



# LEHI CITY

## ANNUAL BUDGET

FISCAL YEAR JULY 1, 2020-JUNE 30, 2021

LEHI CITY CORPORATION, STATE OF UTAH



# LEHI CITY STATE OF UTAH

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## Approved Annual Budget Fiscal Year 2020 - 2021

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**Prepared by:**

**Jason Walker, City Administrator**  
**Cameron Boyle, Assistant City Administrator**  
**Dean Lundell, Finance Director**  
**Alyson Alger, Treasurer**  
**Karma Bentson, Assistant Finance Director**  
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**Shaye Ruitenbeek, Management Analyst**  
**Public Relations and Special Projects Division**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Lehi City Corporation  
Utah**

For the Fiscal Year Beginning

**July 1, 2019**

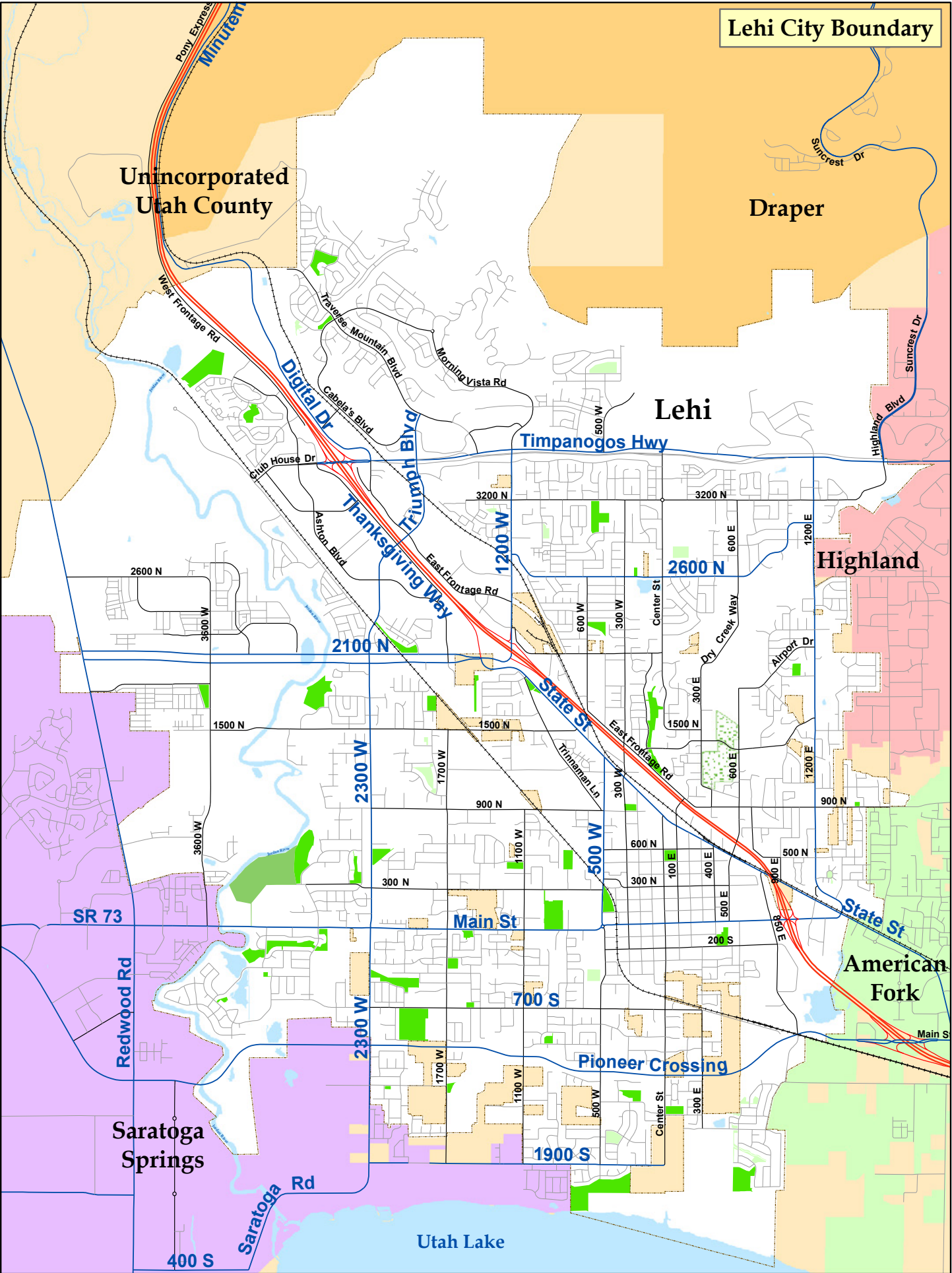
*Christopher P. Morrill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Lehi City Corporation, Utah for its annual budget for the fiscal year beginning July 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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





# ELECTED OFFICIALS & CITY STAFF



Mayor  
Mark Johnson



Councilperson  
Paige Albrecht



Councilperson  
Chris Condie



Councilperson  
Paul Hancock



Councilperson  
Katie Koivisto



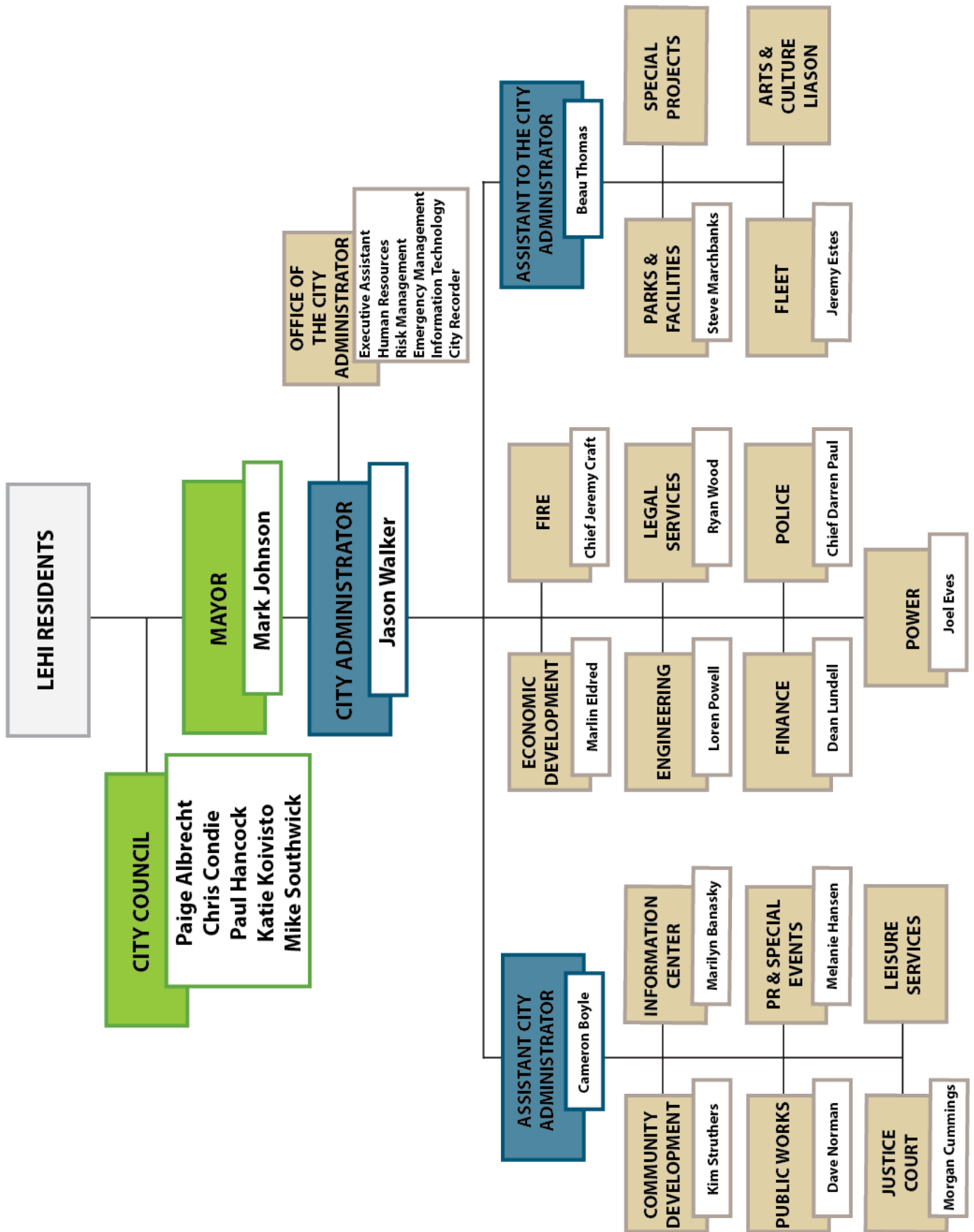
Councilperson  
Mike Southwick

## APPOINTED OFFICIALS

City Administrator.....	Jason Walker
City Treasurer.....	Alyson Alger
City Recorder.....	Teisha Wilson

## DEPARTMENT DIRECTORS

Development Services.....	Kim Struthers	Legal Services.....	Ryan Wood
Economic Development.....	Marlin Eldred	Leisure Services.....	Cameron Boyle
Engineering.....	Lorin Powell	Parks.....	Steve Marchbanks
Finance.....	Dean Lundell	Police.....	Chief Darren Paul
Fire.....	Chief Jeremy Craft	Power.....	Joel Eves
Information Center.....	Marilyn Banasky	Public Works.....	Dave Norman
Justice Court.....	Morgan Cummings		



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The background of the entire page is a solid blue color with a repeating pattern of white line-art icons. Each icon depicts an industrial facility, likely an oil or gas refinery, featuring a tall distillation column, storage tanks, and various piping structures.

# BUDGET SUMMARY

# EXECUTIVE SUMMARY

This budget is the culmination of many hours of work which began with the City budget retreat in February. The budget is presented based on priorities identified by the City Council and proposals presented by City staff. The Budget Committee carefully weighed all requests and allocated funding based on need and the City's forecasted revenue growth. Careful consideration was made to maintain growth at a conservative level in order to keep expenditure growth consistent with a growing community.

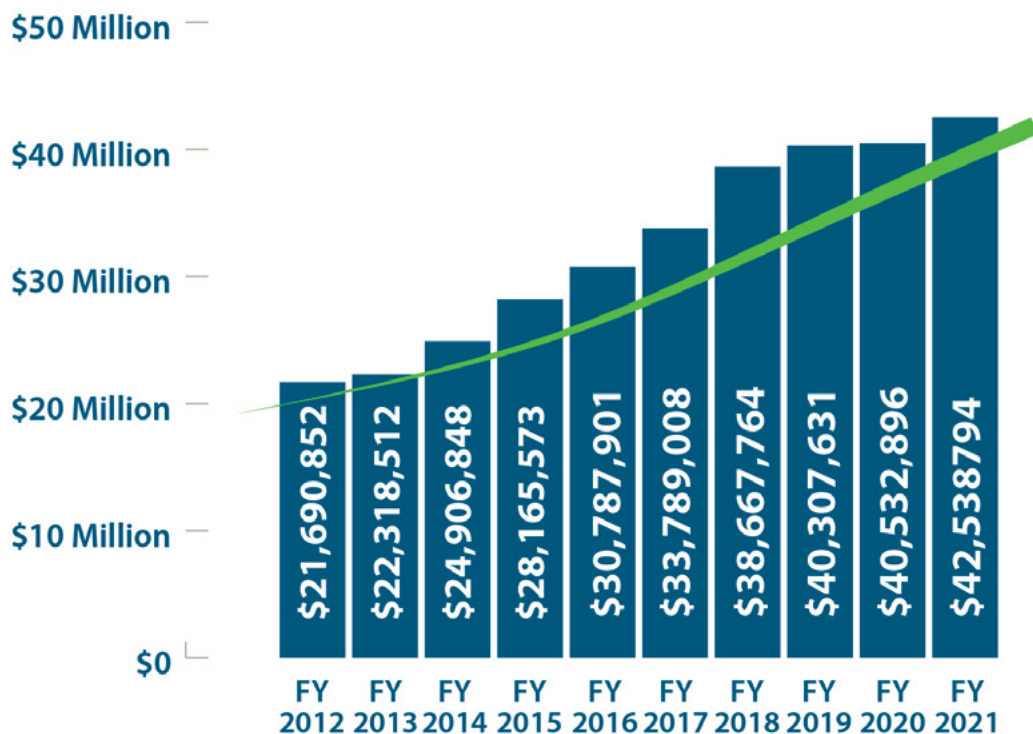
Lehi continues to be on a path of rapid growth and development. This growth is reflected in both tax revenues and development revenues. Tax revenues have grown at an average of 7.18% over the past five years and total general fund revenues have grown by an average of 8.81% over the same period. In a concerted effort to grow conservatively, general fund expenditures have grown at an average of 4.70% over that time.

At the time this budget is presented, the City, State, and Country are at a time of unprecedented uncertainty. The potential human toll of the COVID-19 virus can be felt everywhere. Year to date, sales tax revenues are ahead of budget. A period of recession is certainly anticipated, but the duration is anyone's guess. This budget is intended to maintain a high level of service, take care of the City's employees, while remaining able to respond to economic realities. Care taken in previous years to build up healthy reserves could be called upon depending on the length and severity of difficult economic times.

Some highlights of the budget are as follows:

## CONSERVATIVE REVENUE ESTIMATES

We estimate a 5% increase in General Fund revenues for FY 2021 from FY 2020. This increase is primarily due to a county recreation grant, increased property, sales, and franchise tax revenues, and an increase in court fines and forfeitures. Though most of our revenue streams appear to be trending upward, we err on the side of caution in our forecasts, thus protecting the City should there be any changes in the economic climate. See the graph below for revenue trends.



## PARK DEVELOPMENT

While parks development continues to be a priority for the City, the Parks Impact Fee Fund must be replenished before we are able to take on new major projects. Park impact fees are collected on new development to account for the demand on services from that particular development. We forecast approximately \$2 million a year in park impact fees. During FY 2021 we are funding one new park at \$1.1 million, which is called Monument Park and will be located at 100 W 1500 S. The City is also now leasing Willow Park from Utah County and includes \$100 thousand in funding for the initial improvements to the park. Family Park and Mellor Rhodes Park properties are continuing in the planning phase as funding options are considered.

With the exception of some trail development and improvements funded partially by grants, any additional projects will be on hold until impact fee funds are available. Included in the trail development are mountain bike trails. An ongoing project is upgrading the irrigation controls to make them more efficient. As the Parks, Trails and Open Space Master Plan was unable to be completed last year, the money was moved to this fiscal year. This will help keep the plan updated and accurate for the residents in the future. Updating this plan will help us better plan for the needs of residents in the future.



## CAPITAL PROJECTS

This year's budget includes several infrastructure projects which will improve the quality of life for Lehi residents. Construction continues on Dry Creek Reservoir. This facility will add storage capacity for the City's pressurized irrigation system as well as increased distribution capacity will improve delivery in much of the city. Additionally, several other water storage and distribution projects are continuing. These projects were funded through bonds issued in 2019.

Aside from Dry Creek, the City-wide pressurized irrigation system, and additional water projects, several other capital projects are included in this budget. This includes a new self-check kiosks at the library. The self-check units provide a quick, easy, and private method of checking out library items. The units will handle over 75% of the items checked out at the library each week. This will allow our staff to help patrons that need more assistance. An extension of a project from FY 2020 will continue to remove nuisance trees, eliminate trip hazards, and become more ADA compliant at the cost of \$250,000. We are also renovating the irrigation system at our most-utilized park, Wines Park, which is currently hydraulically inadequate.

The completion of Dry Creek will bring specialized water rescue concerns, which will require specific equipment. An inflatable rescue boat, motorized inflatable rescue boat, and other required equipment total \$55,000. The motorized boat will help decrease rescue times and perform safe operations on the 22 acre body of water. The non-motorized inflatable rescue boat will be especially useful in ice rescues.



## EVENTS

Lehi City is known for being a family-friendly community. Our annual events include an Easter Egg Hunt, Beautify Lehi, Summer Splash Party, Teenage Pool Party, Family Week, and Santa Parade. Our best-known event is Round-Up Week, which is the last full week of June. Families come to Round-Up to participate in many activities including live concerts, chuck wagon breakfast, basketball tournament, comedy show, pageant, golf tournament, western bbq, Lehi Idol, three parades, PRCA rodeo, market, family fun day, and even more. Some events may look different this year considering COVID-19 restrictions, however we look forward to still offering events in some format for residents.



## STAFFING LEVELS

In consistency with a growing city, this budget increases the city staff by 10 full-time positions. Two gardener position to maintain parks and one custodian to care for the City's increasing facilities were added. Additionally, the budget proposes three new police officer positions. Our current part-time emergency manager is budgeted to move to full-time status. To increase productivity of our current streets and engineering departments, we have added a traffic engineer position. One additional position in water is proposed and finally, an administrative position was added to assist in functions of purchasing, human resources, and communication.

## TAX AND RATE INCREASES

No increase to taxes is proposed in this budget. The City is forward thinking in operating and planning city utilities. Keeping these funds financially sound by investing in infrastructure and maintaining high bond ratings is a high priority. In order to focus on long-term needs, the city has recently evaluated rates for culinary water, pressurized irrigation and storm drain. In accordance with these studies and as previously adopted, the culinary and pressurized irrigation fees will each increase three percent over the previous year and the storm drain fee will increase from \$4.50 to \$4.75 per household. All other utility fees will be held constant.

## CONCLUSION

I believe this budget, as proposed, addresses the needs which will be of greatest benefit to city residents and city employees. As we work closely with the development community, the City's rapid growth can continue in a responsible way. Lehi continues to be on solid financial footing with the aim to secure a high quality of life for current and future Lehi residents.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mark Johnson'.

Mayor Mark Johnson

## COMBINED FUND REVENUES

FUND	ACTUAL FY 2018	ACTUAL FY2019	ESTIMATED FY2020	APPROVED FY2021	PERCENT CHANGE
General	\$ 33,296,784	\$ 40,307,631	\$ 40,532,896	\$ 42,538,794	5%
General Fund Transfers Out	(4,694,690)	(9,067,296)	(2,909,277)	(2,170,842)	-25%
Capital Projects	1,555,934	26,662,532	23,762,640	1,816,562	-92%
Class C Roads	2,229,761	2,519,787	2,200,000	4,590,000	109%
Liquor	60,628	58,807	60,000	60,000	0%
CDBG	-	369,283	160,000	492,000	208%
Payment In-Lieu	118,995	82,397	450,000	420,000	-7%
Buildings & Grounds	5,107	1,555,643	1,754,469	1,769,993	1%
IT	31,759	853,210	1,128,055	1,096,142	-3%
Fleet	16,781	1,689,265	5,939,645	3,961,235	-33%
Risk Management	37,726	691,800	1,065,981	1,117,013	5%
Legacy Center	3,431,841	5,555,047	5,155,137	5,268,642	2%
Outdoor Pool	266,320	383,471	352,693	355,326	1%
Culinary Water	15,678,918	15,800,921	12,022,300	11,653,754	-3%
Sewer	13,213,136	14,157,835	9,518,328	10,736,840	13%
Electric	40,802,830	41,275,446	37,912,837	40,556,867	7%
Garbage	2,431,984	2,654,928	3,215,000	3,730,000	16%
Pressurized Irrigation	9,684,592	18,639,160	21,136,641	14,434,312	-32%
Drainage	5,915,754	6,684,838	2,872,940	2,254,049	-22%
Fire Impact Fees	5,459,126	379,175	401,000	401,000	0%
Parks Impact Fees	2,752,047	3,527,508	2,695,000	2,679,180	-1%
Police Impact Fees	325,860	1,398,644	250,500	250,500	0%
Road Impact Fees	4,430,751	7,340,421	18,615,000	19,065,000	2%
Culinary Water Impact Fees	2,643,651	1,418,167	5,228,118	2,982,000	-43%
Sewer Impact Fees	729,150	1,209,558	1,205,000	1,755,000	46%
Electric Impact Fees	4,744,123	4,341,621	7,023,586	3,035,000	-57%
Pressurized Irrigation Impact Fees	1,403,509	1,262,411	5,025,000	6,060,000	21%
Drainage Impact Fees	583,353	388,800	1,055,000	955,000	-9%
Millpond RDA	485,028	405,836	342,500	1,500,000	338%
IM Flash RDA	10,246,739	8,961,922	13,590,000	13,000,000	-4%
Thanksgiving Park EDA	254,858	256,343	300,000	300,000	0%
Adobe EDA	500,918	482,669	920,000	675,000	-27%
Outlets at Traverse CDA	512,728	587,851	1,237,500	1,195,000	-3%
Xactware	329,430	297,745	332,500	325,000	-2%
<b>TOTAL REVENUES</b>	<b>\$ 164,180,121</b>	<b>\$ 203,133,376</b>	<b>\$ 224,550,989</b>	<b>\$ 198,858,367</b>	<b>-11%</b>

## Description of Major Changes:

- **Class C Roads:** The increase in this fund resulted from a new road tax that went into effect 7/1/2019. It is a 0.25% sales tax, a portion of which goes to cities. We anticipate receiving approximately \$1.2M annually from the new tax.
- **CDBG:** The increase in this fund represents a large road maintenance project on 300 W.
- **Millpond RDA:** The increase in this fund represents a large project, a pedestrian bridge, that has been saved up for over the past few years.

## COMBINED FUND EXPENDITURES

FUND	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021	PERCENT CHANGE
General	\$ 26,088,408	\$ 40,896,082	\$ 40,532,896	\$ 42,538,794	5%
Capital Projects	3,404,786	2,539,156	23,802,640	1,816,562	-92%
Class C Roads	1,904,556	1,887,673	2,200,000	4,590,000	109%
Liquor	60,628	58,807	60,000	60,000	0%
CDBG		385,695	160,000	492,000	208%
Payment In-Lieu	-	-	450,000	420,000	-7%
Buildings & Grounds		1,559,398	1,754,469	1,769,993	1%
IT	649,229	829,791	1,128,055	1,096,142	-3%
Fleet	2,027,604	2,155,837	5,939,645	3,961,235	-33%
Risk Management	923,512	916,772	1,065,981	1,117,013	5%
Legacy Center	5,066,692	5,329,070	5,155,137	5,268,642	2%
Outdoor Pool	353,000	305,891	352,693	355,326	1%
Culinary Water	11,723,111	10,334,746	12,022,300	11,653,754	-3%
Sewer	9,440,537	11,111,407	9,515,328	10,736,840	13%
Electric	29,244,104	32,765,649	37,912,837	40,556,867	7%
Garbage	2,438,939	2,649,266	3,215,000	3,730,000	16%
Pressurized Irrigation	3,450,356	5,424,947	21,136,641	14,434,312	-32%
Drainage	2,097,709	2,544,993	2,872,940	2,254,049	-22%
Fire Impact Fees	1,490,156	-	401,000	401,000	0%
Parks Impact Fees	3,775,483	712,985	2,695,000	2,679,180	-1%
Police Impact Fees	679,489	1,679,950	250,500	250,500	0%
Road Impact Fees	4,152,992	8,333,988	18,615,000	19,065,000	2%
Culinary Water Impact Fees	48,703	29,433	5,228,118	2,982,000	-43%
Sewer Impact Fees	26,476	-	1,205,000	1,755,000	46%
Electric Impact Fees	156,717	10,403	7,023,586	3,035,000	-57%
Pressurized Irrigation Impact Fees	26,429	1,477	5,025,000	6,060,000	21%
Drainage Impact Fees	7,550	6,420	1,055,000	955,000	-9%
Millpond RDA	488,862	13,500	342,500	1,500,000	338%
IM Flash RDA	10,246,739	8,961,922	13,590,000	13,000,000	-4%
Thanksgiving Park EDA	254,858	256,343	300,000	300,000	0%
Adobe EDA	500,918	482,669	920,000	675,000	-27%
Outlets at Traverse CDA	182,321	145,246	1,237,500	1,195,000	-3%
Xactware	329,430	297,745	332,500	325,000	-2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 121,240,294</b>	<b>180,339,708</b>	<b>227,497,266</b>	<b>201,029,209</b>	<b>-12%</b>
<b>TOTAL CONTRIBUTION TO OR (USE OF) RESERVES</b>	<b>\$ 38,245,137</b>	<b>\$ 22,793,668</b>	<b>\$ (2,946,277)</b>	<b>\$ 2,170,842</b>	<b>-</b>





## COMBINED FUND SUMMARY

- General Fund - 21.2%
- Electric - 20.2%
- Water Services - 19.4%
- Impact Fees - 18.5%
- Redevelopment Agency - 8.5%
- Internal Services - 4.0%
- Grants and Other Funds - 2.8%
- Legacy Center/Outdoor Pool - 2.8%
- Garbage - 1.9%
- Capital Projects - 0.9%



Photo Credit: Robb Perry



## GENERAL FUND SUMMARY

FUND	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021	PERCENT CHANGE
<b>Revenues:</b>					
Taxes	\$ 25,958,233	\$ 27,338,400	\$ 27,826,812	\$ 29,876,812	7%
License & Permits	6,753,794	6,115,691	5,440,000	5,440,000	0%
Intergovernmental	480,548	241,788	614,568	618,568	1%
Charges for Service	1,825,310	2,325,182	1,761,100	1,851,100	5%
Fines & Forfeitures	799,079	844,289	655,000	737,500	13%
Miscellaneous	705,126	1,469,066	493,000	533,000	8%
Contributions & Transfers	2,145,674	1,973,214	3,742,416	3,481,814	-7%
<b>TOTAL REVENUES</b>	<b>\$ 38,667,764</b>	<b>\$ 40,307,631</b>	<b>\$ 40,532,896</b>	<b>\$ 42,538,794</b>	<b>5%</b>
<b>Expenditures:</b>					
Justice Court	\$ 534,976	\$ 546,424	\$ 574,859	\$ 590,830	3%
City Recorder	210,783	150,828	283,871	188,562	-34%
Administration	961,827	1,111,406	1,225,433	1,224,921	0%
Human Resources	217,597	252,716	275,781	304,157	10%
Treasury	412,068	462,011	469,532	504,216	7%
Finance	657,811	616,834	580,061	602,857	4%
Mayor & City Council	360,564	298,802	357,949	372,522	4%
Legal Services	521,038	550,681	647,051	673,556	4%
Emergency Management	27,887	62,294	86,700	153,479	77%
Information Center	-	53,829	467,706	527,207	13%
Code Enforcement	123,226	140,952	280,186	304,745	9%
Police	6,944,231	7,412,956	8,284,656	8,827,711	7%
Fire	5,328,652	6,016,868	7,581,943	7,782,253	3%
Planning & Zoning	713,011	736,683	911,362	957,016	5%
Animal Control	165,358	192,196	209,722	219,926	5%
Development Services	928,633	1,098,166	1,366,221	1,375,859	1%
Economic Development	179,955	172,830	206,823	222,952	8%
Streets & Public Improvements	1,467,496	1,567,673	1,943,556	1,939,012	-0.2%
Public Works Administration	245,559	155,923	95,547	99,078	4%
Engineering	712,903	733,461	769,055	788,198	2%
Parks	2,280,619	2,383,259	2,682,353	3,119,525	16%
Community Events	339,069	385,013	491,700	490,700	-0.2%
Senior Services	223,698	241,389	333,653	374,858	12%
Library	1,271,262	1,325,685	1,367,876	1,420,419	4%
Literacy Center	289,341	335,108	360,686	387,149	7%
Cemetery	390,146	403,065	510,387	536,472	5%
Museum	446,850	285,231	299,750	299,750	0%
Non-Departmental	6,969,892	13,203,800	7,868,477	8,250,865	5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 32,924,452</b>	<b>\$ 40,896,082</b>	<b>\$ 40,532,896</b>	<b>\$ 42,538,794</b>	<b>5%</b>
<b>TOTAL SURPLUS (DEFICIT)</b>	<b>\$ 5,743,312</b>	<b>\$ (588,451)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

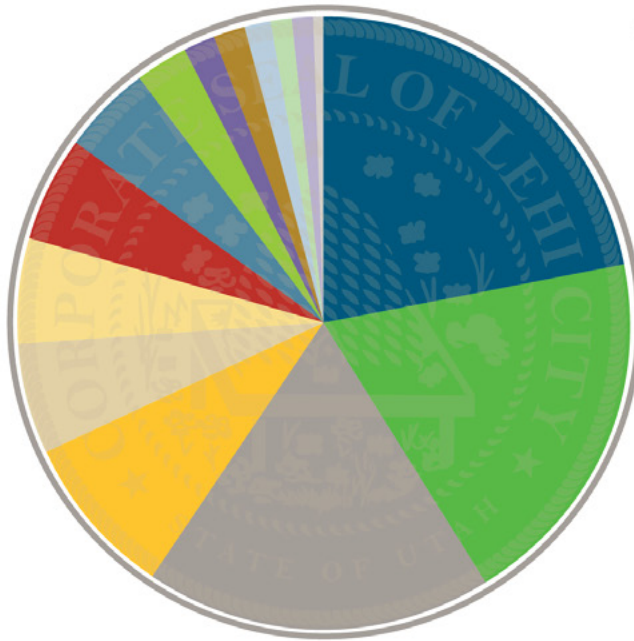
## GENERAL FUND REVENUE DETAIL

GENERAL FUND REVENUE DETAIL	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021
<b>Taxes:</b>				
Current Property Taxes	\$ 9,293,263	\$ 9,967,314	\$ 9,850,000	\$ 10,800,000
911 Tax (pass through)	-	-	325,000	325,000
General Sales Tax	11,376,982	11,860,272	12,371,812	13,121,812
Franchise Taxes	4,506,941	4,702,259	4,550,000	4,900,000
Cell Phone Taxes	566,139	583,383	550,000	550,000
Innkeeper Taxes	214,907	225,171	180,000	180,000
<b>TOTAL TAXES</b>	<b>\$ 25,958,233</b>	<b>\$ 27,338,400</b>	<b>\$ 27,826,812</b>	<b>\$ 29,876,812</b>
<b>License &amp; Permits:</b>				
Business Licenses	\$ 101,030	\$ 95,509	\$ 115,000	\$ 115,000
Building Permits	3,474,337	3,404,832	2,905,000	2,905,000
Accessory Dwelling Unit	-	45,200	-	-
Plan Review	2,028,181	1,823,516	1,625,000	1,625,000
Micron Plan Review & Inspection	-	75,000	75,000	75,000
Inspection Fees	1,115,741	637,503	700,000	700,000
State 1% Building Permit Fees	34,504	34,131	20,000	20,000
<b>TOTAL LICENSE &amp; PERMITS</b>	<b>\$ 6,753,794</b>	<b>\$ 6,115,691</b>	<b>\$ 5,440,000</b>	<b>\$ 5,440,000</b>
<b>Intergovernmental Revenues:</b>				
Library Grant	\$ -	\$ 13,800	\$ -	\$ -
Fire Department Grant	261,451	43,541	268,568	268,568
County Recreation Grant	30,879	18,436	30,000	32,000
State Grant	27,863	24,377	75,000	75,000
Grants	27,583	6,500	71,000	70,000
Senior Citizen Building Rental Income	4,405	2,785	5,000	5,000
Senior Citizen Income	48,615	56,347	50,000	50,000
Alpine District/Police Reimbursement	68,000	68,000	100,000	103,000
County Fire Allocation	11,753	8,002	15,000	15,000
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>\$ 480,548</b>	<b>\$ 241,788</b>	<b>\$ 614,568</b>	<b>\$ 618,568</b>
<b>Charges For Services:</b>				
Library Receipts	\$ 57,720	\$ 52,636	\$ 70,000	\$ 70,000
Library Video Rental Fees	23,783	22,054	25,000	25,000
Special Police Revenue	103,668	110,085	50,000	50,000
Sale of Cemetery Lots	174,050	191,050	130,000	130,000
Headstone Setting Fee	5,285	4,550	4,500	4,500
Cemetery Burial Fees	53,185	61,350	52,000	52,000
Fire Fees	63,991	367,189	195,600	195,600
Passport	865	1,419,829	10,000	1,224,000
Ambulance Fees	1,342,763	96,440	1,224,000	100,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 1,825,310</b>	<b>2,325,182</b>	<b>\$ 1,761,100</b>	<b>1,851,100</b>

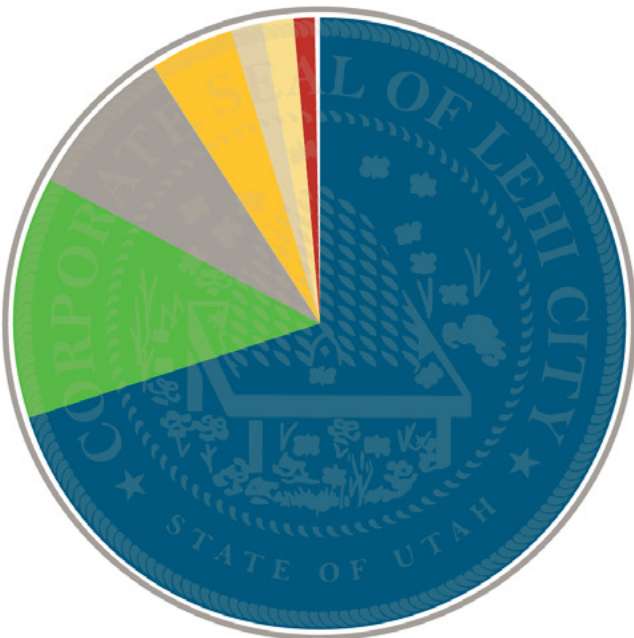
## GENERAL FUND REVENUE DETAIL CONT.

GENERAL FUND REVENUE DETAIL	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021
<b>Fines &amp; Forfeitures:</b>				
Court Fines & Forfeitures	\$ 797,569	\$ 841,894	\$ 650,000	\$ 732,500
Enforcement Fees	1,510	2,395	5,000	5,000
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>\$ 799,079</b>	<b>\$ 844,289</b>	<b>\$ 655,000</b>	<b>\$ 737,500</b>
<b>Miscellaneous Revenues:</b>				
Interest Earnings	\$ 148,038	\$ 476,609	\$ 60,000	\$ 100,000
Traffic School	35,879	47,775	33,000	33,000
Park Rental	29,480	32,657	42,000	42,000
Portable Stage Rental	-	-	5,500	5,500
Cellular One Tower/Park Fee	38,392	46,406	65,000	65,000
Sale of Fixed Assets	51,933	239,306	10,000	10,000
Sale of City Property	-	148,756	-	-
Sale of Materials	223	57	500	500
Sale of History Books	210	28	500	500
Frances Comer Trust Donations	-	-	2,750	2,750
Literacy Center Revenue	450	100	3,250	3,250
Miss Lehi Revenue	10,542	12,793	21,000	21,000
Lehi Roundup Revenue	24,492	32,291	64,500	64,500
Miscellaneous Revenue Contractors	81,362	60,666	50,000	50,000
Museum Receipts	1,884	-	-	-
Alpine School District Rec Fee	31,677	16,924	15,000	15,000
Office Building Rental Fee	49,557	63,309	40,000	40,000
Miscellaneous Revenue	201,009	291,390	80,000	80,000
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>\$ 705,126</b>	<b>\$ 1,469,066</b>	<b>\$ 493,000</b>	<b>\$ 533,000</b>
<b>Contributions &amp; Transfers:</b>				
Allocation from Water & Sewer	\$ 465,000	\$ 465,000	\$ 540,500	\$ 590,500
Allocation from Electric	265,920	265,920	441,000	541,000
Transfer from RDAs	1,414,754	1,242,294	1,500,000	1,600,000
Fund Balance Re-appropriation	-	-	1,260,916	750,314
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>\$ 2,145,674</b>	<b>\$ 1,973,214</b>	<b>\$ 3,742,416</b>	<b>\$ 3,481,814</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 38,667,764</b>	<b>\$ 40,307,631</b>	<b>\$ 40,532,896</b>	<b>\$ 42,538,794</b>

## GENERAL FUND EXPENDITURES



## GENERAL FUND REVENUE





The background of the slide features a repeating pattern of stylized, white line-art icons on a solid blue background. The icons represent industrial structures, specifically oil rigs or offshore platforms, which are depicted with multiple levels and a central tower. These are interspersed with simpler building-like shapes, creating a textured, thematic backdrop for the text.

# BUDGET OVERVIEW



## AS UTAH'S SIXTH OLDEST CITY, LEHI IS RICH IN PIONEER AND OLD WEST HISTORY.

Originally settled by Mormon pioneers, Lehi has been known as Sulphur Springs, Snow's Springs, Dry Creek, and Evansville. It was incorporated as Lehi City in 1852. The Overland Stagecoach Route, the Pony Express Trail, and the Transcontinental Telegraph all passed through or near Lehi during the peak of their use.

According to the U.S. Census Bureau, Lehi is the 5<sup>th</sup> fastest growing city in Utah County since the 2010 census. Lehi has more than doubled in size since 2000, with population estimates over 69,000 residents. Lehi is quickly becoming a premier technology and commercial center along the Wasatch Front. Several landmark companies call Lehi home, including Adobe, I.M. Flash, Xactware, Microsoft, Vivint, and Xango. Lehi is also home to a wide variety of retail stores and restaurants. Thanksgiving Point, a unique destination offering museums, botanical gardens, shopping, restaurants, and other entertainment options highlights all that Lehi has to offer.

Lehi is a beautiful place to live and work. Utah Lake is located just to the south, with the picturesque Jordan River running through the City. Lehi is surrounded by the Wasatch Mountains on the East and the White Mountains and Oquirrh Mountains on the West. Lehi's beautiful natural surroundings provide easy access to hiking, mountain biking, fishing, camping, skiing, hunting, and many other outdoor activities.

Lehi operates under a six-member council form of government. Policy making and legislative authority are vested in a governing council consisting of the mayor and five city council members, each elected at large to serve four-year, staggered terms. The governing council is responsible, among other things, for passing ordinances and resolutions, adopting the budget, appointing committees, and hiring the City's administrator, recorder, and treasurer. The City's administrator is responsible for working with the mayor to carry out the policies and ordinances of the governing council, overseeing the day-to-day operations of the government, and appointing heads of the City's operational departments.

The City provides a full range of services, including police and fire protection, construction and maintenance of roads, parks, commercial and residential building inspection, recreational opportunities (including a recreation center, indoor pool, and outdoor pool), and many cultural events. The City also owns and operates a culinary water system, a secondary water system, a wastewater system, a storm water system, an electrical distribution system, solid waste collection, and an emergency medical service.

Indeed, Lehi City is pioneering Utah's future!

# DEMOGRAPHIC SNAPSHOT

**69,724**

LEHI CITY POPULATION

**25**

MEDIAN AGE

**\$89,428**

MEDIAN HOUSEHOLD  
INCOME

**3.86**

AVERAGE HOUSEHOLD  
SIZE

**15,922**

TOTAL HOUSING UNITS

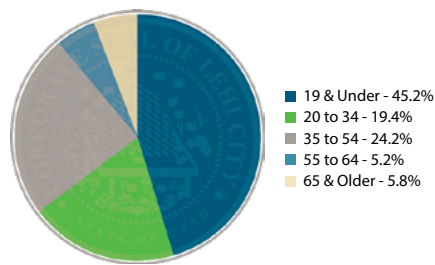
**81%**

HOMEOWNERSHIP RATE

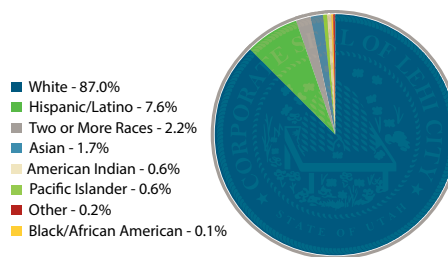
**4.3%**

COUNTY  
UNEMPLOYMENT RATE

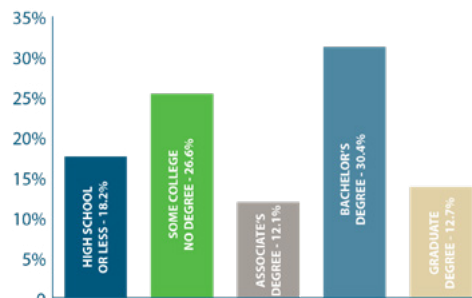
Sources: Census Bureau;  
Bureau of Labor Statistics



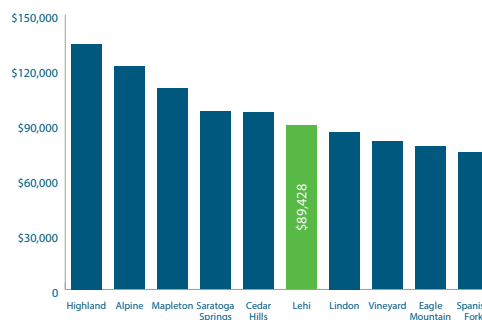
POPULATION BY AGE



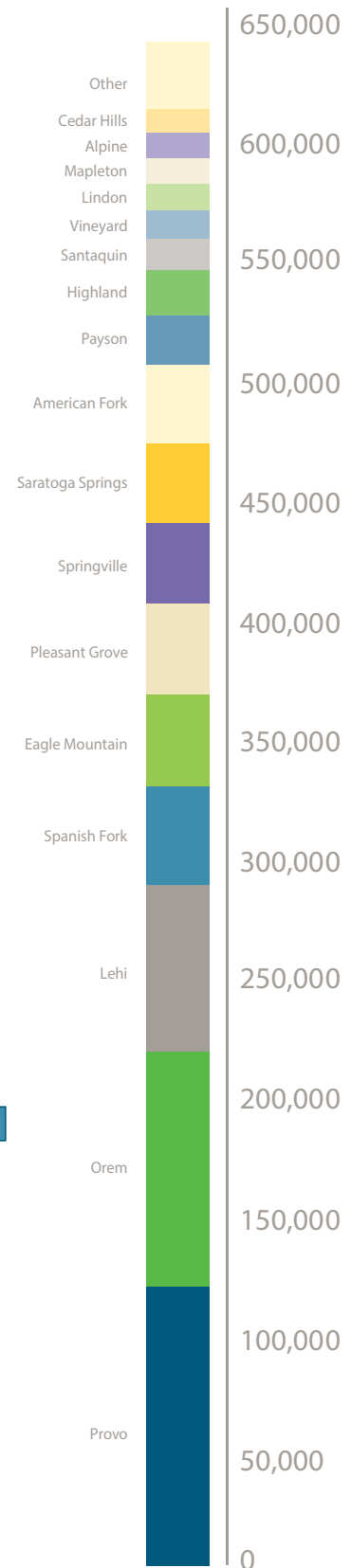
POPULATION BY RACE



POPULATION EDUCATIONAL ATTAINMENT

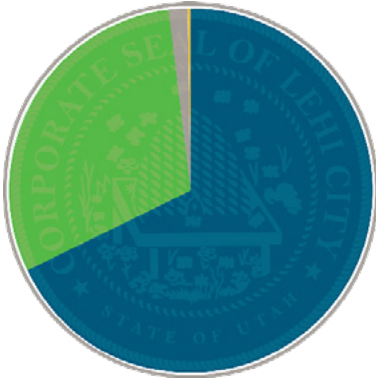


TOP 10 UTAH COUNTY CITIES BY MEDIAN  
HOUSEHOLD INCOME



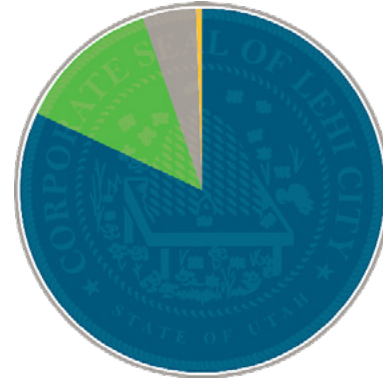
UTAH COUNTY  
POPULATION BY CITY

# ECONOMIC PROFILE



- Employed (Civilian) - 68.1%
- Not in Labor Force - 30.3%
- Unemployed (Civilian) - 1.5%
- Armed Forces - 0.2%

## EMPLOYMENT STATUS



- Private Wage - 82.1%
- Government - 12.8%
- Self-Employed - 4.7%
- Unpaid Family Worker - 0.3%

## CLASS OF WORKER

### TAXPAYER

Amazon  
Audi Lehi  
Cabela's  
Costco  
Ferguson Enterprises  
Harmons  
Jack B Parson Co  
Lehi Power  
Lowe's  
Smith's Marketplace

COMBINED % OF TOTAL LEHI SALES TAX  
**18.0%**

## PRINCIPAL SALES TAX PAYERS



### EMPLOYER

### RANGE OF EMPLOYEES

Micron (formerly IM Flash)	1,000-1,999
Adobe	1,000-1,999
Young Living	1,000-1,999
Vivint Solar	1,000-1,999
Alpine School District	1,000-1,999
Ancestry	500-999
Entrata	500-999
Hadco	500-999
Xactware	500-999
Younique	500-999
Workfront	500-999
Solutionreach	500-999

## PRINCIPAL EMPLOYERS



# CITYWIDE GOALS & OBJECTIVES

In February 2020 the City Council and administration reviewed their long-term goals and objectives for Lehi City based on the book "The One Thing," by Gary W. Keller and Jay Papasan. The purpose of the program is for the City Council to identify the one goal they would like to achieve in the future. In turn, leaders at each level of the city's administrative departments will implement short-term goals that assist in achieving that long-term goal.

<b>Five Year Goal</b>	<b>Mayor and City Council</b>
<b>One Year Goal</b>	<b>City Administrator and Department Directors</b>
<b>Monthly Goals</b>	<b>Mid-Level Managers</b>
<b>Daily &amp; Weekly Goals</b>	<b>Individual Employees</b>

As part of the FY 2021 City Council Budget Retreat, the Mayor and City Council described their hopes for the future of Lehi. They illustrated a city that focuses on open space for families to enjoy, a place to live and work, planning for future growth, building trust with residents, and being a sustainable city. Several goals were established including preparing for regional parks, conducting a fiber feasibility study, and updating the Parks, Trails, and Open Space Master Plan; and Transportation Master Plan.

When creating the City's long-term goal, the City Council and administration considered the results of the 2020 Resident Satisfaction Survey. The results of the survey are summarized on pages 27-28.



## Develop a Cutting Edge, Family-Centric Community

This budget document is designed to illustrate departmental goals in relation to the City Council's long-term goal and identify strategies and performance measures that correspond with that goal. Department goals, strategies, and performance measures can be found in the sections for each respective department throughout this document. The department goal will be illustrated under the "One" icon shown above. Also, all department goals are located on the following page.



## Develop a Cutting Edge, Family-Centric Community

### OFFICE OF THE CITY ADMINISTRATOR

Provide additional training opportunities for employees and leverage technology to provide better quality of life for residents.

### COMMUNITY DEVELOPMENT

Implement smart growth principles for available land left in Lehi.

### ECONOMIC DEVELOPMENT

Create a Downtown Lehi Main Street Revitalization Program.

### ENGINEERING

Construct the Dry Creek PI Lake with amenities for water and recreation resources.

### FINANCE

Improve the City's long-term financial security through stronger financial policies and communication.

### FIRE

Deliver a high level of professional service to the community while enhancing public education and community relations.

### INFORMATION CENTER

Offer a one-stop service for the community that is professional, polite, and progressive.

### JUSTICE COURT

The Court will work with other stakeholders to improve safety in the City.

### LEGAL SERVICES

Safeguard the rights and interests of Lehi families by (1) vigorously prosecuting crime, (2) managing claims and litigation to protect tax dollars, and (3) defending public policies advanced by Lehi's elected representatives.

### LEISURE SERVICES

Implement cutting-edge, family-centric recreation opportunities for residents.

### PARKS & FACILITIES

Maintain high standards at City parks, cemetery, and facilities by utilizing natural resources and volunteerism.

### POLICE

Enhance the Police Department's community involvement.

### POWER

Improve the existing programs and implement new cutting-edge technologies for the customer and community.

### PUBLIC WORKS

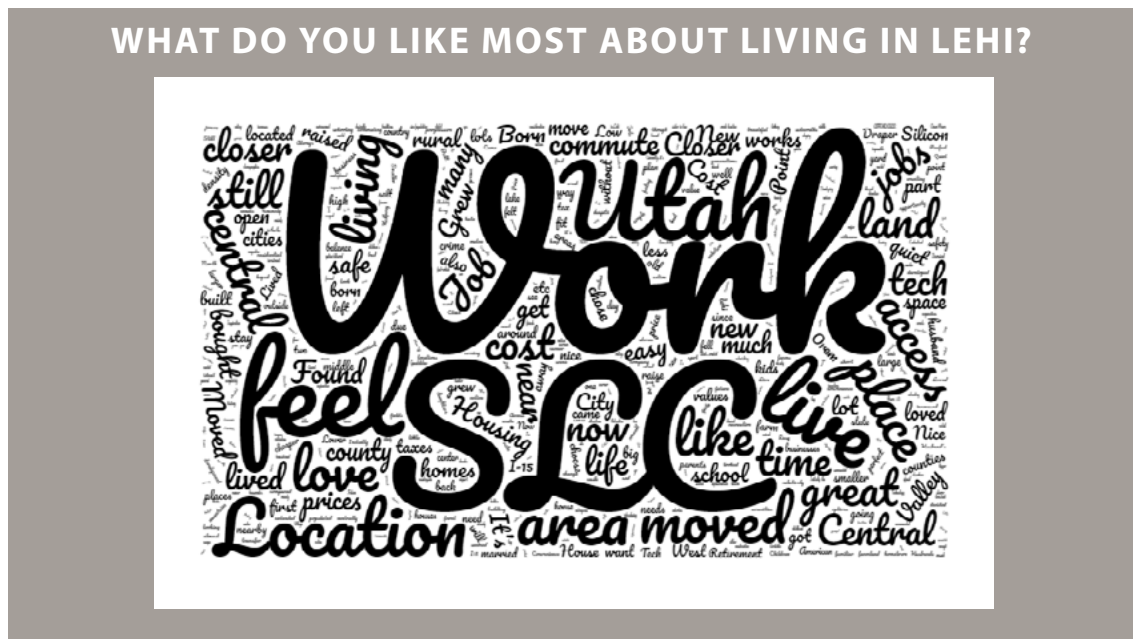
Utilize technology based Asset Management tools to collaborate amongst the Public Works Divisions to be proactive in managing City infrastructure.

Lehi City conducts an official resident survey annually to collect valuable feedback on City operations and input on the policy direction of the City. The City conducted its most recent resident survey in January 2020. The results of this survey were an integral part of the strategic planning retreat held at the beginning of the budget process in February 2020.

The FY 2021 survey was completed by Y2 Analytics. The survey was conducted via email and gathered information regarding resident satisfaction and perceptions of the management and maintenance of the City. A sample of the survey results are included below.

## WHY LEHI?

Residents were asked questions about why they choose to live in Lehi. The majority of those surveyed enjoy most the location of Lehi and it's proximity to other areas of the Wasatch Front. Residents believe Lehi offers work opportunities, and feel Lehi is a great place to raise a family.



Lehi residents on average rated quality of life in Lehi City 77 (on a scale of 0-100).



The percent of Lehi residents  
who feel safe living in Lehi.



The percent of Lehi residents  
who feel Lehi is a great place to  
raise a family.

## CITY SERVICES

Residents rated the services they receive in our community based on the value received for their tax dollars, the quality of services provided, satisfaction with specific programs, and overall management. The highest rated service provided is Fire and Emergency Medical Services and the lowest rated service is Development Permitting. Overall, 67 percent of residents feel they receive a good value for their tax dollars and the City does a good job managing those services.

# 67%

The percent of Lehi residents who rate the service received for their tax dollar as good or excellent.

# 63%

The percent of Lehi residents that believe Lehi provides the right city services.

# 69%

The percent of Lehi residents who think Lehi does a good job managing city services.

Lehi residents rated city services on a scale of 0 to 100, with 0 meaning they are completely dissatisfied, and 100 meaning completely satisfied. The average rating is listed below.

Police Services .....	82	Parks and Open Spaces .....	66
Fire and Emergency Medical Services .....	86	Community Events .....	73
Animal Control Services.....	70	Aquatic and Fitness Center.....	70
Garbage Collection.....	84	Water Conservation Efforts.....	64
Recycling Program.....	71	Culinary (drinking) Water .....	78
Snow Removal Services .....	72	Adult Recreation Programs.....	63
Surface Maintenance on City Streets.....	60	Youth Recreation Programs .....	73
Utility Billing.....	81	Senior Citizen Programs.....	70
Sidewalk Maintenance .....	63	Development and Permitting.....	47
Street Lighting.....	62	Emergency Preparedness.....	67
City Code Enforcement .....	60	Passport Services.....	70

## ISSUES FACING LEHI CITY

Residents were asked about the major issues facing Lehi City, both today and in the future. The majority of residents feel growth and traffic are the most important issues for the City to address.

### WHAT IS THE MOST IMPORTANT ISSUE FACING LEHI TODAY?



### WHAT IS THE MOST IMPORTANT ISSUE FACING LEHI IN THE FUTURE?



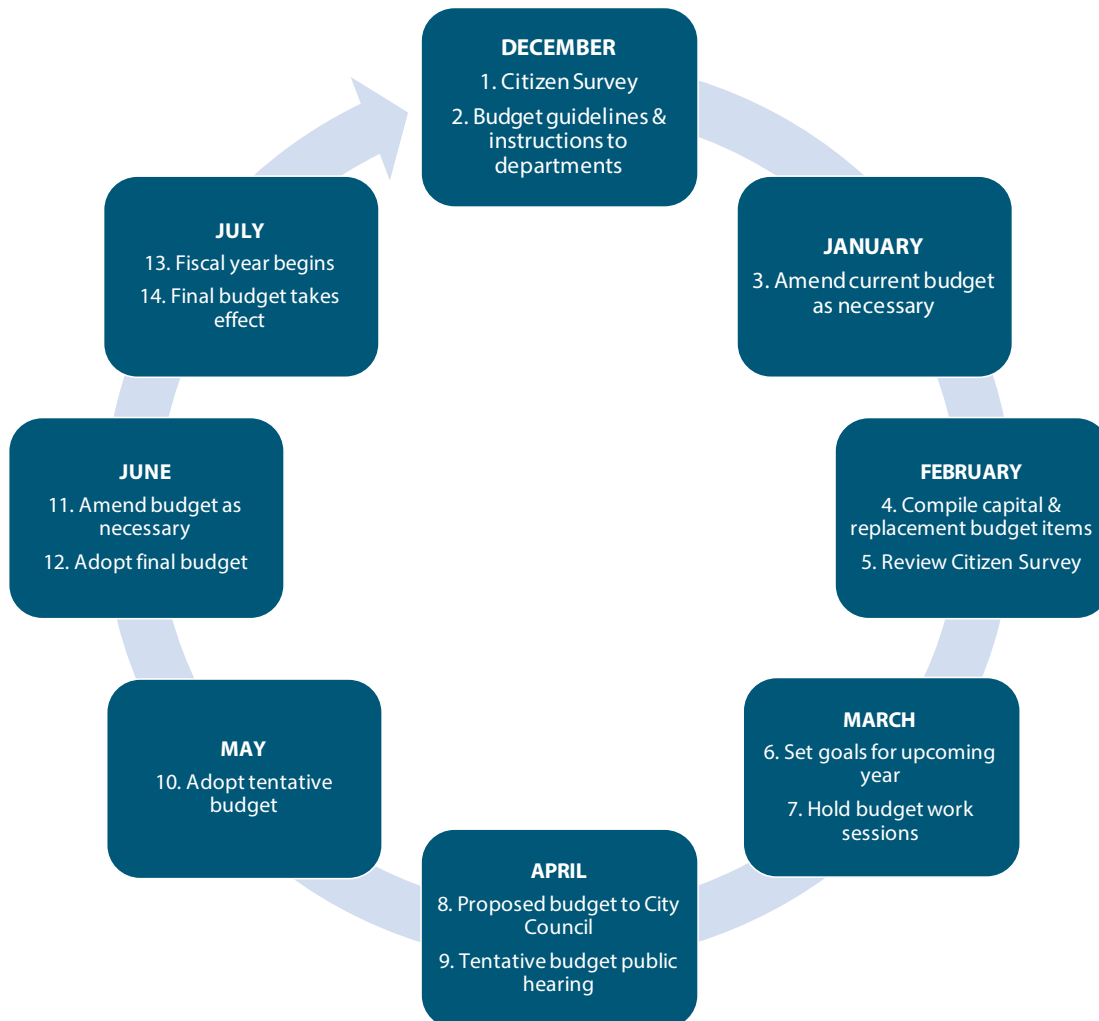
The complete FY 2020 Resident Survey can be found on Lehi City's website at [www.lehi-ut.gov/government/administration/pr/](http://www.lehi-ut.gov/government/administration/pr/).

# BUDGET PROCESS

Lehi City's budget operates on a fiscal year, from July 1 to June 30 of each year. The City Council approves the final budget in June and it takes effect on July 1. The process begins in December when the Finance Department issues budget guidelines and instructions to each department, including overall goals, priorities, and budget limits. The Citizen Survey process also begins annually in December to determine service satisfaction levels and what residents are willing to pay for regarding specific services (price of government). This allows residents to have a voice in creating spending priorities for the City.

In January, the City Council amends the budget to readjust spending priorities for any unforeseen budgetary issues. In February, each department submits personnel requests, capital improvements, and replacement budget items to the Finance Department. In March, the budget team, consisting of the Mayor, City Administrator, Assistant City Administrator, Assistant to the City Administrator, and the Finance Department, begin meeting with each department to review personnel requests, capital improvements, and replacement budget items. These budget requests are then prioritized by the budget team to determine inclusion in the tentative budget.

The Finance Department drafts a tentative budget in April. The tentative budget is presented to the City Council and citizens of Lehi during the last City Council meeting in May. The City Council then holds public work sessions with City staff to review the tentative budget and make amendments as necessary. After necessary changes have been made and the numbers are finalized, the final budget is presented to the City Council. The final budget must be adopted by the last City Council meeting in June for the following fiscal year.





## GUIDING FINANCIAL PRINCIPLES

While the City's long-term goals and objectives guide what the budget accomplishes, the accomplishment of these goals and objectives through the budget process is based on the following guiding principles:

### Budgeting

- Lehi City should finance services rendered to the general public, such as police, fire, streets, and parks, from revenues imposed on the general public, such as property and sales taxes. Special services rendered to specific groups of residents should be financed by user fees, impact fees, license and permit fees, or special assessments.
- Lehi City should balance all budgets annually, in accordance with Utah law, which states the following:
  - The total of the anticipated revenues shall equal the total of appropriated expenditures (Section 10-6-110, U.C.A.).
  - The governing body of any city may not make any appropriation in the final budget of any fund in excess of the estimated expendable revenue for the budget period of the fund (Section 10-6-117, U.C.A.).
- Revenue projections will be based on recent trends and current economic conditions. Projects will be conservative in order to reduce the chance of revenue shortfalls.
- The city will use one time or temporary funds for capital or other nonrecurring purposes. These funds will not be used to fund on-going expenditures.

### Taxation

- Lehi recognizes that Utah property tax regulation do not keep property tax revenue current with inflation. The City will lose purchasing power associated with the certified tax rate and consider adjusting property tax rates every two years. Increases in the property tax rate will primarily increased to make tax revenue consistent with inflation.

### Debt

- Lehi City should strive for inter-generational fairness. Thus, each generation of taxpayers should pay its fair share of the long-range cost of city services.
- Debt will be only issued for capital projects, not on-going operations. Payments for debt service will not extend beyond the useful life of the asset financed.
- Lehi City will adhere strictly to all bond covenants and strive to maintain the best possible credit rating.

### Reserves

- Lehi City should allow for a reasonable surplus (fund balance) to accumulate for the following purposes:
  - To provide sufficient working capital.
  - To provide a cushion to absorb emergencies such as floods, earthquakes, etc.
  - To provide for unavoidable shortfalls in revenues.
- Lehi City's targeted general fund reserve is 20% - 25% of annual general fund revenues.
- Due to the high investment in capital assets and risk exposure, all utility funds will maintain an unrestricted cash reserve of 180 days.

### Capital Expenditures

- Proprietary funds are intended to recover the full cost of services. These costs include operations, administration, and asset replacement.
- Lehi will maintain long-term capital plans accounting for the construction and replacement of city facilities and infrastructure.

### Proprietary Funds

- The city's enterprise funds will cover the full cost of the service, including a reasonable allocation of administration costs.
- Key indicators will be measured annually to monitor reserve balances, capital replacement, and debt levels.



*Photo Credit: Richard Harden*

- Internal service funds will accurately allocate costs to individual departments and funds. The city will maintain the following internal service funds :
  - Fleet
  - Information Technology
  - Risk Management
  - Facilities

### **Financial Planning**

- Lehi City exists only to serve the needs of its residents. Since these needs are continually changing, the City should consistently receive resident feedback based on both long-term and current needs.
- The City will develop multi-year planning and budgeting for personnel; capital projects; equipment and technology replacement; utility rates; and resident tax burden.

The City conducts its financial affairs with policies that are based on these guiding principles. The principles are reviewed by the budget team and City Council in making all budgetary decisions. These policies are stated in the following sections discussing the budget process, financial structure, revenue, debt, and capital projects. These guiding principles are reviewed annually to ensure relevancy and adherence to mandates.

## **BUDGET AMENDMENTS AND MANAGEMENT**

Once adopted, the budget can be amended by subsequent City Council action. The City Council can approve reductions in or reallocations of departmental appropriations upon recommendation of the City Administrator and Finance Director; however, appropriations cannot be increased in a governmental fund without a public hearing. The Finance Director can approve the transfer of unexpended appropriations from one expenditure account to another in the same department.

The Finance Department prepares and distributes a monthly budget report by the 15th day of the following month. The report mirrors the financial schedules contained in this budget book and includes current month expenditures, year-to-date expenditures, encumbrances, year-to-date budget, year-to-date variances, the annual budget, and the remaining budget.

The departmental budget within a given fund, as determined by Utah State law, is the level for which expenditures may not legally exceed appropriations. The City Council must also approve any expenditure exceeding appropriations for all capital projects. All unexpended budget appropriations lapse at the end of the budget year.



*Photo Credit: John Jay Harris*

# FINANCIAL STRUCTURE

The backbone of City operations is the various departments within the City. The departments are organized into 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 conceptually easier to understand. The majority of this document is organized by department to provide budgetary information.

The following is a brief description of the funds that make up the City's financial structure:

GOVERNMENTAL FUNDS				PROPRIETARY FUNDS		
GENERAL FUND	CAPITAL PROJECT FUND	SPECIAL REVENUE FUND	REDEV. AGENCY FUND	ENTERPRISE FUNDS		INTERNAL SERVICE FUNDS
Department Funds	Fire Impact Fee	Legacy Center	Adobe Area	Culinary Water Fund	Culinary Impact Fee	Building & Grounds
Class C Roads	Parks Impact Fee	Outdoor Pool	IM Flash Micron	Drainage Fund	Drainage Impact Fee	Fleet
Liquor Allotment	Police Impact Fee		Millpond Area	In Lieu Fee	Garbage Fund	Information Technology
CDBG Fund	Roads Impact Fee		Outlets at Traverse Area	Electric Fund	Electric Impact Fee	Risk Management
			Thanksgiving Park Area	Sewer Fund	Sewer Impact Fee	
				Pressurized Irrigation Fund	P.I. Impact Fee	

A matrix showing the relationship between the funds outlined above and the operational departments can be found on pages 34 and 35.





## GOVERNMENTAL FUNDS

**General Fund:** This fund accounts for all financial resources necessary to carry out basic governmental activities for the City that are not accounted for in another fund. The General Fund supports essential city services such as police and fire protection, street maintenance, libraries and parks and open space maintenance. General Fund revenue is collected from taxes (property, sales, and franchise), license and permits, service fees, fines, grants, and other various sources. The Class C Roads and Liquor Allotment funds account for the State's excise taxes, which are restricted for street maintenance and DUI enforcement.

**Community Development Block Grant (CDBG) Fund:** The CDBG program is a federally awarded program that provides grants for local community development activities. CDBG funds can be used for affordable housing, anti-poverty programs, and infrastructure development. The city prioritizes projects and improvements to determine how to use these funds.

**Capital Project and Impact Fee Funds:** These funds provide financial resources for the acquisition or construction of major capital improvement projects for governmental-type activities.

**Special Revenue Funds:** These funds are used when revenue is legally restricted to expenditures for specified purposes. The Legacy Center Fund and the Outdoor Pool Fund have legally restricted revenue and are categorized as special revenue funds.

**Redevelopment Agency Funds:** Community redevelopment and economic development project areas are financed by incremental taxes collected for the properties in development. Redevelopment Agency Funds account for the tax revenue that is used to pay debt from improving project infrastructure. Currently there are five RDA Funds in Lehi City.



## PROPRIETARY FUNDS

**Enterprise Funds:** These funds are used for specific operations that provide goods and services primarily financed with user fee revenue. These operations are similar to private business enterprises. Lehi City's seven enterprise funds include: Culinary Water, Pressurized Irrigation (PI), Sewer, Electric, Garbage, and Drainage. Water, PI, Sewer, Electric, and Drainage also have associated Impact Fee Funds for the acquisition and construction of new capital improvement projects.

**Internal Service Funds:** These funds finance commodities or services provided by one program that benefit other programs within the City. Costs are reimbursed by those programs and departments that use the services through these funds. The City's four Internal Service Funds account for Fleet, IT, Buildings and Grounds, and Risk Management activities.





## FUND - OPERATIONAL DEPARTMENT RELATIONSHIP MATRIX

The following matrix shows the relationship between funds and operational departments. Specifically, departments that are funded by each fund have an "X" marked in the fund's corresponding row. Often, the funds will be associated with specific divisions or sections within operational departments. These relationships are shown in more detail within the budget document.

	DEVELOPMENT SERVICES	POWER	FINANCE	LEGAL SERVICES	JUSTICE COURT	LEISURE SERVICES
<b>GOVERNMENTAL FUNDS</b>						
General Fund	X	X	X	X	X	X
Class "C" Roads						
Liquor Allotment						
CDBG	X					
<b>GOVERNMENTAL PROJECTS AND IMPACT FEE FUNDS</b>						
Capital Projects	X	X	X	X	X	X
Fire Impact Fee						
Parks Impact Fee						
Police Impact Fee						
Roads Impact Fee						
<b>SPECIAL REVENUE FUNDS</b>						
Legacy Center						X
Outdoor Pool						X
<b>REDEVELOPMENT AGENCY FUNDS</b>						
Adobe Area EDA	X					
IM Flash Micron RDA	X					
Millpond Area RDA	X					
Outlets at Traverse CDA	X					
Thanksgiving Park EDA	X					
<b>PROPRIETARY FUNDS</b>						
<b>ENTERPRISE FUNDS</b>						
Culinary Water						
Culinary Water Impact Fee						
Drainage						
Drainage Impact Fee						
In Lieu Fee						
Pressurized Irrigation						
PI Impact Fee						
Electric		X				
Electric Impact Fee		X				
Garbage			X			
Sewer						
Sewer Impact Fee						
<b>INTERNAL SERVICE FUNDS</b>						
Building & Grounds						
Fleet						
IT						
Risk Management				X		

	OFFICE OF THE CITY ADMIN.	PLANNING	ENGINEERING	PUBLIC WORKS	WATER	POLICE	FIRE
<b>GOVERNMENTAL FUNDS</b>							
General Fund	X	X	X	X		X	X
Class "C" Roads				X			
Liquor Allotment						X	
CDBG			X	X			
<b>GOVERNMENTAL PROJECTS AND IMPACT FEE FUNDS</b>							
Capital Projects	X	X	X	X	X	X	X
Fire Impact Fee							X
Parks Impact Fee				X			
Police Impact Fee						X	
Roads Impact Fee				X			
<b>SPECIAL REVENUE FUNDS</b>							
Legacy Center							
Outdoor Pool							
<b>REDEVELOPMENT AGENCY FUNDS</b>							
Adobe Area EDA							
IM Flash Micron RDA							
Millpond Area RDA							
Outlets at Traverse CDA							
Thanksgiving Park EDA							
<b>PROPRIETARY FUNDS</b>							
<b>ENTERPRISE FUNDS</b>							
Culinary Water					X		
Culinary Water Impact Fee					X		
Drainage					X		
Drainage Impact Fee					X		
In Lieu Fee					X		
Pressurized Irrigation					X		
PI Impact Fee					X		
Electric							
Electric Impact Fee							
Garbage							
Sewer					X		
Sewer Impact Fee					X		
<b>INTERNAL SERVICE FUNDS</b>							
Building & Grounds				X			
Fleet				X			
IT	X						
Risk Management							

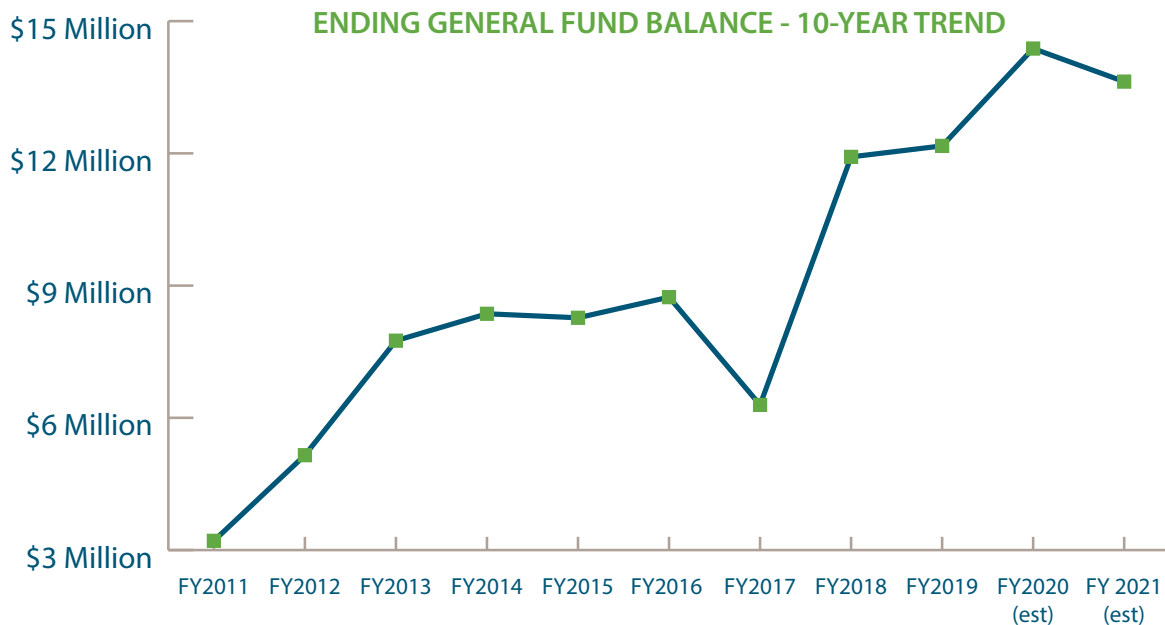
# FUND BALANCE & RESERVES

Utah state law allows cities to accumulate retained earnings or fund balances as appropriate in any fund (see U.C.A 10-6-116). However, the law restricts balances in the General Fund as follows: 1) Any fund balance less than 5 percent of estimated revenue may be used for working capital, certain emergency expenditures, or to cover an unexpected revenue shortfall that would result in a year-end excess of expenditures over revenues; 2) Fund balance greater than 5 percent but less than 25 percent may be used for budget purposes; and 3) Any fund balance in excess of 25 percent must be included in the appropriations of the next fiscal year.

Lehi City accumulates fund balances in its various funds for the following purposes:

- To avoid short-term debt that might be needed to provide working capital
- To meet unexpected expenditures as the result of an emergency
- To secure the City's debt and its bond rating
- To accumulate funding for planned capital expenditures including the replacement of capital assets
- To meet the reserve requirements for liabilities already incurred but not yet paid (e.g. Risk Management Fund)

All excess funds are invested consistent with the State Money Management Act. The resultant interest income is used as an additional revenue source in each fund. The chart below shows the history of the fund balance in the General Fund.



## GOVERNMENTAL FUND BALANCES

FUND	END FY 2018	END FY 2019	EST FY 2020	APPROVED FY 2021	INCREASE (DECREASE)
General	\$ 11,920,287	\$ 12,169,541	\$ 14,378,105	\$ 13,627,791	\$ (750,314)
Redevelopment Agency	1,350,316	2,185,257	2,784,190	2,784,190	-
Capital Projects	4,764,838	30,790,626	16,818,491	15,122,249	(1,696,242)
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 18,035,441</b>	<b>\$ 45,145,424</b>	<b>\$ 33,980,786</b>	<b>\$ 31,534,230</b>	<b>\$ 2,446,556)</b>

# BASIS OF BUDGETING

Budgetary basis is the basis of accounting used to estimate financing sources and uses in the budget. There are three types of budgetary basis accounting: (1) cash basis, (2) accrual basis, and (3) modified accrual basis. These are explained below:

**Cash Basis:** Transactions are recognized only when cash is increased or decreased.

**Accrual Basis:** Revenues are recorded when they are earned (regardless of when cash increases) and expenditures are recorded when goods and services are received (regardless of when cash disbursements are made).

**Modified Accrual Basis:** Accounting method that is a mixture of cash basis and accrual basis accounting. Revenues are recognized when they become measurable and “available” as net current assets. “Available” means collectible in the current period or soon enough thereafter to be used to pay against liabilities in the current period. Expenditures are recognized when the related fund liability is incurred, except for principal and interest on general long-term debt, which is recognized when due.

General Government Funds follow the *modified accrual basis of accounting*. Sales taxes are recognized when intermediary collecting agencies have received them. All other intergovernmental revenues are recorded as revenue when received. Property tax revenues are recognized in the fiscal year for which they were levied. Licenses and permits, charges for services, fines and forfeitures, and other revenues are recorded as revenue when received cash.

Budgets for the City’s Proprietary Funds are prepared on a *modified accrual basis* although they are reported on an *accrual basis in the City’s Comprehensive Annual Financial Report*. Expenditures are recognized as encumbrances when services are received or a commitment is made (e.g. through a purchase order). Revenues, on the other hand, are recognized when they are obligated to the City (for example, power user fees are recognized as revenue when service is provided).

In both Enterprise Funds and General Governmental Funds, the encumbrances will lapse when goods and services are not received by year-end.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City’s finances on the basis of “generally accepted accounting principles” (GAAP). In most cases this conforms to the way the City prepares its budget. Exceptions include:

- Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).
- General staff and administrative charges are recognized as direct expenses of the Power Enterprise Fund on a GAAP basis as opposed to being accounted for and funded by operating transfers into the General Fund from the Power Fund on the Budget basis.
- Principal payments on long-term debt within the Enterprise Funds are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a Budget basis.
- Capital outlay within the Enterprise Funds are recorded as assets on a GAAP basis and expended on a Budget basis.
- Depreciation expense is recorded on a GAAP basis only.

The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP basis and Budget basis for comparison purposes. The most recent financial report is available online at [www.lehi-ut.gov/departments/finance](http://www.lehi-ut.gov/departments/finance).



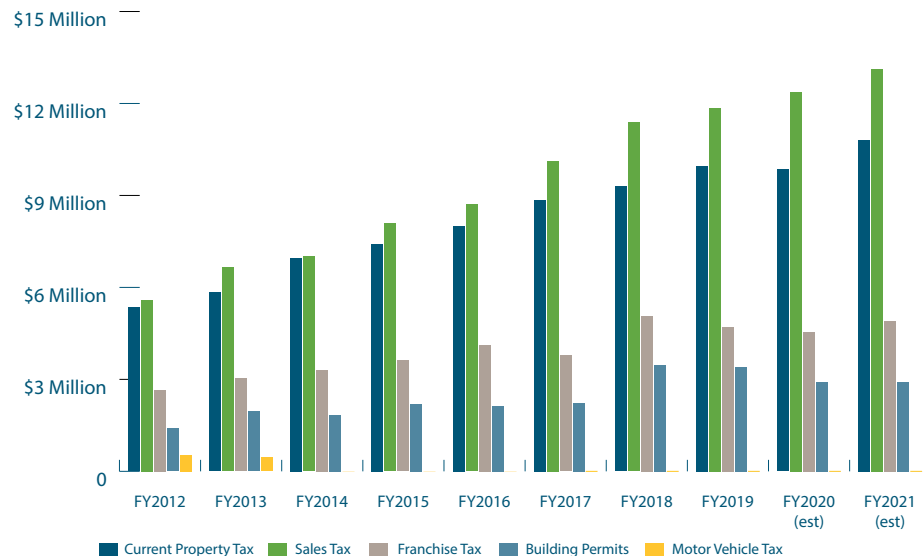
# REVENUE & TAXATION

Lehi City is funded primarily through two categories of revenue: taxes and fees. Tax revenue is primarily used to pay for services provided to the public in general, such as police, fire, streets, and parks. The City also provides services that benefit specific groups of citizens for which a specific fee is charged, which fee is intended to pay for all or part of the costs incurred to provide that service.

## POLICIES

- The City should maintain a diversified and stable revenue system to shelter it from unforeseeable, short-term fluctuations in any one revenue source.
- The City should estimate revenues conservatively on an annual basis to avoid unexpected deficits and to provide a funding source for capital project needs.
- The City should minimize the use of one-time revenue to fund on-going services.
- The City should annually review the full cost of activities supported by user fees, impact fees, license and permit fees, and special assessments to:
  - Identify the impact of inflation.
  - Determine that the full long-term service costs are not being subsidized by general revenues or passed on to future generations of taxpayers.
  - Determine the subsidy level of some fees.
  - Consider new fees, subject to the review of City Council.
- The City should seek to maintain a stable tax rate.

MAJOR GENERAL FUND REVENUE SOURCES



## TREND

The above chart shows the ten-year trend for those revenue sources classified as general taxes and as building permit fees. In total, these five sources are expected to comprise approximately 75 percent of the General Fund revenue. It is important to maintain balance among major revenue sources. The remainder of this section will provide additional information on the major General Fund revenue sources used to fund the City's general government services. User fee revenue information will be provided in the section corresponding to the department that provides the service funded by the fee. User fees are based on an analysis of how much of the cost of a service should be covered by the fee versus how much of the cost of the service should be subsidized by general taxes and revenue. Factors considered in the analysis include:

- How Lehi's fees compare with those charged by other cities;
- Whether the service benefits the general public versus an individual user, and;
- Whether the same service can be offered privately at a lower cost.

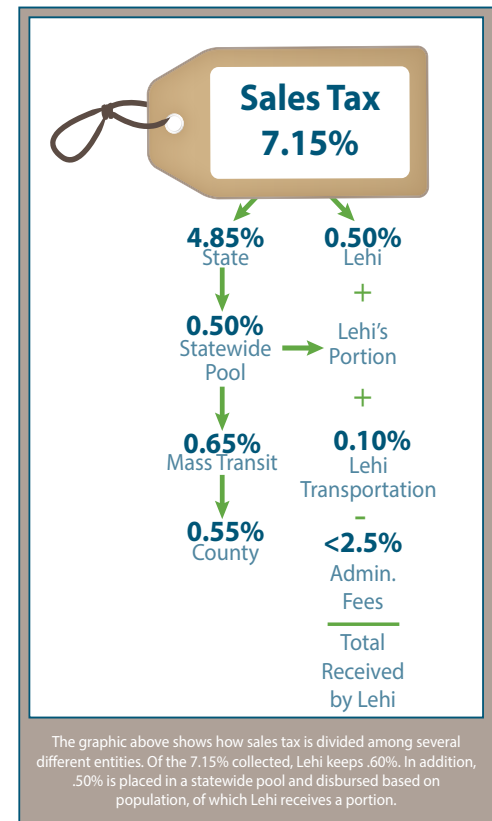
## SALES TAX

General sales tax is one of Lehi City's largest revenue sources at 31 percent of the estimated General Fund revenue for FY 2021. State law authorizes cities to receive sales tax revenue based on the process described in the chart shown to the right.

Normally, sales tax revenue fluctuates more with the economy than the other major tax revenue sources. However, commercial growth has continued to hold steady with the addition of Class A office space and several commercial developments, including Lehi Spectrum Podium, Innovation Point #2 WeWorks, and Adobe Phase 2.

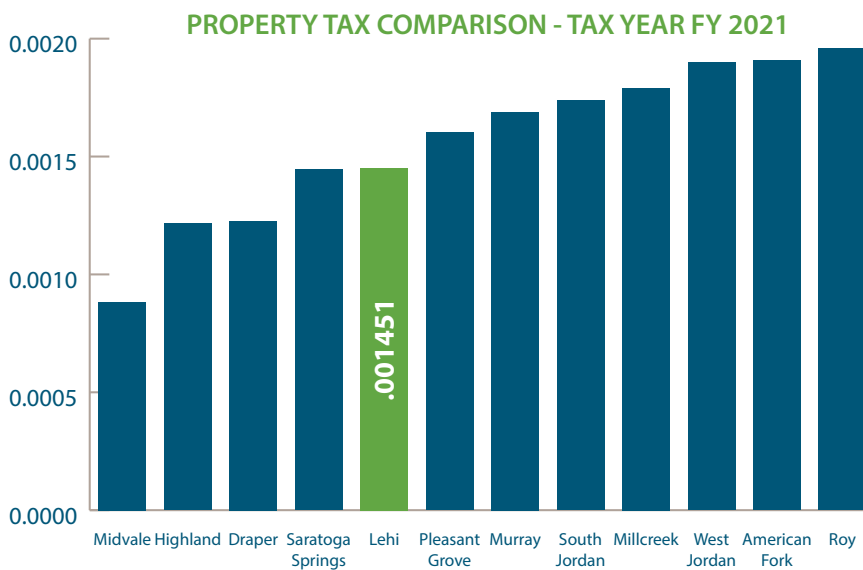
The City has also seen the opening and announcement of national and local restaurants like IHOP, Slim Chickens, and Astro Burger. Lehi continues to have some of the best undeveloped commercial frontage along the Wasatch Front, and the City is in continual negotiation with several developers and site selectors.

The economic viability on a statewide level accounts for about half of the City's sales tax revenue. In that regard, Utah continues to excel, with *Forbes Magazine* ranking Utah 3rd in its list of "Best States for Business" and 2<sup>nd</sup> in "Labor Supply Rank" in 2019. Further, *CNBC* ranked Utah 4<sup>th</sup> in its list of "America's Top States for Business 2019" and 3rd in the Economy ranking for 2019. In light of Lehi's prominence in Utah's strong state economy, as well as the new commercial development reaching completion during the upcoming fiscal year, the City conservatively forecasts its FY 2021 sales tax revenue to increase by 6 percent from FY 2020 estimates.



## PROPERTY TAX

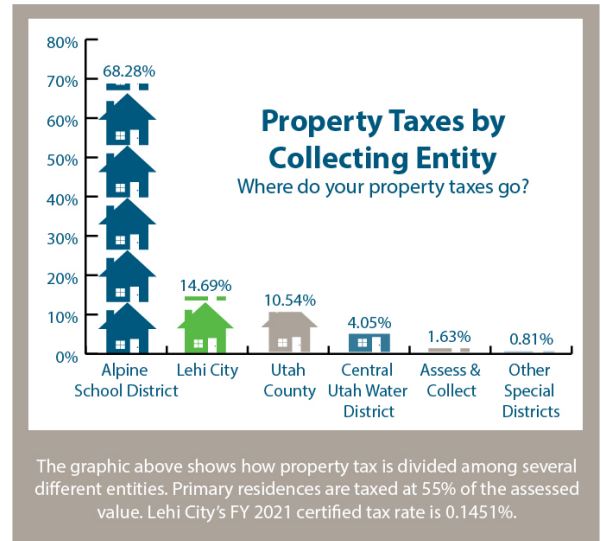
Property tax is another one of Lehi's largest revenue sources, accounting for approximately 25 percent of General Fund revenue. In Fiscal Year 2014, Lehi's Finance Department started combining current property taxes, motor vehicle taxes, and delinquent taxes into one property tax line item. This accounts for the increase in the property tax revenue line item from previous budgets. Utah County assesses the taxable value of property in Lehi and collects all property tax. Lehi City's FY 2021 certified property tax rate is 0.001451.



Primary residences are taxed at 55 percent of the property's assessed value, while secondary residences are taxed at 100 percent of the property's value. Lehi receives approximately 15 percent of what residents pay in property taxes. Maintaining an average rate for many years, property tax revenues have stayed relatively stable. This trend will stay consistent in FY 2021, with the previously-discussed reclassification of motor vehicle tax and delinquent tax into the current property tax line item. The projected property tax revenue growth in FY 2021 is largely due to the success the City has experienced in both commercial and residential development.

## FRANCHISE TAX

Franchise taxes are the third largest source of revenue for the General Fund, accounting for approximately 11.5 percent of total General Fund revenues. State law authorizes cities to collect up to 6 percent in utilities operating within city boundaries. Since franchise tax revenues are determined by the number of service connections, as well as the sales from those connections, growth in franchise tax revenue is directly related to new construction. Franchise tax revenue is estimated to increase 7.7 percent from FY 2020 to FY 2021. The total projected revenue of \$4,900,000 represents a consistent recovery of this revenue source after a significant decrease in FY 2010.



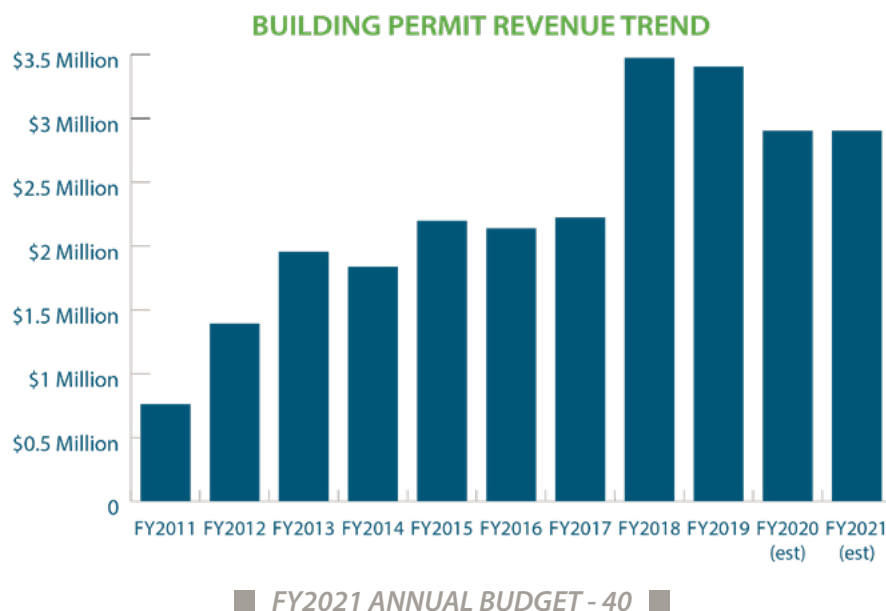
## MOTOR VEHICLE TAX

MODEL YEARS	AGE-BASED FEE
2020-2018	\$150
2017-2015	\$110
2014-2012	\$80
2011-2009	\$50
2008 & older	\$10
*Source: Utah State Tax Commission	

A statewide fee is assessed on motor vehicles in lieu of property taxes. The motor vehicle fee is assessed based on the age and type of the vehicle. Historically, the motor vehicle tax accounts for approximately 3 percent of all General Fund revenues; however, as stated previously, Lehi's Finance Department has decided to begin combining motor vehicle tax revenue with property tax and delinquent taxes into one line item. Therefore, the motor vehicle tax will no longer be tracked as an individual line item. A breakdown of how the motor vehicle tax is assessed for passenger vehicles is provided in the table to the left.

## BUILDING PERMIT FEES

Companies or individuals that construct buildings in Lehi are charged building permit fees. Thus, building permit fee revenue is a good indicator of the amount of growth occurring in the City. As can be seen in the graph, Lehi has experienced continual growth over the last few years. Lehi is projecting to continue the rebound that began in FY 2012, which saw an 83 percent increase from FY 2011 levels. Lehi experienced another significant revenue increase in FY 2013 of about 40 percent from FY 2012. An additional significant increase was in FY 2018 which was a 56 percent increase from FY 2017. This trend continues to look encouraging. Accordingly, the City is conservatively projecting revenues above FY 2012 levels moving forward.



# DEBT

Consistent with the policies listed below, Lehi City uses debt judiciously. Currently, the City's sales tax bonds are rated AA+ by S&P Global. The City also has electric revenue bonds rated by S&P Global as A+ and water revenue bonds rated by Moody's as Aa3. The schedules in this section include the general long-term debt pertaining to both the governmental and proprietary funds.

## POLICIES

- When applicable, Lehi City will review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the City the opportunity to refund, issue, and lessen its debt service costs (minimum 3 percent savings over the life of an issue).
- Lehi City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
- When Lehi City finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.
- Lehi City should have the final maturity of general obligation bonds at or below thirty years.
- Capital improvements, equipment, and facility projects shall be classified into "pay-as-you-go" and "debt financing" classifications. Pay-as-you-go capital items will be \$5,000 or less with short lives (less than four years) or replacement of existing equipment where depreciation has been paid to a sinking fund. Debt financing will be used for major, non-recurring items with a minimum of four years of useful life.
- Whenever possible, Lehi City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.
- Lehi City will not use long-term debt for current operations.
- Lehi City will maintain good communications with bond rating agencies regarding its financial condition.

### COMPUTATION OF LEGAL DEBT MARGIN - JUNE 30, 2020

Assessed Valuation	\$ 7,725,000,000
Estimated Actual Value	10,774,000,000
Debt Limit - 4% of Estimated Actual Value	430,960,000
Less Outstanding General Obligation Bonds	-
Total Amount of Debt Applicable to Debt Limit	-
<b>LEGAL DEBT MARGIN</b>	<b>\$ 430,960,000</b>



Photo credit: Robert Center



## OUTSTANDING GENERAL LONG-TERM DEBT: GOVERNMENTAL ACTIVITIES

DESCRIPTION	END BALANCE FY 2019	ADDITIONS	DELETIONS	ESTIMATED END BALANCE FY 2020	PRINCIPAL DUE FY 2021	INTEREST DUE FY 2021	ESTIMATED END BALANCE FY 2021
2019 Sales Tax Bonds	\$ 16,470,000	-	-	\$ 16,470,000	-	\$ 325,400	\$ 16,470,000
2018 Sales Tax Bonds	4,855,000	-	155,000	4,700,000	160,000	114,156	4,540,000
2014 Sales Tax Bonds	3,810,000	-	725,000	3,085,000	745,000	35,478	2,340,000
2004 Subordinated Sales Tax Rev Bond	7,955,000	-	-	7,955,000	-	188,931	7,955,000
Tax Increment Micron	51,884,056	-	5,027,855	46,856,201	Contingent on Tax Increment		46,856,201
Tax Increment Thanksgiving Park	1,149,750	-	250,631	899,119	Contingent on Tax Increment		899,119
Tax Increment Traverse Mountain	10,451,021	-	-	10,451,021	Contingent on Tax Increment		10,451,021
Tax Increment Alpine Highway West	13,938,666	-	853,368	13,085,298	Contingent on Tax Increment		13,085,298
Tax Increment West Timpanogos	18,545,562	-	321,991	18,223,571	Contingent on Tax Increment		18,223,571
Compensated Absences	2,710,549	400,874	-	3,111,423	-	-	3,111,423
Net Pension Liability	5,845,925	-	-	5,845,925	-	-	5,845,925
Landfill Closure & Post-Closure Liability	250,917	-	-	250,917	-	-	250,917
Other Notes Payable	751,630	-	95,861	655,769	85,000	-	570,769
<b>TOTAL LONG-TERM DEBT</b>	<b>\$ 138,618,076</b>	<b>\$ 400,874</b>	<b>\$ 7,429,706</b>	<b>\$ 131,589,244</b>	<b>\$ 990,000</b>	<b>\$ 663,965</b>	<b>\$ 130,599,244</b>

A brief description of Lehi City's debt issues (as of June 30, 2020) is included below.

- **2019 Sales Tax Bonds** - \$16,470,000 sales tax bonds issued to construct a police station. Annual principal payments and semi-annual interest payments are due through 2039. Interest is at coupon rates varying from 2.401 percent to 4.00 percent.
- **2018 Sales Tax Bonds** - \$5,000,000 sales tax bonds issued to construct a fire station and for road improvements. Annual principal payments and semi-annual interest payments are due through June 2038. Interest is at coupon rates varying from 4.00 percent to 5.25 percent.
- **2014 Sales Tax Bonds** - \$7,210,000 sales tax bonds that refunded the 2003 Sales Tax Revenue Bonds and 2004 Sales Tax Revenue and Refunding Bonds. Due serially through June 1, 2024 with interest at 2.3 percent.
- **2004 Subordinated Sales Tax Revenue Bonds** - \$9,000,000 authorized, \$9,000,000 issued through June 30, 2007 sales tax revenue bonds with interest of 4.75 percent payable from 87.5 percent of the local sales and use tax and 100 percent of the transient room tax collected from the Cabela's Retail Store Project Area, due 2024.
- **Tax Increment Note Micron** - Due in annual installments equal to 70 percent of the tax increment received by the Redevelopment Agency from the Alpine Highway Project, including interest at 6.6 percent, due in 2009. Used to finance economic development associated with IM Flash Technologies.
- **Tax Increment Note Thanksgiving Park** - Due in annual installments equal to 95 percent of the tax increment received by the Redevelopment Agency from the Thanksgiving Park Economic Development Project Area. Non-interest bearing note.
- **Tax Increment Note Traverse Mountain** - Due in annual installments equal to 100 percent of the property tax increment received by the Redevelopment Agency from the Traverse Mountain Community Development Project Area, as well as varying levels of the sales tax collected from business within the project area, over a ten-year tax increment period. Non-interest bearing note.
- **Tax Increment Note Alpine Highway West** - Due in annual installments equal to 93.33 percent of the tax increment received by the Redevelopment Agency from the Alpine Highway West Economic Development Project Area. Non-interest bearing note.
- **Tax Increment Note West Timpanogos** - Due in annual installments equal to 97 percent of the tax increment received by the Redevelopment Agency from the West Timpanogos Community Development Project Area. Non-interest bearing note.
- **Compensated Absences** - Some employees carry balances of sick leave and vacation leave greater than what they earn in a given year. The cost of compensating such balances are reported as long-term debt. Balances for compensated absences are capped at 240 hours for vacation leave and 480 hours for sick leave.
- **Landfill Closure and Post-closure Care Liability** - This represents an escrow fund used for costs associated with the landfill closure and post-closure care liability. The escrow fund is funded via the Garbage Fund.
- **Other Notes Payable** - Noninterest bearing notes payable to developers.

## OUTSTANDING GENERAL LONG-TERM DEBT: BUSINESS-TYPE ACTIVITIES

DESCRIPTION	END BALANCE FY 2019	ADDITIONS	DELETIONS	ESTIMATED END BALANCE FY 2020	PRINCIPAL DUE FY 2021	INTEREST DUE FY 2021	ESTIMATED END BALANCE FY 2021
2019 Water Revenue Bonds	\$ 17,205,000	-	\$ 115,000	\$ 17,090,000	\$ 390,000	\$ 423,275	\$ 16,700,000
2018 Electric Revenue Bonds	15,165,000	-	495,000	14,670,000	520,000	366,750	14,150,000
2014 Electric Refunding Bonds	785,000	-	785,000	-	-	-	-
2010 Drainage Bonds	1,130,000	-	170,000	960,000	180,000	16,848	780,000
Provo Reservoir Water Co. Note	391,522	-	14,490	377,032	15,023	14,191	362,009
Provo River Water Assoc. Note	834,620	-	26,368	808,252	37,041	38,529	771,211
Compensated Absences	832,711	543,991	-	1,376,702	-	-	1,376,702
Net Pension Liability	1,317,441	-	1,210,685	106,756	-	-	106,756
<b>TOTAL LONG-TERM DEBT</b>	<b>\$ 37,661,294</b>	<b>\$ 543,991</b>	<b>\$ 2,816,543</b>	<b>\$ 35,388,742</b>	<b>\$ 1,142,064</b>	<b>\$ 859,593</b>	<b>\$ 34,246,678</b>

A brief description of Lehi City's debt issues (as of June 30, 2020) is included below.

- **2019 Water Revenue Bonds** - \$17,205,000 sales tax bonds issued to construct Dry Creek Reservoir and other culinary and pressurized irrigation infrastructure. Annual principal payments and semi-annual interest payments are due through 2044. Interest is at coupon rates varying from 4.00 percent to 5.00 percent.
- **2018 Electric Revenue Bonds** - \$15,640,000 electric revenue bonds issued to construct a power generation facility and electric utility building. Annual principal payments and semi-annual payments are due through June 2038. Interest is at coupon rates varying from 4.00 percent to 5.00 percent.
- **2010 Drainage Revenue Bonds** - \$2,500,000 in drainage revenue bonds due serially through 2025 with interest rates ranging from 3.51 percent.
- **Note Payable to Provo Reservoir Water Users Company** - Payable in annual installments through 2035. Payments include interest at 4 percent and range from \$34,813 to \$33,439.
- **Note Payable to Provo River Water Users Association** - Payable in annual installments through 2035. Approximately 81 percent of the total obligation bears interest at 4 percent. The balance of the obligation will mirror a line of credit issued by a bank to the Provo River Water Users Association. The line of credit will have a variable interest rate which is estimated to average 4.5 percent.
- **Compensated Absences** - Some employees carry balances of sick leave and vacation leave greater than what they earn in a given year. The cost of compensating such balances are reported as long-term debt. Balances for compensated absences are capped at 240 hours for vacation leave and 480 hours for sick leave.
- **Net Pension Liability** - The difference between the total pension liability (present value of projected benefit payments to employees based on their past service) and the assets (mostly investments reported at fair value) set aside to pay current employees, retirees, and beneficiaries.

Seventy five percent of the City's long-term governmental debt relates to economic-incentive agreements. The repayment of this debt is solely dependent upon the economic performance of the developers. Total remaining governmental debt equals \$1,745.87 per Lehi household. The remaining governmental debt was used for the construction of public safety and recreation facilities in the City. These bonds are not general obligations of this, but rather will be repaid from the City's annual sales tax revenues.

Total enterprise fund debt represents \$1,385.79 per utility rate customer. Enterprise fund debt will be repaid through user fees.

Outside of the Lehi Redevelopment Agency, Lehi's annual governmental debt service is relatively low, representing 5.45% Lehi's general fund budgeted expenditures. Debt service for enterprise equals 3.41% of budgeted operating expenditures.

# LONG-TERM FINANCIAL OUTLOOK

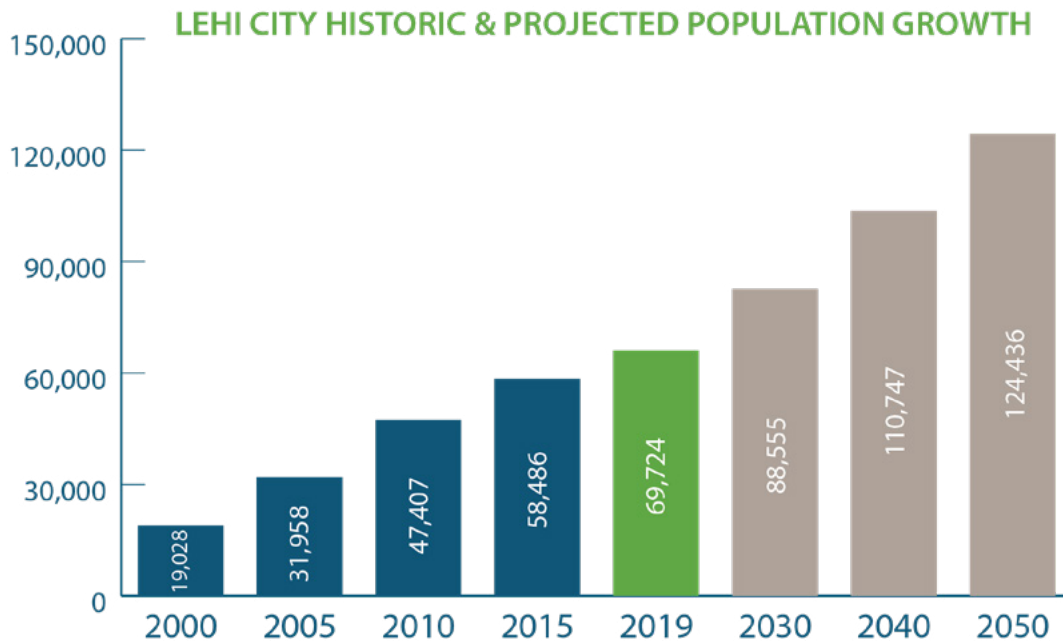
When forecasting future revenues and expenditures, Lehi City uses trend analysis, national economic indicators, local economic indicators, and city-specific issues to help determine the most accurate financial forecasting as possible. Throughout this document, discussions of the City's financial policies, past revenue and expenditure trends, and various economic indicators are presented. These include:

- City Revenue Policies: Page 38;
- General Fund Balance Trend: Page 36;
- Trends for Major General Fund Revenues: Pages 38-40;
- Debt Policies and Debt Position: Pages 31-43;
- Five-Year Capital Improvement Plan: Pages 51-56; and
- Impact of Five-Year Capital Improvement Plan on Operating Budget: Page 57.

All of these factors impact the City's long-term financial outlook. Following is a discussion of major factors that will also impact the City's long-term financial outlook.

## POPULATION GROWTH

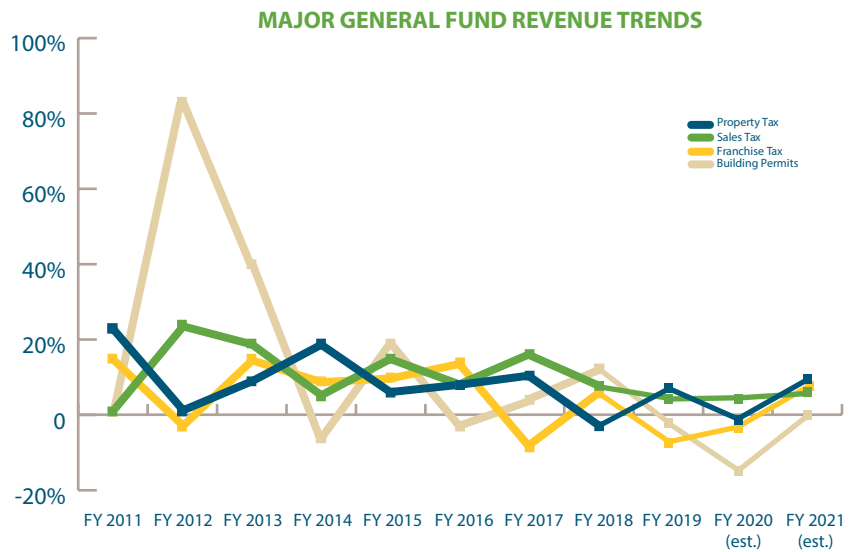
According to the U.S. Census Bureau, Lehi is the 5<sup>th</sup> fastest growing city in Utah County since the 2010 census and between 2018 and 2019. This population growth is expected to bring significant opportunities to the City. However, there will also be increased financial burdens on the City as there is more need for infrastructure construction and improvement and an increased demand for City services. The City monitors population growth trends and forecasts as it determines its infrastructure needs, particularly as it pertains to the five-year capital improvement plan, and fees for various City services.



Source: U.S. Census Bureau; Mountainland Association of Governments

## REVENUE TREND ANALYSIS

Lehi City has a policy of conservatively estimating revenues on an annual basis to avoid unexpected deficits. As can be seen in the chart on the right showing the percent change for the four major revenue sources for the General Fund, the major General Fund revenue sources are each unique with regards to financial forecasting. Property tax, sales tax, and franchise tax revenues are relatively stable funding sources. However, they tend to lag a bit behind macro-economic trends in terms of the effect felt by the City. This was true during the financial crisis of 2008 and 2009.



Building permits, which are an important indicator of the local growth and the local economy's reaction to national economic factors, are much more volatile than the City's other primary General Fund revenue sources. However, building permit revenues tend to predicate an increase or decrease in property tax, sales tax, and franchise tax revenues. The City uses these trends, combined with other factors such as national economic indicators, state economic indicators, and local indicators such as development specific to the City to estimate future revenue. Below is a three-year revenue forecast for the major General Fund revenue sources based on these factors and past revenue trends.

## THREE-YEAR GENERAL FUND FORECAST

	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021	FORECAST FY 2022	FORECAST FY 2023
<b>PROPERTY TAX REVENUE</b>	\$ 9,293,263	\$ 9,967,314	\$ 9,850,000	\$ 10,800,000	\$ 11,106,937	\$ 11,524,215
<b>SALES TAX REVENUE</b>	11,376,982	11,860,272	12,371,812	13,121,812	14,057,546	14,816,483
<b>FRANCHISE TAX REVENUE</b>	5,073,080	4,702,259	4,550,000	4,900,000	5,041,076	5,219,532
<b>BUILDING PERMIT REVENUE</b>	3,474,337	3,404,832	2,905,000	2,905,000	2,905,000	2,905,000

The background of the slide is a solid dark blue color. It features a repeating pattern of white line-art icons representing oil rigs or offshore drilling platforms. These icons are arranged in a grid-like fashion, covering the entire background. The text "CAPITAL EXPENDITURES" is centered in the upper half of the image.

# CAPITAL EXPENDITURES



# CAPITAL EXPENDITURES

The FY 2021 budget includes just under \$61 million for all capital improvement expenditures. To allow a more accurate picture of how the coming fiscal year's Capital Budget might impact the operating budget, the capital expenditures are summarized into two categories: routine capital expenditures and non-routine capital expenditures.

- **ROUTINE CAPITAL EXPENDITURES** are expenditures that occur on a regular basis and have no significant impact on the operating budget. The capital expenditures classified into the capital replacement budget are considered routine. Examples include the regular replacement of vehicles and equipment and the regular up-sizing of pipes, streets, and power systems. The cost of these capital expenditures are captured as line items in the budget information portion of each department's section throughout this book, totaling a little over \$7.3 million.
- **NON-ROUTINE CAPITAL EXPENDITURES** are expenditures that do not happen on a regular basis and impact the operating budget either in terms of additional personnel, maintenance, utility, or other costs; or in terms of additional revenue or operating savings. Although the expenditures of these projects may span over a few years, the projects add to the asset base of the City and often result from policy decisions. Capital projects defined as non-routine total just under \$53.5 million. A summary schedule of the non-routine capital budget can be found later in this section of the budget document.

## CAPITAL POLICIES

- Lehi City's Capital Budget shall be revised each year, including anticipated fund sources.
- When Capital Budget appropriations lapse at the end of the fiscal year they shall be re-budgeted until the project is complete.
- Inventories in the proprietary funds, which shall consist of materials used in the construction and repair of the transmission, distribution, collection, and treatment systems shall be valued at the lower cost or market on a weighted average basis. Supplied inventories, consisting principally of office supplies, shall be valued at the lower of cost or market on a first-in, first-out basis. Transformers shall be valued at the lower of cost or market on a specific identification basis.
- Capital expenditures shall be defined as assets purchased or acquired with the capitalization thresholds defined in the table below.

ASSET CATEGORY	CAPITALIZATION THRESHOLD	USEFUL LIFE (IN YEARS)
Land	\$ 0	N/A
Buildings	\$ 5,000	10-50
Improvements of than buildings, including infrastructure	\$ 5,000	10-50
Machinery, equipment, and vehicles	\$ 5,000	5-15
Office furniture and equipment	\$ 5,000	5-15

## CAPITAL PLANNING PROCESS

Often, the justification for capital improvement projects are derived during master planning efforts done in conjunction with third-party entities. The City Council reviews and approves all of the City's master plans. The following two pages contain a summary of the planning processes that influence the Capital Budget, and the general time line associated with the finalizing of the 5-Year Capital Budget itself.

CITY PLANS		
PLAN	ORIGIN OF PLAN	ELEMENTS OF PLAN
Budget 5-Year Capital Improvement Plan	See pages 51-56 for more information.	As part of the annual budget process, and with input from all other planning processes, a 5-year capital improvement plan is incorporated into the budget document. Potential funding sources are also discussed and estimated at this time.
City Facilities Capital Plan	Generated by the Buildings & Grounds Division. Funding is included by departmental budgets under Building & Grounds O&M. It is currently being updated and will be adopted in FY 2021.	The plan calculates: <ul style="list-style-type: none"> <li>• An inventory of all major systems in City buildings;</li> <li>• The estimated useful life or maintenance schedule; and</li> <li>• The related costs.</li> </ul>
Downtown Revitalization Plan	Originally adopted in 2007, the Downtown Revitalization Plan will be updated in FY 2021.	The plan played a major part in the Main Street reconstruction project. The City's downtown is identified as the Main Street & State Street corridors. The stated goals of this plan are to: Guide development or redevelopment for the City's downtown area; remove blight and revitalize the downtown businesses; and Promote community spirit by maintaining historic feel and providing a community gathering place.
Economic Development Strategic Plan	Originally adopted in September 2008. This plan was updated in FY 2020.	The plan identifies key economic development areas throughout the City in order to project where and what types of future infrastructure improvements will be necessary to meet the associated new growth. Thus, this plan has an indirect effect on the capital budgeting process.
Electric Master Plan	The Power Department updated this plan in FY 2020. This plan will be updated every two years.	The plan's elements include power system improvements that have been identified by a system load study as deficient or nearing deficiency in providing reliable electric services to our community. Many of these deficiencies are a result of system demand from growth but also include aging components of the system infrastructure.
Fleet Replacement Plan	The Fleet Division maintains & perpetually updates a fleet & equipment database.	The plan calculates a charge to City departments sufficient to replace the vehicles & motorized & mobile equipment. Data used in the calculation include: <ul style="list-style-type: none"> <li>An analysis of all equipment;</li> <li>The estimated useful life &amp; projected replacement date;</li> <li>A maintenance schedule &amp; costs; and</li> <li>The replacement cost.</li> </ul>
General Plan	The Land Use Element Plan was updated & adopted in October 2011. It is currently being updated and will be adopted in FY 2021.	The General Plan provides a general framework of goals and guidelines for a number of the City's master plans, including: Economic Development; Parks and Recreational Facilities; Transportation; and Community Facilities and Services.

## CITY PLANS CONT.

PLAN	ORIGIN OF PLAN	ELEMENTS OF PLAN
Information Technology Capital Plan	Generated by the IT Division.	The plan includes the next four fiscal years of planned replacements. The IT Division calculates a charge to City departments sufficient to replace the main network, core software systems, computer systems, and the telephone system. Data used in the calculation include: an inventory of all equipment; the estimated useful life & projected replacement date; and the replacement cost.
Mayor and City Council Strategic Visioning	The Mayor & City Council annually hold a planning session. See pages 25-28 for more information.	The strategic vision and planning done by the Mayor and City Council set the priorities for the City budget. The planning sessions includes input from the annual citizen survey, staff recommendations, and the planning documents listed below.
Parks Master Plan	Original plan adopted in 1998. Significantly updated in 2009. Second update completed in 2015. Will again be updated in FY 2021.	The main priorities is the 5, 10, and 20-year plans include: Focus short-term development of new parks in the northeast area of the City, primarily through a “mini” park system; Update, remodel, and refurbish current parks in the central area; and acquire land for community-wide parks in the west and north areas.
Pavement & Sidewalks Management Plan	Public Works Administration & Streets Division maintain & perpetually update a pavement management database.	The policy of the plan is to: <ul style="list-style-type: none"> <li>• Maintain at least 65 percent of roads &amp; sidewalks in good or better condition; and</li> <li>• Have no more than 10 percent of roads and sidewalks in substandard condition.</li> </ul>
Master Plans & Impact Fee Analysis for Culinary Water, Pressurized Irrigation, Drainage, Sewer, & Transportation.	Significant updates to master plans & impact fee analyses completed in FY 2018. Transportation Master Plan will be updated in FY 2021.	Capital projects associated with these types of projects were identified in the City’s Impact Fee Study completed in January 2008 & the 5-year Capital Improvement Plan (updated annually as noted above). Monies were set aside in FY 2012 for the creation and significant update of these master plans. These master plans will: <ul style="list-style-type: none"> <li>• Recommend &amp; prioritize short-, medium-, and long-term projects;</li> <li>• Project &amp; analyze growth &amp; build-out data; and</li> <li>• Provide impact fee rate recommendations for funding.</li> </ul>

## 5-YEAR CAPITAL IMPROVEMENT PLAN TIME LINE

1. In the fall and spring of each year, the progress on all authorized capital projects is monitored on a project-by-project basis. Project financial records are reviewed with the department heads tasked with overseeing the given project. Projects approved by the City Council, but not previously included in the Capital Improvement Plan, are reviewed at the same time.
2. In the winter of each year, department heads review previously-submitted projects to determine if the need, time frame, or project scope have changed. If changes are needed, the Finance Department is notified and the Requested Capital Improvement and Capital Projects Summary are updated. The department heads also submit new capital projects for consideration in both the next fiscal year and future years.
3. Also in the winter of each year, the City's capital needs are identified before preparation begins on the operating budget. First year operating expenses are formulated and refined through discussions with the department most closely impacted by the project. Future years' operating costs are established after the projects in operation and the estimated expenses can be refined.
4. In May of each year, the requested Capital Improvement and Capital Projects list is reviewed, and the most critical projects are recommended to the City Council as part of the City's recommended budget. This is done at the same time the recommended operating budget is presented. Alternate mechanisms for financing the projects are also discussed at this time.
5. In the budget document, the Non-Routine Capital Budget Summary lists all FY 2021 projects that have been approved.



## NON-ROUTINE CAPITAL BUDGET SUMMARY

PROJECT TITLE	DEPT/ DIVISION	FUNDING SOURCE	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Irrigation Central Control Upgrade	Parks	Capital Projects Fund	138,124	138,124	-	-	-	-	276,248
Dry Creek Lake Rescue Equipment	Fire	Capital Projects Fund	-	55,000	-	-	-	-	55,000
Wines Park Irrigation Renovation	Parks	Capital Projects Fund	-	35,000	-	-	-	-	35,000
Sub-Compact Utility Tractor	Parks	Capital Projects Fund	-	22,000	-	-	-	-	22,000
Nuisance Trees & Damaged Sidewalks	Streets	Capital Projects Fund	-	250,000	-	-	-	-	250,000
Library Self- Check Out Kiosks	Library	Capital Projects Fund	-	38,065	-	-	-	-	38,065
Mellor Rhodes Park	Parks	Park Impact Fees	-	718,740	-	-	-	-	718,740
Monument Park	Parks	Park Impact Fees	3,980	1,100,000	-	-	-	-	1,103,980
Parks, Trails, and Open Space Master Plan	Parks	Park Impact Fees	-	105,000	-	-	-	-	105,000
Lights at Sports Park	Parks	Park Impact Fees	-	220,000	-	-	-	-	220,000
Willow Park Upgrades	Parks	Park Impact Fees	-	100,000	-	-	-	-	100,000
Springs Rehabilitation	Water	Culinary Water Fund	-	350,000	-	-	-	-	350,000
Sandpit Transmission Line	Water	Culinary Water Fund	2,301,406	1,402,695	-	-	-	-	3,704,101
600 E Tank Replacement	Water	Culinary Water Fund	-	1,000,000	-	-	-	-	1,000,000
Sandpit Tank/ Pump	Water	Culinary Water Fund	-	1,800,000	-	-	-	-	1,800,000
2300 W Pioneer Crossing CWP Connection	Water	Culinary Water Fund	-	100,000	-	-	-	-	100,000
Public Works Facility Site Planning	Water	Culinary Water Fund	-	50,000	-	-	-	-	50,000
Security Equipment	Water	Culinary Water Fund	-	50,000	-	-	-	-	50,000

\*Funding reported as of July 29, 2020



PROJECT TITLE	DEPT/ DIVISION	FUNDING SOURCE	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Holbrook Upper Tank & Pump	Engineering	Culinary Impact Fees	-	200,000	-	-	-	-	200,000
Traverse Source	Engineering	Culinary Impact Fees	-	1,300,000	-	-	-	-	1,300,000
600 E Tank	Engineering	Culinary Impact Fees	66,358	1,000,000	-	-	-	-	1,066,358
TP Booster Pump Station	Engineering	Culinary Impact Fees	-	250,000	-	-	-	-	250,000
CWP Connection and Pumps (3)	Engineering	Culinary Impact Fees	-	-	300,000	150,000	-	-	450,000
900 N and 600 E Lines	Engineering	Culinary Impact Fees	-	-	-	-	-	1,800,000	1,800,000
Road/ Pedestrian with Bridge	Engineering	Millpond RDA	-	1,200,000	-	-	-	-	1,200,000
Allred River Crossing	Engineering	Sewer Impact Fees	-	50,000	-	-	-	-	50,000
Jordan Willow Pump Station Add	Engineering	Sewer Impact Fees	66,080	500,000	-	-	-	-	566,080
Jordan Willow Pump Line	Engineering	Sewer Impact Fees	-	600,000	-	-	-	-	600,000
850 E Sewer to 700 S	Engineering	Sewer Impact Fees	-	500,000	-	-	-	250,000	750,000
1700 W Sewer (1300 S to 900 N)	Engineering	Sewer Impact Fees	-	-	-	-	1,000,000	-	1,000,000
West Side Drains	Engineering	Storm Drain Impact Fees	-	600,000	50,000	50,000	50,000	50,000	800,000
Traverse Mountain Drains	Engineering	Storm Drain Impact Fees	-	50,000	50,000	50,000	50,000	50,000	250,000
Micron Drains	Engineering	Storm Drain Impact Fees	-	-	-	-	-	150,000	150,000
Dry Creek & Waste Ditch Culverts	Engineering	Storm Drain Impact Fees	-	-	300,000	-	-	-	300,000
Jordan Narrows Second Basin	Engineering	Payment In Lieu	-	100,000	-	-	-	-	100,000

\*Funding reported as of July 29, 2020

PROJECT TITLE	DEPT/ DIVISION	FUNDING SOURCE	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
West Side Detention Facilities	Engineering	Payment In Lieu	-	120,000	-	-	-	200,000	320,000
Lambert Detention Basin	Engineering	Payment In Lieu	-	200,000	-	-	-	-	200,000
Cedar Hollow Basin	Engineering	Payment In Lieu	-	-	400,000	-	-	-	400,000
Utah Highland Basin	Engineering	Payment In Lieu	-	-	-	-	-	300,000	300,000
400 West Detention Basin	Engineering	Payment In Lieu	-	-	-	-	-	350,000	350,000
2100 N Detention	Engineering	Payment in Lieu	-	-	-	-	-	300,000	300,000
Sandpit Basin	Engineering	Payment in Lieu	-	-	-	-	-	500,000	500,000
Dry Creek Reservoir	Water	P.I. Water Fund	3,240,290	10,000,000	-	-	-	-	13,240,290
Seasons Reservoir Repair	Water	P.I. Water Fund	-	200,000	-	-	-	-	200,000
Low Hills Zone Pressure Relief Vault	Water	P.I. Water Fund	-	75,000	-	-	-	-	75,000
Low Hills Expansion & Piping	Pressurized Irrigation	P.I. Impact Fees	1,733	370,000	-	-	-	-	371,733
Traverse Booster w/Piping	Engineering	P.I. Impact Fees	640,458	60,000	-	-	-	-	700,458
Railroad Well & Piping	Engineering	P.I. Impact Fees	729	80,000	-	-	-	-	80,729
Jordan River Pump Station & Piping	Engineering	P.I. Impact Fees	110,595	20,000	-	-	-	-	130,595
Jordan River Well	Engineering	P.I. Impact Fees	118,487	20,000	-	-	-	-	138,487
West Side PI Reservoir	Engineering	P.I. Impact Fees	-	2,200,000	-	-	-	-	2,200,000
Allred Well & Booster Pump	Engineering	P.I. Impact Fees	10,541	500,000	-	-	-	-	510,541
Flight Park Reservoir Pipeline	Engineering	P.I. Impact Fees	13,110	1,000,000	-	-	-	-	1,013,110
Holbrook Upper P.I. Reservoir	Engineering	P.I. Impact Fees	-	500,000	-	-	-	-	500,000
Vialetto Reservoir & Pumps	Engineering	P.I. Impact Fees	-	950,000	-	-	-	-	950,000
Brooks Res Expansion & PS	Engineering	P.I. Impact Fees	-	75,000	1,200,000	-	-	-	1,275,000

\*Funding reported as of July 29, 2020

PROJECT TITLE	DEPT/ DIVISION	FUNDING SOURCE	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Cedar Hollow Reservoir & Pump	Engineering	P.I. Impact Fees	-	-	-	-	500,000	-	500,000
Cedar Hollow Well	Engineering	P.I. Impact Fees	-	-	-	-	-	250,000	250,000
2100 N 3700 W Well (Equip)	Engineering	P.I. Impact Fees	-	-	-	450,000	-	-	450,000
Center Street & SR 92	Engineering	UDOT	-	50,000	2,150,000	-	-	-	2,200,000
Main Street 2300 W to Crossroads	Engineering	MAG	635,636	11,600,000	-	-	-	-	12,235,636
1200 West	Engineering	Road Impact Fees	2,539,152	1,100,000	-	-	-	-	3,639,152
Triumph Boulevard TRAX to Frontage Rd	Engineering	Road impact Fees	119,765	50,000	-	-	-	-	169,765
Traverse Mountain TRAX Xing & Rd	Engineering	Road Impact Fees	6,540	400,000	-	-	-	-	406,540
Accel/Deccel on SR 92	Engineering	Road Impact Fees	-	20,000	100,000	-	-	-	120,000
Frontage Road at Traverse	Engineering	Road Impact Fees	-	-	-	1,500,000	-	-	1,500,000
400 East Sidwalk Curb & Gutter	Engineering	Road Impact Fees	-	-	-	-	-	500,000	500,000
600 East North of Dry Creek	Engineering	Road Impact Fees	-	750,000	-	-	-	-	750,000
Jordan Willows Connector Road	Engineering	Road Impact Fees	-	100,000	-	-	-	-	100,000
200 South Project	Engineering	Road Impact Fees	-	-	-	-	-	400,000	400,000
700 South Cycle Track Project	Engineering	MAG	-	3,600,000	-	-	-	-	3,600,000
1200 East Project	Engineering	Road Impact Fees	313,920	480,000	-	-	-	-	793,920
I15 & 300 W Enhancement	Engineering	Road Impact Fees	-	50,000	-	-	-	-	50,000
Transportation Master Plan	Engineering	Road Impact Fees	14,363	200,000	-	-	-	-	214,363
Ashton Blvd Relocation	Engineering	Road Impact Fees	87,082	50,000	-	-	-	-	137,082

\*Funding reported as of July 29, 2020

PROJECT TITLE	DEPT/ DIVISION	FUNDING SOURCE	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Family Park Road	Engineering	Road Impact Fees	-	-	850,000	-	-	-	850,000
Frontage Road (North of Adobe)	Engineering	Road Impact Fees	-	-	-	1,500,000	-	-	1,500,000
Flight Park Road	Engineering	Road Impact Fees	-	-	-	-	-	600,000	600,000
2300 W	Engineering	Road Impact Fees	-	-	-	-	-	10,000,000	10,000,000
Marathon Mastic Melter	Streets	Class C Roads	-	70,000	-	-	-	-	70,000
1200 E	Streets	Class C Roads	-	1,700,000	-	-	-	-	1,700,000
1700 W - Main to 700 S	Streets	Class C Roads	-	210,000	-	-	-	-	210,000
Triumph - SR 92 to Traverse Mountain Blvd	Streets	Class C Roads	-	210,000	-	-	-	-	210,000
2300 W - 2350 N to Ashton	Streets	Class C Roads	-	210,000	-	-	-	-	210,000
Executive Dr	Streets	Class C Roads	-	-	400,000	-	-	-	400,000
Substation Security	Power	Electric Fund	-	30,000	-	-	-	-	30,000
Street Light Project	Power	Electric Fund	-	250,000	-	-	-	-	250,000
New Equipment	Power	Electric Fund	23,953	224,500	-	-	-	-	248,453
River Crossing & Thanksgiving Point	Power	Electric Impact Fees	10,270	550,000	-	-	-	-	560,270
3-21 Circuit Reconductor (500W-1100W)	Power	Electric Impact Fees	-	90,000	-	-	-	-	90,000
311 Line Extension Upgrade	Power	Electric Impact Fees	-	540,000	-	-	-	-	540,000
822 Line Extension	Power	Electric Impact Fees	-	325,000	-	-	-	-	325,000
300 N Rebuild	Power	Electric Impact Fees	-	115,000	-	-	-	-	115,000
900 N Reconductor	Power	Electric Impact Fees	-	100,000	-	-	-	-	100,000
Pine Meadow Blvd Recondutor	Power	Electric Impact Fees	-	170,000	-	-	-	-	170,000
<b>TOTAL CAPITAL SPENDING</b>			\$10,462,571	\$ 53,499,124	\$ 5,800,000	\$ 3,700,000	\$ 1,600,000	\$ 15,700,000	\$ 90,761,695

\*Funding reported as of July 29, 2020

## SUMMARY OF CAPITAL SPENDING IMPACT BY FUND

FUND	FY 2020*	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Capital Projects	\$ 138,124	\$ 538,189	\$ -	\$ -	\$ -	\$ -	\$ 676,313
Buildings/Grounds	-	-	-	-	-	-	-
Fire Impact Fee	-	-	-	-	-	-	-
Parks Impact Fee	3,980	2,243,740	-	-	-	-	2,247,720
Police Impact Fee	-	-	-	-	-	-	-
Culinary Water	2,301,406	4,752,695	-	-	-	-	7,054,101
Culinary Impact Fee	66,358	2,750,000	300,000	150,000	-	1,800,000	5,066,358
Sewer Impact Fee	66,080	1,650,000	-	-	1,000,000	250,000	2,966,080
Storm Drain Impact Fee	-	650,000	400,000	100,000	100,000	250,000	1,500,000
Payment In Lieu	-	420,000	400,000	-	-	1,650,000	2,470,000
Pressurized Irrigation	3,240,290	10,275,000	-	-	-	-	13,515,290
P.I. Impact Fee	895,652	5,775,000	1,200,000	450,000	500,000	250,000	9,070,652
UDOT	-	50,000	2,150,000	-	-	-	2,200,000
RDA Funds	-	1,200,000	-	-	-	-	1,200,000
MAG	635,636	15,200,000	-	-	-	-	15,835,636
Roads Impact Fee	3,080,822	3,200,000	950,000	3,000,000	-	11,500,000	21,730,822
Class C Roads	-	2,400,000	400,000	-	-	-	2,800,000
Electric Impact Fee	23,953	504,500	-	-	-	-	528,453
Electric Fund	10,270	1,890,000	-	-	-	-	1,900,270
<b>TOTAL</b>	<b>\$ 10,462,571</b>	<b>\$53,499,124</b>	<b>\$ 5,800,000</b>	<b>\$ 3,700,000</b>	<b>\$ 1,600,000</b>	<b>\$ 15,700,000</b>	<b>\$ 90,761 695</b>

\*Funding reported as of July 29, 2020



## IMPACT ON THE OPERATING BUDGET

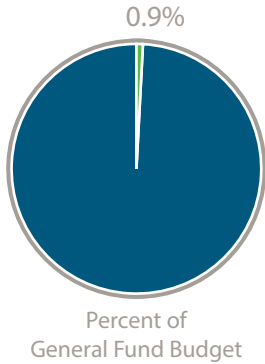
The following is a summary of the impact of the FY 2021 Capital Budget on the operating budget for FY 2021 and future years. The only included projects are those with a significant impact; which would include any project that will result in the need for additional staff or will result in any ongoing increase or decrease in the operating budget greater than \$10,000 per year.

PROJECT(S)	BUDGET(S) IMPACTED	EXPECTED IMPACT
Allred River Crossing	Water Division - Sewer	The project will result in an expected annual increase of approximately \$25,000 in operating & maintenance costs to the Water Division due to increased cleaning, supply, & repair costs. The project is expected to begin construction in FY 2020 and be completed in FY 2021.
Traverse Source	Water Division - Culinary	The project will result in an expected annual increase of approximately \$35,000 in operating & maintenance costs to the Water Division due to increased cleaning, supply, & repair costs. The project is expected to begin construction in FY 2020 and be completed in FY 2021.
Traverse Mountain Booster Pump	Water Division - Pressurized Irrigation	The project will result in an expected annual increase of approximately \$17,000 in operating & maintenance costs to the Water Division due to increased cleaning, supply, & repair costs. The project is expected to finish FY 2021.
Jordan Willows Pump Station	Water Division - Waste Water	The project will result in an expected annual increase of approximately \$25,000 in operating & maintenance costs to the Water Division due to increased cleaning, supply, & repair costs. The project is planned to be completed in FY 2021.
Holbrook Upper PI Reservoir and Pumps	Water Division - Pressurized Irrigation	The project will result in an expected annual increase of approximately \$25,000 in operating & maintenance costs to the Water Division due to increased cleaning, supply, & repair costs. The project began construction in FY 2020 and is planned to be completed in FY 2021.
Sandpit Tank and Pump	Water Division - Culinary	The project will result in an expected annual increase of approximately \$20,000 in operating & maintenance costs to the Water Division due to increased cleaning, supply, & repair costs. The project began design in FY 2020 and is planned to be completed in FY 2022.
Vialetto Reservoir Pumps	Water Division - Pressurized Irrigation	The project will result in an expected annual increase of approximately \$30,000 in operating & maintenance costs to the Water Division due to increased cleaning, supply, & repair costs. The project will begin construction in FY 2021 and is expected to be finished in FY 2022.
Dry Creek Reservoir	Parks Department	The project will result in an expected annual increase of approximately \$15,000 in operating & maintenance costs to the Parks Department due to increased, cleaning, supply, and repair costs. The project will also result in an expected annual increase of approximately \$60,000 in additional staffing costs. The project began construction in FY 2020 and is expected to be completed in FY 2021.



# GENERAL FUND

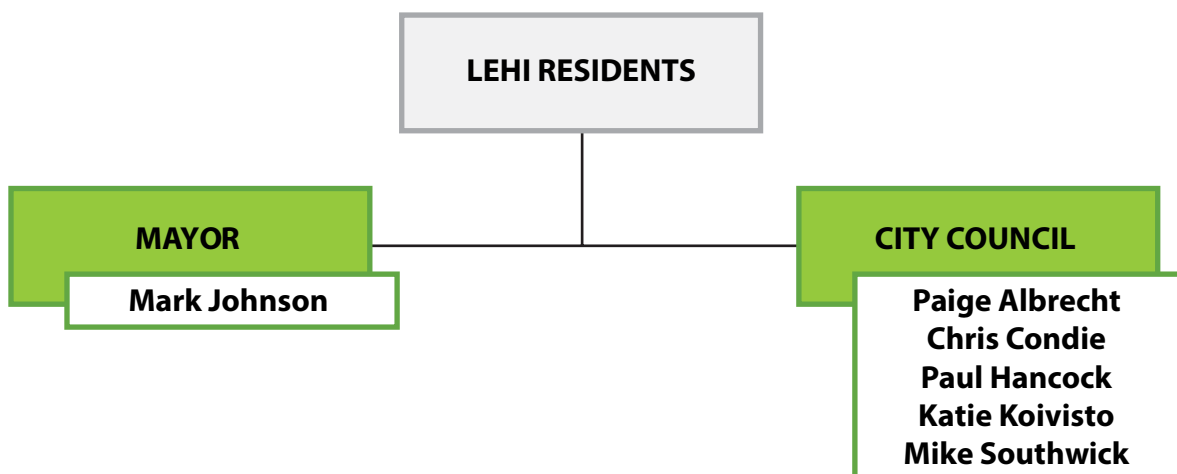
# MAYOR & CITY COUNCIL



THE MISSION OF THE MAYOR AND CITY COUNCIL IS TO ENHANCE THE HEALTH, SAFETY, AND WELFARE OF EACH PERSON WITHIN THE COMMUNITY (BOTH RESIDENT AND VISITOR). THIS IS ACCOMPLISHED BY DEVELOPING, REVIEWING, AND IMPLEMENTING ORDINANCES, RESOLUTIONS, AND POLICIES.

## DEPARTMENT DESCRIPTION

The Mayor and City Council are elected to office by the citizens of Lehi and serve four-year terms. The Mayor acts as the Chief Executive Officer of the City and is responsible for upholding and executing the laws and ordinances adopted by the City Council. The City Council is responsible for creating and modifying ordinances for the betterment of the community.



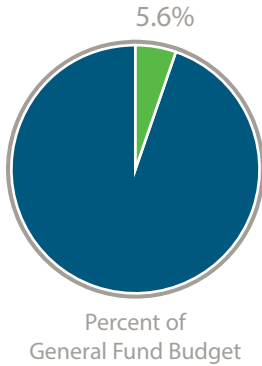
POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY2020	PLANNED FY 2021
<b>Elected:</b>					
Mayor	1.00	1.00	1.00	1.00	1.00
City Council	5.00	5.00	5.00	5.00	5.00
<b>TOTAL FTE</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

## BUDGET INFORMATION

DEPARTMENT 47	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 158,125	\$ 116,306	\$ 120,328	\$ 124,481
13 Employee Benefits	117,694	112,943	130,621	141,041
21 Books, Subscriptions, & Memberships	37,480	39,634	35,000	35,000
23 Travel & Training	12,718	4,339	15,000	15,000
24 Office Supplies	1,958	70	3,000	3,000
25 Reimbursements	17	-	5,000	5,000
26 IT Fund Charges	5,000	2,004	2,000	2,000
29 Risk Management Fund Charges	2,000	5,004	5,000	5,000
31 Professional & Technical	15,120	9,000	25,000	25,000
45 Miscellaneous	10,451	9,502	17,000	17,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 360,541</b>	<b>\$ 298,802</b>	<b>\$ 357,949</b>	<b>\$ 372,522</b>



# OFFICE OF THE CITY ADMINISTRATOR



THE MISSION OF THE OFFICE OF THE CITY ADMINISTRATOR IS TO PROVIDE GENERAL OVERSIGHT AND DIRECTION FOR ALL CITY SERVICES AND OPERATIONS AND TO PROVIDE MANAGEMENT ASSISTANCE TO THE MAYOR AND CITY COUNCIL.



Provide additional training opportunities for employees and leverage technology to provide better quality of life for Lehi residents.

## DEPARTMENT DESCRIPTION

The Office of the City Administrator is responsible for the management of community and employee relations throughout the organization. The department is organized into five divisions: Public Relations & Special Events, Special Projects, Human Resources, Information Technology, and Risk Management.

The Public Relations & Special events and Special Projects Divisions are responsible for public and community relations, management analysis, and special events.

The Human Resources Division is responsible for maintaining employee records, coordinating employee benefit and education programs, communicating personnel policies and procedures, and ensuring quality recruitment.

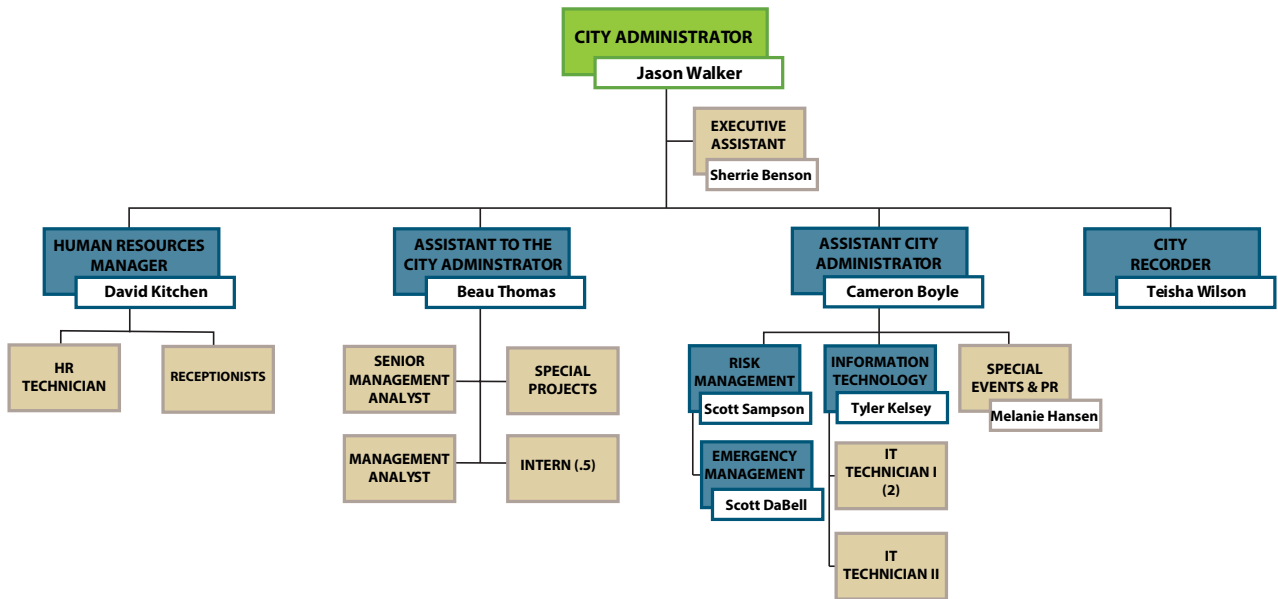
The Information Technology Department is responsible for managing the technology and network infrastructure, maintaining information system security, promoting technology education, and overseeing data disaster recovery planning.

Risk Management is designed to (1) assist City departments in the implementation of effective safety and other loss-prevention programs to protect the employees and assets of the City from injury, damage, or loss; (2) minimize loss or injury when incidents do occur; and (3) appropriately finance or insure the cost of claims, injuries, and losses. Risk Management is funded through an internal service fund.

The Fleet Division is responsible for the acquisition and maintenance of all City-owned vehicles. The Fleet Fund is an internal service fund that charges fees for each vehicle and the costs associated with maintenance of such vehicles. The revenue collected from these fees is intended to cover both the full operating and long-term capital costs of the services provided.

The Records and Elections Division is managed by the city recorder and is responsible for the records, minutes, ordinances, and resolutions of the City. The division also oversees annexations, elections, and cemetery records.





POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Appointed:</b>					
City Administrator	1.00	1.00	1.00	1.00	1.00
Recorder*	-	-	-	1.00	1.00
<b>Full-time:</b>					
Assistant City Administrator	1.00	1.00	1.00	1.00	1.00
Assistant to the City Administrator	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	-	-	-	-	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Events Coordinator	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Human Resource Manager	1.00	1.00	1.00	1.00	1.00
Human Resource Technician	1.00	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00	1.00
Passport Technician/Receptionist**	-	1.00	1.00	-	-
IT Manager	-	-	1.00	1.00	1.00
IT Technician II	-	-	1.00	1.00	1.00
IT Technician I	-	-	2.00	2.00	2.00
Fleet Manager***	1.00	1.00	1.00	1.00	1.00
Shop Supervisor***	-	1.00	1.00	1.00	1.00
Journey Fleet Mechanic***	1.00	1.00	2.00	2.00	2.00
Fleet Small Engine Mechanic***	1.00	-	-	-	-
Emergency Managment Coordinator****	0.50	0.50	0.50	0.50	1.00
<b>Part-time Non-benefited:</b>					
Receptionist (2)	1.00	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50	0.50
Shop Worker	1.00	1.00	-	-	-
<b>TOTAL FTE</b>	<b>15.00</b>	<b>16.00</b>	<b>20.00</b>	<b>20.00</b>	<b>21.50</b>

\* Was previously under Legal Services. \*\*Now under Information Center. \*\*\*Fleet was previously under Public Works. \*\*\*\*PT position to FT.

**BUDGET INFORMATION**

DEPARTMENT 44	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 529,757	\$ 638,597	\$ 679,912	\$ 662,900
Overtime	-	286	-	-
13 Employee Benefits	229,578	271,621	295,459	306,960
21 Books, Subscriptions, & Memberships	9,074	8,348	6,500	6,500
22 Public Notices	-	-	1,000	1,000
23 Travel & Training	27,193	31,854	27,000	27,000
24 Office Supplies	12,546	9,934	17,500	17,500
25 Fleet Fund Charges	2,000	2,004	19,162	19,162
26 IT Fund Charges	8,000	8,004	8,000	8,000
27 Utilities	1,317	1,996	12,000	12,000
29 Risk Management Fund Charges	2,000	2,004	2,000	2,000
30 Electricity - Lehi City Power	-	-	10,000	10,000
31 Professional & Technical	130,934	118,793	40,000	40,000
31 Public Defender	-	-	100,000	100,000
45 Miscellaneous	9,427	17,966	6,900	11,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 961,827</b>	<b>\$ 1,111,406</b>	<b>\$ 1,225,433</b>	<b>\$ 1,224,921</b>

**FLEET****PERFORMANCE MEASURES**

**DEPARTMENT/DIVISION OBJECTIVE:** Assist the city administrator in keeping the cost of employment at a reasonable level.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Average Billable Hours	✓	-	-	70%	71.75%	72%

Fleet Performance Measures are new and will be tracked moving forward. See page 190 for detailed budget information regarding the Fleet Fund.

# HUMAN RESOURCES

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Assist the city administrator in keeping the cost of employment at a reasonable level.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Benefits Expense per FTE	✗	\$19,695	\$25,494	\$23,009	\$24,252	\$25,587
Healthcare Expense per FTE	✗	\$8,468	\$11,905	\$8,522	\$9,242	\$11,585
Average Merit Increase per FTE	✓	2.88%	2.80%	2.66%	2.91%	2.75%

**DEPARTMENT/DIVISION OBJECTIVE:** Keep the employee turnover rate low and employee satisfaction high.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Full-time Employee Turnover Rate	✓	8%	9.06%	8.0%	6.86%	8.0%
Part-Time Employee Turnover Rate	✗	80%	80.45%	60.0%	69.0%	60.0%

## BUDGET INFORMATION

DEPARTMENT 41	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 121,223	\$ 147,514	\$ 163,451	\$ 183,950
13 Employee Benefits	63,585	67,048	72,530	78,407
21 Books, Subscriptions, & Memberships	1,536	1,281	1,500	1,500
23 Travel & Training	845	1,858	3,000	5,000
24 Office Supplies	1,367	2,430	2,750	2,750
26 IT Fund Charges	14,000	14,004	14,000	14,000
27 Utilities	-	-	750	750
28 Equipment Maintenance	-	-	800	800
29 Risk Management Fund Charges	1,000	996	1,000	1,000
31 Professional & Technical	12,901	16,893	15,000	15,000
45 Miscellaneous	1,140	691	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 217,597</b>	<b>\$ 252,716</b>	<b>\$ 275,781</b>	<b>\$ 304,157</b>

# INFORMATION TECHNOLOGY

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Accurately keep records in accordance with legal requirements and make them available to the public.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Average Response Time (hours)	✗	-	2.54	1.78	1.91	1.78
Average Close Time (hours)	✗	-	48.0	33.6	45.8	33.6

See page 189 for detailed budget information regarding the IT Fund.

# PUBLIC RELATIONS & SPECIAL PROJECTS

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Strive to make city information readily available so residents are informed regarding city news, announcements, special events, etc.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Number of Facebook Page "Likes"	✓	8,727	10,033	11,000	11,840	13,000
Number of Twitter Followers	✓	3,271	3,627	4,000	4,364	5,000
Number of Instagram Followers	✓	1,572	1,954	2,200	2,931	4,000
Email List Subscribers	✓	2,324	2,782	3,200	3,928	4,500
Email Open Rate	✗	44%	43.5%	46%	43.6%	46%
Lehi City Chat Facebook Group Members	✓	1,941	2,953	3,500	4,425	5,500

## BUDGET INFORMATION

DEPARTMENT 67	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
34 Cultural Arts Council	\$ 76,000	\$ 76,000	\$ 78,000	\$ 78,000
36 Boys State Contribution	-	-	800	800
37 Miss Lehi Pageant	24,952	31,485	22,000	22,000
38 Lehi Float	16,000	-	16,000	16,000
39 Lehi Parade & Events Committee	96,698	143,224	102,500	102,500
40 Youth Council	2,869	1,077	4,000	4,000
41 Family Week	85	756	5,000	5,000
44 Foam Day	2,500	14,714	13,000	13,000



**BUDGET INFORMATION CONT.**

<b>DEPARTMENT 67</b>	<b>ACTUAL FY 2018</b>	<b>ACTUAL FY 2019</b>	<b>ESTIMATED FY 2020</b>	<b>PLANNED FY 2021</b>
45 Lehi Silver Band	\$ 10,644	\$ -	\$ 2,500	\$ 2,500
47 Community Beautification	-	10,481	11,000	11,000
50 Historical Preservation Committee	-	191	-	-
51 Brochures Published	14,771	-	3,000	3,000
54 Santa Parade	25,000	2,751	1,500	1,500
59 Special Projects	-	16,513	90,000	90,000
76 Summer Splash Party	-	-	20,000	20,000
77 Teen Event	20,000	1,061	2,500	2,500
78 National Night Out Event	14,513	4,535	5,000	5,000
79 Outdoor Movies	8,007	10,424	12,200	12,200
80 Archives Donation	816	2,771	28,000	28,000
81 Fireworks Show	154	25,000	25,000	25,000
82 Parks & Trails Committee	6,928	-	1,700	1,700
83 Christmas in Lehi	-	-	1,000	1,000
84 Easter Egg Hunt	3,214	6,712	7,000	7,000
85 My Lehi Program	2,830	-	-	-
86 Miscellaneous Special Events	4,161	15,266	11,000	10,000
87 Just for Kids	7,870	20,000	20,000	20,000
88 Volunteer Celebration	-	2,055	4,000	4,000
89 Veteran's Day Celebration	1,061	-	5,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 339,069</b>	<b>\$ 385,013</b>	<b>\$ 491,700</b>	<b>\$ 490,700</b>

**FEES**

<b>DEPARTMENT 67</b>	<b>APPROVED FY 2018</b>	<b>APPROVED FY 2019</b>	<b>APPROVED FY 2020</b>	<b>APPROVED FY 2021</b>
Stage Rental - 1st Day	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Each additional day (with move)	1,000	1,000	1,000	1,000
Each additional day (without move)	750	750	750	750
Hourly transportation fee	190	190	190	190
S. Legacy Center Overflow Parking Reservation				
Resident	100	100	100	100
Non-Resident	125	125	125	125
Special Event Permit Base	20	20	\$20	20
Special Permit Deposit (refundable)	100	100	100	100
+ Police Service/officer (2 min)/hour	50	50	50	65
+ / Sergeant / hour (any event requiring more than 3 officers must include a Sergeant)	-	-	-	75
+ Additional Charge - Holidays	-	-	-	25% of Police Service Fee



**FEES CONT.**

DEPARTMENT 67	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
+ Additional Charge - less than 72 hours notice of event	\$ -	\$ -	\$ -	25% of Police Service Fee
+ Fire & EMS / person / hour	50	50	50	50
+ / ambulance or brush truck / event	100	100	100	100
+Engine or tower/event	200	200	200	200
+Streets Service/hour	25	25	25	25
+Parks Service/hour	25	25	25	25

**RECORDS AND ELECTIONS****PERFORMANCE MEASURES**

**DEPARTMENT/DIVISION OBJECTIVE:** Accurately keep records in accordance with legal requirements and make them available to the public.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Percent of department' records officers trained on Open Meetings Act	✗	100%	80%	100%	80%	100%
Percent of departments' records officers trained on GRAMA & records retention	✗	50%	20%	100%	30%	100%

**BUDGET INFORMATION**

DEPARTMENT 43	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 78,552	\$ 79,062	\$ 76,596	\$ 76,410
13 Employee Benefits	37,808	38,659	42,625	43,502
21 Books, Subscriptions, & Memberships	1,512	1,713	5,000	5,000
22 Public Notices	2,037	1,946	7,500	7,500
23 Travel & Training	1,419	1,839	4,000	4,000
24 Office Supplies	(4,505)	1,122	2,500	2,500
26 IT Fund Charges	4,000	3,996	4,000	4,000
27 Utilities	-	-	750	750
28 Equipment Maintenance	14,796	15,535	20,800	20,800
29 Risk Management Fund Charges	1,000	996	1,000	1,000
31 Professional & Technical	5,396	5,808	12,100	12,100
45 Miscellaneous	-	152	-	11,000
46 Election Expense	68,768	-	107,000	-
54 Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 210,783</b>	<b>\$ 150,828</b>	<b>\$ 283,871</b>	<b>\$ 188,562</b>

**FEES**

DEPARTMENT 43	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Election registration	\$ 35	\$ 35	\$ 35	\$ 35
Audio recording CD/meeting	5	5	5	5
GRAMA request rates/hour:				
Department heads	55	55	55	55
Supervisory staff	45	45	45	45
Professional staff	35	35	35	35
Support staff	25	25	25	25
GRAMA request copies:				
GIS maps:				
24" x 36" color	10	10	10	10
17" x 24" color	5	5	5	5
11" x 17" color	3	3	3	3
>24" x 36"/linear foot	2	2	2	2
Other GRAMA copies:				
Up to 11" x 17" color	0.25	0.25	0.25	0.25
Up to 11" x 17" black & white	0.10	0.10	0.10	0.10
*Business License:				
*Solicitor	50/solicitor	50/solicitor	50/solicitor	-

\*These fees have been moved to the Information Center as of FY 2020

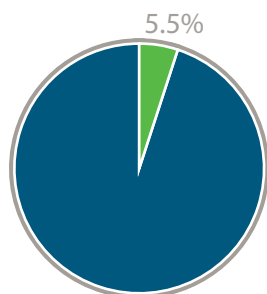
**RISK MANAGEMENT****PERFORMANCE MEASURES**

**DEPARTMENT/DIVISION OBJECTIVE:** Reduce as much as possible the risk to city personnel, equipment, buildings, & other assets.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Days missed due to accident or injury.	✗	0	7	2	10	20
Days reassigned to light duty work due to accident or injury.	✗	0	15	2	32	40
Number of risk management trainings conducted.	✗	25	25	20	10	10

See page 191 for detailed budget information regarding the Risk Management Fund.

# COMMUNITY DEVELOPMENT



Percent of  
General Fund Budget

THE COMMUNITY DEVELOPMENT DEPARTMENT GUIDES AND DIRECTS THE DEVELOPMENT OF LAND TO ACHIEVE A BALANCE BETWEEN THE DESIRES OF THE INDIVIDUAL PROPERTY OWNER, THE WELFARE OF THE RESIDENTS OF LEHI, AND THE NEEDS OF THE COMMUNITY.



Implement smart growth principles for available land  
left in Lehi.

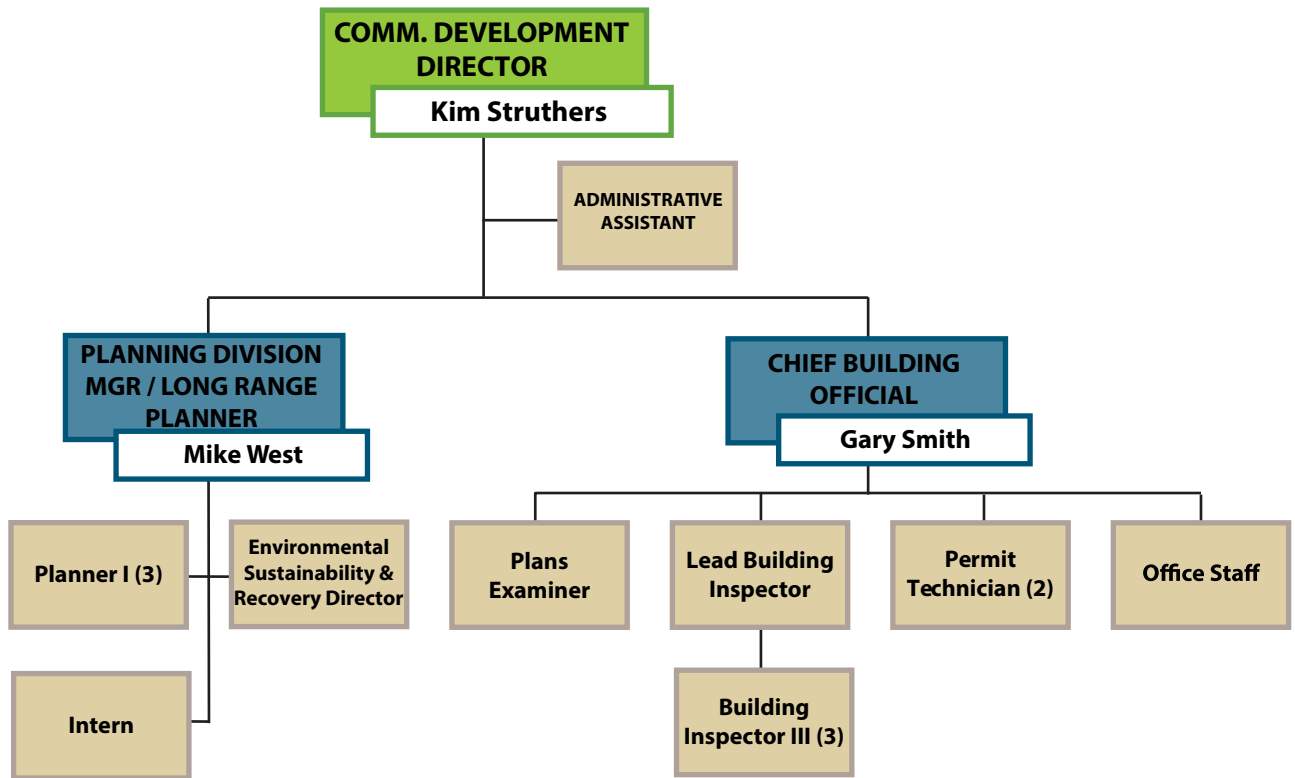
## DEPARTMENT DESCRIPTION

The Community Development Department consists of three separate divisions: Planning, Development Services, and Sustainability .

The Planning Division works closely with the Planning Commission and City Council to ensure that the City's general plan, development code, and design standards are adopted and followed in all developmental issues. The department is also responsible for coordinating the efforts of developers with the duties of the city engineer, public works director, and utility departments.

The Planning Division also includes the Environmental Sustainability and Recovery Director who is responsible for the development and administration of environmental management programs and committees. Long-term recovery efforts after disaster to include city infrastructure systems, residential impact issues, local business recovery, and school district liaison. This position also works with water restrictions information and enforcement, eagle projects, and parking citation enforcement.

The Development Services Division inspects newly-constructed buildings to ensure code compliance, inspects existing buildings to ensure safety requirements are met, and reviews plans for additions to new and existing buildings.



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Long Range Planner / Planning Division Manager	-	-	-	1.00	1.00
Planner III	1.00	1.00	1.00	-	-
Planner II	1.00	1.00	-	-	-
Planner I	1.00	1.00	2.00	3.00	3.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Environmental Sustainability & Recovery Director	-	-	1.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
Lead Building Inspector	1.00	1.00	1.00	1.00	1.00
Building Inspector I	-	-	1.00	-	-
Building Inspector II	3.00	3.00	1.00	4.00	4.00
Building Inspector III	-	-	3.00	3.00	3.00
Permit Technician	2.00	2.00	2.00	-	-
Permit Technician II				2.00	2.00
<b>Part-time Non-benefited:</b>					
Planning Intern	-	-	1.00	0.50	0.50
Office Staff	-	-	-	1.00	1.00
<b>TOTAL FTE</b>	<b>13.00</b>	<b>13.00</b>	<b>17.00</b>	<b>20.50</b>	<b>20.50</b>

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Efficiently & effectively serve the development needs of the city.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Planning Commission & City Council reports prepared per FTE.	✓	73.4	76	76	56	56
Total single-family lots recorded per FTE.	✓	107	225	N/A	67.16	65
Total multi-family residential units recorded per FTE.	✓	31.4	179	N/A	48.33	50

**DEPARTMENT/DIVISION OBJECTIVE:** Implement the city's development plans.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
General Plan Implemented	✗	35%	40%	15%*	85%*	10%*

**DEPARTMENT/DIVISION OBJECTIVE:** Encourage ongoing training among planning staff.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Training Hours per FTE	✓	13	23.6	20	20	20

\*A new general plan is being implemented





**BUDGET INFORMATION**

DEPARTMENT 56	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 377,412	\$ 401,847	\$ 531,340	\$ 585,643
13 Employee Benefits	176,041	178,655	241,807	262,458
21 Books, Subscriptions, & Memberships	2,598	2,838	3,000	3,000
22 Public Notices	4,125	5,494	9,000	9,000
23 Travel & Training	14,559	4,737	12,000	13,300
24 Office Supplies	4,862	2,884	15,600	12,500
25 Fleet Fund Charges	4,000	3,996	4,000	4,000
26 Buildings & Grounds O & M	500	-	-	-
27 Utilities	8,405	6,932	3,000	3,000
28 Equipment Maintenance	627	-	4,295	4,295
31 Professional & Technical	28,858	93,022	62,320	32,320
32 IT Fund Charges	14,000	14,004	14,000	14,000
33 Risk Management Fund Charges	4,000	3,996	4,000	4,000
34 Recording Fees	4,239	4,493	3,500	6,000
35 Standards Update	-	-	1,000	1,000
46 Miscellaneous	2,854	3,681	2,500	2,500
54-000 Capital Outlay	65,932	10,105	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 713,011</b>	<b>\$ 736,683</b>	<b>\$ 911,362</b>	<b>\$ 957,016</b>

FEES				
DEPARTMENT 56	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Annexation base	\$ 200	\$ 200	\$ 200	\$ 200
+ / Acre <50 acres	20	20	20	20
+ / Acre >50 acres	5	5	5	5
Area plan base	3,000	3,000	3,000	3,000
+ / Acre	10	10	10	10
Area plan amendment				
Minor (affecting 3 pages or less)	400	400	400	400
Intermediate (affecting 4 pages or more)	1,000	1,000	1,000	1,000
Major (addition of new property) base	1,500	1,500	1,500	1,500
+ / Acre	10	10	10	10
Amendments to:				
General plan	400	400	400	400
Zone district maps	400	400	400	400
Development code	400	400	400	400
Concept (Charge applies as a credit to preliminary subdivision or site plan):				
Single family residential / lot	20	20	20	20
Multi-Family Residential base	100	100	100	100
+ / unit	5	5	5	5
Non-residential base	100	100	100	100
+ / Acre	10	10	10	10
Concept PC base	500	500	500	500
+ / Acre	2	2	2	2
Preliminary subdivision plat				
Res. single family detached lots base	250	250	250	250
+ / lot	60	60	60	60
Res. multi-family attached units base	250	250	250	250
+ / unit	50	50	50	50
Non-residential base	250	250	250	250
+ / lot or unit	75	75	75	75
Final subdivision plat				
Res. single family detached lots base	350	350	350	350
+ / lot	75	75	75	80
Res. multi-family attached units base	350	350	350	350
+ / unit	65	65	65	70
Condominium base	-	-	300	300
+ / lot or unit	-	-	50	55
Non-Residential base	350	350	350	350
+ lot or unit	100	100	100	100

**FEES CONT.**

DEPARTMENT 56	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Site plan				
Multi-family residential base	\$ 500	\$ 500	\$ 500	\$ 500
+ / lot or unit	10	10	10	10
Non-residential / acre	350	350	350	350
or / 1,000 bldg. sq. ft. (if greater)	50	50	50	50
Lot Line Adjustments (not requiring a plat)	200	200	200	200
Final Plat Revision, Amend, Vacation base	200	200	200	200
+ / lot or unit	100	100	100	100
Two-lot subdivision with an existing home	350	350	350	350
Short Term Rental Application Fee	-	-	-	50
Permitted use (existing buildings only)	50	50	50	50
Conditional use	300	300	300	300
Modification of existing conditional use	150	150	150	150
Temporary uses	40	40	50	50
Zoning Verification Letters	50	50	50	50
Home occupation	25	-	-	-
Sign permits:				
Temporary special event	25	25	25	25
On premise project sign	100	100	100	100
Hearing Examiner	200	200	200	200
Lot line adjustments (not requiring a plat)	-	-	-	-
Final plat revision, amend, vacation base	-	-	-	-
+ / lot or unit	-	-	-	-
Construction drawing rev. / revised page (1st pg)	100	100	100	100
+ / each subsequent page	20	20	20	20
Revision to approved dev. agreement	2,500	2,500	2,500	2,500
Replacement of development bonds / bond	350	350	350	350
Pub. improvement inspect. base (% of bond)	1.4%	1.4%	1.4%	1.4%
+ / linear ft. T.V. fee for sewer lines	0.45	0.45	0.45	0.45
+ / linear ft. T.V. fee for storm drain lines	0.45	0.45	0.45	0.45
First extension of development approval	250	250	250	250
If made after original expiration date	500	500	500	500
+ additional extension requests	500	500	500	500
Grading permit first 20 acres	100	100	100	100
+ / each additional 20 acres	100	100	100	100
GIS maps:				
24" x 36" color	10	10	10	10
17" X 24" color	5	5	5	5
11" x 17" color	3	3	3	3
>24" x 36" / linear foot	2	2	2	2

**FEES CONT.**

DEPARTMENT 56	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Copies:				
11" x 17" color	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25
11" x 17" black & white	0.10	0.10	0.10	0.10
8.5" x 11" color	0.25	0.25	0.25	0.25
8.5" x 11" black & white	0.10	0.10	0.10	0.10
Flash Drive (For pre-construction plans copies only)	-	75	75	75
Books:				
Design standards	10	10	10	10
Development code	10	10	10	10
Downtown revitalization plan	20	20	20	20
Accessory Dwelling Units (Apartments)				
Impact Fees (effective Septmber 12, 2019)	-	4,253	4,253	4,253

# BUILDING & PERMITTING

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Provide timely building permits and inspections.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	TARGET FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Total Building Permits Issued per FTE	✓	181	150	150	150	150
Total Building Inspections per FTE	✓	3,064	2,700	2,400	2,500	2,500
Inspections Completed within 24 Hours of Request (%)	✓	90%	90%	95%	95%	95%
Final & Four-way Inspections Completed within 24 hours (%)	✓	90%	90%	90%	92%	90%

## BUDGET INFORMATION

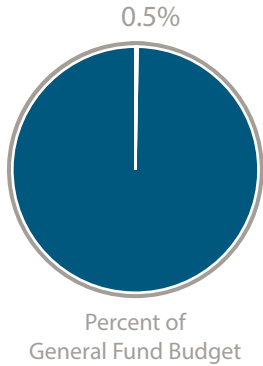
DEPARTMENT 58	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 517,152	\$ 626,979	\$ 825,576	\$ 840,730
11 Overtime	4,724	8,042	10,000	10,000
13 Employee Benefits	272,659	319,792	428,634	430,518
14 Uniforms	1,955	2,404	2,400	3,100
21 Books, Subscriptions, & Memberships	4,201	3,447	9,000	9,000
23 Travel & Training	12,062	9,240	17,000	17,000
24 Office Supplies	10,019	20,149	17,100	9,000
25 Fleet Fund Charges	18,000	18,000	24,601	24,601
26 Buildings & Grounds O & M	1,113	-	-	-
27 Utilities	4,178	4,718	2,500	2,500
28 Equipment Maintenance	1,626	-	2,200	2,200
29 Risk Management Fund Charges	5,000	5,004	5,000	5,000
31 Professional & Technical	115	64	-	-
41 State 1% Building Fees	-	28,967	-	-
34 IT Fund Charges	18,000	18,000	18,000	18,000
46 Miscellaneous	31,783	2,572	4,210	4,210
54-000 Capital Outlay	26,046	30,788	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 928,633</b>	<b>\$ 1,098,166</b>	<b>\$ 1,366,221</b>	<b>\$ 1,375,859</b>



**FEES**

DEPARTMENT 58	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Building permits (established by ICBO Building Standards):				
Total valuation of \$100 - \$500	\$ 23.50	\$ 23.50	\$ 23.50	\$ 23.50
+/- \$100 increase (\$501 - \$2,000)	3.05	3.05	3.05	3.05
The first \$2,000 of the total valuation	69.25	69.25	69.25	69.25
+/- \$1,000 increase (\$2,001 - \$25,000)	14	14	14	14
The first \$25,000 of the total valuation	391.75	391.75	391.75	391.75
+/- \$1,000 increase (\$25,001 - \$50,000)	10.10	10.10	10.10	10.10
The first \$50,000 of the total valuation	643.75	643.75	643.75	643.75
+/- \$1,000 increase (\$50,001 - \$100,000)	7	7	7	7
The first \$100,000 of the total valuation	993.75	993.75	993.75	993.75
+/- \$1,000 increase (\$100,001 - \$500,000)	5.60	5.60	5.60	5.60
The first \$500,000 of the total valuation	3,233.75	3,233.75	3,233.75	3,233.75
+/- \$1,000 increase (\$500,001 - \$1,000,000)	4.75	4.75	4.75	4.75
The first \$1,000,000 of the total valuation	5,608.75	5,608.75	5,608.75	5,608.75
+/- \$1,000 increase (above \$1,000,001)	3.65	3.65	3.65	3.65
Plan review:				
Residential (as % of permit fee)	40%	40%	40%	40%
Non-residential (as % of permit fee)	65%	65%	65%	65%
+State charge (as % of permit fee)	1%	1%	1%	1%
Building inspections:				
Single family residential (/ sq. ft.)				
Main floor	101.39	104.54	108.68	109.12
Second floor	101.39	104.54	108.68	109.12
Unfinished basement	25.35	26.14	27.17	27.28
Semi-finished basement	25.35	26.14	27.17	27.28
Finished basement	50.70	52.27	54.34	64.56
Garage - Wood Frame	35.55	41.33	43.02	43.47
Open carports	33.82	34.80	36.57	21.74
Re-inspection Fee	100	100	100	100
Temporary power setup	80	80	80	80

# ECONOMIC DEVELOPMENT



THE ECONOMIC DEVELOPMENT DEPARTMENT WILL FACILITATE THE DEVELOPMENT OF A DYNAMIC REGIONAL COMMERCIAL CENTER THAT WILL PROVIDE QUALITY EMPLOYMENT, OFFICE SPACE, RETAIL SHOPPING AND ENTERTAINMENT EXPERIENCES FOR RESIDENTS OF LEHI AND THE SURROUNDING MARKET AREA.



**Creata downtown Lehi Main Street Revitalization Program.**

## DEPARTMENT DESCRIPTION

The Economic Development Department manages the various urban renewal, economic development, and community development areas (see pages 194-196 for more information) and works in cooperation with other public and private sector groups to promote new capital investment and quality job creation in the City. The department focuses on attracting new businesses to the community to create a diversified tax base and help reduce the tax burden on the residential property owner.

**ECONOMIC  
DEVELOPMENT  
DIRECTOR**

**Marlin Eldred**

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Economic Development Director	1.00	1.00	1.00	1.00	1.00
<b>TOTAL FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Participate in ongoing Economic Development training.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Training hours	✓	40	40	40	40	40

**DEPARTMENT/DIVISION OBJECTIVE:** Focus on helping business succeed in Lehi.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Schedule and attend at least one business visit per month	✓	12	12	12	12	12

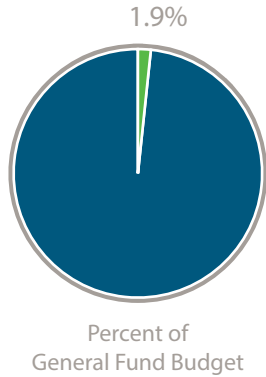
**DEPARTMENT/DIVISION OBJECTIVE:** Complete an update of the economic development strategic plan.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Economic Development Strategic Plan Completed (%)	✓	70%	95%	100%	100%	100%

## BUDGET INFORMATION

DEPARTMENT 59	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 100,072	\$ 104,882	\$ 118,815	\$ 120,810
13 Employee Benefits	47,620	48,625	51,233	55,366
21 Books, Subscriptions, & Memberships	791	1,349	1,200	1,200
22 Public Notices	729.17	-	1,200	1,200
23 Travel & Training	7,574	12,173	7,875	7,875
24 Office Supplies	833	947	1,500	1,500
26 IT Fund Charges	2,000	2,004	2,000	2,000
28 Permits & Licenses	1,000	-	1,500	1,500
29 Risk Management Fund Charges	-	996	1,000	1,000
31 Professional & Technical	19,446	773	10,500	20,500
45 Miscellaneous	(110)	1,082	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 179,955</b>	<b>\$ 172,830</b>	<b>\$ 206,823</b>	<b>\$ 222,952</b>

# ENGINEERING



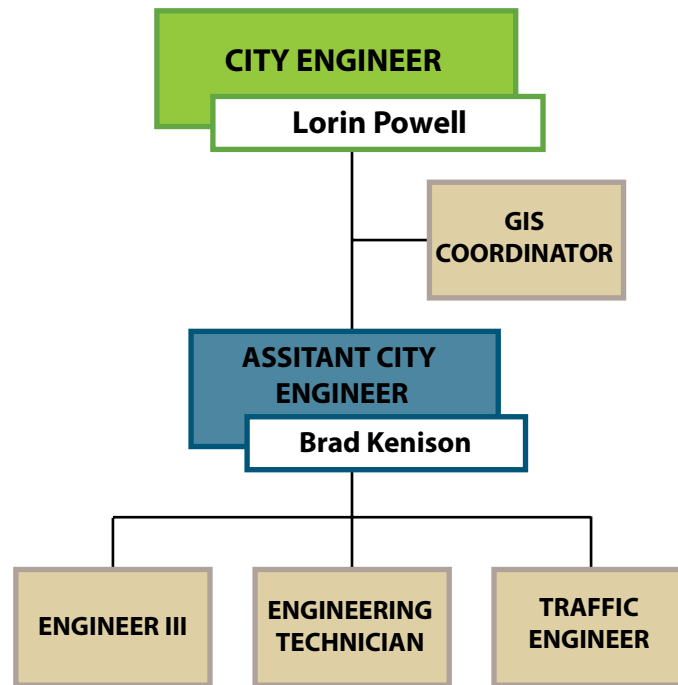
THE ENGINEERING DEPARTMENT WILL PROVIDE ENGINEERING AND GIS SUPPORT FOR CITY ADMINISTRATION, OPERATING DEPARTMENTS, AND CITIZENS IN ACCORDANCE WITH APPLICABLE REQUIREMENTS AND REGULATIONS.



Construct the Dry Creek PI Lake with amenities  
for water and recreation resources.

## DEPARTMENT DESCRIPTION

The Engineering Department coordinates all city engineering services including consultation, design, project management, survey, and inspection. The city engineer plays an integral part of all reviews done for new developments within the City. The geographical information system (GIS) coordinator provides map data for various levels of infrastructure and general city services.



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
City Engineer	1.00	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00
Engineer III	1.00	1.00	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Traffic Engineer	-	-	-	-	1.00
<b>TOTAL FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>



## PERFORMANCE MEASURES

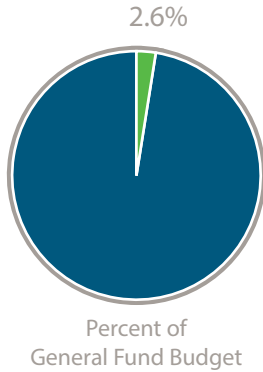
**DEPARTMENT/DIVISION OBJECTIVE:** Participate in the design, development, and construction of infrastructure throughout the City.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Percent Completed of Major Projects						
Jordan River Reservoir (PI)	-	100%	-	-	-	-
Make the reservoir accessible.	✗	60%	70%	100%	70%	100%
Work with Fish and Game to make the reservoir a fishery.	✗	25%	30%	100%	30%	100%
Traverse Blvd TRAX Xing & Road	✗	15%	80%	100%	80%	100%
Main Street 2300 W to Crossroads	✗	2%	10%	75%	10%	75%
1200 West, I-15 to SR92	✗	15%	70%	100%	70%	100%
West Side Tank	✗	95%	97%	100%	97%	100%
Traverse Booster with Piping	✗	16%	50%	100%	50%	100%
West Side Sedimentation Basin	✗	13%	65%	100%	65%	100%
Dry Creek Reservoir & Piping	✗	10%	15%	65%	15%	65%
Ashton Blvd Widening	-	-	20%	100%	20%	100%
600 East and Sandpit Culinary Tanks	-	-	2%	100%	2%	100%
Jordan Willows Sewer Pump Station Additions	-	-	20%	100%	20%	100%
Jordan River Reservoir Pump Station	-	-	70%	100%	70%	100%
CDBG 300 West 300 North Street and Infrastructure	-	-	0%	60%	0%	60%
2019/2020 Safe Route to School (SRTS)	-	-	0%	100%	0%	100%

## BUDGET INFORMATION

DEPARTMENT 63	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 442,616	\$ 459,730	\$ 468,336	\$ 478,982
13 Employee Benefits	204,008	207,899	224,119	231,116
14 Uniforms	-	513	600	600
21 Books, Subscriptions, Memberships	451	-	1,000	1,000
23 Travel & Training	7,615	5,658	9,500	9,500
24 Office Supplies	5,009	500	6,000	6,500
25 Fleet Fund Charges	4,000	3,996	4,000	4,000
26 IT Fund Charges	6,000	6,000	6,000	6,000
27 Utilities	1,081	1,658	-	-
28 Equipment Maintenance	21,415	20,529	24,000	25,000
29 Risk Management Fund Charges	2,932	2,004	2,000	2,000
31 Professional & Technical	17,195	19,989	23,000	23,000
45 Miscellaneous	580	136	500	500
54 Capital Outlay	-	4,849	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 712,903</b>	<b>\$ 733,461</b>	<b>\$ 769,055</b>	<b>\$ 788,198</b>

# FINANCE



THE MISSION OF THE FINANCE DEPARTMENT IS TO EFFECTIVELY MANAGE AND SAFEGUARD THE CITY'S FINANCIAL RESOURCES AND ASSETS BY PROVIDING ACCURATE AND TIMELY INFORMATION IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) AND THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB).

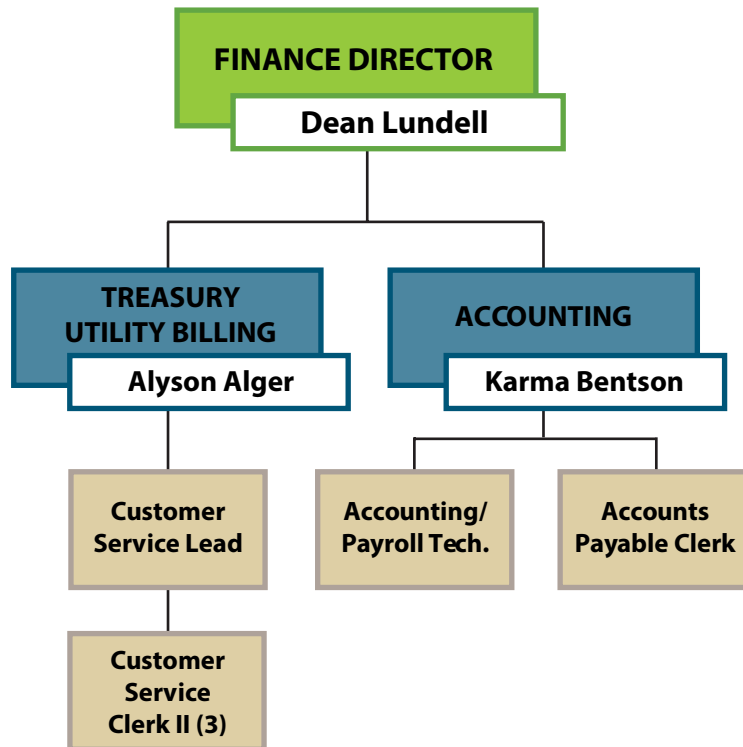


Improve the City's long-term financial security through stronger financial policies and communication.

## DEPARTMENT DESCRIPTION

The Finance Department is responsible for the financial operations of the City. The Department provides budgeting, purchasing, accounting, and funding direction for the City.

The Treasury and Utility Billing Division has custody of Lehi City's cash and investments. The Treasurer maintains a system for cash management and is responsible for reporting the cash position to the Mayor and City Council. The Treasurer also oversees the billing process and responds to customers' questions and complaints. Additionally, the Finance Department, through the Treasury Division, oversees the third-party waste collection contract (see Waste Collection Fund on page 186).



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Appointed:</b>					
City Treasurer	1.00	1.00	1.00	1.00	1.00
<b>Full-time:</b>					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Customer Service Lead	1.00	1.00	1.00	1.00	1.00
Accounting/Payroll Technician	1.00	1.00	1.00	1.00	1.00
Accounts Payable Technician	1.00	1.00	1.00	1.00	1.00
**Customer Service Representative II	2.00	2.00	1.00	3.00	3.00
**Customer Service Representative I	2.00	2.00	3.00	-	-
*IT Manager	1.00	1.00	-	-	-
Senior IT Technician	1.00	-	-	-	-
IT Technician II	1.00	-	-	-	-
IT Technician I	-	3.00	-	-	-
<b>Part-time Non-benefited:</b>					
Customer Service Technician I	-	-	0.50	-	-
<b>TOTAL FTE</b>	<b>13.00</b>	<b>14.00</b>	<b>10.50</b>	<b>9.00</b>	<b>9.00</b>

\*Beginning in FY2019, IT will be under the Office of the City Administrator and not Finance.

\*\*Staffing changes are accounted for with the creation of the Information Center in FY 2020.

# ACCOUNTING

## PERFORMANCE MEASURES

DEPARTMENT/DIVISION OBJECTIVE: Properly monitor and report the City's finances.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Accounts Payable Checks Count	✓	8,624	7,297	9,000	7,763	8,500
% of Monthly Financial Reports Completed by 20th Business Day After End of Month	✓	100%	100%	100%	100%	100%
General Fund Revenues	✓	\$35,041,148	\$41,150,535	\$45,101,415	\$46,500,000	\$45,101,415
General Fund Revenues per Capita	✓	\$646.00	\$656.18	\$684.25	\$644.36	\$652.23

## BUDGET INFORMATION

DEPARTMENT 46	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 368,418	\$ 356,662	\$ 323,972	\$ 337,331
13 Employee Benefits	211,692	186,106	169,293	176,329
21 Books, Subscriptions, & Memberships	1,225	1,288	2,246	2,246
23 Travel & Training	3,830	4,219	6,500	7,700
24 Office Supplies	5,200	3,074	10,000	11,200
26 IT Fund Charges	10,410	9,996	10,000	10,000
27 Utilities	280	-	500	500
28 Equipment Maintenance	342	-	1,500	1,500
29 Risk Management Fund Charges	1,000	996	1,000	1,000
31 Professional & Technical	6,814	4,891	5,000	5,000
34 Auditor Expense	48,300	48,300	46,000	46,000
35 Budget Expense	-	-	550	550
45 Miscellaneous	300	1,301	3,500	3,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 657,811</b>	<b>\$ 616,834</b>	<b>\$ 580,061</b>	<b>\$ 602,857</b>

# TREASURY & UTILITY BILLING

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Closely monitor the city's utility revenues.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Number of Active Utility Accounts	N/A	20,287	22,193	23,899	23,611	25,426
Utility Billing Accounts over 60 Days (%)	N/A	6.5%	7.0%	6.5%	7.0%	7.0%

## BUDGET INFORMATION

DEPARTMENT 45	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 224,794	\$ 254,529	\$ 266,746	\$ 279,659
13 Employee Benefits	138,014	153,807	165,086	177,857
21 Books, Subscriptions, & Memberships	75	150	1,000	1,000
23 Travel & Training	2,179	2,333	4,000	4,000
24 Office Supplies	4,770	4,278	3,200	3,200
26 IT Fund Charges	16,000	15,996	16,000	16,000
27 Utilities	83	-	1,000	1,000
28 Equipment Maintenance	895	-	500	500
29 Risk Management Fund Charges	10,000	9,996	10,000	10,000
31 Professional & Technical	15,259	19,320	1,000	10,000
45 Miscellaneous	-	1,601	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 412,068</b>	<b>\$ 462,011</b>	<b>\$ 469,532</b>	<b>\$ 504,216</b>

## FEES

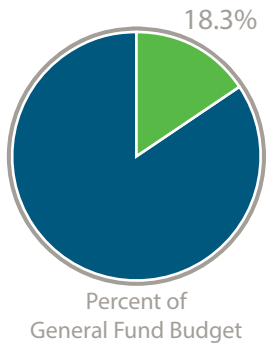
DEPARTMENT 45	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Utility sign-up processing	\$ 30	\$ 30	\$ 30	\$ 30
Disconnect/connect fee (Water & Power)	50	50	50	50
Utility verification	50	50	50	50
Overdue charge/month (if past 30 days)	1.5%	1.5%	1.5%	1.5%
Returned check	20	20	20	20
Bankruptcy deposit	500	500	500	500
Temporary power meter deposit	200	200	200	200



Photo by Robert Center



# FIRE



THE LEHI FIRE DEPARTMENT IS COMMITTED TO PROVIDING A WIDE RANGE OF SERVICES TO THE COMMUNITY DESIGNED TO PROTECT AND PRESERVE LIFE, PROPERTY, AND THE ENVIRONMENT THROUGH PLANNING, PREVENTION, EDUCATION, AND RESPONSE.

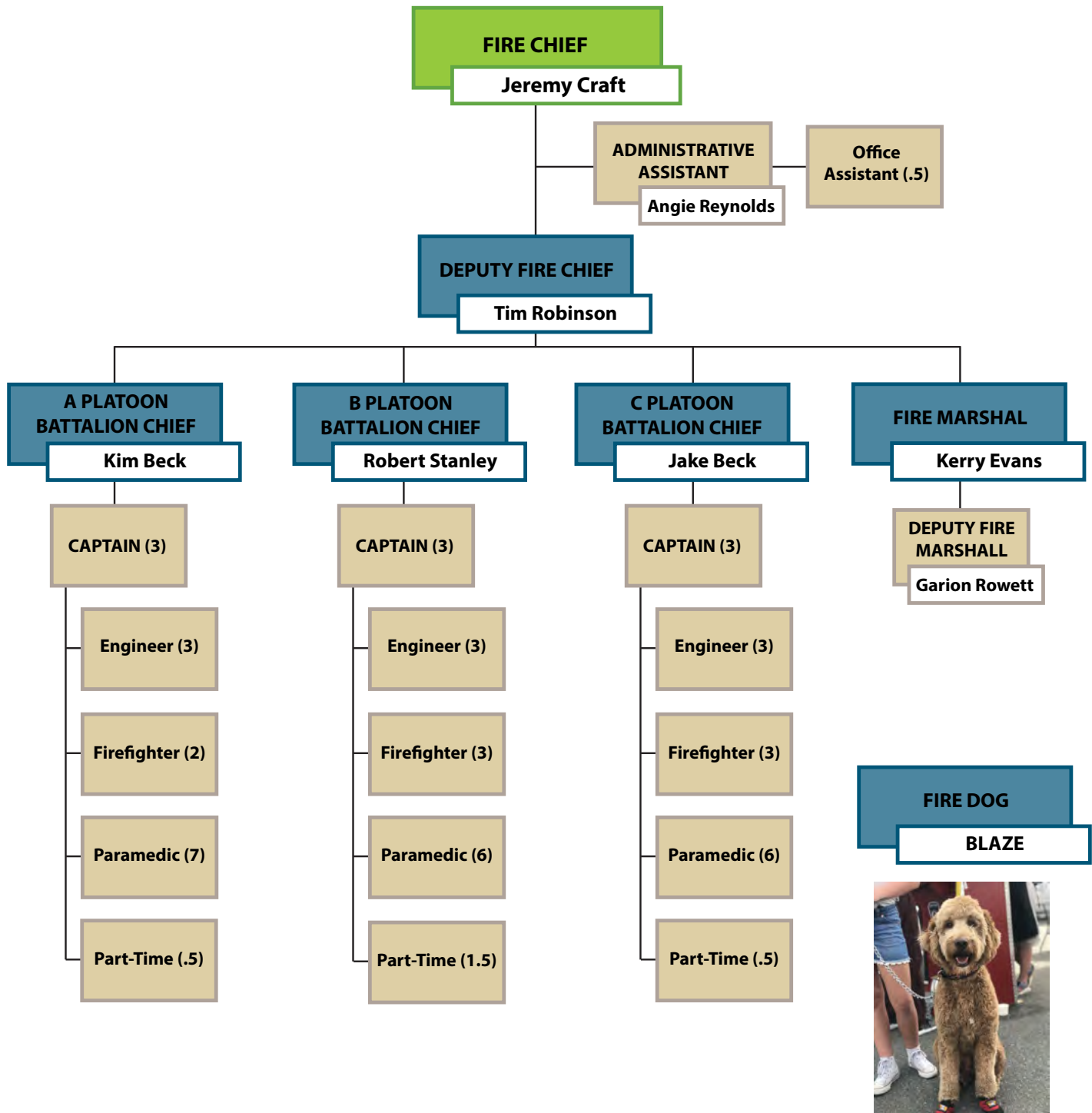


Deliver a high level of professional service to the community while enhancing public education and community relations.

## DEPARTMENT DESCRIPTION

The Fire Department is responsible for protecting the lives and possessions of the people living within the Lehi service area, which includes Lehi City and parts of Utah County. All members of the Fire Department are expected to maintain current fire prevention skills and training and at least intermediate level EMT skills and training. The Department is also actively engaged in educating the community about fire prevention and fire safety.





Each Battalion Chief supervises a full staff at each of our fire stations: Station 81 (Center Street), Station 82 (2600 North) and Station 83 (Traverse Mountain).

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Deputy Chief	-	-	-	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00	1.00
Fire Captain	6.00	9.00	9.00	9.00	9.00
Fire Engineer	6.00	9.00	9.00	9.00	9.00
Firefighter/Paramedic	13.00	19.00	19.00	19.00	23.00
Firefighter/EMT-I	5.00	8.00	8.00	8.00	14.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>Part-timer Non-benefited:</b>					
Firefighter/Paramedic	9.90	9.90	9.90	9.90	1.50
Firefighter/EMT-I	2.45	2.45	2.45	2.45	1.00
Office Assistant	-	-	0.50	0.50	0.50
<b>TOTAL FTE</b>	<b>49.35</b>	<b>64.35</b>	<b>64.85</b>	<b>65.85</b>	<b>66.00</b>

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Provide quality fire and EMS services through efficient response times, proactive preventative maintenance, and quality public education.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Total Calls	✓	3,198	3,438	4,000	3,866	4,000
Average EMS Response Time (minutes)	✓	5:43	5:43	4-6 Min	5:56	4-6 Min
*Average Fire Response Time (minutes)	✓	4:23	5:58	4-6 Min	6:44	4-6 Min
Average "Out of Chute" Time (minutes)	✓	2:58	2:32	1-3 Min	1:91	1-3 Min
Total Fire Inspections	✓	800	983	1,000	697	N/A
ISO Rating (updated every 5 years)	✓	3	3	3	3	3
Total Public Education Class Hours	✓	589	804	850	1230	N/A
**Resident Satisfaction with Fire Services	✓	85.7	85.2	80.0	85	85

\*Average Fire Response Time was previously combined with Average EMS Response Time. Calculation is separate moving forward.

\*\*Resident Satisfaction with Fire Services was previously based on a 5-point scale. A 10-point scale will be used moving forward.

**DEPARTMENT/DIVISION OBJECTIVE:** Train and utilize CERT volunteers to properly assist with city functions.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Total Firefighter Training Hours	✓	12,451	12,130	*11,000	12,130	*11,000

\*The decrease is reflective of the decrease in part-time staff.

**BUDGET INFORMATION**

DEPARTMENT 55	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 2,986,224	\$ 3,343,084	\$ 4,116,138	\$ 4,016,054
11 Overtime	141,115	295,128	177,729	177,729
13 Employee Benefits	1,465,674	1,661,436	1,964,988	2,211,757
14 Uniforms	125,858	85,078	95,107	87,907
21 Books, Subscriptions, Memberships	17,685	17,710	20,150	20,150
23 Travel & Training	22,886	31,742	44,462	44,462
24 Office Supplies	12,397	8,677	24,900	22,400
25 Fleet Fund Charges	100,000	125,004	583,164	583,164
26 Buildings & Grounds O&M	12,832	13,578	12,675	25,000
27 Utilities	22,469	21,509	32,000	32,000
29 Equipment Maintenance	40,436	61,755	74,500	74,500
30 Electricity - Lehi City Power	40,742	49,206	19,000	50,000
31 Professional & Technical	97,585	49,158	70,200	70,200
32 IT Fund Charges	20,000	20,004	20,000	20,000
33 Risk Management Fund Charges	10,000	9,996	10,000	10,000
36 Education	2,678	21,272	26,650	26,650
41 First Aid Supplies	87,171	107,383	102,950	122,950
46 Miscellaneous	122,901	95,150	187,330	187,330
54 Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,328,652</b>	<b>\$ 6,016,868</b>	<b>\$ 7,581,943</b>	<b>\$ 7,782,253</b>

**BUDGET INFORMATION - EMERGENCY MANAGEMENT FUND**

DEPARTMENT 49	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 7,648	\$ 15,670	\$ 30,500	\$ 61,061
13 Employee Benefits	611	1,200	1,500	37,718
23 Travel & Training	-	3,175	-	-
21 Books, Subscriptions, Memberships	985	657	3,500	3,500
24 Office Supplies	-	-	500	500
31 Professional & Technical	49	-	10,000	10,000
33 Miscellaneous	12,824	26,074	21,700	21,700
34 Cert Program	5,770	15,518	12,500	12,500
35 Rehab Program	-	-	6,500	6,500
54 Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,887</b>	<b>\$ 62,294</b>	<b>\$ 86,700</b>	<b>\$ 153,479</b>

FEES				
DEPARTMENT 55	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Ambulance: (Established by UT Bureau of Emergency Medical Services)				
Basic Ground Ambulance / transport	\$ 746	\$ 746	\$ 746	\$ 746
Intermediate Ground Ambulance / trans.	984	984	984	984
Paramedic Ground Ambulance / transport	1,440	1,440	1,440	1,440
Standard Mileage Rate / mile	31.65	31.65	31.65	31.65
+ Off-Road / mile (if >10 mi. traveled)	1.50	1.50	1.50	1.50
Fuel Fluctuation / mile (if > \$4.25 / gal.)	0.25	0.25	0.25	0.25
AOS Assessment / treatment w/out trans.	225	225	225	225
Waiting time (per quarter hour)	22.05	22.05	22.05	22.05
False Alarm:				
Fire/Smoke/CO2 (if >3 / yr. at bus.) / alarm	150	150	150	150
Fire/Smoke/CO2 (if >3 / yr. at res.) / alarm	50	50	50	50
Impact Fee:				
Per ERU	198	198	198	198
Annual Operational Permits:				
Single Use Permit:				
Agricultural Burn Permit	10	10	10	10
Fireworks Display (ground)	125	125	125	125
Aerial Fireworks Display:				
< 250 devices	140	140	140	140
> 250 devices	215	215	215	215
Pyrotechnics (other)	110	110	110	110
Candles and open flames	60	60	60	60
Carnivals:				
< 10 attractions	60	60	60	60
> 10 attractions	100	100	100	100
Tent:				
200 - 2000 sq. ft.	60	60	60	60
> 2000 sq. ft.	100	100	100	100
Canopy:				
400 - 2000 sq. ft.	60	60	60	60
> 2000 sq. ft.	100	100	100	100
Air Supported Structure	100	100	100	100
Fire Stand-by at Special Events	80	80	80	80
Inspections & Enforcement:				
Exempt Child Care Facility	25	25	25	25
Daycare/Pre-School	25	25	25	25
Nursing Homes	50	50	50	50

**FEES (CONT.)**

DEPARTMENT 55	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Assisted Living Facilities	\$ 50	\$ 50	\$ 50	\$ 50
Boarding School	100	100	100	100
Outpatient Provider	75	75	75	75
Hospital	200	200	200	200
Final for Occupancy	60	60	60	60
Flammable Finish Operations:				
Spray Booth	150	150	150	150
Powder Coating	150	150	150	150
Electrostatic Apparatus	150	150	150	150
Dipping Tank / tank	150	150	150	150
Amusement Building	100	100	100	100
Combustible Fiber Storage	60	60	60	60
Cutting and Welding	60	60	60	60
Dry Cleaning Plant	60	60	60	60
High Piled Storage	60	60	60	60
Hot Work Operations	60	60	60	60
Industrial Ovens / oven	60	60	60	60
LPG Dispensing	60	60	60	60
Spray Booths & Auto Painting	60	60	60	60
Lumber Yards	75	75	75	75
Woodworking Plants	75	75	75	75
Alarm User Permit	25	25	25	25
Fireworks Sales / location	60	60	60	60
Fire Protection Systems:				
Automatic Fire Sprinkler Systems:				
Plan Review:				
< 100 heads	125	125	125	125
100 - 199 heads	175	175	175	175
200 - 299 heads	225	225	225	225
> 300 heads	275	275	275	275
+ / head	0.50	0.50	0.50	0.50
Acceptance Testing:				
Underground Flush	60	60	60	60
Hydrostatic (2 hour maximum)	60	60	60	60
Acceptance (2 hour maximum)	60	60	60	60
Any Acceptance (2 hour maximum)	60	60	60	60
Other Fire Protection Systems:				
Additional Riser	50	50	50	50
Standpipe (2 hour maximum)	100	100	100	100



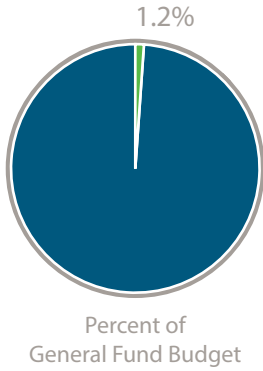
**FEES (CONT.)**

DEPARTMENT 55	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Automatic Fire Sprinkler System Remodel or Tenant Finish:				
Plan Review:				
< 5 heads	\$ 65	\$ 65	\$ 65	\$ 65
5 - 50 heads	125	125	125	125
> 50 heads	150	150	150	150
+ / head	0.50	0.50	0.50	0.50
Acceptance Testing:				
Hydrostatic (2 hour maximum)	60	60	60	60
Acceptance (2 hour maximum)	60	60	60	60
Fire Alarm Systems:				
Plan Review:				
New System	115	115	115	115
Remodel	65	65	65	65
Additional Floors	60	60	60	60
Acceptance (2 hour maximum)	60	60	60	60
Commercial Hood Systems:				
Plan Review / hood	115	115	115	115
Acceptance (2 hour maximum)	60	60	60	60
Fire Hydrant Installation and Testing:				
Underground Flush	60	60	60	60
Acceptance Testing	60	60	60	60
Fire Hydrant Single Usage	110	110	110	110
Fire Hydrant Multi Usage	100	100	100	100
Fire Hydrant Flow Test	60	60	60	60
LPG and Hazardous Materials:				
LPG Storage Tanks and Gas Systems:				
Plan Review	50	50	50	50
< 500 gallons (private use)	140	140	140	140
< 500 gallons (retail use)	140	140	140	140
> 500 gallons (private use)	165	165	165	165
> 500 gallons (retail use)	215	215	215	215
> 2000 gallons (plans)	215	215	215	215
> 4000 gallons (plans)	265	265	265	265
Hazardous Materials Storage Annual Permit:				
Minimal Storage	80	80	80	80
Haz Mat Storage	165	165	165	165
Haz Mat Dispensing	215	215	215	215
Manufacturing	265	265	265	265
Haz Mat Production	265	265	265	265

**FEES (CONT.)**

DEPARTMENT 55	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Waste Production	\$ 300	\$ 300	\$ 300	\$ 300
Multiple-Use Site	315	315	315	315
Liquid Storage Tank / tank (installation and closure)				
Plan Review	50	50	50	50
Underground:				
< 500 gallons	115	115	115	115
501 - 1000 gallons	165	165	165	165
> 1000 gallons	265	265	265	265
Above Ground:				
< 500 gallons	115	115	115	115
501 - 1000 gallons	165	165	165	165
> 1000 gallons	265	265	265	265
Explosives and Blasting / project	75	75	75	75
Explosives and Blasting annually	365	365	365	365
Compressed Gas Systems:				
Compressed Gas	115	115	115	115
Medical Gas	115	115	115	115
Combustible and Flammable Liquid Systems:				
Plan Review	50	50	50	50
If not UST or AST	215	215	215	215
Miscellaneous:				
+ / additional hour for reviews, inspections, approvals, etc. > 2 hours	60	60	60	60
Fire Report Copy	15	15	15	15
Plan Review Rush - Alarm	100	100	100	100
Plan Review Rush - Sprinkler	200	200	200	200
Stop Work Removal	100	100	100	100
After-Hrs. Inspection / hour (2 hour min.)	75	75	75	75
Installation without Permit				
Open Burning: (for violations only)				
Type 1 Equipment / hour	230	230	230	230
Type 2 Equipment / hour	150	150	150	150
Type 6 Equipment / hour	120	120	120	120
Fire Chief or Marshal / day	95	95	95	95
EMT-Paramedic / hour	25	25	25	25
EMT-Intermediate / hour	22	22	22	22
Community Emergency Response Team Training				
Resident	35	35	35	35
Nonresidents	40	40	40	40

# INFORMATION CENTER



THE INFORMATION CENTER'S MISSION IS TO OFFER A ONE-STOP SERVICE FOR THE COMMUNITY THAT IS PROFESSIONAL, POLITE, AND PROGRESSIVE.



Provide a positive customer service experience for the residents of Lehi by providing a friendly environment and accurate information.

## DEPARTMENT DESCRIPTION

The Information Center is the hub of information for Lehi City residents. Many services will be offered over time including passports, business licensing, utility applications, utility payments, registration for the Legacy Center, resident iWorq submissions, and responding to all incoming City phone calls. The Information Center Manager will direct all operations within the department. The Lead Information Center Worker will oversee the four Information Center Workers.

**ASSISTANT CITY  
ADMINISTRATOR****Cameron Boyle****INFORMATION CENTER  
MANAGER****Marilyn Banasky****Lead  
Information  
Center Worker****Information  
Center Workers  
(5)**

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Information Center Manager	-	-	1.00	1.00	1.00
Lead Information Center Worker	-	-	1.00	1.00	1.00
Information Center Workers	-	-	3.00	3.00	3.00
<b>Part-time Non-benefited:</b>					
Information Center Workers	-	-	2.00	2.00	2.00
<b>TOTAL FTE</b>	-	-	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

**BUDGET INFORMATION**

DEPARTMENT 50	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	-	\$ 34,149	\$ 305,697	\$ 319,621
11 Overtime	-	-	-	-
13 Employee Benefits	-	19,085	141,409	181,986
21 Books, Subscriptions, Memberships	-	-	-	1,000
23 Travel & Training	-	595	3,000	3,000
24 Office Supplies	-	-	5,600	5,600
26 IT Fund Charges	-	-	3,000	3,000
31 Professional & Technical	-	-	-	4,000
33 Miscellaneous	-	-	9,000	9,000
54 Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	-	<b>\$ 53,829</b>	<b>\$ 467,706</b>	<b>\$ 527,207</b>

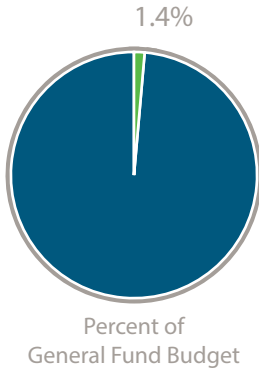
## FEES

DEPARTMENT 50	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Dumpster Rental / dumpster	\$ 150	\$ 150	\$ 150	\$ 150
+ 1 additional trip to dump	100	100	100	Discontinue
Landfill Transfer Station Punch Card:				
First Card within the year	Free	Free	Free	Free
Second Card within the year	10	10	10	10
Third Card within the year	30	30	30	30
Fourth Card within the year	50	50	50	50
Lehi History Book (Earlier Version)	15	15	15	15
Both books	40	40	40	40
Lehi History Book (Latest Version)	35	35	35	35
Business License				
Home-Occupied Business (no impact)	40	-	-	-
Home-Occupied Business (impact)	40	40	40	40
Base Fee	80	80	80	80
Fireworks	40	40	40	40
Seasonal/Temporary (Christmas tree lot, snow cone shack, etc)	40	40	40	40
Beer License	150	150	150	150
Single event alcohol	50	50	50	50
Alcohol License	300	300	300	300
Solicitor (per person)	50	50	50	50
Late Fee	25% of the renewal fee if not paid by February 15	25% of the renewal fee if not paid by February 15	25% of the renewal fee if not paid by February 15	25% of the renewal fee if not paid by within 45 days of renewal date
Animal Shelter: (as established by NUVAS)				
Dog License - 1 year (if spayed or neutered)	15	15	15	15
Dog License - 2 year (if spayed or neutered)	20	25	25	25
Dog License - 3 year (if spayed or neutered)	30	35	35	35
Dog License - 1 year (if not spayed or neutered)	35	35	35	35
Dog License - 2 year (if not spayed or neutered)	65	65	65	65
Dog License - 3 year (if not spayed or neutered)	95	95	95	95
Passport				
Passport Application Fees	25	35	35	35
(In addition to State Department Charges*)				
Processing Fee **	25	25	25	25
Photo Fee	10	10	10	10
Overnight Fee	Fee set up by UPS	Fee set up by UPS	Fee set up by UPS	Fee set up by UPS

\*Please contact the Lehi Passport Acceptance Facility for State Department Charges

\*\*Passport Execution and Application Fees are set by the U.S. Department of State and will be adjusted as often as the Federal Government adjusts the fee schedule.

# JUSTICE COURT



THE JUSTICE COURT WILL SIT IN JUDGMENT OF CRIMINAL AND COMMON LAW PROCEEDINGS, RESOLVE LEGAL ISSUES, AND ENSURE JUSTICE; THEREBY IMPROVING THE EQUALITY OF LIFE IN THE COMMUNITY BY PROVIDING AN OPEN, FAIR, EFFICIENT, AND INDEPENDENT SYSTEM FOR THE ADVANCEMENT OF JUSTICE UNDER THE LAW.

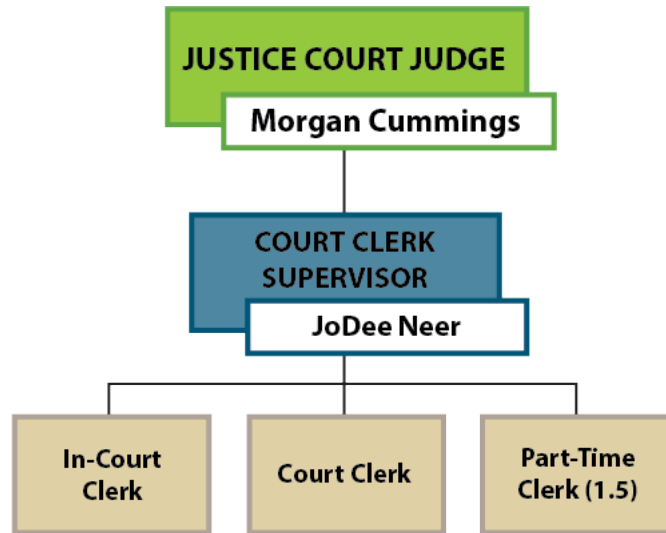


Implement evidence-based sentencing practices and utilize effective community resources for convicted defendants in an effort to reduce recidivism in the criminal justice system and effect positive change and reparation.

## DEPARTMENT DESCRIPTION

The Lehi City Judge is trained in the operation of the Utah court system and court procedures. This training makes it possible for the judge to hand down judgments on all citations, summons, and small claims. The judge is responsible for all procedures that take place in the Justice Court. The court clerk enters citations for the Lehi Police Department, Utah Highway Patrol, and the Utah County Sheriff Department. The clerk is also responsible for recording summons and small claims information.





POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Appointed:</b>					
Justice Court Judge	1.00	1.00	1.00	1.00	1.00
<b>Full-time:</b>					
Court Clerk Supervisor	1.00	1.00	1.00	1.00	1.00
In-Court Clerk	1.00	1.00	1.00	1.00	1.00
Court Clerk	2.00	1.00	1.00	1.00	1.00
<b>Part-time Non-benefited:</b>					
Clerk	1.30	1.30	1.50	1.50	1.50
<b>TOTAL FTE</b>	<b>6.30</b>	<b>5.30</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>



## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Encourage ongoing training among justice court staff.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Training Hours for Clerks	✓	25.5	24	12	12	12
Training Hours for Judge	✓	49	63	30	34	30

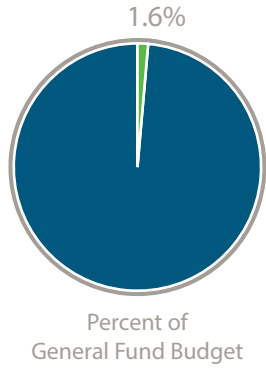
**DEPARTMENT/DIVISION OBJECTIVE:** Dispose of cases effectively & efficiently.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Total cases per FTE	✓	1,533	1883	N/A	1564	N/A
Percent of Misdemeanor Cases Disposed of within 6 Months	✓	94%	92%	92%	93%	92%
Percent of Traffic Cases Disposed of within 90 Days	✓	97%	98%	95%	97%	95%

## BUDGET INFORMATION

DEPARTMENT 42	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 260,373	\$ 276,486	\$ 300,209	\$ 318,046
11 Overtime	-	22	750	750
13 Employee Benefits	135,398	138,772	152,240	160,374
21 Books, Subscriptions, & Memberships	571	717	1,000	1,000
23 Travel & Training	5,312	11,033	13,100	13,100
24 Office Supplies	10,059	8,473	11,000	11,000
25 Building & Grounds	-	-	-	25,000
26 IT Fund Charges	20,000	20,004	20,000	20,000
27 Utilities	17,622	19,453	6,000	6,000
28 Equipment Maintenance	1,043	603	1,800	1,800
29 Risk Management Fund Charges	1,000	1,186	1,000	1,000
30 Electricity - Lehi City Power	6,220	6,364	5,000	5,000
31 Professional & Technical	57,586	57,944	54,760	19,760
32 Witness & Jury Fees	380	56	4,000	4,000
33 Miscellaneous	1,505	5,312	4,000	4,000
54 Capital Outlay	17,908	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 534,976</b>	<b>\$ 546,424</b>	<b>\$ 574,859</b>	<b>\$ 590,830</b>

# LEGAL SERVICES



THE LEGAL SERVICES DEPARTMENT WILL SERVE LEHI CITY THROUGH THE PRACTICE OF LAW ACCORDING TO THE HIGHEST PROFESSIONAL STANDARDS AND THROUGH MAINTAINING RECORDS OF THE CITY'S ACTION IN A PROFESSIONAL AND HIGHLY-ORGANIZED MANNER.



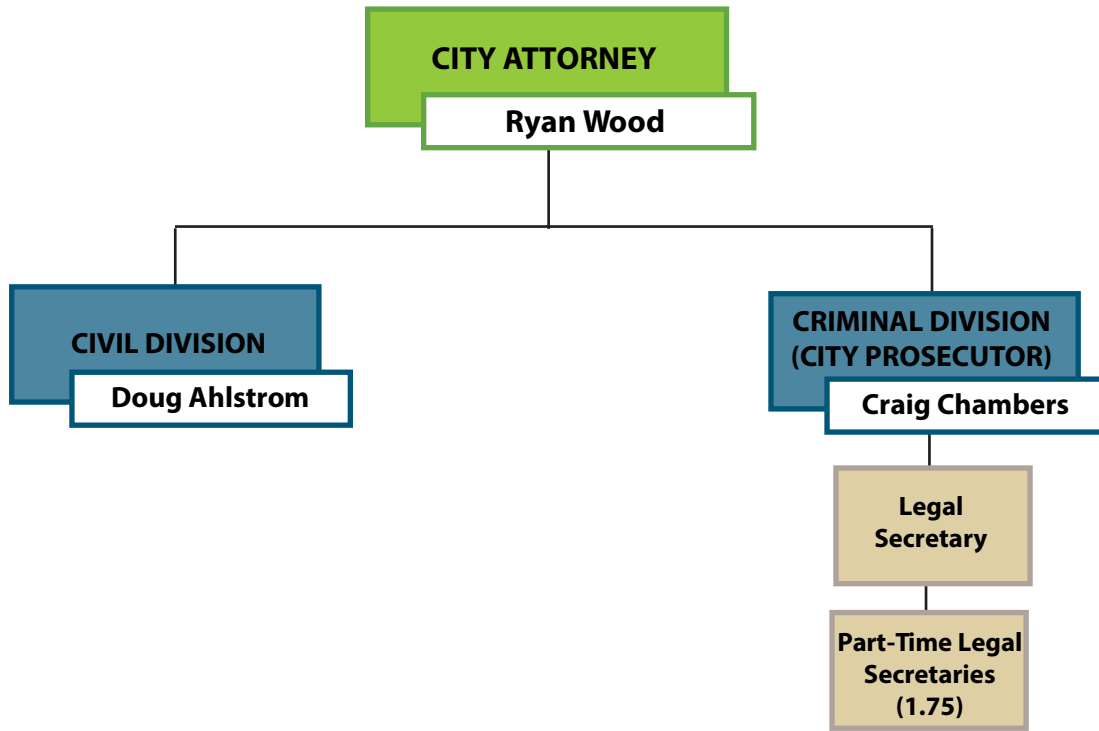
Safeguard the rights and interests of Lehi families by (1) vigorously prosecuting crime, (2) managing claims and litigation to protect tax dollars, and (3) defending public policies advanced by Lehi's elected representatives.

## DEPARTMENT DESCRIPTION

The Legal Services Department is responsible for the proper execution of all legal affairs of the City. The Legal Services Department consists of three divisions: Civil Division, Criminal Division, and Records and Elections.

The Civil Division advises elected officials and City staff on legal issues, prepares all legal documents, defends the City against all civil claims, and conducts all other non-criminal legal services for Lehi City.

The Criminal Division prosecutes all misdemeanor crimes that occur within Lehi City.



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Appointed:</b>					
Recorder	1.00	1.00	1.00	-	-
<b>Full-time:</b>					
City Attorney	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney/City Prosecutor	1.00	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00	1.00
<b>Part-time Non-benefited:</b>					
Assistant City Prosecutor	0.50	0.50	0.50	0.50	0.50
Legal Secretary	1.80	1.25	1.25	1.25	1.75
<b>TOTAL FTE</b>	<b>6.30</b>	<b>5.75</b>	<b>5.75</b>	<b>4.75</b>	<b>5.25</b>

\*Recorder moved to the Office of the City Administrator as of FY 2020.

## CIVIL DIVISION

### PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Responsibly provide internal support to the city's civil legal issues when possible.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Total Liability Claims Filed	N/A	13	21	N/A	8	N/A
Total Lawsuits Filed	N/A	1	3	N/A	2	N/A

# CRIMINAL DIVISION

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Effectively and efficiently prosecute those charged with crimes in Lehi City.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Criminal Informations filed by Prosecution	N/A	1,898	2,024	N/A	2,024	N/A
Criminal Informations closed	N/A	1,637	1,847	N/A	1,847	N/A

## BUDGET INFORMATION

DEPARTMENT 48	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 323,635	\$ 356,041	\$ 397,250	\$ 415,582
13 Employee Benefits	125,154	132,724	144,801	150,973
21 Books, Subscriptions, & Memberships	7,397	7,032	6,500	8,500
23 Travel & Training	3,721	1,401	5,500	5,500
24 Office Supplies	4,665	1,282	10,000	10,000
26 IT Fund Charges	8,000	8,004	8,000	8,000
27 Utilities	641	957	500	500
29 Risk Management Fund Charges	2,000	2,004	2,000	2,000
31 Professional & Technical	16,240	11,126	40,000	40,000
32 Prosecutor Outside Counsel	28,630	28,940	30,000	30,000
33 Miscellaneous	955	1,170	2,500	2,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 521,038</b>	<b>\$ 550,681</b>	<b>\$ 647,051</b>	<b>\$ 673,556</b>

# LEISURE SERVICES



THE MISSION OF THE LEISURE SERVICES DEPARTMENT IS TO ENRICH THE LIVES OF LEHI'S RESIDENTS BY PROVIDING HIGH-QUALITY RECREATIONAL AND EDUCATIONAL OPPORTUNITIES AT A MINIMUM COST.



Implement cutting-edge, family-centric recreation opportunities for residents.

## DEPARTMENT DESCRIPTION

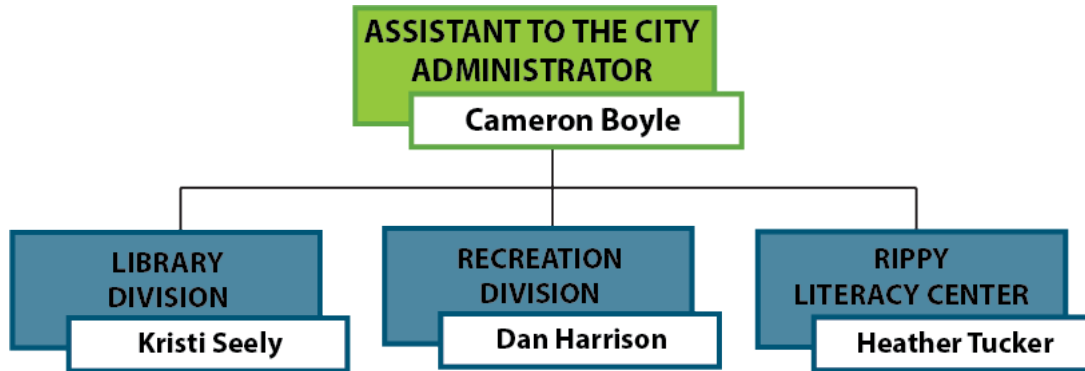
The Leisure Services Department, managed directly by the assistant city administrator, is composed of three divisions: the Recreation Division, the Library Division, and the Literacy Center Division.

The Recreation Division is responsible for offering health, recreation, aquatic, and social activities to residents in the Lehi community at the lowest possible cost. The division includes sports, aquatics, the Legacy Center (Lehi's recreation center), senior services, and community programs. While senior services are funded through the general fund, the remaining sections of the Recreation Division, with the accompanying outdoor pool, is funded through a Special Revenue Fund. See pages 150-162 for detailed budget information regarding the Outdoor Pool and Recreation Special Revenue Funds.

The Library Division is responsible for managing and controlling book and document circulation and purchasing. The Library is also responsible for updating and maintaining all information services, providing Internet access to users, computer use, and responding to the needs of the residents.

The Literacy Center Division is responsible for managing the Lehi-Rippy Literacy Center, which was founded by William and Hesther Rippy in 1998. Lehi City supports the Literacy Center by providing staff and facilities. The Literacy Center specializes in teaching reading, mathematics, computer skills, and language skills to all ages on a personal level at no cost.





POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
Recreation Division (21, 22, 68)	87.04	94.68	98.97	81.44*	99.58
Library Division (74)	21.00	21.00	21.00	21.00	21.00
Literacy Center Division (75)	9.00	8.00	8.00	10.13	10.13
<b>TOTAL FTE</b>	<b>117.04</b>	<b>123.68</b>	<b>127.97</b>	<b>112.57</b>	<b>130.71</b>

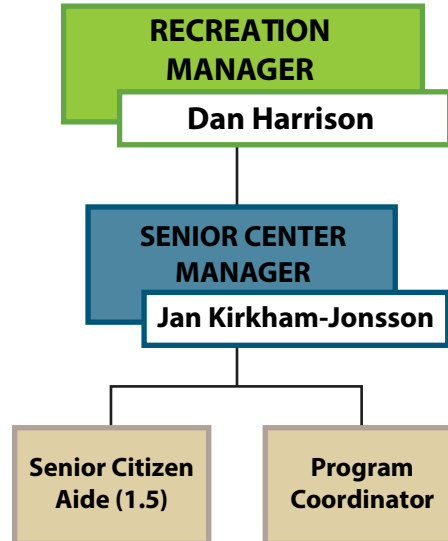
*Detailed staffing information is found under each division description.*

*\*Decrease due to COVID-19 and adjusted facility hours.*

# RECREATION

Information about the Recreation Division Special Revenue Fund can be found on page 150.

## SENIOR SERVICES



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Senior Citizen Manager	1.00	1.00	1.00	1.00	1.00
Senior Services Program Coordinator	-	1.00	1.00	1.00	1.00
<b>Part-Time Non-benefited:</b>					
Senior Services Program Coordinator	0.50	-	-	-	-
Senior Citizen Aide	1.00	1.50	1.50	1.50	1.50
<b>TOTAL FTE</b>	<b>2.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Provide the highest quality of services to the senior residents of Lehi City and the surrounding community.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Average Daily Attendance	✓	26	34	35	42	40
Lunches Served per FTE	✓	3,232	4,193	4,000	9,630*	7,000

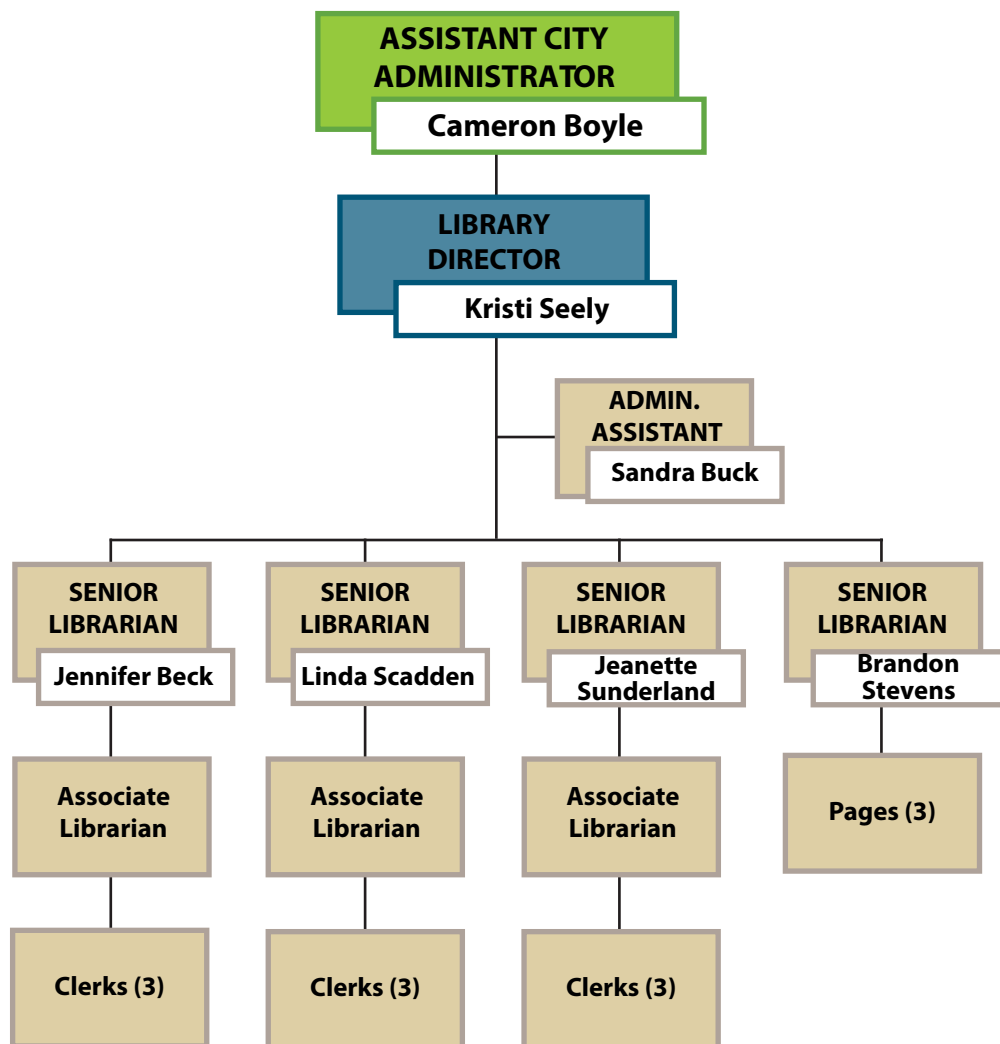
\*Increase due to COVID-19 and Drive-By Meals.

**BUDGET INFORMATION**

DEPARTMENT 68	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 122,765	\$ 126,640	\$ 165,416	\$ 164,182
11 Overtime	-	234	-	-
13 Employee Benefits	40,159	45,057	56,821	58,292
23 Travel & Training	22,745	27,652	2,000	2,000
24 Office Supplies	7,066	4,174	4,000	4,000
26 Buildings & Grounds O & M	2,599	1,500	1,500	15,000
27 Utilities	-	-	2,000	2,000
30 Electricity - Lehi City Power	-	-	6,500	6,500
31 Professional & Technical	255	-	1,650	1,650
32 Program Expenditure	-	-	63,000	63,000
38 Meal Management	25,987	27,005	23,000	23,000
45 Miscellaneous	2,122	249	9,000	9,000
54 Capital Outlay	-	8,880	-	25,000
<b>Total Expenditures</b>	<b>\$ 223,698</b>	<b>\$ 241,389</b>	<b>\$ 333,653</b>	<b>\$ 374,858</b>

**FEES**

DEPARTMENT 68	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Membership - Annual	\$ 5	\$ 5	\$ 5	\$ 5
Lunch (Mountainland Association of Govts.):				
Over 60 (suggested donation)	3	3	3	3
+ case of 24 Ensure	20	20	20	20
+ case of 24 Glucerna	-	-	30	30
Under 60	6	6	6	6
Facility rental:				
Small room rental	25	25	25	25
Over 60 / hour (birthday or anniversary)	25	25	25	25
Other / hour	50	50	50	50
Non-resident / hour	60	60	60	60
+ deposit	500	500	500	500



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Library Director	1.00	1.00	1.00	1.00	1.00
Senior Librarian	4.00	4.00	4.00	4.00	4.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Associate Librarian	4.00	4.00	3.00	3.00	3.00
Clerk	-	-	1.00	1.00	1.00
<b>Part-time Non-benefited:</b>					
Clerk	8.00	8.00	8.00	8.00	8.00
Page	3.00	3.00	3.00	3.00	3.00
<b>TOTAL FTE</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Increase the number of online resources for our community and provide quarterly activities for families.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Total Holdings Per Capita	✗	1.96	1.92	1.92	1.86	1.86
Number of E-Holdings	✗	7,076	8,382	9,000	8,071	8,400
Number of E-Checkouts	✓	54,824	70,812	80,000	195,108*	200,000
Number of Family-Related Activities	✗	4	4	6	5	4
Circulation Rate per Patron	✓	20.93	30.87	31.00	34.48	36.00

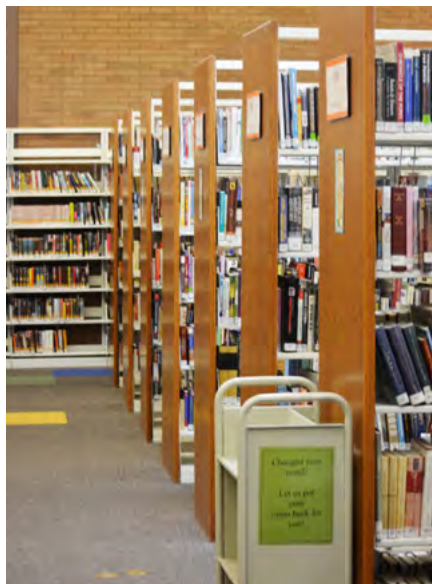
\*Increase due to COVID-19

## BUDGET INFORMATION

DEPARTMENT 74	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 643,990	\$ 649,223	\$ 690,596	\$ 700,330
13 Employee Benefits	267,069	256,925	290,873	300,683
21 Books	176,519	225,948	185,000	195,000
22 Subscriptions	6,122	15,678	10,000	10,000
23 Travel & Training	1,912	1,274	7,000	7,000
24 Office Supplies	17,046	25,904	22,000	22,000
25 Equipment Maintenance	46,118	46,413	51,827	51,827
26 Buildings & Grounds O & M	1,008	2,057	2,000	25,000
27 Utilities	5,864	6,031	10,000	10,000
28 Story Hour Expense	8,306	8,267	8,250	8,250
29 Risk Management Fund Charges	5,000	5,004	5,000	5,000
30 Electricity - Lehi City Power	19,151	18,378	18,000	18,000
31 Professional & Technical	3,826	6,927	5,000	5,000
34 Collections	639	2,181	2,000	2,000
36 IT Fund Charges	50,000	50,004	51,500	50,000
45 Miscellaneous	5,100	5,470	8,830	10,330
54 Capital Outlay	13,593	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,271,262</b>	<b>\$ 1,325,685</b>	<b>\$ 1,367,876</b>	<b>\$ 1,420,419</b>

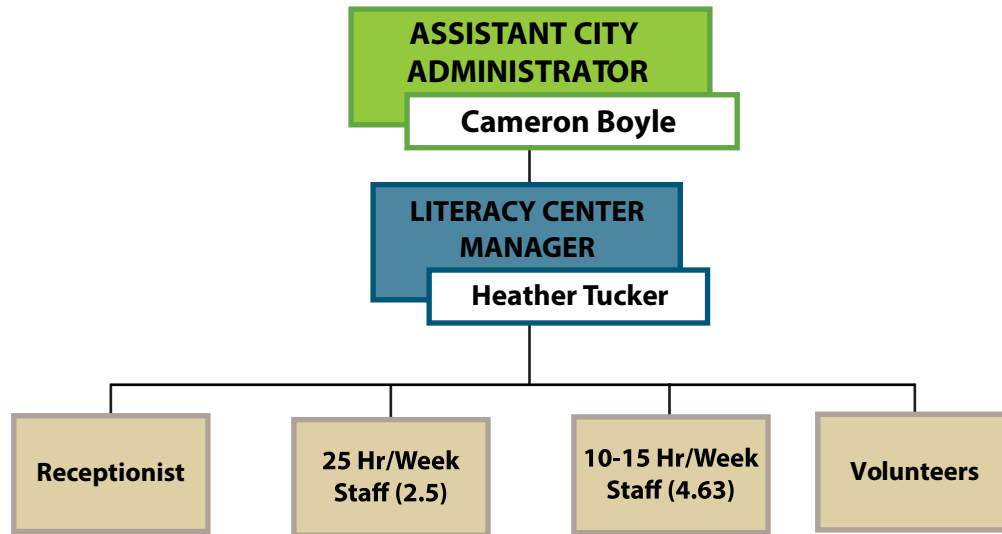
**FEES**

DEPARTMENT 74	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Library Card:				
Resident	\$ -	\$ -	\$ -	\$ -
Non-resident / year	80	80	80	80
Non-resident / 6 months	40	40	40	40
Reciprocal Borrower / year	40	40	40	40
Reciprocal Borrower / 6 months	20	20	20	20
Replacement of card	3	3	3	3
Check Out Fees				
DVD/Blu-ray/Video / week	1	1	1	1
Inter-Library Loan / item	5	5	5	5
Inter-Library Loan kits / kit	10	10	10	10
Copies:				
Letter size	0.10	0.10	0.10	0.10
Legal size	0.15	0.15	0.15	0.15
Printing	0.10	0.10	0.10	0.10
Used book sales	0.50-1.00	0.50-1.00	0.50-1.00	0.50-1.00
Fines:				
Overdue items (except DVD/Blu-ray/Video)/ day	0.10	0.10	Discontinue	-
Overdue Inter-Library Loan (any item) / day	1	1	Discontinue	-
Overdue DVD/Blu-ray/Video / day	1	1	Discontinue	-
Damage				
Repairable Damage	2-14	2-14	up to full cost of item	up to full cost of item
Major Damage (not repairable)	full cost of item	full cost of item	full cost of item	full cost of item

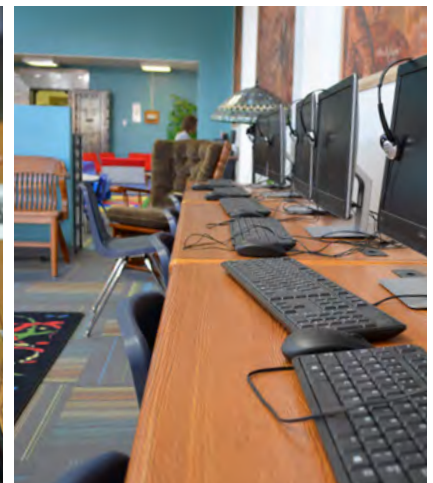




# LITERACY CENTER



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Literacy Center Manager	1.00	1.00	1.00	1.00	1.00
Program Specialist	1.00	1.00	1.00	1.00	1.00
<b>Part-time Non-benefited:</b>					
Staff - 25 Hours/Week	-	1.88	1.88	2.50	2.50
Staff - 10-15 Hours/Week	-	4.13	4.13	4.13	4.63
Receptionist	-	-	1.00	1.00	1.00
Teacher	2.00	-	-	-	-
<b>Seasonal/Temporary:</b>					
Staff	5.00	-	-	-	-
<b>TOTAL FTEs</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>	<b>10.13</b>	<b>10.13</b>



## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Provide the highest quality educational opportunities to Lehi residents and increase the overall education of Lehi children.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Total Literacy Center Participants	✗	946	1,329	1,500	1,233	1,500
Hours of Literacy Center Service Provided	✗	161,620	40,716	45,000	32,020*	35,000

\*Decrease due to COVID-19

**DEPARTMENT/DIVISION OBJECTIVE:** Provide quality volunteer opportunities to qualified individuals.

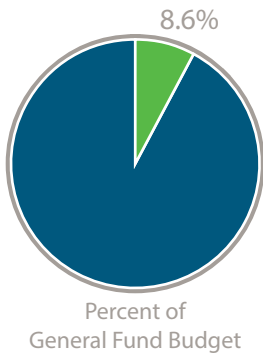
PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Literacy Center Volunteer Hours	✗	6,243	5,831	7,000	4,026*	5,000
Literacy Center Volunteer Tutors	✓	717	264	290	365	400
Presidential Awards for Volunteerism Awarded	✗	125	108	120	32	50

\*Decrease due to COVID-19

## BUDGET INFORMATION

DEPARTMENT 75	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 189,429	\$ 225,237	\$ 247,719	\$ 250,172
13 Employee Benefits	56,283	63,442	84,717	87,227
22 Books, Subscriptions, & Memberships	-	270	500	500
23 Travel & Training	360	-	1,000	1,000
24 Office Supplies	5,609	6,885	5,000	5,000
26 Buildings & Grounds O & M	-	1,535	1,500	15,000
27 Utilities	5,453	5,152	1,000	4,000
28 Equipment Maintenance	-	-	750	750
29 Risk MGMT Fund Charges	-	5,004	5,000	5,000
30 Electricity- Lehi City Power	-	-	-	5,000
31 Professional & Technical	522	10,296	2,500	2,500
36 IT Fund Charges	-	5,004	5,000	5,000
45 Miscellaneous	4,980	7,973	6,000	6,000
46 Literacy Foundation Expenses	26,705	4,309	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 289,341</b>	<b>\$ 335,108</b>	<b>\$ 360,686</b>	<b>\$ 387,149</b>

# PARKS & FACILITIES



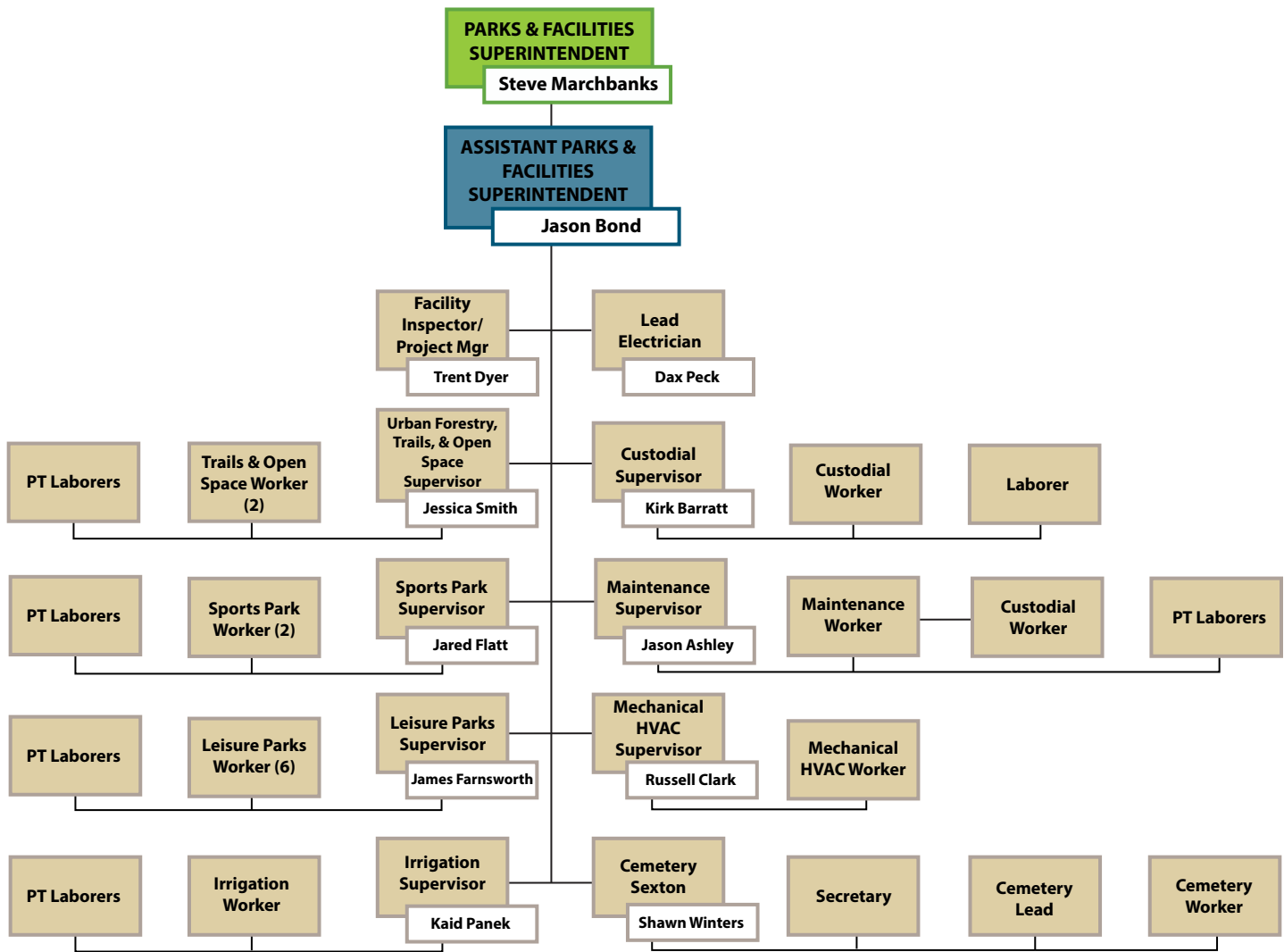
THE PARKS & FACILITIES DEPARTMENT WILL PROVIDE THE CITIZENS OF LEHI ENJOYABLE, SAFE, CLEAN, EASILY ACCESSIBLE, FISCALLY PRUDENT, ENVIRONMENTALLY SOUND, AND WELL-MAINTAINED, PARKS, CEMETERY, AND BUILDINGS.



Maintain high standards at City parks, cemetery, and facilities by utilizing natural resources and volunteerism.

## DEPARTMENT DESCRIPTION

The Parks and Facilities Division is responsible for the maintenance of all open recreation and leisure spaces and City buildings within Lehi. The division performs park improvements and maintenance, building improvements and janitorial services, public grounds maintenance, and cemetery service and maintenance. The Buildings and Grounds fund information can be found on page 192.



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Parks & Facilities Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Parks & Facilities Superintendent	1.00	1.00	1.00	1.00	1.00
Custodial Supervisor	1.00	1.00	1.00	1.00	1.00
Custodial Worker	2.00	2.00	2.00	2.00	3.00
Facility Inspector/Project Manager	1.00	1.00	1.00	1.00	1.00
Sports Park Supervisor	-	-	1.00	1.00	1.00
Sports Park Worker	-	-	2.00	2.00	2.00
Leisure Parks Supervisor	-	-	1.00	1.00	1.00
Leisure Parks Worker	-	-	4.00	4.00	6.00
Lead Electrician	1.00	1.00	1.00	1.00	1.00
Mechanical HVAC Supervisor	1.00	1.00	1.00	1.00	1.00
Mechanical HVAC Worker	1.00	1.00	1.00	1.00	1.00

POSITION CONT.	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Irrigation Supervisor	1.00	1.00	1.00	1.00	1.00
Irrigation Worker	1.00	1.00	1.00	1.00	1.00
Urban Forestry, Trails, and Open Space Supervisor	-	-	1.00	1.00	1.00
Trails and Open Space Worker	-	-	2.00	2.00	2.00
Cemetery Sexton	1.00	1.00	1.00	1.00	1.00
Cemetery Lead	1.00	1.00	1.00	1.00	1.00
Cemetery Worker	1.00	1.00	1.00	2.00	2.00
Facilities Maintenance Worker II	-	-	-	-	-
Facilities Maintenance Worker I	2.00	2.00	-	-	-
Lead Park Maintenance Worker	2.00	2.00	-	-	-
Park Maintenance Worker II	1.00	1.00	-	-	-
Park Maintenance Worker I	4.00	4.00	-	-	-
<b>Part-time benefited:</b>					
Cemetery Secretary	0.50	0.50	0.50	0.50	0.50
<b>Seasonal/Temporary:</b>					
Laborer	7.50	7.50	7.50	7.50	7.50
<b>TOTAL FTE</b>	<b>33.00</b>	<b>33.00</b>	<b>35.00</b>	<b>36.00</b>	<b>39.00</b>

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Ensure the city's parks, open space, public facilities, and cemetery are maintained at the highest levels of quality and efficiency.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Total Building Square Footage per FTE	✓	42,366	42,366	42,366	42,366	40,227
Total Cemetery Acres Maintained per FTE	✓	13	13	10.5	10.5	10.5
Detention acres maintained	✓	-	49.9	49.9	49.0	51.0
Leisure park acres maintained per FTE	✗	-	33	33	45	35
Sports park acres maintained per FTE	✓	-	33.3	33.3	33.3	33.3
Trails and open space acres maintained per FTE	✓	-	92.6	92.6	92.6	92.6

**BUDGET INFORMATION**

DEPARTMENT 64 - PARKS MAINTENANCE	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 940,442	\$ 951,204	\$ 1,073,199	\$ 1,229,370
11 Overtime	57,241	51,742	35,000	50,000
13 Employee Benefits	424,084	433,477	525,717	655,217
14 Uniforms	5,192	8,648	9,030	9,030
23 Travel & Training	7,214	13,202	8,000	12,000
24 Office Supplies	4,370	2,160	2,000	2,000
25 Fleet Fund Charges	25,000	24,996	81,357	81,357
26 Buildings & Grounds O&M	108,912	99,831	84,500	84,500
27 Utilities	9,678	12,509	7,500	7,500
28 Equipment Maintenance	38,068	42,700	40,000	40,000
29 Risk Management Fund Charges	5,000	5,004	5,000	5,000
30 Electricity - Lehi City Power	35,320	55,657	48,000	48,000
31 Professional & Technical	178,681	272,986	369,500	419,500
32 IT Fund Charges	7,000	6,000	6,000	6,000
38 Tree Trimming	24,240	35,238	20,000	40,000
45 Purchase of Trees	14,325	13,446	103,000	103,000
46 Miscellaneous	23,105	15,676	12,850	12,850
48 Park Maintenance	82,235	160,256	196,700	196,700
49 Park Pavilion & Playground Updates	158,084	91,993	55,000	87,000
54 Capital Outlay	132,425	86,536	-	30,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,280,619</b>	<b>\$ 2,383,259</b>	<b>\$ 2,682,353</b>	<b>\$ 3,119,525</b>

DEPARTMENT 76 - CEMETERY	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 215,751	\$ 230,080	\$ 261,435	\$ 273,746
11 Overtime	3,678	2,178	3,500	3,500
13 Employee Benefits	82,124	80,526	152,595	141,569
14 Uniforms	858	1,398	1,800	1,800
21 Newspaper Expense	-	-	357	357
24 Office Supplies	856	687	2,000	2,000
25 Fleet Fund Charges	10,000	9,996	15,000	15,000
26 Cemetery Maintenance	30,936	37,360	24,000	24,000
27 Utilities	5,690	4,899	6,200	6,200
28 Equipment Maintenance	14,089	11,278	16,000	16,000
29 Risk Management Fund Charges	2,000	2,004	2,000	2,000
30 Electricity - Lehi City Power	3,072	3,212	3,000	3,000
31 Professional & Technical	-	3,954	5,000	5,000
32 IT Fund Charges	4,000	3,996	4,000	4,000
40 Safety	-	452	-	-



**BUDGET INFORMATION CONT.**

45 Purchase of Trees	\$ -	\$ 227	\$ 8,500	\$ 8,500
46 Miscellaneous	629	5,908	5,000	9,000
54 Capital Outlay	16,464	4,911	-	20,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 390,146</b>	<b>\$ 403,065</b>	<b>\$ 510,387</b>	<b>\$ 536,472</b>

**FEES**

DEPARTMENT 76 - CEMETERY	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Spaces	\$1,100	\$ 550	\$1,100	\$ 550	\$1,100	\$ 550	\$1,100	\$ 550
Infant	250	250	250	250	250	250	250	250
Cremains(1/2 space)	300	300	300	300	300	300	300	300
Perpetual care spaces (all 8-space lots sold before 1950)	425	425	425	425	425	425	425	425
Headstone setting	35	35	35	35	50	50	50	50
Interment								
+ on Saturdays and Holidays	250	250	250	250	350	350	350	350
Adult	350	350	350	350	350	350	350	350
Infant	300	200	300	200	300	200	300	200
Cremation	300	200	300	200	300	200	300	200
Title/Certificate transfer	50		50		75		75	
Disinterment:								
With a standard vault	1,200		1,200		1,200		1,200	

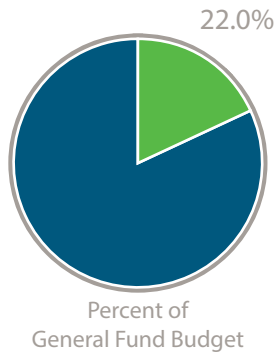
DEPARTMENT 64 - PARKS MAINTENANCE	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Pavilion Reservation:								
Allred Park / full day	\$ 80	\$ 55	\$ 80	\$ 55	\$ 80	\$ 55	\$ 80	\$ 55
Allred Park / half day	55	40	55	40	55	40	55	40
Bandwagon Park East / full day	55	40	55	40	55	40	55	40
Bandwagon Park East / half day	40	25	40	25	40	25	40	25
Bandwagon Park West / full day	55	40	55	40	55	40	55	40
Bandwagon Park West / half day	40	25	40	25	40	25	40	25
Dry Creek Park / full day	-	-	80	55	80	55	80	55
Dry Creek Park / half day	-	-	55	40	55	40	55	40
Dry Creek Park East Pavillion / full day	-	-	-	-	80	55	80	55
Dry Creek Park East Pavillion / half day	-	-	-	-	55	40	55	40
Eagle Summit Park / full day	80	55	80	55	80	55	80	55
Eagle Summit Park / half day	55	40	55	40	55	40	55	40
Olympic Park / full day	80	55	80	55	80	55	80	55
Olympic Park / half day	55	40	55	40	55	40	55	40
Osier Park / full day	-	-	-	-	80	55	80	55
Osier Park / half day	-	-	-	-	55	40	55	40

## FEES CONT.

DEPARTMENT 64 - PARKS MAINTENANCE	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
Outdoor Pool Park / full day	\$ 80	\$ 55	\$ 80	\$ 55	\$ 80	\$ 55	\$ 80	\$ 55
Outdoor Pool Park / half day	55	40	55	40	55	40	55	40
Sports Complex West / full day	55	40	55	40	55	40	55	40
Sports Complex West / half day	40	25	55	40	40	25	40	25
Wines Park #1 / full day	80	55	80	55	80	55	80	55
Wines Park #1 / half day	55	40	55	40	55	40	55	40
Wines Park #2 / full day	80	55	80	55	80	55	80	55
Wines Park #2 / half day	55	40	55	40	55	40	55	40
Wines Park #3 / full day	55	40	55	40	55	40	55	40
Wines Park #3 / half day	40	25	40	25	40	25	40	25
Wines Park #4 / full day	55	40	55	40	55	40	55	40
Wines Park #4 / half day	40	25	40	25	40	25	40	25
Special events maintenance fee / hour	150	125	150	125	150	125	150	125
Impact Fee:								
Residential / dwelling unit	2,600		2,600		2,772.98		2,772.98	



# POLICE



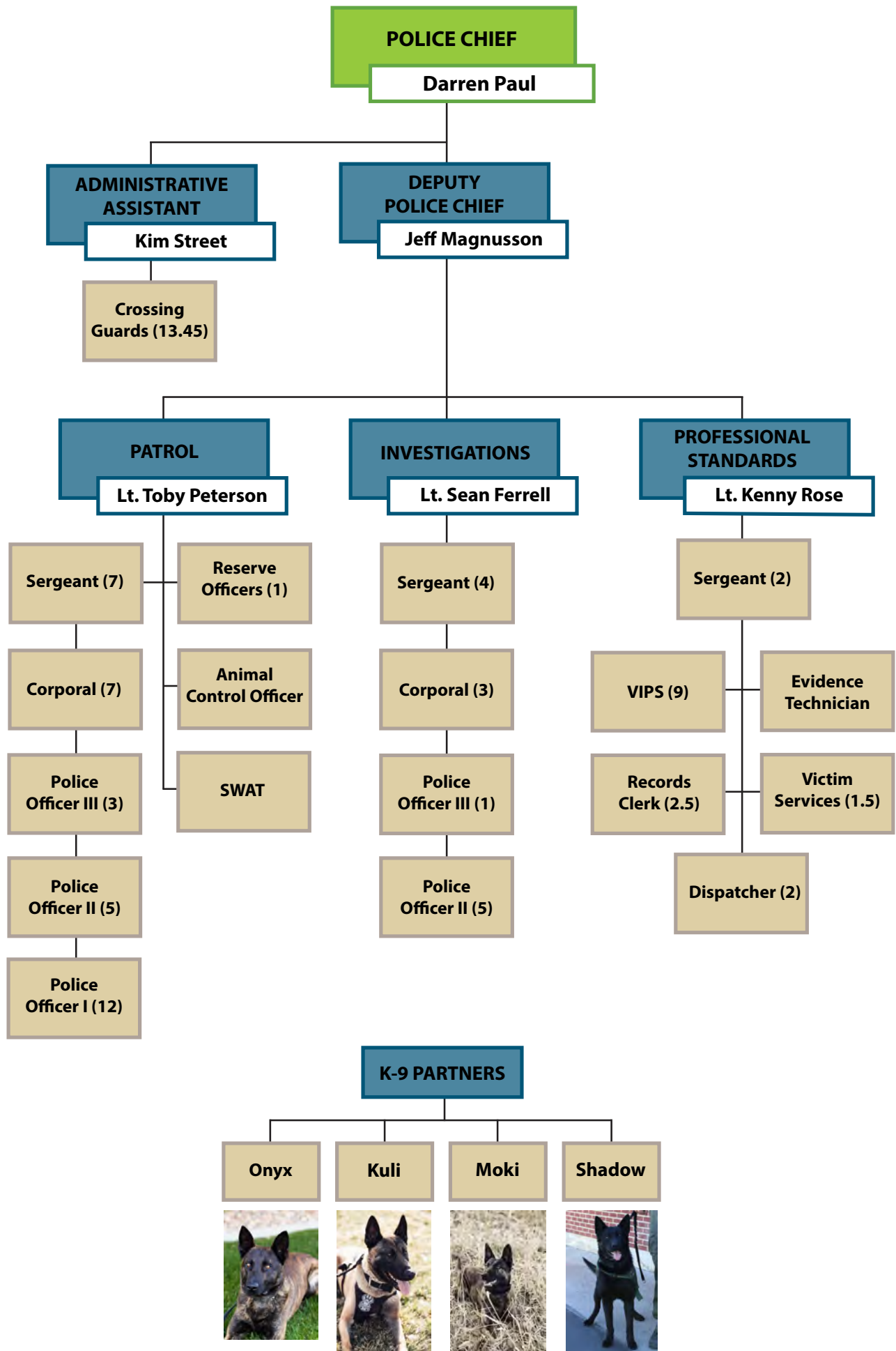
THE POLICE DEPARTMENT WILL PROVIDE A SAFE AND SECURE COMMUNITY BY DELIVERING PROFESSIONAL AND COURTEOUS SERVICES AS DETERMINED IN PARTNERSHIP WITH LEHI RESIDENTS. THE DEPARTMENT IS DEDICATED TO THE FOLLOWING FIVE VALUES: (1) FOSTERING THE PUBLIC TRUST, (2) ETHICAL JUDGMENTS, (3) PROACTIVE PREVENTION AND ENFORCEMENT, (4) CREATIVE SERVICE DELIVERY, AND (5) FAIRNESS IN ENFORCEMENT OF THE LAW.



Enhance the Police Department's community involvement.

## DEPARTMENT DESCRIPTION

The Police Department's function is to serve and protect all people and property within the City limits. This is done through the coordinated efforts of patrol officers, detectives, code enforcement officers, and animal control officers. Detectives are responsible for investigating and solving crimes that are carried out by criminals in a covert manner. Patrol officers are responsible for enforcing traffic laws and ensuring the safety of persons within the City limits. Code enforcement officers are responsible for ensuring that properties in Lehi are maintained according to ordinance. Animal control officers are responsible for enforcing the animal control ordinance of the City and protecting residents from violent and destructive animals.



## BUDGET INFORMATION

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	3.00	3.00	3.00	3.00	3.00
Police Sergeant	10.00	10.00	11.00	11.00	13.00
Police Corporal	10.00	10.00	10.00	8.00	10.00
Police Officer III	1.00	5.00	6.00	5.00	3.00
Police Officer II	9.00	7.00	11.00	11.00	9.00
Police Officer I	16.00	17.00	11.00	13.00	16.00
Victim Advocate Coordinator	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Evidence Technician	1.00	1.00	1.00	1.00	1.00
Records Clerk	1.00	1.00	1.00	1.00	2.00
Front Desk Secretary/Dispatcher	2.00	2.00	2.00	2.00	-
<b>Part-time Non-benefited:</b>					
Reports Clerk/Records Assistant	1.00	0.50	0.50	0.50	0.50
Front Desk Secretary/Dispatcher	-	1.50	1.50	1.50	2.00
Victim Advocate	-	0.50	0.50	0.50	0.50
Crossing Guard Coordinator	0.50	0.50	0.50	0.50	0.50
Crossing Guard	12.45	12.45	12.45	12.45	13.45
<b>TOTAL FTE</b>	<b>71.95</b>	<b>76.45</b>	<b>76.45</b>	<b>75.45</b>	<b>78.95</b>

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Maintain a low crime rate compared to other Utah cities and improve community safety through traffic enforcement and crime prevention.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Total Estimated Crime Index*	✓	1,600	1,600	1,500	1,300	1,300
Crimes per 1,000 Residents*	-	15.78	15.66	-	12.76	-
Average Response Time - Priority 1 (minutes)	✓	7:53	6:08	7:30	6:41	6:30
Average Response Time - Excluding Priority 1 (minutes)	✗	11:59	7:38	11:30	15:17	13:00
Community Events	✓	9	11	10	30	30
Resident Satisfaction: Police services (out of a score of 100)	✗	82.9	82.6	85	82	80
Resident Satisfaction: Feel safe in their neighborhood (out of a score of 100)	✗	92	88	94	86	85
Cases Reaching Disposition	✓	12,344	14,338	13,000	13,066	14,000

\*Formula was updated in FY 2020, all years have been updated to reflect new formula

**BUDGET INFORMATION**

DEPARTMENT 54	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 3,364,815	\$ 3,838,144	\$ 4,351,639	\$ 4,542,877
11 Overtime	348,491	474,665	277,000	277,000
12 Crossing Guard Expense	110,971	-	-	-
13 Employee Benefits	2,098,204	2,234,237	2,701,329	2,829,299
14 Uniforms	73,676	73,005	61,000	57,400
16 Tactical Equipment	38,202	11,338	16,000	24,500
21 Books, Subscriptions, Memberships	3,035	4,317	4,338	4,338
23 Travel & Training	75,743	64,759	59,250	57,550
24 Office Supplies	29,285	25,719	29,000	31,000
25 Fleet Fund Charges	250,010	249,996	280,802	439,102
26 Buildings & Grounds O&M	5,004	5,004	5,000	65,000
27 Utilities	35,862	40,680	79,134	77,756
28 Equipment Maintenance	59,200	74,771	58,074	74,799
29 Miscellaneous Supplies	8,573	19,209	38,890	23,890
30 Electricity - Lehi City Power	14,793	14,713	20,000	20,000
31 Professional & Technical	70,698	72,503	63,000	63,000
33 IT Fund Charges	120,000	126,204	126,200	126,200
34 Risk Management Fund Charges	19,992	23,004	23,000	23,000
46 K9 Supplies	9,346	10,023	12,000	12,000
47 Firearms & Supplies	34,412	20,505	44,000	44,000
48 Miscellaneous	20,149	25,455	25,000	25,000
54 Capital Outlay	148,708	-	-	-
63 Youth Court Expenses	-	715	2,000	2,000
68 NOVA Expense	5,628	3,990	6,000	6,000
68-100 RAD Kids Expense	-	-	2,000	2,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,944,231</b>	<b>\$ 7,412,956</b>	<b>\$ 8,284,656</b>	<b>\$ 8,827,711</b>



**BUDGET INFORMATION - CODE ENFORCEMENT**

DEPARTMENT 53	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 56,253	\$ 68,283	\$ 147,990	\$ 163,947
11 Overtime	8,566	8,064	3,000	3,000
13 Employee Benefits	41,407	47,613	106,902	115,504
25 Fleet Fund Charges	12,000	12,000	12,000	12,000
26 IT Fund Charges	4,000	3,996	4,000	4,000
29 Risk Management Fund Charges	1,000	996	1,000	1,000
31 Professional & Technical	-	-	5,000	5,000
33 Miscellaneous	-	-	294	294
<b>TOTAL EXPENDITURES</b>	<b>\$ 123,226</b>	<b>\$ 140,952</b>	<b>\$ 280,186</b>	<b>\$ 304,745</b>

**BUDGET INFORMATION - ANIMAL CONTROL**

DEPARTMENT 57	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 43,195	\$ 55,111	\$ 57,280	\$ 63,097
11 Overtime	378	721	4,000	4,000
13 Employee Benefits	34,288	42,687	46,382	49,769
14 Uniforms	1,246	1,200	1,800	1,800
25 Fleet Fund Charges	4,000	3,996	4,000	4,000
27 IT Fund Charges	2,000	2,004	2,000	2,000
28 Equipment Maintenance	245	205	300	1,300
31 Professional & Technical	80,006	86,272	93,960	93,960
54 Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 165,358</b>	<b>\$ 192,196</b>	<b>\$ 209,722</b>	<b>\$ 219,926</b>

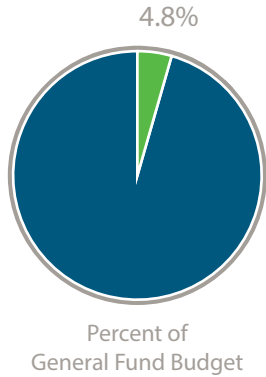


**FEES**

DEPARTMENT 54	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Traffic School (+ Plea in Abeyance Fine)	\$ 65	\$ 65	\$ 65	\$ 65
Small Claims (Est. by Utah State Code):				
Up to \$2,000	60	60	60	60
\$2,001-\$7,499	100	100	100	100
\$7,500-\$10,000	185	185	185	185
Counterclaim up to \$2,000	50	50	50	50
Counterclaim \$2,001-\$7,499	70	70	70	70
Counterclaim \$7,500-\$10,000	120	120	120	120
Appeal	10	10	10	10
Police Report Copies:				
Resident	5	5	5	5
Or / Page (Whichever is Greater)	0.25	0.25	0.25	0.25
Non-Resident	15	15	15	15
Or / Page (Whichever is Greater)	0.25	0.25	0.25	0.25
Video Tape or CD / Copy	30	30	30	30
Processed Color Photo	25	25	25	25
Digital Color Photo Printout / Page	5	5	5	5
Fingerprinting:				
Resident	10	10	10	10
Non-Resident	25	25	25	25
False Alarm:				
Intrusion/Burglar (If > 3/Year) / Alarm	100	100	100	100
Duress/Hold-Up (If > 3/Year) / Alarm	100	100	100	100
Animal Control				
Animal Trap - refundable deposit	-	-	-	75
Animal Trap - per week charge	-	-	-	10
Impact Fee:				
Per ERU	98	98	98	98
*Animal Shelter (Established by NUVAS)				-
*Dog License (Spayed or Neutered)	15	15	15	-
*Dog License (Not Spayed or Neutered)	30	30	35	-

\*These fees moved to the Information Center as of FY 2020

# PUBLIC WORKS



THE PUBLIC WORKS DEPARTMENT PROVIDES QUALITY SERVICES TO LEHI RESIDENTS THROUGH (1) STRONG LEADERSHIP, (2) EXCELLENT TECHNICAL SKILLS, AND (3) EXPERIENCED ADMINISTRATIVE SUPPORT. THE DEPARTMENT WILL MAINTAIN FACILITIES, PROPERTY, AND EQUIPMENT WHILE PROVIDING AN AESTHETICALLY PLEASING AND SAFE COMMUNITY.



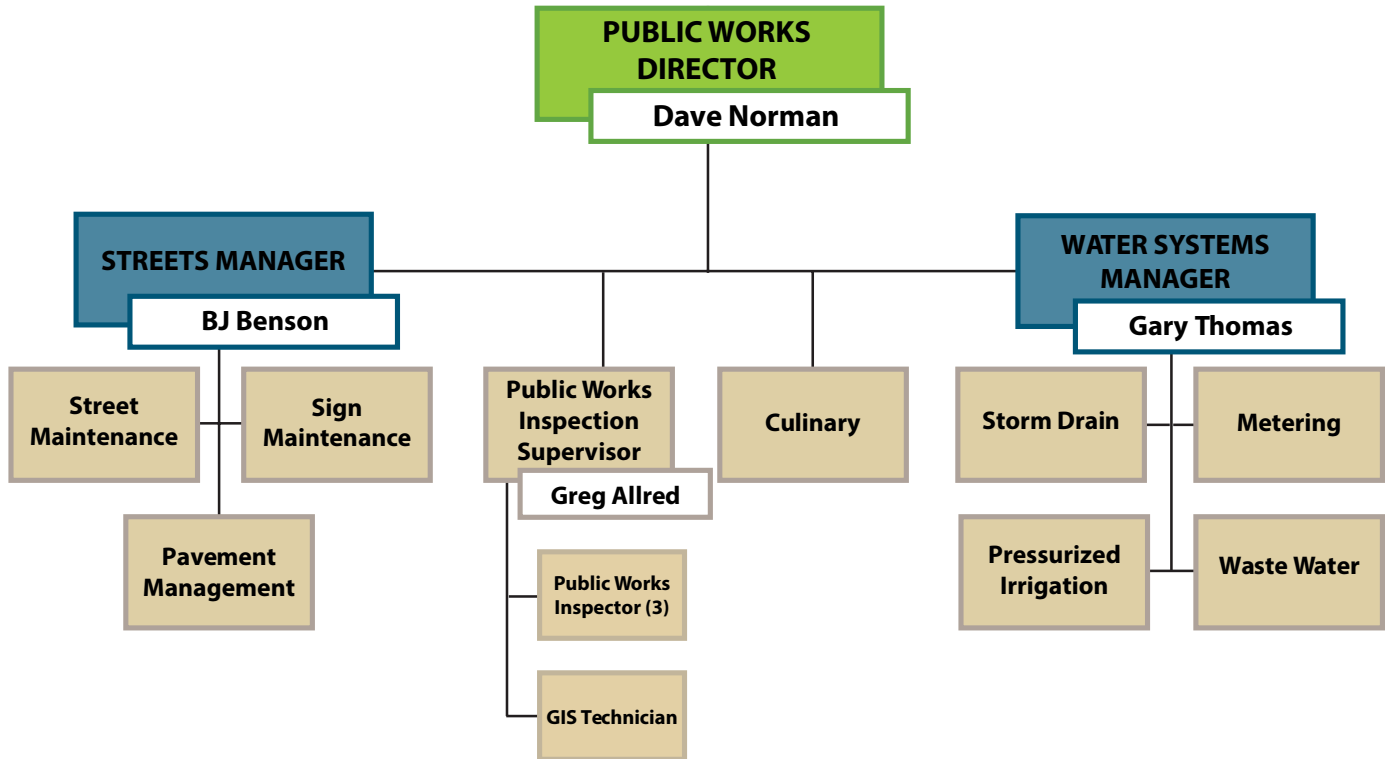
Utilize technology-based Asset Management tools to collaborate amongst the Public Works Divisions to be proactive in managing City infrastructure.

## DEPARTMENT DESCRIPTION

The Public Works Department is responsible for the general supervision of the Streets and Water Divisions. The department is also responsible for clerical services, long-range planning and short-term coordination among these divisions.

The Streets Division is responsible for the repair of streets, sidewalk, curbs, and gutters. It is also responsible for the removal of snow and ice from streets and roads in the winter.

The Water Division is part of the Public Works Department and administers four of the City's enterprise operations: (1) Storm Drain, (2) Culinary Water, (3) Pressurized Irrigation (PI), and (4) Waste Water. The department is responsible for the maintenance of distribution lines, wells, storage tanks, and facilities for these operations. The division ensures the adequate supply of potable and irrigation water, the improvement of storm water conveyance, and the maintenance of the City's sewage collection system.



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	-
Public Works Inspection Supervisor****	-	-	-	-	1.00
Public Works Inspector****	-	-	-	-	3.00
GIS Technician****	-	-	-	-	1.00
Parks*	33.00	33.00	-	-	-
Streets	15.75	17.75	16.75	16.75	16.65
Fleet**	4.00	4.00	-	-	-
Water***	-	-	30.00	35.00	30.00
<b>TOTAL FTE</b>	<b>54.75</b>	<b>56.75</b>	<b>48.75</b>	<b>53.75</b>	<b>52.65</b>

Detailed staffing information is found under each division description.

\*Parks & Facilities has moved from Public Works and is now considered its own Department.

\*\*Fleet divisions have moved from Public Works and is now part of the Office of the City Administrator.

\*\*\*Water was combined with Streets to reform the Public Works Department.

\*\*\*\*Moved from Water to Public Works Administration

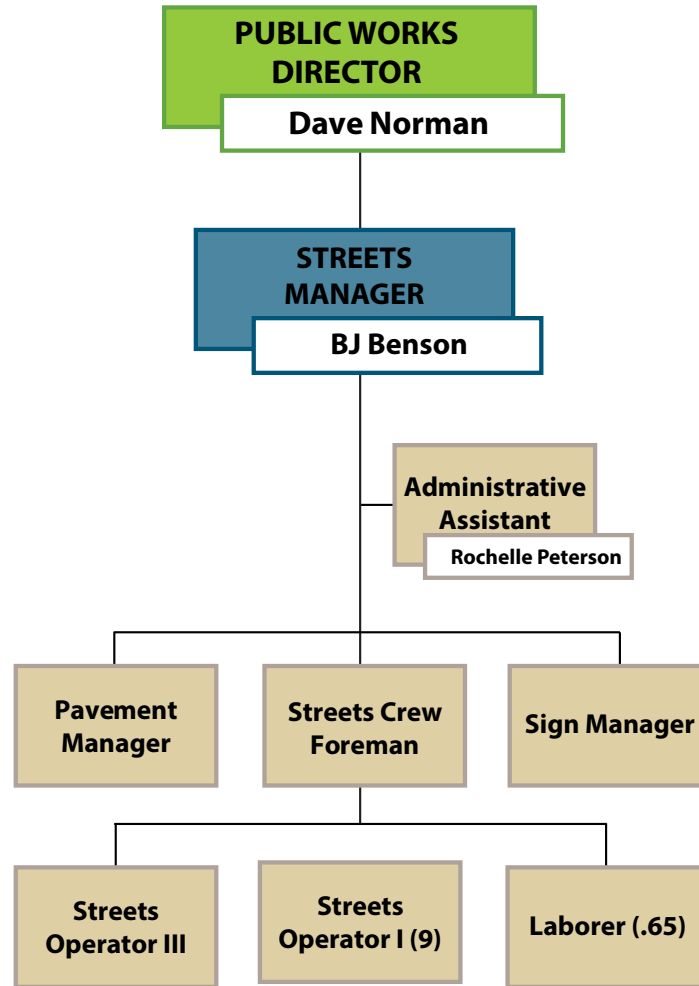
# PUBLIC WORKS ADMINISTRATION

## BUDGET INFORMATION

DEPARTMENT 62	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 147,730	\$ 88,772	\$ 42,052	\$ 44,107
13 Employee Benefits	78,687	52,520	33,395	34,871
23 Travel & Training	1,655	1,133	3,000	3,000
24 Office Supplies	1,834	778	2,600	2,600
25 Fleet Fund Charges	4,000	3,996	4,000	4,000
26 IT Fund Charges	6,000	6,000	6,000	6,000
27 Utilities	861	328	-	-
28 Equipment Maintenance	-	-	500	500
29 Risk Management Fund Charges	1,500	1,852	1,500	1,500
31 Professional & Technical	2,481	368	2,500	2,500
45 Miscellaneous	812	178	-	-
<b>Total Expenditures</b>	<b>\$ 245,559</b>	<b>\$ 155,923</b>	<b>\$ 95,547</b>	<b>\$ 99,078</b>



# STREETS



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Streets Manager	1.00	1.00	1.00	1.00	1.00
Administrative Assistant*	-	-	-	-	1.00
Streets Supervisor	1.00	1.00	1.00	1.00	-
Pavement Manager	1.00	1.00	1.00	1.00	1.00
Street Inspector**	2.00	2.00	2.00	2.00	-
Crew Foreman	1.00	1.00	1.00	1.00	1.00
Sign Maintenance Technician	1.00	1.00	1.00	1.00	1.00
Street Operator III	1.00	1.00	1.00	1.00	1.00
Street Operator II	2.00	2.00	1.00	1.00	-
Street Operator I	5.00	7.00	7.00	7.00	9.00
<b>Seasonal/Temporary:</b>					
Laborer	0.75	0.75	0.75	0.75	0.65
<b>TOTAL FTE</b>	<b>15.75</b>	<b>17.75</b>	<b>16.75</b>	<b>16.75</b>	<b>16.65</b>

\*Moved from Public Works Administration

\*\*Moved to Public Works Administration



## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Maintain the city's streets at the lowest reasonable cost to taxpayers and the highest level of quality and efficiency.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Actual Crack Seal Expenditure	✓	\$60,000	\$81,000	\$150,000	\$185,000	\$175,000
Actual Slurry Seal Expenditure	✗	\$70,000	\$230,000	\$250,000	\$205,000	\$250,000
Actual Reconstruction Expenditure	✗	\$1,528,000	\$450,000	\$300,000	\$548,976	\$614,976
Training Hours per FTE	✗	30	40	40	30	40
Lane Miles Maintained per FTE	✗	32.8	32.8	33.5	34.05	40
Streets Swept (Annually)	✓	80%	20%	20%	30%	50%
Road Maintenance Completed In-House (%)	✗	30%	25%	25%	20%	25%

## BUDGET INFORMATION

DEPARTMENT 61	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
10 Salaries & Wages	\$ 755,491	\$ 787,158	\$ 884,212	\$ 891,428
11 Overtime	42,806	68,712	50,000	50,000
13 Employee Benefits	480,276	499,650	587,814	544,754
14 Uniforms	5,108	10,718	7,600	7,600
21 Books, Subscriptions, & Memberships	-	-	200	200
23 Travel & Training	7,686	7,718	25,000	25,000
24 Office Supplies	3,696	2,855	5,500	5,500
25 Fleet Fund Charges	45,000	45,000	274,914	274,914
26 Buildings & Grounds	-	-	-	25,000
27 Utilities	13,808	17,086	5,000	5,000
28 Equipment Maintenance	16,136	14,220	25,000	25,000
29 Risk Management Fund Charges	10,000	10,146	10,000	10,000
30 Electricity - Lehi City Power	17,970	24,309	4,000	4,000
31 Professional & Technical	37,401	45,163	25,094	25,094
32 IT Fund Charges	8,000	8,004	8,000	8,000
45 Department Supplies	24,118	26,936	19,922	19,922
49 Landfill Closure/Post-closure	-	-	2,500	8,800
54 Capital	-	-	8,800	8,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,467,496</b>	<b>\$ 1,567,673</b>	<b>\$ 1,943,556</b>	<b>\$ 1,939,012</b>

FEES				
DEPARTMENT 61	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Road Cut Fees - April 1 - November 30				
Road Cut Base Fee	\$ -	\$ -	\$ 250	\$ 250
Road Cut Fee (Base fee plus)				
Charge per sq ft of Road Cut x < 5 years Foot for area	-	-	\$0.50	0.50
Charge per sq ft of Road Cut x > 5 years Foot for area	-	-	\$0.25	0.25
Bore Directional Base Fee	-	-	150	150
Bore per linear foot (Base fee plus)	-	-	0.25	0.25
Pothole per Core	-	-	25	25
Road Closure	-	-	250	250
Road Closure Extension	-	-	100	100
Road Cut Fees - Emergencies Only December 1 - March 31				
Road Cut Base Fee	-	-	350	350
Road Cut Fee (Base fee plus)				
Charge per sq ft of Road Cut x < 5 years Foot for area	-	-	.50	0.50
Charge per sq ft of Road Cut x > 5 years Foot for area	-	-	.25	0.25
Bore Directional Base Fee	-	-	200	200
Bore per linear foot (Base fee plus)	-	-	.25	0.25
Pothole per Core	-	-	25	25
Road Closure	-	-	300	300
Road Closure Extension	-	-	150	150
No Permit Fine	-	-	500	500
Road Cut Administration Fee	100	100	Discontinue	-
Asphalt, Concrete Removal and Repair				
Charge per sq ft for sidewalk	20	20	Discontinue	-
Charge per linear ft of curb	20	20	Discontinue	-
Transportation Impact Fee:				
Single family residential (per dwelling unit)	1,163	1,163	1,163	1,163
Multi family residential (per dwelling unit)	708	708	708	708
General office	363	363	363	363
Hotel	318	318	318	318
Industry	73	73	73	73
Light industry	266	266	266	266
Specialty retail	878	878	878	878
Supermarket	1,556	1,556	1,556	1,556
Superstore	469	469	469	469
Warehousing	197	197	197	197

**FEES CONT.**

DEPARTMENT 61	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Medical / Dental Bldg	\$ 920	\$ 920	\$ 920	\$ 920
Drive in Bank	2,710	2,710	2,710	2,710
Drugstore w/Drive	1,477	1,477	1,477	1,477
Auto Parts	1,407	1,407	1,407	1,407
Tire Store	756	756	756	756
Gas Station w/Convenience Store	1,983	1,983	1,983	1,983
High Turnover Restaurant	1,939	1,939	1,939	1,939
Fast Food w/Drive	7,558	7,558	7,558	7,558
Church	212	212	212	212
Elementary School	169	169	169	169
High School	252	252	252	252
Middle School	\$214	\$214	\$214	\$214



# NON-DEPARTMENTAL

BUDGET INFORMATION				
DEPARTMENT 80	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Expenditures:</b>				
27-000 Utilities	\$ 259,311	\$ 258,090	\$ 245,000	\$ 245,000
31-000 Credit Card Charges	15,538	12,707	20,000	20,000
60-002 Document Imaging	-	-	30,000	30,000
60-004 Contribution to Risk Fund	-	-	-	370,013
60-005 Contribution to Fleet Fund	400,000	405,996	229,800	615,435
60-008 Employee Appreciation	39,115	38,776	25,000	75,000
60-011 Contrib to Legacy Center/Outdoor Pool	2,010,675	1,867,296	1,789,137	870,842
60-012 Museum Project Thanksgiving PT	100,000	100,000	100,000	100,000
60-013 Cont. to Chamber of Commerce	22,000	22,000	17,000	12,000
60-014 Fox Hollow Golf Course	251,902	241,807	275,000	275,000
60-015 Contingency	8,209	68,873	100,000	100,000
60-017 MAG Contribution	33,972	35,062	25,000	25,000
60-018 Branding	12,563	13,092	20,000	20,000
60-019 Mayor/Council Special Projects	32,888	33,790	50,000	50,000
60-020 Contribution to IT Fund	308,500	308,496	308,500	305,500
60-021 Contribution to Capital Projects Fund	2,684,015	7,200,000	1,120,140	300,000
60-024 Intergovernmental Relations	400	55,169	50,000	50,000
60-026 Employee Wellness	11,394	10,898	60,000	177,000
60-029 UVSSD Dispatch Costs	367,636	346,870	400,908	400,908
60-032 Market Adjustment	-	-	-	180,000
60-034 Youth Council	-	99	5,000	5,000
60-035 Information Fair	9,182	9,627	10,000	10,000
30-036 VIPS	-	1,445	5,000	5,000
60-010 Contributions to Building/Grou-nds Fund	397,592	1,043,496	1,043,497	869,672
60- 911 Fees Pass-through to UVDSSD	-	-	325,000	325,000
60-041 Contributions to Police Impact Fee	-	1,130,210	-	-
60-042 Transfer to Debt Service Fee	-	-	1,614,495	1,814,495
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,969,892</b>	<b>\$ 13,203,800</b>	<b>\$ 7,868,477</b>	<b>\$ 8,250,865</b>

# CLASS "C" ROADS FUNDS

## FUND DESCRIPTION

The Class "C" Roads Fund was established through the State of Utah to provide assistance to counties and municipalities for the improvement of roads. The revenue comes from the Utah Department of Transportation (UDOT) through the State's excise tax on fuel purchases. The amount received is determined by the miles of roads and sidewalks in Lehi, which is assessed each calendar year, and the City's population.

For more information on how the Class "C" Roads Fund is used, see the Public Works Department section on page 126 and the Non-Routine Capital Budget Summary on pages 51-56.

## BUDGET INFORMATION

FUND 11	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Capital Revenues:</b>				
10 Class "C" Road Allotment	\$ 2,229,761	\$ 2,511,008	\$ 2,200,000	\$ 3,500,000*
20 Re-Appropriation of Class Balance	-	8,779	-	-
30 Interest Earnings	-	-	-	1,090,000
<b>TOTAL REVENUES</b>	<b>\$ 2,229,761</b>	<b>\$ 2,519,787</b>	<b>\$ 2,200,000</b>	<b>\$ 4,590,000</b>
<b>Capital Expenditures:</b>				
09-010 Road Maintenance	\$ 191,156	\$ 1,407,647	\$ 1,493,000	\$ 1,493,000
10-002 Snow Removal & Salt	1,499,500	151,471	132,000	132,000
12-001 Striping	94,620	105,171	200,000	200,000
15-001 600 N Curb & Gutter Project	69,281	-	-	-
15-006 Equipment Rental	50,000	22,670	56,000	60,000
16-003 Street Signs	-	94,032	45,000	85,000
19-001 Traffic Control Updates	-	6,172	70,000	20,000
19-001 Oil Distributor	-	100,510	-	-
20-001 Salt Sander & Dump Body	-	-	56,000	-
20-002 Asphalt Roller	-	-	45,000	-
20-003 Crack Seal Machine	-	-	70,000	-
20-004 Road Reconstruction Projects	-	-	-	2,330,000
21-001 Signal Lights & Signal Development	-	-	-	200,000
21-002 Marathon Mastic Melter	-	-	-	70,000
50-001 Reserves	-	-	39,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,904,556</b>	<b>\$ 1,887,673</b>	<b>\$ 2,200,000</b>	<b>\$ 4,590,000</b>
<b>CAPITAL SURPLUS (DEFICIT)</b>	<b>\$ 325,205</b>	<b>\$ 632,114</b>	<b>\$ -</b>	<b>\$ -</b>

\*Increase due to new State tax

# LIQUOR ALLOTMENT FUND

## FUND DESCRIPTION

The Liquor Allotment Fund was established through the State of Utah to provide assistance to municipalities for the enforcement of alcohol-impaired driving. The revenue comes from the Utah Alcoholic Beverage Control Administration through the State's excise tax on liquor purchases. The amount received is determined by the amount of the tax collected in Lehi.

## BUDGET INFORMATION

FUND 12	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>Capital Revenues:</b>				
36-20 Liquor Fund Allotment	\$ 60,628	\$ 58,807	\$ 60,000	\$ 60,000
36-30 Re-appropriate Fund Balance	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 60,628</b>	<b>\$ 58,807</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>
<b>Capital Expenditures:</b>				
50-10 Wages - DUI Enforcement	\$ 38,990	\$ 44,105	\$ 18,000	\$ 18,000
50-13 Employee Benefits	13,638	13,638	6,500	6,500
50-45 Miscellaneous	8,000	8,000	35,500	35,500
36-30 Fund Balance	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,628</b>	<b>\$ 58,807</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

## FUND DESCRIPTION

The CDBG program is a federally awarded program that provides grants for local community development activities. CDBG funds can be used for affordable housing, anti-poverty programs, and infrastructure development. The city prioritizes projects and improvements to determine how to use these funds. Each year there is a public hearing to allow public comment on how these funds are distributed.

## BUDGET INFORMATION

FUND 13	ACTUAL FY 2017	ACTUAL FY 2018	ESTIMATED FY 2019	PLANNED FY 2020
<b>Revenues:</b>				
CDBG	\$ 102,942	\$ -	\$ 160,000	\$ 160,000
<b>TOTAL REVENUES</b>	<b>\$ 102,942</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>
<b>Expenditures:</b>				
Project Improvements	\$ 102,942	\$ -	\$ 160,000	\$ 160,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 102,94</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

The background of the slide is a solid green color with a repeating pattern of white line-art icons. Each icon depicts a residential house with a chimney and a tall oil derrick or pumpjack structure next to it. The icons are arranged in a staggered grid across the entire page.

# CAPITAL PROJECTS & IMPACT FEE FUNDS

# CAPITAL PROJECTS FUND

## FUND DESCRIPTION

The Capital Projects Fund accounts for funds that are used as the financial resources for the acquisition or construction of major capital projects. More information on the Capital Projects Budget can be found on page 47.

## BUDGET INFORMATION

FUND 32	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>36 Miscellaneous Revenues:</b>				
33-10 Grant Revenue	\$ -	\$ -	\$ 260,000	\$ -
10 Interest Income	117,096	206,635	500	500
20 Bond Proceeds	768,588	16,470,000	-	-
30 Appropriation from Fund Balance	-	-	20,449,500	1,083,560
31 Sales Tax	470,250	853,369	432,500	432,500
10 Transfer from General Fund	2,684,015	7,200,000	1,120,140	30,000
38-20 Sale of Assets	200,000	-	1,500,000	-
20 Bond Proceeds	768,588	1,932,528	-	-
<b>TOTAL CAPITAL REVENUES</b>	<b>\$ 4,239,949</b>	<b>\$ 26,662,532</b>	<b>\$ 23,762,640</b>	<b>\$ 1,816,562</b>
<b>70 Capital Expenditures:</b>				
Transfer to Debt Service Fund	\$ -	\$ -	\$ -	\$ 50,873
70-100 Debt Service - Cabela's	455,612	377,863	427,500	427,500
70-101 Debt Service Interest - Fire Station	-	243,312	-	-
Debt Service Principal - Fire Station	-	232,195	-	-
70-108 Bond Costs	3,600	8,250	-	-
70-131 City Hall Addition	-	-	260,000	-
70-123 Public Works Campus Build Out	164,290	-	-	-
70-153 Irrigation Central Control Upgrade	-	-	138,124	138,124
70-170 Sidewalks	332,464	214,091	300,000	300,000
70-178 Pioneer Sculpture - Legacy Park	30,000	30,000	-	--
70-195 4-Door Crew Truck	5,452	-	-	-
70-196 Hot Box Asphalt Containment	15,825	-	-	-
70-197 Side Winder Asphalt	9,569	-	-	-
70-200 Additional Office Space	18,425	-	-	-
70-201 Road Widening & Infrastructure	21,135	1,186,999	1,600,000	50,000
70-202 Shed @ Vets Ball Park	-	40,260	-	-
70-181 Seal Coat & Fog Seal for Roads	41,089	-	-	-
70-183 Addt'l Shelving & Rearrangement	81,437	-	-	-
70-184 New Roof on 99 W Main Building	38,573	-	-	-
70-185 Snow Plow (2)	182,738	-	-	-
70-203 Sidewalks 500 W & 1900 S	-	180,243	-	-
70-204 Safe Route to School	-	25,944	320,000	-

## BUDGET INFORMATION CONT.

FUND 32	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
70-205 Infant Cemetary Road	\$ -	\$ -	\$ 41,500	\$ -
70-206 Heart Monitor	-	-	32,816	-
70-207 New Flooring	-	-	32,000	-
70-208 Irrigation Redesign & Innovation	-	-	30,700	-
70-209 Outdoor Pool Playground Replacement	-	-	120,000	-
70-203 Wines Park Bathroom Model	-	-	20,000	-
70-211 Replace Bleachers @ Vets Park	-	-	35,000	-
70-212 Repurpose Skate Park Playground	-	-	35,000	-
70-213 Mobile Command Center	-	-	60,000	-
70-214 New Public Safety Building	-	-	18,000,000	-
70-215 Nuttal Drive	-	-	220,000	-
70-216 Digital Drive	-	-	355,000	-
70-219 Parks Building	-	-	1,500,000	-
70-223 Main Street Property Purchase	-	-	235,000	-
70-224 Electric Charging Station	-	-	40,000	-
70-226 Dry Creek Lake Rescue Equipment	-	-	-	55,000
70-227 Wines Park Irrigation Renovation	-	-	-	35,000
70-228 Sub-Compact Utility Tractor	-	-	-	22,000
70-229 Nuisance Trees & Damaged Sidewalks	-	-	-	250,000
70-230 Library Self Check Out Kiosks	-	-	-	38,065
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 3,404,786</b>	<b>\$ 2,539,156</b>	<b>\$ 23,802,640</b>	<b>\$ 1,816,562</b>
<b>CAPITAL SURPLUS (DEFICIT)</b>	<b>\$ 835,163</b>	<b>\$ 24,123,375</b>	<b>\$ (40,000)</b>	<b>\$ -</b>

CAPITAL PROJECTS/IMPACT FEES



# IMPACT FEE FUNDS

## FUND DESCRIPTION

Impact fees are charges for services that are imposed on new construction in order to support specific new demands on a given service (e.g. transportation, schools, parks, and fire protection). The budget information in these funds details how the fees collected are used to provide necessary services.

## FIRE IMPACT FEES

IMPACT FEE INFORMATION				
FUND 46	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>36 Capital Revenues:</b>				
10 Interest Income	\$ 5,833	\$ 9,709	\$ 1,000	\$ 1,000
20 Impact Fees	453,293	369,465	400,000	400,000
20 Bond Proceeds	5,000,000	-	-	-
<b>TOTAL CAPITAL REVENUES</b>	<b>\$ 5,459,126</b>	<b>\$ 379,175</b>	<b>\$ 401,000</b>	<b>\$ 401,000</b>
<b>70 Capital Expenditures:</b>				
70-100 Future Fire Station	\$ -	\$ -	\$ -	\$ -
40-61-20 Interest Expense	47,219	-	-	-
70-75 Cost of Issuance	60,300	-	-	-
70-101 Fire Station 83	1,382,637	-	-	-
70-001 Reserves	-	-	401,000	401,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 1,490,156</b>	<b>\$ -</b>	<b>\$ 401,000</b>	<b>\$ 401,000</b>
<b>CAPITAL SURPLUS (DEFICIT)</b>	<b>\$ 3,968,970</b>	<b>\$ 379,175</b>	<b>\$ -</b>	<b>\$ -</b>



# PARKS IMPACT FEES

IMPACT FEE INFORMATION				
FUND 47	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>36 Capital Revenues:</b>				
10 Interest Earnings	\$ -	\$ (60,905)	\$ 30,000	\$ 30,000
20 Park Impact Fees	1,881,720	3,461,738	2,050,000	2,050,000
33-10 Utah State Parks Grant	870,327	126,675	-	-
40 Developer Contributions	-	-	-	-
50 Proceeds from Sale of Land	-	-	500,000	-
30 Reappropriation of Fund Balance	-	-	115,000	599,180
<b>TOTAL CAPITAL REVENUES</b>	<b>\$ 2,752,047</b>	<b>\$ 3,527,508</b>	<b>\$ 2,695,000</b>	<b>\$ 2,679,180</b>
<b>70 Capital Expenditures:</b>				
70-055 Debt Service - Principal	\$ 2,569,192	\$ -	\$ -	\$ -
61-200 Interest Expense	51,549	-	-	-
70-100 Peck Property	3,436	-	115,000	-
70-112 Mellor Rhodes Park	2,769	-	718,740	718,740
70-117 Shadow Ridge	51,720	16,280	-	-
70-118 Monument Park	126,573	204,711	-	1,100,000
70-119 Storage Building at Ivory Ridge Park	-	18,758	-	-
70-124 Sage Vista Park	-	246,000	-	-
70-150 Parks Master Plan	-	-	105,000	105,000
70-180 Up-Sizing Trails	939,689	89,862	105,000	105,000
70-181 Mountain Bike Trails	-	122,211	330,440	330,440
70-182 Fire 83 Park	-	15,163	1,100,000	-
70-183 Lights at Sports Park	-	-	-	220,000
70-174 Willow Park Upgrades	-	-	-	100,000
70-001 Reserves	-	-	220,820	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 3,775,483</b>	<b>\$ 712,985</b>	<b>\$ 2,695,000</b>	<b>\$ 2,679,180</b>
<b>CAPITAL SURPLUS (DEFICIT)</b>	<b>\$ (1,023,436)</b>	<b>\$ 2,814,522</b>	<b>\$ -</b>	<b>\$ -</b>



# POLICE IMPACT FEES

IMPACT FEE INFORMATION				
FUND 48	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>36 Capital Revenues:</b>				
10 Interest Earnings	\$ -	\$ (18,522)	\$ 500	\$ 500
20 Police Impact Fees	325,860	286,956	250,000	250,000
38-15 Proceeds from Issuance of Debt	-	-	-	-
38-20 Contribution from General Fund	-	1,130,210	-	-
30 Reappropriate Fund Balance	-	-	-	-
<b>TOTAL CAPITAL REVENUES</b>	<b>\$ 325,860</b>	<b>\$ 1,398,644</b>	<b>\$ 250,500</b>	<b>\$ 250,500</b>
<b>Expenditures</b>				
70-100 Land Purchase	\$ 535,245	\$ 300,000	\$ -	\$ -
Land Purchase	-	309,258	-	-
40-61-200 Interest Expense	1,816	-	-	-
70-102 New Police Building Design	142,428	1,070,692	-	-
70-001 Reserves	-	-	250,500	250,500
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 679,489</b>	<b>\$ 1,679,950</b>	<b>\$ 250,500</b>	<b>\$ 250,500</b>
<b>CAPITAL SURPLUS (DEFICIT)</b>	<b>\$ (353,629)</b>	<b>\$ (281,306)</b>	<b>\$ -</b>	<b>\$ -</b>



700 S Cycle Track Rendering

# ROAD IMPACT FEES

IMPACT FEE INFORMATION				
FUND 49	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>36 Capital Revenues:</b>				
10 Interest Earnings	\$ 1,584	\$ (9,220)	\$ -	\$ -
20 Road Impact Fees	1,763,836	1,949,661	2,000,000	2,000,000
40 UDOT Contributions	814,733	2,583,853	10,000	100,000
41 County Contributions	1,850,598	2,816,126	16,300,000	16,300,000
30 Reappropriate Fund Balance	-	-	215,000	665,000
<b>TOTAL CAPITAL REVENUES</b>	<b>\$ 4,430,751</b>	<b>\$ 7,340,421</b>	<b>\$ 18,615,000</b>	<b>\$ 19,065,000</b>
<b>70 Capital Expenditures:</b>				
Interest Expense	\$ -	\$ 1	\$ -	\$ -
70-115 Signals	175,096	463,447	150,000	400,000
70-130 Streets Widening	1,107,789	420,090	215,000	215,000
70-109 600 E North of Dry Creek	-	2,568	550,000	750,000
70-111 Jordan Willows Connection Road	-	-	100,000	100,000
70-112 Center Street & SR92	2,052	-	50,000	50,000
70-104 Accel/Decel at SR-92 & 500 W	-	-	20,000	20,000
70-106 Traverse Blvd TRAX Crossing & Road	43,518	1,280,246	400,000	400,000
70-107 Triumph (Frontage Road to TRAX)	45,917	991,908	50,000	50,000
70-116 Main Street 2300 W to Crossroads	149,035	556,009	11,600,000	11,600,000
70-117 1200 W	1,729,713	2,503,487	1,100,000	1,100,000
70-118 Ashton Blvd Relocation	814,734	2,116,232	50,000	50,000
70-171 I-15 & 300 W Enhancement	-	-	50,000	50,000
70-119 700 South Cycle Track Project	-	-	3,600,000	3,600,000
70-121 1200 East Project	-	-	480,000	480,000
70-195 Road Master Plan & Impact Fee	-	-	200,000	200,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 4,152,992</b>	<b>\$ 8,333,988</b>	<b>\$ 18,615,000</b>	<b>\$ 19,065,000</b>
<b>CAPITAL SURPLUS (DEFICIT)</b>	<b>\$ 277,759</b>	<b>\$ (993,568)</b>	<b>\$ -</b>	<b>\$ -</b>

# CULINARY IMPACT FEES

IMPACT FEE INFORMATION				
FUND 71 - CULINARY IMPACT FEE	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>37 Capital Revenues:</b>				
10 Interest Earnings	\$ -	\$ -	\$ 25,000	\$ 25,000
50 Water Impact Fees	2,643,651	1,418,167	1,000,000	1,000,000
40 Contributions from Developers	-	-	2,450,000	1,500,000
30 Reappropriate Fund Balance	-	-	1,753,118	457,000
<b>TOTAL FUND REVENUES</b>	<b>\$ 2,643,651</b>	<b>\$ 1,418,167</b>	<b>\$ 5,228,118</b>	<b>\$ 2,982,000</b>
<b>50 Capital Expenses:</b>				
09-002 Pipe Oversizing	\$ -	\$ -	\$ 72,000	\$ 232,000
11-003 Master Plan and Impact Fee Study	19,108	1,400	-	-
09-001 Interest Expense	29,594	28,033	-	-
50-001 Reserves	-	-	703,000	-
20-001 Holbrook Upper Tank and Pump	-	-	1,100,000	200,000
16-002 Traverse Source	-	-	1,300,000	1,300,000
16-003 West Side Facilities	-	-	50,000	-
18-001 600 E Tank	-	-	1,753,118	1,000,000
19-001 Sandpit Tank/Pump	-	-	-	-
18-002 TP Booster Pump Station	-	-	250,000	250,000
<b>TOTAL FUND EXPENSES</b>	<b>\$ 48,703</b>	<b>\$ 29,433</b>	<b>\$ 5,228,118</b>	<b>\$ 2,982,000</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ 2,594,948</b>	<b>\$ 1,388,734</b>	<b>\$ -</b>	<b>\$ -</b>

# WASTE WATER IMPACT FEES

IMPACT FEE INFORMATION				
FUND 72 - WASTE WATER IMPACT FEE	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>37 Capital Revenues:</b>				
10 Interest Earnings	\$ -	\$ 9,607	\$ 10,000	\$ 10,000
30 Sewer Impact Fees	-	1,199,951	400,000	400,000
40 Contributions from Developers	-	-	450,000	450,000
50 Reappropriate Fund Balance	729,150	-	345,000	895,000
<b>TOTAL FUND REVENUES</b>	<b>\$ 729,150</b>	<b>\$ 1,209,558</b>	<b>\$ 1,205,000</b>	<b>\$ 1,755,000</b>
<b>50 Capital Expenses:</b>				
00-100 Oversizing Pipe	\$ -	\$ -	\$ 105,000	\$ 105,000
16-001 Allred River Crossing	-	-	450,000	50,000
18-001 Jordan Willow Pump Line Addition	-	-	350,000	500,000
20-001 Jordan Willow Pump Line	-	-	300,000	600,000
21-001 850 E Sewer to 700 S	-	-	-	500,000
09-001 Interest Expense	3,226	-	-	-
11-010 Master Plan and Impact Fee Study	23,250	-	-	-
16-001 West Side Facilities	210,000	-	-	-
50-001 Reserves	60,000	-	-	-
<b>TOTAL FUND EXPENSES</b>	<b>\$ 26,476</b>	<b>\$ -</b>	<b>\$ 1,205,000</b>	<b>\$ 1,755,000</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ 702,674</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL PROJECTS/IMPACT FEES

# POWER IMPACT FEES

IMPACT FEE INFORMATION				
FUND 73 - POWER IMPACT FEES	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>37 Capital Revenues:</b>				
10 Interest Earnings	\$ 73,046	\$ 42,205	\$ 35,000	\$ 35,000
50 Electric Impact Fees	4,671,077	4,299,416	3,000,000	3,000,000
30 Reappropriate Fund Balance	-	-	3,988,586	-
<b>TOTAL CAPITAL REVENUES</b>	<b>\$ 4,744,123</b>	<b>\$ 4,341,621</b>	<b>\$ 7,023,586</b>	<b>\$ 3,035,000</b>
<b>50 Capital Expenditures:</b>				
19-002 Carter Substation Upgrade	\$ -	\$ -	\$ 4,500,000	\$ -
19-003 River Crossing & Thanksgiving Point	-	-	550,000	550,000
17-002 West Side Substation	-	-	50,000	-
17-004 1300 East Tie	-	-	400,000	-
17-005 Ashton 6-21 & 6-22 Line Extension	-	-	303,586	-
09-010 Interest Expense	22,786	10,403	-	-
75-000 Cost of Issuance	133,931	-	-	-
18-001 2300 W Overhead	-	-	50,000	-
18-002 Millpond Improvements	-	-	530,000	-
20-001 3-21 Circuit Reconductor	-	-	90,000	90,000
20-002 3-12 Line Extension (Public Safety Bldg)	-	-	250,000	-
20-003 Line Extension (Circuits 9-23 & 3-31)	-	-	300,000	-
21-001 311 Line Extension Upgrade	-	-	-	540,000
21-002 822 Line Extension	-	-	-	325,000
21-003 300 N Rebuild	-	-	-	115,000
21-004 900 N Reconductor	-	-	-	100,000
21-005 Pine Meadow Blvd Reconductor	-	-	-	170,000
50-002 Reserves	-	-	-	1,145,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 156,717</b>	<b>\$ 10,403</b>	<b>\$ 7,023,586</b>	<b>\$ 3,035,000</b>
<b>CAPITAL SURPLUS / (DEFICIT)</b>	<b>\$ 4,587,406</b>	<b>\$ 4,331,218</b>	<b>\$ -</b>	<b>\$ -</b>

# PRESSURIZED IRRIGATION IMPACT FEES

IMPACT FEE INFORMATION				
FUND 75 - P.I. IMPACT FEE	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>37 Capital Revenues:</b>				
10 Interest Earnings	\$ -	\$ -	\$ 25,000	\$ 25,000
50 PI Impact Fees	1,403,509	1,157,323	900,000	900,000
30 Appropriated Fund Balance	-	-	100,000	1,135,000
40 Contributions from Developers	-	105,088	4,000,000	4,000,000
<b>TOTAL FUND REVENUES</b>	<b>\$ 1,403,509</b>	<b>\$ 1,262,411</b>	<b>\$ 5,025,000</b>	<b>\$ 6,060,000</b>
<b>50 Capital Expenses:</b>				
09-002 Interest Expense	\$ 6,093	\$ 1,477	\$ -	\$ -
50-005 Master Plan & Impact Fee Study	20,335	-	-	-
09-001 Pipe Oversizing	-	-	85,000	285,000
16-001 Low Hills Expansion & Piping	-	-	370,000	370,000
15-001 Traverse Booster with Piping	-	-	200,000	60,000
15-002 Railroad Well & Piping	-	-	80,000	80,000
16-002 West Side PI Facilities	-	-	300,000	-
16-003 Jordan River Pump Station & Piping	-	-	150,000	20,000
16-004 Jordan River Reservoir	-	-	5,000	-
17-001 Jordan River Reservoir Well	-	-	230,000	20,000
19-001 West Side PI Reservoir	-	-	1,600,000	2,200,000
19-002 Allred Well w/Booster Pump	-	-	500,000	500,000
20-001 Flight Park Reservoir and Pipeline	-	-	1,000,000	1,000,000
20-002 Holbrook Upper PI Reservoir	-	-	500,000	500,000
21-001 Violetto Reservoir & Pumps	-	-	-	950,000
21-002 Brooks Res Expansion & PS	-	-	-	75,000
50-001 Reserves	-	-	5,000	-
<b>TOTAL FUND EXPENSES</b>	<b>\$ 26,429</b>	<b>\$ 1,477</b>	<b>\$ 5,025,000</b>	<b>\$ 6,060,000</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ 1,377,080</b>	<b>\$ 1,260,934</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL PROJECTS/IMPACT FEES



# STORM DRAIN IMPACT FEES

## IMPACT FEE INFORMATION

FUND 77 - STORM DRAIN IMPACT FEES	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>37 Capital Revenues:</b>				
10 Interest Earnings	\$ -	\$ -	\$ 5,000	\$ 5,000
50 Draining Impact Fees	503,353	388,000	350,000	350,000
55 Contributions from Developers/Bonds	80,000	-	650,000	600,000
56 UDOT Contributions	-	-	-	-
<b>TOTAL FUND REVENUES</b>	<b>\$ 583,353</b>	<b>\$ 388,800</b>	<b>\$ 1,055,000</b>	<b>\$ 955,000</b>
<b>50 Capital Expenditures:</b>				
09-001 Interest Expense	\$ 7,550	\$ 6,420	\$ -	\$ -
10-001 Mainline Upsizing	-	-	55,000	55,000
16-002 West Side Drains	-	-	700,000	600,000
15-001 Traverse Mountain Drains	-	-	50,000	50,000
19-001 Jordan River Drain (UDOT)	-	-	-	-
50-001 Reserves	-	-	250,000	250,000
<b>TOTAL FUND EXPENSES</b>	<b>\$ 7,550</b>	<b>\$ 6,420</b>	<b>\$ 1,055,000</b>	<b>\$ 955,000</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 575,803</b>	<b>\$ 382,380</b>	<b>\$ -</b>	<b>\$ -</b>

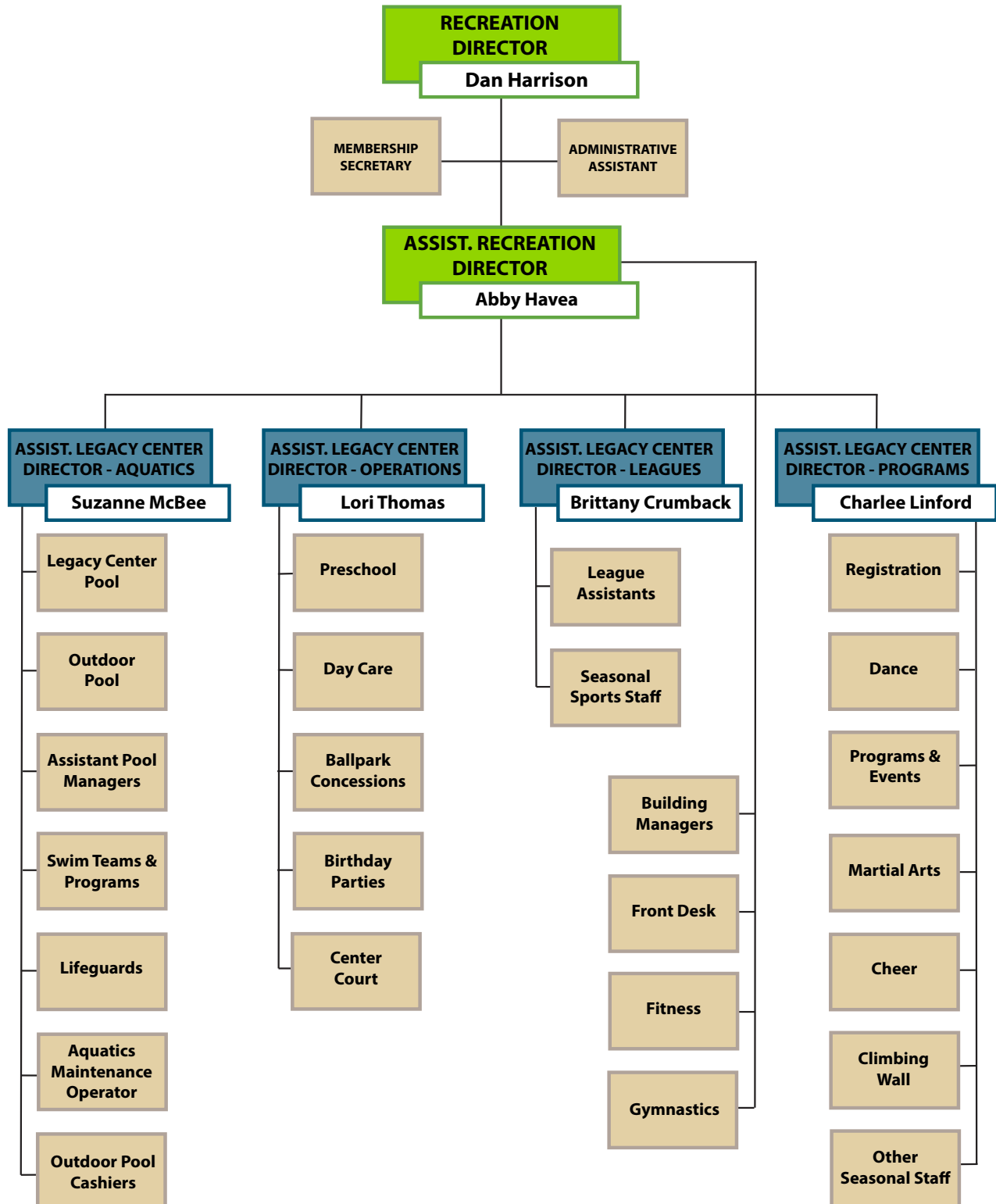
The background of the entire page is a repeating pattern of stylized oil derricks or pumpjacks in a light blue color. These icons are arranged in a grid-like fashion across the entire dark blue background.

# SPECIAL REVENUE FUNDS

# RECREATION SPECIAL REVENUE FUNDS

## DIVISION DESCRIPTION

As part of the Leisure Services Department, the Recreation Division, which manages the Legacy Center (the City's recreation center) and the outdoor pool, is funded by two special revenue funds. Special Revenue Fund 21 funds the Legacy Center, and Special Revenue Fund 22 funds the outdoor pool. Specific budget and fee information for both funds are included in this section.



POSITION	ACTUAL FY 2017	ACTUAL FY 2018*	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Recreation/Legacy Ctr. Manager	1.00	1.00	1.00	1.00	1.00
Recreation/Legacy Ctr. Assistant Director	1.00	1.00	1.00	1.00	1.00
Legacy Ctr. Supervisor/Aquatics	1.00	1.00	1.00	1.00	1.00
Legacy Ctr. Supervisor/Operations	1.00	1.00	1.00	1.00	1.00
Legacy Ctr. Supervisor/Programs	1.00	1.00	1.00	1.00	1.00
Legacy Ctr. Supervisor/Leagues	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.17	2.00	2.00
Assistant Aquatics Supervisor	1.00	1.00	1.00	1.00	1.00
Aquatics Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Head of Registration	1.00	1.00	1.00	1.00	1.00
Program Coordinator	-	-	1.00	1.00	1.00
<b>Part-time Non-benefited:</b>					
Membership Secretary	0.91	0.69	0.72	0.66	0.72
Administrative Assistant	0.55	0.69	0.72	0.74	0.72
Fitness Director	0.03	0.30	0.28	0.42	0.28
Fitness Instructor	2.07	2.22	2.09	1.61	2.09
Kids Fitness Instructor Assistant	0.23	0.19	0.17	0.14	0.17
Slim to Win	0.09	0.04	0.00	0.02	-
LC Pool Maintenance	2.05	0.77	0.93	0.92	0.93
LC Assistant Pool Manager	3.05	2.63	2.52	2.29	2.52
LC Lifeguard Head	2.60	2.69	3.00	2.96	3.00
LC Lifeguard	14.15	11.18	12.30	11.41	12.3
LC Lifeguard Instructor	0.22	0.19	0.34	0.31	0.34
USA Head Swim Coach	0.32	0.25	0.59	0.55	0.59
USA Swim Coach	0.08	1.42	1.20	1.15	1.20
Head Swim Coach	0.06	0.12	0.10	0.06	0.10
Swim Coach	0.42	0.35	0.46	0.26	0.46
WSI Coordinator	0.02	0.005	0.02	0.01	0.02
WSI (Swim Lesson Instructor)	1.73	2.26	2.34	1.47	2.34
Private Swim Lesson Instructor	0.03	.38	0.35	0.14	0.35
Building Manager	1.32	1.32	1.34	1.37	1.34
Center Court Manager	0.08	0.77	0.76	0.77	0.76
Center Court Personnel	3.19	3.24	3.25	2.46	3.25
Outdoor Concession Manager	0.24	0.32	0.38	0.15	0.38
Outdoor Concession Site Supvr.	0.35	0.18	0.12	0.11	0.12
Outdoor Concessions	1.68	1.30	1.22	0.39	1.22
Front Desk Head Manager	0.54	0.44	1.00	1.15	1.00
Front Desk Manager	3.10	3.20	3.03	2.34	3.03
Front Desk Staff	5.10	4.43	4.22	3.45	4.22
Preschool Head	0.48	0.84	0.35	0.36	0.35

\*Numbers in 2018 moving forward were reevaluated with new labor codes added to create a more accurate representation of staffing.

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
Preschool Assistant	1.25	0.78	1.24	1.07	1.24
Day Care Manager	0.39	0.50	1.24	1.26	1.24
Day Care Staff	1.08	0.97	1.24	1.31	1.24
Program Coordinator	0.78	0.96	1.24	0.45	1.24
Head Cheer	0.02	0.005	1.24	0.05	1.24
Cheer Instructor	0.09	0.18	1.24	0.01	1.24
Head Dance	0.16	0.19	1.24	0.10	1.24
Dance Instructor	0.29	0.40	1.24	0.33	1.24
Other Instructors	0.06	0.005	1.24	0.04	1.24
Registration Staff	2.39	2.53	2.70	2.26	2.70
Rock Wall Attendant	0.45	0.47	0.43	0.35	0.43
Itty Bitty	0.50	0.79	0.79	0.74	0.79
League Supervisor	2.05	1.18	1.91	1.77	1.60
Official	3.05	4.86	6.13	4.76	6.16
Scorekeeper	1.18	1.73	1.61	1.21	1.64
Site Supervisor	1.18	1.76	0.42	0.19	0.45
Sports Instructor	1.62	0.09	0.04	0.00	0.04
Gymnastic Head Instructor	0.73	0.76	1.01	0.80	1.01
Gymnastic Instructor	3.90	4.46	4.73	3.77	4.73
Gymnastic Instructor Aid	1.11	1.65	0.82	0.33	0.82
Private Gymnastic Instructor	0.02	0.01	0.01	0.01	0.01
Equipment Personnel Gymnastic	-	0.01	1.82	1.58	1.82
Gymnastic Trade Supervisor	0.27	0.97	0.48	0.37	0.48
Gymnastic Trade Head Supervisor	0.15	0.15	0.12	0.14	0.12
OD Pool Maintenance	0.28	0.82	0.54	0.43	0.54
OD Pool Manager	0.54	0.78	0.78	0.85	0.78
OD Pool Cashier	0.42	1.30	1.40	1.06	1.40
OD Lifeguard	2.96	3.81	3.60	3.00	3.60
<b>TOTAL FTE</b>	<b>81.65</b>	<b>85.56</b>	<b>89.51</b>	<b>77.91*</b>	<b>96.08</b>

\*Large decrease due to COVID-19

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Ensure that Lehi City residents and non-residents are taking advantage of the recreation programs Lehi City offers.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Legacy Center Admittance	✗	361,330	369,725	365,000	251,084*	365,000
Total Pass Holders	✓	19,024	19,804	19,000	19,127	19,000
Total Memberships	✗	5,883	6,179	5,900	5,890	5,900
Pass Holders who are Lehi Residents (%)	✓	69%	67%	70%	70%	70%

\*Large decrease due to COVID-19

# LEGACY CENTER FUND

## BUDGET INFORMATION

FUND 21	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>36 Miscellaneous Revenues:</b>				
10 Interest Earnings	\$ 10,625	\$ 31,507	\$ 1,000	\$ 1,000
<b>37 Operating Revenues:</b>				
10 Legacy Center Pass Sales	1,531,022	1,763,317	1,550,000	1,550,000
15 Charges for Services	1,248,003	1,267,163	1,200,000	1,231,800
16 Merchandise Sales	25,547	31,929	30,000	30,000
45 Offsite Concession Sales	73,876	55,775	60,000	60,000
50 Center Court Receipts	196,831	192,675	200,000	200,000
70 Swim Program Revenue	345,938	345,384	325,000	325,000
<b>38 Contributions &amp; Transfers:</b>				
10 Contribution from General Fund	2,010,675	1,867,296	1,789,137	1,870,842
<b>TOTAL FUND REVENUES</b>	<b>\$ 5,442,516</b>	<b>\$ 5,555,047</b>	<b>\$ 5,155,137</b>	<b>\$ 5,268,642</b>
<b>40 Operating Expenses:</b>				
10 Salaries & Wages	\$ 2,006,731	\$ 2,358,863	\$ 2,612,200	\$ 2,695,091
11 Overtime	323	348	1,000	1,000
13 Employee Benefits	411,937	460,986	502,479	520,292
14 Uniforms	2,478	2,980	3,700	3,700
18 Fleet Fund Charges	2,000	2,004	36,000	36,000
19 IT Fund Charges	53,000	53,004	53,000	53,000
20 Risk Management Fund Charges	65,000	65,004	65,000	65,000
21 Books, Subscriptions, & Memberships	785	946	2,500	2,500
22 Recreation Public Notices	3,250	2,190	5,000	5,000
23 Travel & Training	10,303	13,476	14,800	18,500
24 Office Supplies	31,676	20,566	32,000	32,000
26 Buildings & Grounds O & M	97,711	96,022	92,000	92,000
27 Utilities	77,397	70,656	120,000	120,000
29-101 Offsite Concession Expenses	64,186	54,723	64,000	64,000
29-102 Center Court Expenses	156,864	145,578	169,000	165,500
30 Electricity - Lehi City Power	190,861	205,257	205,000	205,000
31 Professional & Technical	44,645	105,095	68,100	108,100
32 Program Expenditures	183,116	124,941	188,000	148,000
32-100 Gymnastics	59,775	44,738	76,000	76,000
32-200 Dance	8,494	10,170	11,900	11,900
32-300 Itty Bitty Ball	8,343	5,790	10,000	10,000
32-400 Birthday Parties	2,343	7,245	3,500	8,500
32-500 Facilities Stations	13,620	16,569	14,400	19,400

SPECIAL REVENUE



**BUDGET INFORMATION (CONT.)**

<b>FUND 21 (CONT.)</b>	<b>ACTUAL FY 2018</b>	<b>ACTUAL FY 2019</b>	<b>ESTIMATED FY 2020</b>	<b>ESTIMATED FY 2021</b>
33 Pool Operation & Maintenance	\$ 129,195	\$ 141,092	\$ 140,000	\$ 140,000
33-500 Miscellaneous	9,114	5,502	23,000	23,000
34 Swimming Program	88,966	94,996	88,000	88,000
36 Tennis	6,480	642	6,000	6,000
37 Golf	-	5,362	6,800	6,800
42 Soccer Program Expense	19,110	28,433	25,000	26,000
43 Volleyball Expense	5,526	6,261	10,200	10,200
44 Baseball Expense	42,022	53,023	66,000	66,000
45 Girls Softball	13,938	11,743	19,000	19,000
46 Basketball Expense	120,040	131,224	134,300	134,300
47 Flag Football Expense	8,472	6,961	8,000	9,600
49 Wrestling Program Expense	1,874	1,898	2,000	2,000
60 Debt Service	820,060	710,000	-	-
91 Contribution to Outdoor Pool	135,345	135,348	148,258	148,258
<b>41 Capital Expenditures:</b>				
54 Capital Outlay	-	119,717	94,000	85,000
57 Pool Capital Outlay	386,767	9,718	35,000	44,000
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 5,419,748</b>	<b>\$ 5,329,070</b>	<b>\$ 5,155,137</b>	<b>\$ 5,268,642</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ 22,769</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## FEES

FUND 21	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
Complex rental / day	\$	300	\$	400	\$	500	\$	500
+ deposit		500		500		500		500
Entire park rental / day		500		665		665		665
+ deposit		500		500		500		500
Field rental / hour / field (Youth)		20		27		27		27
+ deposit / hour / field		30		30		35		35
Field rental / hour / field (Adults)		20		40		40		40
+ deposit / hour / field		30		30		35		35
Field rental / 4 hours / field		65		87		110		110
+ deposit / 4 hours / field		100		100		110		110
Additional field prep / diamond		30		40		50		50
+ on Saturdays & Holidays		10		13		15		15
Field lighting / hour / field		20		27		35		35
Field Lighting / hour / field (Vet's Only - Football)		-		-		27		27
<b>Memberships:</b>	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
<b>Monthly Pass:</b>								
Family/Group	50	45	52	48	53	49	53	49
Additional person	3.50	3.00	3.50	3.00	3.50	3.00	3.50	3.00
Adult couple (18-59)	40	37	42	39	43	39	43	39
Adult individual (18-59)	27	25	29	26	29	27	29	27
Youth individual (12-17)	15	14	16	15	16	15	16	15
Child individual	13	11	13	12	13	12	13	12
Toddler (3 & under)	Free	Free	Free	Free	Free	Free	Free	Free
Senior couple (60+)	27	25	29	26	29	27	29	27
Senior individual (60+)	15	14	16	15	16	15	16	15
<b>Annual Pass:</b>								
Family/Group	510	465	525	485	535	485	540	490
Additional person	31	29	32	30	33	30	33	31
Adult couple (18-59)	410	380	425	395	435	395	435	400
Adult individual (18-59)	285	265	295	275	300	275	305	275
Youth individual (12-17)	160	145	165	155	165	155	170	155
Child individual (4-11)	125	115	130	125	135	125	135	125
Senior couple (60+)	285	265	295	275	300	275	305	275
Senior individual (60+)	160	145	165	155	165	155	170	155
<b>Summer Pass:</b>								
Family/Group	193	168	193	168	193	168	Discontinue	
<b>Daily Pass:</b>								
Adult full facility (ages 18-59)		5		6		6		6
Youth full facility (ages 12-17)		4		5		5		5
Child full facility (ages 4-11)		3		4		4		4

## FEES CONT.

FUND 21	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
Senior Full Facility (ages 60+)	\$	3	\$	4	\$	4	\$	4
Gym		2.50		3		3		3
Weight & cardio		2.50		3		3		3
Aerobics class		3		4		4		4
Water aerobics		3		4		4		4
Cycling class		3		4		4		4
Track		0.50		0.75		1		1.00
Day care, first child / hour		2.50		2.50		2.50		2.50
+ / additional child / hour		1.50		1.50		1.50		1.50
<b>Punch Card:</b>								
Day care		36		36		36		36
<b>Programs:</b>	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
<b>Team Sports:</b>								
Women's volleyball	300	250	320	265	320	265	325	270
Coed Volleyball	-	-	-	-	-	-	325	270
Men's basketball	870	725	910	760	930	775	930	775
<b>Youth Sports:</b>								
Wrestling	50	42	54	45	54	45	55	46
(if member)	45	38	49	41	49	41	50	41
Girls volleyball	65	48	68	50	69	51	70	52
(if member)	59	43	61	45	62	46	63	47
Volleyball camp	55	41	59	44	59	44	61	45
Flag football (K-6th)	61	45	63	47	65	48	66	49
(if member)	55	41	57	42	59	43	59	44
Flag Football (7th-10th)	-	-	-	-	-	-	80	59
(if member)	-	-	-	-	-	-	72	53
Indoor soccer	49	36	50	37	51	38	53	39
(if member)	44	32	45	33	46	34	48	35
Outdoor soccer (K-6th)	49	36	50	37	51	38	53	39
(If member)	44	32	45	33	46	34	48	35
Outdoor soccer (7th-9th)	49	36	60	47	66	49	68	50
(if member)	44	32	54	42	59	44	61	45
Track & field	76	56	80	59	81	60	82	61
7 yrs & under golf	43	36	44	37	46	38	47	39
8 yrs & up golf	76	63	79	66	80	67	82	68
Advanced golf	100	83	104	87	106	88	108	90
Tennis	72	53	76	56	76	56	77	57
(If member)	65	48	68	50	68	50	69	51
Kids Sports Camp	56	47	60	50	60	50	61	51
(if member)	50	42	54	45	54	45	55	46

## FEES CONT.

FUND 21	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
Basketball Camp - 3 Day (Skyridge) K-2nd	\$ 55	\$ 55	\$ 74	\$ 74	\$ 75	\$ 75	\$ 60	\$ 60
Basketball Camp - 3 Day (Skyridge) 3rd-5th	90	90	90	90	95	95	95	95
Basketball Camp - 3 Day (Skyridge) 6th-8th	-	-	-	-	-	-	-	95
Basketball Camp - 3 Day (Skyridge) 9th-11th	90	90	90	90	95	90	60	60
Basketball Camp - Girls - 3 Day (Skyridge) 3rd-8th	-	-	-	-	80	80	81	81
Basketball Camp - 4 Day (LC) K-2nd	-	-	-	-	-	-	45	45
Basketball Camp - 4 Day (LC) 3rd-5th	-	-	-	-	-	-	90	90
Basketball Camp - 4 Day (LC) 6th-8th	109	109	118	118	118	118	90	90
Jr. Jazz Basketball (K - 4th grade)	55	41	59	44	59	44	61	45
(if member)	50	37	53	40	53	40	55	41
Jr. Jazz Basketball (5th - 6th grade)	72	53	76	56	76	56	77	56
(if member)	65	48	68	50	68	50	69	51
Jr. Jazz Basketball (7th - 8th grade)	86	64	92	68	93	69	95	70
(if member)	77	58	83	61	84	62	86	63
Jr. Jazz Basketball (9th - 12th grade) -teams only	625	520	655	545	740	615	750	625
Baseball (3rd - 8th grade)	122	81	128	85	129	86	131	87
(if member)	110	73	115	77	116	77	118	78
Baseball (2nd grade)	63	47	68	50	76	56	77	57
(if member)	57	42	61	45	68	50	69	51
Baseball (t-ball & coach pitch)	49	36	50	37	59	44	61	45
(if member)	44	32	45	33	53	40	55	41
Softball (3rd - 11th grade)	109	81	115	85	129	86	131	87
(if member)	98	73	104	77	116	77	118	78
<b>Swimming:</b>								
Summer swimming lessons	50	33	53	35	54	36	54	36
(if member)	45	30	48	32	49	32	49	32
School year swimming lessons	50	33	53	35	54	36	54	36
(if member)	45	30	48	32	49	32	49	32
Summer rec swim team	152	101	159	106	162	108	165	110
Summer rec swim camp	27	18	29	19	30	20	30	20
<b>Data Camp:</b>								
5-6 year olds	46	38	47	39	47	39	48	40
7-14 year olds	70	70	72	72	73	73	74	74
<b>Dance:</b>								
Enrollment Fee	-	-	-	-	25	25	25	25

## FEES CONT.

FUND 21	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
Summer Dance class	\$ -	\$ -	\$ -	\$ -	\$ 89	\$ 79	\$ 89	\$ 79
30 minutes	43	32	46	34	46	34	47	35
40 minutes	42	35	43	36	44	37	44	37
50 minutes	46	38	47	39	47	39	48	40
<b>Session:</b>								
Babysitter Certification	77	57	81	60	85	64	88	65
CPR & First Aid	68	57	72	60	73	61	74	62
Rock Climbing Merit Badge	39	26	42	28	42	28	44	29
Hunter safety	11	7	11	7	11	7	11	7
Itty Bitty Baseball	44	37	47	39	47	39	48	40
(if member)	40	33	42	35	42	35	43	36
Itty Bitty Soccer	44	37	47	39	47	39	48	40
(if member)	40	33	42	35	42	35	43	36
Itty Bitty Basketball	44	37	47	39	47	39	48	40
(if member)	40	33	42	35	42	35	43	36
Itty Bitty Football	44	37	47	39	47	39	48	40
(if member)	40	33	42	35	42	35	43	36
Itty Bitty Ball	44	37	47	39	47	39	48	40
(if member)	40	33	42	35	42	35	43	36
Parenting with love & logic	42	35	42	35	43	36	43	36
Scrapbooking	14	12	14	12	14	12	14	12
Scrapbooking sleepover	25	21	26	22	26	22	26	22
Sign language	53	44	55	46	56	47	56	47
Women on weights - members only	150	125	160	135	160	135	170	140
Summer youth camp	58	48	59	49	60	50	61	51
Princess	14	12	16	13	16	13	16	13
Superhero Party	14	12	16	13	16	13	16	13
Safety on Wheels Fair	-	-	-	-	\$10	\$8	\$16	\$13
Adult triathlon training	115	85	120	89	123	92	124	92
(if member)	104	77	108	80	111	83	112	83
RAD women	38	32	41	34	41	34	42	35
Science Class	119	99	125	104	125	104	130	108
Science Camp	108	90	114	95	114	95	118	98
Robotics Camp	130	115	144	120	144	120	149	124
Late Night @ LC Teen Camp	-	-	-	-	-	-	14	12
Square Dancing - Individual	-	-	-	-	-	-	42	35
Square Dancing - Couple	-	-	-	-	-	-	59	49
Kids Hiking Club	-	-	-	-	-	-	18	15
Fishing Club	-	-	-	-	-	-	35	35
Computer Game Programming Classes	-	-	-	-	-	-	173	144
Lego Engineering Camp	-	-	-	-	-	-	164	164

## FEES CONT.

FUND 21	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
Sowing Camp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35	\$ 35
Youth Entrepreneur Fair	-	-	-	-	-	-	10	10
Gymnastics - Fall								
45 minutes 1 day per week	47	35	49	36	50	37	50	37
1 hour 1 day per week	51	38	54	40	55	41	55	41
1 hour 2 days per week	86	64	92	68	93	69	Discontinue	
1 hour 2 days per week (pre-team)	70	64	75	68	76	69	Discontinue	
1 1/4 hours 2 days per week (pre-team)	-	-	85	77	86	78	88	80
1 1/2 hours 1 days per week	58	48	61	51	62	52	62	52
1 1/2 hours 2 day per week	102	85	107	89	109	91	110	72
1 1/2 hours 2 days per week (ProTeam)	94	85	98	89	100	91	101	92
1 1/2 hours 3 days per week	151	126	158	132	161	134	Discontinue	
2 hours 2 days per week	100	95	102	97	104	99	Discontinue	
2 hours 3 days per week	163	136	146	139	148	141	Discontinue	
2 hours 4 days per week	199	166	177	169	180	171	Discontinue	
2 1/2 hours 1 day per week	72	60	64	61	65	62	Discontinue	
2 1/2 hours 2 days per week	130	108	116	110	118	112	Discontinue	
2 1/2 hours 3 days per week	185	154	165	157	168	160	Discontinue	
3 hours 2 days per week	143	136	146	139	148	141	163	148
3 hours 3 days per week	182	173	185	176	188	178	208	189
Level 6 extra class	43	41	44	42	44	42	58	43
<b>Gymnastics - Summer (June, July &amp; Aug)</b>								
45 minutes 1 day per week	59	44	62	46	62	46	Discontinue	
45 minutes 2 days per week	96	71	101	75	103	76	Discontinue	
1 hour 1 day per week	63	47	66	49	68	50	Discontinue	
1 hour 2 days per week	109	80	112	83	115	85	Discontinue	
1 hour 2 days per week (PreTeam)	88	80	91	83	94	85	Discontinue	
1 1/4 hours 2 day per week (PreTeam)	-	-	106	96	108	98	Discontinue	
1 1/2 hours 1 days per week	73	61	77	64	78	65	Discontinue	
1 1/2 hours 2 days per week	126	105	132	110	134	112	Discontinue	
1 1/2 hours 2 days per week (PreTeam)	116	105	121	110	123	112	Discontinue	
1 1/2 hours 3 days per week	188	157	197	164	199	166	Discontinue	
2 hours 2 day per week	125	119	127	121	129	123	Discontinue	
2 hours 3 days per week	204	170	181	172	184	175	Discontinue	
2 hours 4 days per week	248	207	222	211	225	214	Discontinue	
2 1/2 hours 1 day per week	90	75	80	76	81	77	Discontinue	
2 1/2 hours 2 days per week	162	135	144	137	146	139	Discontinue	
2 1/2 hours 3 days per week	230	192	204	194	207	197	Discontinue	
3 hours 2 days per week	179	170	182	173	184	175	Discontinue	
3 hours 3 days per week	\$227	216	230	219	233	222	Discontinue	

## FEES CONT.

FUND 21	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
Level 6 Extra Classs	\$ 54	\$ 51	\$ 55	\$ 52	\$ 56	\$ 53	Discontinue	
<b>Cheer:</b>								
Enrollment Fee	-	-	-	-	25	25	15	15
30 minutes (Fall)	42	35	42	35	43	36	43	36
50 minutes (Fall)	46	38	47	39	47	39	48	40
<b>Cheer (Summer)</b>								
30 minutes	64	59	73	61	73	61	76	63
50 minutes	74	69	86	72	86	72	89	74
<b>Preschool:</b>								
2 days / week	86	72	91	76	92	77	94	78
3 days / week	107	89	113	94	114	95	116	97
Summer preschool	169	141	178	148	180	150	184	153
Hap Ki-Do	65	55	65	55	65	55	73	61
<b>Other Programs:</b>								
Slim-to-Win	250	250	260	260	260	260	340	340
Concealed Weapons	45	45	48	48	49	49	49	49
Adaptive Volleyball	35	35	35	35	35	35	35	35
Adaptive Basketball	26	26	26	26	36	36	36	36
Adaptive Bowling	45	45	45	45	35	35	35	35
Private swim lessons	22	22	25	25	25	25	25	25
Semi-Private Swim Lessons	-	-	15	15	15	15	15	15
Ski & snowboarding school (in conjunction w/ American Fork City)	215	215	225	225	230	230	235	235
Special Olympics swim team	49	39	49	39	57	42	58	43
USA swim - dolphins	47	35	50	37	82	61	82	61
USA swim - sharks	50	37	53	39	85	63	85	63
USA swim - jr. silver	55	41	59	44	92	68	92	68
USA swim - jr. gold	63	47	68	50	100	74	100	74
USA swim - senior (Mar-Aug)	84	62	88	65	120	89	120	89
USA yearly membership fee	75	75	85	85	85	85	90	90
WSI	160	160	170	170	170	170	175	175
Lifeguard class	200	200	200	200	200	200	200	200
Masters Swimming	20	20	22	22	22	22	30	25
Canyons bus only (with American Fork City)	101	101	-	-	-	-	-	-
<b>Facility Services:</b>								
Body fat testing		12		12		13		13
Personal Trainer		Per trainer		Per trainer		Per trainer		Per trainer
Birthday Party Packages								
Package 1 - Room		75		80		80		80
Package 3 - Rock Wall		90		95		95		95



## FEES CONT.

FUND 21	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Package 4 - Pool	\$ 100	\$ 105	\$ 105	\$ 105
Package 2 - GYM	80	85	85	85
Kid Fit - 1st Child	2.50	2.50	2.50	2.50
Kid Fit - Each Additional Child	1.50	1.50	1.50	1.50
<b>Facility Rentals:</b>				
Pool rental (2 hour rental)	350	350	350	350
Pool rental- Alpine School Dist. meet	450	450	450	450
Lap Lanes - Short Course - Alpine S.D.)	-	10	10	10
Lap Lanes - Long Course (Alpine S.D.)	-	12	12	12
Lap Lanes - Short Course	-	12	12	12
Lap Lanes - Long Course	-	12	12	12
Full gymnasium / hour	50	55	55	55
each additional after 3 hours	20	22	25	25
all day	225	225	250	250
Half gymnasium	35	40	40	40
each additional after 3 hours	15	17	20	\$20
all day	160	160	180	180
Full multi-purpose room	50	55	55	55
each additional after 3 hours	20	22	25	25
all day	225	225	250	250
Half multi-purpose room	35	40	40	40
each additional after 3 hours	15	17	20	20
all day	160	160	180	180
Small conference room	35	40	40	40
each additional after 3 hours	15	17	20	20
all day	160	160	180	180
Climbing wall / hour	40	40	40	40

# OUTDOOR POOL FUND

FUND 22	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>34 Operating Revenues:</b>				
71 Outdoor Pool Revenue	\$ 266,320	\$ 238,568	\$ 204,435	\$ 207,068
<b>38 Contributions &amp; Transfers:</b>				
10 Legacy Center Contribution	135,345	135,345	120,545	148,258
20 Interest Income	-	9,555	-	-
<b>TOTAL FUND REVENUES</b>	<b>\$ 401,665</b>	<b>\$ 383,471</b>	<b>\$ 352,693</b>	<b>\$ 355,326</b>
<b>41 Expenses:</b>				
10 Salaries & Wages	\$126,564	\$134,611	\$ 157,293	\$ 157,293
13 Employee Benefits	10,988	10,299	12,033	12,033
33-101 Outdoor Pool Operation & Maintenance	148,503	142,676	133,367	143,000
57-100 Capital Outlay	66,945	66,945	50,000	543,000
<b>TOTAL FUND EXPENSES</b>	<b>\$ 353,000</b>	<b>\$ 305,891</b>	<b>\$ 352,693</b>	<b>\$ 355,326</b>
<b>FUND SURPLUS / (DEFICIT)</b>	<b>\$ 48,664</b>	<b>\$ 77,580</b>	<b>\$ -</b>	<b>\$ -</b>

FEES								
FUND 22	APPROVED FY 2018		APPROVED FY 2019		APPROVED FY 2020		APPROVED FY 2021	
<b>Season Pass:</b>	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Family (up to 6 people)	\$ 193	\$ 168	\$ 193	\$ 168	\$ 193	\$ 168	\$ 193	\$ 168
+ each additional family member	30	30	30	30	30	30	30	30
If Legacy Center Annual pass holder	135	118	135	118	135	118	135	118
Individual	110	84	110	84	110	84	110	84
Pool Rental	400		400		400		400	
<b>Daily Admission:</b>								
Ages 3 and under	Free		Free		Free		Free	
Ages 4 - 11	5		5		5		5	
Ages 12 - 59	6		6		6		6	
Seniors (60+)	2		2		2		2	
Lap Swimming	3		3		3		4	
Water aerobics	3		3		3		4	
<b>Group Rate Discounts:</b>								
5 - 9 people (discount / person)	0.50		0.50		0.50		0.50	
10 or more (discount / person)	1		1		1		1	
Monday family night (up to 8 people)	25		25		25		25	

The background of the entire page is a repeating pattern of stylized, light gray line art. The pattern consists of several elements: a tall oil derrick (jack-up rig) with a lattice structure, a smaller building with a gabled roof, and a larger building with a more complex, multi-tiered roofline. These elements are arranged in a way that they appear to be part of a larger industrial or urban landscape. The pattern is consistent across the entire page, creating a textured, thematic backdrop.

# ENTERPRISE FUNDS

# WATER

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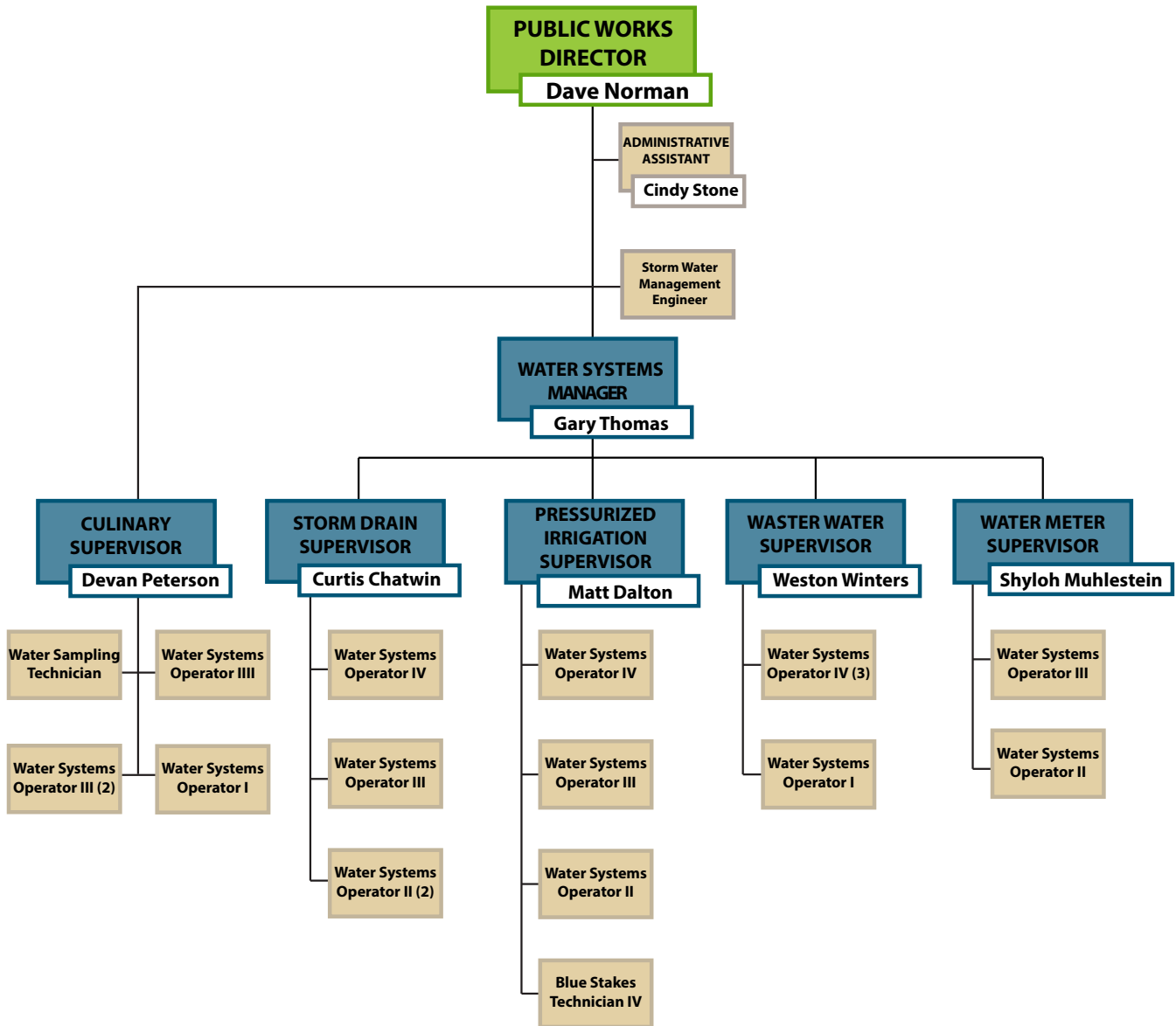
THE WATER DIVISION AIMS TO PROVIDE SAFE AND RELIABLE WATER RESOURCES TO LEHI RESIDENTS THROUGH DEVELOPING AND MAINTAINING QUALITY FACILITIES AND INFRASTRUCTURE.



Utilize technology-based Asset Management tools to collaborate amongst the Public Works Divisions to be proactive in managing City infrastructure.

## DEPARTMENT DESCRIPTION

The Water Division is part of the Public Works Department and administers four of the City's enterprise operations: (1) Storm Drain, (2) Culinary Water, (3) Pressurized Irrigation (PI), and (4) Waste Water. The department is responsible for the maintenance of distribution lines, wells, storage tanks, and facilities for these operations. The division ensures the adequate supply of potable and irrigation water, the improvement of storm water conveyance, and the maintenance of the City's sewage collection system.



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Storm Drain (57)	7.65	8.00	8.00	8.00	7.00
Culinary Water (51)	11.00	12.00	11.00	11.00	11.00
Pressurized Irrigation (55)	4.00	5.00	5.00	5.00	5.00
Waste Water (52)	6.00	6.00	6.00	7.00	6.00
Senior Water Systems Inspector (52)*	1.00	1.00	1.00	1.00	-
Water Systems Inspector (52)*	1.00	1.00	2.00	2.00	-
GIS Technician*	-	-	-	1.00	-
<b>TOTAL FTE</b>	<b>30.65</b>	<b>33.00</b>	<b>33.00</b>	<b>35.00</b>	<b>29.00</b>

Detailed staffing information is found under each division description.

\*Moved to Public Works Administration

# STORM DRAIN

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Storm Drain (57)</b>					
<b>Full-time:</b>					
Storm Water Systems Supervisor	1.00	1.00	1.00	1.00	1.00
Storm Water Systems Operator IV	1.00	2.00	1.00	1.00	1.00
Storm Water Systems Operator III	-	-	1.00	1.00	1.00
Storm Water Systems Operator II	1.00	2.00	2.00	2.00	2.00
Storm Water Systems Operator I	2.00	1.00	1.00	1.00	1.00
Storm Water Systems S.W.P.P. Inspector	2.00	2.00	2.00	2.00	-
Storm Water Management Engineer	-	-	-	-	1.00
<b>Seasonal/Temporary:</b>					
Water Laborer	0.65	-	-	-	-
<b>TOTAL FTE</b>	<b>7.65</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>7.00</b>

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Provide excellent maintenance of the City's storm drain system.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Storm Drains Cleaned (%)	✗	2%	23%	45%	26%	30%
SWPP Permits Issued	N/A	110	208	-	120	-
Active SWPP Permits	N/A	176	224	-	180	-

## BUDGET INFORMATION

FUND 57	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>30 Operating Revenues:</b>				
10 Interest Income	\$ 44,430	\$ 80,530	\$ 4,000	\$ 4,000
31 Drainage Service Charges	1,162,357	1,263,529	1,650,000	2,230,000
<b>36 Miscellaneous Revenues:</b>				
00 Reappropriate Fund Balance	-	-	1,198,891	-
01 Miscellaneous Revenues	-	-	20,049	20,049
<b>37 Capital Revenues:</b>				
25 Capital Contribution	4,788,967	5,340,779	-	-
<b>TOTAL FUND REVENUES</b>	<b>\$ 5,995,754</b>	<b>\$ 6,684,838</b>	<b>\$ 2,872,940</b>	<b>\$ 2,254,049</b>

## BUDGET INFORMATION CONT.

FUND 57	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>40 Operating Expenses:</b>				
10 Salaries & Wages	\$ 260,366	\$ 317,325	\$ 706,105	\$ 616,957
11 Overtime	9,760	16,996	20,000	20,000
13 Employee Benefits	158,678	210,330	434,922	405,261
14 Uniforms	2,576	3,006	4,800	7,800
21 Books, Subscriptions, & Memberships	118	-	2,500	3,500
23 Travel & Training	4,085	2,692	10,000	22,000
24 Office Supplies	4,249	23	800	800
25 Fleet Fund Charges	25,000	24,996	25,000	120,000
26 Buildings & Grounds	10,604	11,085	10,000	10,000
29 Risk Management Fund Charges	15,000	15,000	15,000	15,000
31 Professional & Technical	32,228	75,830	50,000	55,000
32 IT Fund Charges	7,000	7,242	7,000	7,000
36 Bond Fees	1,500	1,500	2,750	2,750
42 Billing Expense	-	-	7,895	7,895
44 Bad Debt Expense	2,631	2,164	7,000	7,000
45 Supplies	7,733	4,165	10,000	10,000
48 System Maintenance	11,875	30,441	70,000	70,000
60 Debt Service	51,986	45,217	222,657	213,700
49 Detention Basin Maintenance	115,405	86,237	42,000	42,000
50-001 Reserves	-	-	-	2,874
55-110 Remedial Drainage	-	-	233,991	233,991
70 Allocation to General Fund	65,610	65,616	65,520	65,520
55 Capital Outlay	-	-	310,000	-
96 Depreciation	1,434,520	1,625,127	-	-
<b>50 Capital Expenses:</b>				
16-004 Pipe Rehabilitation	-	-	615,000	315,000
<b>TOTAL FUND EXPENSES</b>	<b>\$ 2,220,923</b>	<b>\$ 2,544,993</b>	<b>\$ 2,872,940</b>	<b>\$ 2,254,049</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 3,774,832</b>	<b>\$ 4,139,845</b>	<b>\$ -</b>	<b>\$ -</b>



## PAYMENT IN LIEU INFORMATION

FUND 78	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>36 Capital Revenues:</b>				
10 Interest Earnings	\$ 1,431	\$ 6,811	\$ -	\$ -
50 Developers/Bonds Contributions	117,564	-	-	320,000
Payment in Lieu of Detention	-	75,586	450,000	100,000
<b>TOTAL FUND REVENUES</b>	<b>\$ 118,995</b>	<b>\$ 82,397</b>	<b>\$ 450,000</b>	<b>\$ 420,000</b>
<b>50 Capital Expenditures:</b>				
09-003 Jordan Narrow Detention Basin	\$ -	\$ -	\$ 100,000	\$ 100,000
17-001 West Side Detention Facilities	-	-	120,000	120,000
21-001 Lambert Detention Basin	-	-	-	200,000
50-001 Contribution to Fund Balance	-	-	230,000	-
<b>TOTAL FUND EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ 420,000</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 118,995</b>	<b>\$ 82,397</b>	<b>\$ -</b>	<b>\$ -</b>

## FEES

DEPARTMENT 57 - STORM DRAIN	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
Impact fee / acre (.25 acre minimum)	\$ 1,391	\$ 1,391	\$ 1,391	\$ 1,391
Service Charge:				
Residential / month	3	3	4.50	4.75
Commercial / 1,000 sq. ft. of impervious surface	1	1	1.30	1.38



# CULINARY WATER

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Water Systems Director*	1.00	1.00	-	-	-
Water Systems Manager	1.00	1.00	1.00	1.00	1.00
Water Sampling Technician	1.00	1.00	1.00	1.00	1.00
Water Systems Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Water Meter Technician	1.00	1.00	1.00	1.00	1.00
Water Systems Operator IV	-	-	2.00	2.00	2.00
Water Systems Operator III	1.00	2.00	-	1.00	1.00
Water Systems Operator II	-	1.00	1.00	1.00	1.00
Water Systems Operator I	2.00	2.00	1.00	-	-
Water Meter Technician	2.00	1.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>TOTAL FTE</b>	<b>11.00</b>	<b>12.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

\*Water Systems Director is changed to the Public Works Director during FY 2019.

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Provide excellent maintenance of the City's culinary water system.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Service Connections per FTE	✗	1,431	1,489	1,500	1,764	1,500
Total Culinary Connections	✗	17,170	17,863	18,500	19,406	19,850
Residential Culinary Connections	✗	16,368	17,276	18,000	18,811	19,250

**BUDGET INFORMATION**

<b>FUND 51 - CULINARY FUND</b>	<b>ACTUAL FY 2018</b>	<b>ACTUAL FY 2019</b>	<b>ESTIMATED FY 2020</b>	<b>PLANNED FY 2021</b>
<b>30 Operating Revenues:</b>				
00 Miscellaneous	\$ 178,455	\$ 121,233	\$ 100,000	\$ 100,000
10 Interest Incomes	99,183	262,123	-	-
11 Water Service Charges	5,147,281	5,750,068	5,906,348	6,326,880
21 Water Hook Up Fees	523,787	574,325	350,000	350,000
40 CWP Water Revenues	7,294,687	5,250,596	1,000,000	1,000,000
36-40 Gain/Loss on Sale Fixed Assets	-	-	-	-
30 Contributions from Developers	2,435,524	3,436,122	-	-
35 As Built Drawing Fees	-	109,453	135,000	135,000
70 Bond Proceeds	-	-	-	-
<b>37 Capital Revenues:</b>				
30 Contributions from Developers	2,435,524	297,000	-	-
35 Reappropriation of Fund Balance	-	-	4,530,952	3,741,874
<b>TOTAL FUND REVENUES</b>	<b>\$ 15,678,918</b>	<b>\$ 15,800,921</b>	<b>\$ 12,022,300</b>	<b>\$ 11,653,754</b>
<b>40 Operating Expenses:</b>				
10 Salaries	\$ 650,708	\$ 654,248	\$ 795,754	\$ 1,008,255
11 Overtime	35,815	38,957	30,000	40,000
13 Employee Benefits	382,235	428,379	468,475	592,554
14 Uniforms	3,302	6,676	6,600	7,200
Bond Costs	-	39,904	-	-
21 Books, Subscriptions, & Memberships	5,832	5,246	10,250	10,250
23 Travel & Training	19,368	20,652	27,000	29,000
24 Office Supplies	8,092	5,458	13,500	11,000
25 Fleet Fund Charges	111,561	111,247	175,000	220,500
26 Buildings & Grounds O & M	32,635	62,034	55,000	55,000
27 Utilities	40,571	40,703	42,000	42,000
28 Supplies & Maintenance	40,581	14,110	83,000	83,000
38 Water Purchase	199,199	373,541	1,217,500	1,273,000
29 Risk Management Fund Charges	60,000	60,000	60,000	60,000
30 Electricity - Lehi City Power	592,928	585,193	600,000	600,000
31 Professional & Technical	66,637	141,286	173,000	173,000
32 IT Fund Charges	37,779	37,165	37,000	37,000
36 Bond Fees	-	-	6,500	6,500
42 Billing Expense	51,857	83,642	50,000	50,000
44 Bad Debt Expense	5,611	12,286	15,000	15,000
45 Special Department Supplies	3,372	11,503	12,000	12,000
49 Tools	5,713	12,652	20,000	20,000
48 System Maintenance	734,590	217,203	570,480	470,000
54-100 Meter Replacement	-	-	100,480	125,000
Bond Interest Expense	-	80,858	-	-
63 Debt Service	24,774	-	222,549	283,975

**BUDGET INFORMATION CONT.**

<b>FUND 51 - CULINARY FUND</b>	<b>ACTUAL FY 2018</b>	<b>ACTUAL FY 2019</b>	<b>ESTIMATED FY 2020</b>	<b>PLANNED FY 2021</b>
<b>50 Capital Expenses:</b>				
71 Allocation to General Fund	\$ 174,500	\$ 174,504	\$ 250,000	\$ 300,000
76 CWP Water Purchase	7,294,687	5,446,324	1,000,000	1,000,000
47 Annual Meter Maintenance	-	34,954	37,000	76,825
58 Capital	-	-	-	-
18-001 Capital Outlay - Spring Line Replace	-	-	300,000	300,000
18-003 Capital Outlay - 600 E Tank Replace	-	-	1,358,257	1,000,000
19-001 Springs Rehabilitation	-	-	270,000	350,000
19-002 Sandpit Transmission Line	-	-	1,402,695	1,402,695
19-003 Sandpit Tank/Pump	-	-	1,800,000	1,800,000
21-001 2300 W Pioneer Crossing CWP Connection	-	-	-	100,000
21-002 Public Works Facility Site Planning	-	-	-	50,000
21-003 Security Equipment	-	-	-	50,000
Depreciation & Amortization	1,557,239	1,636,020	-	-
50-001 Reserves	-	-	813,260	-
<b>TOTAL FUND EXPENSES</b>	<b>\$ 12,139,586</b>	<b>\$ 10,334,746</b>	<b>\$ 12,022,300</b>	<b>\$ 11,653,754</b>
<b>FUND SURPLUS / (DEFICIT)</b>	<b>\$ 3,539,332</b>	<b>\$ 5,466,175</b>	<b>\$ -</b>	<b>\$ -</b>

**FEES**

<b>DEPARTMENT 51</b>	<b>APPROVED FY 2018</b>	<b>APPROVED FY 2019</b>	<b>APPROVED FY 2020</b>	<b>APPROVED FY 2021</b>
<b>Water Connection Fee:</b>				
3/4" meter	\$ 401.80	\$ 401.80	\$ 401.80	\$ 401.80
1" meter	466.90	466.90	466.90	466.90
1 1/2" meter	1,447.97	1,447.97	1,447.97	1,447.97
2" meter	1,654.29	1,654.29	1,654.29	1,654.29
3" meter	1,960.47	1,960.47	1,960.47	1,960.47
4" meter	3,207.12	3,207.12	3,207.12	3,207.12
6" meter	-	-	-	-
8" meter	-	-	-	-
<b>Water Impact Fee:</b>				
Residential / dwelling unit	1,200	1,194.07	1,194.07	1,194.07
Non-Residential:				
3/4" meter	1,200	1,194.07	1,194.07	1,194.07
1" meter	3,246	3,184.19	3,184.19	3,184.19
1 1/2" meter	4,048	3,980.23	3,980.23	3,980.23
2" meter	12,898	12,736.75	12,736.75	12,736.75
3" meter	28,360	27,861.64	27,861.64	27,861.64
4" meter	48,624	50,150.95	50,150.95	50,150.95
6" meter	113,453	111,446.56	111,446.56	111,446.56

## FEES CONT.

DEPARTMENT 51	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
8" meter	\$ 194,497	\$ 191,051.25	\$ 191,051.25	\$ 191,051.25
<b>Water Service Charge:</b>				
Base rate / connection / month	16.25	16.74	17.24	17.76
per 1,000 gallons used (1-30,000 gallons)	1.09	1.12	1.16	1.19
per 1,000 gallons used (>30,000 gallons)	2.18	2.25	2.31	2.38
<b>Commercial</b>				
Base rate/connection/month	16.25	16.74	17.24	17.76
per 1,000 gallons used	1.09	1.12	1.16	1.19

## PRESSURIZED IRRIGATION

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Water Systems Supervisor	1.00	1.00	1.00	1.00	1.00
Water Systems Operator III	1.00	1.00	2.00	2.00	2.00
Water Systems Operator II	-	-	-	1.00	1.00
Water Systems Operator I	1.00	2.00	1.00	-	-
Blues Stakes Technician	1.00	1.00	1.00	1.00	1.00
<b>TOTAL FTE</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Provide excellent maintenance of the City's pressurized irrigation system.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Service Connections per FTE	✗	2,916	3,177	3,200	3,320	3,200

## BUDGET INFORMATION

FUND 55	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>30 Operating Revenues:</b>				
00 Miscellaneous	\$ 5,315	\$ 2,010	\$ 35,000	\$ 35,000
10 Interest Income	26,202	190,458	1,500	1,500
21 Secondary Water Hook Up Fees	439,761	430,337	350,000	350,000
30 Contributions from Developers	6,651,018	14,720,626	-	-
31 Pressurized Irrigation Service Charges	2,562,296	3,286,278	3,139,972	3,900,000
36-40 Gain/Loss of Fixed Assets	-	9,450	-	-
36-70 Bond Proceeds	-	-	-	-
39-20 Transfer from Culinary Water	-	-	2 22,549	-
<b>37 Capital Revenues</b>				
35 Reappropriated Fund Balance	-	-	17,387,620	10,147,812
<b>TOTAL FUND REVENUES</b>	<b>\$ 9,684,592</b>	<b>\$ 18,639,160</b>	<b>\$ 21,136,641</b>	<b>\$ 14,434,312</b>

## BUDGET INFORMATION CONT.

FUND 55	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>40 Operating Expenses:</b>				
10 Salaries & Wages	\$ 187,443	\$ 244,370	\$ 274,769	\$ 287,931
11 Overtime	8,529	11,254	15,000	15,000
13 Employee Benefits	87,825	157,563	179,402	169,266
14 Uniforms	1,667	2,211	3,000	3,000
21 Books, Subscriptions, & Memberships	-	-	500	500
23 Travel & Training	946	2,498	5,000	5,000
24 Office Supplies	6,032	1,929	7,000	7,000
25 Fleet Fund Charges	25,000	24,996	25,000	25,000
26 Buildings & Grounds O & M	21,149	20,815	20,000	20,000
27 Utilities	2,100	2,184	2,000	2,000
29 Risk Management Fund Charges	50,000	50,004	50,000	50,000
30 Electricity - Lehi City Power	217,691	175,057	300,000	300,000
31 Professional & Technical	36,986	29,074	40,000	40,000
36 Bond Fees	-	-	3,000	3,000
42 Billing Expense	-	7,724	15,000	15,000
44 Bad Debt Expense	3,218	8,951	15,000	15,000
45 Supplies & Maintenance	5,084	3,298	16,000	16,000
PI Meters	-	893,187	647,734	-
46 Water Share Assessments	980,354	1,038,220	1,300,000	1,300,000
48 System Maintenance	292,929	487,577	400,000	400,000
61-200 Interest Expense	24,774	249,566	-	-

**BUDGET INFORMATION CONT.**

DEPARTMENT 55	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
63 Debt Service	\$ -	\$ -	\$ 1,235,681	\$ 1,050,636
10-001 Fire Hydrant / Mainline Replacement	-	-	300,000	300,000
10-002 SCADA Upgrades	-	-	20,000	20,000
95 Depreciation	1,594,781	1,779,468	-	-
19-001 Brooks Reservoir Rehabilitation	-	-	120,467	-
North Lake Repairs	-	-	27,079	-
19-002 Sandpit Transmission Line	-	-	2,573,809	-
19-005 Dry Creek Reservoir	-	-	13,286,220	10,000,000
20-001 Seasons Reservoir Repair	-	-	150,000	200,000
20-002 Oak Hollow Well Spare Motor	-	-	40,000	-
21-001 Low Hills Zone Pressure Relief Vault	-	-	-	75,000
54-000 Capital Outlay	-	-	-	50,000
Cost of Issuance	-	170,117	-	-
71 Allocation to General Fund	64,890	64,884	64,980	64,890
<b>TOTAL FUND EXPENSES</b>	<b>\$ 3,611,395</b>	<b>\$ 5,424,947</b>	<b>\$ 21,136,641</b>	<b>\$ 14,434,312</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ 6,073,197</b>	<b>\$ 13,214,213</b>	<b>\$ -</b>	<b>\$ -</b>

**FEES**

DEPARTMENT 55	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
<b>PI Connection Fee:</b>				
1" lateral	\$ 466.90	\$ 466.90	\$ 485.22	\$ 485.22
1 1/2" lateral	1,110.96	1,110.96	1,954.86	1,954.86
2" lateral	1,258.43	1,258.43	2,025.55	2,025.55
3" Lateral	-	-	5,195.12	5,195.12
4" Lateral	-	-	5,217.90	5,217.90
6" Lateral	-	-	5,887.77	5,887.77
8" Lateral	-	-	7,672.42	7,672.42
10" Lateral	-	-	9,079.94	9,079.94
<b>PI Impact Fee:</b>				
Residential (single & multi-family) / acre (.25 acre minimum)	4,270	4,378.63	4,378.63	4,378.63
Non-Residential / pervious acre (.25 acre minimum)	6,703	6,736.35	6,736.35	6,736.35
<b>PI Service Charge:</b>				
Base rate / connection / month	2.14	5.00	5.15	5.30
+ / sq. ft. lot divided by 43,560	41.67	45.84	47.21	48.63
Minimum / month charge	10.47	14.17	14.59	15.03
Pre-construction water permit base	85	85	85	85



**FEES CONT.**

DEPARTMENT 55	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
+ / 1,000 sq. ft. of lot	\$ 1	\$ 1	\$ 1	\$ 1
or + / lot (whichever is less)	25	25	25	25
Fire hydrant non-metered usage	110	110	110	110
Additional cost per lot (if greater than 1)	25	25	25	25
Metered fire hydrant permit processing	45	45	45	45
(+ / utility sign-up processing)	30	30	30	30
Hydrant Meter Deposit	1,550	1,550	1,550	1,550
Base rate / metered fire hydrant connection / month	4.14	4.14	4.14	4.14
+ / 1,000 gallons used	0.80	0.80	0.80	0.80
Minimum / month charge	12.47	12.47	12.47	12.47
Shareholder charge base	4.14	7.00	7.21	7.43
+ / month / share	5.84	6.42	6.62	6.82
Penalty for violation of PI water system conservation code:				
First violation	Written Notice	Written Notice	Written Notice	Written Notice
Second violation	100	100	100	100
Third violation	Class C Misdemeanor	Class C Misdemeanor	Class C Misdemeanor	Class C Misdemeanor

**WASTE WATER**

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Full-time:</b>					
Water Systems Supervisor	1.00	1.00	1.00	1.00	1.00
Water Systems Operator IV	-	2.00	1.00	2.00	3.00
Water Systems Operator III	1.00	-	1.00	3.00	-
Water Systems Operator II	2.00	3.00	3.00	1.00	1.00
Water Systems Operator I	2.00	-	-	-	1.00
<b>TOTAL FTE</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>

**PERFORMANCE MEASURES****DEPARTMENT/DIVISION OBJECTIVE:** Provide excellent maintenance of the City's waste water system.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Sewer Mains Cleaned (yearly)	✓	74%	73%	70% - 75%	78%	70% - 75%
Sewer Backups per Year	✓	0	0	0	0	0
Service Connections per FTE	✗	2,794	2,920	3,000	3,200	3,000

BUDGET INFORMATION				
FUND 52 - WASTE WATER	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>30 Operating Revenues:</b>				
00 Miscellaneous	\$ 73,407	\$ 32,976	\$ 25,000	\$ 25,000
10 Interest Income	94,179	195,769	-	-
31 Sewer Charges	8,560,318	9,213,563	9,025,000	9,769,316
37-25 Contributions Capital Funding	4,485,233	4,715,527	-	-
36-40 Gain/Loss of Fixed Assets	-	-	-	-
<b>37 Capital Revenues:</b>				
37-35 Reassigned Fund Balance	-	-	468,328	942,524
<b>TOTAL FUND REVENUES</b>	<b>\$ 13,213,136</b>	<b>\$ 14,157,835</b>	<b>\$ 9,518,328</b>	<b>\$ 10,736,840</b>
<b>40 Operating Expenses:</b>				
10 Salaries & Wages	\$ 478,529	\$ 469,506	\$ 476,014	\$ 378,477
11 Overtime	27,946	38,963	20,000	20,000
13 Employee Benefits	329,621	318,786	326,617	264,479
14 Uniforms	1,211	2,707	6,200	6,200
21 Books, Subscriptions, & Memberships	385	150	1,400	1,400
23 Travel & Training	6,185	3,597	16,200	16,200
24 Office Supplies	4,445	414	5,500	5,500
25 Fleet Fund Charges	125,000	126,792	125,000	125,000
26 Buildings & Grounds O & M	67,645	69,885	60,000	60,000
27 Utilities	3,984	4,162	10,000	10,000
28 Supplies & Maintenance	28,434	19,601	50,000	50,000
29 Risk Management Fund Charges	50,000	50,004	50,000	50,000
30 Electricity - Lehi City Power	9,253	10,571	5,000	5,000
31 Professional & Technical	37,038	11,595	50,000	50,000
32 IT Fund Charges	6,000	6,996	7,000	7,000
33 Timpanogos Sewer District	6,656,461	7,752,189	7,469,782	9,050,970
43 Billing Expense	80,064	88,072	35,000	35,000
44 Bad Debt Expense	4,235	11,144	30,000	30,000
45 Department Supplies	4,879	882	10,000	10,000
48 System Maintenance	58,005	95,951	98,615	98,615
61 Interest Expense	-	-	3,000	3,000
71 Allocation to General Fund	150,000	150,000	150,000	150,000
90 Amortization Expense	-	-	-	-
95 Depreciation	1,709,861	1,879,442	-	-
<b>50 Capital Expenses:</b>				
50-001 Reserves	400,281	-	-	-
10-002 Manhole/Main Line Rehab	-	-	10,000	310,000
54-000 Capital	-	-	-	-
58-000 Capital Improvements	-	-	-	-
<b>TOTAL FUND EXPENSES</b>	<b>\$ 9,839,182</b>	<b>\$ 11,111,407</b>	<b>\$ 9,515,328</b>	<b>\$ 10,736,840</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ 3,373,954</b>	<b>\$ 3,046,428</b>	<b>\$ 3,000</b>	<b>-</b>

## FEES

DEPARTMENT 52	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
<b>Impact Fee:</b>				
Residential / dwelling unit	\$ 460	\$ 761.43	\$ 761.43	\$ 761.43
Non-Residential:				
3/4" meter	460	761.43	761.43	761.43
1" meter	1,230	2,059.65	2,059.65	2,059.65
1 1/2" meter	1,534	2,568.54	2,568.54	2,568.54
2" meter	4,914	8,184.05	8,184.05	8,184.05
3" meter	10,745	17,995.01	17,995.01	17,995.01
4" meter	18,424	30,852.95	30,852.95	30,852.95
6" meter	42,987	71,988.30	71,988.30	71,988.30
8" meter	73,694	123,412.42	123,412.42	123,412.42
<b>Service Charge:</b>				
Base rate / connection / month	19	19	19	19
+ / 1,000 gallons used	2	2	2	2
<b>Timpanogos Special Service District (Regional Sewer Treatment Plant):</b>				
Impact Fee:				
Single family housing / house	1,708	1,708	1,708	1,708
Multi unit residential / dwelling unit	1,110	1,110	1,110	1,110
Commercial, industrial, institutional	See T.S.S.D.	See T.S.S.D.	See T.S.S.D.	See T.S.S.D.

# POWER

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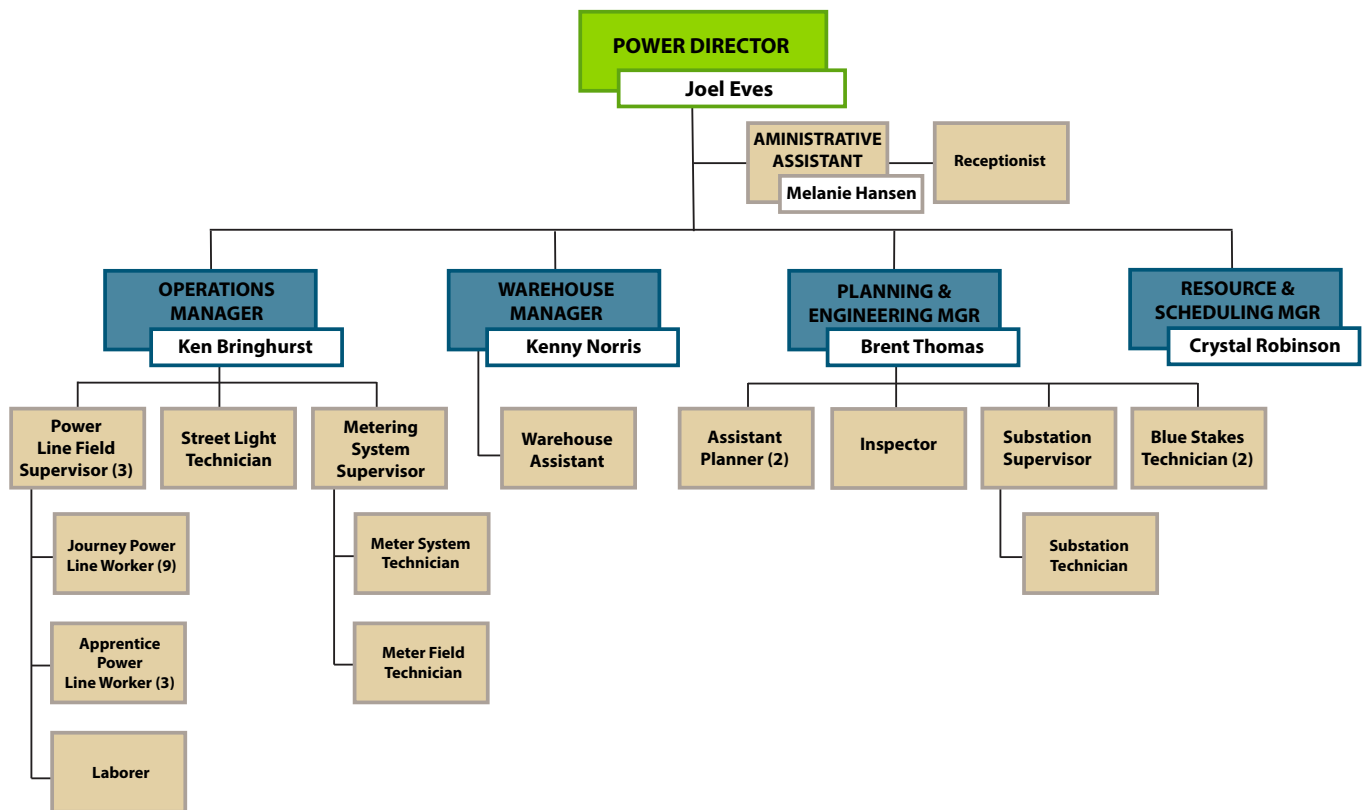
THE LEHI CITY POWER DEPARTMENT PROVIDES RELIABLE ELECTRICAL SERVICE TO OUR CUSTOMERS WITH LOCAL CONTROL AND COMPETITIVE RATES.



Improve the existing programs and implement new cutting-edge technologies for the customer and community.

## DEPARTMENT DESCRIPTION

The Power Department manages power operations under three department divisions: Planning & Engineering, Operations, and Metering & Substations. Linemen and operators are responsible for the construction and maintenance of overhead and underground lines. Operators also provide maintenance to the power system, install and repair meters, troubleshoot voltage problems, and maintain streetlights.



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2019	PLANNED FY 2020
<b>Full-time:</b>					
Power Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00	1.00	1.00
Assistant Power Planner/System Design	1.00	1.00	1.00	1.00	2.00
Operations Manager	1.00	1.00	1.00	1.00	1.00
Metering System Supervisor	1.00	1.00	1.00	1.00	1.00
Power Line Field Supervisor	4.00	4.00	1.00	1.00	3.00
Substation Technician Foreman	1.00	1.00	1.00	1.00	1.00
Journey Power Lineman	3.00	3.00	6.00	8.00	8.00
Metering System Technician	1.00	1.00	1.00	1.00	1.00
Warehouse Manager	1.00	1.00	1.00	1.00	1.00
Apprentice Lineman	5.00	6.00	3.00	3.00	3.00
Substation Technician	1.00	1.00	1.00	1.00	1.00
Power/Fiber Inspector	1.00	1.00	1.00	1.00	1.00
Laborer	1.00	1.00	2.00	2.00	1.00
Street Light Technician	1.00	1.00	1.00	1.00	1.00
Blue Stakes Technician	1.00	1.00	2.00	2.00	2.00
Forecast Manager	-	-	1.00	1.00	1.00
Meter Field Technician	1.00	1.00	1.00	1.00	1.00
<b>Part-time Non-benefited:</b>					
Administrative Assistant	-	-	0.50	0.50	0.50
Warehouse Assistant	-	-	-	-	0.50
<b>TOTAL FTE</b>	<b>27.00</b>	<b>28.00</b>	<b>28.50</b>	<b>30.50</b>	<b>33.00</b>



## PERFORMANCE MEASURES

**DEPARTMENT/DIVISION OBJECTIVE:** Maintain a functional and reliable power infrastructure.

PERFORMANCE MEASURE	QUICK VIEW	ACTUAL FY 2018	ACTUAL FY 2019	TARGET FY 2020	ACTUAL FY 2020	TARGET FY 2021
Street Lights Audited per Year (%)	✗	0%*	17%	25%	11%	25%
Non-Operational Street Lights (%)	✓	0%*	10.6%	10%	7%	10%
SAIFI (Average Number of Interruptions/ Customer)	✓	0.763	0.41	0.75	0.49	0.75
SAIDI (Average Outage Duration/Customer; in minutes)	✗	45.03	38.84	45	56.45	45
Megawatt Hours Billed to Used (%)	✗	95%	94.4%	95%	93.53%	93%
Decrease in power usage per household from previous year (%)	✓	0%	-1%	1%	2.63%	1%

\*Due to project workload, audits were not completed for FY 2018.

## BUDGET INFORMATION

FUND 53	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>30 Operating Revenues:</b>				
11 Electric Sales Taxable	\$ 29,751,161	\$ 31,915,889	\$ 30,262,837	\$ 33,192,525
12 Electric Sales Tax Exempt	3,013,363	2,898,406	3,300,000	3,014,342
25 Electric Hook Up Fees	388,220	475,912	275,000	275,000
<b>36 Miscellaneous Revenues:</b>				
00 Miscellaneous	174,500	297,425	175,000	175,000
03 Temporary Power Charges	183,363	62,009	75,000	75,000
05 Damage Revenue	19,741	28,860	25,000	25,000
15 Salvage Revenue	40,002	26,438	25,000	25,000
25 Contribution Capital Funding	1,711,190	1,633,940	-	-
50 Late Payment Penalties	121,935	121,556	185,000	185,000
60 Pole Attachment	61,947	62,469	50,000	50,000
<b>37 Capital Revenues:</b>				
60 Subdivision Reimbursement	5,090,525	3,129,616	3,500,000	3,500,000
10 Interest Income	217,382	591,267	40,000	40,000
20 Gain/Loss Sales of Fixed Assets	29,501	31,658	-	-
<b>TOTAL FUND REVENUES</b>	<b>\$ 40,820,830</b>	<b>\$ 41,275,446</b>	<b>\$ 37,912,837</b>	<b>\$ 40,556,867</b>
<b>40 Operating Expenses:</b>				
10 Salaries & Wages	\$ 1,649,320	\$ 1,790,754	\$ 2,645,599	\$ 2,745,838
11 Overtime	138,892	73,068	155,047	186,887
13 Employee Benefits	575,503	1,102,083	1,401,903	1,391,944
14 Uniforms	17,231	19,295	22,100	21,100
21 Books, Subscriptions, & Memberships	2,593	217	3,000	3,000
23 Travel & Training	40,834	32,417	62,600	60,100
24 Office Supplies	18,576	31,141	25,875	21,000



**BUDGET INFORMATION CONT.**

<b>FUND 53</b>	<b>ACTUAL FY 2018</b>	<b>ACTUAL FY 2019</b>	<b>ESTIMATED FY 2020</b>	<b>PLANNED FY 2021</b>
25 Fleet Fund Charges	\$ 455,004	\$ 455,004	\$ 897,000	\$ 515,000
26 Buildings & Grounds O & M	133,230	203,207	150,000	155,000
27 Utilities	47,356	34,246	56,000	56,000
28 Supplies & Maintenance	607	1,728	3,500	6,500
29 Risk Management Fund Charges	300,000	300,000	300,000	300,000
30 Electricity - Lehi City Power	23,387	56,260	50,000	55,000
31 Professional & Technical	245,878	154,274	190,850	274,654
32 IT Fund Charges	23,381	31,749	23,000	23,000
33 Computer Maintenance	1,648	58	5,000	5,000
36 Bond Fees	-	3,300	2,500	2,500
38 Tree Trimming Expense	44,778	35,606	79,000	100,000
39 Internal Generation Maintenance	-	-	-	10,000
40 Safety	21,348	32,455	37,150	39,150
42 Delinquent Collection Expense	-	(41)	22,031	22,031
43 Billing Expense	255,325	272,017	200,000	200,000
44 Bad Debt Expense	129,819	53,112	65,000	65,000
45 System Maintenance	962,867	530,325	20,000	507,833
45-100 Miscellaneous	24,441	61,234	29,800	29,800
46 Resale Power Purchase	21,829,012	23,029,765	26,106,730	26,442,583
47 Supplies	72,541	75,375	61,000	61,000
48 Substation Maintenance	21,431	70,095	53,500	53,500
49 Power Locating	4,818	7,196	9,000	12,000
60 Debt Service	327,031	682,532	2,056,250	1,253,250
71 Allocation to General Fund	265,920	265,920	441,000	541,000
85 Depreciation	2,788,869	3,117,432	-	-
<b>50 Capital Expenses:</b>				
Amorization Cost	-	243,825	-	-
50-001 Reserves	-	-	1,383,402	3,832,697
57 Rocky Mnt Power Line Purchases	-	-	150,000	150,000
53 Improvement to System	-	-	400,000	400,000
55 Street Light Project	-	-	250,000	250,000
56 Subdivision Construction	-	-	300,000	300,000
59-100 New Equipment	-	-	25,000	224,500
54 Capital Outlay	-	-	150,000	160,000
59-102 Substation Security	-	-	30,000	30,000
59-120 Designated City Projects	-	-	50,000	50,000
<b>TOTAL FUND EXPENSES</b>	<b>\$ 30,421,639</b>	<b>\$ 32,765,649</b>	<b>\$ 37,912,837</b>	<b>\$ 40,556,867</b>
<b>FUND SURPLUS / (DEFICIT)</b>	<b>\$ 10,381,191</b>	<b>\$ 8,509,798</b>	<b>\$ -</b>	<b>\$ -</b>

## FEES

### DEPARTMENT 53 - POWER

#### Connection Fee:

Single Phase Single Meter:

Up to 200 AMPS

\$ 325

\$ 325

Discontinue

201-400 AMPS

450

450

Discontinue

Three Phase Single Meter:

Up to 200 AMPS

350

350

Discontinue

201-400 AMPS

275

275

Discontinue

401-800 AMPS

975

975

Discontinue

801-1,600 AMPS

1,250

1,250

Discontinue

Residential Single Phase up to 200 AMPS\*

-

-

374.02

374.02

Residential Single Phase 201-400 AMPS\*

-

-

442.02

442.02

Commercial Single Phase up to 200 AMPS\*

-

-

264.02

264.02

Commercial Single Phase 201-400 AMPS\*

-

-

280.02

280.02

Commercial Single Phase 201-400 AMPS\*\*

-

-

1,588.17

1,588.17

Commercial 3 Phase up to 400 AMP\*

-

-

575.62

575.62

Commercial 3 Phase 401-800 AMP\*\*

-

-

1,764.17

1,764.17

Commercial 3 Phase 801-4000 AMP\*\*

-

-

1,582.17

1,582.17

Single Phase Multimeter/meter

-

-

140

140

(AMPS cost schedule same as single meter)

Three Phase Multimeter/meter

200

200

365

365

(AMPS cost schedule same as single meter)

Net Meter

500

500

394.81

394.81

#### Impact Fee:

Residential Single Phase Service Sizes:

AMPS

KVA

Peak Demand

100

24

5

1,135

1,187.71

1,187.71

1,187.71

125

30

6

1,362

1,484.64

1,484.64

1,484.64

150

36

7

1,589

1,732.08

1,732.08

1,732.08

200

48

8

1,816

1,979.52

1,979.52

1,979.52

225

54

10

2,270

2,474.40

2,474.40

2,474.40

400

96

14

3,177

3,464.16

3,464.16

3,464.16

Commercial Single Phase Service Sizes:

AMPS

KVA

Peak Demand

100

24

5

1,135

1,187.71

1,187.71

1,187.71

125

30

7

1,589

1,732.08

1,732.08

1,732.08

150

36

9

2,043

2,226.96

2,226.96

2,226.96

200

48

14

3,177

3,464.16

3,464.16

3,464.16

400

96

19

4,312

4,701.36

4,701.36

4,701.36

\*self contained

\*\*instrument rated

**FEES CONT.**

DEPARTMENT 53 - POWER			APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
<u>AMPS</u>	<u>KVA</u>	<u>Peak Demand</u>				
Commercial/Residential 3-Phase (120/240)						
Service Sizes:						
125	52	16	\$ 3,631	\$ 3,959.04	\$ 3,959.04	\$ 3,959.04
150	62	24	5,447	5,938.56	5,938.56	5,938.56
200	83	31	7,035	7,670.64	7,670.64	7,670.64
400	166	63	14,298	15,588.72	15,588.72	15,588.72
600	249	94	21,333	23,259.36	23,259.36	23,259.36
800	333	126	28,596	31,177.44	31,177.44	31,177.44
1000	416	157	35,631	38,848.07	38,848.07	38,848.07
1200	499	189	42,894	46,766.15	46,766.15	46,766.15
1600	665	252	57,191	62,354.87	62,354.87	62,354.87
2000	831	312	71,035	77,943.59	77,943.59	77,943.59
2500	1039	394	89,418	97,491.35	97,491.35	97,491.35
Commercial/Residential 3-Phase (120/208)						
Service Sizes:						
<u>AMPS</u>	<u>KVA</u>	<u>Peak Demand</u>				
125	45	16	3,631	3,959.04	3,959.04	3,959.04
150	54	24	5,447	5,938.56	5,938.56	5,938.56
200	72	31	7,035	7,670.64	7,670.64	7,670.64
400	144	63	14,298	15,588.72	15,588.72	15,588.72
600	216	94	21,333	23,259.36	23,259.36	23,259.36
800	288	126	28,596	31,177.44	31,177.44	31,177.44
1000	360	157	35,631	38,848.07	38,848.07	38,848.07
1200	432	189	42,894	46,766.15	46,766.15	46,766.15
1600	576	252	57,191	62,354.87	62,354.87	62,354.87
2000	721	315	71,489	77,943.59	77,943.59	77,943.59
2500	901	394	89,418	97,491.35	97,491.35	97,491.35
Commercial/Residential 3-Phase (277/480V)						
Service Sizes:						
<u>AMPS</u>	<u>KVA</u>	<u>Peak Demand</u>				
125	104	35	7,943	8,660.40	8,660.40	8,660.40
150	125	52	11,801	12,866.88	12,866.88	12,866.88
200	166	73	16,567	18,063.12	18,063.12	18,063.12
400	333	145	32,908	35,878.79	35,878.79	35,878.79
600	499	219	49,702	54,189.35	54,189.35	54,189.35
800	665	290	65,816	71,757.59	71,757.59	71,757.59
1000	831	364	82,610	90,068.15	90,068.15	90,068.15
1200	998	436	98,950	107,883.82	107,883.82	107,883.82

## FEES CONT.

DEPARTMENT 53 - POWER			APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
1600	1330	583	\$ 132,312	\$ 144,257.50	\$ 144,257.50	\$ 144,257.50
2000	1663	728	165,220	180,136.29	180,136.29	180,136.29
2500	2078	910	206,524	225,170.37	225,170.37	225,170.37
3000	2494	1092	247,829	270,204.44	270,204.44	270,204.44
3500	2910	1272	228,680	314,743.63	314,743.63	314,743.63
3750	3118	1363	309,333	337,260.67	337,260.67	337,260.67
4000	3326	1454	329,985	359,777.70	359,777.70	359,777.70
<b>Service Charge:</b>						
Residential/kWh (\$4.50 minimum bill)			0.08761	0.08761	0.08761	0.08761
Commercial base/month			9	9	9	9
+/kWh. 1st 1,000 kWh (if no demand)			0.0980	0.0980	0.098	0.098
+/kWh. >1st 1,000 kWh (if no demand)			0.0661	0.0661	0.0661	0.0661
+/kWh. 1st 1,000 kWh (if demand)			0.09890	0.09890	0.098	0.098
+/kWh, > 1st 1,000 kWh (if demand)			0.0661	0.0661	0.0661	0.0661
+Demand/kW			7.75	7.75	7.75	7.75
Net Meter kWh			0.08761	0.08761	0.08761	0.08761
kWh if Generated by Customer Exceeds Consumption -			0.08761 credit	0.08761 credit	0.08761 credit	0.08761 credit
Feed in Tariff						
Class 1 (1 kW to 10 kW) - credit per kWh			-	-	0.05	0.05
Class 1 (>10 kW to 1,000 kW) - credit per kWh			-	-	0.04	0.04
Meter Tampering			100	100	100	100
Conduit Lease Fee (per foot, per year)			-	-	0.75	0.75
Pole Attachment/year			18	18	18	18
Solar Meter Fee (Connection Fee)			-	-	500	500
Commercial Solar Interconnection Study			-	-	1500	1500
Banner Installation and Removal			150	150	150	150
+ each additional week			50	50	50	50



# WASTE COLLECTION

## FUND DESCRIPTION

Solid waste collection is managed by the Finance Department (see page 83) and is contracted to Waste Management of Utah. The contractor supplies solid waste collection containers and collects the waste. The Finance Department is responsible for educating residents about dump passes, spring cleanup, and cleanup dumpsters that are accessible year-round and located throughout the City.

## BUDGET INFORMATION

FUND 54	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>30 Operating Revenues:</b>				
20 Garbage Service Charges	\$ 2,412,652	\$ 2,625,982	\$ 3,067,000	\$ 3,621,648
22 Dump Pass Receipts	14,430	20,780	17,000	21,000
<b>36 Miscellaneous Revenues:</b>				
10 Interest Income	4,902	8,166	500	500
<b>37 Other Revenues:</b>				
35 Re-Appropriation of Fund Balance	-	-	130,500	86,852
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 2,448,939</b>	<b>\$ 2,654,928</b>	<b>\$ 3,215,000</b>	<b>\$ 3,730,000</b>
<b>40 Operating Expenses:</b>				
11 Garbage Contract Payment	\$ 1,647,490	\$ 1,815,295	\$ 2,325,000	\$ 2,800,000
38 Operation Expenses by Ton / Month	754,576	763,129	825,000	865,000
39 Glass Recycling	2,724	1,293	10,000	10,000
42 Billing Expense	11,416	7,280	25,000	25,000
43 Bad Debt Expense	3,429	4,836	10,000	10,000
45 City Clean-up Expense	19,303	47,437	10,000	10,000
71 Allocation to General Fund	10,000	9,996	10,000	10,000
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,448,939</b>	<b>\$ 2,649,266</b>	<b>\$ 3,215,000</b>	<b>\$ 2,815,000</b>
<b>FUND SURPLUS / (DEFICIT)</b>	<b>\$ (16,955)</b>	<b>\$ 5,662</b>	<b>\$ -</b>	<b>\$ -</b>

## FEES

DEPARTMENT 54	APPROVED FY 2018	APPROVED FY 2019	APPROVED FY 2020	APPROVED FY 2021
First garbage tote/month	\$ 10.50	\$ 10.50	\$ 10.50	\$ 13.68
Additional garbage tote(s) each / month	10.00	10.00	10.00	10.65
Recyclables tote (bi-weekly collect) / month	Free	Free	Free	Free
Green waste tote / month (April - November only)	6.50	6.50	6.50	6.92

The background of the entire page is a repeating pattern of stylized, light green line art. The pattern consists of oil rigs (jack-ups) and industrial buildings, arranged in a grid-like fashion across the entire surface. The text is centered over this pattern.

# INTERNAL SERVICE FUNDS



# INTERNAL SERVICE FUNDS

## FUND DESCRIPTION

Internal service funds are used to fund divisions and sections within departments that provide services to internal city entities. As a result, they receive revenues through charges to other departments and their associated funds. The city has four internal service funds: Information Technology, Fleet, Risk Management, and Building/Grounds.





# INFORMATION TECHNOLOGY FUND

FUND 63	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>36 Miscellaneous Revenues:</b>				
<b>38 Operating Revenues:</b>				
30 Charge to General Fund	\$ 650,499	\$ 661,728	\$ 666,200	\$ 664,700
31 Charge to Legacy Center Fund	53,000	53,004	53,000	53,000
32 Charge to Water Fund	37,000	36,996	37,000	37,000
33 Charge to Sewer Fund	7,000	6,996	7,000	7,000
34 Charge to Electric Fund	23,000	23,004	23,000	23,000
35 Charge to Drainage Fund	7,002	6,996	7,000	7,000
39 Charge to Fleet Fund	2,300	2,304	2,300	2,300
40 Charge to Risk Management Fund	4,600	4,596	4,600	4,600
41 Charge to Buildings & Grounds Fund	5,748	5,748	5,750	5,750
90 Miscellaneous Revenue	22,609	30,127	-	-
80 Reserves	-	-	314,705	284,292
10 Interest Income	21,712	21,712	7,500	7,500
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 821,907</b>	<b>\$ 853,210</b>	<b>\$ 1,128,055</b>	<b>\$ 1,096,142</b>
<b>40 Operating Expenses:</b>				
10 Salaries & Wages	\$ 207,473	\$ 207,473	\$ 270,844	\$ 243,917
13 Employee Benefits	115,077	115,077	161,003	157,517
21 Books, Subscriptions, & Memberships	443	-	2,000	2,000
23 Travel & Training	5,560	13,467	15,000	15,000
24 Office Supplies	175	21	1,500	1,500
25 Fleet Fund Charges	3,638	3,000	3,000	3,000
27 Utilities	3,836	6,581	5,000	5,000
28 Supplies & Maintenance	142,512	206,389	179,983	178,483
29 Risk Management Fund Charges	5,000	5,004	5,000	5,000
31 Professional & Technical	7,553	16,105	15,000	15,000
41 Software Maintenance	-	43,936	45,000	45,000
45 Miscellaneous	1,795	17,286	43,049	43,049
46 Software Licensing	35,976	120,172	41,676	41,676
47 O&M - Hardware	44,958	12,265	200,000	200,000
55 Hardware Replacement	24,890	-	40,000	40,000
Reserves	-	-	-	-
95 Depreciation	-	63,014	-	-
56 Software Upgrade	68,565	-	100,000	100,000
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 657,867</b>	<b>\$ 829,791</b>	<b>\$ 1,128,055</b>	<b>\$ 1,096,142</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ 164,040</b>	<b>\$ 23,420</b>	<b>\$ -</b>	<b>\$ -</b>

INTERNAL SERVICE FUNDS

# FLEET FUND

FUND 64	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>38 Operating Revenues:</b>				
30 Charge to General Fund	\$ 888,300	\$ 902,976	\$ 1,536,800	\$ 2,080,735
31 Charge to Legacy Center Fund	2,000	2,004	36,000	2,000
32 Charge to Water Fund	111,240	111,240	175,000	220,500
33 Charge to Sewer Fund	125,000	125,004	125,000	125,000
34 Charge to Electric Fund	455,004	455,004	897,000	515,000
36 Charge to Drainage Fund	25,000	24,996	25,000	120,000
39 Charge to IT Fund	3,000	3,000	3,000	3,000
40 Charge to Risk Management Fund	5,000	5,004	31,000	5,000
35 Charge to P.I. Fund	25,000	24,996	25,000	25,000
37 Charge to Buildings & Grounds Fund	5,750	15,000	15,000	15,000
<b>37 Other Revenues:</b>				
80 Reserves	229,438	-	850,005	-
90 Miscellaneous	1,229	-	-	-
20 Captial Lease	-	-	2,200,000	830,000
40 Gain/Loss on Disposal of Fixed Assets	4,220	4,220	-	-
10 Interest Income	11,332	15,121	20,840	20,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 1,662,074</b>	<b>\$ 1,689,265</b>	<b>\$ 5,939,645</b>	<b>\$ 3,961,235</b>
<b>40 Operating Expenses:</b>				
10 Salaries & Wages	\$ 195,305	\$ 199,950	\$ 221,775	\$ 235,489
11 Overtime	32,151	34,023	-	-
13 Employee Benefits	102,292	122,788	141,985	144,219
21 Books, Subscriptions, & Memberships	6,270	7,428	7,500	8,190
23 Travel & Training	7,795	12,091	10,000	13,331
24 Office Supplies	1,651	684	1,200	1,260
25 Operating Expenses	499,125	479,607	450,000	472,500
25-100 Fuel	548,804	587,344	560,800	560,800
26 IT Fund Charges	2,270	2,304	2,300	2,300
27 Utilities	2,635	2,514	-	-
28 Supplies & Maintenance	20,651	6,642	100,000	75,000
29 Risk Management Fund Charges	5,000	5,004	5,000	5,000
31 Professional and Technical	1,629	-	-	-
45 Miscellaneous	3,789	4,599	12,296	12,911
54 Equipment Replacement	-	-	2,226,789	1,367,825
55 Captial	655,908	-	2,200,000	830,000
Reserves	-	-	-	232,410
70 Reserves/Depreciation	-	690,858	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,085,275</b>	<b>\$ 2,155,837</b>	<b>\$ 5,939,645</b>	<b>\$ 3,961,235</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ (423,201)</b>	<b>\$ (466,573)</b>	<b>\$ -</b>	<b>\$ -</b>

# RISK MANAGEMENT FUND

FUND 65	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
30 Charge to General Fund	\$ 91,991	\$ 97,500	\$ 97,500	\$ 464,513
31 Charge to Legacy Fund	65,000	65,004	65,000	65,000
32 Charge to Water Fund	60,000	60,000	60,000	60,000
33 Charge to Sewer Fund	50,000	50,004	50,000	50,000
34 Charge to Electric Fund	300,000	300,000	300,000	300,000
35 Charge to P.I. Fund	50,000	50,004	50,000	50,000
37 Charge to Drainage Fund	15,000	15,000	15,000	15,000
38 Charge to IT Fund	5,000	5,004	5,000	5,000
39 Charge to Fleet Fund	5,000	5,004	5,000	5,000
41 Charge to Bldgs & Grounds Fund	-	2,496	2,500	2,500
Appropriated Fund Balance	26,851	-	385,882	95,901
36-90 Miscellaneous Revenue	-	29,165	26,000	-
Interest Income	10,875	12,618	4,099	4,099
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 679,717</b>	<b>\$ 691,800</b>	<b>\$ 1,065,981</b>	<b>\$ 1,117,013</b>
<b>40 Operating Expenses:</b>				
10 Salaries & Wages	\$ 85,836	\$ 86,620	\$ 87,810	\$ 88,682
13 Employee Benefits	27,561	44,575	45,621	46,781
21 Books, Subscriptions, & Memberships	2,481	2,459	2,950	2,950
23 Travel & Training	2,144	4,590	5,000	5,000
24 Office Supplies	15	70	500	500
25 Fleet Fund Charges	5,000	5,104	31,000	5,000
26 Damage Repairs	43,657	49,791	45,000	45,000
27 Utilities	91	107	500	500
28 Safety	226	4,556	20,000	20,000
29 IT Fund Charges	5,200	4,596	4,600	4,600
30 Electricity - Lehi City Power	-	-	500	500
31 Professional & Technical	12,695	10,756	15,500	15,500
33 Litigation Claims Management	119,244	15,010	40,000	40,000
41 Insurance Expense	619,758	679,919	750,000	825,000
45 Miscellaneous	9,805	8,620	17,000	17,000
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 933,712</b>	<b>\$ 916,772</b>	<b>\$ 1,065,981</b>	<b>\$ 1,117,013</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ (253,996)</b>	<b>\$ (224,972)</b>	<b>\$ -</b>	<b>\$ -</b>

INTERNAL SERVICE FUNDS

# BUILDINGS & GROUNDS FUND

FUND 69	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	PLANNED FY 2021
<b>30 Operating Revenues:</b>				
30 Charge to General Fund	\$ 642,284	\$ 1,153,632	\$ 1,172,122	\$ 1,172,122
31 Charge to Legacy Fund	92,004	92,004	92,000	92,000
32 Charge to Water Fund	9,996	54,996	55,000	55,000
33 Charge to Sewer Fund	60,000	60,000	60,000	60,000
34 Charge to Electric Fund	129,324	150,000	150,000	155,000
35 Charge to P.I. Fund	20,004	20,004	20,000	20,000
37 Charge to Drainage Fund	9,996	9,996	10,000	10,000
36-10 Interest Income	-	15,011	-	-
70 Reserves	5,107	-	195,347	205,871
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 968,715</b>	<b>\$ 1,555,643</b>	<b>\$ 1,754,469</b>	<b>\$ 1,769,993</b>
<b>40 Operating Expenses:</b>				
10 Salaries & Wages	\$ 218,298	\$ 649,582	\$ 760,271	\$ 819,820
11 Overtime	14,933	27,604	5,000	15,000
13 Employee Benefits	110,170	391,428	290,888	336,670
12 Uniforms	1,235	2,711	6,000	6,000
21 Books, Subscriptions, & Memberships	20	- 4,866	500	500
23 Travel & Training	3,798	3,481	2,500	2,500
24 Office Supplies	1,372	15,000	2,000	2,000
25 Fleet Fund Charges	6,215	246,619	15,000	60,800
26 Repairs	228,205	2,341	221,600	221,600
27 Utilities	690	93,863	4,000	4,000
28 Supplies	115,287	5,748	50,000	95,000
29 IT Fund Charges	5,750	2,496	5,750	5,750
30 Risk Management fund Charges	-	11,174	2,500	2,500
33 Equipment Maintenance	-	13,213	13,000	91,700
40 Building Beautification Expenses	-	44,855	16,500	16,500
45 Miscellaneous	4,304	4,304	12,653	20,653
54 Capital Outlay	-	-	346,307	69,000
95 Depreciation	-	-	-	-
70 Reserves	45,111	45,111	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 755,388</b>	<b>\$ 1,559,398</b>	<b>\$ 1,754,469</b>	<b>\$ 1,769,993</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ 213,327</b>	<b>\$ (3,755)</b>	<b>\$ -</b>	<b>\$ -</b>

\*Physical Facilities was added to the Buildings & Grounds fund in FY 2019

The background of the entire image is a solid dark blue color. Overlaid on this background is a repeating pattern of white line art. The pattern consists of stylized oil rigs or industrial structures, each with a tall central tower and several smaller buildings or storage tanks at its base. These elements are arranged in a grid-like fashion, creating a textured, industrial aesthetic.

# REDEVELOPMENT AGENCY FUNDS

# REDEVELOPMENT AGENCY FUNDS

## FUND DESCRIPTION

Redevelopment Areas (RDAs) (now called Urban Renewal Areas), Economic Development Areas (EDAs), and Community Development Areas (CDAs) are established by the Lehi Redevelopment Agency in certain areas of the City identified for redevelopment and economic development. The creation of an RDA is based primarily on blight reduction and job creation, the creation of an EDA is based on job creation, and the creation of a CDA is based on broad economic development factors. RDAs, EDAs, and CDAs allow the City to utilize tax increment financing (TIF) to stimulate development within the area. Additional information on redevelopment and economic development efforts within the City can be found on page 78.

## MILLPOND AREA RDA

FUND 60	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021
<b>Revenues:</b>				
31-10 Property Tax	\$ 362,448	\$ 372,366	\$ 335,000	\$ 335,000
Miscellaneous Revenue	-	-	-	-
Reappropriation of Fund Balance	12,580	-	-	1,157,500
36-10 Interest Income	-	33,470	7,500	7,500
<b>TOTAL REVENUE</b>	<b>\$ 485,028</b>	<b>\$ 405,836</b>	<b>\$ 342,500</b>	<b>\$ 1,500,000</b>
<b>40 Expenses:</b>				
72 Millpond RDA Engineering	\$ 256,534	\$ 13,500	\$ -	\$ -
73 Millpond RDA Streets	232,328	-	20,000	-
78 Millpond RDA Water	-	-	250,000	30,000
Road/Pedrestrian w/bridge to Meadows	-	-	-	1,200,000
71 Reserves	-	-	72,500	-
<b>TOTAL EXPENSES</b>	<b>\$ 488,862</b>	<b>\$ 13,500</b>	<b>\$ 342,500</b>	<b>\$ 1,500,000</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ (3,834)</b>	<b>\$ 392,336</b>	<b>\$ -</b>	<b>\$ -</b>

## XACTWARE

FUND 62	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021
<b>Revenue:</b>				
31-10 Property Tax	\$ 329,430	\$ 297,745	\$ 332,500	\$ 325,000
<b>TOTAL REVENUE</b>	<b>\$ 329,430</b>	<b>\$ 297,745</b>	<b>\$ 332,500</b>	<b>\$ 325,000</b>
<b>40 Expenses:</b>				
80 Taxing Entities	\$ 319,548	\$ 319,548	\$ 322,750	\$ 315,250
32 Administration	9,882	288,813	9,750	9,750
Redevelopment Expenditures	319,548	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 325,000</b>	<b>\$ 297,745</b>	<b>\$ 332,500</b>	<b>\$ 325,000</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ 4,430</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## IM FLASH AREA RDA

FUND 61	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021
<b>Revenues:</b>				
31-10 Property Tax	\$ 10,246,739	\$ 8,961,922	\$ 13,590,000	\$ 13,000,000
<b>TOTAL REVENUE</b>	<b>\$ 10,246,739</b>	<b>\$ 8,961,922</b>	<b>\$ 13,590,000</b>	<b>\$ 13,000,000</b>
<b>40 Expenses:</b>				
91 IM Flash	\$ -	\$ 6,273,346	\$ 9,510,000	\$ 9,100,000
75 Transfer to Lehi City	1,358,717	1,188,351	1,803,400	1,723,800
70 Contribution to Alpine School District	1,358,717	1,188,351	1,803,400	1,723,800
72 Utah County	119,887	207,020	313,900	300,300
71 TSSD	236,701	104,854	159,300	152,100
90 Debt Service - Micron Note	7,172,717	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 10,246,739</b>	<b>\$ 8,961,922</b>	<b>\$ 13,590,000</b>	<b>\$ 13,000,000</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## THANKSGIVING PARK EDA

FUND 66	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021
<b>Revenue:</b>				
31-10 Property Tax	\$ 254,858	\$ 254,858	\$ 300,000	\$ 300,000
Interest Income	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 254,858</b>	<b>\$ 256,343</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
<b>40 Expenses:</b>				
31 Administration Charges	\$ 12,743	\$ 12,817	\$ 15,000	\$ 15,000
70 Thanksgiving Park Distribution	242,115	243,526	285,000	285,000
<b>TOTAL EXPENSES</b>	<b>\$ 254,858</b>	<b>\$ 256,343</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## ADOBE EDA

FUND 67	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021
<b>Revenue:</b>				
31-10 Property Tax	\$ 500,918	\$ 482,669	\$ 920,000	\$ 675,000
<b>TOTAL REVENUE</b>	<b>\$ 500,918</b>	<b>\$ 482,669</b>	<b>\$ 920,000</b>	<b>\$ 675,000</b>
<b>40 Expenses:</b>				
EDA Costs	\$ -	\$ -	\$ -	\$ -
80 Taking Entities	33,411	450,475	874,978	629,978
32 Administration	467,507	32,194	45,022	45,022
82 Redevelopment Expenditures	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 500,918</b>	<b>\$ 482,669</b>	<b>\$ 920,000</b>	<b>\$ 675,000</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## OUTLETS AT TRAVERSE MOUNTAIN CDA

FUND 68	ACTUAL FY 2018	ACTUAL FY 2019	ESTIMATED FY 2020	APPROVED FY 2021
<b>Revenue:</b>				
31-20 Sales Tax	\$ 136,973	\$ 442,605	\$ 820,000	\$ 820,000
31-10 Property Tax	375,755	145,246	375,000	375,000
<b>TOTAL REVENUE</b>	<b>\$ 512,728</b>	<b>\$ 587,851</b>	<b>\$ 1,237,500</b>	<b>\$ 1,195,000</b>
<b>40 Expenses:</b>				
80 Sales Tax Reimbursement	\$ 45,348	\$ -	\$ 820,000	\$ 820,000
80 Property Tax Reimbursement	136,973	145,246	417,000	375,000
<b>TOTAL EXPENSES</b>	<b>\$ 182,321</b>	<b>\$ 145,246</b>	<b>\$ 1,237,500</b>	<b>\$ 1,195,000</b>
<b>FUND SURPLUS/ (DEFICIT)</b>	<b>\$ \$330,407</b>	<b>\$ 442,605</b>	<b>\$ -</b>	<b>\$ -</b>

The background of the entire page is a repeating pattern of stylized, light gray line art. The pattern consists of oil derricks (pumpjacks) and industrial buildings, arranged in a grid-like fashion across the entire surface. The text is centered over this pattern.

# APPENDIX A

# COMPREHENSIVE STAFFING DOCUMENT

# STAFFING DOCUMENT

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
<b>MAYOR &amp; CITY COUNCIL</b>					
Elected:					
Mayor	1.00	1.00	1.00	1.00	1.00
City Council	5.00	5.00	5.00	5.00	5.00
<b>TOTAL FTE</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

## OFFICE OF THE CITY ADMINISTRATOR

<b>Appointed:</b>					
City Administrator	1.00	1.00	1.00	1.00	1.00
Recorder*	-	-	-	1.00	1.00
<b>Full-time:</b>					
Assistant City Administrator	1.00	1.00	1.00	1.00	1.00
Assistant to the City Administrator	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	-	-	-	-	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Events Coordinator	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Human Resource Manager	1.00	1.00	1.00	1.00	1.00
Human Resource Technician	1.00	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00	1.00
Passport Technician/Receptionist**	-	1.00	1.00	-	-
IT Manager	-	-	1.00	1.00	1.00
IT Technician II	-	-	1.00	1.00	1.00
IT Technician I	-	-	2.00	2.00	2.00
Fleet Manager***	1.00	1.00	1.00	1.00	1.00
Shop Supervisor***	-	1.00	1.00	1.00	1.00
Journey Fleet Mechanic***	1.00	1.00	2.00	2.00	2.00
Fleet Small Engine Mechanic***	1.00	-	-	-	-
Emergency Management Coordinator****	0.50	0.50	0.50	0.50	1.00
<b>Part-time Non-benefited:</b>					
Receptionist (2)	1.00	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50	0.50
Shop Worker	1.00	1.00	-	-	-
<b>TOTAL FTE</b>	<b>15.00</b>	<b>16.00</b>	<b>20.00</b>	<b>20.00</b>	<b>21.50</b>

\*Previously under Legal Services. \*\*Now under Information Center. \*\*\*Fleet moved from Public Works \*\*\*\*PT position to FT

## COMMUNITY DEVELOPMENT

<b>Full-Time:</b>					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Long Range Planner / Planning Division Manager	-	-	-	1.00	1.00
Planner III	1.00	1.00	1.00	-	-

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
Planner II	1.00	1.00	-	-	-
Planner I	1.00	1.00	2.00	3.00	3.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Environmental Sustainability & Recovery Director	-	-	1.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
Lead Building Inspector	1.00	1.00	1.00	1.00	1.00
Building Inspector I	-	-	1.00	-	-
Building Inspector II	3.00	3.00	1.00	4.00	4.00
Building Inspector III	-	-	3.00	3.00	3.00
Permit Technician	2.00	2.00	2.00	2.00	-
Permit Technician II	-	-	-	-	2.00
<b>Part-time Non-benefited:</b>					
Office Staff	-	-	-	1.00	1.00
Planning Intern	-	-	1.00	0.50	0.50
<b>TOTAL FTE</b>	<b>13.00</b>	<b>13.00</b>	<b>17.00</b>	<b>20.50</b>	<b>20.50</b>

## ECONOMIC DEVELOPMENT

<b>Full-Time:</b>					
Economic Development Director	1.00	1.00	1.00	1.00	1.00
<b>TOTAL FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## ENGINEERING

<b>Full-time:</b>					
City Engineer	1.00	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00
Engineer III	1.00	1.00	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Traffic Engineer	-	-	-	-	1.00
<b>TOTAL FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>

## FINANCE

<b>Appointed:</b>					
City Treasurer	1.00	1.00	1.00	1.00	1.00
<b>Full-time:</b>					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Customer Service Lead	1.00	1.00	1.00	1.00	1.00
Accounting/Payroll Technician	1.00	1.00	1.00	1.00	1.00
Accounts Payable Technician	1.00	1.00	1.00	1.00	1.00
Customer Service Representative II	2.00	2.00	1.00	3.00	3.00
Customer Service Representative I	2.00	2.00	3.00	-	-
IT Manager*	1.00	1.00	-	-	-
Senior IT Technician*	1.00	-	-	-	-

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
IT Technician II*	1.00	-	-	-	-
IT Technician I*	-	3.00	-	-	-
<b>Part-time Non-benefited:</b>					
Customer Service Technician I	-	-	0.50	-	-
<b>TOTAL FTE</b>	<b>13.00</b>	<b>14.00</b>	<b>10.50</b>	<b>9.00</b>	<b>9.00</b>

\*Beginning in FY 2019, IT is under the Office of the City Administrator.

## FIRE

<b>Full-time:</b>					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Deputy Chief	-	-	-	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00	1.00
Fire Captain	6.00	9.00	9.00	9.00	9.00
Fire Engineer	6.00	9.00	9.00	9.00	9.00
Firefighter/Paramedic	13.00	19.00	19.00	19.00	23.00
Firefighter/EMT-I	5.00	8.00	8.00	8.00	14.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>Part-timer Non-benefited:</b>					
Firefighter/Paramedic	9.90	9.90	9.90	9.90	1.50
Firefighter/EMT-I	2.45	2.45	2.45	2.45	1.00
Office Assistant	-	-	0.50	0.50	0.50
<b>TOTAL FTE</b>	<b>49.35</b>	<b>64.35</b>	<b>64.85</b>	<b>65.85</b>	<b>66.00</b>

## INFORMATION CENTER

<b>Full-Time:</b>					
Information Center Manager	-	-	1.00	1.00	1.00
Lead Information Center Worker	-	-	1.00	1.00	1.00
Information Center Workers	-	-	3.00	3.00	3.00
<b>Part-Time:</b>					
Information Center Workers	-	-	2.00	2.00	2.00
<b>TOTAL FTE</b>	<b>-</b>	<b>-</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

## JUSTICE COURT

<b>Appointed:</b>					
Justice Court Judge	1.00	1.00	1.00	1.00	1.00
<b>Full-Time:</b>					
Court Clerk Supervisor	1.00	1.00	1.00	1.00	1.00
In-Court Clerk	1.00	1.00	1.00	1.00	1.00
Court Clerk	2.00	1.00	1.00	1.00	1.00
<b>Part-Time Non-benefited:</b>					
Clerk	1.30	1.30	1.50	1.50	1.50
<b>TOTAL FTE</b>	<b>6.30</b>	<b>5.30</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
<b>LEGAL SERVICES</b>					
<b>Appointed:</b>					
Recorder*	1.00	1.00	1.00	-	-
<b>Full-time:</b>					
City Attorney	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney/City Prosecutor	1.00	1.00	1.00	1.00	1.00
Secretary - Legal	1.00	1.00	1.00	1.00	1.00
<b>Part-Time Non-benefited:</b>					
Assistant City Prosecutor	0.50	0.50	0.50	0.50	0.50
Secretary - Legal	1.80	1.25	1.25	1.25	1.75
<b>TOTAL FTE</b>	<b>6.30</b>	<b>5.75</b>	<b>5.75</b>	<b>4.75</b>	<b>5.25</b>

\*Recorder is now under the Office of the City Administrator

## LEISURE SERVICES

### Recreation Division (21, 22)

<b>Full-time:</b>					
Recreation/Legacy Ctr. Manager	1.00	1.00	1.00	1.00	1.00
Recreation/Legacy Ctr. Assistant Manager	1.00	1.00	1.00	1.00	1.00
Legacy Ctr. Supervisor/Aquatics	1.00	1.00	1.00	1.00	1.00
Legacy Ctr. Supervisor/Operations	1.00	1.00	1.00	1.00	1.00
Legacy Ctr. Supervisor/Programs	1.00	1.00	1.00	1.00	1.00
Legacy Ctr. Supervisor/Leagues	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.17	2.00	2.00
Assistant Aquatics Supervisor	1.00	1.00	1.00	1.00	1.00
Aquatics Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Head of Registration	1.00	1.00	1.00	1.00	1.00
Program Coordinator	-	1.00	1.00	1.00	1.00
<b>Part-time Non-benefited:</b>					
Membership Secretary	0.69	0.69	0.72	0.66	0.72
Administrative Assistant	0.69	0.69	0.72	0.74	0.72
Fitness Director	0.30	0.30	0.28	0.42	0.28
Fitness Instructor	2.22	2.24	2.09	1.61	2.09
Kids Fitness Instructor Assistant	0.19	0.20	0.17	0.14	0.17
Slim to Win	0.04	0.04	0.00	0.02	-
LC Pool Maintenance	0.77	0.90	0.93	0.92	0.93
LC Assistant Pool Manager	2.63	3.0	2.52	2.29	2.52
LC Lifeguard Head	2.69	2.70	3.00	2.96	3.00
LC Lifeguard	11.18	13.00	12.30	11.41	12.3
LC Lifeguard Instructor	0.19	0.19	0.34	0.31	0.34
USA Head Swim Coach	0.25	0.35	0.59	0.55	0.59
USA Swim Coach	1.42	1.31	1.20	1.15	1.20
Head Swim Coach	0.12	0.15	0.10	0.06	0.10
Swim Coach	0.35	0.40	0.46	0.26	0.46

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
WSI Coordinator	0.005	0.00	0.02	0.01	0.02
WSI (Swim Lesson Instructor)	2.26	2.50	2.34	1.47	2.34
Private Swim Lesson Instructor	.38	0.50	0.35	0.14	0.35
Building Manager	1.32	1.31	1.34	1.37	1.34
Center Court Manager	0.77	0.82	0.76	0.77	0.76
Center Court Personnel	3.24	3.24	3.25	2.46	3.25
Outdoor Concession Manager	0.32	0.35	0.38	0.15	0.38
Outdoor Concession Site Supvr.	0.18	0.20	0.12	0.11	0.12
Outdoor Concessions	1.30	1.30	1.22	0.39	1.22
Front Desk Head Manager	0.44	0.50	1.00	1.15	1.00
Front Desk Manager	3.20	3.65	3.03	2.34	3.03
Front Desk Staff	4.43	4.45	4.22	3.45	4.22
Preschool Head	0.84	0.84	0.35	0.36	0.35
Preschool Assistant	0.78	0.90	1.24	1.07	1.24
Day Care Manager	0.50	0.50	1.24	1.26	1.24
Day Care Staff	0.97	2.65	1.24	1.31	1.24
Program Coordinator	0.96	0.30	1.24	0.45	1.24
Head Cheer	0.005	0.10	1.24	0.05	1.24
Cheer Instructor	0.18	0.25	1.24	0.01	1.24
Head Dance	0.19	0.20	1.24	0.10	1.24
Dance Instructor	0.40	0.40	1.24	0.33	1.24
Other Instructors	0.005	0.05	1.24	0.04	1.24
Registration Staff	2.53	2.53	2.70	2.26	2.70
Rock Wall Attendant	0.47	0.53	0.43	0.35	0.43
Itty Bitty	0.79	0.80	0.79	0.74	0.79
League Supervisor	1.18	0.68	1.91	1.77	1.60
Official	4.86	5.0	6.13	4.76	6.16
Scorekeeper	1.73	1.75	1.61	1.21	1.64
Site Supervisor	1.76	1.80	0.42	0.19	0.45
Sports Instructor	0.09	0.00	0.04	0.00	0.04
Gymnastic Head Instructor	0.76	0.90	1.01	0.80	1.01
Gymnastic Instructor	4.46	4.40	4.73	3.77	4.73
Gymnastic Instructor Aid	1.65	1.70	0.82	0.33	0.82
Private Gymnastic Instructor	0.01	0.01	0.01	0.01	0.01
Equipment Personnel Gymnastic	0.01	1.44	1.82	1.58	1.82
Gymnastic Trade Supervisor	0.97	0.60	0.48	0.37	0.48
Gymnastic Trade Head Supervisor	0.15	0.15	0.12	0.14	0.12
OD Pool Maintenance	0.82	0.82	0.54	0.43	0.54
OD Pool Manager	0.78	0.80	0.78	0.85	0.78
OD Pool Cashier	1.30	1.30	1.40	1.06	1.40
OD Lifeguard	3.81	3.80	3.60	3.00	3.60
<b>TOTAL FTE</b>	<b>84.54</b>	<b>91.18</b>	<b>95.47</b>	<b>77.91*</b>	<b>96.08</b>

\*Decrease due to COVID-19 and adjusted facility hours



POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Senior Services (68)</b>					
<b>Full-time:</b>					
Senior Citizen Manager	1.00	1.00	1.00	1.00	1.00
Senior Services Program Coordinator	-	1.00	1.00	1.00	1.00
<b>Part-Time Non-benefited:</b>					
Senior Services Program Coordinator	0.50	-	-	-	-
Senior Citizen Aide	1.00	1.50	1.50	1.50	1.50
<b>TOTAL FTE</b>	<b>2.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
<b>Library Division (74)</b>					
<b>Full-time:</b>					
Library Director	1.00	1.00	1.00	1.00	1.00
Senior Librarian	4.00	4.00	4.00	4.00	4.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Associate Librarian	4.00	4.00	3.00	3.00	3.00
Clerk	-	-	1.00	1.00	1.00
<b>Part-time Non-benefited:</b>					
Clerk	8.00	8.00	8.00	8.00	8.00
Page	3.00	3.00	3.00	3.00	3.00
<b>TOTAL FTE</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
<b>Literacy Division (75)</b>					
<b>Full-time:</b>					
Literacy Center Manager	1.00	1.00	1.00	1.00	1.00
Program Specialist	1.00	1.00	-	1.00	1.00
<b>Part-time Non-benefited:</b>					
Staff - 25 Hours/Week	-	1.88	1.88	2.50	2.50
Staff - 10-15 Hours/Week	-	4.12	4.12	4.63	4.63
Receptionist	-	-	1.00	1.00	1.00
Teacher	2.00	-	-	-	-
<b>Seasonal/Temporary:</b>					
Staff	5.00	-	-	-	-
<b>TOTAL FTEs</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>	<b>10.13</b>	<b>10.13</b>
<b>PARKS AND FACILITIES</b>					
<b>Full-time:</b>					
Parks & Facilities Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Parks & Facilities Superintendent	1.00	1.00	1.00	1.00	1.00
Custodial Supervisor	1.00	1.00	1.00	1.00	1.00
Custodial Worker	2.00	2.00	2.00	2.00	3.00
Facility Inspector/Project Manager	1.00	1.00	1.00	1.00	1.00
Sports Park Supervisor	-	-	1.00	1.00	1.00
Sports Park Worker	-	-	2.00	2.00	2.00
Leisure Parks Supervisor	-	-	1.00	1.00	1.00
Leisure Parks Worker	-	-	4.00	4.00	6.00

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
Lead Electrician	1.00	1.00	1.00	1.00	1.00
Mechanical HVAC Supervisor	1.00	1.00	1.00	1.00	1.00
Mechanical HVAC Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Irrigation Supervisor	1.00	1.00	1.00	1.00	1.00
Irrigation Worker	1.00	1.00	1.00	1.00	1.00
Urban Forestry, Trails, and Open Space Supervisor	-	-	1.00	1.00	1.00
Trails, Trees, and Open Space Worker	-	-	2.00	2.00	2.00
Cemetery Sexton	1.00	1.00	1.00	1.00	1.00
Cemetery Lead	1.00	1.00	1.00	1.00	1.00
Cemetery Worker	1.00	1.00	1.00	2.00	2.00
Facilities Maintenance Worker II	-	-	-	-	-
Facilities Maintenance Worker I	2.00	2.00	-	-	-
Lead Park Maintenance Worker	2.00	2.00	-	-	-
Park Maintenance Worker II	1.00	1.00	-	-	-
Park Maintenance Worker I	4.00	4.00	-	-	-
<b>Part-time benefited:</b>					
Cemetery Secretary	0.50	0.50	0.50	0.50	0.50
<b>Seasonal/Temporary:</b>					
Laborer	7.50	7.50	7.50	7.50	7.50
<b>TOTAL FTE</b>	<b>33.00</b>	<b>33.00</b>	<b>35.00</b>	<b>36.00</b>	<b>39.00</b>
<b>POLICE</b>					
<b>Full-time:</b>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	3.00	3.00	3.00	3.00	3.00
Police Sergeant	10.00	10.00	11.00	11.00	13.00
Police Corporal	10.00	10.00	10.00	8.00	10.00
Police Officer III	1.00	5.00	6.00	5.00	3.00
Police Officer II	9.00	7.00	11.00	11.00	9.00
Police Officer I	16.00	17.00	11.00	13.00	16.00
Victim Advocate Coordinator	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Evidence Technician	1.00	1.00	1.00	1.00	1.00
Records Clerk	1.00	1.00	1.00	1.00	2.00
Front Desk Secretary/Dispatcher	2.00	2.00	2.00	2.00	-
<b>Part-Time Non-benefited:</b>					
Reports Clerk/Records Assistant	1.00	0.50	0.50	0.50	0.50
Front Desk Secretary/Dispatcher	-	1.50	1.50	1.50	2.00

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
Victim Advocate	-	0.50	0.50	0.50	0.50
Crossing Guard Coordinator	0.50	0.50	0.50	0.50	0.50
Crossing Guard	12.45	12.45	12.45	12.45	13.45
<b>TOTAL FTE</b>	<b>71.95</b>	<b>76.45</b>	<b>76.45</b>	<b>75.45</b>	<b>78.95</b>

## POWER

### Full-time:

Power Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00	1.00	1.00
Assistant Power Planner/System Design	1.00	1.00	1.00	1.00	2.00
Operations Manager	1.00	1.00	1.00	1.00	1.00
Metering System Supervisor	1.00	1.00	1.00	1.00	1.00
Power Line Field Supervisor	4.00	4.00	1.00	1.00	3.00
Substation Technician Foreman	1.00	1.00	1.00	1.00	1.00
Journey Power Line Worker	3.00	3.00	6.00	8.00	8.00
Metering System Technician	1.00	1.00	1.00	1.00	1.00
Warehouse Manager	1.00	1.00	1.00	1.00	1.00
Apprentice Line Worker	5.00	6.00	3.00	3.00	3.00
Substation Technician	1.00	1.00	1.00	1.00	1.00
Power/Fiber Inspector	1.00	1.00	1.00	1.00	1.00
Laborer	1.00	1.00	2.00	2.00	1.00
Service Laborer	1.00	1.00	1.00	1.00	1.00
Blue Stakes Technician	1.00	1.00	2.00	2.00	2.00
Forecast Manager	-	-	1.00	1.00	1.00
Meter Reader	1.00	1.00	1.00	1.00	1.00

### Part-Time Non-Benefited:

Administrative Assistant	-	-	0.50	0.50	0.50
Warehouse Assistant	-	-	-	-	0.50

<b>TOTAL FTE</b>	<b>27.00</b>	<b>28.00</b>	<b>28.50</b>	<b>30.50</b>	<b>33.00</b>
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## PUBLIC WORKS

### Public Works Administration (62)

<b>Full-time:</b>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	-
Public Works Inspection Supervisor*	-	-	-	-	1.00
Public Works Inspector*	-	-	-	-	3.00
GIS Technician**	-	-	-	-	1.00
<b>TOTAL FTE</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>6.00</b>

\*Water and Streets Inspectors were moved to Public Works Administration to act as inspectors of both \*\*Moved from Water to Public Works Admin

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Streets (61)</b>					
<b>Full-time:</b>					
Streets Superintendent	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	-	-	-	-	1.00
Streets Supervisor*	1.00	1.00	1.00	1.00	-
Pavement Manager	1.00	1.00	1.00	1.00	1.00
Street Inspector**	2.00	2.00	2.00	2.00	-
Crew Foreman	1.00	1.00	1.00	1.00	1.00
Sign Maintenance Technician	1.00	1.00	1.00	1.00	1.00
Street Operator III	1.00	1.00	1.00	1.00	1.00
Street Operator II	2.00	2.00	1.00	1.00	-
Street Operator I	5.00	7.00	7.00	7.00	9.00
<b>Seasonal/Temporary:</b>					
Laborer	0.75	0.75	0.75	0.75	0.65
<b>TOTAL FTE</b>	<b>15.75</b>	<b>17.75</b>	<b>16.75</b>	<b>16.75</b>	<b>15.65</b>

\*Streets Supervisor position was eliminated during department restructure

\*\*Streets Inspectors were moved to Public Works Administration to act as inspectors of both Streets and Water

<b>Culinary Water (51)</b>					
<b>Full-time:</b>					
Water Systems Director*	1.00	1.00	-	-	-
Water Systems Manager	1.00	1.00	1.00	1.00	1.00
Water Sampling Technician	1.00	1.00	1.00	1.00	1.00
Water Systems Supervisor	1.00	1.00	1.00	1.00	1.00
Water Meter Supervisor	1.00	1.00	1.00	1.00	1.00
Water Systems Operator IV	-	-	2.00	2.00	2.00
Water Systems Operator III	1.00	2.00	-	1.00	1.00
Water Systems Operator II	-	1.00	1.00	1.00	1.00
Water Systems Operator I	2.00	2.00	1.00	-	-
Water Meter Technician	2.00	1.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>TOTAL FTE</b>	<b>11.00</b>	<b>12.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

\*Water Systems Director became the Public Works Director

<b>Waste Water (52)</b>					
<b>Full-time:</b>					
Water Systems Supervisor	1.00	1.00	1.00	1.00	1.00
Water Systems Operator IV	-	2.00	1.00	2.00	3.00
Water Systems Operator III	1.00	-	1.00	3.00	-
Water Systems Operator II	2.00	3.00	3.00	1.00	1.00
Water Systems Operator I	2.00	-	-	-	1.00
<b>TOTAL FTE</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>

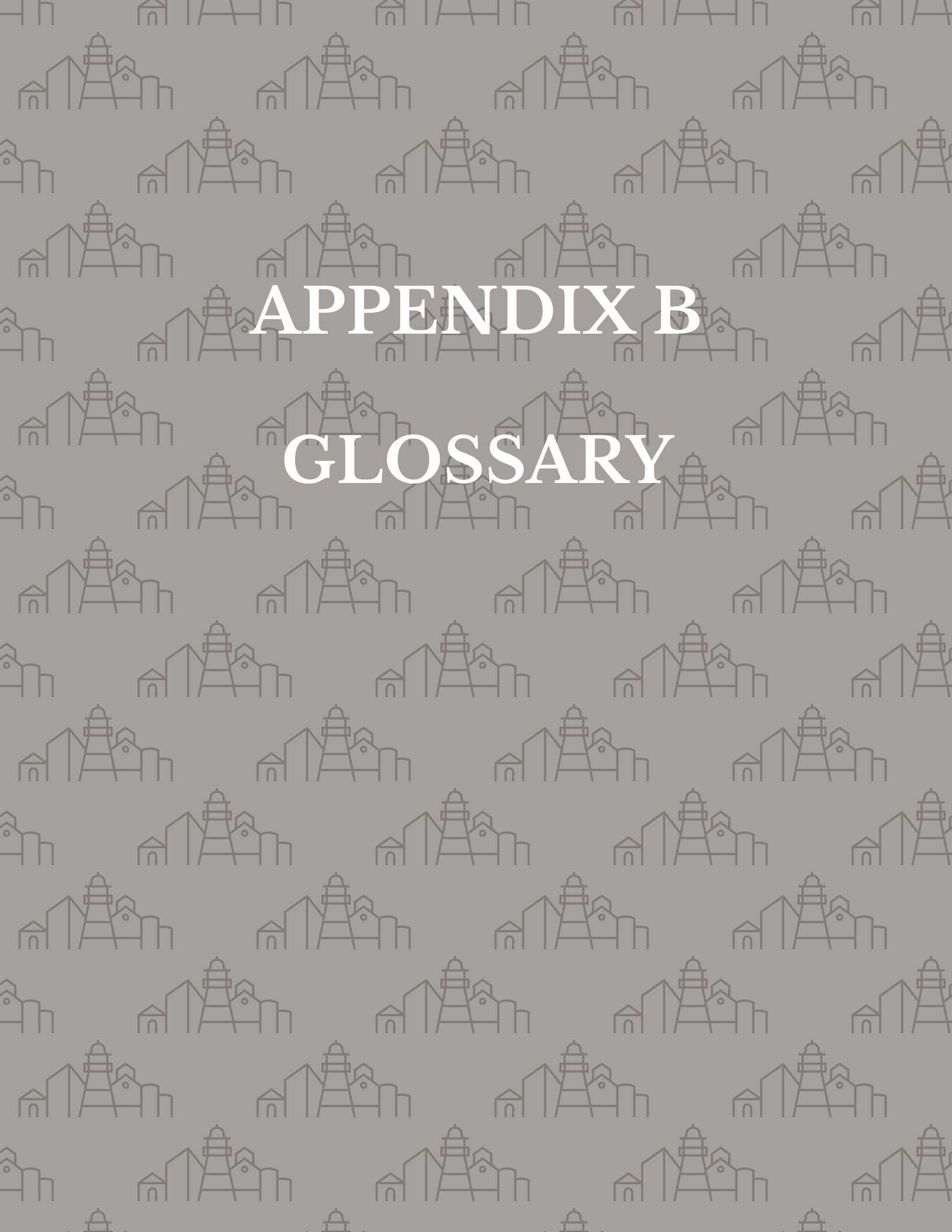
POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
<b>Pressurized Irrigation (55)</b>					
<b>Full-time:</b>					
Water Systems Supervisor	1.00	1.00	1.00	1.00	1.00
Water Systems Operator III	1.00	1.00	2.00	2.00	2.00
Water Systems Operator II	-	-	-	1.00	1.00
Water Systems Operator I	1.00	2.00	1.00	-	-
Blues Stakes Technician	1.00	1.00	1.00	1.00	1.00
<b>TOTAL FTE</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Storm Drain (57)</b>					
<b>Full-time:</b>					
Storm Water Systems Supervisor	1.00	1.00	1.00	1.00	1.00
Storm Water Systems Operator IV	1.00	2.00	1.00	1.00	1.00
Storm Water Systems Operator III	-	-	1.00	1.00	1.00
Storm Water Systems Operator II	1.00	2.00	2.00	2.00	2.00
Storm Water Systems Operator I	2.00	1.00	1.00	1.00	1.00
Storm Water Systems S.W.P.P. Inspector*	2.00	2.00	2.00	2.00	-
Storm Water Management Engineer	-	-	-	-	1.00
<b>Seasonal/Temporary:</b>					
Water Laborer	0.65	-	-	-	-
<b>TOTAL FTE</b>	<b>7.65</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>7.00</b>
<i>*Water Inspectors were moved to Public Works Administration to act as inspectors of both Streets and Water</i>					
<b>TOTAL PUBLIC WORKS FTE</b>	<b>46.40</b>	<b>50.75</b>	<b>48.75</b>	<b>49.75</b>	<b>49.65</b>
<b>TOTAL FULL-TIME</b>	<b>277.00</b>	<b>308.00</b>	<b>314.17</b>	<b>325.13</b>	<b>345.63</b>
<b>TOTAL PART-TIME</b>	<b>133.34</b>	<b>134.28</b>	<b>142.10</b>	<b>123.71*</b>	<b>134.43</b>
<b>OVERALL TOTAL FTE</b>	<b>410.34</b>	<b>442.28</b>	<b>459.27</b>	<b>448.84*</b>	<b>480.06</b>

*\*Large ecrease due to COVID-19 and adjusted recreation facility hours*

POSITION	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY2019	ACTUAL FY 2020	PLANNED FY 2021
<b>OVERALL STAFFING TOTAL</b>					
<b>General Government:</b>					
Mayor and Council	6.00	6.00	6.00	6.00	6.00
Office of the City Administrator	15.00	16.00	20.00	20.00	21.50
Community Development	13.00	13.00	17.00	20.50	20.50
Economic Development	1.00	1.00	1.00	1.00	1.00
Engineering	5.00	5.00	5.00	5.00	6.00
Finance	13.00	14.00	10.50	9.00	9.00
Information Center	0.00	0.00	7.00	7.00	7.00
Justice Court	6.30	5.30	5.50	5.50	5.50
Legal Services	6.30	5.75	5.75	4.75	5.25
Parks and Facilities	33.00	33.00	35.00	36.00	39.00
<b>TOTAL FTE</b>	<b>98.60</b>	<b>99.05</b>	<b>112.75</b>	<b>114.75</b>	<b>120.75</b>
<b>Public Safety:</b>					
Fire	49.35	64.35	64.85	65.85	66.00
Police	71.95	76.45	76.45	75.45	78.95
<b>TOTAL FTE</b>	<b>121.30</b>	<b>140.80</b>	<b>141.30</b>	<b>141.30</b>	<b>144.95</b>
<b>Leisure Services:</b>					
Senior Services	2.50	3.50	3.50	3.50	3.50
Library	21.00	21.00	21.00	21.00	21.00
Literacy Center	9.00	8.00	8.00	10.13	10.13
Recreation	84.54	91.18	95.47	77.91*	96.08
<b>TOTAL FTE</b>	<b>117.04</b>	<b>123.68</b>	<b>127.97</b>	<b>112.54*</b>	<b>130.71</b>
<b>Public Works:</b>					
Public Works Administration	2.00	2.00	2.00	2.00	6.00
Streets	15.75	17.75	16.75	16.75	15.65
<b>TOTAL FTE</b>	<b>17.75</b>	<b>19.75</b>	<b>18.75</b>	<b>18.75</b>	<b>21.65</b>
<b>Enterprise:</b>					
Power	27.00	28.00	28.50	30.50	33.00
Culinary Water	11.00	12.00	11.00	11.00	11.00
Waste Water	6.00	6.00	6.00	7.00	6.00
Pressurized Irrigation	4.00	5.00	5.00	5.00	5.00
Storm Drain	7.65	8.00	8.00	8.00	7.00
<b>TOTAL FTE</b>	<b>55.65</b>	<b>59.00</b>	<b>58.50</b>	<b>61.50</b>	<b>62.00</b>
<b>OVERALL TOTAL FTE</b>	<b>410.34</b>	<b>442.28</b>	<b>459.27</b>	<b>448.84*</b>	<b>480.06**</b>

\*Large decrease due to COVID-19 and adjusted recreation facility hours

\*\*New positions added include one full-time administrative analyst, one full-time traffic engineer, one part-time legal secretary, one full-time custodial worker, two full-time leisure parks workers, three full-time police officers, and one part-time police dispatcher.

The background of the entire page is a repeating pattern of stylized, light gray line art. The pattern consists of various industrial structures, including oil derricks, drilling rigs, and buildings with gabled roofs, arranged in a dense, overlapping manner.

# APPENDIX B

## GLOSSARY



# GLOSSARY

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## A

### **ACCOUNTING PERIOD:**

A period of time, (month, quarter, year), for which a financial statement is produced.

### **ACCOUNTING SYSTEM:**

The total structure of records and procedures which discover, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, balanced account groups, and organizational components.

### **ACCRUAL BASIS:**

Accounting method in which revenues and expenses are accounted for as they are earned or incurred, although they may not have been received or paid yet. The alternative is cash-basis accounting, in which revenues and expenses are recognized only when cash is received or paid.

### **ACTUAL:**

Actual, as used in the fund summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a GAAP basis, with the exception that depreciation and amortization are not budgeted and principal payments on debt in the enterprise funds are budgeted as expenses.

### **ADOPTED:**

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the budget as approved by the City Council.

### **ADOPTED BUDGET:**

The financial plan for the fiscal year beginning July 1.

### **ALLOCATED COST:**

A method for allocating overhead time and other expenses to activities that provide direct services.

### **ALLOTMENT:**

To divide an appropriation into amounts that may be encumbered or expended during an allotment period.

### **AMENDED OR REVISED BUDGET:**

The current year adopted budget adjusted to reflect all budget amendments approved by the City Council through the date indicated.

### **AMORTIZATION:**

The deduction of capital expenses over a specific period of time. Similar to depreciation, it is a method of measuring the consumption of the value of long-term assets like equipment or buildings.

### **APPROPRIATION:**

A legal authorization that permits the City to make expenditures and to incur obligations and expend resources for specific purposes.

### **ASSESSED VALUATION:**

A valuation set upon real estate or other property by a government body basis for levying taxes.

## **ASSESSMENT ROLL:**

A document prepared by the county establishing assessed valuation of real estate and other property with the amount of ad valorem tax owed.

## **AUDIT:**

A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial positions and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and procedures; and (4) ascertain officials responsible for governmental resources.

## **B**

### **BALANCED BUDGET:**

A financial plan of operation in which revenues equal expenditures for the fiscal year. A balanced budget is required of municipalities by the State law.

### **BALANCE SHEET:**

A statement presenting the financial position of an entity by disclosing the value of its assets, liabilities and equities at a specified date.

### **BASE BUDGET:**

Those resources necessary to meet an established and existing service level.

### **BASIS OF BUDGETING:**

Basis of budgeting refers to the method used for recognizing revenues and expenditures in the budget. The City uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles.

### **BEGINNING FUND BALANCE:**

The Ending Fund Balance of the previous period. (See ENDING FUND BALANCE)

### **BOND:**

A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of principal (interest rate). Bonds are typically used for long-term debt.

### **BUDGET:**

A plan of financial operation embodying an estimate of proposed means of financing them. Used without a modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes it designates the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

### **BUDGET CALENDAR:**

The schedule of essential dates or milestones which a government follows in the preparation and adoption of the budget.

### **BUDGET DOCUMENT:**

The official written statement prepared by the budget office and supporting staff which presents the proposed budget to the legislative body.

**BUDGET MESSAGE:**

A general discussion of the proposed budget presentation in writing as part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the Chief Executive.

**BUDGET MODIFICATION:**

A change in expenditure levels and corresponding resources needed to accomplish an existing service level or unanticipated service. All budget modifications are reflected in the current year budget and have been approved by City Council.

**BUDGET RETREAT:**

A meeting scheduled for the Mayor and Council with Administration to discuss important issues to be addressed in the budget. The place of the meeting is at a location away from City Hall and is usually at least a one-day event.

**BUDGET SUPPLEMENT:**

A request for an increase or decrease in an existing service level (over and above the base budget).

**BUDGETARY BASIS:**

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that (1) encumbrances are considered to be an expenditure chargeable to appropriations; (2) no depreciation is budgeted for proprietary funds; and (3) bond principal in the enterprise funds is subject to appropriation.

**BUDGETING (APPROPRIATING):**

The City prepares its budget in conformity with practices prescribed or permitted by the applicable statutes of the State of Utah.

**C****CAPITAL BUDGET:**

A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget, which includes both operating and capital outlays. The capital budget should be based on a capital improvement plan (CIP).

**CAPITAL IMPROVEMENT PLAN:**

A plan for capital expenditures to be incurred each year over a fixed period of several future years which sets forth each expenditure.

**CAPITAL OUTLAYS (EXPENDITURES):**

Expenditures for the acquisition of capital assets.

**CAPITAL PROJECT:**

Any improvement or acquisition of major facilities with a useful life of at least five years such as roads, bridges, buildings, or land.

**CAPITAL PROJECTS FUND:**

Funds that are used to account for financial resources to be used for the acquisition or construction of major capital projects (other than those financed by proprietary funds).

**CASH BASIS:**

The method of accounting where revenues and expenditures are recognized as cash is received and disbursed.

**CASH FLOW BUDGET:**

A projection of the cash receipts and disbursements anticipated during a given time period. Typically, this projection covers a year and is broken down into separate projections for each month, week, and/or day during the year.

**CERTIFIED TAX RATE (C.T.R.):**

A tax rate that will provide the same ad valorem property tax revenue for each taxing entity as was levied for the prior year by that entity, plus new growth, less the amount of increase to locally assessed real property taxable values resulting from factoring, reappraisal, or any other adjustment.

**CHARGES FOR SERVICES:**

A variety of fees for services charged by city agencies, generally categorized under Parks, Public Safety, Cemetery, Animal Control, Public Works, and Public Utilities.

**CIP:**

See CAPITAL IMPROVEMENT PLAN.

**COMMODITIES:**

Commodities are expendable items purchased through the City-approved centralized purchasing process. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

**CONSUMER PRICE INDEX (CPI):**

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**CONTINGENCY:**

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**CONTINUATION BUDGET:**

A level of funding which enables an organization to provide the same amount of services in the following fiscal year as the organization provides in the current fiscal year. A continuation level budget does not necessarily provide funding for growth in demand of services.

**CONTRACTS PAYABLE:**

Contracts payable represents a liability reflecting amounts due on contracts of goods or services furnished to the City.

**CONTRACTUAL SERVICES:**

Includes expenditures for services performed by firms, individuals, or other City departments. Supplies are not included in the contractual services accounts.

**CONTRIBUTIONS:**

Funds received for a specific purpose.

**CURRENT LEVEL OF SERVICE:**

A term used to describe amount of service provided to the community in each service area with the current resources available.

## D

### **DEBT SERVICE:**

Payment of interest and repayment of principal to holders of a government's debt instruments.

### **DEBT SERVICE FUNDS:**

Established to account for the accumulation of resources and for the payment of general long-term debt principal and interest that are not serviced by the General, Special Revenue, and Enterprise Funds. It does not include contractual obligations accounted for in the individual funds.

### **DEMAND:**

A type of measurement category. Demand represents the external factors that demonstrate the needs for the service(s) or program(s), i.e., population, service area, complaints, and waiting lists.

### **DEPARTMENT:**

A major unit of organization in the City, some are comprised of sub-units called Divisions.

### **DEPRECIATION:**

A decrease or loss in value, as because of age, wear, or market conditions. Used in accounting as an allowance made for a loss in the value of property.

### **DIRECT SALES:**

Gross retail sales that are collected from local businesses.

### **DIVISION:**

A sub-unit of a Department organization.

## E

### **ELEMENT (GENERAL PLAN):**

There are four main elements of the General Plan which assist the City in delivering high quality services to its constituency. These four elements are (1) Land Use, (2) Parks Open Space and Recreational Facilities, (3) Moderate Income Housing, and (4) Transportation.

### **ENCUMBRANCE:**

Includes obligations in the form of purchase orders, contracts, or other commitments. They cease to be encumbrances when paid, canceled, or when the actual liability is established.

### **ENDING FUND BALANCE:**

Funds carried over at the end of the fiscal year. Within a fund, the revenue on hand at the beginning of the fiscal year, plus revenues received during the year, less expenses equals ending fund balance.

### **ENTERPRISE FUND:**

A fund used to account for operations that are financed and operated in a manner similar to private business enterprises, wherein the stated intent is that the costs (including depreciation) of providing goods and services be financed from revenues recovered primarily through user fees.

### **EXPENDITURES:**

Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.

## F

### **FEES:**

Charges for specific services.

### **FINANCIAL POLICY:**

A government's directive with respect to revenues, spending, reserves, and debt management as these relate to government services, programs, and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of government budgets and its funding.

### **FINES AND FORFEITURES:**

A variety of fees, fines, and forfeitures collected by the State Court System, including bail forfeitures, garnishments, and legal defender's recoupment.

### **FISCAL YEAR:**

Any period at the end of which a governmental unit determines its financial condition and the result of its operations and closes its books. NOTE: It is usually a year, though not necessarily a calendar year.

### **FORECAST:**

A prediction of future outcome based on known and unknown factors.

### **FULL-TIME EQUIVALENT (FTE):**

One position funded for a full year. For example, a permanent employee funded and paid for 40 hours/week and 52 weeks/year or 2 employees funded and paid for 20 hours/week and 52 weeks/year would be equal to one full-time equivalent.

### **FUND:**

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

### **FUND BALANCE (EQUITY):**

The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

### **FUNDING SOURCES:**

A term referring to the type or origination of funds to finance recurring or non-recurring expenditures. Examples include revenues such as ad valorem taxes, user fees, licenses, permits, and grants and non-revenues such as fund balance and inter-fund transfers.

### **FUND SUMMARY:**

A combined statement of revenues, expenditures, and changes in fund balance for the prior year's actual, adopted, estimated budgets, and the current year's adopted budgets.

## G

### **GAAP ADJUSTMENTS:**

Differences arising from the use of a basis of accounting for budgetary purposes that differs from the basis of accounting applicable when reporting on operations in conformity with Generally Accepted Accounting Principles (GAAP). For example, depreciation and amortization in Enterprise Funds are not considered expenses on the budget basis of accounting, but are considered expenses on the GAAP basis.

**GASB 34:**

A new accounting standard used by the Governmental Accounting Standards Board that is applicable to state and local governments. Compliance with GASB Statement 34 is necessary for the preparation of financial statements in accordance with Generally Accepted Accounting Principles. A significant provision of this new standard includes the preparation of government-wide financial statements that summarize the information of the government as a whole using the accrual basis of accounting (in addition to the continuing requirements for fund financial statements using the modified accrual basis of accounting). Infrastructure assets such as streets, bridges, and sidewalks are also to be included in the government-wide financial statements. There are also expanded disclosure requirements.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):**

Uniform minimum standards of guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP proved a standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to state and local governments is the National Council on Governmental Accounting=s Statement 1. Every government should prepare and publish financial statements in conformity with GAAP. The objectives of governmental GAAP financial reports are different from, and much broader than, the objectives of business enterprise GAAP financial reports.

**GENERAL FUND:**

A fund that accounts for all financial resources necessary to carry out basic governmental activities of the City that are not accounted for in another fund. The General Fund supports essential City services such as police and fire protection, street maintenance, libraries, and parks and open space maintenance. Revenues to support the General Fund are derived from sources such as property tax, sales tax, franchise fees, and service fees.

**GENERAL LONG-TERM DEBT:**

Represents any non-matured debt not considered to be a fund liability.

**GENERAL OBLIGATION BONDS (G.O. BONDS):**

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and roads.

**GOVERNMENTAL FUNDS:**

Account for most governmental functions. Governmental Funds include the General Fund, Special Revenue Funds, and Capital Project Funds.

**GRANT:**

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specific purposes.

**I****IMPACT FEES:**

A type of charge for services imposed on new construction in order to support specific new demands on a given service, e.g., transportation, schools, parks and fire protection.



## **IMPROVEMENT DISTRICTS:**

Consists of property owners desiring improvements to their property. Bonds are issued to finance these improvements, which are repaid by assessments on affected property. Improvement District debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

## **INFRASTRUCTURE:**

A permanent installation such as a building, road, or water transmission system that provides public services.

## **IN-LIEU PROPERTY TAX:**

A statewide fee is assessed on motor vehicles "in lieu of property taxes" in the event a citizen does not otherwise pay property taxes on house they own. The fee is assessed based on the age of the vehicle. This is also commonly called the Motor Vehicle Tax.

## **INTER-FUND TRANSFER:**

Amounts transferred from one fund to another.

## **INTERGOVERNMENTAL REVENUES:**

Levied by one government but shared on a predetermined basis with another government or class of governments.

## **INTERNAL SERVICE FUND:**

Established to account for the financing, on a cost-reimbursement basis, of commodities or services provided by one program for the benefit of other programs within the City. The City maintains three Internal Service Funds to account for Fleet, Information Technology and Self-Insurance activities.

## **ISO:**

The Insurance Service Organization is used to rate the level of risk with the City for various services provided.

# **L**

## **LEGISLATIVE ISSUES:**

Major policy decisions made by the City Council such as General Plan Sub-Elements, ordinances, and resolutions requiring study that need to be scheduled on Council's calendar.

## **LICENSES AND PERMITS:**

Fees imposed on construction-related activities and for the acquisition of other nonbusiness permits.

# **M**

## **MEASURE:**

A term referring to any one of four different types of measure: a count, a ratio, a percentage, and a dollar amount. Before developing any measure, it is necessary to identify something that can be counted. In order to identify what is to be counted, the event being assessed must be determined, i.e. days spent in the hospital, certificates of occupancy issued, gallons of water treated, etc.

## **MISCELLANEOUS (FUNDING SOURCE):**

Revenues other than those received from standard sources such as taxes, licenses and permits, grants, and user fees.

## **MISSION STATEMENT:**

A broad statement of purpose derived from an organization's and/or community's values and goals.

## **MODIFIED ACCRUAL BASIS:**

The modified accrual basis of accounting is a mixture of both cash and accrual basis concepts. All funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Sales taxes are recognized when in the hands of intermediary collecting agencies. All other intergovernmental revenues are recorded as revenue when received. Property tax revenues are recognized in the fiscal year for which they were levied. Licenses and permits, charges for services, fines and forfeitures, and other revenues are recorded as revenue when received in cash.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, an exception to this general rule would include principal and interest on general long-term debt which is recognized when due.

## **N**

### **NET ASSETS:**

The term is used to describe the difference between assets and liabilities to show total fund equity of the fund.

### **NET INCOME:**

Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers in over operating expenses, non-operating expenses, and operating transfer-out.

## **O**

### **OBJECTIVE:**

A statement specifying achievements to be attained within a prescribed time frame. An objective is exchanged/superseded by another objective at the expiration of the time frame. An objective is directly connected to how the resources of an organization will be used. An objective statement begins with an action verb and includes the quantified statement of the results expected as an outcome of the action.

### **OPERATING BUDGET:**

Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even where not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government. (See BUDGET)

### **OPERATING REVENUE:**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

### **ORDINANCE:**

A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form or law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

### **OTHER FISCAL ACTIVITY:**

Refers to various trust and agency funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, other governmental units, and other funds.

### **OUTSTANDING DEBT:**

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

## P

### **PAY-AS-YOU-GO FINANCING:**

Pay-as-you-go is the financing of improvement projects from current revenues. Such revenues may come from general taxation, fees, charges for services, special funds, or special assessments.

### **PERFORMANCE BUDGET:**

A budget wherein expenditures are based primarily upon measurable performance of activities.

### **PERFORMANCE INDICATOR:**

A performance indicator is a measurement designed by a reasoning process to determine whether or not a service objective has been met. It measures the effectiveness of achieving the objective or how well the objective has been accomplished.

### **PERFORMANCE MEASURE:**

Data collected to determine how effective or efficient a program is in achieving its objectives.

### **PERSONAL SERVICES:**

Include the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health, and workers' compensation insurance.

### **PROGRAM:**

A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible. A program differs from a division from the standpoint that cost centers from different departments may make up a program while cost centers from the same department to make up a division.

### **PROGRAM BUDGET:**

A budget, which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

### **PROJECT COSTS:**

All the costs associated with a project. These costs include prior year actual expenditures, current year budgeted expenditures and future year planned expenditures.

### **PROPERTY TAX:**

Based according to value of property and is used as the source of monies to pay general obligation debt (secondary property tax) and to support the general fund (primary property tax).

## R

### **RDA:**

See REDEVELOPMENT AGENCY.

### **RE-BUDGET:**

Carryover represents encumbered and committed funds carried forward to the next fiscal year budget.

### **REDEVELOPMENT AGENCY:**

An agency of the City created to administer and account for community redevelopment and economic development project areas, which are financed by incremental taxes collected on the properties in the development. The taxes are used to pay back debt created from improving the infrastructure for the project.

**REFUNDING:**

A procedure whereby an issuer refinances an outstanding bond issue by issuing new bonds. There are generally two major reasons for refunding: (1) to reduce the issuer's interest costs or (2) to remove a burdensome or restrictive covenant imposed by the terms of the bonds being refinanced. The proceeds of the new bonds are either deposited into escrow to pay the debt service on the outstanding obligations when due, or they are used to immediately retire the outstanding obligations. The new obligations are referred to as the refunding bonds and the outstanding obligations being refinanced are referred to as the refunded bonds or the prior issue.

**REPLACEMENT SCHEDULE:**

A schedule used to document information for vehicles and equipment currently used in operations. The information includes description of assets, year of purchase, useful life, amount of original purchase, year to be replaced, and estimated future cost of replacement.

**RESERVE:**

An account which records a portion of the fund balance which must be segregated for some future use and which is, therefore, not available for further appropriation or expenditure.

**RESIDUAL EQUITY:**

A transfer of net assets to another fund when separating a function or service from a combined function or service.

**RESTRICTED REVENUES:**

Funds collected for limited or specific expenditure purposes. These funds are earmarked for specific purposes by requirements within the resource origin, such as: regulations found in bond covenants; grant contracts; local ordinances; donations for a specific purpose; state statute; and federal law or administrative guidelines.

**REVENUE:**

The term designates an increase to a fund's assets which: increase a liability (e.g., proceeds from a loan); represent a repayment of an expenditure already made; represent a cancellation of certain liabilities; and represent an increase in contributed capital.

**REVENUE BONDS:**

Bonds payable from a specific source of revenue, which do not pledge the full faith, and credit of the issuer. Revenue bonds are payable from identified sources of revenue and do not affect the property tax rate. Pledged revenues may be derived from operation of the financed project, grants, excise, or other specified non-property tax.

**RETAINED EARNINGS:**

Accumulation of net income closed to the balance sheet at the end of the fiscal year. Also known as net assets and used only in the enterprise funds.

**S****SELF INSURANCE:**

The retention by an entity of a risk of loss arising out of the ownership of property or from some other cause instead of transferring that risk through the purchase of an insurance policy.

**SERVICE LEVELS:**

Describe the present services provided by a City department and/or division within the department.

## **SPECIAL REVENUE FUNDS:**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

## **T**

### **TAX INCREMENT FINANCING:**

The collection of the incremental tax increase from economic development of a project area where debt has been issued as part of a Redevelopment Agency.

### **TAX RATE:**

The amount of tax levied for each \$100 of assessed valuation.

### **TAX RATE LIMIT:**

The maximum legal rate at which a municipality may levy a tax. The limit may apply to taxes raised for particular purposes or for general purposes.

### **TAXES:**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as sewer services.

### **TENTATIVE BUDGET:**

A preliminary budget created for review of Mayor and Council in the first meeting in May of each year. It is to be available for public inspection 10 days before the final adoption of the budget.

### **TRANSFERS:**

A term referring to monies moved from one budgetary fund or sub-fund to another. Because of legal or other restrictions, monies collected in one fund may need to be expended in other funds. A transfer is accomplished through Transfers-In (a source of funds) for the recipient fund and an equal Transfer-Out (a use of funds) for the donor fund. When this movement occurs between different funds, it is known as an Inter-fund Transfer. When it occurs between the restricted and unrestricted portions of the same fund, it is known as an Intra-fund Transfer.

## **U**

### **USER FEES:**

Charges for specific governmental services. These fees cover the cost of providing that service to the user (e.g., building permits, animal licenses, park fees).

## **Z**

### **ZERO-BASE BUDGETING (ZBB):**

A method of detailed budget analysis and justification that combines elements of management by objectives and program evaluation. It is a vehicle to link management and planning to the budget process. ZBB starts with an examination of an agency's basic programs and services by the lowest management level, and continues up the organization as funding packages are prioritized at each level in accordance with available resources and desired outcomes. ZBB is a tool for objectively directing the allocation of funds among activities and programs. Its basis is the consideration of the efficiency and effectiveness of activities and programs.