



CEDAR HILLS

CITY COUNCIL MEETING OF THE CITY OF CEDAR HILLS Tuesday, January 20, 2026 6:00 p.m.

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a **City Council Meeting on Tuesday, January 20, 2026, beginning at 6:00 p.m.** at the Civic Center, 3925 W Cedar Hills Drive, Cedar Hills, Utah. This is a public meeting, and anyone is invited to attend.

COUNCIL MEETING

1. Call to Order, Pledge led by C. Ellison and Invocation given by C. Price
2. Approval of Meeting's Agenda
3. Public Comment: Time has been set aside for the public to express their ideas, concerns, and comments (comments limited to 3 minutes per person with a total of 30 minutes for this item)

REPORTS/PRESENTATIONS/RECOGNITIONS

4. Legislative report from Utah Senator Brady Brammer and Utah State Representative Kristen Chevier

CONSENT AGENDA (Consent items are only those which require no further discussion or are routine in nature. All items on the Consent Agenda are adopted by a single motion)

5. Approval of the minutes from the December 2, 2025 Work Session and City Council meeting.
6. Resolution No. 01-06-2026A, appointments to the Planning Commission

CITY REPORTS AND BUSINESS

7. Mayor and Council, City Manager and Staff

SCHEDULED ITEMS & PUBLIC HEARINGS

8. Review/Action on acceptance of the 2025 Fiscal Year Audit
9. Review/Action on appointment of Mayor Pro Tempore
10. Review/Action on a Resolution making assignments to members of the City Council, Staff, and Residents to certain Boards, Committees, and Entities - *Presenter -Chandler Goodwin, City Manager*
11. Discussion on Zip Codes - *Presenter -Chandler Goodwin, City Manager*
12. Discussion on Fiscal Year 2027 Budget Priorities - *Presenter -Chandler Goodwin, City Manager*

ADJOURNMENT

13. Adjourn

Posted the 16th day of January, 2026

/s/ Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the city website at www.cedarhillsutah.gov.
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-785-9668 at least 48 hours in advance of the meeting.
- A Closed Session may be called to order pursuant to Utah State Code 52-4-204 & 52-4-205.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.
- This meeting may be held electronically to permit one or more of the council members or staff to participate.



PUBLIC MEETING AND PUBLIC HEARING ETIQUETTE

Please remember all public meetings and public hearings are recorded

- All comments **must** be recognized by the Chairperson and addressed through the microphone.
- Please do not approach the Council/Commission dais without permission from the Chairperson.
- When speaking to the Council / Planning Commission, please stand, speak slowly and clearly into the microphone, and state your name and address for the recorded record.
- Be respectful to others and refrain from disruptions during the meeting. Please refrain from conversation with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive.
- Avoid verbal approval or dissatisfaction of the ongoing discussion (i.e., booing or applauding).
- Exhibits (photos, petitions, etc.) given to the City become the property of the City.
- Please silence all cellular phones, electronic devices or other noise making devices.
- Be considerate of others who wish to speak by limiting your comments to a reasonable length and avoiding repetition of what has already been said. Individuals may be limited to three minutes and group representatives may be limited to five minutes.
- Refrain from congregating near the doors or in the area outside the council room to talk as it can be very noisy and disruptive. If you must carry on conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing.)

Public Hearing v. Public Meeting:

If the agenda item is a **public hearing**, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing there may be some restrictions on participation such as time limits.

Anyone can observe a **public meeting**, but there is no right to speak or be heard there - the public participates in presenting opinions and evidence at the pleasure of the body conducting the meeting.

RESOLUTION No. 01-20-2026A

**A RESOLUTION GRANTING ADVICE AND CONSENT OF THE CITY COUNCIL
FOR THE APPOINTMENT OF MEMBERS TO THE PLANNING COMMISSION OF CEDAR HILLS**

WHEREAS, the Mayor has the responsibility and authority pursuant to Title 9 Chapter 1 Article B of the Code of Ordinances of Cedar Hills to appoint individuals to various boards and commissions; and

WHEREAS, the Mayor has appointed Bari Cruze, Troy Newbold, to serve as regular members and Robert Wallace to serve as an alternate member of the Planning Commission for a term as specified below; and

WHEREAS, the City Council has the responsibility pursuant to Title 9 Chapter 1 Article B of the Code of Ordinances of Cedar Hills to give advice and consent on all appointments to City boards and commissions; and

WHEREAS, the City Council has met in regular session to consider these appointments.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Cedar Hills that it gives its advice and consent to the appointment of individuals to the Planning Commission for terms as specified. Said terms shall be as follows:

Members shall be as follows:

NAME	DATE TERM BEGINS	DATE TERM ENDS
Bari Cruze	January 20, 2026	December 31, 2028
Troy Newbold	January 20, 2026	December 31, 2028
Robert Wallace (Alternate)	January 20, 2026	December 31, 2026

PASSED AND APPROVED this 20th day of January, 2026.

CITY OF CEDAR HILLS COUNCIL

By: _____
Denise Andersen, Mayor

VOTING:

Laura Ellison	Yes	No	Absent
Mike Geddes	Yes	No	Absent
Bob Morgan	Yes	No	Absent
Erika Price	Yes	No	Absent
Kelly Smith	Yes	No	Absent

ATTEST:

Colleen A. Mulvey, MMC, UCC
City Recorder

DEPOSITED in the office of the City Recorder this 21st day of January, 2026.



The City of Cedar Hills

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	January 20, 2026

City Council Agenda Item

SUBJECT:	Review/Action on acceptance of the fiscal year 2025 financial audit
APPLICANT PRESENTATION:	Steven Rowley, Keddington & Christensen LLC
STAFF PRESENTATION:	Charl Louw, Finance Director
BACKGROUND AND FINDINGS: Review of the annual financial report and the related audit results. Annually we contract with independent auditors to review the basic financial statements. The independent auditors are expected to obtain reasonable assurance that the financial statements are free from material misstatement and are fairly presented in accordance with generally accepted accounting principles. The City received an unqualified opinion, or clean opinion.	
PREVIOUS LEGISLATIVE ACTION: None	
FISCAL IMPACT: None	
SUPPORTING DOCUMENTS: The 2025 comprehensive annual financial report is available online after the meeting at https://www.cedarhillsutah.gov/o/cch/page/financial-statements	
RECOMMENDATION: To accept the 2025 annual comprehensive financial report.	
MOTION: To accept the 2025 annual comprehensive financial report.	
ACTION: Motion: Second: Laura Ellison: Yes__ No__ Abstain__ Absent__ Mike Geddes: Yes__ No__ Abstain__ Absent__ Bob Morgan: Yes__ No__ Abstain__ Absent__ Erika Price: Yes__ No__ Abstain__ Absent__ Kelly Smith: Yes__ No__ Abstain__ Absent__	



The City of Cedar Hills

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	January 20, 2026

SUBJECT:	Appointment of Mayor Pro-Tempore
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Mayor Andersen

BACKGROUND AND FINDINGS:

Consistent with UCA 10-3b-302 and City Code 1-5-3, MAYOR AS MEMBER OF CITY COUNCIL; the terms and scope of the duties of Mayor Pro Tempore are defined. In summary, the mayor pro tempore shall have all of the powers and duties of the mayor during their absence, disability, or refusal to act. The election of a mayor pro tempore shall be entered in the minutes of the meeting.

Council Members Morgan, and Geddes have served most diligently in previous years; the next council member to serve would be Council Member Laura Ellison. The term would begin January 20, 2026 and continue to January 5, 2027.

PREVIOUS LEGISLATIVE ACTION:

The previous mayor pro tempore is Council Member Morgan.

FISCAL IMPACT:

N/A

SUPPORTING DOCUMENTS:

N/A

RECOMMENDATION:

Staff recommends the City Council elect a member of the City Council as mayor pro tempore for the 2026 term ending January 5, 2027.

MOTION:

To elect Council Member Laura Ellison as Mayor Pro Tempore, who shall have all the powers and duties of the mayor during Mayor Andersen's absence, disability, or refusal to act according to State and City Codes.

ACTION:

Motion:

Second:

Laura Ellison: Yes__ No__ Abstain__ Absent__

Mike Geddes: Yes__ No__ Abstain__ Absent__

Bob Morgan: Yes__ No__ Abstain__ Absent__

Erika Price: Yes__ No__ Abstain__ Absent__

Kelly Smith: Yes__ No__ Abstain__ Absent__



The City of Cedar Hills

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	January 20, 2026

SUBJECT:	Review/Action on a Resolution making assignments to members of the City Council, Staff, and Residents to certain Boards, Committees, and Entities
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	Chandler Goodwin, City Manager

BACKGROUND AND FINDINGS:

Staff has prepared a list of council assignments for 2026 based on selections made by the City Councilmembers in a previous meeting. The remaining assignment, yet to be made, is to lead the Youth City Council. There are essentially three models for managing a YCC that can be pursued:

-Council led, this how the Cedar Hills YCC has operated the last few years. There have been resident assignments to assist in planning and carrying out events, but the point of contact for the YCC has been a City Councilmember

-Mayor's Council, Some cities have the mayor head up the YCC, helping them focus on procedures and understanding civic processes.

-Staff led, this model is how the Cedar Hills YCC operated for many years. A staff member is assigned to oversee membership, activities, and work with them in setting goals and helping YCC members become familiar with local government.

There may be other models that are hybrids of these three examples. Staff will need to know how the Council wishes to proceed with the YCC.

PREVIOUS LEGISLATIVE ACTION:

n/a

FISCAL IMPACT:

n/a

SUPPORTING DOCUMENTS:

Resolution and 2026 List of Assignments for City Council, Staff, and Residents

RECOMMENDATION:

Review the proposed assignments, make any necessary changes. Be ready to discuss the needs and direction of the YCC.

MOTION:

To approve/not approve Resolution No. _____, a resolution making assignments to members of the City Council, Staff, and Residents to certain Boards, Committees, and Entities subject to the following amendments: {LIST ANY CHANGES AND IF A DECISION IS MADE REGARDING THE YCC}

PACTION:

Motion:

Second:

Laura Ellison:	Yes__	No __	Abstain __	Absent __
Mike Geddes:	Yes__	No __	Abstain __	Absent __
Erika Price:	Yes__	No __	Abstain __	Absent __
Bob Morgan:	Yes__	No __	Abstain __	Absent __
Kelly Smith:	Yes__	No __	Abstain __	Absent __

RESOLUTION NO. _____

A RESOLUTION MAKING ASSIGNMENTS TO MEMBERS OF THE CITY COUNCIL, STAFF, AND RESIDENTS OF THE CITY OF CEDAR HILLS, UTAH, TO CERTAIN BOARDS, COMMITTEES, AND ENTITIES.

WHEREAS, the Mayor of the City of Cedar Hills, Utah, desires to make assignments to members of the City Council, staff, and residents to certain boards, committees, and entities; and

WHEREAS, The City Council of the City of Cedar Hills has determined that it would be in the best interest of the community to have councilmember, staff, and resident participation on certain boards, committees, and entities;

NOW THEREFORE, the City Council of the City of Cedar Hills, Utah, resolves to consent and approve the Mayor's assignments to members of the City Council, staff, and residents, per the attached document.

PASSED AND APPROVED this 20th day of January, 2026.

CITY OF CEDAR HILLS COUNCIL

By: _____
Denise Andersen, Mayor

VOTING:

Laura Ellison	Yes	No	Absent
Mike Geddes	Yes	No	Absent
Bob Morgan	Yes	No	Absent
Erika Price	Yes	No	Absent
Kelly Smith	Yes	No	Absent

ATTEST:

Colleen A. Mulvey, MMC, UCC
City Recorder

DEPOSITED in the office of the City Recorder this 21st day of January, 2026.

CITY COUNCIL & STAFF		
BOARD/COMMITTEE	APPOINTMENT	ALTERNATE
UTOPIA	Mayor Andersen	Chandler Goodwin
Mountainland Association of Governments (MAG)	Mayor Andersen	
County Council of Governments (CCOG)	Mayor Andersen	
Utah League of Cities and Towns (ULCT)	Mayor Andersen	
Communications/Media/Press	Mayor Andersen	
MAG Steering Committee	Mayor Andersen	
MAG Finance and Budget Committee	Mayor Andersen	
Utah County Homelessness Task Force	Mayor Andersen	
American Fork Hospital Community Outreach Council	Mayor Andersen	
One Kind Act a Day (OKAAD)	Mayor Andersen	
	Council Member Morgan	
	Chandler Goodwin	
Legislative Policy Committee (LPC)	Mayor Andersen	
	Council Member Morgan	
	Chandler Goodwin	
Central Utah 911	Chandler Goodwin	
Family Festival Committee	Council Member Geddes	
	Council Member Smith	
	Greg Gordon	
AF Canyon Working Group	Council Member Price	
Flag Raising Committee	Council Member Geddes	
American Fork Chamber Liaison	Council Member Smith	
School District Liaison	Council Member Smith	
Youth City Council		
Beautification, Recreation, Parks & Trails	Council Member Ellison	
	Charl Louw	
America 250	Council Member Price	
	Council Member Morgan.	
Community Ourreach	Council Member Price	
	Council Member Ellison	
Timpanogos Special Service District	Chandler Goodwin	
North Utah Valley Animal Shelter	Chandler Goodwin	
North Pointe Solid Waste Special Service District	Dax Fossum	
North Utah County Aquifer Council	TJ Aston	



The City of Cedar Hills

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	January 20, 2026

SUBJECT:	Discussion on Zip Codes
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	Chandler Goodwin, City Manager

BACKGROUND AND FINDINGS:

Mayor Andersen has had conversations with Congressman Kennedy and Senator Curtis on the possibility of getting Cedar Hills assigned a unique zip code. The process requires a congressional action, which both elected representatives have indicated they would support.

Since the ZIP Code system for identifying address locations was devised in the 1960s, some citizens have wanted to change the ZIP Codes to which their addresses have been assigned. Because ZIP Codes are often not aligned with municipal boundaries, millions of Americans have mailing addresses in neighboring jurisdictions. The result can be higher insurance rates, confusion in voter registration, misdirected property and sales tax revenues for municipalities, and changes in property values. Some communities that lack delivery post offices complain that the need to use mailing addresses of adjacent areas robs them of a community identity.

Because ZIP Codes are the cornerstone of the U.S. Postal Service's (USPS's) mail distribution system, USPS has long resisted changing them for any reason other than to improve the efficiency of delivery. Frustrated citizens frequently have turned to members of Congress for assistance in altering ZIP Code boundaries. In the 101st Congress, a House subcommittee heard testimony from members, city officials, and the General Accounting Office (GAO, now the Government Accountability Office) that USPS routinely denied local requests for adjusting ZIP Code boundaries.

Since then, USPS has developed a "ZIP Code Boundary Review Process" that promises "every reasonable effort" to consider and, if possible, accommodate municipal requests to modify the last lines of an acceptable address or modify ZIP Code boundaries.

PREVIOUS LEGISLATIVE ACTION:

none

FISCAL IMPACT:

none

SUPPORTING DOCUMENTS:

Zip Code Boundaries May 2011 (please recognize that this file is from previous attempts to change the Cedar Hills Zip Code and may not reflect current processes)

RECOMMENDATION:

Provide direction to staff and Mayor Andersen on how to proceed.

MOTION:

No motion necessary, discussion item only.

ACTION:

Motion:

Second:

Laura Ellison: Yes__ No __ Abstain __ Absent __

Mike Geddes: Yes__ No __ Abstain __ Absent __

Erika Price: Yes__ No __ Abstain __ Absent __

Bob Morgan: Yes__ No __ Abstain __ Absent __

Kelly Smith: Yes__ No __ Abstain __ Absent __



Changing Postal ZIP Code Boundaries

Wendy R. Ginsberg

Analyst in Government Organization and Management

February 2, 2011

Congressional Research Service

7-5700

www.crs.gov

RL33488

CRS Report for Congress

Prepared for Members and Committees of Congress

Summary

The 112th Congress may address issues related to the application and modification of ZIP Codes. This report assists members in addressing concerns about the use of ZIP Codes as well as offers an overview of the boundary review process that can lead to changes in ZIP Code assignment.

Since the ZIP Code system for identifying address locations was devised in the 1960s, some citizens have wanted to change the ZIP Codes to which their addresses have been assigned. Because ZIP Codes are often not aligned with municipal boundaries, millions of Americans have mailing addresses in neighboring jurisdictions. The result can be higher insurance rates, confusion in voter registration, misdirected property and sales tax revenues for municipalities, and changes in property values. Some communities that lack delivery post offices complain that the need to use mailing addresses of adjacent areas robs them of a community identity.

Because ZIP Codes are the cornerstone of the U.S. Postal Service's (USPS's) mail distribution system, USPS has long resisted changing them for any reason other than to improve the efficiency of delivery. Frustrated citizens frequently have turned to members of Congress for assistance in altering ZIP Code boundaries. In the 101st Congress, a House subcommittee heard testimony from members, city officials, and the General Accounting Office (GAO, now the Government Accountability Office) that USPS routinely denied local requests for adjusting ZIP Code boundaries.

Since then, USPS has developed a "ZIP Code Boundary Review Process" that promises "every reasonable effort" to consider and, if possible, accommodate municipal requests to modify the last lines of an acceptable address or modify ZIP Code boundaries. The process places responsibility on district managers, rather than local postmasters, to review requests for boundary adjustments, to evaluate costs and benefits of alternative solutions to identified problems, and to provide decisions within 60 days. If a district manager rejects the request, the process provides for an appeal to the manager of delivery at USPS headquarters, where a review based on whether or not a "reasonable accommodation" was made is to be provided within 60 days.

The boundary review process enhances the possibility of accommodating communities that desire ZIP Code changes. One accommodation that can often be made is to allow the use of more than one city name in the last line of an address, while retaining the ZIP Code number of the delivery post office. This can help with community identity problems, though not with problems such as insurance rates or tax remittances that are determined by ZIP Code.

A congressional constituent desiring a ZIP Code accommodation may not be aware of the boundary review process requirements. Any proposal for change must be submitted in writing to the district manager. The district manager is to work with the local postal managers, headquarters delivery, and headquarters Address Management System to evaluate the request and determine if an accommodation can be made.

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Constituents often turn to members of Congress for assistance in securing changes to ZIP Code boundaries, usually because their mailing addresses do not correspond to the geographic and political boundaries of their municipalities' jurisdictions. This report explains why ZIP Code boundaries often are not aligned with geographic political jurisdiction boundaries, describes some problems that may occur because of the misalignment, and discusses efforts by the U.S. Postal Service (USPS) and Congress to address these problems.

Background

The Post Office Department (now the U.S. Postal Service) began dividing large cities into delivery zones in 1943, inserting two digits between the city and the state in the lower address line. In 1963, the whole country was divided into five-digit postal delivery codes—termed ZIP Codes by the Post Office. These codes corresponded to the post offices where final sorting of mail was done and from which letter carriers were dispatched to make deliveries. The term ZIP Code, originally trademarked and always capitalized, was an acronym for “Zoning Improvement Plan.” Mass mailers were first required to use ZIP Codes in 1967, and today their use is ubiquitous.

Almost all mail is sorted by machines, and the basis for this sorting is a ZIP Code. ZIP Codes have expanded through the years to 9 digits (ZIP+4) in 1983 and to 11 digits in 1991. Most customers know only their five-digit ZIP Codes. The first number in the ZIP Code represents a general geographic area of the nation—moving from a “0” for places in the east to a “9” for locations in the west.¹ The second and third numbers indicate regions of the United States, while the fourth and fifth digits route the mail to specific post offices. For example, the ZIP Code for Alturas, the county seat of Modoc County in the northeastern corner of California, is 96101. The 9 directs the mail to the west. The 61 directs mail to the processing facility in Reno, NV, which is the distribution point for some California post offices such as Alturas, Cedarville (96104), Fort Bidwell (96112), and Likely (96116). Reno is also the processing facility for ZIP Codes in Nevada beginning with 894, 895, and 897. The four final ZIP Code numbers, which were added in 1983 “allow mail to be sorted to a specific group of streets or to a high-rise building.”²

ZIP Codes Are Widely Used Outside USPS

The Postal Service has contended that the ZIP Code system's only purpose is to facilitate the efficient and orderly delivery of the mail. Nevertheless, ZIP Code information is readily available to the public, and both private and governmental entities have found it a convenient and accessible tool for many purposes unrelated to mail delivery. Postal Service competitors like FedEx and UPS use the ZIP Code. The ZIP Code also has been adopted for non-delivery purposes, such as providing a convenient, yet sometimes imperfect means of targeting populations for performing demographic research, setting insurance rates, estimating housing values, remitting state tax revenues back to localities, and directing advertising messages. USPS works with state and local authorities as well as private companies to better align ZIP Codes with both postal and non-postal needs.

¹ U.S. Postal Service, “Postal Facts 2010,” p. 15, http://www.usps.com/strategicplanning/_pdf/PostalFacts_03_17_2010.pdf.

² *Ibid.*

Because ZIP Codes are based on the location of delivery post offices, they often do not correspond to political jurisdiction boundaries. This means that millions of Americans receive their mail from post offices in adjacent towns, villages, or neighborhoods. Their mailing addresses may not reflect the name and ZIP Code of the jurisdictions where they actually live. This situation was not uncommon when ZIP Codes were first assigned nearly 50 years ago, and it has become more common since then—particularly in rapidly growing suburban areas. The boundaries of many jurisdictions have changed with growth, annexation, and the incorporation of new communities. At the same time, USPS has sought to reduce rather than expand the number of post offices as its retail business model has changed.

Problems Caused by Misalignment with Municipal Boundaries

The widespread use of ZIP Codes for non-postal purposes has exacerbated problems for those postal patrons whose mailing addresses do not match their actual towns or cities of residence. The following is a sample of the problems that have been brought to congressional attention:

- higher automobile insurance rates for drivers who live in the suburbs but are charged city rates based on their ZIP Codes;
- residents who are confused about where to vote in municipal elections because they do not distinguish between their voting and mailing addresses;
- sales tax revenues rebated by states to the cities where they are collected often being misdirected because they are collected by merchants with ZIP Codes in different jurisdictions, or by merchants who mail their products to customers knowing only their ZIP Codes;
- individuals being sent jury duty notices when they are not eligible to serve based on their actual residences;
- emergency service vehicles being misdirected by confusion over what town a call has come from, based on mailing address information; and
- homeowners in expensive neighborhoods complaining that their housing values are diminished because their mailing addresses place them in less prestigious communities.

In addition, a community may lack a delivery post office and complain that the need to use mailing addresses from neighboring towns robs them of their community identity. For example, even though Haddon Township, NJ, is an incorporated municipality with a 2009 estimated population of 14,368 people,³ it has no delivery post office, and its residents receive mail from the Camden, Haddonfield, Gloucester City, and Mount Ephraim post offices—each with a different ZIP Code.

³ U.S. Census Bureau, “Population Finder,” http://factfinder.census.gov/servlet/SAFFPopulation?_event=ChangeGeoContext&geo_id=06000US3400728740&_geoContext=&_street=&_county=haddon&_cityTown=haddon&_state=04000US34&_zip=&_lang=en&_sse=on&ActiveGeoDiv=&_useEV=&pctxt=fph&pgsl=010&_submenuId=population_0&ds_name=null&_ci_nbr=null&qtr_name=null®=null%3Anull&_keyword=&_industry=

Congressional Hearing Registers Concern

A host of ZIP Code misalignment problems were aired in a 1990 hearing of a House postal subcommittee.⁴ Ten members of Congress described ZIP Code alignment problems in their districts, and similar statements were received from many local governments, as well as the National League of Cities. The hearing in the 101st Congress considered three bills (H.R. 2380, H.R. 2902, and H.R. 4827) that would have allowed local governments, rather than the Postal Service, to determine local addresses or ZIP Code boundaries as a solution to the widespread problems.

USPS expressed strong opposition to these bills and said that depriving USPS of control over “the most basic tool of the postal trade—the mailing address” would be “disastrous.”⁵ A USPS boundary survey found that more than 11 million deliveries⁶ were served by carriers who cross municipal boundaries, and estimated that if delivery boundaries were realigned to match municipal boundaries, 1,600 new postal facilities and 10,500 new carriers would be needed.⁷ Also to be considered was the availability of additional ZIP Codes in certain large areas. At the end of 1989, 924 of the 1,000 possible three-digit combinations already had been assigned; in 20 areas, 90 or more of the 100 possible ZIP Codes already had been assigned; and in Houston, all 100 possible ZIP Codes had been used.⁸

These arguments may have proved persuasive because the legislation never advanced, and neither have similar bills introduced in later Congresses. At the hearings, however, USPS also earned some criticism because of its “peremptory denials” of local suggestions or requests for ZIP Code changes that were variously characterized as “cold and haughty,” “cursory,” “unresponsive,” “stonewalling,” and “uncaring.”⁹ The Government Accountability Office (GAO, then the General Accounting Office) examined postal case files on 26 municipal requests for ZIP Code changes, only 2 of which were approved by USPS. GAO reported that USPS not only could do a better job of providing facts and reasoning to explain its decisions in individual change requests, but also could “do more to ... resolve problems caused by conflicts between municipal and ZIP Code boundaries.”¹⁰

⁴ U.S. Congress, House Committee on Post Office and Civil Service, Subcommittee on Postal Operations and Service, *ZIP Code Boundaries*, hearing on H.R. 2380, H.R. 2902, and H.R. 4827, 101st Cong., 2nd sess., June 7, 1990 (Washington: GPO, 1990). Hereafter cited as “ZIP Code Boundary Hearing.”

⁵ *Ibid.*, p. 105.

⁶ A “delivery” occurs when the object sent through the mail is brought to its designated destination.

⁷ ZIP Code Boundary Hearing, p. 92.

⁸ *Ibid.*

⁹ ZIP Code Boundary Hearing, pp. 3, 38, 49, 95, and 97.

¹⁰ U.S. General Accounting Office, *Conflicts Between Postal and Municipal Boundaries*, GAO/T-GGD-90-47, June 7, 1990, pp. 14-16 and 23.

Postal Service Attempts to Resolve Problems

Current USPS Process for Realigning ZIP Codes

In the years since the 1990 hearing and GAO's investigation, USPS has made a concerted effort to develop a process for the regular review of ZIP Code boundaries. Under Section 439 of the *Postal Operations Manual*,¹¹ the manager of the District Office's Address Management System (AMS) is responsible for reviewing "and monitoring delivery growth patterns, facilities planning, and any other factors" that may affect ZIP Code boundaries.¹² Increased growth in a geographic area is the most common precipitating factor in such USPS-initiated ZIP Code changes. USPS has established criteria and thresholds for ZIP Code changes, which include, but are not limited to, the establishment of 25,000 new deliveries¹³ or more than 55 carrier routes.¹⁴ ZIP Code changes are invariably sensitive locally, and often involve considerable coordination and investment, so USPS requires approval from the district manager, the manager of operations programs support, the manager of processing and distribution, and the district manager of customer service and sales before a proposal can be sent to the Area (regional) Office for approval.

Most of the required ZIP Code change request analysis is based on operational considerations internal to USPS. One of the questions a manager of the District Office's AMS must address, however, is whether municipal boundaries will be crossed. The manager must also consider whether municipal officials have been asked to comment on the revised boundaries. The new boundary review process requires that "officials should consider municipal boundaries and customer interests in all zone splits. If a ZIP Code that is being considered for adjustment crosses municipal boundaries, consult municipal offices before submitting the proposal, and consider all reasonable solutions."¹⁵

Process for Considering Requests from a Community or Municipality

The process for considering requests from municipalities and community groups for ZIP Code changes dates to March 1991—not long after the congressional hearing referenced above. It has taken some time for the process to become a settled practice, and for USPS to adopt a willingness to consider requests for boundary adjustments that are based solely on "community identity" concerns. A key event was a November 18, 1999, directive to the vice presidents in charge of each of the nine postal areas from John E. Potter (who later served as Postmaster General, but then served as senior vice president for operations) and Deborah Wilhite, senior vice president for

¹¹ The *Postal Operations Manual* is a rulebook that contains a variety of internal policies and operations that guide USPS employees on a variety of topics, from closing post offices to changing post office names. The Manual is kept internally by USPS, but various editions of it are available online. The online versions, however, are on websites hosted by private entities and the publically available versions may not be up-to-date with the most recent USPS modifications. For the most recent USPS policies, contact USPS directly at 202-268-7225.

¹² Information provided electronically to the author by USPS on June 2, 2009.

¹³ Deliveries are a fraction of the population growth in an area because most delivery points are households with multiple occupants.

¹⁴ These thresholds for possible ZIP Code changes are rough guidelines rather than absolute cutoff levels.

¹⁵ U.S. Postal Service, *Postal Operations Manual*, Section 439.211.

government relations and public policy. The memorandum noted that a review of correspondence with the public on the issue of ZIP Code changes “has indicated a need for general improvement.” The memorandum then emphatically reemphasized the expectation that USPS would give careful, objective consideration to community wishes, even if they were based solely on “identity” considerations.

As indicated when the Review Process was first implemented in 1991, “just saying no” does not make identity issues go away. In fact, growth and the increasing use of ZIP Codes as database links and demographic tools tend to make them worse over time. **If you receive a municipal identity request and a reasonable means of full or partial accommodation can be identified, offer it, apply the customer survey process, and move on.** Requests can be denied, but only based on appropriate, objective reasons that are consistent with the Review Process....

(P)ostal policy is to offer any reasonable administrative or operational accommodation that can correct, or alleviate, the municipal identity concerns. **The objective is to find ways to say “yes,” not excuses for saying “no.”** Do not deny a request out of concern that “other communities will want the same thing.” Others *will* make requests.... In the case of identity, customers measure the Postal Service by its impact on their daily lives. When mailing identities generate negative effects on our customers’ properties, households and associations, even when caused by third-party actions, they are perceived as “bad service” and intrusive bureaucracy (emphasis in original).¹⁶

What the Process Requires

The boundary review process requires any municipality and community group seeking a ZIP Code change to submit the request in writing to the manager of the district, with any rationale and justification. After a community has submitted a ZIP Code request change to USPS, “the District Office forwards the request to the Area Office for review and approval.” If the request is approved at the area level, “the proposal is sent to Headquarters Address Management System (AMS) for review and approval.” The local postmaster is not the decision maker in this process. The district manager is to identify all relevant issues and potential solutions to them, quantify the specific operational impacts and feasibility of the request, meet with the group of proponents to discuss issues and explain potential alternatives, and provide a determination within 60 days.

The district manager must notify the proponent group in writing if their ZIP Code change request was denied. The notification must include specific justifications for the denial, must be based on the results of the analysis, and must advise the proponent group of the appeal process.

If the request is feasible, the process then requires a formal survey of all of the customers who would be affected by the proposed change. This is an important step, because it might reveal that the proponent group was an activist minority and most customers would prefer not to notify correspondents, change magazine subscriptions, replace stationery, go to a different post office to pick up left-notice mail, or perhaps to adopt a different “community identity.” A simple majority of the survey respondents is adequate for approval.

¹⁶ USPS has continued efforts to notify its employees of the new ZIP Code policy, which also was posted on the USPS internal website in 2006. In December 2006, USPS sent an additional e-mail reminder of the new policy to the service’s delivery and retail departments.

Finally, there is a process in place for customers to appeal to headquarters if USPS determines it will not change ZIP Code boundaries in a case prompted by “municipal identity” issues. Any proponent may appeal an adverse decision to the manager of delivery operations, except in cases where a potential accommodation was not implemented because a majority of affected customers did not support it in the survey.

Within delivery operations at headquarters, an operations specialist who works full time on boundary review appeals determines whether the district provided “reasonable accommodation” to the proposed change. Having knowledge of situations all over the country, and of various accommodations that have been implemented, the operations specialist is in a unique position to judge whether the district manager has fully applied the spirit and letter of the 1999 guidance (made available to a proponent on request) to “find ways to say ‘yes.’” The manager of delivery operations must make a final decision on the appeal within 60 days.

There is some evidence that the boundary review process is having some positive effect. USPS has not kept statistics on resolutions in recent years, but it did report that in 1991, the first year of the new policy’s implementation, accommodations were reached in 64% of the first 28 reviews completed.¹⁷

Possible Accommodations to Resolve ZIP Code Complaints

The most common form of request to the Postal Service (and to members of Congress) is for “a new ZIP Code” for a specific area. Most postal patrons may not realize that a new, unique ZIP Code usually accompanies the creation of a new delivery post office. They also may not realize that a delivery post office (as opposed to a retail station) is a major investment, requiring substantial space, loading docks, sorting equipment, access to major transportation routes, and negotiations with several unions over work assignments. USPS, however, believes that such requests “are fundamentally identity issues” and are made because customers perceive a new ZIP Code as “the only means of achieving postal identity.”¹⁸ In fact, other options are often available and much simpler to achieve. Sometimes fairly minor adjustments in carrier routes can be made that will solve at least part of a community’s boundary problem.

A compromise solution that does not involve changing USPS delivery structure is to allow customers to use an alternative city name in the last line of their addresses, while not changing the ZIP Code. This situation most often occurs when one or more communities fall within the boundaries of a single ZIP Code.

When a large portion of the mail was sorted manually, the use of an alternate city name could have caused mis-sorting and delayed mail. Today, however, almost all mail is sorted by computerized processing equipment. This alternative can help ameliorate community identity issues, but may not address whether certain non-USPS services—like ambulances—can properly locate a home. USPS advises that an alternate city name should not be written in an address until USPS has added it into the AMS. USPS sorting technology currently reads all lines of the address

¹⁷ U.S. Postal Service, *Comprehensive Statement on Postal Operations, 1991* (Washington: 1992), p. 47.

¹⁸ USPS Internal Memorandum to Vice Presidents, Area Operations, “Proper Treatment of Appeals, ZIP Code Boundary Review Process,” November 18, 1999, p. 2.

to obtain the delivery point barcode, and use of an unapproved alternative city name could hinder delivery.

USPS routinely has worked with large-scale mailers to improve their address files, sorting—in most cases—to 11 digits rather than five digits. As noted earlier in the report, in 1983, the ZIP Code was expanded to nine digits (ZIP +4). The 10th and 11th ZIP Code numbers, created in 1991, allow mail sent by large-scale mailers to be sorted “directly to a residence or business.”¹⁹ If a mailer seeks such USPS assistance, USPS may refine municipal mailing lists to conform to political jurisdictions and eliminate errors based on the less sophisticated use of the five-digit code.

What Can a Member of Congress Do?

When a member’s office receives a request for assistance in persuading USPS to create a new ZIP Code, it may be helpful to ascertain at the outset the underlying reason for the request. If the constituents are complaining about poor delivery service, then the Postal Service is more likely to address the complaints expeditiously, determine if they have merit, and seek solutions. If population growth or obsolescence of a delivery facility is leading to service problems, USPS will attempt to resolve the problems, including those prompted by confusion over ZIP Code boundaries.

Often, the ZIP Code modification request may have little to do with delivery service, but stems from community identity issues. Constituents are frequently unaware of the boundary review process. In many cases, constituents or municipal officials may have approached a letter carrier or local postmaster and been told that an adjustment would be disruptive, costly, and impractical.

USPS internal policies (as described above) quite firmly state that a cursory, negative response to a request for a ZIP Code modification is no longer permissible. Even if an accommodation cannot be reached, USPS officials are required to explain fully the reasons for the refusal, based on a comprehensive review of operational and cost data.

Occasionally, members will be asked to introduce legislation to force USPS to establish ZIP Code boundaries in statute. Only once has such piece of legislation become law. The Postal Accountability and Enhancement Act of 2006 (P.L. 109-435; 120 Stat. 3261) required USPS to assign “a single unified ZIP Code to serve, as nearly as practicable, each of the following communities:

1. Auburn Township, Ohio
2. Hanahan, South Carolina
3. Bradbury, California
4. Discovery Bay, California”

Those ZIP Codes are currently active, according to USPS.

¹⁹ U.S. Postal Service, “Postal Facts 2010,” p. 15, http://www.usps.com/strategicplanning/_pdf/PostalFacts_03_17_2010.pdf.

Finally, USPS advises that a constituent should not substitute the preferred city name before the ZIP Code in an address line, without receiving USPS approval to do so. USPS mail processing equipment has internal checks that compare the ZIP Code with the proper city name; if the two do not match, default sequences come into play, and mail very likely will be directed to the wrong delivery post office, certainly causing delay and possibly causing the mail to be returned as undeliverable.

Author Contact Information

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Acknowledgments

This report originally was written by Nye Stevens, who has retired from CRS. Readers may contact Wendy Ginsberg with questions on ZIP Code issues.



The City of Cedar Hills

TO:	Mayor and City Council
FROM:	Chandler Goodwin, City Manager
DATE:	January 20, 2026

SUBJECT:	Discussion on Fiscal Year 2027 Budget Priorities
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Chandler Goodwin, City Manager; Charl Louw, Finance Director

BACKGROUND AND FINDINGS:

In order to begin the budget prep for the Fiscal Year 2027 budget, staff will begin discussions with the City Council on their priorities for the upcoming year. Staff will outline existing projects that are already underway or coming up in the next year. This list of projects includes:

- Golf course irrigation replacement
- Golf course nursery green installation
- Golf course simulators
- 4000 N/Harvey Blvd. widening
- Renovation of City Hall

Additionally, staff will go over the expected budget for the upcoming year. This will allow the City Council to understand the current contractual obligations, and begin to prioritize discretionary money. The contracts from the general fund include the following:

- Public Safety (this is being renegotiated, and will likely be on the February 3, 2026 agenda)
- Dispatch services
- Waste Management garbage and recycling services
- North Utah Valley Animal Shelter
- Other software services (financial, public works, building, zoning)

Another portion of the General Fund that is encumbered is related to personnel to staff City Administration, Human Resources, City Recorder, Finance, Community Services, Building, Zoning, Business Licenses, and Parks (these employees are partially allocated to the General Fund, but are also allocated to other funds depending on the nature of their work). Included in this packet is the Budget Document for Fiscal Year 2026. This document helps to give an understanding on a high level of the City's budget.

PREVIOUS LEGISLATIVE ACTION:

None

FISCAL IMPACT:

TBD

SUPPORTING DOCUMENTS:

Fiscal Year 2026 Budget Document

RECOMMENDATION:

Come prepared to discuss individual and group priorities, give staff direction on the upcoming budget and projects.

MOTION:

No motion necessary, discussion item only.

ACTION:

Motion:

Second:

Laura Ellison: Yes__ No __ Abstain __ Absent __

Mike Geddes: Yes__ No __ Abstain __ Absent __

Erika Price: Yes__ No __ Abstain __ Absent __

Bob Morgan: Yes__ No __ Abstain __ Absent __

Kelly Smith: Yes__ No __ Abstain __ Absent __



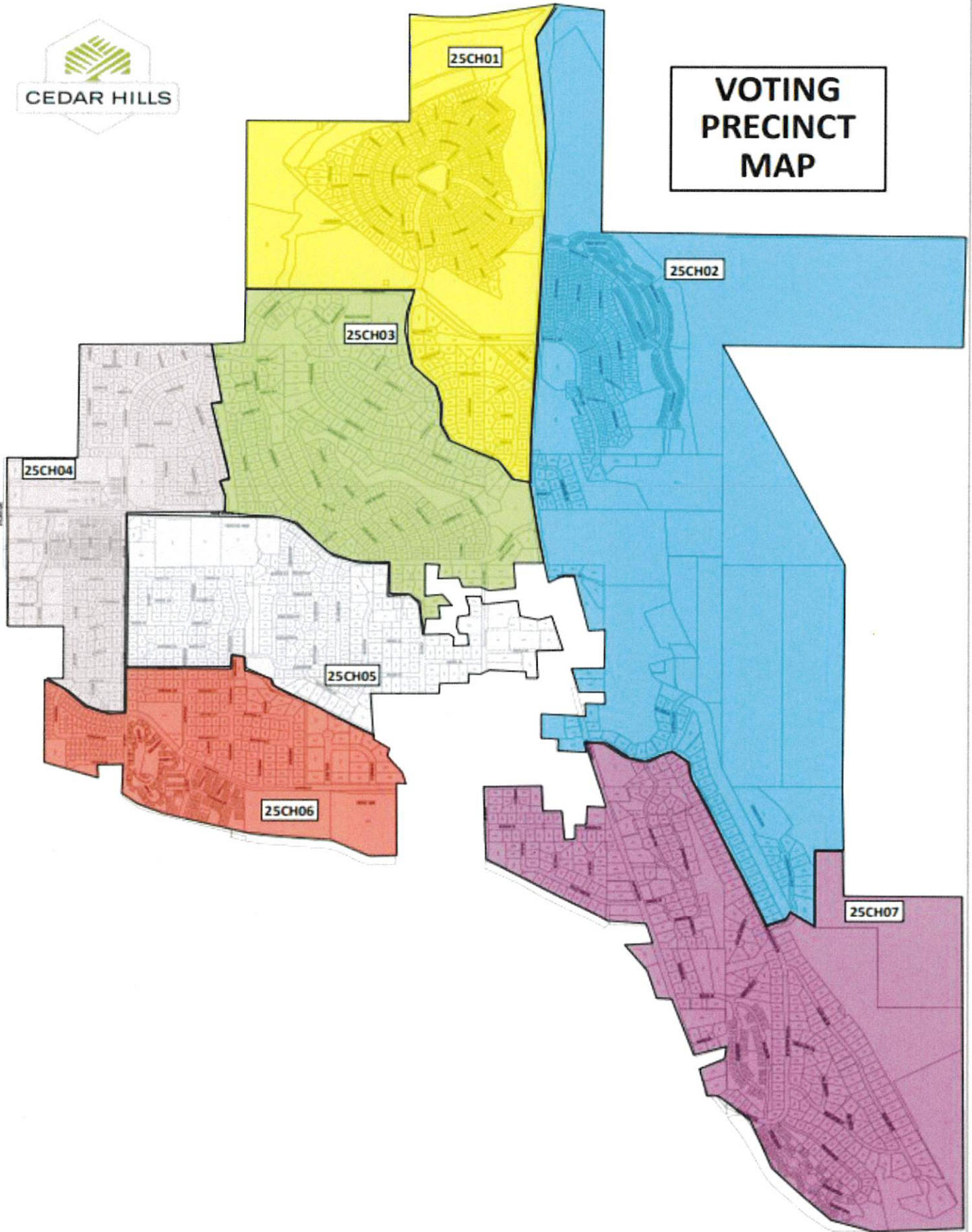
CITY OF CEDAR HILLS, UTAH

BUDGET DOCUMENT

FISCAL YEAR JULY 1, 2025-JUNE 30, 2026



VOTING PRECINCT MAP



Mayor & City Council

Mayor



City Council Members



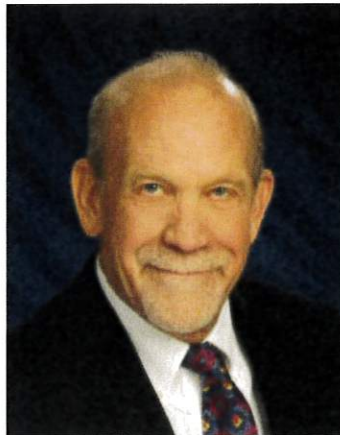
Mike Geddes



Kelly Smith



Laura Ellison



Bob Morgan

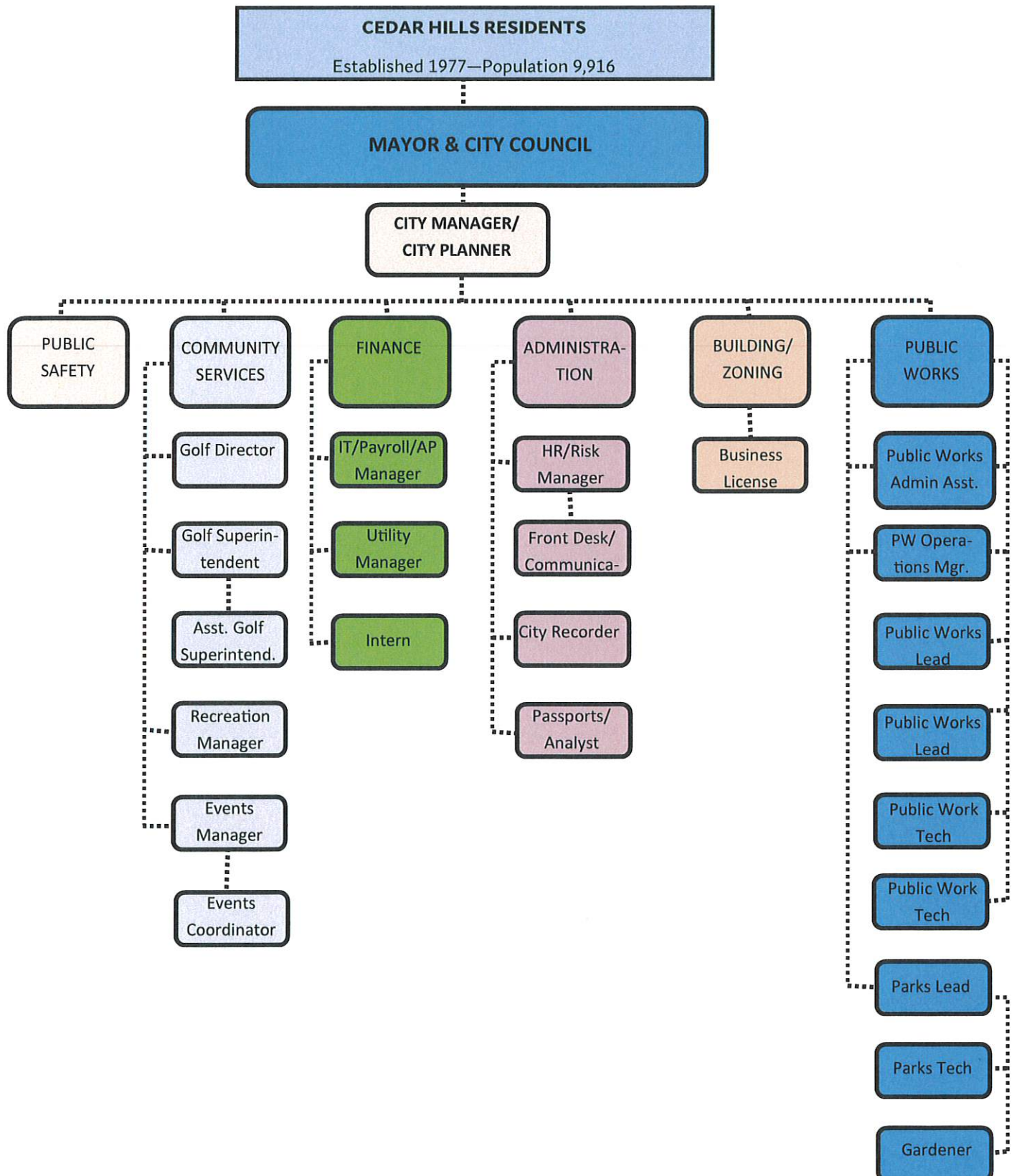


Erika Price

City Administration

Chandler Goodwin	City Manager/Planning
Colleen Mulvey	City Recorder
Sarah Sampson	Building/Zoning Manager
Greg Gordon	Community Services Director
Charl Louw	Finance Director
Wade Doyle	Golf Director
Gretchen Gordon	HR/Office Manager
Dax Fossum	IT/Payroll/AP Manager
Kevin Anderson	Public Works Director
Natalie Proctor	Recreation Manager

Cedar Hills Organization Chart



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FISCAL YEAR 2026 BUDGET

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Honorable Mayor, City Council Members, and Citizens,

City Administration is pleased to present the budget for the 2025-2026 fiscal year for the City of Cedar Hills. This budget has been designed to maintain the city's essential services while recognizing that Cedar Hills is unique in Utah County, in that it is not experiencing growth due to largely being built-out. The Cedar Hills budget process begins with department heads presenting priorities and issues to the City Council for discussion. These meetings serve to discuss ongoing and upcoming capital projects, city services, staffing levels, and other budgetary issues. Staff also presents an outlook on the economy to better plan for revenue and expenditure projections. Throughout the budget process, the City Council and staff members work together to create a budget that will serve the residents of Cedar Hills.

The fiscal year 2025-2026 budget does not anticipate a property tax increase. The forecast for General Fund revenues is \$5,312,495; this includes transfers of \$15,000 and \$40,000 from the Capital Projects Fund and the Golf Fund respectively. Additionally, projected revenues for other funds are as follows:

Golf Special Revenue Fund	\$2,391,500
Water and Sewer Proprietary Fund	\$4,525,235
Motor Pool Proprietary Fund	\$269,909
Capital Projects Fund	\$124,000

The City of Cedar Hills upholds the highest standards of accounting, and is committed to transparency in all financial transactions.

Revenues

Both sales tax and property tax are projected to remain flat due to limited growth in both the residential and commercial sectors. The City is projecting revenue growth in certain charges for service, specifically garbage, passport, and public safety fees. Additionally, the General Fund is expected to receive an intergovernmental transfer of \$40,000 from the Golf fund.

Expenditures

The biggest change in year-over-year expenditures is in the cost of public safety services. The contract with American Fork Fire and Rescue and American Fork Police calls for an annual adjustment of 2%. However, with recent changes in the cost of public safety services, including the costs associated with personnel, equipment, retirement, and vehicles, the annual cost increase for providing public safety services is expected to increase.

Maintaining a well-trained and professional staff is a top priority for the City of Cedar Hills. In order to retain employees, the City Council has budgeted a 3% wage increase for all permanent employees. Other increases in General Fund expenditures can be seen in insurance costs, election expenses, and other purchasing line items due to inflationary pressures. As a general principle, staff seeks to minimize expenses and tries to find ways to save money throughout the fiscal year, recognizing the responsibility to expend the public's money with transparency.

Capital Projects

During Fiscal Year 2026, Cedar Hills plans on continuing renovations on the public safety building. With public safety services housed and responding from other locations, this building has remained empty for the last two years. The renovation will include a new city council chamber with an adjacent conference room for closed sessions, as well as an office for the mayor to conduct meetings in.

The second major capital project is the renovation of the Mesquite Park play area. Many of the play structures within Cedar Hills have reached their useful life, and are in need of replacement. City staff will work to create a play area that fits within the current footprint, while being mindful of the need to create a play area that caters to children of a wide age range.

Conclusion

While the Cedar Hills financial position remains strong, staff and the City Council need to remain aware of how inflationary pressures, contractual obligations, and legislative mandates will affect future budgets. With major revenues remaining flat, the City will need to evaluate services, fees, and taxes to ensure that all financial responsibilities are met.

Thank you to the Mayor, City Council, and residents for their support and the City staff for their dedication to Cedar Hills.

Regards,

Chandler Goodwin

City Manager

Approved Budget Highlights

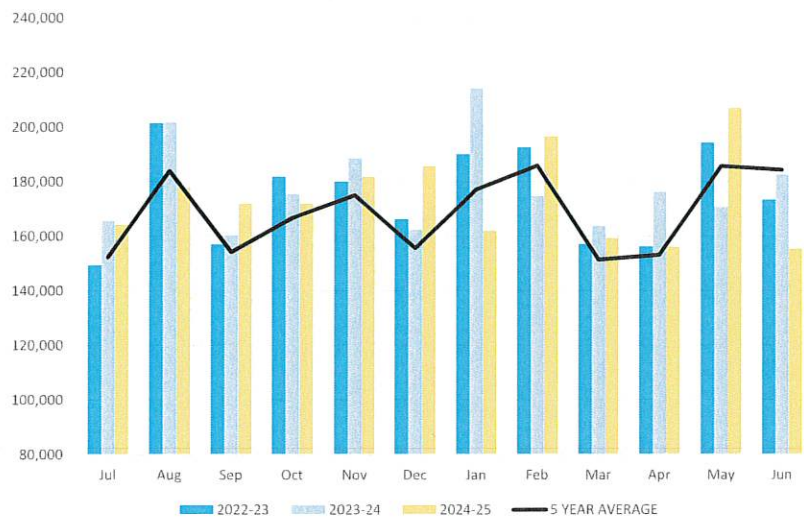
Finance is pleased to share highlights from the approved budget for the City of Cedar Hills, Utah for the fiscal year beginning July 1, 2026, and ending June 30, 2026.

This budget is the result of many contributions from the mayor, city council members, the public, and city staff. This Budget document will provide an overview of the budget. Preparation for the budget began after concluding the financial audit in December. In January 2025, the staff and city council discussed potential budget priorities for the upcoming fiscal year. Between February and May finance staff provided key revenue and expenditure updates and projections to the mayor, city council and departments for their review. The economy showed signs of slowing, volatility with sales tax revenues, and several key contracts and other costs were increasing. Departments, the mayor, and city council made an effort to offset and minimize costs of continuing operations. We understand every dollar the residents contribute to the city's budget is a sacrifice for them and we are expected to maximize those dollars and use them wisely. The city staff costs represent less than 30% of the approved budget. Most expenses increases are related to the public safety contract, waste management contract, sewer contract, and water maintenance costs increasing.

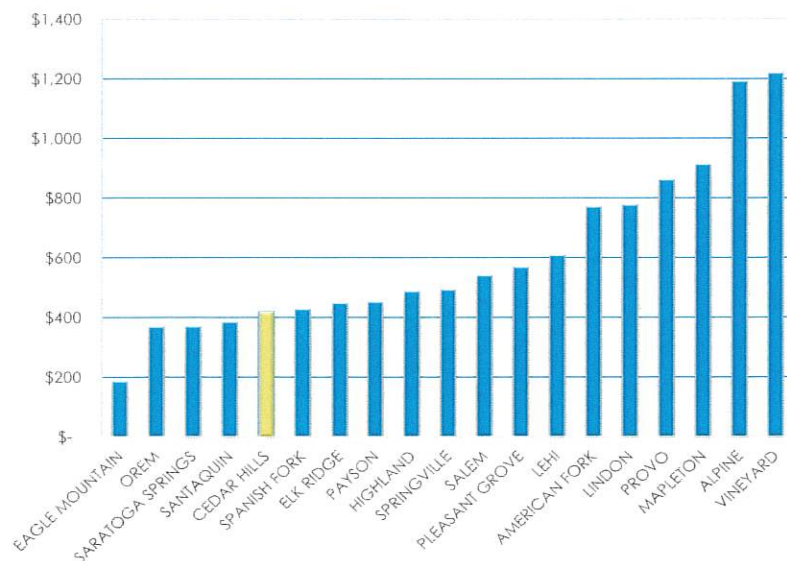
Operating budget highlights

- 1) Compensation for staff and city council total merit/COLA combined 3%.
- 2) No revenue increase above the certified property tax levy amount.
- 3) Golf fund operating transfer of \$40k to support General fund operations. Plus, golf absorbed Community services director allocation shift of additional hours.
- 4) \$30k cut to seasonal park maintenance staff
- 5) Passport revenue contribution of \$25K to support General fund operations.
- 6) Cell phone tower contribution of 26k to support General fund operations.
- 7) Fee increases to offset contractual increases related to garbage, public safety, and sewer.
- 8) Implementation of usage rates for new secondary water meters.

Monthly Sales & Use Tax Revenue



Median Property Tax \$ Per Household



Capital improvements and equipment highlights

- 1) Road treatments \$400k.
- 2) City council chambers renovation \$400k.
- 3) Mesquite park playground replacement \$250k.
- 4) Harvey Boulevard widening project with Pleasant Grove and Mountainland Association of Governments (MAG) contributions 270k
- 5) Vehicle replacement for 2 public work trucks and 1 golf truck \$138k
- 6) 2 golf greens mowers \$125k and 1 parks mower \$20k
- 7) Vacuum truck for storm drain and water leak repair/maintenance \$616k
- 8) Golf nursery green \$90k
- 9) Golf simulator improvements \$185k

Summary

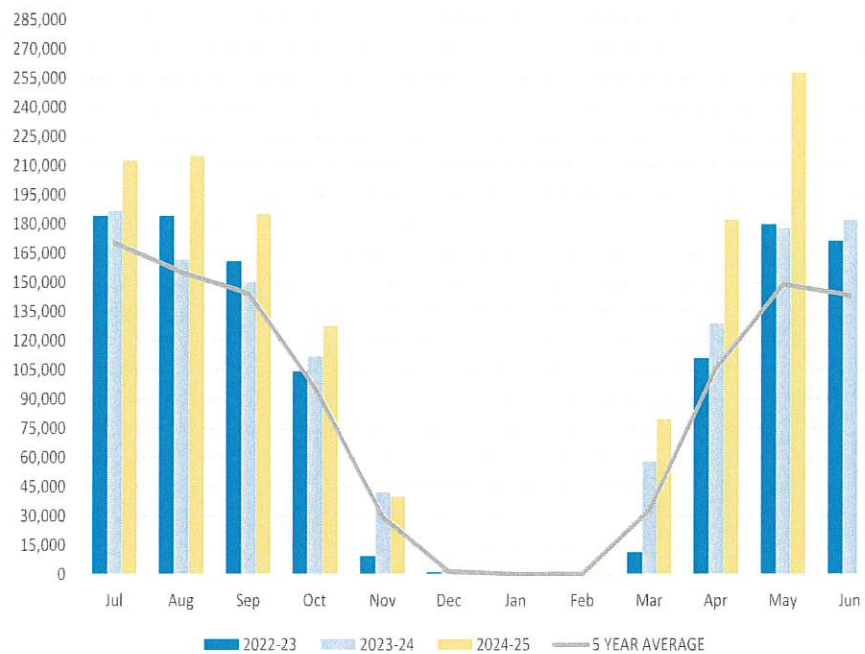
Cedar Hills budget strives to provide a high level of service and maintenance in an efficient manner. Property tax and sales tax revenues are not projected to be flat in the upcoming year. Contractual increases are offset by related fee increases to maintain those services like sewer, garbage, and public safety. Golf demand in recent years has continued to grow despite economy uncertainty. Golf operations was able to help general fund operations in the upcoming fiscal year. Golf will have some significant investment needed related to irrigation and maintenance to help it continue to be desirable for golfers.

We appreciate the feedback residents provided during the budget process and hope they know their voices were heard. Unfortunately, we do not always have the resources and staffing to do everything requested by residents. We are happy to answer any questions you may have related to the approved budget. We believe this budget tried to balance the concerns and needs of the residents, staff and city council.

Sincerely,

Charl Louw
Finance Director

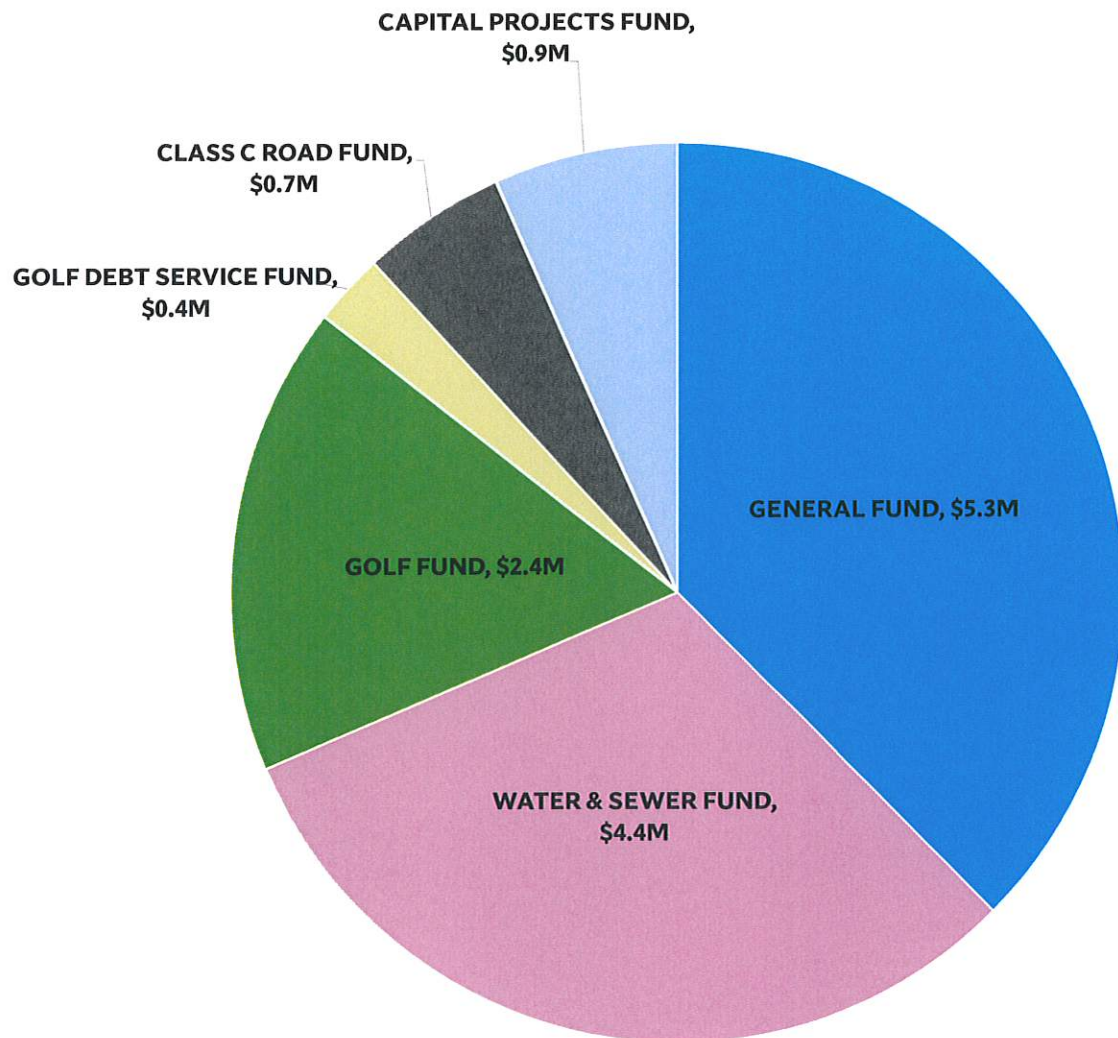
Monthly Revenue from Green Fees



TOTAL CITY BUDGET

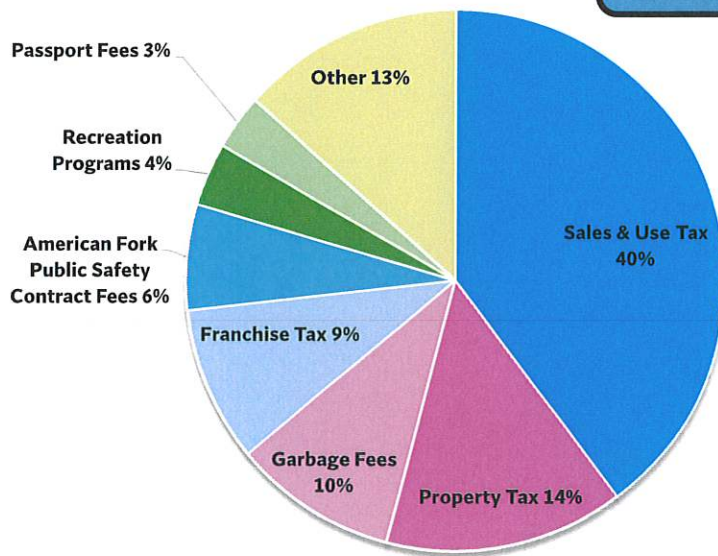
\$14.1M

Expenditures FY 2026

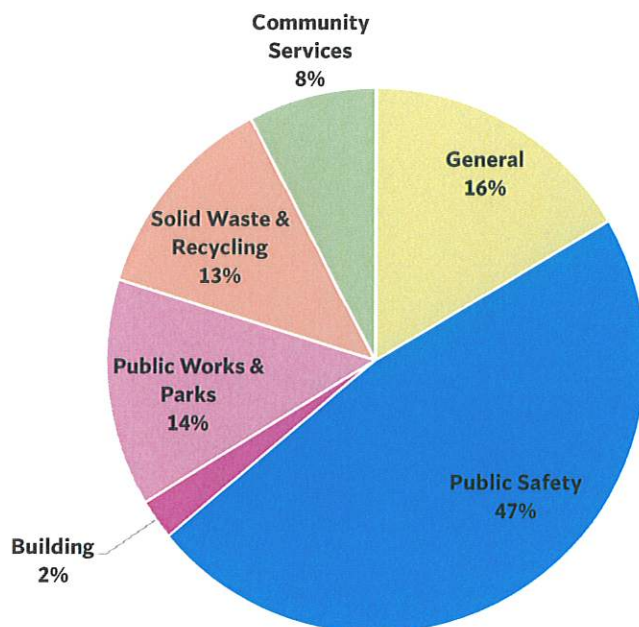


GENERAL FUND \$5.3M BUDGET

Revenues FY 2026

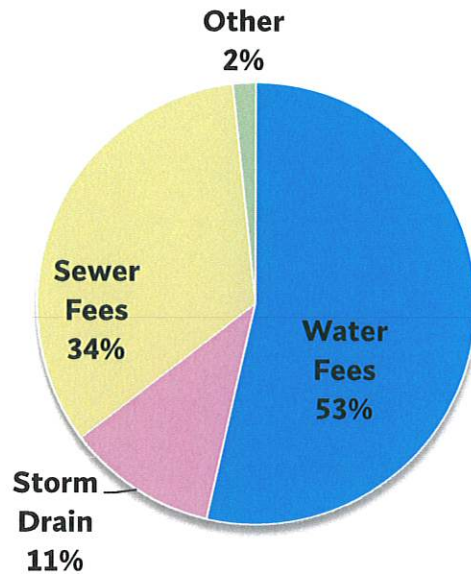


Expenditures FY 2026

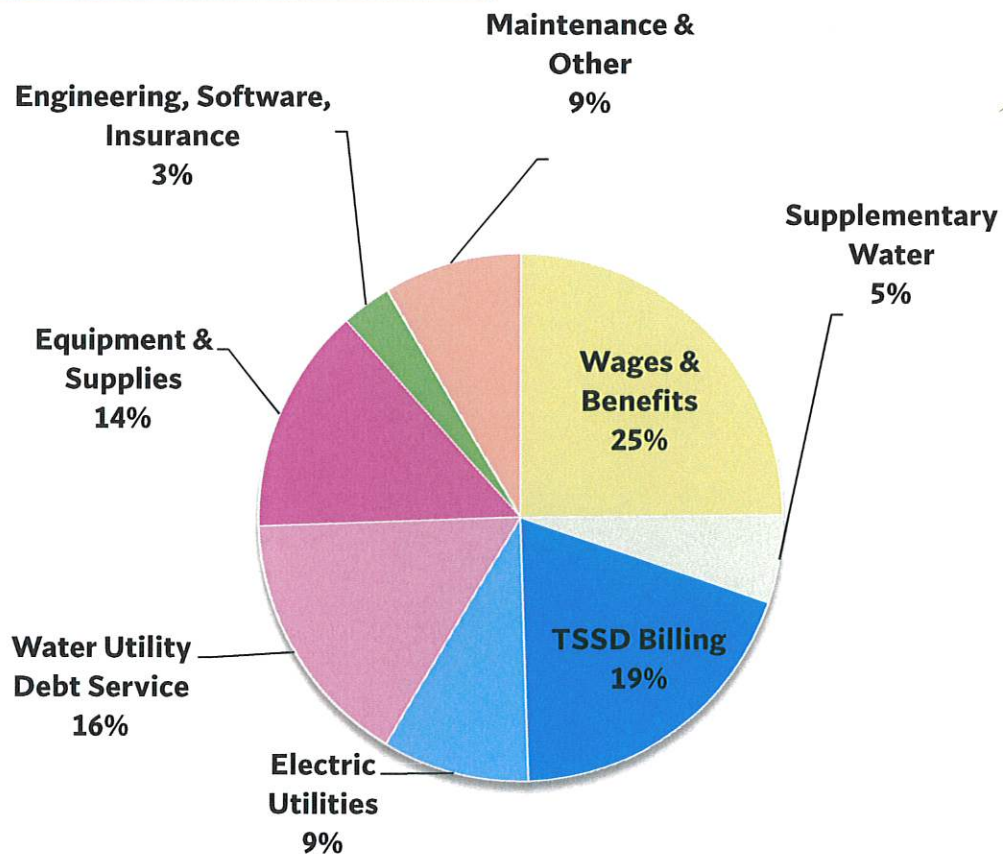


WATER & SEWER FUND \$4.6M OUTFLOWS

Revenues FY 2026

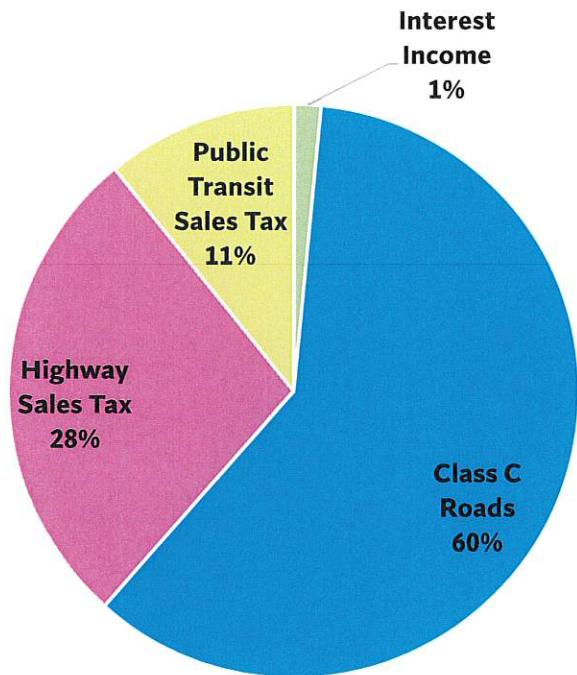


Cash Outflows FY 2026

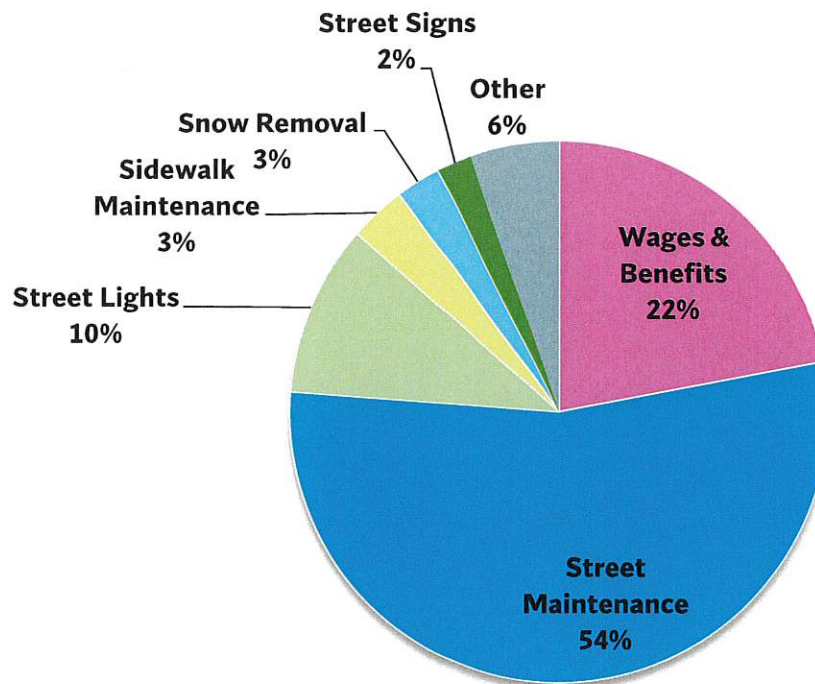


CLASS C ROADS FUND \$738K BUDGET

Revenues FY 2026

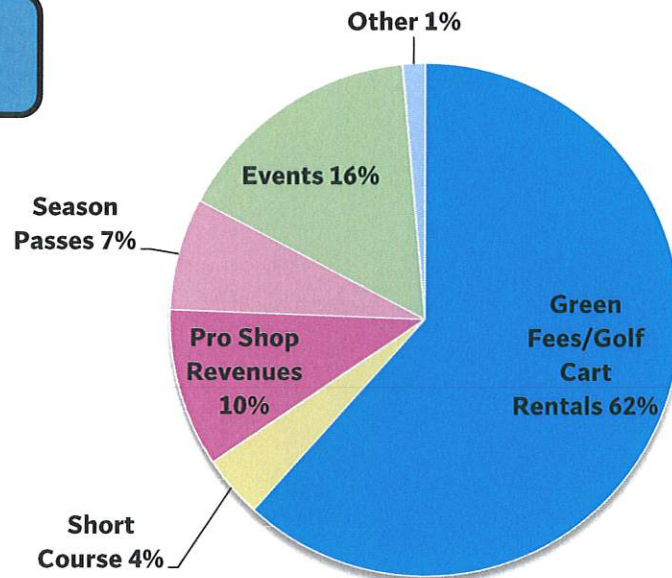


Expenditures FY 2026

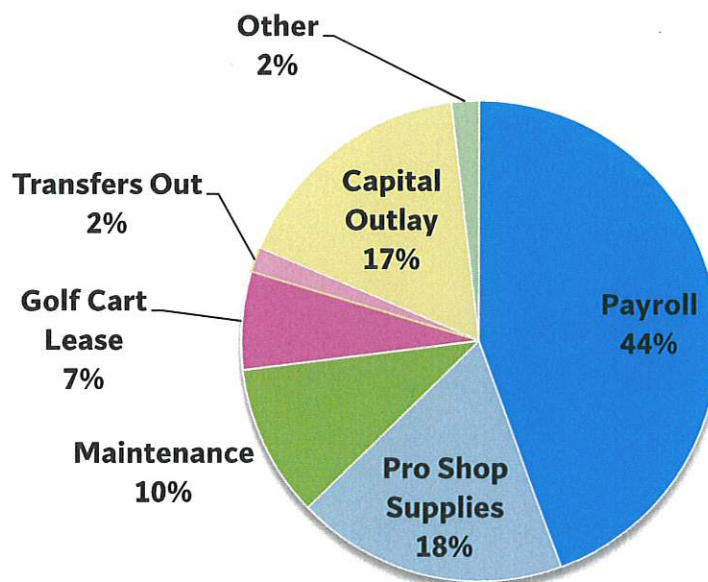


GOLF FUND BUDGET \$2.4M

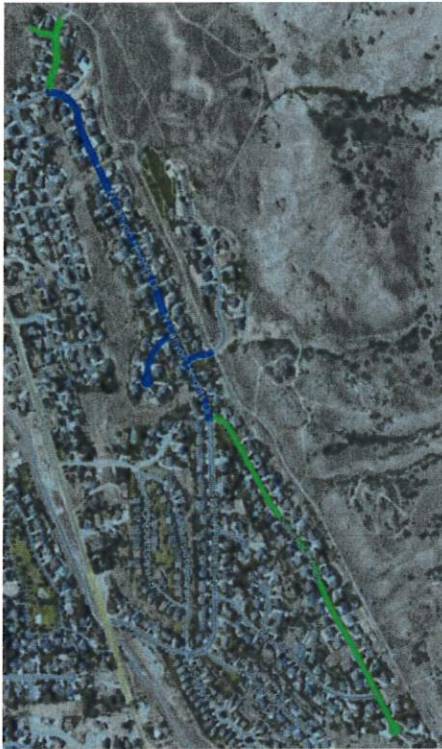
Revenues FY 2026



Expenditures FY 2026



STREET MAINTENANCE SUMMARY



PLANNED STREET MAINTENANCE • 2026

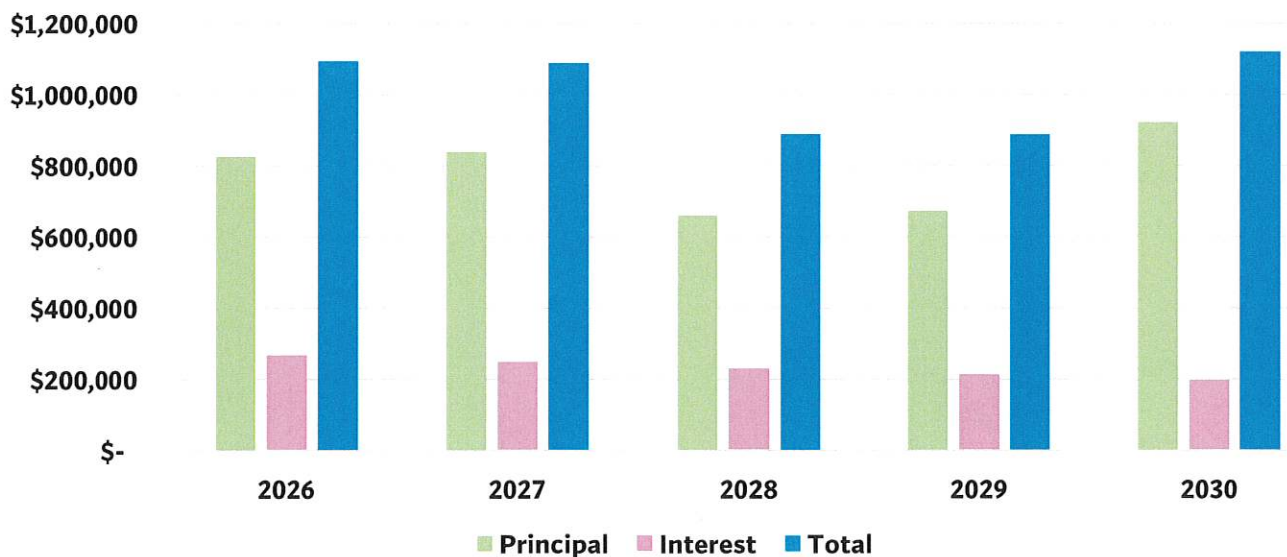
Willow Court	HA5 treatment
Poplar Court	HA5 treatment
Pine Court	HA5 treatment
Canyon Heights Drive	Bonded matrix
Silver Lake Drive	Bonded matrix
Canyon Heights Drive	Bonded matrix
Heiselts Hollow	HA5 treatment
Carriage Lane	HA5 treatment
Forest Creek Drive	HA5 treatment
Haven Lane	HA5 treatment
Downing Drive	HA5 treatment
Evergreen Circle	HA5 treatment
Honeycut Circle	HA5 treatment
10246 N	HA5 treatment

DEBT SUMMARY

Utah code allows the general obligation (GO) debt limit to be 12% of taxable property in the City or \$291,389,020—4% for general purposes and 8% for sewer, water, or lighting. The existing debt makes debt margin \$287,967,941 based on the latest assessment. The city currently has GO debt Fitch rating of AA+. Other utility revenue bonds were privately placed without a rating. The utility revenue bonds required debt coverage of 1.25, which is operating revenues minus operating expenses (except non-cash expenses) equals net revenue available for debt service. Our most recent audited debt coverage ratio was 2.19.

	DATE OF ISSUANCE	TOTAL AMOUNT	BALANCE AS OF 7/1/2025	CURRENT YEAR PAYMENTS	PAYOFF DATE
General Obligation Bonds					
Golf Course	12/20/2012	\$ 5,570,000	\$ 3,105,000	\$ 280,000	2/1/2035
Revenue Bonds					
Pressurized Irrigation	10/29/2014	4,633,000	2,039,000	321,000	3/1/2031
Public Works Building	3/8/2022	936,000	386,000	191,000	7/1/2027
Meters	3/2/2023	655,000	621,000	34,000	3/1/2039
Water Main and Well House	3/13/2024	2,725,000	2,725,000	-	3/1/2039
TOTAL		\$ 14,519,000	\$ 8,876,000	\$ 826,000	

	2026	2027	2028	2029	2030
Principal	\$ 826,000	\$ 840,000	\$ 660,000	\$ 674,000	\$ 922,000
Interest	267,371	248,600	229,522	213,814	197,772
Total	\$ 1,093,371	\$ 1,088,600	\$ 889,522	\$ 887,814	\$ 1,119,772



Long-Range Operating Plans

The city is anticipating little to no growth going forward with most of the available land built out. Plans for maintenance rather than growth are the focus of staff. Staff maintains a list of equipment and their expected useful life. Plans for staffing and contracting this maintenance is done by using conservative three-year revenue averages on more volatile taxes and fees. The city also uses rate studies by engineering firms to project the needed revenues for utilities. The city also sets asides fiscal year surpluses, so there are two months of operating reserves for the General, Golf, Class C Roads and Water & Sewer Fund to deal with most unanticipated expenses.

PROJECT TITLE	FUNDING SOURCE	FY 2026	FY 2027	FY2028	TOTAL
Council Chambers	Capital Projects Fund Reserves	\$ 400,000	\$0	\$0	\$400,000
Mesquite Park Playground Renewal	Capital Projects Fund Reserves & County TRCC grant	\$250,000	\$0	\$0	\$250,000
Vacuum Truck	Water & Sewer Fund Reserves	\$616,000	\$0	\$0	\$616,000
Harvey Boulevard Widening	Capital Projects Fund Impact Fees and Reserves	\$70,000	\$200,000	\$0	\$270,000
Golf Nursery Green	Golf Fund Reserves	\$100,000	\$0	\$0	\$100,000
Golf Course Irrigation Replacement	Golf Fund Reserves and Financing	\$0	\$3,000,000	\$3,000,000	\$6,000,000
Utility Trailer	Water & Sewer Fund Reserves	\$15,000	\$0	\$0	\$15,000
Golf Simulator	Golf Fund Reserves	\$185,000	\$0	\$	\$190,000

Council Chambers will make use of a building that has been dormant. It will require minimal operating expenses of \$10k - \$15k additionally annually for heating, cooling, internet and maintenance in future fiscal years. The Mesquite park playground will require no additional operating expenses when completed and should reduce needed maintenance costs. The vacuum truck will require additional maintenance expenses of approximately \$15k annually for maintenance and fuel. Harvey Boulevard is 90% in Pleasant Grove boundaries and will not require additional maintenance. The golf nursery green will require 20 minutes of additional mowing and some additional water. Estimated costs are \$3k of maintenance a year. Irrigation replacement will save \$30k or more per year in maintenance and supplies. The utility trailer maintenance cost is negligible. The golf simulator maintenance and staffing will vary on the hours open, which has not been determined yet.

APPROVED BUDGET FISCAL YEAR FY 2025-2026

GENERAL FUND REVENUES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Tax Revenue			
Property Tax	\$ 756,738	\$ 761,000	\$ 763,995
Motor Vehicle Tax	62,350	60,000	60,000
Delinquent Taxes	34,881	35,000	30,000
Penalty & Interest	3,491	4,000	2,000
Fee in Lieu of Taxes	736	1,000	3,000
Sales & Use Tax	2,110,675	2,115,000	2,108,000
Franchise Tax	478,684	485,000	495,000
Telecom Tax	26,062	24,000	24,000
	3,473,618	3,485,000	3,485,995
Licenses & Permits Revenue			
Business Licenses	14,941	15,000	15,000
Building Permits	81,110	103,000	75,000
Plan Check Fees	44,036	45,000	28,000
Miscellaneous Inspection Fees	3,771	2,000	2,000
	143,858	165,000	120,000
Intergovernmental Revenue			
District/County/State Court Split	15,788	13,000	13,000
	15,788	13,000	13,000
Charges for Services Revenue			
Garbage Fees	469,106	490,000	523,000
Recycling Fees	175,257	215,000	186,000
Application & Processing Fees	19,063	20,000	19,000
Land-use Application Fees	160	650	-
Passport Fees	164,817	170,000	175,000
Zoning Violation Fees	522	600	-
American Fork Public Safety Contract Fees	-	300,000	335,000
	828,924	1,196,250	1,238,000
Recreation & Culture Revenue			
Family Festival Income	53,667	37,000	50,000
Youth City Council Fundraisers	207	-	-
Recreation Programs	208,661	201,000	200,000
Recreation & Cultural Classes	16,252	16,000	21,000
Event Center Rentals	328,158	-	-
Event Center Concessions	12,185	5,000	5,500
Cell Tower Leasing	-	-	26,000
Park Reservations	23,499	13,000	25,000
	642,628	272,000	327,500
Miscellaneous Revenues			
Interest Income	64,526	50,000	40,000
Other Income	32,776	55,000	33,000
	140,302	158,000	73,000
Transfers & Use of Fund Balance			
Transfer in from Capital Projects Fund	15,000	27,000	15,000
Transfer in from Golf Fund	-	-	40,000
	15,000	27,000	55,000
TOTAL GENERAL FUND REVENUES & TRANSFERS	\$ 5,260,118	\$ 5,316,250	\$ 5,312,495

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

GENERAL FUND EXPENDITURES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
General Government Expenditures			
Materials & Supplies	\$ 8,446	\$ 9,000	\$ 9,000
Dues & Subscriptions	14,346	18,000	18,000
Education & Training	4,148	3,000	3,500
Newsletter & Utility Bills	19,140	20,000	18,500
Legal Advertising	-	1,200	1,200
Computer Expenses	13,708	7,500	7,500
Repairs & Maintenance	32,718	13,000	13,500
Office Equipment	6,766	8,500	8,500
Motor Pool Charges	8,500	10,000	10,371
Utilities	17,024	18,000	22,000
Postage	13,167	13,000	13,500
Communications & Telephone	6,641	7,000	7,000
Legal Services	114,917	135,000	120,000
Auditing Services	14,000	14,000	14,000
Professional & Technical	45,867	40,000	50,000
Other Events	4,495	4,000	5,000
Insurance	32,654	36,000	41,100
Welfare-Homeless	-	-	1,000
Bad Debt	14	1,000	750
	356,550	358,200	364,421
Mayor & Council Expenditures			
Salary & Wages	58,845	67,000	69,262
Planning Commission	3,825	4,000	4,600
Employee Benefits	5,722	7,000	7,120
Materials & Supplies	439	2,000	200
Education & Training	6,010	2,000	6,500
Uniforms/Clothing/PPE	22	1,000	750
Water & Food Supplies	1,113	1,000	1,100
Communications & Telephone	6,300	6,300	6,300
	82,277	90,300	95,832
Administrative Services Expenditures			
Salary & Wages (Full-Time)	162,838	180,000	186,378
Overtime	612	1,000	852
Salary & Wages (Part-Time)	47,003	45,000	44,524
Employee Benefits	75,694	81,000	80,234
Dues & Subscriptions	937	1,000	150
Education & Training	2,483	3,600	3,600
Uniforms/Clothing/PPE	151	800	800
Water & Food Supplies	942	900	1,100
Communications & Telephone	480	500	800
	291,139	313,800	318,438
Recorder Expenditures			
Salary & Wages (Full-Time)	60,056	65,000	66,906
Overtime	599	1,000	1,116
Employee Benefits	23,537	24,000	26,399
Materials & Supplies	390	1,000	6,000
Dues & Subscriptions	775	800	900
Education & Training	2,560	2,500	3,000
Uniforms/Clothing/PPE	-	-	200
Water & Food Supplies	136	100	100
Contract Labor	5,306	6,000	500
City Code	2,458	1,500	2,500
Election Expenses	14,013	-	30,000
	109,831	101,900	137,621

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

GENERAL FUND EXPENDITURES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Finance Expenditures			
Salary & Wages (Full-Time)	\$ 145,255	\$ 131,000	\$ 134,981
Overtime	-	-	1,031
Salary & Wages (Part-Time)	635	1,300	912
Employee Benefits	76,044	66,000	75,012
Materials & Supplies	826	1,000	1,500
Dues & Subscriptions	195	300	300
Education & Training	2,084	3,000	3,000
Uniforms/Clothing/PPE	530	300	300
Water & Food Supplies	136	100	400
Communications & Telephone	1,051	800	1,000
	226,756	203,800	218,436
Public Safety Expenditures			
Utilities	6,398	5,000	7,000
Fire Services	788,636	1,200,000	1,223,168
Police Services	577,865	990,000	1,009,800
Dispatch Fees	44,862	58,000	63,012
Crossing Guard Services	12,659	13,500	16,760
Animal Control	7,848	7,600	7,600
	1,438,267	2,274,100	2,352,340
Building & Zoning Expenditures			
Salary & Wages (Full-Time)	-	27,000	32,853
Salary & Wages (Part-Time)	67,069	17,000	6,230
Employee Benefits	6,207	16,000	13,177
Materials & Supplies	605	600	500
Dues & Subscriptions	50	100	250
Education & Training	1,728	2,000	3,000
Uniforms/Clothing/PPE	106	300	300
Water & Food Supplies	214	200	500
Contract Labor	39,646	32,000	35,000
Tools & Equipment	8	100	100
Motor Pool Charges	8,047	8,000	7,747
Communications & Telephone	650	1,500	1,000
Engineering	40,860	17,000	15,000
Professional/Technical	4,606	4,400	4,400
	169,795	126,200	120,057
Public Works Expenditures			
Salary & Wages (Full-Time)	76,353	43,000	55,251
Overtime	3,913	1,000	1,677
Salary & Wages (Part-Time)	289	-	5,500
Employee Benefits	43,826	33,000	40,349
Materials & Supplies	4,205	5,500	3,000
Dues & Subscriptions	232	300	500
Education & Training	1,831	1,500	3,300
Uniforms/Clothing/PPE	3,496	1,800	2,500
Water & Food Supplies	975	700	750
Tools & Equipment	4,193	3,200	3,000
Motor Pool Charges	82,175	-	-
Communications & Telephone	1,311	1,200	1,600
Engineering Services	15,698	16,000	15,000
Professional Services	1,565	5,500	5,500
	240,060	112,700	137,927

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

GENERAL FUND EXPENDITURES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Solid Waste Expenditures			
Garbage	\$ 429,776	\$ 450,000	\$ 460,000
Recycling	154,792	180,000	162,000
Bad Debt	522	1,000	1,000
	585,091	631,000	623,000
Parks Expenditures			
Salary & Wages (FT)	78,498	145,000	148,657
Salary & Wages (PT)	77,292	70,000	82,538
Employee Benefits	55,281	90,000	100,067
Dues & Subscriptions	150	50	200
Education and training	1,430	1,000	3,500
Uniforms/Clothing/PPE	1,856	2,000	2,400
Water & Food Supplies	284	500	600
Tree Pruning, Supplies, Planning	36,743	35,000	37,000
Park Supplies & Maintenance	86,713	115,000	95,000
Parks & Trails, Beautification Com	4,100	400	1,000
Utilities	20,238	26,000	27,000
Tools & Equipment	5,107	5,000	5,500
Motor Pool	5,387	5,000	28,800
Communications & Telephone	496	1,200	1,300
	373,577	496,150	533,562
Community Services			
Salary & Wages (Full-Time)	85,981	28,000	11,592
Salary & Wages (Part-Time)	138,216	59,000	67,691
Employee Benefits	52,464	24,000	15,678
Materials & Supplies	30,561	200	300
Dues & Subscriptions	270	200	400
Education & Training	-	500	500
Uniforms/Clothing/PPE	556	1,200	1,250
Water & Food Supplies	275	250	300
Utilities	27,486	-	-
Motor Pool Charges	10,167	11,000	10,246
Communications & Telephone	2,227	700	700
Recreation & Cultural Classes	19,558	25,000	25,000
Recreation Programs	82,993	75,000	76,000
Recreation Equipment	1,238	2,000	2,000
Library Expenses	23,400	24,000	24,000
Credit Card Fees	15,348	8,000	13,000
Family Festival Celebration	90,480	96,000	96,500
Cultural Events	15,144	15,000	15,000
Easter Egg Hunt	2,562	11,000	10,000
Youth City Council	1,173	1,500	3,000
Community Outreach	-	100	2,000
Advertising	2,660	-	-
Insurance	1,829	-	-
Building Maintenance	33,563	200	5,000
	638,151	382,850	380,157
Other Uses of Funds			
Transfer to Capital Projects Fund	600,000	-	-
	600,000	-	-
TOTAL GENERAL FUND EXPENDITURES	\$ 5,111,496	\$ 5,091,000	\$ 5,281,791

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

GOLF FUND REVENUES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Golf Fund Revenues			
Green Fees/Golf Cart Rentals	\$ 1,203,443	\$ 1,478,000	\$ 1,266,000
Short Course	91,529	80,000	80,000
Pro Shop Revenues	240,793	194,000	205,000
Snack Shop Concessions	30,734	28,000	25,000
Season Passes	213,888	185,000	145,000
Event Rentals	-	330,000	322,000
Event Center Concessions	-	-	3,500
Other Income	75,000	5,000	-
Interest Income	13,840	5,000	5,000
TOTAL GOLF FUND REVENUES	1,869,227	2,305,000	2,051,500

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

GOLF FUND EXPENDITURES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Golf Expenses			
Salary & Wages (FT) Events	\$ -	\$ 27,000	\$ 34,432
Salary & Wages (PT)Events	-	87,000	98,281
Employee Benefits Events	-	28,000	37,165
Materials & Supplies Events	-	26,000	26,000
Continuing Education	-	1,000	1,000
Uniforms/Clothing/PPE	-	500	500
Water & Food Supplies	-	500	500
Utilities Events	-	27,000	34,000
Communications/Telephone Events	-	1,400	600
Credit Card Fees Events	-	10,000	10,000
Advertising	-	1,500	1,500
Insurance	-	2,000	2,300
Building Maintenance	-	71,000	40,000
Salary & Wages (Full-Time)	290,120	364,000	385,389
Overtime	767	100	500
Salary & Wages (Part-Time)	184,293	200,000	250,480
Employee Benefits	186,651	220,000	247,810
Communications/Telephone	3,579	4,000	3,700
Supplies	7,492	8,000	10,000
Utilities	60,212	65,000	72,000
Professional/Technical	10,708	8,300	66,500
Concessions	23,365	20,000	20,000
Credit Card Expenses	45,950	65,200	42,000
Pro Shop	181,381	154,000	165,000
Building Maintenance	14,526	14,500	16,000
Repairs & Maintenance - Course	50,180	45,000	50,000
Fertilizer & Chemicals	38,520	43,000	45,000
Water Pumping Costs	13,795	18,500	21,000
Petroleum & Oil	12,495	14,000	12,000
Equipment Repairs & Maintenance	14,893	24,000	16,000
Equipment Rental	2,109	2,000	1,500
Insurance	1,959	4,800	2,500
Cart Repairs & Maintenance	11,488	8,000	8,000
Resident Claims	7,599	1,000	2,000
Dues & Subscriptions	1,082	1,200	1,200
Uniforms/Clothing/PPE	2,940	3,300	3,000
Water & Food Supplies	606	750	700
Education & Training	970	800	4,500
Computers & Phones	4,981	3,500	5,000
Advertising	24,000	30,000	17,000
Golf Cart Rental	107,380	111,000	122,000
Motor Pool Charges	27,606	27,306	29,821
Interest Expense	-	46,000	35,000
Transfer to Capital Projects Fund	250,000	-	-
Transfer to General Fund	-	-	40,000
Capital Outlay	201,653	21,000	400,000
TOTAL GOLF FUND EXPENDITURES	\$ 1,783,301	\$ 1,528,256	\$ 2,381,878

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

CLASS C ROADS FUND REVENUES & TRANSFERS	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Class C Roads	\$ 399,659	\$ 440,000	\$ 398,000
Highway Sales Tax Distribution	183,377	180,000	183,000
Public Transit Sales Tax	38,471	78,000	72,000
Interest Income	32,829	24,000	10,000
Total Fund Revenues	\$ 654,337	\$ 722,000	\$ 663,000

CLASS C ROADS FUND EXPENDITURES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Salary & Wages (FT)	\$ 75,182	\$ 113,000	\$ 92,789
Overtime	3,913	3,000	2,895
Salary & Wages (PT)	1,806	-	-
Employee Benefits	44,422	75,000	67,176
Motor Pool Changes	-	-	28,014
Engineering	3,343	10,000	10,000
Professional Fees	1,565	-	1,800
Street Light Operation	35,322	38,000	46,000
Street Light Maintenance	23,338	75,000	30,000
Street Signs	9,337	26,000	15,000
Street Maintenance	755,259	420,000	400,000
Snow Removal	20,358	4,000	20,000
Sidewalk Maintenance	24,863	10,000	25,000
TOTAL FUND EXPENDITURES	\$ 998,708	\$ 774,000	\$ 738,674

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

GOLF DEBT SERVICE FUND REVENUES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Debt Service Revenues			
2012 GO Bond - Property Tax	\$ 306,585	\$ 306,000	\$ 306,000
Motor Vehicle Tax	25,261	23,000	23,000
Delinquent Tax	14,132	13,000	12,000
Penalty & Interest	1,415	1,000	500
Interest Income	3,424	-	-
TOTAL GOLF DEBT SERVICE FUND REVENUES	\$ 350,816	\$ 343,000	\$ 341,500

GOLF DEBT SERVICE FUND EXPENDITURES	2024 ACTUAL	2024 PROJECTED	2025 BUDGET
Debt Service Expenses			
2012 GO Bond Principal	\$ 270,000.00	\$ 275,000.00	\$ 280,000.00
2012 GO Bond Interest	93,720	88,320	82,820
Trustee Fees	425	425	425
TOTAL GOLF DEBT SERVICE FUND EXPENDITURES	\$ 364,145	\$ 363,745	\$ 363,245

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

CAPITAL PROJECTS FUND REVENUES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Capital Project's Fund Revenues & Other Financing Sources			
Impact Fees - Park Development	\$ 2,256	\$ 4,000	\$ -
Impact Fees - Public Safety	19,964	4,000	-
Impact Fees - Streets	47,342	47,000	-
PARC Sales Tax Revenue	96,869	95,000	95,000
Interest Income	112,483	50,000	20,000
Grant Income	21,984	-	9,000
	<u>836,113</u>	<u>200,000</u>	<u>124,000</u>
Capital Project's Fund Transfers			
Transfers in from General Fund	600,000	-	-
Transfers in from Golf Fund	250,000	30,000	-
	<u>850,000</u>	<u>30,000</u>	<u>-</u>
TOTAL CAPITAL PROJECTS FUND REVENUES & TRANSFERS	\$ 1,686,113	\$ 230,000	\$ 124,000
CAPITAL PROJECTS FUND EXPENDITURES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Street Projects			
Harvey Blvd Widening	2,449	30,000	270,000
	<u>2,449</u>	<u>30,000</u>	<u>270,000</u>
Park Projects			
Park Renewal	1,340,559	-	250,000
Forest Creek Park	214,342	-	-
	<u>1,340,559</u>	<u>-</u>	<u>250,000</u>
Miscellaneous Projects			
Building Renewal	32,340	50,000	400,000
Golf Improvements	226,095	-	-
	<u>258,435</u>	<u>50,000</u>	<u>400,000</u>
Transfers Out			
To the General Fund	15,000	27,000	15,000
	<u>15,000</u>	<u>27,000</u>	<u>15,000</u>
TOTAL CAPITAL PROJECTS FUND EXPENDITURES	\$ 1,616,443	\$ 107,000	\$ 935,000

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

WATER & SEWER FUND REVENUES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Storm Drain Revenues			
Storm Drain - Residents	\$ 499,278	\$ 500,000	\$ 500,000
Land Disturbance Fees	700	-	500
	499,978	500,000	500,500
Water Revenues			
Water Fees - Residents	781,451	812,000	850,000
Water Fees - American Fork	5,606	-	-
Water Fees - Contractors	1,840	1,400	3,000
PI Fees - Usage	404,426	240,000	260,659
PI Fees - Base Rate	776,709	1,100,000	1,166,000
Central Utah Project Fees	78,660	-	-
Water Fees from City departments	37,750	37,750	37,750
Water Lateral Inspections	225	500	500
Water Meters	8,624	2,300	2,000
Grants	755,610	600,000	100,000
Water Impact Fees	11,210	2,000	3,000
	2,862,111	2,795,950	2,422,909
Sewer Revenues			
Sewer Fees - Residents	1,264,227	1,425,000	1,515,972
Sewer Fees from City departments	1,750	1,750	1,750
Sewer Fees - Nonresidents	8,674	6,000	6,204
Sewer Lateral Inspections	225	500	150
Sewer Impact Fees	37,178	36,409	2,000
	1,312,054	1,469,659	1,526,076
Miscellaneous Revenues			
Contribution from Developer	58,219	-	-
Penalty Fees	31,455	31,000	33,000
Interest Income	114,978	60,000	35,000
Utility Setup Fees	7,400	7,000	2,000
Other Income	1,114	6,000	750
Contribution Income	28,300	2,700	5,000
	241,467	106,700	75,750
TOTAL WATER & SEWER FUND REVENUES	\$ 4,915,609	\$ 4,872,309	\$ 4,525,235

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

WATER & SEWER FUND EXPENDITURES	2024 ACTUAL		2025 PROJECTED		2026 BUDGET
Storm Drain Expenditures					
Salary & Wages (Full-Time)	\$	211,083	\$	214,000	\$ 212,355
Overtime		8,577		5000	5,392
Salary & Wages (Part-Time)		12,502		6,000	3,889
Employee Benefits		124,169		115,000	71,500
GASB 68 Pension Expense Adjustment		(6,465)		-	-
Storm Drain Supplies		437		50	500
Membership dues		2,429		2,500	5,000
Continuing Education		2,361		600	3,200
Uniforms/Clothing/PPE		778		500	750
Water & Food Supplies		460		400	500
Computer Expenses		3,000		2,000	3,000
Tools & Equipment		3,834		2,000	2,500
Communication & Telephone		1,448		1,500	1,500
Engineering Services		9,051		8,000	5,000
Professional & Technical		1,695		4,500	3,000
Insurance		8,242		9,000	10,300
Storm Drain Maintenance		19,134		22,500	30,000
Depreciation		166,527		106,000	115,000
Bad Debt		405		-	750
	\$	569,663	\$	499,550	\$ 474,137
Water Expenditures					
Salary & Wages (Full-Time)	\$	276,746	\$	290,000	\$ 393,019
Overtime		8,537		6,200	8,651
Salary & Wages (Part-Time)		5,524		11,000	3,151
Employee Benefits		157,941		175,000	255,715
GASB 68 Pension Expense Adjustment		(9,348)		-	-
Water Supplies		1,236		5,000	2,000
Dues & Subscriptions		2,623		5,000	5,000
Continuing Education		6,034		4,000	6,200
Uniforms/Clothing/PPE		1,462		1,500	1,750
Water & Food Supplies		360		500	500
Computer Expenses		6,268		6,000	7,000
Repairs and Maintenance		4,754		15,000	7,000
Office Equipment		-		1,000	1,000
Tools & Equipment		5,954		10,000	7,500
Motor Pool Charges		93,562		157,000	114,910
Utilities		226,112		260,000	420,000
Blue Stakes		3,104		3,500	2,000
Communications & Telephone		2,236		2,000	2,300
Engineering Services		25,606		29,000	25,000
Professional & Technical		85,974		49,000	50,000
Meter Installation & Maintenance		-		1,000	15,000
Water Purchases - American Fork		-		-	15,000
Water Purchases - Pleasant Grove Irrigation		57,861		58,000	59,000
Water Testing		13,710		18,000	21,000
Insurance		20,598		23,000	25,800
Water Construction Projects		35,586		55,000	60,000
Supplementary Water		163,301		168,000	177,000
Pressurized Irrigation Projects		20,190		6,100	16,000
Credit Card Fees		42,064		44,200	50,000
Trustee Fees		7,450		6,700	6,700
Bond Interest		125,751		194,000	185,000
Depreciation		605,784		625,000	650,000
Amortization		25,589		17,000	13,057
Bad Debt		1,680		6,000	6,000
Resident Claims		-		-	6,000
	\$	2,024,248	\$	2,252,700	\$ 2,618,253

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

WATER & SEWER FUND EXPENDITURES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Sewer Expenditures			
Salary & Wages (Full-Time)	\$ 175,078	\$ 179,400	\$ 123,226
Overtime	5,634	4,077	2,035
Salary & Wages (Part-Time)	3,608	17,117	1,151
Employee Benefits	98,493	101,400	71,500
GASB 68 Pension Expense Adjustment	(6,346)	-	-
Sewer Supplies	44	2,000	2,000
Dues & Subscriptions	100	-	100
Continuing Education	1,341	1,750	1,750
Uniforms/Clothing/PPE	778	500	750
Water & Food Supplies	249	500	500
Computer Expenses	-	4,000	3,000
Tools & Equipment	596	1,000	1,000
Utilities	121	200	200
Postage	-	750	-
Communications & Telephone	1,758	1,500	1,800
Engineering Services	11,622	15,000	5,000
Professional & Technical	2,324	2,500	4,000
TSSD Fees	657,121	665,010	891,840
Sewer Television Expenses	-	2,000	2,000
Sewer Fee - AF	-	1,000	1,000
Insurance	12,408	12,000	15,500
Sewer Maintenance	875	4,000	2,000
Sewer Construction Projects	-	2,000	2,000
Depreciation	154,761	153,000	153,000
Bad Debt	1,025	2,500	2,500
	\$ 1,121,590	\$ 1,173,204	\$ 1,287,852

APPROVED BUDGET FISCAL YEAR FY 2025-2026 continued

MOTOR POOL FUND REVENUES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Transfers			
Charges to General Fund	\$ 114,276	\$ 50,649	\$ 57,164
Charges to Water and Sewer	93,562	115,915	114,910
Charges to Golf Fund	27,606	27,306	29,821
Charges to Road Funds	-	40,291	28,014
Gain on Sale of Assests	15,951	10,000	40,000
TOTAL MOTOR POOL FUND REVENUES	\$ 251,395	\$ 244,161	\$ 269,909
MOTOR POOL FUND EXPENDITURES	2023 ACTUAL	2024 PROJECTED	2025 BUDGET
Vehicle Expenses			
Gas & Oil - General	\$ 815	\$ 3,000	\$ 1,500
Gas & Oil - Recreation	-	-	1,500
Gas & Oil - Parks	-	-	12,000
Vehicle Maintenance - General	81	500	250
Vehicle Maintenance - Recreation	-	-	250
Vehicle Maintenance - Parks	-	-	10,000
Insurance - Administration	3,052	3,500	1,100
Insurance - Recreation	-	-	1,100
Insurance - Parks	-	-	3,300
Gas & Oil - Building & Zoning	193	400	400
Vehicle Maintenance - Building & Zoning	57	100	100
Insurance - Building & Zoning	1,017	1,300	1,000
Gas & Oil - Public Works	28,958	30,000	18,000
Vehicle Maintenance - Public Works	33,915	25,000	20,000
Insurance - Public Works	15,260	18,000	20,000
Gas & Oil - Golf	2,703	3,500	3,500
Vehicle Maintenance - Golf	308	500	500
Insurance - Golf	1,017	1,300	1,100
	87,376	87,100	95,600
Equipment Expenses			
Rent Expense	19,852	21,000	21,000
Depreciation Expense	116,873	136,000	153,309
	136,725	157,000	174,309
TOTAL MOTOR POOL FUND EXPENDITURES	\$ 224,101	\$ 244,100	\$ 269,909

REVENUES	2024 ACTUAL	2025 PROJECTED	2026 BUDGET	EXPENDITURES	2024 ACTUAL	2025 BUDGET	2026 BUDGET
General Fund							
Taxes	\$ 3,473,618	\$ 3,485,000	\$ 3,485,995	General Government	\$ 1,236,349	\$ 1,194,200	\$ 1,254,805
Licenses/Permits	143,858	165,000	120,000	Streets & Public Works	240,060	112,700	137,927
Charges for Services	828,924	1,196,250	1,238,000	Public Safety	1,438,267	2,274,100	2,352,340
Intergovernmental	15,788	13,000	13,000	Parks and Recreation	1,015,881	885,000	913,719
Recreation & Culture	642,628	272,000	327,500	Solid Waste Services	585,091	631,000	623,000
Miscellaneous	140,302	158,000	73,000	Transfers Out	600,000	-	-
Transfers In	15,000	27,000	55,000				
	\$ 5,260,118	\$ 5,316,250	\$ 5,312,495		\$ 5,115,649	\$ 5,097,001	\$ 5,281,792
Golf Fund							
Golf Revenue	\$ 1,869,227	2,305,000	\$ 2,051,500	Salaries, Wages, & Benefits	\$ 661,831	\$ 784,100	\$ 1,170,457
Transfers In	-	-	-	Materials, Supplies, and Services	669,817	723,156	771,421
				Capital Outlay	201,653	21,000	400,000
				Transfers Out	250,000	-	-
	\$ 1,869,227	\$ 2,305,000	\$ 2,051,500		\$ 1,783,301	\$ 1,528,256	\$ 2,341,878
Class C Roads Fund							
Class C Roads	\$ 399,659	\$ 440,000	\$ 398,000	Salary, Wages, & Benefits	\$ 125,323	\$ 191,000	\$ 162,860
Highway Sales Tax Distribution	183,377	180,000	183,000	Street Maintenance	823,256	559,000	491,000
Public Transit Sales Tax	38,471	78,000	72,000	Motor Pool Fund	-	-	28,014
Interest Income	32,829	24,000	10,000	Sidewalk Maintenance	24,863	10,000	25,000
Other Income	-	-	-	Snow Removal	20,358	4,000	20,000
Transfers In	-	-	-	Engineering/Professional Fees	4,908	10,000	11,800
	\$ 654,337	\$ 722,000	\$ 663,000		\$ 998,708	\$ 774,000	\$ 738,674
Golf Debt Service Fund							
Property Tax	\$ 306,585	\$ 306,000	\$ 306,000	Bond Principal	\$ 270,000	\$ 275,000	\$ 280,000
Motor Vehicle Tax	25,261	23,000.0	23,000	Bond Interest	93,720	88,320	82,820
Other Fees	18,970	14,000	12,500	Trustee Fees	425	425	425
	\$ 350,816	\$ 343,000	\$ 341,500		\$ 364,145	\$ 363,745	\$ 363,245
Capital Projects Fund							
Transfers In	\$ -	\$ 30,000	\$ -	Park Projects	\$ 1,554,900	\$ -	\$ 250,000
Impact Fees	69,562	55,000	-	Street Projects	2,449	30,000	270,000
Other Sources	231,336	145,000	124,000	Misc Projects & Debt Service	258,435	50,000	400,000
				Transfers Out	15,000	27,000	15,000
	\$ 300,898	\$ 230,000	\$ 124,000		\$ 1,830,784	\$ 107,000	\$ 935,000
Water, Sewer, & Storm Drain Fund							
Water	\$ 2,862,111	\$ 2,795,950	\$ 2,422,909	Water	\$ 2,024,248	\$ 2,252,700	\$ 2,618,253
Sewer	1,311,285	1,435,250	1,526,076	Sewer	1,121,590	1,173,204	1,287,852
Storm Drain	499,978	500,000	500,500	Storm Drain	516,482	499,550	473,887
Miscellaneous	241,467	106,700	75,750				
	\$ 4,914,840	\$ 4,837,899	\$ 4,525,234		\$ 3,662,321	\$ 3,925,453	\$ 4,379,991
Motor Pool Fund							
Charges from General Fund	\$ 114,276	\$ 50,649	\$ 57,164	Gas & Maintenance	\$ 67,030	\$ 63,000	\$ 57,750
Charges from Water & Sewer	93,562	115,915	114,910	Insurance	20,346	24,100	23,200
Charges from Golf	27,606	27,306	29,821	Rent Expense	19,852	21,000	21,000
Charges to Road Fund	-	40,291	28,014	Depreciation	116,873	136,000	153,309
Gain on Sale of Assets	15,951	10,000	40,000				
	\$ 251,395	\$ 244,161	\$ 269,909		\$ 224,101	\$ 244,100	\$ 255,259

General Fund

	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Beginning Fund Balance	\$ 738,365	\$ 882,834	\$ 1,102,083
Revenues			
Taxes	\$ 3,473,618	\$ 3,485,000	\$ 3,485,995
Licenses/Permits	143,858	165,000	120,000
Intergovernmental	15,788	13,000	13,000
Other Fees	828,924	1,196,250	1,238,000
Recreation & Culture	642,628	272,000	327,500
Miscellaneous	140,302	158,000	73,000
Total Revenues	5,245,118	5,289,250	5,257,495
Transfers In	15,000	27,000	15,000
Total Revenues & Transfers In	5,260,118	5,316,250	5,272,495
Expenditures			
General Government	1,236,349	1,194,200	1,254,805
Public Works	240,060	112,700	137,927
Public Safety	1,438,267	2,274,100	2,352,340
Solid Waste Services	585,091	631,000	623,000
Parks and Recreation	1,015,881	885,000	913,719
Total Expenditures	4,515,649	5,097,001	5,281,793
Transfers Out	600,000	-	-
Total Expenditures & Transfers Out	5,115,649	5,097,001	5,281,793
Ending Fund Balance	\$ 882,834	\$ 1,102,083	\$ 1,092,785

Golf Fund

	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Fund Balance Beginning of Year	\$ 405,539	\$ 491,466	\$ 1,268,210
Revenues			
Golf Revenue	\$ 1,869,227	\$ 2,305,000	\$ 2,051,500
Total Revenues	1,869,227	2,305,000	2,051,500
Expenses			
Salaries, Wages, & Benefits	661,831	784,100	1,170,457
Materials, Supplies, and Services	669,817	677,156	736,421
Capital Outlay	201,653	21,000	400,000
Total Expenses	1,533,301	1,528,256	2,341,878
Transfers Out	250,000	-	-
Total Expenses & Transfers Out	1,783,301	1,528,256	2,341,878
Ending Fund Balance	\$ 491,466	\$ 1,268,210	\$ 977,832

Class C Roads Fund

	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Beginning Fund Balance	\$ 719,682	\$ 375,311	\$ 323,311
Revenues			
Class C Roads	399,659	440,000	398,000
Highway Sales Tax Distribution	183,377	180,000	183,000
Public Transit Sales Tax	38,471	78,000	72,000
Interest Income	32,829	24,000	10,000
Other Income	-	-	-
Total Revenues	654,337	722,000	663,000
Expenditures			
Salary & Wages	80,900	116,000	95,684
Employee Benefits	44,422	75,000	67,176
Motor Pool Fund	-	-	28,014
Engineering/Professional Fees	4,908	10,000	11,800
Streets	823,256	559,000	491,000
Snow Removal	20,358	4,000	20,000
Sidewalk Maintenance	24,863	10,000	25,000
Total Expenditures	998,708	774,000	738,674
Ending Fund Balance	\$ 375,311	\$ 323,311	\$ 247,637

Golf Debt Service Fund

	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Beginning Fund Balance	\$ 57,500	\$ 44,171	\$ 23,426
Revenues			
Property Tax	\$ 306,585	\$ 306,000	\$ 306,000
Motor Vehicle Tax	25,261	23,000	23,000
Other Fees	18,970	14,000	12,500
Total Revenues	350,816	343,000	341,500
Expenditures			
Bond Principal	270,000	275,000	280,000
Bond Interest	93,720	88,320	82,820
Trustee Fees	425	425	425
Total Expenditures	364,145	363,745	363,245
Ending Fund Balance	\$ 44,171	\$ 23,426	\$ 1,681

Capital Projects Fund

	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Beginning Fund Balance	\$ 2,505,305	\$ 1,825,420	\$ 1,948,421
Revenues & Other Sources			
Impact Fees	\$ 69,562	\$ 55,000	\$ -
Interest Income	112,483	50,000	20,000
PARC Tax	96,869	95,000	95,000
Grant Income	21,984	-	9,000
Total Revenues	300,898	200,000	124,000
Transfers In	850,000	30,000	-
Total Revenues & Transfers	1,150,898	230,000	124,000
Expenditures			
Street Projects	2,449	30,000	270,000
Park Projects	1,554,900	-	250,000
Miscellaneous Projects	258,435	50,000	400,000
Total Expenditures	1,815,784	80,000	920,000
Transfers Out	15,000	27,000	15,000
Total Expenditures & Transfers	1,830,783	106,999	934,999
Ending Fund Balance	\$ 1,825,420	\$ 1,948,421	\$ 1,137,422

Water & Sewer Fund

	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Beginning Net Position	\$ 26,597,839	\$ 27,850,359	\$ 28,762,805
Revenues			
Water	\$ 2,862,111	\$ 2,795,950	\$ 2,422,909
Sewer	1,311,285	1,435,250	1,526,076
Storm Drain	499,978	500,000	500,500
Miscellaneous	241,467	106,700	75,750
Total Revenues	4,914,840	4,837,900	4,525,235
Expenses			
Salaries, Wages, & Benefits	1,087,892	1,124,194	1,151,584
Materials, Supplies, and Services	820,475	968,050	1,130,560
TSSD Fees	657,121	665,010	891,840
Water Purchases	57,861	58,000	74,000
Bad Debts	3,109	8,500	9,250
Depreciation & Amortization	902,660	901,000	931,057
Interest & Trustee Fees	133,201	200,700	191,700
Total Expenses	3,662,321	3,925,454	4,379,991
Ending Net Position	\$ 27,850,359	\$ 28,762,805	\$ 28,908,049

Motor Pool Fund

	2024 ACTUAL	2025 PROJECTED	2026 BUDGET
Beginning Net Position	\$ 1,024,953	\$ 1,052,247	\$ 1,052,308
Revenues			
Charges from General Fund	\$ 114,276	\$ 50,649	\$ 57,164
Charges from Water & Sewer	93,562	115,915	114,910
Charges from Golf	27,606	27,306	29,821
Charges to Road Funds	-	40,291	28,014
Gain on Sale of Asset	15,951	10,000	40,000
Total Revenues	251,395	244,161	269,909
Expenditures			
Gas & Maintenance	67,030	63,000	57,750
Insurance	20,346	24,100	23,200
Rent Expense	19,852	21,000	21,000
Depreciation	116,873	136,000	153,309
Total Expenditures	224,101	244,100	255,259
Ending Net Position	\$ 1,052,247	\$ 1,052,308	\$ 1,066,958

General Fund

The following five General fund revenues represent 80% of the revenues. 40% of General fund revenues budgeted are sales and use tax, which is distributed based on population and point-of-sale related to the city vs other governmental entities in Utah. These are estimated taking a three-year average of the most recent years. 14% of General fund revenues budgeted are property taxes. The county provides an estimate of next year's property tax amount based on the current amount plus any growth. We have not experienced significant growth for 15 years, so this amount has not changed much. Garbage fees represents 10% of budgeted revenues. This amount is budgeted based on the city's contract with Waste Management and their inflationary increases. Franchise taxes represent 9% of projected general fund revenues, which are fees paid by Enbridge Gas, Rocky Mountain Power and Comcast. These fees are based on resident's usage, so the weather has large impact on whether the revenues increase or decrease, so the city generally averages the last few years to get a revenue amount. American Fork Public Safety fees represent 6% of the budget. The revenue amount is based on the estimated usage fees charged for each entity in the city.

Golf Fund

Two revenues make up 78% of the golf fund revenues. Green fees are 62% of the fund revenues and event room rentals are 16% of the fund revenues. Green fees include golf cart fees and tournaments. The city takes a three-year average of revenues to project the next year's green fee and event revenues.

Class C Roads Fund

Class C Roads make up 60% of the fund's revenues, which comes from state gas taxes and the amount of paved roads in our city. The Highway sales tax is 0.25% percentage of the local sales tax rate and provides 28% of the funds revenues. The takes an average of the most recent years to project the current year's amount.

Golf Debt Service Fund

Property tax levy provides almost 90% of the revenues for the debt service fund. This levy is pay off bonds that were used to finance the construction of the golf course. The city allowed to levy 100% of the debt service, but budgets approximately 90% instead and the rest is covered by budget excesses and motor vehicle fees.

Capital Projects Fund

PARC sales tax revenue represents 0.10% of the local sales tax rate and is approximately 77% of the revenue for the Capital projects fund. This budgeted using prior history. Other revenues include impact fees and grants.

Water & Sewer Fund

Culinary and secondary water fees to residents represent 51% of the fund's budgeted revenues. The projected revenues are based on prior years usage and engineer's estimates. Sewer fees represent 34% of the funds budget revenues. These fees generally cover the fees charged to the city by Timpanogos Special Service District (TSSD). The budgeted amounts are projected based on TSSD increases and prior history.

Motor Pool fund

Estimated motor pool vehicle and equipment costs to funds are based on the vehicle's depreciation, fuel, insurance and maintenance costs. The Water & Sewer fund is charged 43% based on their vehicles and equipment. The General fund is charged 21% of the revenues based on their vehicles and equipment. The Class C Roads fund is charged 18% based on their vehicle and equipment use. The Golf fund is charged 11% based on their vehicle and equipment. 15% of fund revenues are based on the gain related to disposed vehicles and equipment.

The City's General Plan, serves as a long-term guide for growth, land use, and development. Here are some key strategic goals and associated strategies.

Strategic goals

Managed Growth and Land Use

- Ensure land development aligns with community values and long-term sustainability.
- Maintain compatibility and continuity across neighborhoods and regions.
- Use zoning and land use ordinances to guide acceptable development.

Transportation and Infrastructure

- Develop and maintain a transportation network that supports current and future needs.
- Integrate transportation planning with land use to reduce congestion and improve mobility.

Moderate-Income Housing

- Promote housing options that are affordable for moderate-income families.
- Encourage diverse housing types to meet the needs of various demographics.

Environmental Stewardship

- Preserve open spaces and natural resources.
- Promote sustainable development practices.

Community Engagement and Quality of Life

- Foster a sense of community through parks, recreation, and cultural activities.
- Encourage public participation in planning and decision-making processes.

Action plans to achieve strategies and goals

Zoning and Ordinance Updates: Regularly update zoning codes to reflect evolving community needs and ensure consistency with the General Plan.

Master Planning: Use master plans for transportation, housing, and utilities to coordinate development efforts.

Public-Private Partnerships: Collaborate with developers, nonprofits, and other stakeholders to implement housing and infrastructure projects.

Citizen Involvement: Host public hearings, surveys, and workshops to gather input and build consensus.

Fiscal Responsibility: Align budgeting and capital improvement plans with strategic priorities.

FUND DESCRIPTIONS AND STRUCTURE

The **governmental funds** include those activities that comprise the City's basic services. The governmental funds are listed separately below:

The **General fund** is considered the chief operating fund of the City. This fund accounts for all financial resources of general government, except for those required to be accounted for in another fund.

The **Golf fund** is a special revenue fund used to account for the activity of the golf course and receives a subsidy from the General fund and is managed by the Community Services Director.

The **Class C Roads fund** is a special revenue fund used to account for road maintenance funding and the related road and sidewalk maintenance projects.

The **Golf debt service fund** is used to account for debt levy receipts, and principal, interest, and trustee payments.

The **Capital Project fund** accounts for the resources used to acquire, construct, and improve major capital facilities, other than those financed by proprietary funds. The principal sources of funding are impact fees, transfers from the General fund, grants, and bond proceeds.

The **Internal Service funds** account for the financing of goods or services provided by one department to other departments of the City on a cost reimbursement basis. The City's only Internal Service fund is the Motor Pool fund.

The **Motor Pool fund** accounts for the maintenance and acquisition of City vehicles and equipment.

The **Enterprise fund** includes those activities that operate similar to private businesses and charge a fee to the users that is adequate to cover most or all of the costs. The City reports the following enterprise fund:

The **Water, Sewer, and Storm Drain fund** is used to account for the operations of the City's water, sewer, and storm drain utilities.

FUND RELATIONSHIPS

Since there are only a few city funds, so for financial reporting purposes all governmental funds are treated as major funds in displayed individually in the basic financial statements except for the General fund and Class C Road funds, which are combined. The Golf fund is separated from the General fund as a special revenue fund. Historically golf revenues have been supported with subsidies to help fund equipment replacements and infrastructure maintenance. The Golf debt service fund was set up to show the costs of the bonded debt service related to golf operations. The Capital Projects fund is used to fund mostly park improvements and building improvements. The Motor pool fund is an internal service fund used to help support vehicle and equipment purchases for all government and enterprise funds. The Water & Sewer enterprise fund is used to track water, sewer, and storm drain utility revenues and expenses.

Financial Planning Policies

Balanced Budget: When under normal circumstances, the City of Cedar Hills will adopt a balanced General fund budget by June 30, pursuant to §10-6-109, Utah Code Annotated. A balanced budget means that at the end of the fiscal year (June 30), General fund operating expenditures will not exceed General fund operating revenues, unless fund balance exceeds 5% of general fund revenues §10-6-116(4).

Long-Range Planning: The City of Cedar Hills supports a financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets, budget policies, cash management and investment policies, and programs and assumptions.

Asset Inventory: Each department manager will take all reasonable measures available to prolong and assess the condition of major capital assets.

Revenue Policies

Revenue Diversification: The City maintains a healthy dependence on a variety of revenue sources to cover expenditures such that short-term fluctuations in any one revenue source will not affect the overall financial health of the City. Throughout the year, the City prepares reports that compare actual to budgeted revenue amounts.

Fees and Charges: Fees and charges are based on the estimated cost of providing an associated service and are evaluated annually.

One-time Revenues: The City is committed to minimizing the portion of operating expenditures that are funded by one-time growth revenues. To support this policy, the City of Cedar Hills analyzes current and historic operating trends annually to extrapolate future trends.

Unpredictable Revenues: The City places revenues from unpredictable sources into other income line items that will be transferred into Capital Projects.

Expenditure Policies

Debt: The City continually strives for improvements in the City's bond rating and will refrain from issuing debt for a period in excess of the expected useful life of a capital project. The total of General Obligation bonds will be limited to 12 percent of the prior-year total assessed value for tax purposes of real and personal property.

Reserve Accounts: The City will maintain a minimum fund balance of at least 16 percent (not to exceed 30 percent) of estimated revenues. If existing reserves exceed the required level, such funds may be used to balance the budget or to meet needs that may arise during the year.

Expenditure Accountability: Basic and essential services provided by the City will receive first-priority funding. The City will continue to establish performance measurements for all departments. These measures will reflect the demand, workload capability, and projected outcomes for the department to accomplish its objectives.

Investments: Excess cash is invested in a PTIF account. By using low risk investments, the issues of safety, liquidity, and yield (in that order of priority) are addressed. The PTIF is managed by state investment officers, who diversify the pool based on maturity date so as to protect against market fluctuations. Investments made by the City are in conformance with all requirements of the State of Utah Money Management Act and City ordinances.

CIP: Each year the City Council adopts a Capital Improvements Plan (CIP), which serves as a plan to provide for the orderly maintenance, replacement, and expansion of capital assets. Each year after budget adoption, the CIP will be reviewed and revised to reflect the impact of the adopted budget.

Financial Reporting: Financial reports are printed monthly and distributed to department directors and operational managers, the City Manager, and Finance Director, who monitor the collection of revenues and all expenditures. Financial reports are reviewed by City Council members monthly.

This has only been a summary of the “Financial Planning Policies” document. The document may be viewed, in it’s entirety, in Appendix B of this document.

Basis of Budgeting: Budgetary Control

Budgets are prepared for City funds on the cash basis while the modified accrual or accrual basis is used to account and prepare fund financial reports.

The City Council approves by resolution the total budget appropriation by fund. Any revisions that alter the total appropriations of any fund must be approved by the City Council. A public hearing is held any-time an increase in total appropriations is made. Unused appropriations for all of the annually budgeted funds lapse at the end of the year.

2026 BUDGET TIMELINE			
Task	Date to be Completed	Task	Date to be Completed
Fiscal Budget Introductory Discussion	January 7	Golf Fund Revenues	May 6
Capital Improvements Plan	February 18	Golf Fund Expenditures	May 6
Capital Projects Fund Revenue Estimates	February 18	Water & Sewer Fund Revenue Estimates	March 18
Capital Projects Fund Expenditures	February 18	Water & Sewer Fund Expenditures	March 18
Motor Pool Fund Expenditures	February 18	Tentative Budget Presentation	May 6
Vehicle Replacement Plan	February 18	Certified Tax Rate	June 10
General Fund Revenue Estimates	March 4	Final Budget Approved	June 10
General Fund Expenditures	March 4	Final Budget Submitted to State	June 10
Salaries, Wages, & Benefits	March 4		

DEPARTMENT SUMMARY

The various departments for the City of Cedar Hills are 1. Administration 2. Public Works 3. Community Services 4. Finance.

Administration department includes many functions for Cedar Hills, which provide oversight for effective city operations, and supporting the city council and mayor. Effective oversight includes coordinating city departmental services, providing public communication, human resource services, elections, recorder, internal audit, planning, passport processing, building permit processing, inspections, enforcement of code, contract negotiations, community theater, and compliance training. Admin staff works closely with the city council, mayor and staff at helping the city to be professional, efficient, create community, ensure safety, cooperation and sustainability.

Public works department includes oversight of road maintenance, parks, trails, culinary water, secondary water, sewer, and storm drain. The staff provides regular maintenance to water mains, water meters, the splash pad, playgrounds, restrooms, irrigation, roads, sidewalks, street lights, and storm drains to minimize emergency repairs and provide opportunities for community events like the Family festival and recreational leagues. Public works staff also implement water conservation information and tools to help residents understand how to reduce water leaks and excess watering.

Community services department oversees the recreation department, event rentals, park rentals, family festival, and golf course. The objective is to provide a high level of customer service, which includes timely response, positive attitudes, courteous, and adapting to follow best practices. Another objective marketing the golf course improvements, marketing new recreation programs, and coordinate repeat reservations with groups who book events.

Finance department oversees purchasing, monthly financial reporting, year-end audit coordination, utility billing, accounts payable, payroll, cash receipting, accounts receivable, debt management, financial policies, budget oversight, bank reconciliations, and investments. Finance also helps manage capital improvements like park renovations, playground updates, and some building improvements. The objectives of the finance department is to include being responsive to funding the needs of the city, researching and educating other on best financial practices, providing relevant, accurate, transparent financial documents for better decision making and to be in compliance with state and national accounting standards.

DEPARTMENT HIGHLIGHTS	2023	2024	2025
Administration			
Media communications produced and posted	80	80	80
Fraud evaluation low risk	Yes	Yes	Yes
Internal audits performed	Yes	Yes	Yes
Passport Revenues	\$152,767	\$164,817	\$171,443
Finance			
Certificate of Achievement in Financial Reporting	Yes	Yes	N/A
General obligation bond rating	AA+	AA+	AA+
Utility billing collection rate	99.68%	99.92%	99.92%
Average payroll processing time (days)	<2	<2	<2
Public Works			
Harvey, Heritage, & Mesquite parks average Google reviews out of 5	N/A	N/A	4.7
Acres of landscaping maintained	44	44	44
Street, sidewalk, and lighting maintenance costs	\$288,076	\$988,708	\$843,978
Water repair expenses	\$35,573	\$35,586	\$56,881
Community Services			
Cedar Hills Golf Club average Google reviews out of 5	N/A	N/A	4.3
Vista Room average Google reviews out of 5	N/A	N/A	4.6
Library reimbursements	\$17,070	\$23,400	\$21,600
Family Festival donations raised	\$28,310	\$38,010	\$27,800

DEMOGRAPHIC HIGHLIGHTS	2023	2024	2025
Population estimate (1)	9,956	9,800	9,809
City Household Median Adjusted Gross Income (2)	\$137,527	N/A	N/A
County Median Adjusted Gross Income (2)	\$100,895	N/A	N/A
County Unemployment % Rate (3)	2.4	3.3	3.3
Sources:			
(1) Utah tax commission population factor June collection/Aug. dist.			
(2) Census.gov—Profiles			
(3) Utah Department of Workforce Services—County Snapshot			

General Note: The city was established in 1977. Most growth occurred in the late 1990s when Mount Timpanogos Temple was built nearby in American Fork. The city is approximately 2.7 square miles. The median age is 25.4. This affluent bedroom community has two elementary schools, and small commercial area including a Walmart, office buildings, and a few food options. The city is located at the mouth of American Fork Canyon near Alpine, Highland, American Fork and Pleasant Grove. Public safety is contracted with American Fork. Waste Management provides garbage and recycling services.

FULL-TIME EQUIVALENTS	2023	2024	2025	2026
Administration	4.2	4.5	4.5	4.5
Finance	2.9	2.8	2.9	2.8
Building & Zoning	1.8	1.1	0.6	0.5
Public Works	12.5	11.7	11.5	11.5
Golf	8.5	9.0	10.3	11.0
Community Services	5.1	5.0	5.4	5.0
TOTAL	35.1	34.1	35.1	35.3
Source: Payroll Register Report Hours by Department— Single line summary				

General Note: Demand and revenue for golf services have continued to grow compared to other services provided by the city. Other staffing has remained flat due to budget constraints and the demand in services, except for the building department, which was reduced slightly in staffing hours because the decrease in new home permits.

Glossary

Accounting Period: The fiscal year is divided into 12 accounting periods or months. Each accounting period generally includes two bi-weekly payrolls, except for two periods that include three bi-weekly payrolls.

ACFR: Annual Comprehensive Financial Report, which includes a letter of transmittal, the basic financial statements, financial notes, auditor's opinion, statistical section and other supplementary information all in a format recommended by the Government Finance Officer's Association (GFOA).

Amortization: A noncash expense that reduces the value of an intangible asset over the projected life of the asset.

Appropriation: The legal authorization granted by the City Council to make expenditures and incur obligations.

Capital Expenditures: A type of capital improvement and is generally a construction project such as the development of park land, the acquisition of land, or the construction or remodeling of a City building that exceeds \$10,000.

Cash Basis of Accounting: The basis of accounting under which revenues are recorded when received in cash and expenditures (or expenses) are recorded when cash is disbursed. Since payments for goods and services can be delayed to the next fiscal year, cash on hand can result in an inaccurate picture of the financial condition of a fund. To be in conformance with generally accepted accounting principles (GAAP), local governments must use the accrual basis rather than the cash basis of accounting.

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

Depreciation: A noncash expense that reduces the value of an asset as a result of age, obsolescence, or wear and tear.

Fiscal Year: Twelve-month term designating the beginning and ending period for recording financial transactions. The City of Cedar Hills has specified July 1 through June 30 as the fiscal year.

Fund Balance: Equity or reserves in a governmental fund.

GAAP: General Accepted Accounting Principles for accounting and financial reporting established by the Governmental Accounting Standards Board (GASB).

General Fund: The city's main operating fund that is used to pay for basic City services that utilize sales and property tax dollars and is also supported by fees, and investment earnings.

GFOA: Government Finance Officers Association

Major Fund: A major fund is one that comprises of 10% of the total assets plus deferred outflows, or liabilities plus deferred inflows, revenues, or expenditures/expenses for its fund category (governmental or enterprise funds) and one that comprises at least 5% of the corresponding total for all governmental and enterprise funds combined. The city includes all governmental and enterprise funds as major funds for financial reporting purposes.

Modified Accrual Basis of Accounting: Under the modified accrual basis of accounting, required for use by governmental funds, revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

Net Position: Reserves or equity in an enterprise or internal service fund.

Restricted Fund Balance/Net Position: An account used to indicate that a restricted portion of reserves or a fund's balance earmarked for a specific purpose and is, therefore, not available for general appropriation.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Cedar Hills, Utah for its annual budget for the fiscal year beginning July 1, 2024. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Cedar Hills
Utah**

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Morill
Executive Director