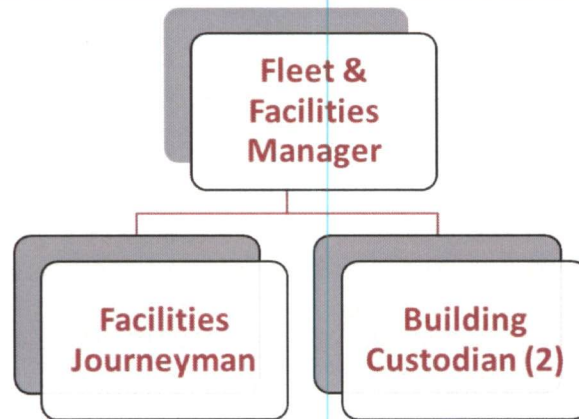
**2** Request - Increase due to Rocky Mountain Power rate increases and additional signals.

**3** Request - Funds for additional signs (such as speed radar, etc.).

**4** Request - Software funds for RTK subscription (existing).



# Public Works—Facilities



## DIVISION DESCRIPTION

The Facilities Division maintains all City owned buildings and housed furniture, appliances, and equipment. This responsibility includes Midvale City Hall and Court, the Midvale Unified Police Precinct, the Midvale Community Center and Museum, the Midvale Performing Arts Center, and other ancillary facilities necessary for providing City services. Facility Operations is also responsible for providing building services to the departments within these buildings, including custodial service, furniture relocation, office layout and construction, public space housekeeping, life safety and fire protection equipment inspection, security system programming and monitoring, and emergency electrical power.

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Fleet/Facilities Manager	0.50	0.50	0.50
Facilities Journeyman	1.00	1.00	1.00
Apprentice Mechanic	0.20	0.20	0.20
Building Custodian	2.00	2.00	2.00
<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>

### At a Glance:

**Total Budget: \$774,580 | Full-Time Equivalent Employees: 3.70**

# Public Works—Facilities

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	99,152	167,865	180,754	187,961	7,207	4%
Overtime	1,327	912	2,000	1,000	(1,000)	-50%
Benefits	79,391	117,618	130,361	125,427	(4,934)	-4%
Uniform allowance	1,433	1,771	1,400	1,400	-	0%
Education and Travel	-	-	1,500	3,500	2,000	133%
Repairs/maintenance/supplies	61,051	38,518	78,538	51,000	(27,538)	-35%
Rental property - Rep/maint/sup	-	168	-	-	-	0%
Med/safety supplies	-	-	750	750	-	0%
I.T. equipment	2,000	2,500	2,373	1,917	(456)	-19%
Vehicle operating costs	11,200	10,600	11,165	15,213	4,048	36%
Equipment < \$5,000	129	-	-	-	-	0%
Electricity	55,025	61,002	66,900	67,900	1,000	1%
Natural gas	20,984	20,580	30,000	30,000	-	0%
Water/sewer	118,333	118,300	94,403	126,370	31,967	34%
Communications/telephone	2,153	2,754	2,800	2,800	-	0%
Education	300	85	-	-	-	-
Professional Services	5,524	7,748	8,000	4,000	(4,000)	-50%
Contract labor	-	-	10,000	10,000	-	0%
Insurance - property	39,766	34,522	45,000	45,000	-	0%
Miscellaneous supplies	202	100	500	500	-	0%
Miscellaneous services	254	169	5,000	28,000	23,000	460%
Building improvements	90,724	114,712	85,000	30,000	(55,000)	-65%
Contingency	-	-	-	30,000	30,000	100%
Fleet vehicle replacement	10,200	10,400	-	11,842	11,842	100%
	\$ 599,148	\$ 710,324	\$ 756,444	\$ 774,580	\$ 18,136	2%

**1** Increase due to anticipated water usage for City-owned properties (charge from Water Fund).



# Public Works—Parks and Cemetery

## DIVISION DESCRIPTION

The Parks and Cemetery Division is responsible for the maintenance of all City owned recreational open space including the Cemetery, parks, and trails. The division is also responsible for maintaining the landscaped medians and park strips within Midvale, and for overseeing the contract with the landscape company contracted by the City. The Parks and Cemetery Division maintains and cleans all associated park facilities including: Restrooms, playground equipment, splash pad, sporting courts, and landscape irrigation maintenance. The division also performs all burials and coordinates all funerals and cemetery work.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Salaries	124,969	126,201	160,711	154,069	(6,642)	-4%	1
Overtime	673	874	2,000	3,000	1,000	50%	2
Benefits	55,392	49,325	57,297	70,203	12,906	23%	1
Uniform allowance	1,859	1,676	2,500	2,500	-	0%	
Subscriptions and memberships	1,039	1,578	1,200	1,200	-	0%	
Education and Travel	33	1,629	4,900	6,900	2,000	41%	2
Repairs/maintenance/supplies	16,467	25,465	19,700	19,000	(700)	-4%	
Soft fall fill	-	2,964	3,000	3,000	-	0%	
Med/safety supplies	-	361	1,000	1,250	250	25%	
I.T. equipment	1,800	2,500	2,092	7,835	5,743	275%	
Vehicle operating costs	7,500	7,100	7,442	10,142	2,700	36%	
Equipment < \$5,000	-	-	-	5,000	5,000	100%	3
Electricity	16,355	11,399	18,500	18,500	-	0%	
Communications/telephone	1,317	1,288	1,502	1,702	200	13%	2
Education	1,231	2,770	-	-	-	100%	
Contract labor	165,570	177,904	253,202	250,000	(3,202)	-1%	
Software	-	-	-	5,400	5,400	100%	4
Miscellaneous supplies	424	48	500	500	-	0%	
Miscellaneous services	1,106	2,395	60,963	2,000	(58,963)	-97%	5
Improvements other than bldgs	6,842	4,978	8,000	8,000	-	0%	
Fleet vehicle replacement	5,700	12,100	-	12,817	12,817	100%	
	\$ 408,277	\$ 432,555	\$ 604,509	\$ 583,018	\$ (21,491)	-4%	

1 Difference is due to proposal to reclassify the Parks & Operations Support Supervisor as a Deputy Director (transfer to Public Works Administration) and remainder of funding for the Parks Crew Lead position (added mid-year fiscal year 2021).

2 Request - Increase in operating and personnel costs due to Parks Crew Lead position.

3 Request - Replacement salter for mule.

4 Request - Software funds to upgrade Spacial Generations to online version and to fund Baseline software (existing).

5 Decrease is due to one-time CARES Act projects and one-time Parks tree maintenance funded in fiscal year 2021.

### At a Glance:

**Total Budget: \$583,018 | Full-Time Equivalent Employees: 3**

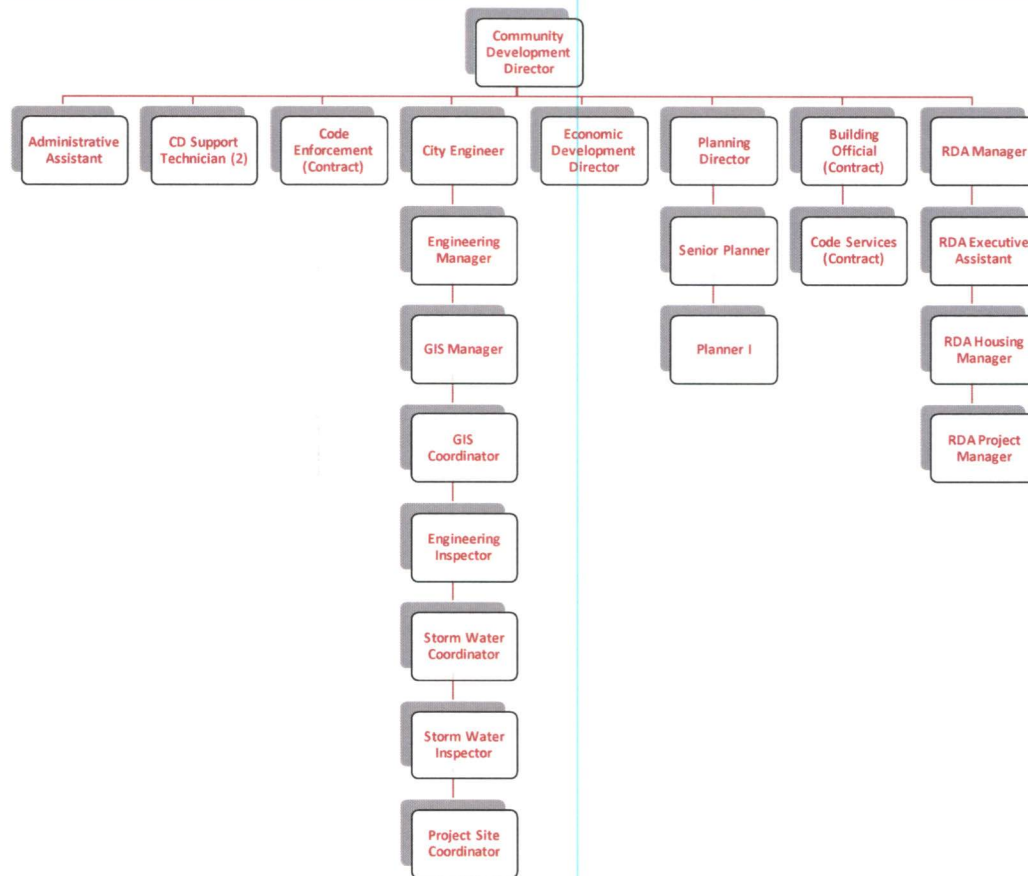
# Public Works—Parks and Cemetery

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Operations Support Manager	0.00	0.55	0.00
Operations Support Supervisor	0.55	0.00	0.00
Parks Crew Lead	0.00	1.00	1.00
Parks Maintenance I	1.00	1.00	1.00
Equipment Operator I	1.00	1.00	1.00
<b>TOTAL PARKS &amp; CEMETERY</b>	<b>2.55</b>	<b>3.55</b>	<b>3.00</b>



# Community Development—Administration



## DEPARTMENT MISSION

*To provide community enhancing building, planning, licensing, code enforcement, economic development, and coordination services to residents and businesses in order to maintain and improve the standard of living in Midvale.*

## DEPARTMENT DESCRIPTION

Community Development Administration includes overall support for the divisions within Community Development, economic development, business licensing, and a grant funded Project Site Coordinator.

### At a Glance:

**Total Budget: \$791,585 | Full-Time Equivalent Employees: 5.5**

# Community Development—Administration

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
Salaries	359,427	308,039	466,001	451,614	(14,387)	-3%	
Overtime	-	-	500	500	-	0%	
Benefits	151,395	135,395	235,765	241,856	6,091	3%	
Car allowance	7,292	4,673	3,000	6,000	3,000	100%	
Subscriptions and memberships	4,569	2,821	5,200	5,200	-	0%	
Education and Travel	791	-	5,500	6,500	1,000	18%	1
Bank Charges	-	-	-	12,820	12,820	100%	2
Repairs/maintenance/supplies	-	268	500	500	-	0%	
I.T. equipment	6,300	9,300	7,005	15,192	8,187	117%	
Vehicle operating costs	3,700	3,500	3,721	5,071	1,350	36%	
Communications/telephone	1,254	1,226	1,216	1,216	-	0%	
Education	2,028	719	-	-	-	0%	
Professional services	10,062	-	41,500	21,500	(20,000)	-48%	3
Special development projects	50	1,500	10,000	10,000	-	0%	
Economic development promotion	913	84	10,000	10,000	-	0%	
Miscellaneous supplies	2,746	793	1,000	1,000	-	0%	
Miscellaneous services	1,941	-	500	500	-	0%	
Fleet vehicle replacement	2,000	2,000	-	2,116	2,116	100%	
	\$ 554,468	\$ 470,318	\$ 791,408	\$ 791,585	\$ 177	0%	

**1** Request - Increase education and travel due to additional personnel in department.

**2** Increase due to transfer of bank and credit card fees transferred from Nondepartmental.

**3** Decrease due to one-time funds for a development fee rate study.

## STAFFING

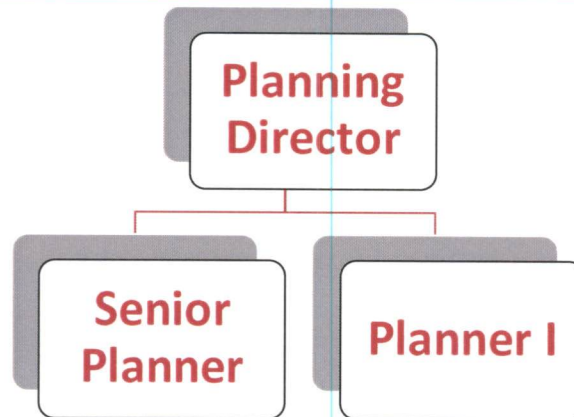
Position	FY2020	FY2021	Proposed FY2022
Community Development Director	1.00	1.00	1.00
Economic Development Director	1.00	1.00	1.00
Executive Assistant	1.00	1.00	0.50
Project Site Coordinator*	1.00	1.00	1.00
Community Development Support Technician	0.00	2.00	2.00
<b>TOTAL COMMUNITY DEVELOPMENT ADMIN</b>	<b>4.00</b>	<b>6.00</b>	<b>5.50</b>

## STAFFING NOTES

Executive assistant split between Redevelopment Agency and Community Development beginning in fiscal year 2022.



# Community Development—Planning and Zoning



## DEPARTMENT DESCRIPTION

The Planning and Zoning Division is responsible for providing effective, transparent, and efficient professional services to the public. The Division also ensures compliance with Midvale City's Municipal Code for all building plans, subdivision plans, land use and zone amendments, etc. In addition, the division is charged with creation and modification of the City's General Plans and other planning documents.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	214,324	256,722	231,560	225,071	(6,489)	-3%
Overtime	200	405	1,000	1,000	-	0%
Benefits	81,773	85,692	120,799	91,960	(28,839)	-24%
Car allowance	3,000	2,308	3,000	-	(3,000)	-100%
Subscriptions and memberships	779	1,010	1,200	3,000	1,800	150%
Education and Travel	2,171	-	5,000	10,000	5,000	100%
Repairs/maintenance/supplies	27	-	500	500	-	0%
I.T. equipment	8,200	12,100	7,189	13,275	6,086	85%
Communications/telephone	(33)	87	1,500	1,500	-	0%
Education	1,147	609	-	-	-	0%
Professional services	12,735	10,700	84,300	10,000	(74,300)	-88%
Contract labor (interns)	-	-	400	400	-	0%
Special development projects	-	-	1,000	1,000	-	0%
Miscellaneous supplies	569	725	500	500	-	0%
Miscellaneous services	290	-	500	500	-	0%
Office equipment	230	-	-	-	-	0%
	\$ 325,412	\$ 370,358	\$ 458,448	\$ 358,706	\$ (99,742)	-22%

**1** Request - Increase education and travel for additional Planning Director certification and for 2 planners to attend APA Conference.

**2** Decrease due to one-time Main Street Infrastructure Analysis study.

### At a Glance:

**Total Budget: \$358,706 | Full-Time Equivalent Employees: 3**

# Community Development—Planning and Zoning

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Planning Director	1.00	1.00	1.00
Planner I/II	2.00	2.00	2.00
<b>TOTAL PLANNING AND ZONING</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>



# Community Development—Engineering



## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	89,349	111,256	115,979	121,049	5,070	4%
Benefits	31,320	40,410	44,049	45,393	1,344	3%
Uniform allowance	-	2,844	2,200	2,500	300	14%
Subscriptions and memberships	433	1,004	600	600	-	0%
Education and Travel	2,489	6,995	10,600	10,600	-	0%
I.T. equipment	5,300	9,400	6,772	14,380	7,608	112%
Vehicle operating costs	7,500	7,100	7,442	10,142	2,700	36%
Communications/telephone	3,286	3,096	3,000	3,000	-	0%
Education	1,144	3,858	-	-	-	0%
Professional services	21,586	25,075	39,000	39,000	-	0%
Engineering supplies	1,050	-	1,600	1,600	-	0%
Computer software	-	-	-	10,300	10,300	100%
Miscellaneous supplies	447	2,374	500	500	-	0%
Miscellaneous services	600	-	500	500	-	0%
Fleet vehicle replacement	4,000	11,500	-	13,434	13,434	100%
	\$ 168,504	\$ 224,912	\$ 232,242	\$ 272,998	\$ 40,756	18%

**1** Request - Increase uniform allowance to reflect historical actuals.

**2** Request - Fund computer software not previously budgeted (ESRI and R2K).

### At a Glance:

**Total Budget: \$272,998 | Full-Time Equivalent Employees: 1.45**

# Community Development—Engineering

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
City Engineer	0.25	0.25	0.25
Engineering Manager	0.50	0.50	0.50
GIS Manager	0.35	0.35	0.35
GIS Specialist I	0.35	0.35	0.35
<b>TOTAL ENGINEERING</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>



# Community Development—Code Enforcement

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	123,988	-	-	-	-	-
Benefits	52,472	10,265	6,000	-	(6,000)	-100%
Uniform Allowance	660	-	-	-	-	0%
Subscriptions and memberships	75	-	300	300	-	0%
Education and Travel	431	-	500	500	-	0%
I.T. equipment	2,000	2,500	148	3,008	2,860	1932%
Communications/telephone	751	117	-	-	-	0%
Vehicle operating costs	7,500	-	-	-	-	0%
Professional services	150	-	-	-	-	0%
Education	400	-	-	-	-	0%
Miscellaneous supplies	1,049	744	1,000	1,000	-	0%
Miscellaneous services	-	-	1,000	1,000	-	0%
Fleet vehicle replacement	3,500	-	-	-	-	0%
	<b>\$ 192,976</b>	<b>\$ 13,626</b>	<b>\$ 8,948</b>	<b>\$ 5,808</b>	<b>\$ (3,140)</b>	<b>-35%</b>

### At a Glance:

Total Budget: \$5,808 | Full-Time Equivalent Employees: 0

# Community Development—Building Inspection

## DEPARTMENT DESCRIPTION

The City contracts out building inspection services to a professional engineering company. The department's budget includes payments to the engineering company, along with incidental costs related to the building inspection process.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Salaries	249,425	-	-	-	-	0%
Overtime	-	-	-	-	-	0%
Benefits	65,805	(229)	-	-	-	0%
Uniform allowance	472	-	-	-	-	0%
Subscriptions and memberships	215	-	-	-	-	0%
Travel	3,825	-	-	-	-	0%
Repairs/maintenance/supplies	49	572	1,500	1,500	-	0%
I.T. equipment	5,600	7,000	4	16	12	300%
Vehicle operating costs	3,700	-	-	-	-	0%
Communications/telephone	1,560	803	-	-	-	0%
Professional services	108,652	316,303	352,000	286,900	(65,100)	-18%
Education	1,750	-	-	-	-	0%
Miscellaneous supplies	202	569	500	500	-	0%
Miscellaneous services	256	-	500	500	-	0%
Fleet vehicle replacement	5,300	-	-	-	-	0%
	<b>\$ 446,811</b>	<b>\$ 325,018</b>	<b>\$ 354,504</b>	<b>\$ 289,416</b>	<b>\$ (65,088)</b>	<b>-18%</b>

**2** Decrease corresponds with anticipated decrease in Building Permit fees.

### At a Glance:

Total Budget: \$289,416 | Full-Time Equivalent Employees: 0



# Debt Service Fund



# Debt Service Fund

## FUND DESCRIPTION

The debt service fund is used to account for the accumulation of resources for, and the payment of, long term debt principal, interest, and related costs for the governmental funds (excluding enterprise and internal service fund debt).

## BUDGET

Account Number	Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
20-3690-300-000	Loan Payment - Developer	-	-	-	(245,331)	(245,331)	100%
20-3891-000-000	Transfer From General Fund	-	-	-	(1,156,098)	(1,156,098)	100%
<b>TOTAL REVENUES</b>		-	-	-	<b>(1,401,429)</b>	<b>(1,401,429)</b>	<b>100%</b>
20-4150-515-000	Trustee and Bond Related Fees	-	-	-	6,000	6,000	100%
20-4150-265-000	Lease Payment to MBA	-	-	-	372,898	372,898	100%
20-4150-810-000	Debt Service Principal	-	-	-	699,480	699,480	100%
20-4150-820-000	Debt Service Interest	-	-	-	323,051	323,051	100%
20-4830-910-900	Contribution to Fund Balance	-	-	-	-	-	100%
<b>TOTAL EXPENDITURES</b>		-	-	-	<b>1,401,429</b>	<b>1,401,429</b>	<b>1%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## BUDGET NOTES

The debt service fund is new for fiscal year 2022 and includes debt service payments previously accounted for in the Nondepartmental Department in the General Fund.

### At a Glance:

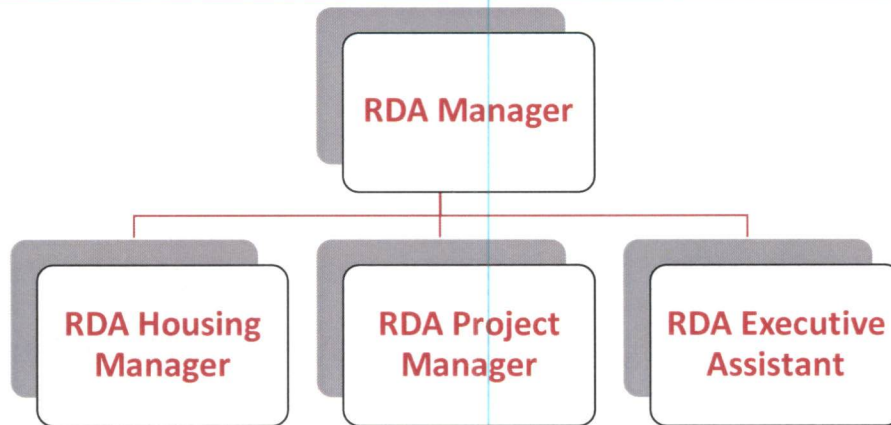
**Total Budget: \$1,401,429 | Full-Time Equivalent Employees: 0**



# Special Revenue Fund



# Redevelopment Agency—Operations



## DEPARTMENT MISSION

*Enhance Midvale City's unique culture, identity, and community spirit.*

## DEPARTMENT MISSION

Improve Midvale City through strengthening housing, shaping economic growth, and implementing Midvale City's General Plan.

## DEPARTMENT VALUES

- **Transparent and Engaged:** We take pride in all of our decisions, actions, work products, and results. We provide residents and shareholders adequate information that is clear, concise, and accessible.
- **Integrity:** We make principled decisions in the best interests of all community stakeholders. We follow through with our commitments.
- **Community Collaboration:** We aim to work with the community to create a shared vision of excellence for Midvale City's future. To accomplish this, we make open houses, public meetings, citizen surveys, and one on one communication vital components to our crucial projects.
- **Commitment to City Goals of Housing, Beautification, and Historical Preservation:** We are committed to providing quality housing at an affordable rate to meet the current and future needs of Midvale residents. This provides an opportunity for success in education, employment, and public pursuits. Our commitment to preserving and beautifying the character of where we live reflects on the contributions of the past to the success of the future. This commitment ensures that we preserve the historical character of Midvale.
- **Commitment to Responsible Growth:** We are committed to responsible growth which balances the needs of local businesses, enhances the resident quality of life, and encourages well-planned economic growth.

### At a Glance:

**Total Budget: \$614,179 | Full-Time Equivalent Employees: 2.4**



# Redevelopment Agency—Operations

## BUDGET

Redevelopment Agency - Operations						
	Actual FY2019	Actual FY2020	Budget FY2021	Proposed FY2022	Difference	Percent Change
<b>Revenues:</b>						
Interest Earnings	5,386	4,144	4,800	2,000	(2,800)	-58.3%
Miscellaneous Revenue	120	228	-	-	-	0.0%
Transfer From RDA Funds	489,500	862,900	804,095	612,179	(191,916)	-23.9%
<b>TOTAL REVENUES</b>	<b>\$ 495,006</b>	<b>\$ 867,271</b>	<b>\$ 808,895</b>	<b>\$ 614,179</b>	<b>\$ (194,716)</b>	<b>-24.1%</b>
<b>Expenditures:</b>						
<b>Personnel</b>						
Salaries	255,384	206,638	263,724	198,117	(65,607)	-24.9%
Benefits	135,287	114,126	148,471	125,860	(22,611)	-15.2%
Cell Phone Allowance	2,769	635	-	564	564	0.0%
<b>Total Personnel</b>	<b>393,441</b>	<b>321,398</b>	<b>412,195</b>	<b>324,541</b>	<b>(87,654)</b>	<b>-21.3%</b>
<b>Operating</b>						
Subscriptions and Memberships	2,064	976	2,100	1,680	(420)	-20.0%
Travel	2,979	2,840	16,000	12,800	(3,200)	-20.0%
Equipment, Supplies, and Maintenance	2,605	4,244	10,000	10,000	-	0.0%
Information Technology Equipment (Interfund)	5,100	3,100	3,612	6,200	2,588	71.7%
Communications and Telephone	1,147	1,122	1,000	800	(200)	-20.0%
Professional Services	72,438	94,164	101,000	65,000	(36,000)	-35.6%
Administrative Fee (Interfund)	241,200	262,200	262,988	193,158	(69,830)	-26.6%
Education	3,152	200	-	-	-	0.0%
<b>Total Operating</b>	<b>330,685</b>	<b>368,846</b>	<b>396,700</b>	<b>289,638</b>	<b>(107,062)</b>	<b>-27.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 724,126</b>	<b>\$ 690,244</b>	<b>\$ 808,895</b>	<b>\$ 614,179</b>	<b>\$ (194,716)</b>	<b>-24.1%</b>
<b>NET REVENUES OVER/(UNDER)</b>						
<b>EXPENDITURES</b>	<b>\$ (229,120)</b>	<b>\$ 177,027</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance - Beginning</b>	<b>400,352</b>	<b>171,232</b>	<b>\$348,259</b>	<b>348,259</b>		
<b>(Use of)/Contribution to Fund Balance</b>	<b>(229,120)</b>	<b>177,027</b>	<b>-</b>	<b>-</b>		
<b>Fund Balance - Ending</b>	<b>171,232</b>	<b>348,259</b>	<b>348,259</b>	<b>348,259</b>		

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
RDA Manager	1.00	1.00	1.00
RDA Housing Project Manager	1.00	1.00	0.40
RDA Project Manager	1.00	1.00	0.50
Executive Assistant	1.00	1.00	0.50
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>2.40</b>



# Redevelopment Agency—Bingham Junction

## FUND DESCRIPTION

The Bingham Junction Project Area was adopted by the Redevelopment Agency of Midvale City and the Board of Directors on August 10, 2004. The project area encompasses 390 acres in the northwest corner of the City. This project area consists primarily of the Midvale Slag Superfund Site, which completed major cleanup activities by 2007.

The Bingham Junction Project Area provides for collection of 80 percent of the property tax increment generated for a period of 25 years. The primary purpose of the project area is to address the extraordinary costs imposed on the property as a former Superfund site, as well as the construction of infrastructure to prepare the area for development activities.

## BUDGET

Redevelopment Agency - Bingham Junction Project Area						
	Actual FY2019	Actual FY2020	Budget FY2021	FY2022 Proposed	Difference	Percent Change
Revenues:						
Tax Increment Revenue	561,619	889,722	7,430,000	7,830,000	400,000	5.4%
Contributions From Other Governments (Tax Increment)	5,939,826	6,541,651	-	-	-	0.0%
Interest Earnings	138,687	139,422	150,000	40,000	(110,000)	-73.3%
Bond Interest Revenue	342,662	534,016	-	-	-	0.0%
IRS Debt Subsidy	402,736	387,834	-	-	-	0.0%
Sundry Revenues	-	-	-	-	-	0.0%
Bond Issuance Proceeds	8,657,528	-	-	-	-	0.0%
<b>TOTAL REVENUES</b>	<b>\$ 16,043,058</b>	<b>\$ 8,492,644</b>	<b>\$ 7,580,000</b>	<b>\$ 7,870,000</b>	<b>\$ 290,000</b>	<b>3.8%</b>
Expenditures:						
Surrounding Properties Prior Year	-	-	-	-	-	0.0%
Surrounding Properties Current Year	5,900	-	-	-	-	0.0%
Developer Reimbursement	7,663,672	2,219,152	630,000	1,242,000	612,000	97.1%
County Storm Drain Contribution	15,000	15,000	-	-	-	0.0%
Public Art - Prior Year	-	25,000	123,400	50,000	(73,400)	-59.5%
Public Art - Current Year	-	-	-	-	-	0.0%
Infrastructure Improvements - Current Year	195,500	193,744	461,400	130,000	(331,400)	-71.8%
Infrastructure Improvements - Prior Year	-	-	224,500	-	(224,500)	-100.0%
CHG Parking Terrace	-	-	-	-	-	0.0%
Infill Development Incentives	-	-	940,000	-	(940,000)	-100.0%
Professional Services	3,250	1,000	2,250	-	(2,250)	-100.0%
Bond Issuance Costs	131,530	-	-	-	-	0.0%
Debt Service Principal	1,604,000	20,618,000	1,960,000	1,960,000	-	0.0%
Debt Service Interest	2,539,264	2,710,722	1,514,685	1,514,685	-	0.0%
Transfer to RDA Administration Fund	489,500	862,900	804,095	568,576	(235,519)	-29.3%
Transfer to RDA Housing Fund	500,000	500,000	500,000	1,952,000	1,452,000	290.4%
Transfer to Jordan Bluffs Project Area Fund	75,000	157,399	112,000	-	(112,000)	-100.0%
Transfer to Main Street Project Area Fund	375,000	25,000	373,500	1,500,000	1,126,500	301.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,597,617</b>	<b>\$ 27,327,917</b>	<b>\$ 7,645,830</b>	<b>\$ 8,917,261</b>	<b>\$ 1,271,431</b>	<b>16.6%</b>
<b>NET REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>2,445,441</b>	<b>(18,835,273)</b>	<b>(65,830)</b>	<b>(1,047,261)</b>	<b>(981,431)</b>	
Fund Balance - Beginning	21,974,785	24,420,226	5,584,954	5,519,124		
(Use of)/Contribution to Fund Balance	2,445,441	(18,835,273)	(65,830)	(1,047,261)		
<b>Fund Balance - Ending</b>	<b>24,420,226</b>	<b>5,584,954</b>	<b>5,519,124</b>	<b>4,471,863</b>		

### At a Glance:

**Total Budget: \$8,917,261 | Full-Time Equivalent Employees: 0**



# Redevelopment Agency—Jordan Bluffs

## FUND DESCRIPTION

The Jordan Bluffs Project Area was created to assist with redevelopment of the former Sharon Steel site. After 13 years of careful work on the part of the Redevelopment Agency, Environmental Projection Agency, and the Utah Department of Environmental Quality, construction has started on what is poised to be the center of growth and industry in Midvale.

The Jordan Bluffs Project Area provides for collection of 80 percent of the property tax increment generated for a period of 25 years. The primary purpose of the project area is to address the extraordinary costs imposed on the property as a former Superfund site, as well as the construction of infrastructure to prepare the area for development activities.

## BUDGET

Redevelopment Agency - Jordan Bluffs Project Area						
	Actual FY2019	Actual FY2020	Budget FY2021	FY2022 Proposed	Difference	Percent Change
<b>Revenues:</b>						
Tax Increment Revenue	-	-	-	1,090,080	1,090,080	0.0%
Interest Revenue	-	-	-	-	-	0.0%
Transfer From Bingham Junction Project Area	75,000	157,399	112,000	-	(112,000)	-100.0%
<b>TOTAL REVENUES</b>	<b>\$ 75,000</b>	<b>\$ 157,399</b>	<b>\$ 112,000</b>	<b>\$ 1,090,080</b>	<b>\$ 978,080</b>	<b>873.3%</b>
<b>Expenditures:</b>						
Infrastructure	-	83,399	-	-	-	0.0%
Professional Services	112,000	112,000	112,000	20,315	(91,685)	-81.9%
Developer Reimbursement	-	-	-	630,000	630,000	0.0%
Transfer to RDA Operations	-	-	-	43,603	43,603	0.0%
Transfer to City-wide Housing	-	-	-	174,413	174,413	0.0%
Transfer to Taxing Entities (20% Remitted)	-	-	-	218,016	218,016	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 112,000</b>	<b>\$ 195,399</b>	<b>\$ 112,000</b>	<b>\$ 1,086,347</b>	<b>\$ (91,685)</b>	<b>870.0%</b>
<b>NET REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>(37,000)</b>	<b>(38,000)</b>	<b>-</b>	<b>3,733</b>	<b>1,069,765</b>	
Fund Balance - Beginning	124,954	87,954	\$49,954	49,954		
(Use of)/Contribution to Fund Balance	(37,000)	(38,000)	-	3,733		
Fund Balance - Ending	87,954	49,954	49,954	53,687		

### At a Glance:

**Total Budget: \$1,086,347 | Full-Time Equivalent Employees: 0**



# Redevelopment Agency—Main Street

## FUND DESCRIPTION

The Redevelopment Agency is working with arts and engineering consultants to refine its strategy that will lead to the success of the Main Street Project Area. The Redevelopment Agency's goal in this project is to strengthen this part of the community by stabilizing the housing stock, upgrading infrastructure, improving parking, supporting and enhancing the arts, and adding new commercial uses through rehabilitation of existing buildings and new development.

## BUDGET

Redevelopment Agency - Main Street Project Area						
	Actual FY2019	Actual FY2020	Budget FY2021	FY2022 Proposed	Difference	Percent Change
<b>Revenues:</b>						
Transfer From Other RDA A/C Bingham Junction Project Area	375,000	25,000	373,500	1,500,000	1,126,500	516.3%
Transfer from General Fund	-	-	6,000	-	(6,000)	-100.0%
Sale of Properties Held for Resale	3,000	-	-	193,000	193,000	0.0%
<b>TOTAL REVENUES</b>	<b>\$ 378,000</b>	<b>\$ 25,000</b>	<b>\$ 379,500</b>	<b>\$ 1,693,000</b>	<b>\$ 1,313,500</b>	<b>578.9%</b>
<b>Expenditures:</b>						
Project Area Improvements	35,648	6,456	10,000	10,000	-	5854.5%
Revolving Loan Program	-	-	-	1,500,000	1,500,000	0.0%
Professional Services	-	-	41,500	-	(41,500)	-100.0%
Property Acquisition	400,000	-	328,000	-	(328,000)	-100.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 435,648</b>	<b>\$ 6,456</b>	<b>\$ 379,500</b>	<b>\$ 1,510,000</b>	<b>\$ 1,130,500</b>	<b>479.4%</b>
<b>NET REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>(57,647)</b>	<b>18,544</b>	<b>-</b>	<b>183,000</b>	<b>183,000</b>	
<b>Fund Balance - Beginning</b>	<b>97,466</b>	<b>39,818</b>	<b>\$58,362</b>	<b>58,362</b>		
<b>(Use of)/Contribution to Fund Balance</b>	<b>(57,647)</b>	<b>18,544</b>	<b>-</b>	<b>183,000</b>		
<b>Fund Balance - Ending</b>	<b>39,818</b>	<b>58,362</b>	<b>58,362</b>	<b>241,362</b>		

### At a Glance:

**Total Budget: \$1,510,000 | Full-Time Equivalent Employees: 0**



**Hydrant Replacement***UPD Case # GO CO 2021-1426***INVOICE**

Hydrant at PC Laptops  
145 W. 7200 So.  
Midvale, UT 84047

DATE: 1/11/21

DESCRIPTION	HOURS	RATE	AMOUNT
Waterous Fire Hydrant			2,229.21
6" Mueller Valve			597.05
6" Romac DI megalug			35.93
Cast Iron Valve Box			56.66
2 Yards Road Base			69.00
Vactor	4	86.94	347.76
Backhoe	4	43.36	173.44
Dump Truck	4	57.70	230.80
½ Ton Pickup	4	12.78	51.12
Service Truck	4	40.19	160.76
Tony Flores	4	37.56	150.24
Wesley VanValkenberg	4	37.56	150.24
Rodrigo Garcia	4	37.56	150.24
Katie Strickler	4	37.56	150.24
TOTAL			4,552.69

# Redevelopment Agency—Public Art Maintenance

## FUND DESCRIPTION

The Public Art Maintenance fund was established to maintain public art installed in the Redevelopment Agency project areas.

## BUDGET

Redevelopment Agency - Public Art Maintenance Fund						
	Actual FY2019	Actual FY2020	Budget FY2021	FY2022 Proposed	Difference	Percent Change
<b>Revenues:</b>						
Contribution from Fund Balance	-	-	50,000	-	(50,000)	0.0%
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ (50,000)</b>	<b>0.0%</b>
<b>Expenditures:</b>						
Public Art Maintenance	-	-	50,000	-	(50,000)	-100.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ (50,000)</b>	<b>-100.0%</b>
<b>NET REVENUES OVER/(UNDER)</b>						
<b>EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fund Balance - Beginning</b>	<b>50,000</b>	<b>50,000</b>	<b>\$50,000</b>	<b>50,000</b>		
<b>(Use of)/Contribution to Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Fund Balance - Ending</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>		

### At a Glance:

**Total Budget: \$0 | Full-Time Equivalent Employees: 0**



# Redevelopment Agency—Program Income

## BUDGET

Redevelopment Agency - Program Income						
	Actual FY2019	Actual FY2020	Budget FY2021	FY2022 Proposed	Difference	Percent Change
<b>Revenues:</b>						
Interest Earnings	504	409	200	-	(200)	-48.9%
Contribution from Fund Balance	-	-	24,000			
<b>TOTAL REVENUES</b>	<b>\$ 504</b>	<b>\$ 409</b>	<b>\$ 24,200</b>	<b>\$ -</b>	<b>\$ (24,200)</b>	<b>-5913.1%</b>
<b>Expenditures:</b>						
Main Street Property	-	-	24,200	-	(24,200)	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,200</b>	<b>\$ -</b>	<b>\$ (24,200)</b>	<b>0.0%</b>
<b>NET REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>504</b>	<b>409</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fund Balance - Beginning</b>	<b>174,319</b>	<b>174,824</b>	<b>\$175,233</b>	<b>151,233</b>		
<b>(Use of)/Contribution to Fund Balance</b>	<b>504</b>	<b>409</b>	<b>(24,000)</b>	<b>-</b>		
<b>Fund Balance - Ending</b>	<b>174,824</b>	<b>175,233</b>	<b>151,233</b>	<b>151,233</b>		

### At a Glance:

**Total Budget: \$0 | Full-Time Equivalent Employees: 0**

# Redevelopment Agency—City-Wide Housing

## FUND DESCRIPTION

The Redevelopment Agency of Midvale City is charged with leading the City's housing-related efforts through the establishment of policies and the administration of programs, including the preparation and implementation of the Midvale City Housing Plan and the Neighborhood Housing Improvement Program. The Agency has assumed the lead role in housing policy and development because it is the primary funding source for moderate- to low-income housing in Midvale. These housing funds are primarily generated by a required 20 percent housing set-aside in the three project areas. The RDA Housing Project Manager is funded 40% RDA Operations and 60% City-Wide Housing.

## BUDGET

Redevelopment Agency - City-Wide Housing						
	Actual FY2019	Actual FY2020	Budget FY2021	FY2022 Proposed	Difference	Percent Change
<b>Revenues:</b>						
Interest Earnings	14,339	19,368	12,000	6,000	(6,000)	-50.0%
Transfer From Other RDA Accounts	500,000	500,000	500,000	2,126,413	1,626,413	325.3%
Use of Fund Balance	-	-	1,348,500	-	(1,348,500)	-100.0%
<b>TOTAL REVENUES</b>	<b>\$ 514,339</b>	<b>\$ 519,368</b>	<b>\$ 1,860,500</b>	<b>\$ 2,132,413</b>	<b>\$ 271,913</b>	<b>14.6%</b>
<b>Expenditures:</b>						
Personnel	-	-	-	43,400	43,400	0.0%
Benefits	-	-	-	27,849	27,849	0.0%
Cell Phone Allowance	-	-	-	242	242	0.0%
Equipment, Supplies, and Maintenance	-	-	-	2,000	2,000	0.0%
Affordable Housing Plan	1,527	5,000	-	-	-	0.0%
Affordable Housing Incentivization	-	-	-	1,000,000	1,000,000	0.0%
Program Coordinator Position	-	-	-	100,000	100,000	0.0%
Recreation Amenitiy Program	-	-	-	50,000	50,000	0.0%
Homeownership/Landlord Education	-	-	-	5,000	5,000	0.0%
Housing Programs	500	870	1,860,500	-	(1,860,500)	-100.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,027</b>	<b>\$ 5,870</b>	<b>\$ 1,860,500</b>	<b>\$ 1,228,491</b>	<b>\$ (632,009)</b>	<b>-34.0%</b>
<b>NET REVENUES OVER/(UNDER)</b>						
<b>EXPENDITURES</b>	<b>512,312</b>	<b>513,498</b>	<b>-</b>	<b>903,922</b>	<b>903,922</b>	
<b>Fund Balance - Beginning</b>	<b>403,900</b>	<b>916,213</b>	<b>\$1,429,711</b>	<b>81,211</b>		
<b>(Use of)/Contribution to Fund Balance</b>	<b>512,312</b>	<b>513,498</b>	<b>(1,348,500)</b>	<b>903,922</b>		
<b>Fund Balance - Ending</b>	<b>916,213</b>	<b>1,429,711</b>	<b>81,211</b>	<b>985,133</b>		

### At a Glance:

**Total Budget: \$1,228,491 | Full-Time Equivalent Employees: 0.6**



# Redevelopment Agency—Project Area Housing

## BUDGET

Redevelopment Agency - Project Area Housing						
	Actual FY2019	Actual FY2020	Budget FY2021	FY2022 Proposed	Difference	Percent Change
<b>Revenues:</b>						
Interest Earnings	3,948	3,204	3,100	-	(3,100)	-100.0%
Contribution from Fund Balance		-	191,100	-	(191,100)	-100.0%
<b>TOTAL REVENUES</b>	<b>\$ 3,948</b>	<b>\$ 3,204</b>	<b>\$ 194,200</b>	<b>\$ -</b>	<b>\$ (194,200)</b>	<b>-100.0%</b>
<b>Expenditures:</b>						
Unallocated Affordable Housing	-	-	194,200	-	(194,200)	-100.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 194,200</b>	<b>\$ -</b>	<b>\$ (194,200)</b>	<b>-100.0%</b>
<b>NET REVENUES OVER/(UNDER)</b>						
<b>EXPENDITURES</b>	<b>3,948</b>	<b>3,204</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fund Balance - Beginning</b>	<b>189,353</b>	<b>193,301</b>	<b>\$196,505</b>	<b>5,405</b>		
<b>(Use of)/Contribution to Fund Balance</b>	<b>3,948</b>	<b>3,204</b>	<b>(191,100)</b>	<b>-</b>		
<b>Fund Balance - Ending</b>	<b>193,301</b>	<b>196,505</b>	<b>5,405</b>	<b>5,405</b>		

### At a Glance:

**Total Budget: \$0 | Full-Time Equivalent Employees: 0**

# Municipal Building Authority (MBA)

## FUND DESCRIPTION

The MBA issued bonds in October 2012 which provided construction funds of \$7,653,500. Midvale City contributed \$1,506,500 to the MBA from the sale of the former City Hall property (655 W Center St) and the Fire Station at 607 E 7200 S. Contributions from other City funds totaled \$606,800. Combining these funding sources, \$9,766,800 was available for three major capital projects: City Hall/Justice Court, City Park improvements, and City-wide Street Lighting. All three projects were completed in fiscal year 2015.

Debt service on the MBA bonds is paid by the MBA with lease revenue from other City funds. In 2013, the MBA acquired the building in the City Park and leased it to the Boys & Girls Club. In 2017, the MBA acquired the former Midvale Middle School seminary building on Wasatch St. and leased it to the Community Action Program. Revenue from these leases reduces the annual lease payment required from the General Fund.

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Interest Income	2,973	2,974	-	(800)	(800)	100%
Interest revenue - bond proceeds	(18,283)	(14,101)	(7,600)	-	7,600	-100%
Lease revenue - B&G Club	(72,308)	(70,308)	(70,300)	(70,308)	(8)	0%
Lease revenue - Streetlighting	(211,000)	(211,000)	(211,000)	(211,000)	-	0%
Lease revenue - City Hall	(350,300)	(361,000)	(363,506)	(372,898)	(9,392)	3%
Lease revenue - Head Start	(22,000)	(24,000)	(24,000)	(24,000)	-	0%
<b>TOTAL REVENUE:</b>	<b>(670,918)</b>	<b>(677,435)</b>	<b>(676,406)</b>	<b>(679,006)</b>	<b>(2,600)</b>	<b>0%</b>
Professional Services	510	535	600	3,100	2,500	417%
Debt svc - principal	465,000	475,000	490,000	500,000	10,000	2%
Debt svc - interest	204,856	195,456	185,806	175,906	(9,900)	-5%
<b>TOTAL EXPENDITURES:</b>	<b>670,366</b>	<b>670,991</b>	<b>676,406</b>	<b>679,006</b>	<b>2,600</b>	<b>0%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 552</b>	<b>\$ 6,444</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**1** Increase in bond trustee fees.

### At a Glance:

**Total Budget: \$679,006 | Full-Time Equivalent Employees: 0**



# Capital Projects



# Capital Projects

## FUND DESCRIPTION

The Capital Projects fund accounts for financial resources to be used for the acquisition of major capital facilities (other than those financed by enterprise or internal service fund activities).

## BUDGET

Account Number	Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
41-3130-000-000	Sales tax	-	(735,260)	(616,378)	(772,707)	(156,329)	25%	1
41-3319-000-000	CDBG Grant	-	(150,000)	(160,000)	-	160,000	-100%	
41-3340-000-000	State Transportation Funds	-	-	-	(500,000)	(500,000)	100%	2
41-3610-000-000	Interest Earnings	(103,573)	(57,252)	(37,799)	-	37,799	-100%	
41-3640-000-000	Proceeds from sale of assets	-	(46,297)	-	-	-	0%	
41-3680-000-000	Proceeds from borrowings	-	-	(7,663,893)	-	7,663,893	-100%	
41-3810-100-000	Transfer from GF	(1,110,000)	(558,412)	(136,909)	(509,526)	(372,617)	272%	
41-3810-100-003	Transfer from GF - Safe Sidewa	(50,000)	-	-	-	-	0%	
41-3810-100-004	Transfer from GF - Curb & Gutt	(50,000)	-	-	-	-	0%	
41-3810-100-100	Transfer from GF - B&C Road	(300,000)	-	-	-	-	0%	
41-3810-100-200	Transfer from GF - CDBG	(100,000)	-	-	-	-	0%	
41-3840-000-000	Contribution - Highway Funds	(5,226,195)	(1,523,805)	-	-	-	0%	
41-3890-000-000	Use of Fund Balance	-	-	(2,158,450)	-	2,158,450	-100%	
<b>TOTAL REVENUES</b>		<b>(6,939,768)</b>	<b>(3,071,026)</b>	<b>(10,773,429)</b>	<b>(1,782,233)</b>	<b>8,991,196</b>	<b>-83%</b>	
41-4983-705-005	City Bldg Improvements	-	-	24,163	-	(24,163)	-100%	
41-4983-705-007	Sidewalk/Curb/Gutter replace	251,982	89,780	146,220	100,000	(46,220)	-32%	1
41-4983-706-003	Traffic Calming program	60,620	14,499	-	-	-	0%	
41-4983-707-006	Facility Maintenance	-	-	-	50,000	50,000	100%	
41-4983-713-014	Midvale City Park improvements	-	-	366,795	179,526	(187,269)	-51%	
41-4983-713-020	Parks Master Plan/Impact Fee Study	-	-	-	80,000	80,000	100%	
41-4983-717-002	50/50 Sidewalk program	-	-	20,000	-	(20,000)	-100%	
41-4983-717-004	Major Road CIP project	1,001,267	986,135	-	-	-	0%	
41-4983-717-006	Transportation Master Plan/Impac	-	-	-	80,000	80,000	100%	
41-4983-717-008	Main Street Utility Upgrades	-	-	-	50,000	50,000	100%	
41-4983-718-001	City Hall Overflow Parking	-	-	75,000	-	(75,000)	-100%	
41-4983-718-002	Jordan River trail extension	38,240	-	-	-	-	0%	
41-4983-718-004	Housing Trust Fund	-	-	150,000	-	(150,000)	-100%	
41-4983-718-005	Property Acquisition	-	-	25,000	-	(25,000)	-100%	
41-4983-718-006	Community Center/Bowery	84,047	1,109,479	441,418	-	(441,418)	-100%	
41-4983-718-007	Crosswalk Improvements	85,736	510,012	-	-	-	0%	
41-4983-718-008	CDBG project Grant Street	1,682	-	-	-	-	0%	
41-4983-718-009	7200 S. Gateway Project	-	-	166,000	-	(166,000)	-100%	
41-4983-718-010	WFRC Visioning Grant Match	-	-	-	14,000	14,000	100%	
41-4983-718-011	UDOT Canal Trails Grant Match	-	-	-	6,000	6,000	100%	
41-4983-719-001	Street lighting - Angel Street	11,226	-	-	-	-	0%	
41-4983-719-002	Christmas decorations	30,000	25,203	4,797	-	(4,797)	-100%	
41-4983-719-004	CDBG Project - Foxbridge	100,550	2,130	-	-	-	0%	
41-4983-719-005	Main/Wasatch intersection stud	-	11,368	-	-	-	0%	
41-4983-719-006	Marquee sign	27,281	71	56,451	-	(56,451)	-100%	
41-4983-720-001	Community swimming pool	-	-	200,000	50,000	(150,000)	-75%	
41-4983-720-002	CDBG Project - ADA Ramps	-	198,154	210,000	-	(210,000)	-100%	
41-4983-720-003	Parking Structure Loans	-	-	7,663,893	-	(7,663,893)	-100%	
41-4983-721-001	Holden Street Sidewalk Project	-	-	100,000	(100,000)	(200,000)	-200%	
41-4983-750-941	Pavement Management	2,644,083	2,697,188	1,085,893	672,707	(413,186)	-38%	1
41-4983-750-963	Bingham Junction development	5,226,195	1,523,805	-	-	-	0%	
41-4983-750-964	Wasatch and 700 West	-	-	-	500,000	500,000	100%	2
41-4983-910-100	Transfer to IT Fund	-	-	-	100,000	100,000	100%	3
41-4983-910-900	Contribution to Fund Balance	-	-	37,799	-	(37,799)	-100%	
<b>TOTAL EXPENDITURES</b>		<b>9,562,909</b>	<b>7,167,824</b>	<b>10,773,429</b>	<b>1,782,233</b>	<b>(8,991,196)</b>	<b>-83%</b>	
<b>REVENUES OVER/(UNDER)</b>								
<b>EXPENDITURES</b>		<b>\$ (2,623,141)</b>	<b>\$ (4,096,798)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

1 Quarter cent sales tax dedicated for transportation - Proposed to fund curb/gutter/sidewalk improvements and the City's Pavement Management program.

2 Transportation funds received in House Bill 244 - Proposed to fund Wasatch and 700 West improvements.

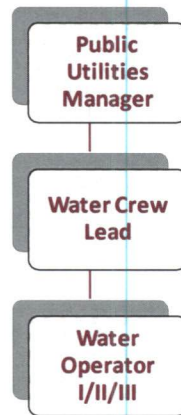
3 Proposed transfer to IT fund for projects identified in the Technology Needs Assessment (reallocation of Holden Street sidewalk funding; project to be paid 100% by RDA).



# Enterprise Funds



# Public Works—Water



## DIVISION DESCRIPTION

The Water Division is accountable for providing safe and reliable culinary water to the nearly 9,000 connections from source to meter within Midvale. In addition, the water division maintains compliance with all state and federal water quality standards and requirements including sampling, implementation of water conservation and source protection plans, and producing and delivering the annual CCR water report. The division is also responsible for all water system maintenance and operations including well and storage tank operation and maintenance, operating/maintaining fluoridation and chlorination facilities, fire hydrant and valve inspection and maintenance, monitoring and maintaining the water SCADA system and 24 hour response to all emergency calls and system needs.

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Public Works Director	0.20	0.20	0.20
Operations Superintendent	0.25	0.25	0.25
Public Utilities Manager	0.50	0.50	0.50
City Engineer	0.25	0.25	0.25
Engineering Manager	0.10	0.10	0.10
GIS Manager	0.25	0.25	0.25
GIS Specialist I	0.25	0.25	0.25
Engineering Inspector I	0.40	0.40	0.40
Water Crew Lead	1.00	1.00	1.00
Wastewater Crew Lead	0.10	0.10	0.10
Sample Tech/Cross Connection			
Administrator	0.65	1.00	1.00
Water Operator I/II/III	6.30	6.30	4.50
Utility Technician I/II/III	0.00	0.00	0.00
Wastewater Operator I/II	0.30	0.30	0.30
City Treasurer	0.30	0.30	0.30
Water Meter Technician	0.00	0.00	1.00
Finance Clerk	0.70	0.70	0.70
Water Utility Construction Crew Lead	0.00	0.00	1.00
<b>TOTAL WATER FUND</b>	<b>11.55</b>	<b>11.90</b>	<b>12.10</b>

### At a Glance:

**Total Budget: \$6,439,926 | Full-Time Equivalent Employees: 12.10**



# Public Works—Water

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Interest Revenue	(31,808)	(22,575)	(23,355)	(8,600)	14,755	-63%
Interest revenue/bond proceeds	(98,342)	(56,105)	(10,000)	-	10,000	-100%
Miscellaneous	(650)	(200)	(2,000)	(1,000)	1,000	-50%
Bond premium amortization	(45,319)	(45,319)	-	-	-	0%
Proceeds from sale of bonds	-	-	(4,846,000)	-	4,846,000	-100%
Water user charges	(4,425,842)	(5,055,765)	(5,648,772)	(5,648,772)	-	0%
Water User Charges-City Owned	-	-	-	(92,668)	(92,668)	0%
Hydrant rental	(5,803)	(18,527)	(10,000)	(20,000)	(10,000)	100%
Water connection fees	(150,725)	(61,765)	(100,000)	(60,000)	40,000	-40%
Reconnection fees	(39,257)	(37,962)	(45,000)	(45,000)	-	0%
Service charges	(44,820)	(34,318)	(52,587)	(52,587)	-	0%
Write-offs	21	28	5,000	-	(5,000)	-100%
IRS BABS debt svc subsidy	(106,321)	(100,847)	(49,170)	-	49,170	-100%
Use of Fund Balance	-	-	(972,961)	(511,299)	461,662	-47%
<b>TOTAL REVENUES</b>	<b>(4,948,866)</b>	<b>(5,433,355)</b>	<b>(11,754,845)</b>	<b>(6,439,926)</b>	<b>5,314,919</b>	<b>-45%</b>
Salaries	503,418	619,377	675,946	680,516	4,570	1%
Overtime	23,660	17,987	25,000	25,000	-	0%
Benefits	261,970	345,022	393,498	412,705	19,207	5%
Pension expense - actuarial	90,435	87,861	-	-	-	0%
Benefit expense - pension	(79,571)	(89,695)	-	-	-	0%
Uniform allowance	5,277	4,253	9,000	8,000	(1,000)	-11%
Subscriptions and memberships	1,499	2,171	3,500	4,050	550	16%
Education and Travel	4,484	1,506	15,000	15,000	-	0%
Postage	14,378	22,381	15,000	15,000	-	0%
Bank Charges	-	-	-	41,689	41,689	0%
Equip/Bldg- repairs/maint	66,607	111,388	56,065	55,000	(1,065)	-2%
Meters and related supplies	(12,874)	227,009	259,857	288,914	29,057	11%
Med/safety supplies	-	2,980	7,000	6,000	(1,000)	-14%
I.T. equipment	8,100	6,800	4,179	10,607	6,428	154%
Vehicle operating costs	63,500	60,200	63,264	86,209	22,945	36%
Lease of PW space	14,000	14,000	14,000	14,000	-	0%
Electricity	188,838	156,240	230,000	240,000	10,000	4%
Communications/telephone	6,402	6,455	8,564	7,564	(1,000)	-12%
Professional Services	9,959	75,396	62,699	45,000	(17,699)	-28%
Administrative Charge	439,900	528,500	559,189	651,862	92,673	17%
Education/training	8,065	4,996	-	-	-	0%
Water sampling	23,068	27,974	42,000	35,000	(7,000)	-17%
Backflow testing	1,536	175	8,000	8,000	-	0%
Well equipment and maintenance	13,235	4,068	20,000	16,000	(4,000)	-20%
Fluoridation system maint	9,218	12,128	20,000	25,000	5,000	25%
Chlorine equipment and maintenance	-	-	-	30,000	30,000	0%
Med/safety equipment	1,850	150	-	-	-	0%
System maint/repair/supplies	-	835	125,000	125,000	-	0%
Wholesale water	789,382	1,344,340	1,500,000	1,500,000	-	0%
Damage Contingency	5,000	-	8,935	5,000	(3,935)	-44%
SCADA Maintenance	-	-	-	6,000	6,000	0%
Generator Maintenance	-	-	-	3,700	3,700	0%
JVWCD Storage	-	-	96,000	96,000	-	0%
Bad Debt Expense	-	-	-	5,000	5,000	100%
Misc. Services	13,608	101,983	7,500	7,500	-	0%
Fleet vehicle replacement	47,300	49,100	60,100	74,758	14,658	24%
Vehicles	9,360	-	-	-	-	0%
Other capital projects	-	-	150,000	500,000	350,000	233%
Sewer system maintenance	-	2,532	-	-	-	0%
Chlorination System	-	-	350,000	-	(350,000)	-100%
Water Vault Upgrades	-	-	373,351	-	(373,351)	-100%
Depreciation expense	915,718	948,668	-	-	-	0%
JVWCD pipeline connections	-	-	183,658	-	(183,658)	-100%
UJ retail area meter swaps	-	-	9,694	-	(9,694)	-100%
Debt Service - principal	-	-	5,700,800	1,020,000	(4,680,800)	-82%
Amortization of discount/premi	5,655	5,655	-	-	-	0%
Bond issuance costs	-	-	43,132	-	(43,132)	-100%
Debt service - interest	669,455	638,253	554,914	375,852	(179,062)	-32%
Capitalized Interest	(4,243)	(32,442)	-	-	-	0%
Transfer to Fleet Fund	-	35,000	100,000	-	(100,000)	-100%
<b>TOTAL EXPENDITURES</b>	<b>4,118,189</b>	<b>5,343,246</b>	<b>11,754,845</b>	<b>6,439,926</b>	<b>(5,314,919)</b>	<b>-45%</b>
<b>REVENUES OVER/(UNDER)</b>						
<b>EXPENDITURES</b>	<b>\$ 830,677</b>	<b>\$ 90,109</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

# Public Works—Water

## BUDGET CONTINUED

- 1 Credit card charges were previously paid for by the General Fund. Propose to split charges out to individual funds.
- 2 Year 3 of the Meter Changeout Program (\$188,914); \$60,000-new connections (offsetting revenue); \$40,000-Cover meter failures not included in Meter Changeout Program.
- 3 Operating increases to reflect increased costs.
- 4 Placeholder for repair and maintenance projects.

## BUDGET NOTES

The City is currently undergoing a Water and Sewer Fee Rate Study. This budget assumes that no rate increase is approved by the City Council. This budget, as presented, will consume the remaining fund balance in the Water Fund.

## AVAILABLE FUND BALANCE

Fund Balance Available (Current Assets Less Current Liabilities)				
	FY2019	FY2020	FY2021	FY2022
Beginning Balance	4,442,479	3,200,886	1,535,411	562,450
Addition (Use of)	(1,241,593)	(1,665,475)	(972,961)	(511,299)
Ending Balance	\$ 3,200,886	\$ 1,535,411	\$ 562,450	\$ 51,151
Number of Days-Working Capital	339	119	49	4
Financial Policy Goal	180	180	180	180
Excess (Deficiency) Days	159	(61)	(131)	(176)
<b>Fund Balance in Excess (Deficient) of Policy Goal</b>	<b>\$ 1,501,709</b>	<b>\$ (784,942)</b>	<b>\$ (1,517,876)</b>	<b>(3,102,149)</b>



# Public Works—Sewer



## DIVISION DESCRIPTION

The Sewer Division provides wastewater collection service for approximately one-third of the City. The division is responsible for all maintenance and operation of the City's sewer system. The Sewer Division conducts routine video inspection of the sewer lines to identify breaks, bellies, protruding laterals, blockages, and other needed repairs.

The division also operates and maintains three sewer lift stations that pump wastewater under the Jordan River to South Valley Water Reclamation Facility. The division routinely unplugs pump blockages, monitors and cleans wet wells, and monitors and maintains the sewer SCADA system.

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Public Works Director	0.20	0.20	0.20
Operations Superintendent	0.25	0.25	0.25
Public Utilities Manager	0.50	0.50	0.50
City Engineer	0.25	0.25	0.25
Engineering Manager	0.05	0.05	0.05
GIS Manager	0.25	0.25	0.25
GIS Specialist I	0.25	0.25	0.25
Engineering Inspector I	0.20	0.20	0.20
Wastewater Crew Lead	0.90	0.90	0.90
Water Operator I/II/III	0.70	0.70	0.50
Utility Technician I/II	0.00	0.00	0.00
Wastewater Operator I/II	2.70	2.70	2.70
City Treasurer	0.15	0.15	0.15
Finance Clerk	0.15	0.15	0.15
<b>TOTAL SEWER FUND</b>	<b>6.55</b>	<b>6.55</b>	<b>6.35</b>

### At a Glance:

**Total Budget: \$2,975,731 | Full-Time Equivalent Employees: 6.35**

# Public Works—Sewer

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Interest Revenue	(10,232)	(8,023)	(7,500)	(600)	6,900	-92%
Interest rev - bond proceeds	(55,964)	(30,068)	(20,000)	-	20,000	-100%
Miscellaneous	(125,336)	-	(20,000)	(20,000)	-	0%
Premium amortization	(11,397)	(11,397)	-	-	-	0%
Sewer User Charges	(2,261,354)	(2,568,389)	(2,543,358)	(2,568,283)	(24,925)	1%
Sewer User Charges-City Owned	-	-	-	(7,469)	(7,469)	0%
Sewer Connection Fee	(52,300)	(57,900)	(50,000)	(30,000)	20,000	-40%
Service Charges	(10,785)	(8,746)	(14,000)	(14,000)	-	0%
Write-offs	17	10	3,000	-	(3,000)	-100%
Use of Fund Balance	-	-	(1,359,294)	(335,379)	(264,419)	19%
<b>TOTAL REVENUES</b>	<b>(2,527,351)</b>	<b>(2,684,513)</b>	<b>(4,011,152)</b>	<b>(2,975,731)</b>	<b>(252,913)</b>	<b>6%</b>

Salaries - full time	284,718	345,715	382,860	395,006	12,906	3%
Overtime	7,179	4,588	6,000	6,000	-	0%
Benefits	124,341	163,562	233,685	232,398	(789)	0%
Pension expense - actuarial	48,674	48,522	-	-	-	0%
Benefit expense - pension	(42,827)	(49,535)	-	-	-	0%
Uniform allowance	2,174	2,455	2,500	2,500	-	0%
Subscriptions and memberships	180	185	500	500	-	0%
Education and Travel	2,162	1,732	4,000	4,000	-	0%
Postage	6,255	7,263	7,000	7,000	-	0%
Bank and card processing fees	-	-	-	20,300	20,300	100%
Maintenance/repairs/supplies	10,644	4,482	16,000	16,000	-	0%
Maint/supplies - lift stations	64,107	2,191	15,000	20,000	5,000	33%
Med/safety supplies	-	1,484	1,500	3,000	1,500	100%
I.T. equipment	3,000	5,700	4,656	6,014	1,358	29%
Vehicle operating costs	65,300	61,900	65,124	88,745	23,621	36%
Lease of PW space	42,000	42,000	42,000	42,000	-	0%
Electricity	14,036	19,106	26,000	26,000	-	0%
Communications/Telephone	1,633	2,229	2,000	2,000	-	0%
Professional Services	5,151	5,736	30,000	65,000	60,000	200%
Administrative charge	227,700	289,600	327,801	341,000	13,199	4%
Education	3,079	3,783	-	-	-	0%
System maint/rep/supplies	206	-	-	-	-	0%
SCADA System	-	-	5,000	5,000	-	0%
Sewer operations (SVWRF)	977,617	1,130,711	1,100,000	1,100,000	-	0%
Damage contingency	-	-	20,000	20,000	-	0%
Bad Debt Expense	-	-	-	3,000	3,000	100%
Miscellaneous Services	49	-	500	500	-	0%
Fleet vehicle replacement	55,200	55,800	60,900	59,510	(1,390)	-2%
Vehicles	4,680	-	-	-	-	0%
Sewer line replacement	-	-	100,000	-	-	0%
Infrastructure maintenance	58,826	8,683	80,000	100,000	50,000	63%
Capital contribution SVWRF	-	-	-	65,000	65,000	0%
Depreciation Expense	93,836	102,153	-	-	-	0%
2018 Bond sewerline projects	61,614	-	73,585	-	-	0%
SVWRF phosphorous/grit removal	-	-	1,037,460	-	-	0%
SCADA system	-	-	21,031	-	-	0%
Debt service principal	-	-	202,200	208,000	5,800	3%
Amort of discounts/premiums	1,077	1,077	-	-	-	0%
Debt service interest	154,131	148,529	143,850	137,258	(6,592)	-5%
Capitalized Interest	-	(626)	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>2,276,742</b>	<b>2,409,025</b>	<b>4,011,152</b>	<b>2,975,731</b>	<b>252,913</b>	<b>6%</b>

### REVENUES OVER/(UNDER)

EXPENDITURES \$ 250,609 \$ 275,488 \$ - \$ (0) \$ (0)

1 Credit card charges were previously paid for by the General Fund. Propose to split charges out to individual funds.

2 Request - Operating expense increases.

3 Request - Sewer impact fee study (\$20,000) and master plan update (\$40,000).

4 Request - Ongoing "savings account" for infrastructure projects (for example, Muffin Monsters).

5 South Valley Water Reclamation Facility trunkline project and emergency air pipe repair.



# Public Works—Sewer

## BUDGET NOTES

The City is currently undergoing a Water and Sewer Fee Rate Study. This budget assumes that no rate increase is approved by the City Council. This budget, as presented, will consume approximately half of the remaining fund balance in the Sewer Fund.

## AVAILABLE FUND BALANCE

Fund Balance Available (Current Assets Less Current Liabilities)				
	FY2019	FY2020	FY2021	FY2022
Beginning Balance	3,196,874	3,216,598	1,841,833	\$ 482,539
Addition (Use of)	19,724	(1,374,765)	(1,359,294)	(335,379)
Ending Balance	\$ 3,216,598	\$ 1,841,833	\$ 482,539	\$ 147,160
Number of Days-Working Capital	553	297	77	22
Financial Policy Goal	180	180	180	180
Excess (Deficiency) Days	373	117	(103)	(158)
Fund Balance in Excess (Deficient) of Policy Goal	\$ 2,168,031	\$ 724,453	\$ (646,819)	\$ (1,041,485)

# Public Works—Storm Water

## DIVISION DESCRIPTION

The Storm Water division is responsible for the maintenance, cleaning, and inspection of all storm water infrastructure within the City. The goal is to ensure the storm water system is working properly during storm events to mitigate flooding and any subsequent damage. This includes street sweeping, which prevents debris from entering the storm drain system, thus hindering it from functioning. The Storm Water Division, in conjunction with the Engineering Division, is also responsible for maintaining compliance with Federal and State storm water permits. Some of the activities to maintain compliance include: Public education and outreach programs, investigating and eliminating illegal discharges into the storm drain system, monitoring and enforcing runoff and erosion control processes concerning construction activities, and minimizing adverse impacts on storm water quality after construction.

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Public Works Director	0.20	0.20	0.20
Deputy Director	0.00	0.00	0.05
Operations Superintendent	0.25	0.25	0.25
Streets and Storm Water Manager	0.50	0.50	0.50
City Engineer	0.25	0.25	0.25
Engineering Manager	0.35	0.35	0.35
GIS Manager	0.15	0.15	0.15
GIS Specialist I	0.15	0.15	0.15
Engineering Inspector I	0.40	0.40	0.40
Sample Tech/Cross Connection Administrator	0.35	0.00	0.00
Storm Water Crew Lead	1.00	1.00	1.00
Storm Water Operator I/II	2.00	2.00	2.00
Equipment Operator I/II	1.00	1.00	1.00
Storm Water Coordinator	1.00	1.00	1.00
Storm Water Inspector	1.00	1.00	1.00
City Treasurer	0.10	0.10	0.10
Finance Clerk	0.05	0.05	0.05
<b>TOTAL STORM WATER FUND</b>	<b>8.75</b>	<b>8.40</b>	<b>8.45</b>

## STAFFING NOTES

This budget includes a request to convert the existing Parks & Operations Support Manager to a Public Works Deputy Director. The Public Works Director will be discussing this with the City Council at an upcoming meeting, and will require additional action by the City Council.

### At a Glance:

**Total Budget: \$2,154,264 | Full-Time Equivalent Employees: 8.45**



# Public Works—Storm Water

## BUDGET

Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
Interest Revenue	(14,361)	(10,964)	(15,000)	(3,600)	11,400	-76%
Interest rev - bond proceeds	(3,961)	(2,114)	-	-	-	0%
Building lease revenue	(84,000)	(84,000)	(84,000)	(84,000)	-	0%
Proceeds from Bond	-	-	(3,329,000)	-	3,329,000	-100%
Sundry revenues	-	-	(6,000)	(6,000)	-	0%
Charges for services	(1,735,881)	(1,987,306)	(1,995,396)	(2,031,291)	(35,895)	2%
User Fees-City Owned Properties	-	-	-	(21,373)	(21,373)	0%
Service fees/late charges	(8,367)	(5,742)	(8,000)	(8,000)	-	0%
Write-offs	39	28	5,000	-	(5,000)	-100%
Contribution from Fund Balance	-	-	(123,717)	-	123,717	-100%
<b>TOTAL REVENUES</b>	<b>(1,846,531)</b>	<b>(2,090,098)</b>	<b>(5,556,113)</b>	<b>(2,154,264)</b>	<b>3,401,849</b>	<b>-61%</b>
Salaries	449,182	494,461	504,249	519,282	15,033	3%
Overtime	12,731	5,366	4,000	4,000	-	0%
Benefits	272,901	279,663	303,805	332,866	29,061	10%
Pension expense - actuarial	75,869	69,109	-	-	-	0%
Benefit expense - pension	(66,757)	(70,552)	-	-	-	0%
Uniform allowance	4,342	3,343	5,000	3,000	(2,000)	-40%
Subscriptions and memberships	2,504	2,384	2,000	1,000	(1,000)	-50%
Education and Travel	5,698	70	4,000	4,000	-	0%
Postage	15,012	17,525	16,000	18,000	2,000	13%
Bank charges	-	-	-	12,840	12,840	100%
Equipment, supplies & maint	37,137	18,448	35,000	35,000	-	0%
Med/safety supplies	-	737	2,000	2,000	-	0%
I.T. equipment	4,200	5,300	3,528	10,670	7,142	202%
Vehicle operating costs	89,600	85,000	89,313	121,707	32,394	36%
Electricity	2,470	2,475	3,000	3,000	-	0%
Communications/Telephone	3,278	2,962	5,000	5,000	-	0%
Professional Services	12,450	9,950	90,000	35,000	(55,000)	-61%
Administrative Charges	360,300	424,500	437,291	407,473	(29,818)	-7%
Education	5,589	2,796	-	-	-	0%
Waste disposal fees	9,490	219	12,000	-	(12,000)	-100%
UPDES	-	-	-	35,150	35,150	100%
Damage Contingency	1,823	-	6,000	6,000	-	0%
Bad Debt Expense	-	-	-	5,000	5,000	0%
Miscellaneous Services	48	-	500	12,500	12,000	2400%
Computer Software	-	-	-	600	600	0%
Depreciation	207,762	210,618	-	-	-	0%
Fleet vehicle replacement	72,200	110,300	117,200	125,782	8,582	7%
Vehicles	9,360	-	-	-	-	0%
Other capital outlay	-	-	182,345	35,676	(146,669)	-80%
Debt service principal	-	-	3,630,000	376,000	(3,254,000)	-90%
Bond issuance costs	-	-	28,302	-	(28,302)	-100%
Debt service interest	105,581	97,002	75,580	42,718	(32,862)	-43%
Capitalized Interest	(342)	(1,382)	-	-	-	0%
Contribution to Fund Balance	-	-	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>1,692,428</b>	<b>1,770,294</b>	<b>5,556,113</b>	<b>2,154,264</b>	<b>(3,401,849)</b>	<b>-61%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 154,103</b>	<b>\$ 319,804</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**1** Credit card charges were previously paid for by the General Fund. Propose to split charges out to individual funds.

**2** Request - Sewer impact fee study (\$20,000).

**3** Request - UPDES (Utah Pollutant Discharge Elimination System) program (\$35,150).

**4** Revenues in excess of expenses have been placed in a "capital outlay" account for future projects.

# Public Works—Storm Water

## AVAILABLE FUND BALANCE

Fund Balance Available (Current Assets Less Current Liabilities)				
	FY2019	FY2020	FY2021	FY2022
Beginning Balance	735,556	703,891	709,128	\$ 585,411
Addition (Use of)	(31,665)	5,237	(123,717)	-
Ending Balance	<u>\$ 703,891</u>	<u>\$ 709,128</u>	<u>\$ 585,411</u>	<u>\$ 585,411</u>
Number of Days-Working Capital	162	155	140	136
Financial Policy Goal	180	180	180	180
Excess (Deficiency) Days	(18)	(25)	(40)	(44)
<b>Fund Balance in Excess (Deficient) of Policy Goal</b>	<u><b>\$ (78,272)</b></u>	<u><b>\$ (114,703)</b></u>	<u><b>\$ (166,870)</b></u>	<u><b>\$ (189,753)</b></u>



# Public Works—Sanitation

## DIVISION DESCRIPTION

The Sanitation Division oversees all of the City's solid waste programs including curbside garbage and recycle pick-up, the bulky waste and glass recycling programs and manages the contract between the City and its contracted hauler.

## BUDGET

Account Number	Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
57-3610-000-000	Interest Revenue	(1,558)	576	(2,000)	-	2,000	-100%
57-3611-000-000	Investment Gain/(Loss)	(122,700)	(116,945)	-	-	-	0%
57-3620-000-000	Dumpster rental fees	(17,480)	(12,810)	(19,806)	(18,836)	970	-5%
57-3720-000-000	Service Charges	(7,933)	(5,763)	(10,000)	(18,000)	(8,000)	80%
57-3770-000-000	Charges for Services-First Can	(1,025,598)	(1,132,844)	(1,254,837)	(1,070,465)	184,372	-15%
57-3770-100-000	Pickup Fee-Second Can	-	-	-	(224,728)	(224,728)	100%
57-3790-000-000	Write-offs	22	37	5,000	-	(5,000)	-100%
<b>TOTAL REVENUES</b>		<b>(1,175,247)</b>	<b>(1,267,749)</b>	<b>(1,281,643)</b>	<b>(1,332,029)</b>	<b>(50,386)</b>	<b>4%</b>
57-5700-110-000	Salaries	13,545	15,289	16,692	17,469	777	5%
57-5700-113-000	Overtime	-	5	-	-	-	0%
57-5700-130-000	Benefits	4,829	7,298	8,211	8,530	319	4%
57-5700-131-000	Pension expense - actuarial	2,312	2,108	-	-	-	0%
57-5700-132-000	Benefit expense - pension	(2,035)	(2,151)	-	-	-	0%
57-5700-240-100	Postage	11,268	13,151	12,000	14,000	2,000	17%
57-5700-240-500	Bank charges	-	-	-	8,264	8,264	100%
57-5700-290-000	Communications/telephone	16	20	20	21	1	5%
57-5700-311-000	Administrative Charges	79,100	88,900	75,120	75,120	-	0%
57-5700-460-800	Landfill Fees	160,751	164,291	190,000	220,000	30,000	16%
57-5700-460-900	Waste Disposal Fees	885,285	550,704	625,000	634,375	9,375	2%
57-5700-460-910	Bulky waste disposal fees	-	93,456	65,000	65,975	975	2%
57-5700-460-920	Recycling disposal fees	-	223,810	245,000	248,675	3,675	2%
57-5700-460-930	Recycling tipping fees	-	30,311	44,000	34,000	(10,000)	-23%
57-5700-690-000	Bad Debt Expense	-	-	-	5,000	5,000	100%
57-5700-620-000	Misc. Services	-	-	600	600	-	0%
<b>TOTAL EXPENDITURES</b>		<b>1,155,071</b>	<b>1,187,192</b>	<b>1,281,643</b>	<b>1,332,029</b>	<b>50,386</b>	<b>4%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>		<b>\$ 20,176</b>	<b>\$ 80,557</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**1** Credit card charges were previously paid for by the General Fund. Propose to split charges out to individual funds.

**2** Anticipated \$1 per ton increase (Trans Jordan).

**3** CPI increase (1.5%) by waste contractor.

### At a Glance:

**Total Budget: \$1,332,029 | Full-Time Equivalent Employees: 0.20**

# Public Works—Sanitation

## STAFFING

	FY2020	FY2021	Proposed FY2022
Public Works Director	0.05	0.05	0.05
Operations Support			
Supervisor	0.05	0.00	0.00
Parks & Operations Support			
Supervisor	0.00	0.05	0.00
City Treasurer	0.05	0.05	0.05
Finance Clerk	0.05	0.05	0.05
<b>TOTAL SANITATION FUND</b>	<b>0.20</b>	<b>0.20</b>	<b>0.15</b>

## AVAILABLE FUND BALANCE

	Fund Balance Available			
	FY2019	FY2020	FY2021	FY2022
Beginning Balance	1,424,392	1,444,569	1,525,126	1,525,126
Addition (Use of)	20,177	80,556	-	-
Ending Balance	\$ 1,444,569	\$ 1,525,126	\$ 1,525,126	\$ 1,525,126
Less: Investment in Trans-Jord	\$ (1,380,488)	\$ (1,497,433)	\$ (1,497,433)	\$ (1,497,433)
<b>Fund Balance Available for Appropriation</b>	<b>\$ 64,081</b>	<b>\$ 27,693</b>	<b>\$ 27,693</b>	<b>\$ 27,693</b>
Number of Days-Working Capi	20	9	8	8
Financial Policy Goal	60	60	60	60
Excess (Deficiency) Days	(40)	(51)	(52)	(52)
<b>Fund Balance in Excess (Deficient) of Policy Goal</b>	<b>\$ (126,583)</b>	<b>\$ (50,971)</b>	<b>\$ (182,590)</b>	<b>\$ (189,769)</b>



# Public Works—Street Lighting

## DIVISION DESCRIPTION

The Streetlight Division oversees the maintenance, repairs and installation/removal of streetlights throughout the City. This work is contracted through Salt Lake County and coordinated by the Streets Division Manager and Lead.

## BUDGET

Account Name	FY2018	FY2019	FY2020	FY2021 Amended	FY2022 Proposed	Difference	% Change	
Interest Revenue	(189)	(493)	(324)	(500)	(150)	350	-70%	
User Fees	(379,360)	(382,474)	(389,100)	(385,290)	(402,082)	(16,792)	4%	
User Fees - City Owned Properties					(4,860)	(4,860)	100%	
Service fees/late charges	(2,424)	(2,373)	(1,397)	(3,000)	(3,000)	-	0%	
Write-offs	277	19	9	1,000	-	(1,000)	-100%	
Contribution from Fund Balance	-	-	-	(13,039)	-	13,039	-100%	
<b>TOTAL REVENUES</b>	<b>(381,696)</b>	<b>(385,321)</b>	<b>(390,812)</b>	<b>(400,829)</b>	<b>(410,092)</b>	<b>(9,263)</b>	<b>2%</b>	
Salaries	5,619	5,330	7,903	9,935	10,599	664	7%	
Overtime	-	-	5	-	-	-	0%	
Benefits	2,379	2,097	4,532	6,427	6,618	191	3%	
Pension expense - actuarial	735	965	1,012	-	-	-	0%	
Benefit expense - pension	(839)	(849)	(1,033)	-	-	-	0%	
Postage	15,184	15,638	18,209	16,500	19,000	2,500	15%	1
Bank Charges	-	-	-	-	2,543	2,543	0%	2
Equipment, supplies & maint	72,365	80,989	37,991	70,000	71,520	1,520	2%	1
Lease payment to MBA	211,000	211,000	211,000	211,000	211,000	-	0%	
Electricity	41,165	41,930	43,362	52,000	53,100	1,100	2%	1
Communications/telephone	-	-	9	20	20	-	0%	
Administrative charge	34,000	35,600	41,800	31,347	31,092	(255)	-1%	
Bad Debt Expense	-	-	-	-	1,000	1,000	0%	
Insurance/Surety Bonds	-	-	-	3,600	3,600	-	0%	
<b>TOTAL EXPENDITURES</b>	<b>381,608</b>	<b>392,700</b>	<b>364,790</b>	<b>400,829</b>	<b>410,092</b>	<b>9,263</b>	<b>2%</b>	
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 88</b>	<b>\$ (7,379)</b>	<b>\$ 26,022</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

1 Request - Operating increases due to increased costs.

2 Credit card charges were previously paid for by the General Fund. Propose to split charges out to individual funds.

### At a Glance:

**Total Budget: \$410,092 | Full-Time Equivalent Employees: 0.15**

# Public Works—Street Lighting

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Streets and Storm Water			
Manager	0.05	0.05	0.05
City Treasurer	0.05	0.05	0.05
Finance Clerk	0.05	0.05	0.05
<b>TOTAL STREET LIGHTING FUND</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>

## AVAILABLE FUND BALANCE

	Fund Balance Available			
	FY2019	FY2020	FY2021	FY2022
Beginning Balance	53,867	46,488	72,509	59,470
Addition (Use of)	(7,379)	26,021	(13,039)	-
Ending Balance	<b>\$ 46,488</b>	<b>\$ 72,509</b>	<b>\$ 59,470</b>	<b>\$ 59,470</b>
Number of Days-Working Capital	43	73	54	53
Financial Policy Goal	60	60	60	60
Excess (Deficiency) Days	(17)	13	(6)	(7)
<b>Fund Balance in Excess (Deficient) of Policy Goal</b>	<b>\$ (18,290)</b>	<b>\$ 12,992</b>	<b>\$ (6,589)</b>	<b>\$ (7,687)</b>

No fee increase is being proposed with this budget.



# Telecommunications

## FUND DESCRIPTION

The Telecommunications Fund was established to manage revenue and expenses from UTOPIA customers. UTOPIA (short for Utah Telecommunications Open Infrastructure Agency) was formed by 16 Utah cities as a way to provide critical telecommunications infrastructure to residents. UTOPIA builds and manages a fiber-to-the-premises network, offering today's fastest technology connected directly to residents' homes or offices without having to share bandwidth with others. The user fees collected by UTOPIA users are paid directly to UTOPIA to provide infrastructure for the system.

## BUDGET

Account Number	Account Name	FY2019	FY2020	FY2021 Amended	FY2022 Proposed	Difference	% Change
59-3610-000-000	Interest revenue	1,601	1,666	-	-	-	0%
59-3690-000-000	Miscellaneous	-	-	(106,934)	(109,400)	(2,466)	2%
59-3710-000-000	User fees (CUE)	(20,186)	(20,732)	(27,000)	(15,000)	12,000	-44%
59-3720-000-000	Service charges	(70)	(54)	(100)	(100)	-	0%
59-3860-000-000	Transfer from General Fund	(850,000)	(850,000)	(805,586)	(820,369)	(14,783)	2%
<b>TOTAL REVENUES</b>		<b>(868,655)</b>	<b>(869,121)</b>	<b>(939,620)</b>	<b>(944,869)</b>	<b>(5,249)</b>	<b>1%</b>
59-5900-460-100	CUE payments to Utopia	20,161	21,353	25,700	14,250	(11,450)	-45%
59-5900-810-000	Utopia Pledge Payments	878,404	895,972	913,920	930,619	16,699	2%
<b>TOTAL EXPENDITURES</b>		<b>898,565</b>	<b>917,325</b>	<b>939,620</b>	<b>944,869</b>	<b>5,249</b>	<b>1%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>		<b>\$ (29,910)</b>	<b>\$ (48,204)</b>	<b>\$ -</b>	<b>\$ -</b>		

### At a Glance:

**Total Budget: \$944,869 | Full-Time Equivalent Employees: 0**

# Internal Service Funds





# Internal Service Fund—Information Technology

Information  
Technology  
Director

Information  
Technology  
Technician (0.40)

## FUND DESCRIPTION

The Information Technology Fund was established to provide maintenance for the City's information technology hardware, software, and infrastructure. The Information Technology fund collects an annual fee for this service. The Information Technology Fund also collects replacement funds for each department in anticipation of replacing computers at the end of their useful life (four years for desktop computers, three years for laptops).

## BUDGET

Account Number	Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
63-3481-000-000	General Fund contribution	(90,200)	(129,800)	(326,912)	(171,027)	155,885	-48%
63-3482-000-000	Water contribution	(8,100)	(6,800)	(4,179)	(10,607)	(6,428)	154%
63-3483-000-000	Storm Water contribution	(4,200)	(5,300)	(3,528)	(10,670)	(7,142)	202%
63-3484-000-000	RDA contribution	(5,100)	(3,100)	(3,612)	(8,977)	(5,365)	149%
63-3485-000-000	Sewer contribution	(3,000)	(5,700)	(4,656)	(6,014)	(1,358)	29%
63-3486-000-000	Fleet contribution	(2,400)	(3,800)	(2,650)	(3,368)	(718)	27%
63-3610-000-000	Interest Earned	(943)	(1,411)	(1,300)	-	1,300	-100%
63-3640-000-000	Proceeds from sale of assets	(3,543)	(3,836)	(3,500)	(3,500)	-	0%
63-3898-000-000	Contribution from Fund Balance	-	-	(53,769)	(23,312)	30,457	-57%
63-3899-000-100	Transfer From Capital Projects Fund	-	-	-	(100,000)	(100,000)	100%
<b>TOTAL REVENUE:</b>		<b>(117,486)</b>	<b>(159,747)</b>	<b>(404,106)</b>	<b>(337,475)</b>	<b>66,631</b>	<b>-16%</b>
63-4973-110-000	Salaries	15,299	16,903	18,803	19,803	1,000	5%
63-4973-113-000	Overtime	-	-	-	1,000	1,000	100%
63-4973-130-000	Benefits	6,922	13,188	15,345	15,903	558	4%
63-4973-290-000	Communications/telephone	155	143	161	161	-	0%
63-4973-430-100	Hardware	24,237	18,559	185,272	150,000	(35,272)	-19%
63-4973-430-200	Software	28,879	27,717	145,568	50,608	(94,960)	-65%
63-4973-430-500	City-Wide Software Initiative	-	-	-	100,000	100,000	100%
63-4973-430-300	Infrastructure	4,938	7,000	32,813	-	(32,813)	-100%
63-4973-430-400	Phones	3,475	3,779	6,144	-	(6,144)	-100%
63-4973-750-999	Depreciation Expense	84	1,093	-	-	-	0%
<b>TOTAL EXPENDITURES:</b>		<b>83,989</b>	<b>88,382</b>	<b>404,106</b>	<b>337,475</b>	<b>(66,631)</b>	<b>-16%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>		<b>\$ 33,497</b>	<b>\$ 71,365</b>	<b>\$ -</b>	<b>\$ -</b>		

### At a Glance:

**Total Budget: \$337,475 | Full-Time Equivalent Employees: 0.40**

# Internal Service Fund—Information Technology

## BUDGET NOTES

The Information Technology budget includes the following projects:

- Replacement of 2 servers (Hardware line item) (\$18,000).
- Nimble storage replacement (Hardware line item) (\$60,000).
- Contribution of funds for technology identified in the Technology Needs Analysis (\$100,000).

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Information Technology Technician	0.40	0.40	0.40
<b>TOTAL INFO TECHNOLOGY INTERNAL SERVICE FUND</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>



# Internal Service Fund—Fleet

**Fleet &  
Facilities  
Manager**

**Apprentice  
Mechanic**

## FUND DESCRIPTION

The Fleet Division is responsible for providing safe and operable vehicles and equipment for use by all City Departments. This includes purchasing, maintenance and repairs, surplus and providing operator use and safety training. The division currently maintains 50 large and light duty vehicles and upwards of 45 small engine equipment.

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Public Works Director	0.05	0.05	0.05
Operations Superintendent	0.10	0.10	0.10
Fleet/Facilities Manager	0.50	0.50	0.50
Apprentice Mechanic	0.80	0.80	0.80
<b>TOTAL FLEET FUND</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>

### At a Glance:

**Total Budget: \$1,391,560 | Full-Time Equivalent Employees: 1.45**

# Internal Service Fund—Fleet

## BUDGET

Account Number	Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change	
62-3480-000-000	Operations - Pub Works Admin	(4,500)	(4,200)	(4,466)	(6,085)	(1,619)	36%	
62-3481-000-000	Operations - Intergovernmental	(7,500)	(7,100)	(7,442)	(10,142)	(2,700)	36%	
62-3482-000-000	Operations - Non departmental	(3,000)	(2,800)	(2,977)	(4,057)	(1,080)	36%	
62-3483-000-000	Operations - Facilities	(11,200)	(10,600)	(11,165)	(15,213)	(4,048)	36%	
62-3484-000-000	Operations - Streets	(99,000)	(93,800)	(98,618)	(134,385)	(35,767)	36%	
62-3485-000-000	Operations - Water	(63,500)	(60,200)	(63,264)	(86,209)	(22,945)	36%	
62-3486-000-000	Operations - Parks/Cemetery	(7,500)	(7,100)	(7,442)	(10,142)	(2,700)	36%	
62-3487-000-000	Operations - Engineering	(7,500)	(7,100)	(7,442)	(10,142)	(2,700)	36%	
62-3488-000-000	Operations - Bldg Inspection	(3,700)	-	-	-	-	0%	
62-3489-000-000	Operations - Code Enforcement	(7,500)	-	-	-	-	0%	
62-3490-000-000	Operations - Storm Drain	(89,600)	(85,000)	(89,313)	(121,707)	(32,394)	36%	
62-3495-000-000	Operations - Community Developm	(3,700)	(3,500)	(3,721)	(5,071)	(1,350)	36%	
62-3496-000-000	Operations - Sewer	(65,300)	(61,900)	(65,124)	(88,745)	(23,621)	36%	
62-3610-000-000	Interest Earned	(19,644)	(17,491)	(20,000)	(4,800)	15,200	-76%	
62-3640-000-000	Sale Of Fixed Assets	(400,200)	(177,880)	(187,414)	(476,808)	(289,394)	154%	
62-3640-100-000	Proceeds from Insurance	(1,371)	(1,880)	(10,000)	-	10,000	-100%	
62-3690-000-000	Sundry Revenues	-	-	(1,500)	-	1,500	-100%	
62-3880-000-000	Replacement - Pub Works Admin	(12,300)	(12,500)	-	(2,625)	(2,625)	100%	1
62-3881-000-000	Replacement - Intergovernment	(5,400)	(5,400)	-	(5,782)	(5,782)	100%	1
62-3882-000-000	Replacement - Nondepartmental	(1,600)	(1,600)	-	(2,140)	(2,140)	100%	1
62-3883-000-000	Replacement - Facilities	(10,200)	(10,400)	-	(11,842)	(11,842)	100%	1
62-3884-000-000	Replacement - Streets	(79,100)	(96,800)	-	(107,248)	(107,248)	100%	1
62-3885-000-000	Replacement - Water	(47,300)	(49,100)	(60,100)	(74,758)	(14,658)	24%	
62-3886-000-000	Replacement - Parks/Cemetery	(5,700)	(12,100)	-	(12,817)	(12,817)	100%	1
62-3887-000-000	Replacement - Engineering	(4,000)	(11,500)	-	(13,434)	(13,434)	100%	1
62-3888-000-000	Replacement - Bldg Inspection	(5,300)	-	-	-	-	0%	
62-3889-000-000	Replacement - Code Enforcement	(3,500)	-	-	-	-	0%	
62-3890-000-000	Replacement - Storm Drain	(72,200)	(110,300)	(117,200)	(125,782)	(8,582)	7%	
62-3895-000-000	Replacement - Community Develop	(2,000)	(2,000)	-	(2,116)	(2,116)	100%	1
62-3896-000-000	Replacement - Sewer	(55,200)	(55,800)	(60,900)	(59,510)	1,390	-2%	
62-3899-000-000	Transfers from other funds	-	(35,000)	(100,000)	-	100,000	-100%	
TOTAL REVENUE:		(1,098,515)	(943,051)	(918,088)	(1,391,560)	(473,472)	52%	



# Internal Service Fund—Fleet

## BUDGET CONTINUED

Account Number	Account Name	FY2019	FY2020	FY2021 Amended Budget	FY2022 Proposed	Difference	% Change
62-4971-110-000	Salaries	129,877	83,988	92,434	96,261	3,827	4%
62-4971-113-000	Overtime	3,140	1,900	3,000	1,500	(1,500)	-50%
62-4971-130-000	Benefits	47,954	43,041	46,241	52,737	6,496	14%
62-4971-131-000	Pension expense - actuarial	21,311	12,788	-	-	-	0%
62-4971-132-000	Benefit expense - pension	(18,751)	(13,054)	-	-	-	0%
62-4971-140-000	Uniform allowance	1,611	1,363	1,700	1,700	-	0%
62-4971-150-000	Tool allowance	-	-	-	1,000	1,000	100%
62-4971-210-000	Subscriptions and memberships	1,997	185	2,000	2,000	-	0%
62-4971-230-000	Education and Travel	-	1,629	4,000	4,000	-	0%
62-4971-258-000	I.T. equipment	2,400	3,800	2,650	3,368	718	27%
62-4971-290-000	Communications/telephone	960	595	3,100	3,100	-	0%
62-4971-311-000	Administrative Charge	-	-	-	89,684	89,684	100%
62-4971-330-000	Education/training	240	1,479	-	-	-	0%
62-4971-430-100	Gasoline	39,236	30,344	60,000	60,000	-	0%
62-4971-430-200	Diesel	20,821	15,716	-	-	-	0%
62-4971-430-300	Oil	2,718	2,708	3,000	3,000	-	0%
62-4971-430-500	Tires	9,879	5,817	6,000	6,000	-	0%
62-4971-430-600	Parts	22,368	22,042	27,600	32,600	5,000	18%
62-4971-430-700	Outside Repairs	19,649	7,229	15,000	15,000	-	0%
62-4971-430-800	Shop Supplies	3,885	3,429	5,000	4,000	(1,000)	-20%
62-4971-430-900	Safety Equipment	105	206	750	750	-	0%
62-4971-510-000	Insurance	107,376	101,819	120,000	120,000	-	0%
62-4971-750-999	Depreciation Expense	423,403	428,622	-	-	-	0%
62-4971-760-101	Vehicle purchase - Streets	158,762	164,319	197,311	335,569	138,258	70%
62-4971-760-103	Vehicle purchase - Water	-	-	220,600	336,937	116,337	53%
62-4971-760-105	Vehicle purchase - Facilities	-	-	-	8,745	8,745	100%
62-4971-760-107	Vehicle purchase - Storm Water	-	-	32,500	-	(32,500)	-100%
62-4971-760-109	Vehicle purchase - Parks	-	1,450	-	69,944	69,944	100%
62-4971-760-111	Vehicle purchase - Engineering	-	-	31,400	-	(31,400)	-100%
62-4971-910-000	Contribution to Fund Balance	-	-	43,802	143,665	99,863	228%
<b>TOTAL EXPENDITURES:</b>		<b>998,941</b>	<b>921,415</b>	<b>918,088</b>	<b>1,391,560</b>	<b>473,472</b>	<b>52%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>		<b>\$ 99,574</b>	<b>\$ 21,636</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**1** Propose to restore fleet capital replacement charge.

**2** Proposal - Tool allowance for Apprentice Mechanic, increase parts budget due to increased fleet and costs.

## STAFFING

Position	FY2020	FY2021	Proposed FY2022
Public Works Director	0.05	0.05	0.05
Operations Superintendent	0.10	0.10	0.10
Fleet/Facilities Manager	0.50	0.50	0.50
Apprentice Mechanic	0.80	0.80	0.80
<b>TOTAL FLEET FUND</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>





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