AMERICAN FORK CITY COUNCIL
MAY 12, 2020
REGULAR SESSION AGENDA

NOTICE OF ELECTRONIC MEETING

Pursuant to COVID-19 Federal Guidelines, this meeting will be conducted electronically. You may watch the meeting live-streamed at https://www.afcity.org/AgendaCenter. Email public comments to zoompubliccomment@afcity.net prior to 5:00 p.m. the day of the meeting for them to be read into record by the City Recorder.

The American Fork City Council will meet in an electronic regular session on Tuesday, May 12, 2020, commencing at 7:00 p.m. The agenda shall be as follows:

REGULAR SESSION

1. Pledge of Allegiance; Invocation by Council Member Barnes; roll call.
2. Reading of public comments.
3. City Administrator's Report
4. Council Reports
5. Mayor's Report

COMMON CONSENT AGENDA

(*Common Consent* is that class of Council action that requires no further discussion or which is routine in nature. All items on the Common Consent Agenda are adopted by a single motion unless removed from the Common Consent Agenda.

1. Approval of the April 14, 2020 city council minutes.
2. Approval of the April 21, 2020 work session minutes.
3. Approval of the authorization to release the Improvements Durability Retainer of $4,296.50 for Heiner Office Building, located at 500 West Elm Street.
4. Approval of the authorization to release the Improvements Durability Retainer of $15,203.86 for MITCHELL MEADOWS PLAT C, located at 900 West 1000 North.
5. Approval of the authorization to release the Improvements Construction Guarantee in the amount of $831,458.70 and issue a Notice of Acceptance for the STONECREEK PLAT B construction of public improvements located at approx. 400 South 100 West.
6. Approval of the authorization to release the Improvements Durability Retainer of $44,841.32 for VINTARO 1-C PHASE 1, located at 340,380 South 800 East.

ACTION ITEMS

1. Ratification of city payments (April 22, 2020 to May 5, 2020) and approval of purchase requests over $25,000.
2. Review and action on approval of the city's fiscal year ending June 30, 2021, tentative budget.
3. Review and action on a resolution approving a seconded amended interlocal agreement with Central Utah 911.
4. Review and action on an ordinance amending sections of the American Fork City code relating to the 620/700 South cross section.
5. Review and Action on a Construction Contract for the FY 2020/2021 Pavement Rehabilitation Project.
6. Adjournment.

Dated this 7 day of May, 2020.

Terilyn Lurker

Terilyn Lurker, City Recorder

- In accordance with the Americans with Disabilities Act, the City of American Fork will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-763-3000 at least 48 hours in advance of the meeting.
- The order of agenda items may be changed to accommodate the needs of the City Council, staff, and the public.

REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
MAY 12, 2020

Department Public Works **Director Approval** *Scott Sensanbaugher*

AGENDA ITEM Comment Consent Consideration regarding authorization to release the Improvements Durability Retainer of $4,296.50 for Heiner Office Building, located at 500 West Elm Street.

SUMMARY RECOMMENDATION The City Engineer recommends that the Improvements Durability Retainer be released. The improvements were found in a condition meeting City standards for workmanship and performance after one (1) year of service.

BACKGROUND Pursuant to the terms of Sections 17.9.100 and 17.9.403 of the City Development Code, the City Council may authorize the release of the Improvements Durability Retainer following the one (1) year durability testing period. The release is based on a finding that the quality of construction and materials have endured without evidence of unusual depreciation, wear, non-conformance of City standards or need for remedial action.

BUDGET IMPACT Following the release of the Improvements Durability Retainer, the City is responsible for all future maintenance and replacement costs for any publicly-owned property or improvement. In developments with Home-Owners or Unit-Owners Associations, all common area maintenance and replacement responsibilities will then fall to the Association. All privately-owned improvements will be the responsibility of the owner of the given parcel.

SUGGESTED MOTION Move to authorize the City Engineer to issue documents and/or payments to release the Improvements Durability Retainer of $4,296.50 for Heiner Office Building. Find that the quality of construction and materials have endured without evidence of unusual depreciation, wear, non-conformance of City standards, or need for remedial action.

SUPPORTING DOCUMENTS

Bond Release Request-Heiner Bldg Durability (PDF)
Durability_Release_Authorization-Heiner Office Bldg (PDF)
1. Performance Guarantee Template - July 2018 (XLSX)

AMERICAN FORK
— 1853 —

BOND RELEASE REQUEST

Development Name: Heiner Office Building

Development Address:

*All outstanding fees must be paid prior to any release.

☐ Partial Improvement Assurance Release ☐ Final Improvement Assurance Release ☒ Improvement Warranty Release (10% Durability Release)

Description of Item	Quantity	Units	Unit Price	Total	Inspector Use Only Complete? Yes/No
Durability Bond				$4,296.50	
			Total	$4 296.50	

Bond Type: ☒ Cash Deposit ☐ Escrow Account ☐ Letter of Credit ☐ Surety Bond

Please send check/bank letter to:

Name: John Heiner

Bank (if applicable):

Address: 926 North Fort Canyon Road

City: Alpine State: Utah Zip: 84004

Phone: 8017877906 Email: jcheiner@yahoo.com

Signature: Date: 4-17-2020

City Official Use Only

☒ Fees paid and current

Administrative Signature: C Floyd Date: 4-16-20

Inspector Signature: Date: 4/21/20

Attachment: Bond Release Request-Heiner Bldg Durability (Durability Release - HEINER OFFICE BUILDING)

IMPROVEMENTS DURABILITY RETAINER RELEASE AUTHORIZATION

The City Council of American Fork City, a Municipal Corporation and Body Politic in the State of Utah, hereby authorizes the release of the Improvements Durability Retainer for HEINER OFFICE BUILDING pursuant to the terms of Section 17.9.100 and 17.9.403 of the City Development Code. The City Council finds that the quality of construction and materials have endured without evidence of unusual depreciation, wear, non-conformance to City standards, or need for remedial action.

The City Council hereby authorizes the City Engineer to issue a letter to the financial guarantee institution authorizing release of the Improvements Durability Retainer or to issue an authorized City check as appropriate for the type of guarantee provided.

Amount Released: $4,296.50

PASSED THIS 12 DAY OF MAY, 2020.

_____
City Representative, American Fork City

ATTEST:

_____
Terilyn Lurker, City Recorder

Attachment: Durability_Release_Authorization-Heiner Office Bldg (Durability Release - HEINER OFFICE BUILDING)

Name of Development: HEINER OFFICE WAREHOUSE

	Description of Item	Quantity	Unit	Unit Price	Total	Release #1	Amount Requested	Release #2	Amount Requested	Release #3	Amount Requested	Release #4	Amount Requested	Release #5	Amount Requested	Release #6	Amount Requested	Balance
						Date		Date		Date		Date		Date		Date		
						5/28/2019	Final											
	SEWER																	
	4" Sewer Later w/ 2 cleanouts	1	Each	$2,500.00	$2,500.00	1	$2,500.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	CULINARY WATER																	
	1" Water Later w/ Metercan	1	Each	$3,800.00	$3,800.00	1	$3,800.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Fire hydrant	1	LS	$6,200.00	$6,200.00	1	$6,200.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	CONCRETE																	
	24" Curb and Gutter	316	LF	$20.00	$6,320.00	316	$6,320.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	5' Sidewalk	308	LF	$15.00	$4,620.00	308	$4,620.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Drive Approach	1	Each	$1,200.00	$1,200.00	1	$1,200.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	ADA Ramp	1	Each	$850.00	$850.00	1	$850.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	ASPHALT																	
	Asphalt 3" w/ 8" base	1600	SF	$2.50	$4,000.00	1600	$4,000.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	STORM DRAINAGE																	
	2 x 2 Catch basin	1	Each	$850.00	$850.00	1	$850.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	12" pipe	25	LF	$15.00	$375.00	25	$375.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Pre-treat Catch Basin	1	Each	$1,250.00	$1,250.00	1	$1,250.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Storm Drain Sump	1	Each	$4,500.00	$4,500.00	1	$4,500.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	LANDSCAPE																	
	7 - 5 gallon shrubs & 3 - 2" trees	1	LS	$1,550.00	$1,550.00	1	$1,550.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Sod and final grade	1	LS	$600.00	$600.00	1	$600.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Wood mulch and weed fabric	1	LS	$1,150.00	$1,150.00	1	$1,150.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Irrigation in planter and park strips	1	LS	$2,200.00	$2,200.00	1	$2,200.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	POLE																	
	Relocation of RMP pole	1	LS	$1,000.00	$1,000.00	1	$1,000.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
					$42,965.00		$42,965.00		$0.00		$0.00		$0.00		$0.00		$0.00	**$0.00** Available for Release
	10% Durability - retained at ICG release				$4,296.50	released 5/12/20												$4,296.50 Durability Period

ICG Amount **$47,261.50**

Street Lights **$1,475.00**

Attachment: 1. Performance Guarantee Template - July 2018 (Durability Release - HEINER OFFICE BUILDING)

REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
MAY 12, 2020

Department Public Works **Director Approval** *Scott Sensanbaugher*

AGENDA ITEM Common consent consideration regarding authorization to release the Improvements Durability Retainer of $15,203.86 for MITCHELL MEADOWS PLAT C, located at 900 West 1000 North.

SUMMARY RECOMMENDATION The City Engineer recommends that the Improvements Durability Retainer be released. The improvements were found in a condition meeting City standards for workmanship and performance after one (1) year of service.

BACKGROUND Pursuant to the terms of Sections 17.9.100 and 17.9.403 of the City Development Code, the City Council may authorize the release of the Improvements Durability Retainer following the one (1) year durability testing period. The release is based on a finding that the quality of construction and materials have endured without evidence of unusual depreciation, wear, non-conformance of City standards or need for remedial action.

BUDGET IMPACT Following the release of the Improvements Durability Retainer, the City is responsible for all future maintenance and replacement costs for any publicly-owned property or improvement. In developments with Home-Owners or Unit-Owners Associations, all common area maintenance and replacement responsibilities will then fall to the Association. All privately-owned improvements will be the responsibility of the owner of the given parcel.

SUGGESTED MOTION Move to authorize the City Engineer to issue documents and/or payments to release the Improvements Durability Retainer of $15,203.86 for MITCHELL MEADOWS PLAT C. Find that the quality of construction and materials have endured without evidence of unusual depreciation, wear, non-conformance of City standards, or need for remedial action.

SUPPORTING DOCUMENTS

Bond Release Request Mitchell Meadows Plat C (PDF)
Durability_Release_Authorization-Mitchell Meadows Plat C (PDF)
Mitchell Meadows Plat C Performance Guarantee (XLSX)

AMERICAN FORK
1853

BOND RELEASE REQUEST

Development Name: MITCHELL MEADOWS PLAT C

Development Address: 860 WEST 920 NORTH

*All outstanding fees must be paid prior to any release.

☐ Partial Improvement Assurance Release ☐ Final Improvement Assurance Release ☒ Improvement Warranty Release (10% Durability Release)

Description of Item	Quantity	Units	Unit Price	Total	Inspector Use Only Complete? Yes/No
DURABILITY BOND RELEASE		1	$15,203.86	$15,203.86	
			Total	$15,203.86	

Bond Type: ☐ Cash Deposit ☐ Escrow Account ☒ Letter of Credit ☐ Surety Bond

Please send check/bank letter to:

Name: MARK VANWAGONER

Bank (if applicable): CENTRAL BANK

Address: 175 WEST MAIN STREET

City: AMERICAN FORK State: UTAH Zip: 84003

Phone: 801756-9900 Email: markvw@cbutah.com

Signature: _____ Date: _____

City Official Use Only

☑ Fees paid and current

Administrative Signature: Lisa Halverson Date: 4/23/20

Inspector Signature: [illegible] Date: 4/22/20

Attachment: Bond Release Request Mitchell Meadows Plat C (Durability Release - MITCHELL MEADOWS PLAT C)

IMPROVEMENTS DURABILITY RETAINER RELEASE AUTHORIZATION

The City Council of American Fork City, a Municipal Corporation and Body Politic in the State of Utah, hereby authorizes the release of the Improvements Durability Retainer for MITCHELL MEADOWS PLAT C pursuant to the terms of Section 17.9.100 and 17.9.403 of the City Development Code. The City Council finds that the quality of construction and materials have endured without evidence of unusual depreciation, wear, non-conformance to City standards, or need for remedial action.

The City Council hereby authorizes the City Engineer to issue a letter to the financial guarantee institution authorizing release of the Improvements Durability Retainer or to issue an authorized City check as appropriate for the type of guarantee provided.

Amount Released: $15,203.86

PASSED THIS 12 DAY OF MAY, 2020.

_____
City Representative, American Fork City

ATTEST:

_____
Terilyn Lurker, City Recorder

Attachment: Durability_Release_Authorization-Mitchell Meadows Plat C (Durability Release - MITCHELL MEADOWS PLAT C)

Name of Development: Mitchell Meadows Plat C

Date		Date		Date		Date		Date		Date	
5/28/2019	Final										

	Description of Item	Quantity	Unit	Unit Price	Total	Release #1	Amount Requested	Release #2	Amount Requested	Release #3	Amount Requested	Release #4	Amount Requested	Release #5	Amount Requested	Release #6	Amount Requested	Balance
	SITE PREPARATION																	
	Mobilization	1	LS	$10,000.00	$10,000.00	1	$10,000.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	SWPPP																	
	SWPPP/Maintenance	1	LS	$10,000.00	$10,000.00	1	$10,000.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	SEWER																	
	4" Service Lateral	9	Each	$900.00	$8,100.00	9	$8,100.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	CULINARY WATER																	
	Fire Hydrant Assembly	1	Each	$3,500.00	$3,500.00	1	$3,500.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Service Laterals	9	Each	$1,100.00	$9,900.00	9	$9,900.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	PRESSURIZED IRRIGATION																	
	PI Service Laterals	9	Each	$800.00	$7,200.00	9	$7,200.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	STREETS																	
	Asphalt 3" - Standard Road	23948	SF	$1.55	$37,119.40	23948	$37,119.40		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Roadbase 8" Hauled, Placed & Compacted	23948	SF	$0.63	$15,087.24	23948	$15,087.24		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	24" Curb & Gutter (4" untreated base course included)	1040	LF	$16.00	$16,640.00	1040	$16,640.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Sidewalk 4" Thick (4"untreated base course included)	5284	SF	$4.50	$23,778.00	5284	$23,778.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Curb Tie In	4	Each	$240.00	$960.00	4	$960.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	STORM DRAINAGE																	
	15" RCP Storm Drain	64	LF	$36.00	$2,304.00	64	$2,304.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Curb Inlet 2' x 3' x 4'	1	Each	$1,800.00	$1,800.00	1	$1,800.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Connect to Existing	1	Each	$1,250.00	$1,250.00	1	$1,250.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	CONSTRUCTION MANAGEMENT/MISC.																	
	As Builts Mylar & Disks	1	Each	$250.00	$250.00	1	$250.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Testing, Cleaning, Inspections	1	LS	$2,500.00	$2,500.00	1	$2,500.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Street Sign	2	Each	$225.00	$450.00	2	$450.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Traffic Sign	1	Each	$300.00	$300.00	1	$300.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
	Subdivision Monument	2	Each	$450.00	$900.00	2	$900.00		$0.00		$0.00		$0.00		$0.00		$0.00	$0.00
					$152,038.64		$152,038.64		$0.00		$0.00		$0.00		$0.00		$0.00	**$0.00** Available for Release

10% Durability - retained at ICG release $15,203.86 Released 5/12/20 $15,203.86 Durability Period

ICG Amount **$167,242.50**

Street Lights **$10,000.00**

Fees **$2,550.00**

Attachment: Mitchell Meadows Plat C Performance Guarantee (Durability Release - MITCHELL MEADOWS PLAT C)

REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
MAY 12, 2020

Department Public Works **Director Approval** *Scott Sensanbaugher*

AGENDA ITEM (Common Consent Agenda) - Consideration regarding authorization to release the Improvements Construction Guarantee in the amount of $831,458.70 and issue a Notice of Acceptance for the STONECREEK PLAT B construction of public improvements located at approx. 400 South 100 West.

SUMMARY RECOMMENDATION The City Engineer recommends that the Improvements Construction Guarantee (ICG) be released. The improvements were found in a condition meeting City standards and specifications and in conformance with the approved project construction plans.

BACKGROUND Pursuant to the terms of Sections 17.9.100 and 17.9.304 of the City Development Code, the City Council may authorize the release of the ICG and issue a "Notice of Acceptance" of the project improvements. Following the issuance of the Notice of Acceptance, the City accepts ownership of the project improvements. The project will then enter the one (1) year Durability Testing Period as specified in section 17.9.400 of the City Development Code.

In issuing a Notice of Acceptance, the City Council finds that:

- The condition of the improvements are found to be satisfactory.
- All liens have been released, all outstanding fees paid, costs of administration paid, and reimbursement payments to prior developers (if any) have been made.
- The project clean-up is found to be satisfactory.

The City may request a current title report or other such measures or reports as deemed appropriate by the City as a means of determining the existence of any unreported liens or other claims upon the project. All financial information (if any) provided by the developer is attached. The Council may request additional information as deemed necessary.

BUDGET IMPACT Following the release of the ICG, there is a one (1) year Durability Testing Period wherein ten percent (10%) of the total ICG is held to ensure the durability of the constructed improvements.

SUGGESTED MOTION Move to accept the improvements and authorize the Mayor to execute the Notice of Acceptance for the STONECREEK PLAT B public improvements located at approx. 400 South 100 West. To authorize the issuance of documents and/or payments to

release the Improvement Construction Guarantee (ICG). Commence the Durability Testing Period by retaining ten percent (10%) of the ICG. To find that the project improvements are in a condition meeting City ordinances, standards, and specifications and are in conformance with the approved project construction plans.

Note: With passage of the Common Consent Agenda items, the City Council will enact the motion and findings as noted in the "Suggested Motion" heading found above.

SUPPORTING DOCUMENTS

Bond Release Request-Stonecreek Plat B	(PDF)
Notice of Completion Stonecreek Plat B	(PDF)
Stonecreek Plat B Performance Guarantee	(PDF)

AMERICAN FORK
— 1853 —

BOND RELEASE REQUEST

Development Name: Stonecreek Plat B

Development Address: 400 S. 100 W. American Fork

*All outstanding fees must be paid prior to any release.

☐ Partial Improvement Assurance Release ☒ Final Improvement Assurance Release ☐ Improvement Warranty Release (10% Durability Release)

Description of Item	Quantity	Units	Unit Price	Total	Inspector Use Only Complete? Yes/No
Final ~~Durability~~ Bond Release				$31,458.70	Yes
			Total	$31,458.70	

Bond Type: ☐ Cash Deposit ☐ Escrow Account ☐ Letter of Credit ☒ Surety Bond

Please send check/bank letter to:

Name: Woodside Homes of Utah, LLC

Bank (if applicable): Lexon Insurance Company

Address: 400 West 50 North Ste 300

City: SLC State: Ut Zip: 84101

Phone: 801-243-4998 Email: robbie.thomson@woodsidehomes.com

Signature: Date: 4-29-2020

City Official Use Only

☒ Fees paid and current

Administrative Signature: C. Lloyd Date: 4-29-20

Inspector Signature: [illegible] Date: 4/29/20

Attachment: Bond Release Request-Stonecreek Plat B (Final Bond Release- STONECREEK PLAT B)

AMERICAN FORK
— 1853 —

NOTICE OF COMPLETION AND REQUEST FOR RELEASE

Projects and/or subdivisions completed within the corporate limits of American Fork City

Mayor of American Fork
51 East Main
American Fork, UT 84003

Re:_____

Dear Mayor:

As the project and/or subdivision construction has now been completed in full, I request that the Improvement Construction Guarantee (ICG) be released in full up to one hundred percent (100%) of the initial construction costs. Following the release of the ICG, I understand that the one (1) year Durability Testing Period will commence wherein ten percent (10%) of the total ICG is held to ensure the durability of the constructed improvements per City Ordinance Section 17.9.

I, Robert Thomson, the owner, developer, and authorized representative of Stonecreek Plat B Subdivision/Project, do hereby request the release of the Improvement Construction Guarantee. I certify that all liens have been released, all outstanding fees paid, costs of administration paid, and reimbursement payments to prior developers (if any) have been made, and the project clean-up is complete.

Project: Stonecreek Plat B

Address: 400 S 100 W American Fork

Requested ICG Amount: $831,458.70

Owner/Developer

4-29-2020
Date

Attachment: Notice of Completion Stonecreek Plat B (Final Bond Release- STONECREEK PLAT B)

Name of Development: Stonecreek Plat B

Date	
5/9/2019	

Description of Item	Quantity	Unit	Unit Price	Total	Inspection #1	Amount Deducted	Balance
SITE PREPARATION							
Mobilization	1	LS	$19,500.00	$19,500.00	1	$19,500.00	$0.00
EROSION CONTROL							
SWPPP	1	LS	$6,300.00	$6,300.00		$0.00	$6,300.00
GRADING							
Strip 4" & Stockpile Topsoil	2900	CY	$3.65	$10,585.00	2900	$10,585.00	$0.00
Onsite Cut to Fill	3086	CY	$3.65	$11,263.90	3086	$11,263.90	$0.00
SEWER							
8" PVC Sewer	2562	LF	$40.63	$104,094.06	2562	$104,094.06	$0.00
CIP 60" SSMH	2	Each	$6,100.00	$12,200.00	2	$12,200.00	$0.00
48" SSMH	5	Each	$2,925.00	$14,625.00	5	$14,625.00	$0.00
60" SSMH	4	Each	$3,200.00	$12,800.00	4	$12,800.00	$0.00
Sewer Service from Ex 8" Sewer Main	5	Each	$1,500.00	$7,500.00	5	$7,500.00	$0.00
Sewer Service from Ex 30" Sewer Main	5	Each	$1,650.00	$8,250.00	5	$8,250.00	$0.00
Sewer Service from New 8" Sewer Main	66	1650	$1,650.00	$108,900.00	66	$108,900.00	$0.00
Dewatering from Sewer Main	1	LF	$4.16	$4.16	1	$4.16	$0.00
Dewatering Well-Point at Tie-ins	2	Each	$1,900.00	$3,800.00	2	$3,800.00	$0.00
Import Trench Backfill	4050	Ton	$11.15	$45,157.50	4050	$45,157.50	$0.00
Bedding Stabilization	1530	Ton	$22.17	$33,920.10	1530	$33,920.10	$0.00
CULINARY WATER							
Connect to Ex 10" Water Stub	2	Each	$4,000.00	$8,000.00	2	$8,000.00	$0.00
8" DIP Water	3577	LF	$31.87	$113,998.99	3577	$113,998.99	$0.00
8" Water Bend - 22.5 Degree	2	Each	$475.00	$950.00	2	$950.00	$0.00
8" Water Bend - 45 Degree	6	Each	$475.00	$2,850.00	6	$2,850.00	$0.00
8x8 Water Tee	4	Each	$950.00	$3,800.00	4	$3,800.00	$0.00
8" Water Gate Valve	12	Each	$1,650.00	$19,800.00	12	$19,800.00	$0.00
Fire Hydrant	8	Each	$5,300.00	$42,400.00	8	$42,400.00	$0.00
1" Water Service to Ex 10" Water	5	Each	$2,200.00	$11,000.00	5	$11,000.00	$0.00
1" Water Service	71	Each	$1,900.00	$134,900.00	71	$134,900.00	$0.00
Import Trench Backfill	890	Ton	$11.15	$9,923.50	890	$9,923.50	$0.00
Bedding Stabilization	1	Ton	$22.17	$22.17	1	$22.17	$0.00
PRESSURIZED IRRIGATION							
Connect to Ex 14" Irrigation stub	2	Each	$4,200.00	$8,400.00	2	$8,400.00	$0.00
8" C-900 PI	3598	LF	$22.17	$79,767.66	3598	$79,767.66	$0.00
8" Irrigation Bend - 45 degree	2	Each	$490.00	$980.00	2	$980.00	$0.00
8" Irrigation Bend - 90 degree	2	Each	$525.00	$1,050.00	2	$1,050.00	$0.00
8" Irrigation Bend - 22.5 degree	4	Each	$490.00	$1,960.00	4	$1,960.00	$0.00
8x8 Irrigation Tee	4	Each	$950.00	$3,800.00	4	$3,800.00	$0.00
8" Irrigation Gate Valve	12	Each	$1,700.00	$20,400.00	12	$20,400.00	$0.00
8" Irrigation Blow-off	1	Each	$1,850.00	$1,850.00	1	$1,850.00	$0.00
Irrigation Service from 8" Irrigation Line	71	Each	$1,450.00	$102,950.00	71	$102,950.00	$0.00
Irrigation Service from Ex. 14" Irrigation Line	5	Each	$1,950.00	$9,750.00	5	$9,750.00	$0.00
Import Trench Backfill	330	Ton	$11.15	$3,679.50	330	$3,679.50	$0.00
Bedding Stabilization	1	Ton	$22.17	$22.17	1	$22.17	$0.00
Secondary Drain 2"	1	Each	$800.00	$800.00	1	$800.00	$0.00
STREETS							
24" Curb & Gutter (4" untreated base course included)	7305	LF	$16.03	$117,099.15		$0.00	$117,099.15
Concrete Cross Gutter	520	SF	$10.88	$5,657.60		$0.00	$5,657.60
14" Granular Sub-base	148880	SF	$1.20	$178,656.00		$0.00	$178,656.00
6" Road Base	126963	SF	$0.65	$82,525.95		$0.00	$82,525.95
3" Asphalt Paving	123250	SF	$1.28	$157,760.00		$0.00	$157,760.00
3.5" Asphalt Paving - Storrs Ave	4450	SF	$1.64	$7,298.00		$0.00	$7,298.00

Name of Development: Stonecreek Plat B

Date	
5/9/2019	

Description of Item	Quantity	Unit	Unit Price	Total	Inspection #1	Amount Deducted	Balance
3.5" Asphalt Patch	2200	SF	$2.93	$6,446.00		$0.00	$6,446.00
Remove Asphalt	4200	SF	$1.04	$4,368.00		$0.00	$4,368.00
Rasie Ex. SSMH to Grade	3	Each	$950.00	$2,850.00		$0.00	$2,850.00
Survey Monuments	4	Each	$450.00	$1,800.00		$0.00	$1,800.00
4" Thick Base for 5' Sidewalk	35400	SF	$1.23	$43,542.00		$0.00	$43,542.00
5' Sidewalk	35400	SF	$3.34	$118,236.00		$0.00	$118,236.00
ADA Ramp	13	Each	$1,725.00	$22,425.00		$0.00	$22,425.00
Power Trenching Behind Curb	7075	LF	$7.40	$52,355.00		$0.00	$52,355.00
STORM DRAINAGE							
Core & Connect to Ex. SDMH	2	Each	$1,050.00	$2,100.00	2	$2,100.00	$0.00
15" RCP Strom Drain	931	LF	$51.14	$47,611.34	931	$47,611.34	$0.00
18" RCP Storm Drain	373	LF	$54.76	$20,425.48	373	$20,425.48	$0.00
18" RCP Flared End Section w/ Rip Rap	1	Each	$768.00	$768.00	1	$768.00	$0.00
CIP 60" SDMH	1	Each	$4,000.00	$4,000.00	1	$4,000.00	$0.00
Curb inlet	7	Each	$2,200.00	$15,400.00	7	$15,400.00	$0.00
60" SDMH	7	Each	$3,002.83	$21,019.81	7	$21,019.81	$0.00
Crystal Streem Cleaning Device	1	Each	$25,000.00	$25,000.00	1	$25,000.00	$0.00
Import Trench Backfill	300	Ton	$11.15	$3,345.00	300	$3,345.00	$0.00
Bedding Stabilization	1	Ton	$22.17	$22.17	1	$22.17	$0.00
Trees	76	Each	$200.00	$15,200.00		$0.00	$15,200.00
MISC							
Stop Sign w/ Address Sign	7	Each	$470.00	$3,290.00		$0.00	$3,290.00
Traffic Control for Work in Storr Ave	1	LS	$5,650.00	$5,650.00		$0.00	$5,650.00

Improvement Construction Guarantee Amount	$1,946,804.21	$1,115,345.51	**$831,458.70**	Surety Bond
Improvement Warranty Amount	$194,680.42			

REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
MAY 12, 2020

Department Public Works **Director Approval** *Scott Sensanbaugher*

AGENDA ITEM Common Consent Consideration regarding authorization to release the Improvements Durability Retainer of $44,841.32 for VINTARO 1-C PHASE 1 , located at 340,380 South 800 East.

SUMMARY RECOMMENDATION The City Engineer recommends that the Improvements Durability Retainer be released. The improvements were found in a condition meeting City standards for workmanship and performance after one (1) year of service.

BACKGROUND Pursuant to the terms of Sections 17.9.100 and 17.9.403 of the City Development Code, the City Council may authorize the release of the Improvements Durability Retainer following the one (1) year durability testing period. The release is based on a finding that the quality of construction and materials have endured without evidence of unusual depreciation, wear, non-conformance of City standards or need for remedial action.

BUDGET IMPACT Following the release of the Improvements Durability Retainer, the City is responsible for all future maintenance and replacement costs for any publicly-owned property or improvement. In developments with Home-Owners or Unit-Owners Associations, all common area maintenance and replacement responsibilities will then fall to the Association. All privately-owned improvements will be the responsibility of the owner of the given parcel.

SUGGESTED MOTION Move to authorize the City Engineer to issue documents and/or payments to release the Improvements Durability Retainer of $44,841.32 for VINTARO 1-C PHASE 1. Find that the quality of construction and materials have endured without evidence of unusual depreciation, wear, non-conformance of City standards, or need for remedial action.

SUPPORTING DOCUMENTS

Vintaro 1-C Performance Guarantee (XLSX)
Bond Release Request Vintaro 1-C Ph1 Durability (PDF)
Durability_Release_Authorization-Vintaro 1-C Ph1 (PDF)

Name of Development: Vintaro 1-C Phase 1 & 2

	Description of Item	Quantity	Unit	Unit Price	Total	Release #1	Amount Requested	Release #2	Amount Requested	Release #3	Amount Requested	Release #4	Amount Requested	Release #5	Amount Requested	Release #6	Amount Requested	Balance
						Date		Date		Date		Date		Date		Date		
	SITE PREPARATION																	
	Mobilization	1	LS	$5,000.00	$5,000.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$5,000.00
	SWPPP																	
	Concrete Washout Area	1	Each	$200.00	$200.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$200.00
	Silt Fence	1305	LF	$2.50	$3,262.50		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$3,262.50
	Storm Drain Inlet Protection	15	Each	$150.00	$2,250.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$2,250.00
	Vehicle Tracking Control	1	LS	$500.00	$500.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$500.00
	SEWER																	
	8" PVC Sewer Line	1600	LF	$28.00	$44,800.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$44,800.00
	4' Sewer Manhole Precast	8	Each	$2,600.00	$20,800.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$20,800.00
	5' Sewer Manhole Precast	1	Each	$3,250.00	$3,250.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$3,250.00
	Sanitary Sewer Lateral Connection	37	Each	$900.00	$33,300.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$33,300.00
	Connect to Existing	1	Each	$2,000.00	$2,000.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$2,000.00
	CULINARY WATER																	
	8" DI Culinary Water	993	LF	$42.00	$41,706.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$41,706.00
	8" Gate Valve	3	Each	$1,500.00	$4,500.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$4,500.00
	10" DI Culinary Water	90	LF	$47.00	$4,230.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$4,230.00
	10" Gate Valve	1	Each	$2,750.00	$2,750.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$2,750.00
	Connect to Existing Water	2	Each	$4,300.00	$8,600.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$8,600.00
	Fire Hydrant Assembly	3	Each	$5,500.00	$16,500.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$16,500.00
	1" Water Service Lateral	37	Each	$1,250.00	$46,250.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$46,250.00
	Temp. Blowoff	1	Each	$1,600.00	$1,600.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$1,600.00
	8"x10" Culinary Water Tees or Cross	1	Each	$800.00	$800.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$800.00
	8" Water Tees or Cross	1	Each	$800.00	$800.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$800.00
	Reducers	1	Each	$600.00	$600.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$600.00
	Bends	6	Each	$350.00	$2,100.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$2,100.00
	PRESSURIZED IRRIGATION																	
	6" PVC Pipe	623	LF	$22.50	$14,017.50		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$14,017.50
	6" Gate Valve	2	Each	$1,430.00	$2,860.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$2,860.00
	Blowoff Pressurized Irrigation	1	Each	$1,300.00	$1,300.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$1,300.00
	1" Irrigation Service	37	Each	$1,100.00	$40,700.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$40,700.00
	10" PVC Pipe	1109	LF	$30.90	$34,268.10		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$34,268.10
	10" Gate Valve	4	Each	$2,775.00	$11,100.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$11,100.00
	Bends	6	Each	$350.00	$2,100.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$2,100.00
	10"x6" Irrigation Water Tees or Cross	1	Each	$800.00	$800.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$800.00
	Reducers	1	Each	$600.00	$600.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$600.00
	STREETS																	
	Asphalt 3" - Standard Road	14277	SF	$1.40	$19,987.80		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$19,987.80
	Roadbase 8" Hauled, Placed & Compacted	14277	SF	$0.85	$12,135.45		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$12,135.45
	Sub Base 12" Hauled, Placed & Compacted	529	CY	$9.20	$4,866.80		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$4,866.80
	24" Curb & Gutter (4" untreated base course included)	929	LF	$15.00	$13,935.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$13,935.00
	Sidewalk 4" Thick (4"untreated base course included)	3310	SF	$4.00	$13,240.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$13,240.00
	ADA Ramp (6" concrete 6" base course included)	3	Each	$1,500.00	$4,500.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$4,500.00
	STORM DRAINAGE																	
	15" RCP Storm Drain	233	LF	$38.00	$8,854.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$8,854.00
	Curb Inlet 2' x 3' x 4'	3	Each	$2,500.00	$7,500.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$7,500.00
	Combo Box	1	Each	$4,100.00	$4,100.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$4,100.00
	CONSTRUCTION MANAGEMENT/MISC.																	
	As Builts Mylar & Disks	1	Each	$250.00	$250.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$250.00
	Testing, Cleaning, Inspections	1	LS	$2,500.00	$2,500.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$2,500.00
	Traffic Sign	10	Each	$300.00	$3,000.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	$3,000.00
					$448,413.15		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	**$448,413.15** PERFORMANCE IN LIEU

10% Durability - retained at ICG release $44,841.32 Released 5/12/20

$44,841.32 Durability Period

ICG Amount **$493,254.47** PERFORMANCE IN LIEU, ONLY BONDED FOR DURABILITY AMOUNT

Street Lights **$35,000.00**

Fees **$8,650.00**

Attachment: Vintaro 1-C Performance Guarantee (Durability Release - VINTARO 1-C PHASE 1)

BOND RELEASE REQUEST

Development Name: VINTARO 1-C PH-1

Development Address: 800 E 340 & 380 S

*All outstanding fees must be paid prior to any release.

☐ Partial Improvement Assurance Release ☐ Final Improvement Assurance Release ☒ Improvement Warranty Release

Description of Item	Quantity	Units	Unit Price	Total	Inspector Use Only Complete? Yes/No
DURABILITY RELEASE PH-1	1	–	–	$44,841.32	
			Total	$44,841.32	

Bond Type: ☒ Cash Deposit ☐ Escrow Account ☐ Letter of Credit ☐ Surety Bond

Please send check/bank letter to:

Name: FLAGSHIP HOMES

Bank (if applicable):

Address: 1250 E. 200 S.

City: LEHI State: UT Zip: 84043

Phone: (801) 766-4442 Email: COREY@FORSAIL.COM

Signature: Date: 1/30/2020

City Official Use Only

☐ Fees paid and current

Administrative Signature: Date: 4-21-20

Inspector Signature: Date: 4/21/20

Attachment: Bond Release Request Vintaro 1-C Ph1 Durability (Durability Release - VINTARO 1-C PHASE 1)

IMPROVEMENTS DURABILITY RETAINER RELEASE AUTHORIZATION

The City Council of American Fork City, a Municipal Corporation and Body Politic in the State of Utah, hereby authorizes the release of the Improvements Durability Retainer for VINTARO 1-C PHASE 1A pursuant to the terms of Section 17.9.100 and 17.9.403 of the City Development Code. The City Council finds that the quality of construction and materials have endured without evidence of unusual depreciation, wear, non-conformance to City standards, or need for remedial action.

The City Council hereby authorizes the City Engineer to issue a letter to the financial guarantee institution authorizing release of the Improvements Durability Retainer or to issue an authorized City check as appropriate for the type of guarantee provided.

Amount Released: $44,841.32

PASSED THIS 12 DAY OF MAY, 2020.

_____
City Representative, American Fork City

ATTEST:

_____
Terilyn Lurker, City Recorder

Attachment: Durability_Release_Authorization-Vintaro 1-C Ph1 (Durability Release - VINTARO 1-C PHASE 1)

REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
MAY 12, 2020

Department Finance **Director Approval** *Anna Montoya*

AGENDA ITEM Review and action on approval of the city's fiscal year ending June 30,2021, tentative budget.

SUMMARY RECOMMENDATION
The City Administrator and Finance Director would recommend approval of the tentative budget.

BACKGROUND
American Fork City is required to adopt a tentative budget at the first City Council meeting in May. This is a tentative budget and subject to change. Approval of the tentative budget will set the public hearing for the fiscal year 2021 budget to be approved on June 23,2020.

BUDGET IMPACT
Budget impacts are detailed in the Fiscal Year 2020-21Tentative Budget, available on the City's website www.afcity.org/finance

SUGGESTED MOTION
I move to approve the fiscal year ending June 30, 2021, tentative budget and set the public hearing for the final fiscal year ending June 30, 2021, budget for Tuesday, June 23, 2020 at 7:00PM.

SUPPORTING DOCUMENTS

FY 2021 Tentative Budget (PDF)

ANNUAL BUDGET
Fiscal Year 2020-2021

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

American Fork City
Utah

American Fork City, Utah

Tentative Budget

Fiscal Year 2020-2021

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Prepared by:
American Fork City Administration
51 E Main St
American Fork, UT 84003-2381
www.afcity.org
Phone: (801) 763-3000
amontoya@afcity.net

AMERICAN FORK
1853

Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to American Fork City, Utah for its annual budget for the fiscal year beginning July 1, 2019.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

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Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

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Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

AMERICAN FORK

Introduction

Elected Officials and Leadership Team

Mayor
Brad Frost

Councilperson
Kevin Barnes

Councilperson
Staci Carroll

Councilperson
Barbara
Christiansen

Councilperson
Rob Shelton

Councilperson
Clark Taylor

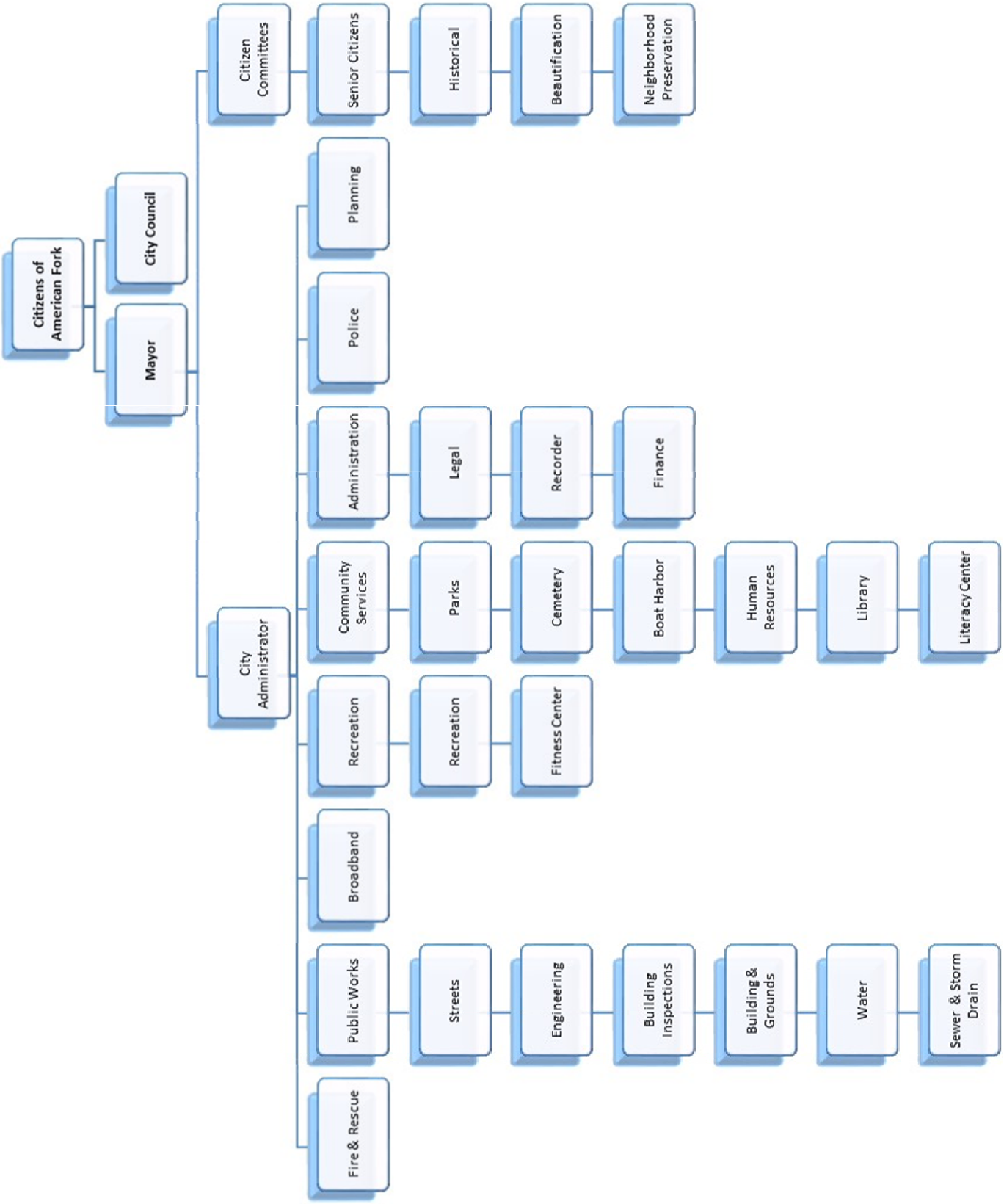
APPOINTED OFFICIALS

City Administrator ..... David Bunker
City Treasurer ..... Laurel Allman
City Recorder ..... Terilyn Lurker

DEPARTMENT DIRECTORS

Police Chief ..... Darren Falslev
Fire Chief ..... Aaron Brems
City Attorney (Contract) ..... Timothy Merrill
Public Works Director ..... R. Scott Sensanbaugher
Finance Director ..... Anna Montoya
Planning Director ..... Adam Olsen
Community Services Director ..... Camden Bird
Recreation & Fitness Center Director ..... Derric Rykert
Broadband & Technology Director ..... George Schade

City-Wide Organizational Chart



Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Budget Message

Mayor, City Council, and Citizens of American Fork City,

We are pleased to provide the American Fork City budget for fiscal year 2021 for your review. The 2021 fiscal year, which begins July 1, 2020, and ends June 30, 2021, represents the estimated annual revenues and expenses throughout each fund within the budget. This budget has been prepared using budgetary practices and techniques recommended by the Government Finance Officers Association (GFOA). As required by State law, the adopted budget is balanced, meaning governmental expenditures will not exceed governmental revenues. In addition, the prepared budget also complies with City Code Sec. 3: Statutory Provisions Regulating Budget, Financial Reporting, and Auditing. All matters with respect to adoption of a budget, financial reporting, and auditing shall also be conducted within the City pursuant to the requirements of the Uniform Fiscal Procedures Act for Utah Cities, as contained in Chapter 6 of Title 10 of the Utah Code Annotated, 1953, as amended.

As the coronavirus continues impact the world and across the U.S., staying physically healthy is a top priority. At the same time, the City is juggling new challenges as we navigate the uncertainty of the COVID-19 pandemic and its impact on our citizens, local businesses, and City finances. The City has made every effort to do its part by closing the library, fitness center, and lobbies. However, as retailers and other businesses shut their doors in an effort to support social distancing and help contain the COVID-19 pandemic and record number of the workforce have filed for unemployment, the City has yet to see the impact on sales tax revenues as economic uncertainty mounts.

Unprecedented times require unprecedented strategies and actions. The City has been extremely conservative in forecasting revenues as a result of the pandemic. Much of the sales tax revenue, development revenue and charges for services including recreation, library and fitness center have been reduced significantly. Consequently, department programing and expenses have been decreased citywide. Despite these reductions, staff continues to monitor economic conditions on a regular basis, keeping a pulse on the ever changing indictors. As the risk factors move the dial from high risk to moderate to normal and as businesses begin to reopen, we are hopeful that economic conditions will trend upward towards full recovery and stability.

Understanding the unknown impacts of COVID-19, and within the framework and policies established by the City Council, this budget has been prepared after reviewing and analyzing detailed requests from each of the City departments, City administration, and the City Council. In fact, the City employs a Zero Based Budgeting model. Under Zero Based Budgeting, all expenses must be justified each fiscal year, and every function within the City is analyzed for its needs and costs. The foundation of building the budget is what is needed for the upcoming period within the restraints of resources allocated, not how much the budget increases or decreases from the prior fiscal year.

As part of the planning and prioritization efforts for the fiscal year 2021 budget, please consider the following highlights:

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Budget Message

PUBLIC SAFETY

Public safety continues to be a top priority for both the City Council and staff of American Fork City. The Fire & Rescue department is seeing an ever increasing number of ambulance transport calls. In fact, approximately 78 percent of the Department's calls are medical-related. This increase in call volume has led to increased wear and tear on the City's first-out ambulances, and the high number of calls adds additional workload related stress on employees. The budget includes the addition of three Firefighter/Paramedics and one Battalion Chief. The added personnel and supply costs for the additional unit will be funded through increased ambulance transport revenue.

Our police department's dedicated, professional Law Enforcement Officers are responding to an increasing number of calls. To ensure our officers are able to provide timely service and address the community's needs, the budget includes hiring one additional Police Officer and one Police Sergeant and two additional part time records specialists to assist with reporting and administrative duties.

PERSONNEL

Due to the Utah Governor's executive order that places the State of Utah under moderate risk, the City continues to keep facilities closed within the parameters set by the guidelines of "Utah Leads Together Plan." As such, part time seasonal positions have been reduced within the fitness center, library, and parks departments. As these services and facilities are reopened, staff will reevaluate these positions to meet the needs of residents.

The City's population growth, unprecedented developmental interest, and increased capital projects activity has placed additional demands on the City's existing personnel within the Public Works department. In addition to the approved public safety personnel additions addressed above, staff recommends the addition of a City Engineer.

CAPITAL PROJECTS

A number of capital projects are included within the framework of the fiscal year 2020-21 budget.

Currently, Fire Station 51 is the busiest fire station in Utah County that responds out of a single station. The Fiscal Year 2021 budget includes $8,500,000 to build a second public safety station with an integrated police shooting range in the northwest portion of the City. Once complete, the new Station 52 will be able to effectively service the northwest portion of the City providing adequate response times to this area of the City. Station 52 will also serve the 10,000 residence in the City of Cedar Hills.

Water system improvements projects in the amount of $28 million are necessary to provide adequate fire protection and culinary water services to high-growth areas, which mainly consist of affordable housing projects. Several segments will replace dilapidated main lines which routinely suffer from system outages due to breaks and leaks. This project will also replace old and undersized main line pipes with larger ductile iron pipe along the network backbone of the culinary water system. New pipe sizes will range from 18" to 36" in diameter, depending on location. The project will be completed in four segments and a well, with all four segments and the well needed for the project to be able to deliver the necessary water to areas of high growth and affordability. Work includes installing new culinary service connections and fire hydrants within the project area. The design for the first segment is complete. The

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Budget Message

design for the other two segments is underway. The City is currently evaluating and securing funding for the waterline projects.

The City funds the pavement management plan through the Utah Department of Transportation allocation of Class Band C Road Funds, a fourth quarter cent sales tax dedicated to roads and transit approved by the Utah County Tax Commission beginning April 1, 2019, and a discretionary allocation of property tax. Any costs above these dedicated revenues would be funded by the General Fund. Year four of the 10-year pavement management program is included at a cost of $2,093,750. However, this is less than requested by the Public Works Director and falls short of the 10-year road funding plan. Rising construction costs fall short of the resources available to complete all projects outlined in the first three years of the plan.

A bike and pedestrian path along 200 South in the southwest quadrant of the City is included in the budget at a cost of $5,000,000. Approximately 94 percent of the anticipated project cost is covered by a grant from the Mountainland Association of Governments (MAG). Other street projects include reconstruction of 200 South, and construction of 700 North Connection.

Many projects requested were not funded due to decreased resources resulting from COVID-19. However, some recommended water projects are noted as follows:

- Well repairs in the amount of $250,000
- Spring Line replacement for $600,000
- 100 East Water Improvements $500,000
- Pressurized Irrigation meters in the amount of $3.1 million (partially funded by a grant from the Bureau of Reclamation)

CHALLENGES AND OPPORTUNITIES

Unparalleled economic uncertainty, business and facility closures, reduced resources and increased unemployment made the creation of the fiscal year 2020-21 budget challenging at best. Despite these challenges, it is an exciting and great time to be in American Fork. The City is making well-informed, calculated and conservative decisions using a myriad of economic and industry data. Fortunately, American Fork is an economic hub of Northern Utah County, has a diversified community, employment and industry base and is well positioned to weather the storm.

Due to limited funding, over $10 million in department requested projects are not recommended for funding in fiscal year 2020-21. All of these projects and equipment requests are needed, but only the most critical were included in the budget. These deferred requests will need to be addressed in upcoming budgets, reevaluated for potential reduced estimates, and a reliable source of funding will be needed to provide the necessary funding.

We extend sincere appreciation to the City's elected officials, dedicated employees, administration, and stakeholders participating in this important process. This document could not have been prepared without their dedicated service and input. We look forward to the continued collaboration with the Mayor and City Council, City staff, and American Fork residents.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Budget Message

Thank you for taking the time to read through and understand the 2020-21 budget. The priorities of the budget target the priorities of our community and address the impacts of the recent economic difficulties. We welcome your questions, input, and ideas as we finalize the budget process. The Mayor and City Administrator are available to discuss any concerns or input you may have. Thank you for your trust and allowing us to serve you and your family.

Sincerely,

David H. Bunker
City Administrator

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Strategic Goals

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Profile

American Fork City, incorporated in 1853, covers a land area of approximately 10.38 square miles. The City lies in the northern portion of Utah County, between two of the state's largest population areas, Salt Lake City (approximately 28 miles north) and Provo City (approximately 12 miles south). The U.S. Census estimates American Fork's population to be 32,519.

SETTLEMENT

American Fork was settled in 1850 by Mormon pioneers and incorporated as Lake City in 1852. Settlers changed the name from Lake City to American Fork in 1860, due to the river that runs through the City and to avoid confusion with Salt Lake City. In the 1860's American Fork established a public school, making it the first community in the territory of Utah to offer public education to its citizens.

During World War II the town's population expanded when the Columbia Steel plant was built. The City's annual summer celebration is still called "Steel Days" to honor the economic importance of the mill, which closed in 2001.

EDUCATIONAL OPPORTUNITIES

There are a number of higher education institutions located in the state. These include Brigham Young University, Utah Valley University, University of Utah, Utah State University, Weber State University, Southern Utah University, Snow College, Dixie State University, and Salt Lake Community College. Alpine School District is located within the City's boundaries, and the City takes great pride in the American Fork High School (AFHS). AFHS was ranked as one of the top-scoring 25 high schools in Utah, and has many successful athletic teams. The American Fork High School marching band is one of the nation's top marching bands, having been invited to parades and celebrations across the nation, including the Rose Parade and former President George W. Bush's second inauguration parade.

MEDICAL INSTITUTIONS

The City built a hospital in 1937. A new facility was built in 1950, which was sold to Intermountain Healthcare in 1977, which in turn replaced that hospital with a new facility in 1981. The hospital recently underwent a significant expansion that included construction of an 84,000 square foot hospital addition and an 85,400 square foot multispecialty clinic.

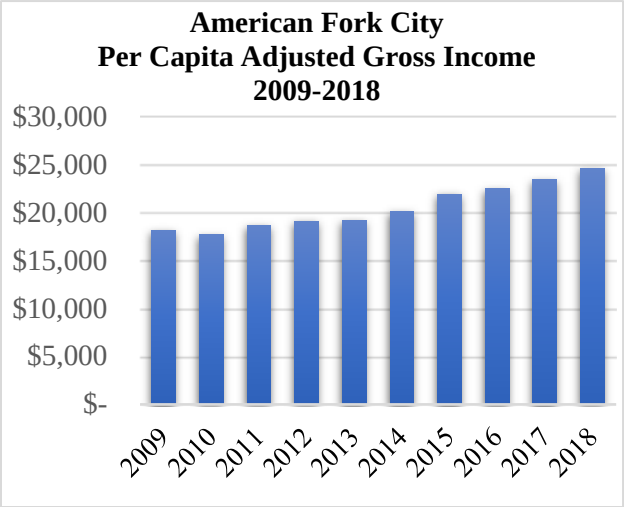
In addition to the hospital, American Fork has several medical clinics and physicians; the City has become a major medical provider for northern Utah county.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Profile

DEMOGRAPHIC PROFILE

Population 2010 26,263
Population 2018 32,519
Households 8,325
Persons per households.....3.49
Median home value.....$265,400
Median household Income.....$74,192



ECONOMIC DEVELOPMENT

The City recognizes the need to develop the City's economic base to provide necessary services, such as roads, recreation, and public safety to its citizens.

The City has a mix of retail, light manufacturing, professional office, and commercial space. Located along Interstate 15, "The Meadows," a large shopping and entertainment center located in American Fork, provides a substantial tax base for the City and has become a destination hub in Utah County. The City is also home to a number of automotive dealerships, including Doug Smith Autoplex, Ken Garff Ford, Ken Garff Chevrolet, National Buick GMC, Velocity Auto Sales, Kentson Car Company, Watts Automotive, and many others.

The City has been able to successfully use its Redevelopment Agency to redevelop areas in the City. The City currently has one active project area. The Egg Farm EDA project area has attracted a number of major employers in the City and is the location of the Northpoint Business Park. Overall assessed values have increased 13,095% between 1999 and 2017. The City is actively pursuing creation of a Community Reinvestment Area (CRA) in the southwest portion of the City near the FrontRunner station to facilitate growth in that area.

Calendar Year	Population (1)	Personal Income - Federal AGI (2)	Per Capita Personal Income (1)	Unemployment Rate (3)
2008	25,001	$481,847,897	$19,273	4.4%
2009	25,412	$461,425,096	$18,158	8.0%
2010	26,672	$471,354,923	$17,672	7.5%
2011	27,108	$506,221,345	$18,674	6.3%
2012	27,405	$522,828,276	$19,078	5.0%
2013	27,922	$535,777,308	$19,188	4.3%
2014	28,235	$568,057,835	$20,119	3.5%
2015	28,308	$619,865,023	$21,897	3.3%
2016	28,770	$646,512,055	$22,472	3.1%
2017	29,527	$691,839,424	$23,431	2.9%
2018	32,519	$794,817,085	$24,551	2.8%

(1) U.S. Census Bureau
(2) Tax.utah.gov/econstats/income/federal-returns
(3) U.S. Bureau of Labor Statistics

AMERICAN FORK

Budget and Financial Overview

Budget Process

OVERVIEW

American Fork City's budget process complies with the Utah Fiscal Procedures Act. The City seeks to maintain budgetary control by monitoring monthly revenues and expenditures and by holding each department responsible for costs incurred within budgeted limits. Financial information and reports are provided to the City Administrator, department directors, department leads, and other City staff to assist them in monitoring expenditures and keeping expenditures within approved limits. In addition, the City Council is provided a monthly budget versus actual report, and all transactions are uploaded to the state of Utah's transparency website monthly. The fiscal year 2019-2020 budget was developed in compliance with state law and was approved by the City Council after a public hearing was held. The proposed fiscal year 2020-2021 budget for each division, department, and fund includes actual expenditures for two prior years, the current year's amended budget, and the proposed budget for the coming fiscal year. The City Council shall approve the fiscal year 2020-2021 budget after thoroughly reviewing policy issues related to the budget and proposals to assist the City in achieving program objectives for the upcoming year. The budget process is intended to provide an opportunity for public participation and full disclosure to the residents of American Fork as to the intent of the City Council in funding the City's various programs and services.

BASIS OF BUDGETING

The City's proprietary funds (enterprise and internal service) are budgeted on a modified accrual basis, but reported in the City's Comprehensive Financial Report on a full accrual basis. The City's internal monthly reporting for these funds is done on a modified accrual basis, with year-end adjustments to present statements on a full accrual basis for the CAFR. The major year-end adjustments include: Capitalizing fixed assets purchased during the year, reversing principal debt payments, recording depreciation, and recording developer contributions.

Fund Type	Accounting Basis	Budgeting Basis
General Fund	Modified Accrual	Modified Accrual
Special Revenue Funds	Modified Accrual	Modified Accrual
Capital Projects Funds	Modified Accrual	Modified Accrual
Debt Service Funds	Modified Accrual	Modified Accrual
Proprietary Funds	Full Accrual	Modified Accrual

BUDGET AMENDMENTS

Budget amendments are made only with the approval of the City Council upon recommendation by the Finance Director and City Administrator. Financial controls are intended to be a resource for effective financial management, rather than a barrier to achieving results that are consistent with the City's overall mission. At the same time, the City must comply with the Utah Fiscal Procedures Act and may not expend monies in excess of those authorized by the City Council. The City Council has authority to transfer budget appropriations between individual departments of any budgetary fund. The Finance Director has authority to transfer budget appropriations between line items within any department of any budgetary fund. Budgets may be amended throughout the fiscal year. The City Council may amend the budget after holding a public hearing, giving residents at least seven days' notice. A copy of the proposed budget amendment shall be made available to residents for their review ten days before the public hearing.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Budget Process

BUDGET TIMELINE

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

December-January	Revenue projections for all funds are made after reviewing current budget year revenue collection trends, state of Utah revenue projections, and consultation with the Finance Director, City Administrator, and Department Heads.
December	Department Heads submit proposed budgets to the Finance Director.
January-June	The Finance Director facilitates budget discussions during City Council work sessions with the Mayor and City Council.
February	A retreat is held with the Mayor, City Council, Department Heads, and other key staff to outline priorities, goals, and initiatives for the upcoming budget year.
May	During the first City Council meeting in May, a tentative budget is presented to the Council. The budget document includes the proposed amounts to be spent for operating needs of each department as well as capital needs for all fund types. A budget open house is held for the public to answer any questions and solicit feedback regarding the upcoming year's budget.
June	On or before June 30, a balanced budget is adopted for the fiscal year beginning July 1 after a public hearing is held to receive input from the residents of American Fork on all aspects of the proposed budget. The hearing is advertised in a local newspaper at least seven days before it is held, and budget documents are available for inspection at least ten days prior to the public hearing. In addition, the City Council adopts the Certified Tax Rate by June 22nd to be used by the City for property tax (assuming no proposed property tax increase).
July-June	Budgetary control is maintained at the department level after the budget is approved by the City Council. The Finance Director has the authority to transfer budget appropriations between individual line items within any department of any budgetary fund. All other amendments must be approved by the City Council after a public hearing.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Fund Types and Financial Structure

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

GOVERNMENTAL FUNDS

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

Special Revenue Funds

- Building Authority—Accounts for the construction of capital facilities within the City.
- Fitness Center Fund—Accounts for fees charged to users and expenditures dealing with the operation and maintenance of the City's Fitness Center.
- PARC Tax Fund—Accounts for revenues received by the City from sales tax and expenditures (mainly grants) relating to the City's Parks, Arts, Recreation, and Culture tax.
- Celebration Fund—Accounts for the activities of Steel Days, the City's annual celebration.
- Redevelopment Agency Fund—Accounts for the activities of the Redevelopment Agency. The Agency is established to further redevelopment of certain City areas. For budgeting purposes, the City's RDA funds are budgeted separately, but rolled together for financial reporting purposes.
- Downtown Redevelopment Fund—Used to enhance and promote the City's core downtown area.

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

Capital Projects Fund—Accounts for the construction of capital projects of the City. Impact fees, grants, bond proceeds, transfers from other funds, and interest earnings are the principal sources of funding. The City, for budgeting purposes, separates the City's capital projects funds, but reports them as a single column in the financial statements.

Permanent Fund

- Perpetual Care Fund—Accounts for funds received for the perpetual care of the City's cemetery.

PROPRIETARY FUNDS

Enterprise Funds

- Culinary Water and Secondary Water Fund—The culinary and secondary water funds account for the City's water operations. For financial reporting purposes, these funds are rolled together, but are budgeted separately.
- Sewer Fund—Accounts for construction and maintenance of the City's sewer system.
- Storm Drain Fund—Used to track revenue from a monthly fee paid by City residents and businesses for the construction and maintenance of the City's storm drain system.
- Sanitation and Recycling Fund—Accounts for the activities of the City's sanitation and recycling operations.

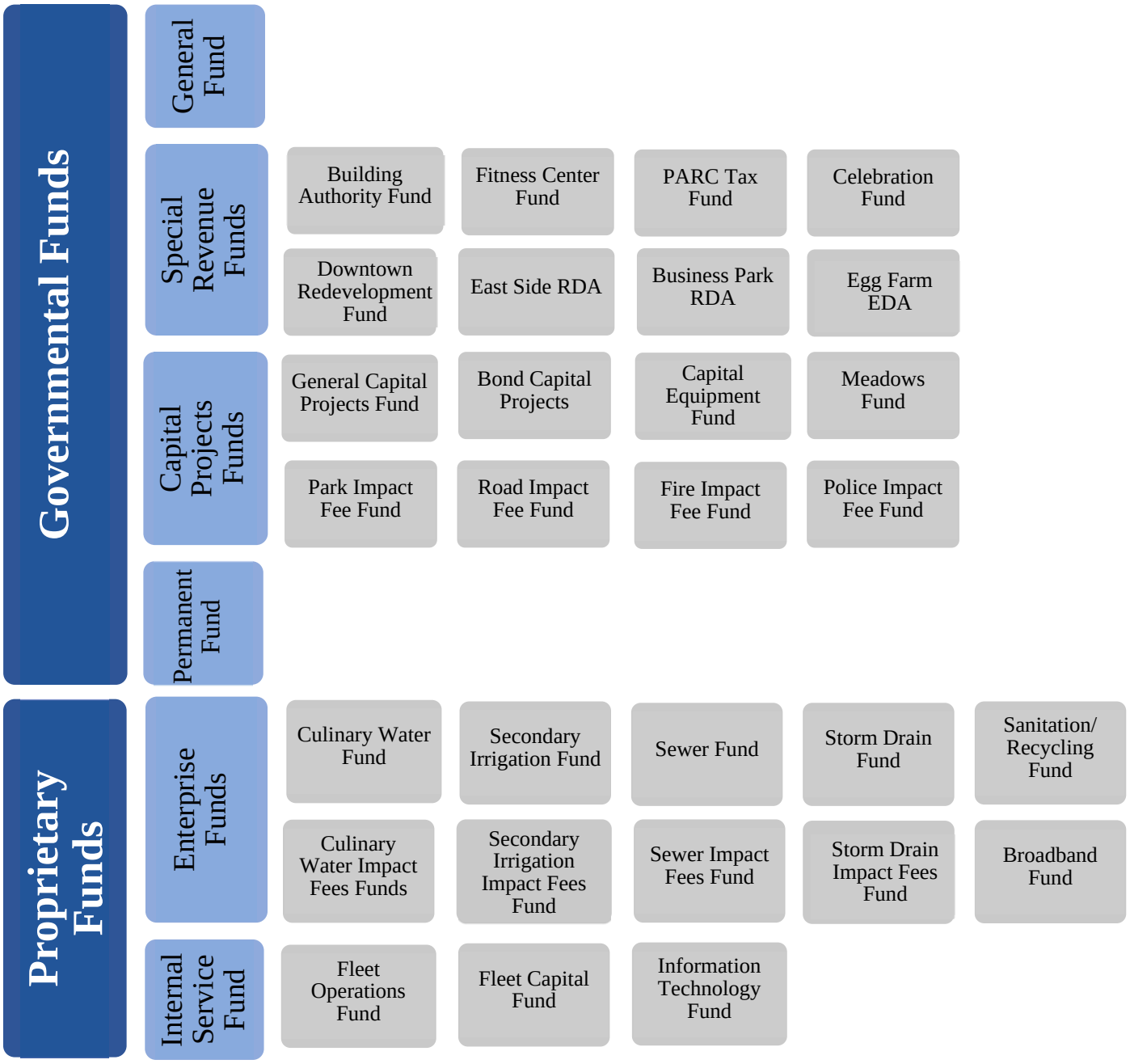
Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Fund Types and Financial Structure

Internal Service Funds

- Fleet Fund—The fleet fund accounts for the acquisition and maintenance of the City's vehicle fleet. This fund is accounted for as an internal service fund.
- Information Technology Fund—Accounts for the acquisition and maintenance of the City's information technology. This fund is accounted for as an internal service fund.

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



Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Fund Types and Financial Structure

The following chart shows the relationship between funds and operational departments. Departments are further broken down into divisions in the General Fund:

Governmental Funds

General Fund

- Executive
- Legislative
- Administration
  - Administration
  - Recorder
  - Finance
  - Legal
- Community Services
  - Administration
  - Human Resources
  - Parks
  - Boat Harbor
  - Library
  - Communications
- Police
- Fire & Rescue
- Public Works
  - Administration
  - Building and Grounds
  - Engineering
  - Streets
  - Building Inspection
  - Cemetery
- Recreation
- Planning

Special Revenue Funds

- Building Authority Fund
  - Administration
- Fitness Center Fund
  - Recreation
- PARC Tax Fund
  - Legislative
- Celebration Fund
  - Administration
- RDA/EDA Funds
  - Administration
  - Planning

Capital Projects Funds

- General Capital Projects Fund
  - All departments
- Capital Equipment Fund
  - All departments
- Park Impact Fee Fund
  - Administration
  - Parks
- Road Impact Fee Fund
  - Public Works
- Fire Impact Fee Fund
  - Fire
- Police Impact Fee Fund
  - Police
- Bond Capital Projects Fund
  - All departments

Proprietary Funds

Internal Service Funds

- Fleet Maintenance and Operations Fund
  - All departments
- Fleet Capital Fund
  - All departments
- Information Technology Fund
  - All departments

Enterprise Funds

- Culinary Water and Secondary Irrigation Funds
  - Public Works
  - Engineering
  - Water
- Sewer and Storm Drain Funds
  - Public Works
  - Engineering
  - Sewer
  - Storm Drain
- Sanitation and Recycling Funds
  - Administration
- Broadband Fund
  - Broadband

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Revenue Overview

The first step in building the budget is to determine the estimated revenues for the budget year. American Fork City receives revenue from a variety of sources. The principal revenue sources are property taxes, sales taxes, permits and licensing and charges for services and user fees. The City revenues in this section are generally organized by:

1. State authorized revenues
2. Franchise fees
3. Charges for services
4. Other miscellaneous revenues
5. Other funds

The revenue section provides basic information about revenues sources that exceed $100,000, excluding impact fees. Each of the following revenue sources includes the fund number, responsible department, current formulas and rates or methods received, authorized uses and revenue history and projections:

- Property tax
- Sales & use tax
- Energy sales & use franchise tax
- Municipal telecommunications license tax
- Cable television franchise tax
- Class C road funds
- Licenses and permits
- Charges for services
- Fitness Center
- PARC Tax
- Culinary water fund
- Secondary irrigation fund
- Sewer fund
- Storm drain fund
- Sanitation & recycling fund
- Redevelopment Agencies

PROPERTY TAX

Property Tax is Ad Valorem Tax levied against the taxable value of property. The rate is applied to the most recent taxable assessed value. Taxable assessed value equals total assessed value less allowable exemptions.

Property tax is American Fork's second largest source of revenue in the general fund, accounting for approximately 15.4 percent of general fund revenue. Relevant factors in the preliminary property tax forecast include changes to the certified tax rate, property tax appreciation (or depreciation), and new growth.

In order to understand property tax in Utah, it is necessary to understand a section of Utah state law known as "truth in taxation." Each county in the state is responsible for administrating property taxes. Each June, Utah County submits to the City a certified tax rate, a rate that will generate the same amount of revenue as the

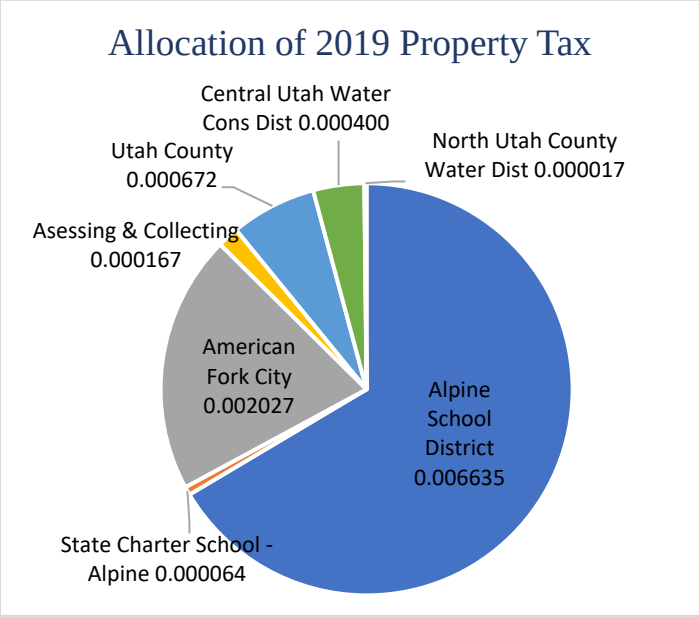
Property Tax Summary

Current Tax Rate (2020-2021) – 2.027%

Authorized Uses – unrestricted General Fund, Capital Projects, and Debt Service

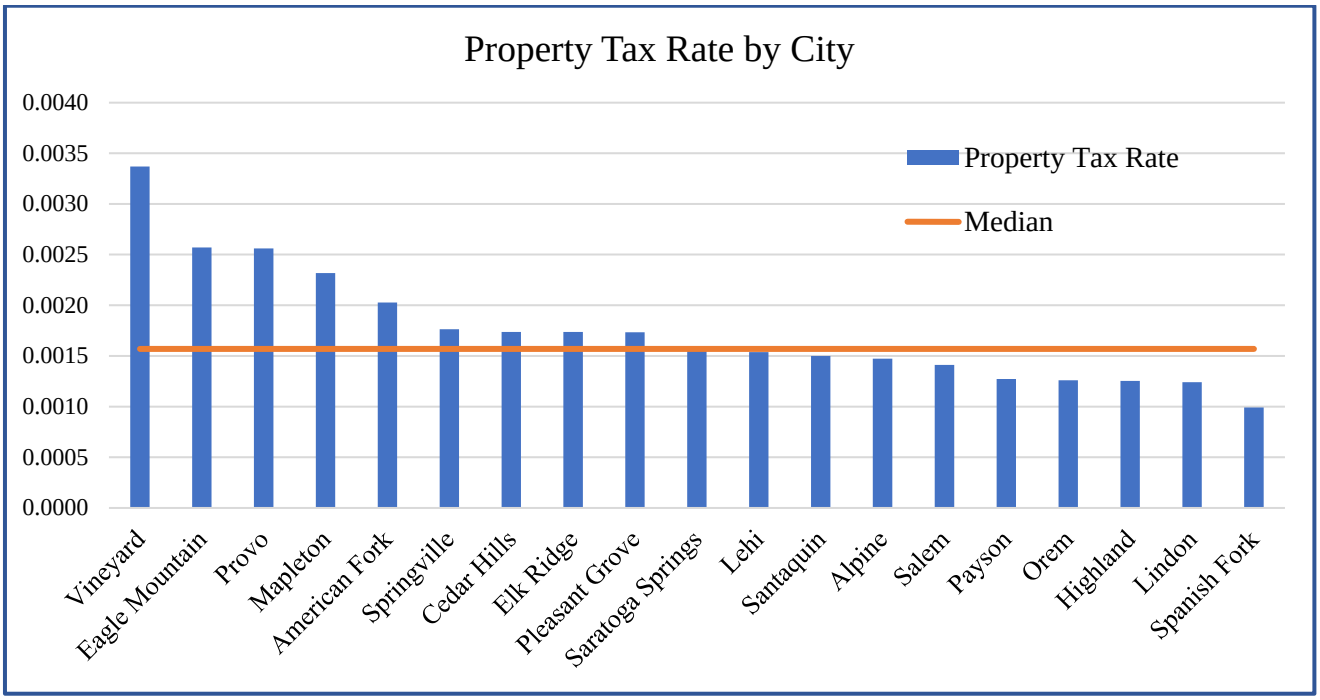
Method Received – Distributed by Utah County Treasurer on a monthly basis. A final reconciliation for the prior year occurs each March.

Revenue Overview



previous year plus any new growth. The certified tax rate does not provide for additional tax revenue due to increased valuation of existing property. If the City chooses to adopt a tax rate higher than the certified tax rate, state law has specific requirements for newspaper advertisements and public hearings from which the name "truth in taxation" is derived. The last time that American Fork adopted a rate higher than the certified rate was fiscal year 2006-2007. This increase was set aside for road improvement and repair, which is recorded in the capital projects fund. In addition, the City assesses a for debt service portion of property on General Obligation Bonds previously approved by voters. Although the total tax rate for American Fork property owners is .009982, only 20 percent or .002027 is received by American Fork City. The remaining allocations go to Alpine School District, Utah County, and Central Utah Water Conservation District.

For fiscal year 2020-2021, the City is proposing to accept the Certified Tax Rate. However, due to increasing costs of providing services and the need to address crucial core services deficiencies, the City may need to increase tax revenue in the future. The following chart shows the City's base property tax rate relative to other Utah County cities for 2019.



Revenue Overview

SALES TAX

Sales tax in Utah County is a consumption tax imposed on the sale of goods and services purchased at the retail level. The tax is collected and remitted by businesses/retailers on a regular basis. Sales tax is the largest revenue source for the City, compromising approximately 31 percent of general fund revenues. Sales tax revenues are forecasted utilizing existing collection trends, state budget forecasts, economic forecasts, and other economic data which may influence the level of sales tax within the City.

On December 18, 2019, the Utah County Commission voted to implement a quarter cent sales tax increase to fund roads and transit. On July 1, 2019, and afterward, 20 percent of this revenue will go to Utah County, 40 percent will go to American Fork City, and 40 percent will go to the Utah Transit Authority (UTA). This additional sales tax allocation will be recorded in the Capital Projects Fund to be used for the City's Pavement Management Program.

Sales Tax Summary

Current Tax Rate (2020-2021) – 7.25%; see distribution table below

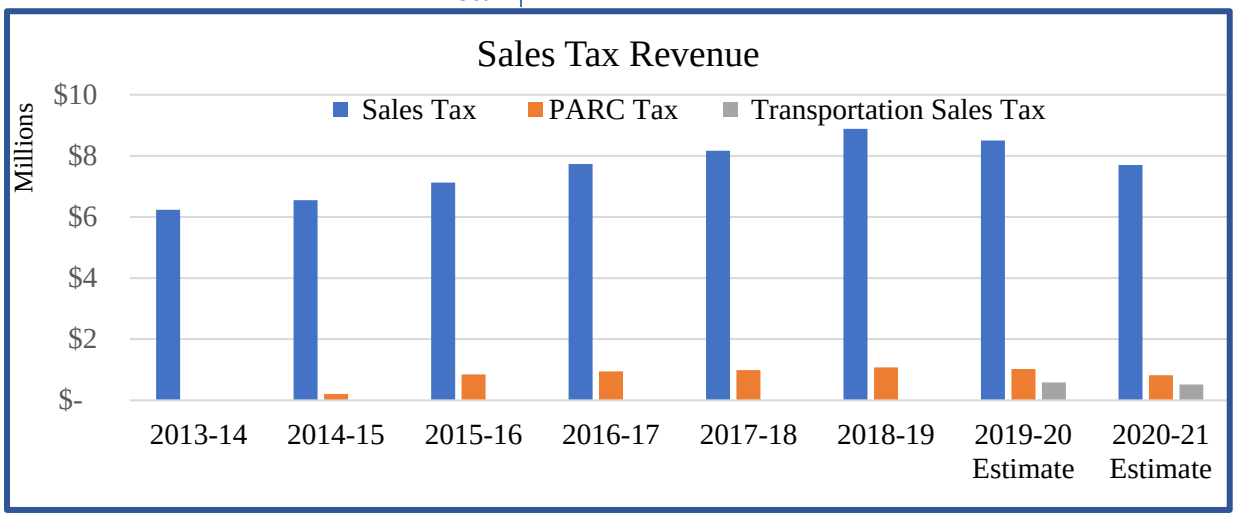
Authorized Uses – unrestricted General Fund, Capital Projects (transportation Infrastructure portion), and PARC Fund

Method Received – collected and distributed by the Utah State Tax Commission on a monthly basis. Distribution is two months after collection at point of sale.

Sales Tax Allocation	*Rate*
State of Utah	4.85%
*American Fork City**	1.00%
Mass Transit	0.55%
Utah County	0.25%
County Airport, Highway, Mass Transit	0.25%
*Transportation Infrastructure***	0.25%
PARC (Parks, Arts, Recreation, Culture)	0.10%
Total	7.25%

** Of location option tax collected (1.00%), 50% is distributed to the City. The remaining 50% is collected in a statewide pool and then allocated to each local jurisdiction based on each City's population as a percentage of statewide population.*

***20% distributed to Utah County, 40% to American Fork City, and 40% to UTA beginning July 1, 2020. To be used for transportation projects.*



Revenue Overview

FRANCHISE TAX

Franchise fees are levied on utilities that operate within the City's geographical boundaries as outlined in state statute. Three types of utility franchise taxes are collected in American Fork City.

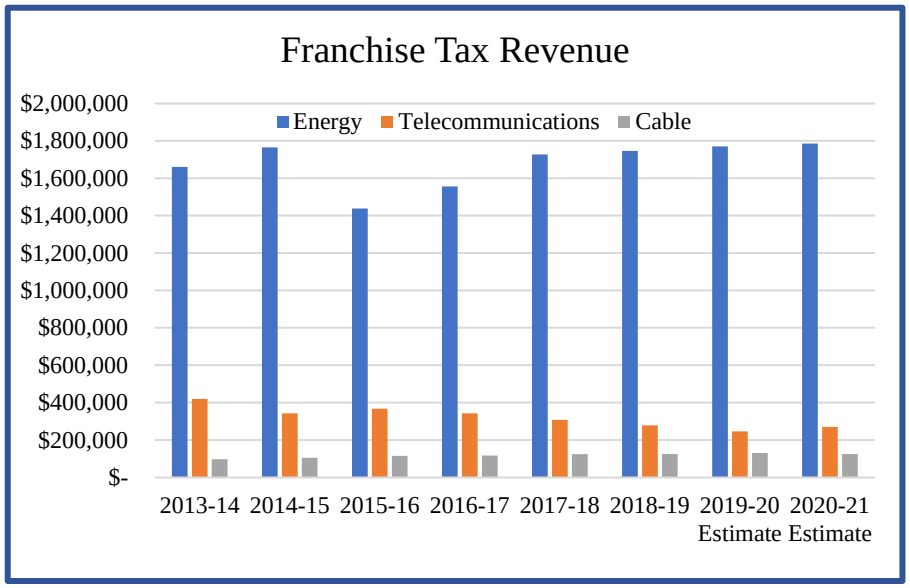
Franchise Tax Summary

Current Tax Rate (2020-2021):
Energy – 6%
Telecommunications – 3.5%
Cable TV – 5%

Authorized Uses – unrestricted General Fund

Method Received – Electric and Cable franchise tax is collected and distributed by the utility provider on a monthly and quarterly basis, respectively. Telecommunications franchise tax is distributed by the Utah State Tax Commission

- **Energy Sales & Use Tax** - levied on electric and gas utilities and has a maximum allowable rate of 6%. The electric and natural gas utilities tax is remitted to the City by Dominion Energy (formerly Questar Gas) and Pacificorp (parent company of Rocky Mountain Power) on a monthly basis.
- **Telecommunication Tax** - business providing telecommunication services is required to have a Telecommunication Franchise Agreement with the City. These agreements ensure the collection of the tax equal to 3.5% of revenue earned from land line and cellular services in American Fork goes to the City. The long-term trend is declining revenues due to lower-priced cell phone plans and residents discontinuing their landline phones. The telecommunications license tax is distributed to the City by the Utah State Tax Commission on a monthly basis.
- **Cable Television Tax** - Any entity in American Fork City providing cable television services is subject to this tax. As of fiscal year 2020-2021, the only entity providing this service is Comcast (also known as Xfinity). As of fiscal year 2019-2020, the current rate is 5%. Revenue is projected to decrease in fiscal year 202-2021 due to "cord cutting," a phenomenon where customers replace cable television with streaming or internet video services (which are not subject to the cable TV tax). Comcast (Xfinity) collects and remits the 5% fee to the City on a quarterly basis.



Revenue Overview

LICENSES AND PERMITS

Licenses and Permits Summary

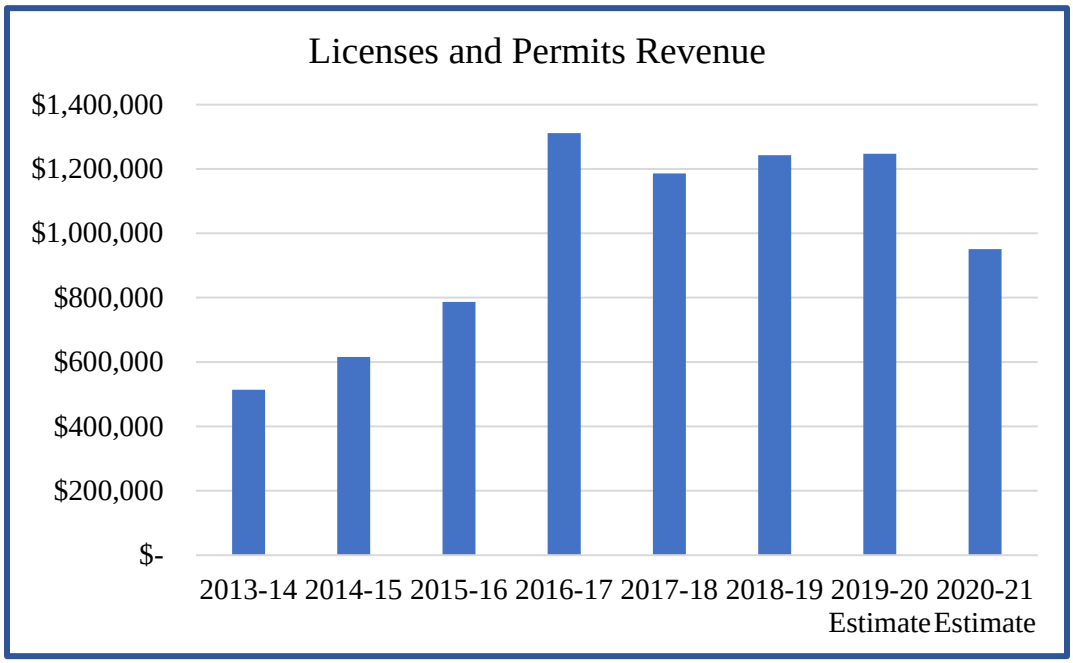
Current Rate (2020-2021):
Rates are set in a separate fee schedule available on the City's website or at City offices.

Authorized Uses – unrestricted General Fund

Method Received – License and permit fees are collected by the City as permits are applied for and services are received.

Licenses and permits are fees collected to provide the respective service. Permits are collected for several items, including building permits, sign permits, burn permits, landlord permits, and special events. License fees are collected for dog licenses (passed through to the North Utah Valley Animal Services Special Service District), and alarm licenses. Rates are set in a separate fee schedule available on the City's website or at City offices.

American Fork continues to see increased interest in developing within the City. In addition, the City is expecting rapid growth of the southwest portion of the City in upcoming years. Business license fees were decreased during fiscal year 2017-2018, which led to a 40% decrease in business license fee revenue. Much of this change was due to legislative changes made at the state level. Due to COVID-19 pandemic, development is expected to be affected negatively with an estimated 36% in revenue.



Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Revenue Overview

CHARGES FOR SERVICES

The City collects a variety of fees for services rendered. Examples of these include: Cemetery fees, ambulance fees, leases, Cedar Hills police and fire contract, and a variety of development services fees. In addition, an administrative charge is charged to various departments to compensate for services provided by other funds. For example, accounting and payroll is paid out of the General Fund, but its services are used by multiple funds.

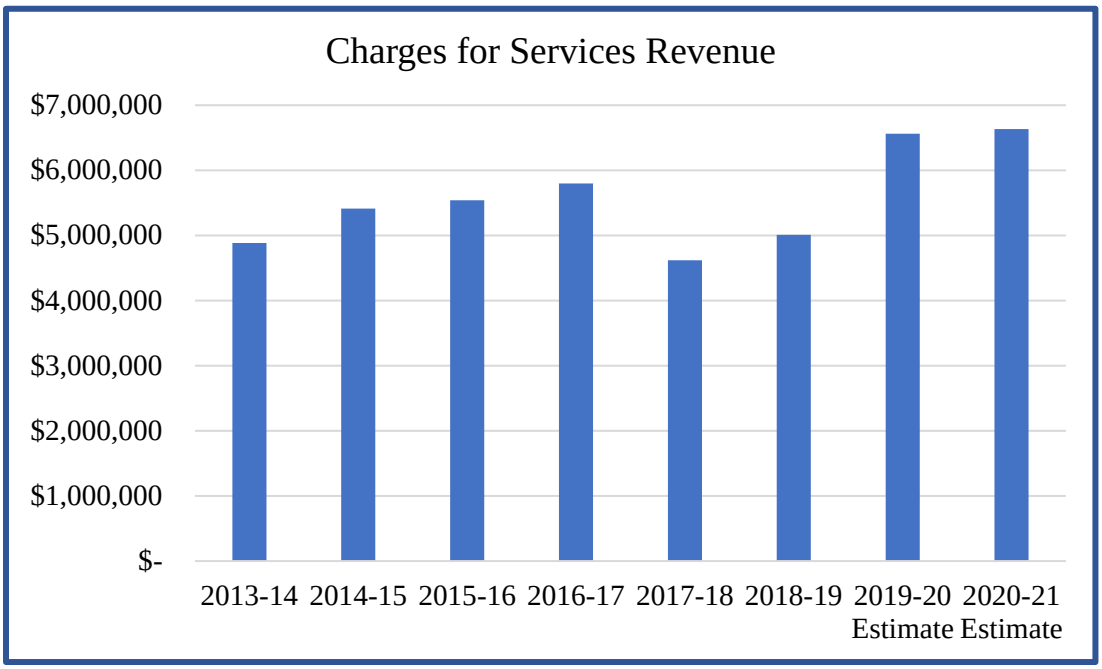
The City expects to see a significant increase between fiscal years 2019 and 2020 due to the City of Cedar Hills fire contract beginning July 2019 and increased ambulance billing revenue. Both revenue increases are already dedicated to providing fire service to Cedar Hills City and increasing ambulance transport personnel. During fiscal year 2020-2021 there are several flat or declining revenue sources. The City is expecting a decrease in recreation fees based impacts of COVID-19 pandemic as well as an anticipated decrease in development. The dramatic decrease in charges for services revenue between fiscal year 2017 and fiscal year 2018 is due to sanitation, recycling, and utility late fee revenue being moved to an enterprise fund.

Charges for Services Summary

Current Rate (2020-2021):
Rates are set in a separate fee schedule available on the City's website or at City offices.

Authorized Uses – unrestricted General Fund

Method Received – Charges for services are collected by the City as permits are applied for or services are rendered. The City's ambulance billing contractor employs the use of a collection agency on past due billings.



Revenue Overview

CLASS C ROAD ALLOTMENT

The Class B and C road system funding program was established by the Utah legislature in 1937 as a means of providing assistance to cities and counties for the improvement of roads and streets throughout the state. This program is funded through 30% of the state highway user taxes and fees. Funds are distributed 50% based on population and 50% on weighted road miles. Revenues are estimated based on historical trends and guidance provided by UDOT (Utah Department of Transportation) and MAG (Mountainland Association of Governments). The City's Public Works division sends updated road miles to UDOT yearly.

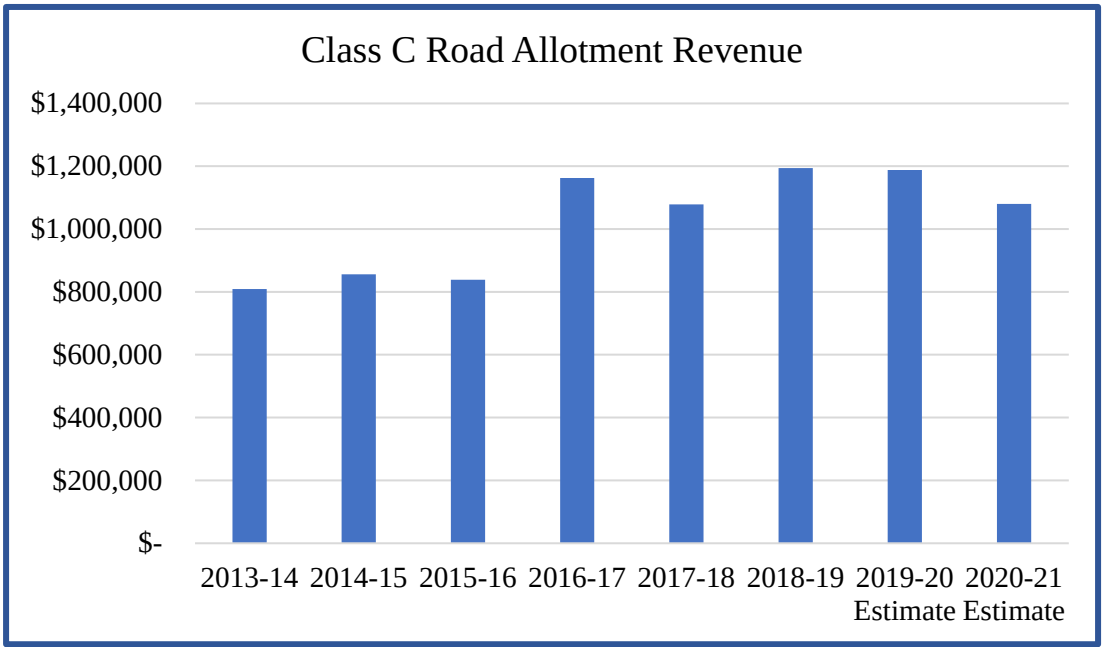
Class C Road Allotment Summary

Current Rate (2020-2021):
Funds are distributed 50% based on population and 50% on weighted road miles.

Authorized Uses – restricted road maintenance and improvements

Method Received – Utah Department of Transportation (UDOT) makes a bi-monthly distribution.

Prior to fiscal year 2018-2019, revenue was recorded in the general fund and was used for street maintenance. To mirror the Pavement Management Plan presented in FY 2017-2018, Class C Road Funds are now allocated to the Pavement Management Plan in the Capital Projects Fund. With this change, however, other revenue sources must be used to fund street maintenance and repair expenditures in the general fund. Because the revenue allocation is based partially on weighted road miles, revenues are anticipated to decrease in fiscal year 2020-2021 due to the COVID-19 pandemic travel restrictions.



Revenue Overview

FITNESS CENTER FEES

The Fitness Center Fund accounts for the activities of the City's fitness center. Fitness center revenue is projected using a number of methodologies, including trend analysis, current fee schedule rates, class participation, and available programming space. Most of the center's revenue comes from user charges.

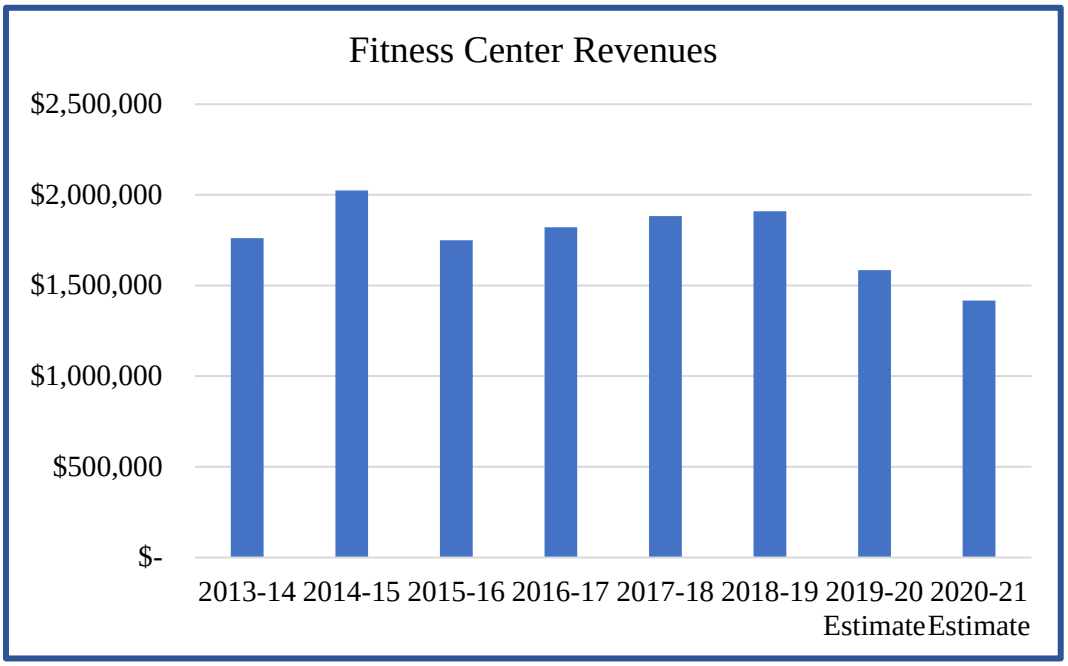
For fiscal year 2020-2021, approximately 34% of the center's operating expenditures are subsidized by the general fund (subsidy not included below), up from 25% in previous years. The center's general fund subsidy has been increasing faster than fitness center revenues. The City will need to address this in the upcoming years. The large increase in FY2015 revenue is due to an insurance payment received for damage. The fiscal years 2019-2020 and 2020-2021 estimated revenues are down due facility closures as a result of the COVID - 19 restrictions.

Fitness Center Revenue Summary

Current Rate (2020-2021):
Funds are distributed 50% based on population and 50% on weighted road miles.

Authorized Uses – All collected funds are used to operate the fitness center.

Method Received – The majority of the center's revenue comes from user charges for programming and use of the facility.



Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Revenue Overview

CULINARY WATER AND SECONDARY IRRIGATION RATES

The Culinary Water Fund accounts for the culinary water distribution system of the City and the Secondary Irrigation Fund accounts for the secondary irrigation distribution system of the City. Both the water and irrigation revenues are projected using several methodologies, including trend analysis, connection estimates (tied with new building permits), water rate studies, and weather forecasts. Predicted rate increases are also factored into future estimates.

Water Rates Summary

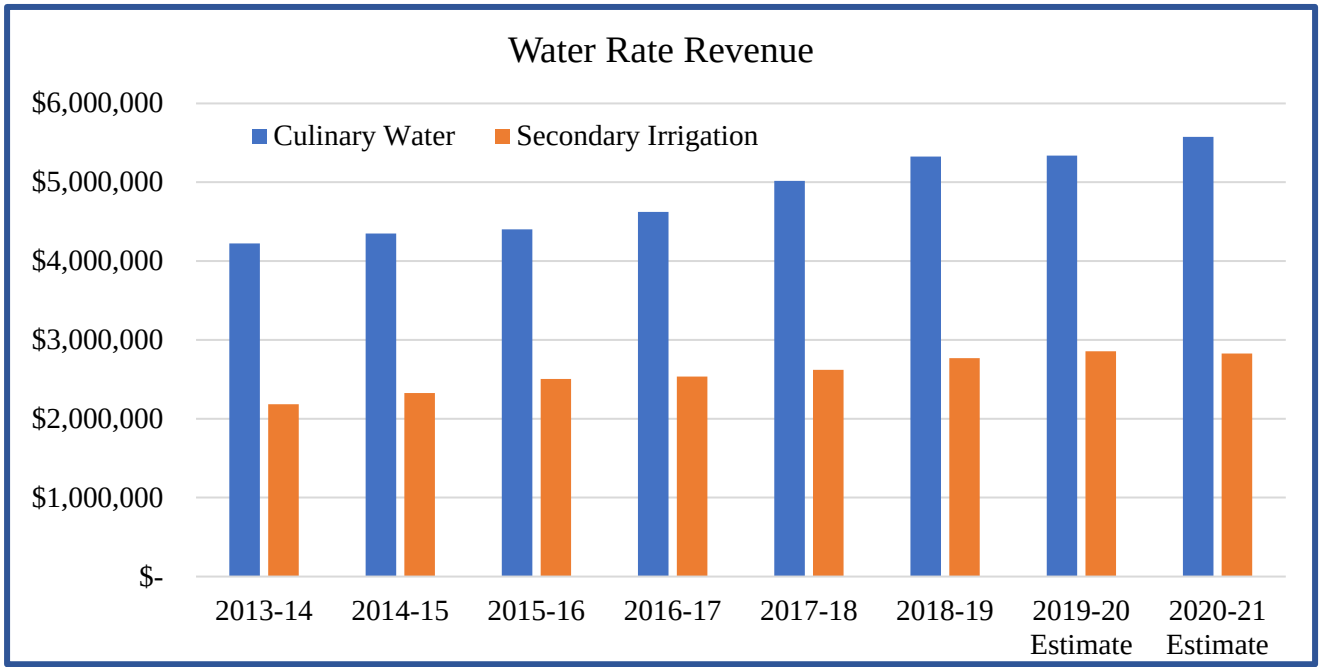
Current Tax Rate (2020-2021) – Rates are set in a separate fee schedule available on the City's website or at City offices.

Authorized Uses – All collected funds are restricted to use within the Culinary Water Fund and Secondary Irrigation Fund, respectively.

Method Received – Water users receive monthly utility billing statements from the City. Meters are currently read quarterly.

The City is seeing small year over year increases due to population growth. Water users receive monthly utility billing statements from the City and meters are currently read quarterly. All collected funds are restricted to use within their respective funds.

A rate study was performed in fiscal year 2018-2019 that resulted in the adoption of water rate increases on May 8, 2019. Resolution 2018-05-16R incorporated biannual rate increases every other year for base rates and user rates through fiscal year 2022-2023.



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Revenue Overview

SEWER AND STORM DRAIN RATES

The Sewer Fund accounts for the sewage collection systems of the City for its residents. The Storm Drain Fund accounts for the maintenance, cleaning, inspection, and construction of storm drain infrastructure within the City. Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

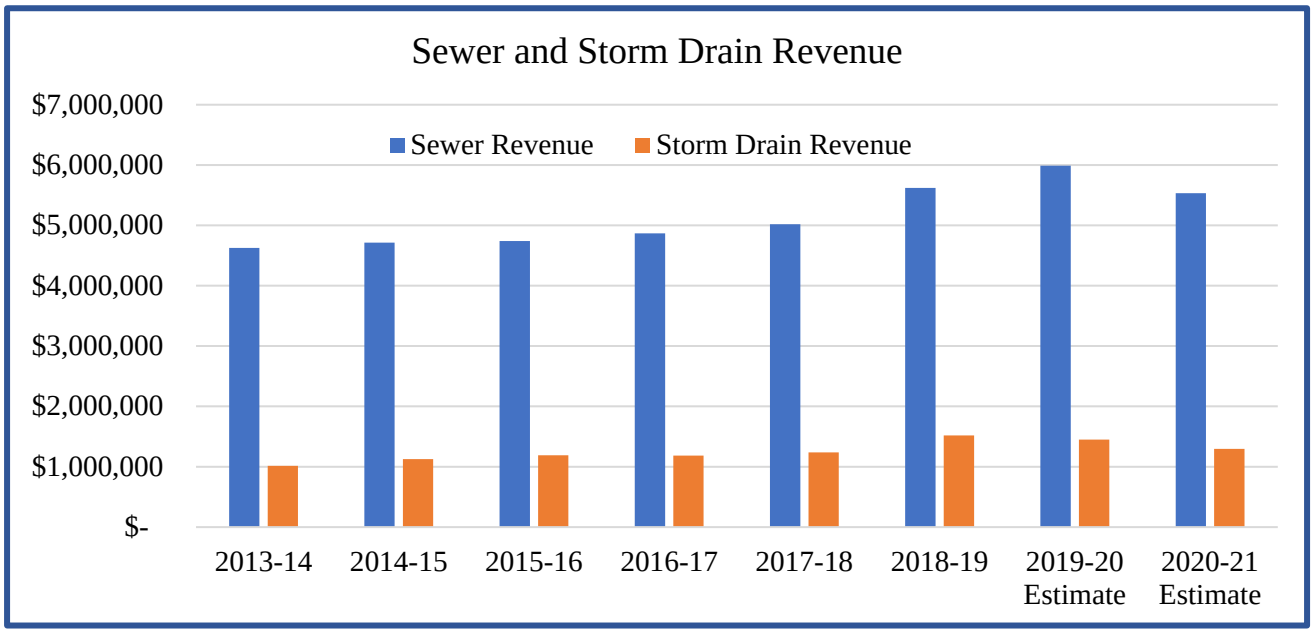
Sewer revenue is projected using several methodologies, including trend analysis, connection estimates (tied with new building permits), utility rate studies, and projected culinary water consumption. Approved rate increases are also factored into future estimates. Sewer users receive monthly utility billing statements from the City. The sewer rate charged to residents is adjusted yearly based on culinary water usage. All collected funds are restricted to use within the Sewer and Storm Drain funds, respectively.

Sewer and Storm Drain Rates Summary

Current Tax Rate (2020-2021) – Rates are set in a separate fee schedule available on the City's website or at City offices.

Authorized Uses – All collected funds are restricted to use within the Sewer Fund and Storm Drain Funds, respectively.

Method Received – Utility users receive monthly utility billing statements from the City.



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Revenue Overview

SANITATION AND RECYCLING RATES

The Sanitation and Recycling Fund accounts for the revenue and expenditures of providing sanitation and recycling services to the residents of the City and internal City departments. The City contracts with an outside provider (currently Republic Services) for these functions. Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

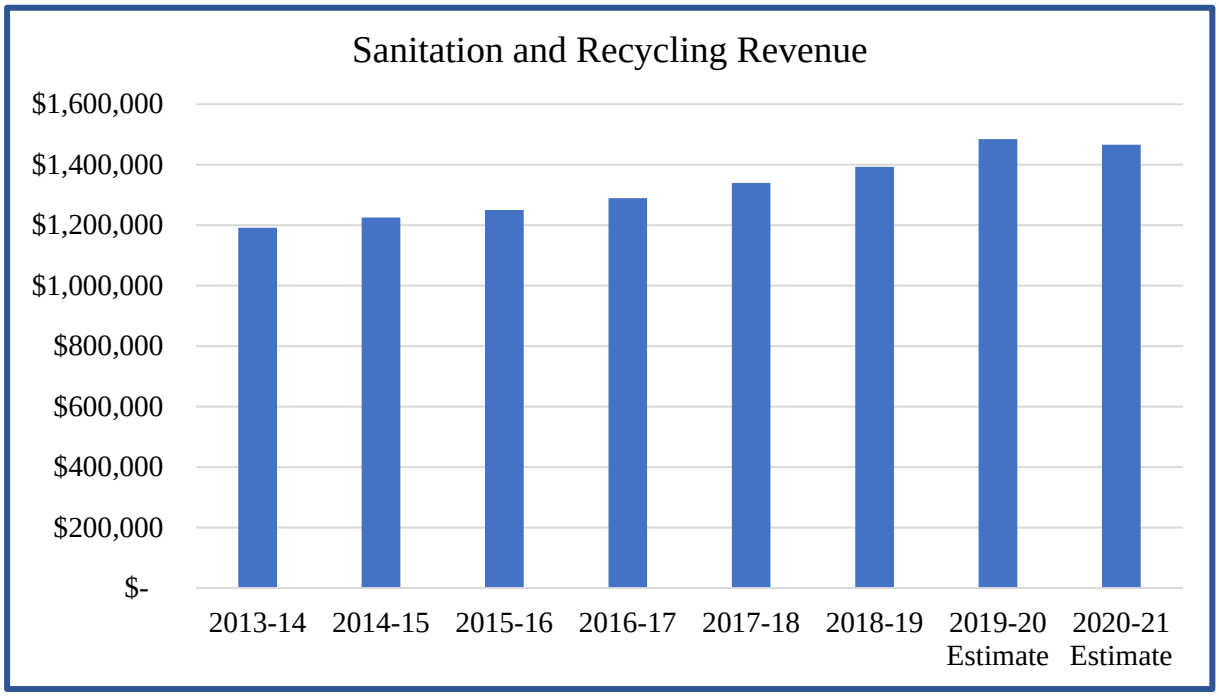
Sanitation and recycling fund revenue is projected using several methodologies, including trend analysis, new accounts, and rates charged by the City's outside providers. Predicted rate increases from external providers are also factored into future estimates. Sanitation and recycling users receive monthly utility billing statements from the City. All collected funds are restricted to use within the Sanitation and Recycling fund.

Sanitation and Recycling Revenue Summary

Current Tax Rate (2020-2021) – Rates are set in a separate fee schedule available on the City's website or at City offices.

Authorized Uses – All collected funds are restricted to use within the Sewer Fund and Storm Drain Funds, respectively.

Method Received – Utility users receive monthly utility billing statements from the City.



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Revenue Overview

TAX INCREMENT REVENUE

Tax increment is a property tax collected as a result of increased valuation within a redevelopment area. The City has several redevelopment areas as follows:

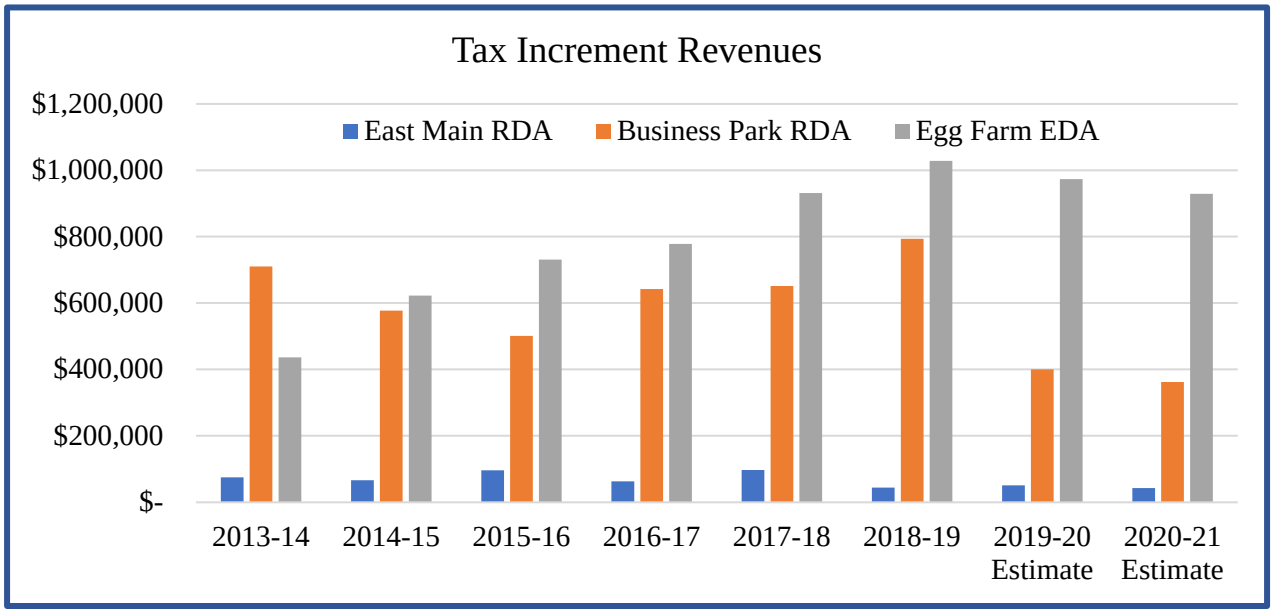
- The East Side RDA fund accounts for activities of the East Main RDA Project Area created in 1992 (triggered in 1994). The City received its last tax increment distribution in fiscal year 2018. The City will continue to receive tax increment "haircut" monies through FY2024. All collected funds are used for activities within the East Main RDA project area.
- The Business Park RDA fund accounts for activities of the North Valley RDA Project Area created in 1987 (triggered in 1995). The City will receive its last tax increment distribution in fiscal year 2019. The City will continue to receive tax increment "haircut" monies through FY2024. All collected funds are used for activities within the North Valley RDA project area.
- The Egg Farm EDA fund accounts for activities of the Egg Farm EDA Project Area created in 2001 (triggered in 2005). The City will receive its last tax increment distribution in fiscal year 2028, or sooner if the maximum cap is reached. The City is required to distribute 20% of tax increment received to affordable housing projects. All collected funds are used for activities within the Egg Farm EDA project area.

Tax Increment Revenue Summary

Current Tax Rate (2020-2021) – Revenue is dependent on the incremental property valuation determined at the adoption of the various project areas.

Authorized Uses – All collected funds are used for activities within their respective project areas.

Method Received – Utah County collects and distributes tax increment and haircut monies on a yearly basis.



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Financial Policies

FUND BALANCE AND RESERVES

General Fund
(Adopted May 28, 2019)

Purpose

This policy, adopted May 28, 2019, strives to ensure the City maintains adequate fund balances and reserves in the General Fund in order to:

- Provide sufficient cash flow for daily financial needs.
- Secure and maintain investment grade bond ratings.
- Offset significant economic downturns or revenue shortfalls.
- Provide funds for unforeseen expenditures related to emergencies.

For purposes of this Policy, the definition of "reserves" is limited to committed, assigned, and unassigned fund balance categories as defined by Generally Accepted Accounting Principles (GAAP).

Amounts Held in Reserve

The City will strive to maintain a minimum level of reserves in the General Fund equivalent to 2 months of regular operating revenues and a maximum reserve as allowed by state law (currently 25% of revenues, excluding other financing sources). This amount will be calculated by taking the General Fund revenues for the year (excluding other financing sources) and dividing by 6. Under no circumstances will fund balance be lower or higher than allowed by state law (currently 5% minimum and 25% maximum). The amount in reserves will be calculated by adding the fiscal year ending committed, assigned, and unassigned fund balances less fund balance appropriated in the subsequent fiscal year.

The City will seek to achieve recommended minimum and maximum fund balances by increasing fund balance 10% a year until the 25% maximum is reached. Fund balance will be increased in years when revenues will exceed expenditures, or when the City has excess one-time revenues. In the case of revenues exceeding expenditures in excess of the 10% contribution, or if the City is at the 25% maximum, the difference will be transferred to the Capital Projects fund for future City Council appropriation.

In the event reserves are used resulting in a balance below the 2-month minimum, a plan for replenishment will be developed and included in the five-year financial forecast presented during the annual budget process.

Conditions for Use of Reserves

The use of reserves shall be limited to unanticipated, non-recurring needs, or anticipated future obligations. Fund balances shall not be used for normal or recurring annual operating expenditures. The City Administrator is authorized to make recommendations to the City Council for use of reserves. A majority vote of the City Council will be required to use reserves. Any recommendation shall be accompanied by a proposal for the replacement of reserves to the City Council.

Proprietary (Enterprise and Internal Service) Funds

The state of Utah does not impose limits on the accumulation of fund balances in proprietary (enterprise or internal service funds) or special revenue funds. The City defines fund balance for proprietary funds

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as current assets minus current liabilities. The City strives to maintain a target reserve of 20 percent of revenues for the City's enterprise funds. Internal service funds are designed to function on a cost-reimbursement basis and should not accumulate significant reserves. Reserves will be accumulated, however, for the purchase and replacement of capital assets.

Debt Service Funds

Debt service reserve funds are established to protect bondholders from payment defaults. Adequate debt reserves are essential in maintaining good bond ratings and the marketability of bonds. The amount of debt reserves is established by bond ordinance for each fund in association with each bond issuance. At times, it may be desirable to use bond insurance rather than debt reserves. This is generally based on the recommendation from the City's financial advisor.

DEBT MANAGEMENT

State statutes limit the amount of General Obligation debt the City may issue for general purposes to 4 percent of the fair market value of the taxable property within the City's general jurisdiction. An additional 8 percent of indebtedness may be issued for water or sewer projects when such utilities are owned or controlled by the City. The City's revenue debt levels are to be limited by debt service coverage ratios (e.g., annual net pledged revenues to annual debt service) or credit rating impacts (e.g., additional bonds should not lower ratings) contained in bond covenants.

The City will not issue debt obligations or use debt proceeds to finance current operations. The issuance of long-term debt should only be considered when current revenues cannot be used to finance the project, or are not sufficient, or in cases where it is more equitable to finance the project over its useful life. The payback period of the debt should never exceed the estimated useful life of the capital project. An analysis of the effect of the issuance on the City's debt ratio, as well as the impact on the City's ability to finance future projects, should be prepared prior to the issuance of debt. In addition, the identification of a revenue source to cover debt service payments will be required.

Principal and interest on all outstanding debt will be paid in full and in a timely manner. The payment of debt will be secured by the full faith, credit, and taxing power of the City in the case of General Obligation bonds, and the pledge of specified, limited revenues in the case of revenue bonds. Debt service payments should be analyzed and structured to meet the City's financing objectives for each project. In general, bonds should be structured for level payments over the useful life of the issue unless anticipated revenues dictate otherwise, or if the useful life of the financial project(s) suggest a different maturity schedule.

Refunding

Whenever feasible, short or long-term borrowing should be utilized to take advantage of opportunities to restructure or refund current debt when possible. In general:

1. The City will refund debt when it is in the best financial interest of the City to do so, and the Finance Director will have the responsibility of analyzing outstanding bond issues for refunding opportunities. The decision to refinance must be explicitly approved by the City Council, and all plans for refunding of debt must be in compliance with state laws and regulations.

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2. The Finance Director will consider the following issues when analyzing possible refunding opportunities:
   - Onerous Restrictions—Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents, or to take advantage of changing financial conditions or interest rates.
   - Restructuring for Economic Purposes—The City will refund debt when it is in the best financial interest of the City to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered by the Finance Director if the refunding generates positive present value savings, and the Finance Director must establish minimum present value savings and negative arbitrage thresholds for any financing. Currently, the Finance Director has set a minimum Net Present Value (NPV) savings threshold of 3 percent (net of any applicable negative arbitrage).
   - Term of Refunding Issues—The City will refund bonds within the term of the originally issued debt. However, the Finance Director may consider a maturity extension, when necessary, to achieve a desired outcome, provided such extension is legally permissible. The Finance Director may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
   - Escrow Structuring—The City will refund bonds within the term of the originally issued debt. However, the Finance Director may consider maturity extension, when necessary, to achieve a desired outcome.

Conduit Debt

Conduit debt will be limited on a transaction basis as approved by the City. Approval of conduit debt issuance will be based on the borrower's creditworthiness, the purpose of the borrowing issue, borrower's credit rating, size of proposed issuance, and other limitations as imposed by the City. Under no circumstances will the City pledge any City revenues, credit, assets, etc., towards conduit debt. Debt service on conduit debt will be solely the responsibility of the borrower. The City will charge the borrower a reasonable fee for any conduit issuance plus additional fees based on the work associated with the conduit issuance.

GRANTS

A grant is an award of financial assistance in the form of money or property by a funding source including the Federal Government, State Government, other local governments, non-profit agencies, and private businesses and citizens. The City will seek grant funding whenever possible and feasible. The City program, department, or division desiring to submit a grant application soliciting funds will prepare a request as outlined by the grantor's requirements. The department head or designee should sign the grant application as approval that funds are available and that they are supportive of the fiscal impacts to the department. The department applying for the grant should make every effort to project all initial and ongoing costs associated with the grant program, including but not limited to staff support, needed assistance for computer systems, office space, utilities, systems furniture, vehicles, office equipment, office supplies, computer software, and hardware/telephone charges.

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Prior to submission, all grant applications with a monetary impact will be reviewed by the Finance Director to identify potential budgetary, cash flow, procurement, financial reporting, or compliance requirements. The Finance Director will obtain the City Administrator's approval and notify the City department that the application has been approved. Under no circumstances will a grant be accepted that will incur management reporting costs greater than the grant amount.

Awarded grants will be submitted to the Finance Department for inclusion in the City's budget. The grant award letter/acceptance agreement (notification received detailing the amount of the grant awarded, grant assurances and special conditions, and guidelines that must be followed to comply with the grant requirements) will be forwarded to the Finance Department, who will review the grant award for reporting requirements, special conditions, and deadlines related to administering the grant.

City departments should notify the Finance Department if:
1. There is a subsequent alteration in the funding configuration.
2. There is a subsequent alteration in the City's financial obligations.
3. Grant funds will be carried forward into the next year.
4. There is notification that the grant will be terminated.

All grant expenses must comply with the terms set forth in the grant application, grant award letter, and City procurement policies (if not outlined in the grant award). Documentation for all expenditures must be retained by the department for audit purposes. The Finance Department, with the assistance of City departments, will maintain a list of all federal and state awards received and expended, along with the Catalog of Federal Domestic Assistance (CFDA) title and number, award number, award, year, name of federal agency, and name of pass-through agency (if applicable).

Departments are responsible for ensuring that all funds are expended or encumbered prior to the end of the grant period for funds to be used adequately and not lost in future award periods. Each department is responsible to apply for grant extensions, if necessary. Departments are also responsible for monitoring the financial status of their grants. Departments must also monitor grants for compliance with all applicable federal, state, and local regulations, and ensure that grant expenditures are in compliance with grant procurement policies and procedures. The requesting department is responsible for providing financial reports to grantors. If it is determined that the report preparation is to be handled by the Finance department, this must be indicated to the Finance Director during the initial grant application review.

AUDITING AND FINANCIAL REPORTING

Accounting Practices

The City's accounting and financial reporting systems will be maintained in accordance with Generally Accepted Accounting Principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

The government-wide, proprietary, and fiduciary fund financial statements (if using) will be prepared using the economic resources measurement focus and accrual basis of accounting. Governmental fund

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financial statements will be reported using the current financial resources measurement focus and modified accrual basis of accounting.

In general, the City is able to collect most of its receivables, the majority relating to taxes and utility billing. The City will record an allowance for uncollectible accounts in the General Fund for ambulance billing and development fees billed, in the Enterprise Funds for utility billing, and the Broadband Fund for leased fiber lines.

For inventory, the City will use a "first in, first out" (FIFO) basis.

The Finance Director, under the direction of the City Administrator, will have the authority to make procedural decisions with respect to specific accounting treatments, such as interpretation of accounting principles, design of the general ledger and chart of accounts, and similar items. However, in certain special or unique situations, review by the City Council may be necessary. The City Council will be made known of any issue that:

1. Creates controversy among those responsible for audit oversight, or between said individuals and the external auditors.
2. Is or will be material to the financial statements.
3. Involves significant uncertainty or volatility that could materially affect an estimate.
4. Is or will be a matter of public interest or exposure.
5. Must be reported to an external body, and those responsible for audit oversight are unclear or undecided on its presentation.
6. Relates to the application of a standard in a way that is not consistent with general practice or in a way that is different from how it has been applied in previous years.
7. Relates to key controls over financial information that are being designed or redesigned, or have failed or are otherwise being addressed by the City.

Financial Reporting

The Comprehensive Annual Financial Report (CAFR) will include the General Fund, all special revenue, debt service, capital project, permanent, proprietary, fiduciary funds (if using), and component units, which the City is required to report under GAAP. The report will be made for general public as soon as possible.

It is the City's policy that all external financial reporting be in conformance with GAAP. As an additional independent confirmation of the quality of the City's financial reporting, the City will seek to obtain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. The City will upload revenue and expense transaction data to the Utah Public Finance website monthly. Employee compensation data will be uploaded to the Utah Public Finance website yearly, or as prescribed by state law and the Utah State Auditor's Office. As an additional independent confirmation of the quality of the City's budget document, the City will annually seek to obtain the GFOA Distinguished Budget Presentation Award. The budget will satisfy criteria as a financial and programmatic policy document, a comprehensive financial plan, an operations guide for all organizational units, and a communication device. The Adopted Budget will be posted online and in compliance with State statutes. The City will follow all state statutes regarding financial reporting.

Financial Policies

The Finance Director, under direction of the City Administrator, will prepare financial reports for the Mayor and City Council in a format consistent with the annual adopted budget monthly. Such reports will enable the City Council to be constantly informed of the financial status of the City. The City Administrator and Department heads will also be issued monthly reports. Upon issuance of the financial reports, the previous month will be closed in the accounting system to prevent back-dated transactions that could materially change the issued reports.

The CAFR will be audited annually by a Certified Public Accounting firm. The annual audit encompasses areas of financial reporting, internal control, federal grants, and departmental audits.

Audit Oversight

As required by Utah State Code, an independent audit of the City's financial condition and procedures shall be obtained by means of a third-party independent certified audit firm. The Finance Director shall be the primary contact with the independent auditors, and is in charge of arranging audit schedules and managing requirements of the annual audit.

The Finance Director will bring important issues identified during, or related to, the audit to the Mayor, City Council, and City Administrator as necessary. The City will request proposals for audit services from qualified independent Certified Public Accounting Firms a minimum of every five (5) years through a

Request for Proposal (RFP) process. In accordance with the Government Finance Officers Association (GFOA) best practice guidelines, the current auditors can be included in the RFP process.
While price is an important part of the selection process, the principal factor in the selection of an independent auditor is the auditor's ability to perform a quality audit.

In addition, general oversight will be conducted by the Mayor, City Administrator, and Finance Director. At the Mayor's discretion, an Audit Committee may be formed and duly appointed. The audit committee, if constituted, shall provide oversight of the financial reporting process, the audit process, the system of internal controls and general compliance with laws and regulations.

INTERNAL CONTROL

Overall Objective

The City's system of internal controls should be able to provide reasonable, but not absolute, assurance that the following objectives have been met:

1. Reliable reporting of financial transactions.
2. Effective and efficient City operations.
3. Compliance with applicable laws, regulations, contracts, and grant agreements.

Control Environment

The control environment is the foundation for all other components of internal control, providing discipline and structure. Management establishes the "tone at the top" regarding the importance of internal control and expected standards of conduct, and reinforces expectations at various levels. Control

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environment factors include the integrity, ethical values, and competence of the City's personnel; the way management assigns authority, responsibility, and organizes and develops its personnel; and the attention and direction provided by the Mayor and City Council.

The legislative body has adopted a personnel policies and procedures manual, prepared by the City Administrator, that details policies, expectations, and other employment-related topics. This manual is to be reviewed annually to determine needed revisions to comply with state and federal laws, as well as practices of the City. Each employee receives a copy of the personnel manual, which includes a policy on business ethics and conduct, and signs an acknowledgement of receipt. The City will hold a minimum of one training a year where human resource topics are covered.

Management has developed job descriptions for each position and reviews employee compliance on a semi-annual basis (at a minimum) through performance evaluations. Each Department Head will review applicable job descriptions annually to ensure accuracy and completeness.

The City Administrator prepares an annual budget with input from Department Heads, using historical data from the three previous years. The City Administrator, with input from the Department Heads, will also prepare an annual capital budget. A proposed budget is presented to the Mayor and City Council during at least one budget workshop. The City Administrator, Finance Director, and Department Heads are present to explain their budgets. Finally, organizational charts reviewed periodically as job descriptions and positions are added or changed to determine if the reporting structure, authority, and responsibility documented is still accurate.

RISK ASSESSMENT

City officials and management assess the risk of operations continually. The City has chosen to transfer the most common types of risk, such as property, casualty, liability, errors, omissions, worker's compensation, and surety bonds, through the purchase of insurance.

The City faces a number of financial risks in normal operations, including the following:

- Collections could be lost or misappropriated.
- Collections could be recorded improperly.
- Collections may not be deposited in the bank and recorded timely.
- Disbursements could be unauthorized.
- Disbursements could be made for personal items.
- Disbursements could be made for items never received.
- Bank balances may be inaccurate due to a failure to reconcile bank accounts.
- Capital assets or inventory items could be missing.
- Inventory is not available when needed.
- Grant funds could be spent for unallowable items.
- Grant rules may not be followed which could result in having to return funds.
- Reporting requirements are not met.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Financial Policies

CONTROL ACTIVITIES

Control activities are objectives, policies, and implemented procedures designed to address significant areas identified in the Risk Assessment section.

Collections/ACH

The City has implemented a number of policies regarding collections and ACH:

1. All collections will be receipted in the appropriate fund and revenue code, and recorded in the general ledger daily.
2. A pre-numbered receipt will be issued for each collection made. Walk-in customers must be offered a receipt.
3. The cash drawer and night drop box (if applicable) will be reconciled daily by two personnel. One of the personnel must be independent of the collections process.
4. No checks will be cashed from the cash drawer.
5. All funds will be deposited within three business days or state statute, whichever is shorter.
6. The cash drawer will be locked when unattended and placed in a designated area after hours.
7. At no time will cash be unattended.
8. Employees are prohibited from comingling City assets with personal assets.
9. Chart of accounts coding will be reviewed by the Finance Director monthly as part of the month-end closing procedure.
10. Bank reconciliations will be performed monthly by the Finance Director or designee and completed no later than the 15th of the following month. If the reconciliation is performed by a person other than the Finance Director, the Finance Director will review and sign the bank reconciliation upon completion.
11. The Finance Director and City Treasurer will perform unscheduled cash counts to ensure no personal checks are in cash drawers and ensure the drawers are in balance.

Disbursements/Drafts

The City has a number of objectives related to the disbursement of City monies. These objectives include:

1. Ensuring each disbursement is for a valid City purpose and is necessary.
2. Disbursements occur in a timely manner.
3. Disbursements are accurately coded in the accounting system.
4. Disbursements are legally appropriated.

To achieve these objectives, the City follows a number of policies, including:

1. The City has adopted a purchasing policy that complies with state law.
2. Department heads (or designees) approve all department expenditures, excluding utilities. Department heads will be provided a copy of utility statements after payment.
3. Accounts Payable will prepare weekly check runs using backup documentation and present the runs to the Finance Director for review and approval. In addition, the City Treasurer and City Administrator will also approve the check runs.
4. All checks require two signatures—the City Administrator and City Treasurer.
5. Each check register will be submitted for review by the City Council.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Financial Policies

Safeguarding of Assets

In order to ensure City assets are properly valued and protected, a number of policies and procedures have been implemented, including the following:

1. All bank account statements (checking savings, investment, trust, etc.) are reconciled to the general ledger within 15 days of the date of the statement. Bank reconciling items will not be carried forward more than sixty (60) days.
2. All bank accounts are held in financial institutions under the City's name only and only authorized employees (two signatures required) are allowed to open new accounts. Under no circumstances should the Finance Director be a signer on any bank or investment account. The City Treasurer must be listed as a signer on all bank accounts.
3. All withdrawals, checks, liquidations, etc., from any bank account requires two signatures.
4. Inventory records will contain enough information to readily identify corresponding capital assets. Capital assets are tagged or otherwise identified during a physical inventory. Inventories are to be performed biennially and staggered (in other words, half of the City's assets should be inventoried one year and the remaining assets the next). Disposal of inventory or fixed assets are done according to City policy.
5. Insurance policies are reviewed annually for accuracy of covered assets.
6. Surety bonds are reviewed and renewed on an annual basis in accordance with state law.
7. Additionally, proper safeguards are in place to prevent theft or loss of assets.

Compliance

To ensure the City is in compliance with state and federal laws, the following policies have been implemented regarding compliance:

1. The City maintains and follows the debt management policy prescribed earlier in this policy.
2. The Finance Director and City Administrator will consult with the City's financial advisor on all debt-related issues.
3. The City will maintain and follow the prescribed grant management policy outlined earlier.

Information and Communication

City management has the responsibility to adequately communicate and provide financial information to both internal and external parties. It is important that employees know the objectives, policies, and procedures management has established and what the expectations are for internal controls. External stakeholders (citizens, developers, creditors) also seek information regarding objectives and reliable financial information. To accomplish this, the following policies and procedures have been implemented:

1. The City will maintain data in a computerized accounting system. Requests for financial information should be provided through a computer-generated report whenever possible to maintain the integrity of the data.
2. The City will comply with the Utah Government Records Access and Management Act (GRAMA), Utah Open and Public Meetings Act, and Utah Code relating to public transparency. All requests, with the exception of Police requests, will be forwarded to the City Recorder to ensure compliance with state law. Personally identifiable, confidential, or protected information will be redacted in accordance with state law.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Financial Policies

Monitoring

The internal control system of the City will change as technology, staff, objectives, and policies change. Management is charged with continually monitoring the internal control system to ensure it is operating as it was designed to do and ensure the following policies and procedures are being followed:

1. An annual risk assessment will be conducted to ensure that internal controls continue to work as designed over time.
2. Management evaluate, and if needed, change the design of the internal control system or implement corrective actions to improve the effectiveness of the existing system.
3. Members of management will periodically review the procedures outlined in this manual to ensure policies are being implemented and objectives are being met.

LONG-TERM FINANCIAL PLANNING

The City will work towards creating a long-term financial plan to maintain long-term fiscal solvency of the City by identifying significant future expenses, liabilities, problems, and resources that are not included or recognized in the current budget. This plan should contain the following components:

1. Annually prepare a five-year forecast that maintains the current level of services, including known changes that will occur during the forecast period. If the forecast does not depict a positive operating position in all five years of the forecast, the City will strive to balance the operating budget for all years included in the financial forecast.
2. Annually evaluate trends from a budget-to-actual perspective and from a historical year-to-year perspective to identify areas where resources have been over allocated. This will improve the accuracy of revenue and expenditure forecasts by eliminating the impact of recurring historical variances.
3. The forecast should include, but not be limited to, an analysis that may include such factors as:
   - Economic growth rates
   - Retail sales activity
   - State of Utah revenue and expenditure impacts
   - Census data
   - Residential development activity
   - Industrial activity
   - Demographic changes
   - Legal and regulatory changes
   - Costs that are deferred or postponed until the future
   - Full ongoing impact of grants
   - Future costs of URS (Utah Retirement Systems) and pension assets/liabilities
   - Costs of new programs that are not fully funded
   - Difference between ongoing and one-time expenses and revenue
   - Operating costs associated with capital improvement projects
   - Impact of demographic and economic changes on services, revenue, and program costs
   - Financial trends
   - Problems and opportunities facing the City
   - Alternative strategies to address the issues

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Financial Policies

CAPITAL ASSET PROGRAM PLAN

The capital asset plan covers any facility, equipment purchase, or construction which results in a capitalized asset cost equal to or greater than $10,000 and a useful life (depreciable life) of five years or more. Also included are major maintenance projects of $10,000 or more that have a useful life of at least five years.

The City will operate and maintain its physical assets in a manner that protects the public investment and ensure achievement over their maximum useful life and will consider a Renewal and Maintenance Reserve account for each operating fund responsible for major capital assets. Each year a five-year Capital Improvement Plan (CIP) will be prepared. The plan will identify and set priorities for all major capital assets to be acquired or constructed by the City. The first year of the CIP will be included in the proposed budget.

An assessment of each City facility will be conducted at least every five years. The report should identify repairs needed in the coming five years to ensure the maximum useful life of the asset. This information will be the basis for capital improvement planning for existing facilities and in determining the adequacy of the Renewal and Maintenance Reserve account. The CIP will identify adequate funding to support repair and replacement of deteriorating capital assets and avoid a significant unfunded liability from deferred maintenance.

To the extent possible, improvement projects and major equipment purchases will be funded on a pay-as-you-go basis from existing or foreseeable revenue sources. Fund balances, in accordance with the City's Fund Balance policy, may be used for one-time expenditures such as capital equipment or financing of capital improvements.

Debt (including capital leases) may only be used to finance capital projects, including land acquisition, and not ongoing operations. Debt issued must be in accordance with the City's Debt Management policy. Acquisition or construction of new facilities should be done in accordance with adopted facility and/or master plans. Prior to approving the acquisition or construction of a new asset, the City Council should be presented with an estimate of the full cost to operate and maintain the facility through its useful life and the plan for meeting those costs. No capital project should be funded unless operating impacts have been assessed and the necessary funds can be reasonably anticipated to be available when needed.

REVENUE POLICY

The City should strive to maintain a diversified mix of revenues in order to balance the sources of revenue amongst taxpayers and to provide ongoing stability and predictability. Sales tax is a major source of revenue for the General Fund, which is a direct function of business cycles and inflation, making it a volatile source of revenue.

1. Property taxes and other stable revenues provide a reliable base of revenues during periods of economic downturn.
2. The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development investments.
3. The City will strive to keep a total revenue mix that encourages growth, and keeps the City economically competitive and a City of choice for people to live and do business.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Financial Policies

Tax dollars should support essential City services that benefit and are available to everyone in the community (such as parks, police, and fire protection). User charges in lieu of general revenue sources should be implemented for identifiable services where the costs are related to the level of service.

User charges and fees should be at a level that reflect service costs. Components of user charges should include operating and capital costs, as well as the direct and indirect costs of providing that service. Full cost charges should be imposed unless it is determined that policy, legal, or market factors require lower fees. The City, when setting fees and charges, should consider policy objectives, market rates, and charges levied by other public and private organizations for similar services. Non-resident fees should be set at market levels to minimize the tax burden on City residents.

User charges for Enterprise Fund services such as water, sewer, storm water, and solid waste collection should be set at rates sufficient to finance all direct and indirect operating, capital, reserve/working capital, and debt service costs. Overhead expenses and general government services provided to the enterprise activities should be included as indirect costs. Rates will be set such that these enterprise funds are never in a cash deficit during the year. User fees should not exceed the full cost of providing the service. Internal service fees should be set to capture full costs, including direct and indirect expenses. Cost for services should be allocated to departments using a rate model.

Administrative fees should be assessed on all non-general fund supported capital projects. These fees allocate the proportionate share of general government services to those projects so that the general fund is not required to subsidize infrastructure or economic development projects.

All private money donated, contributed, or lent to the City are subject to grant solicitation and acceptance procedures, and should be deposited in the appropriate City fund and accounted for as public money through the City's budget process and accounting system. Finally, one-time revenue sources should only be used for one-time expenditures and not for ongoing expenditures.

EXPENDITURE POLICY

The City Council will approve the budget by fund at the category or program level. Expenditures anticipated to be in excess of these levels require approval of the City Council through a budget amendment.

The City will follow employee compensation policies consistent with the City's adopted Personnel Policies and Procedures manual. The City will follow the adopted purchasing policy for public procurements and improvements. All expenditures will be approved by a Department Head or designee. The City will make every effort to control expenditures and ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient.

OPERATING BUDGET POLICY

The City will prepare an annual budget with the participation of all City departments. Budgetary procedures will conform to state and local regulations, including adoption of a balanced budget. A balanced budget is achieved when the amounts available from taxation and other sources, including amounts carried over from prior fiscal years, equals the total appropriations for expenditures and

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Financial Policies

reserves. The City's budget will support City Council strategic goals and priorities, and the long-range needs of the City. Essential services will receive first priority for funding. The City will attempt to maintain current service levels for all essential services. The City will identify low priority services for reduction or elimination, if necessary, before essential services. The City will consider the establishment of user fees as an alternative to service reductions or elimination.

In all actions to balance the budget, the City will attempt to avoid layoffs of permanent employees, if possible. Personnel reductions will be scheduled to come primarily from attrition. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing necessary expenditures or accruing future years' revenues.

The budget will provide sufficient funding to cover annual debt retirement costs. The City will consider technological and capital investment programs which are cost effective and which will reduce operating costs as high funding priorities.

The City will manage each fund as an independent entity in accordance with applicable statutes and generally accepted accounting principles (GAAP). Direct and administrative costs will be allocated to each fund based upon the costs of providing those services.

The City will take immediate corrective action if, at any time during the fiscal year, financial monitoring indicates that an operating fund's anticipated expenditures will exceed its anticipated revenues. In order to ensure this, the City will maintain a budgetary control system and use a budget/encumbrance control system to ensure proper budgetary control.
Finally, the City will prepare a budget document which complies with the standards necessary to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA). The City will submit its budget for award consideration annually.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Debt Overview

LEGAL DEBT MARGIN

State statutes limit the amount of general obligation debt the City may issue for general purposes to 4% of the fair market value of taxable property within the City's general jurisdiction. An additional 8% of indebtedness may be issued for water or sewer projects when such utilities are owned or controlled by the City. Below is the City's legal debt margin as of June 30, 2019 (expressed in thousands):

Computation of Legal Debt Margin – June 30, 2019 (in thousands)	
Assessed Valuation	$2,414,544
Estimated Actual Value	3,467,040
Debt Limit (12% of estimated actual value)	416,045
Less Outstanding General Obligation Bonds	36,380
Total Amount of Debt Applicable to Debt Limit	36,380
Legal Debt Margin	$379,665

A brief description of American Fork City's debt issues (as of June 30, 2020) is included below:

Lease Commitments

- The City entered into a capital lease agreement in November 2016 to purchase two ambulances for the fire department. The City financed the purchase over 72 months with a stated interest rate of 1.60 percent and annual payments of $103,245 through June 2022.
- During fiscal year 2018 the City entered into a capital lease agreement for the purchase of a fire engine. The purchase was financed over 60 months with a stated interest rate of 2.27 percent and annual payments of $145,680 through September 2022.
- During fiscal year 2019 the City entered into a capital lease agreement for the purchase of six police vehicles. The City financed the purchase over 60 months with a stated interest rate of 3.13 percent and annual payments of $52,807 through July 2023.

General Obligation Bonds

- 2011 General Obligation Refunding Bonds: $1,650,000 General Obligation Refunding Bonds, due in annual principal and interest payments through June 2021 – Interest is at a variable interest rate ranging from 0.067% to 3.00%. Proceeds were used to build and equip the City's fire station.
- 2015 General Obligation Refunding Bonds: $7,020,000 General Obligation Refunding Bonds due in annual principal and semi-annual interest payments through May 2035 – Interest is at a varying rate of 2.25% to 4.00%. Proceeds were used to advance refund the 2007 GO Bonds, which partially financed the City's pressurized irrigation system.
- 2016 General Obligation Refunding Bonds: $30,285,000 General Obligation Refunding Bonds due in annual Principal and semi-annual interest payments through May 2035 – Interest is at a varying rate of 2.00% to 5.00%. Proceeds were used to advance refund the 2008 GO Bonds, which partially financed the City's pressurized irrigation system.
- 2020 General Obligation Bonds: Voters authorized the issuance of General Obligation Bonds in an amount not to exceed $8,500,000 for the purpose of constructing and equipping a new fire station. Anticipated issuance date is May 2020 in the amount of $7,725,000.

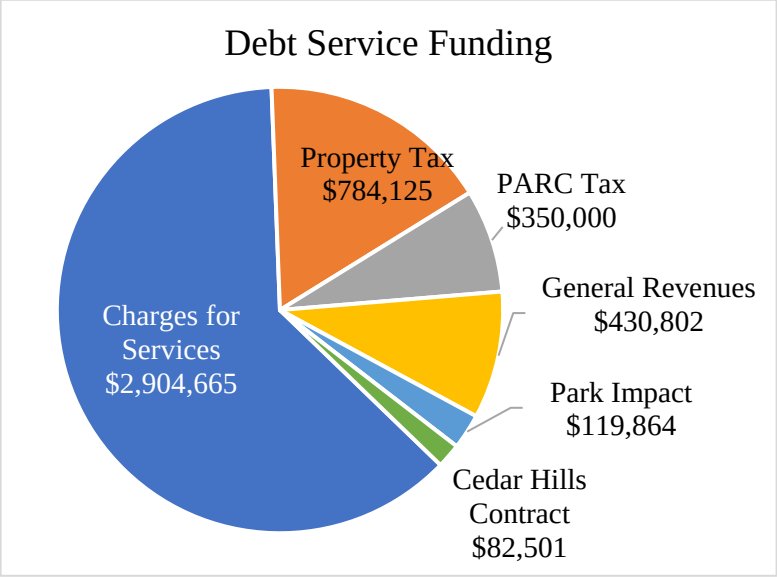
Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Debt Overview

Description	End Balance June 30, 2020	Additions FY2021	Debt Service Due FY 2021	End Balance June 30, 2021
2011 General Obligation Bonds	$175,000		$180,250	$0
2015 General Obligation Bonds	6,075,000		513,038	5,760,000
2016 General Obligation Bonds	27,785,000		2,473,250	26,435,000
2020 General Obligation Bonds	0	$7,725,000	320,000	7,405,000
2012 Water Revenue Bonds	567,000		52,252	530,000
2018 Sales Tax Revenue Refunding Bonds	3,285,000		469,864	2,915,000
2016 Capital Lease – Ambulances	201,603		103,245	101,583
2017 Capital Lease – Fire Engine	417,925		145,680	281,732
2018 Capital Lease – Police Vehicles	195,679		52,807	148,997
2019 Capital Lease – Ambulance/Brush Truck	469,403		77,959	400,111
2019 Capital Lease – Ladder Truck	1,463,974		212,323	1,278,826
Total Long-term Debt	$40,635,584	$7,725,000	$4,600,668	$45,256,249

Revenue Bonds:

- 2012 Water Revenue Bonds: $800,000 Water Revenue Bonds due in annual principal and interest payments through January 2033 – Interest is at varying rates from 2.69 to 5.60%. Proceeds were used to improve the City's water infrastructure.
- 2018 Sales Tax Revenue and Refunding Bonds: $4,000,000 Sales Tax Revenue and Refunding Bonds due in annual principal and semi-annual interest payments through May 2028 – Interest is at a rate of 3.04%. Proceeds will be used expand Art Dye park and to refinance the 2012 Sales Tax Revenue Bonds.



The majority of debt service payments are paid through user rates in the secondary irrigation fund. The City's 2015 and 2016 General Obligation Refunding bonds, issued to construct the City's secondary irrigation system, will continue until 2035. Currently, secondary irrigation revenues are not sufficient to cover operational costs and debt service payments of the system. However, as the City continues to grow, additional revenues through an expanded user base will narrow this gap.

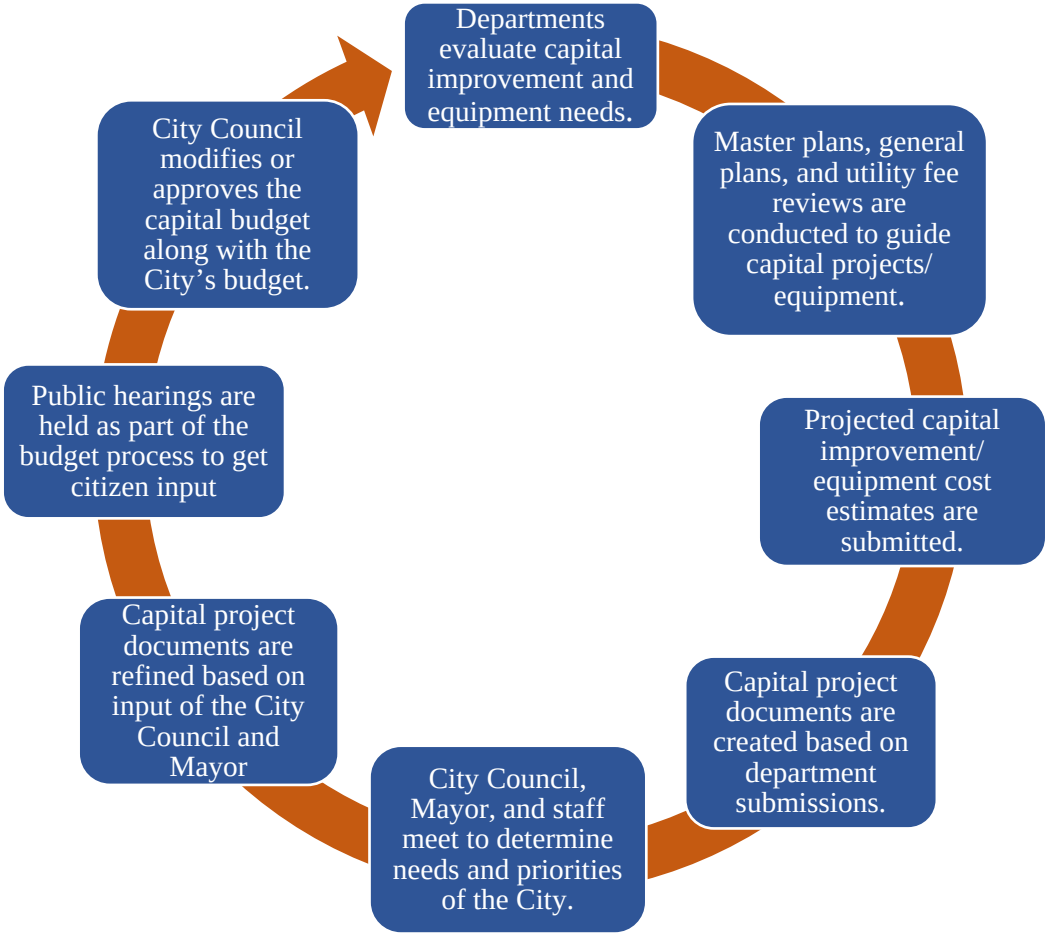
As of June 30, 2019, the total general obligation bonded debt equals $1,219 per capita. Total Water Revenue Bonds debt represents approximately $62 per utility rate customer.

Capital Projects Overview

A capital project is a new construction, expansion, renovation, or replacement project for an existing facility or new facilities. It is a project that helps maintain or improve a City asset, often called infrastructure. The capital project section also includes major equipment purchases and leases. The capitalization threshold for City assets, both capital assets and equipment, is $5,000. As a general rule, the Capital Project funds include projects $50,000 or greater. However, the City has elected to include all equipment leases in capital equipment for greater accountability and tracking. In addition, multi-year projects under $50,000 may be included in the capital project funds to ensure funds are available in subsequent periods.

CAPITAL BUDGET PROCESS

The City views itself as primarily a service organization. As such, the City continually seeks a balance between maintaining operational needs and seeking remedies to cover expenses for needed infrastructure, aging fleet, and equipment. During the budget process, departments submit reasonable goals for capital requests that balance the need to purchase equipment or construct capital projects, while also being realistic about the City's ability to meet all requested capital needs with the available funding resources.



Capital Projects Overview

PLANS AND STUDIES

The following plans and studies guide the City in setting capital improvement/equipment budgets whether through funding options or through plans setting construction standard, sites, and projects. The City's plans and studies include:

Plan	Description
Transportation Element of the General Plan	Roadway element for automobile travel.
Bicycle and Pedestrian Element of the General Plan	Plan for all non-motorized transportation and public transit.
Main Street Vision	Vision study that is intended to be the foundation for City ordinances and policies to support the revitalization of the downtown area.
Water Systems Component of the General Plan	Master plan for culinary water and pressurized irrigation systems.
Sewer Systems Element of the General Plan	Master plan for sanitary sewer systems.
Storm Drain Element of the General Plan	Master plan for storm drain systems.
Parks, Trails, and Open Space Element of the General Plan	Defines the acceptable level of park and open space facilities in the City.
Land Use Element of the General Plan	Defines the City's plan for the acceptable land use patterns of the City and guides the City's zoning decisions.
Rate Studies	Analysis conducted to determine the correct user charges for City-provided services. This includes water, secondary irrigation, sewer, and storm drain.
Capital Facility Plans	Analysis outlining the capital facilities necessary to accommodate growth. This can be in the area of utilities, transportation, police, fire, or parks.
Impact Fee Studies	Analysis conducted to determine the amount of "impact" from new growth on existing or projected systems. Uses the Capital Facility Plan as a guide.
Regional Planning Documents	Planning documents provided by MAG (Mountainland Association of Governments) developed to provide a cohesive regional plan.

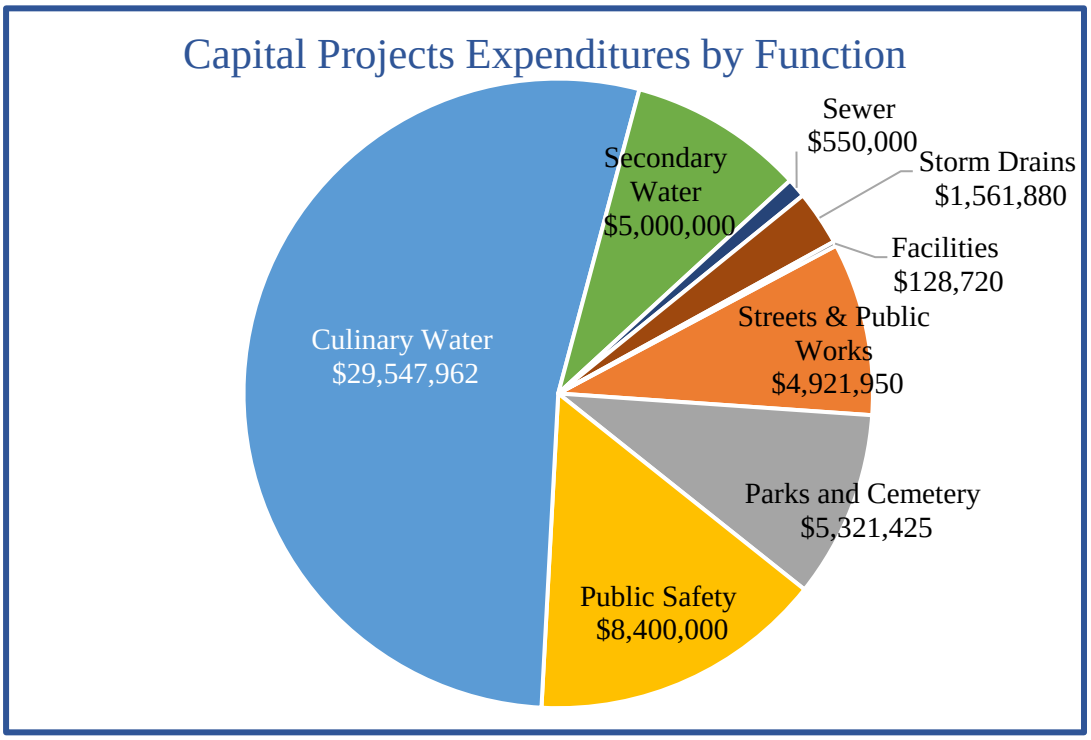
Priority capital projects and improvements are those that:
1. Have their own funding source.
2. Remedy safety issues.
3. Are necessary for the continuation of the City's core services.

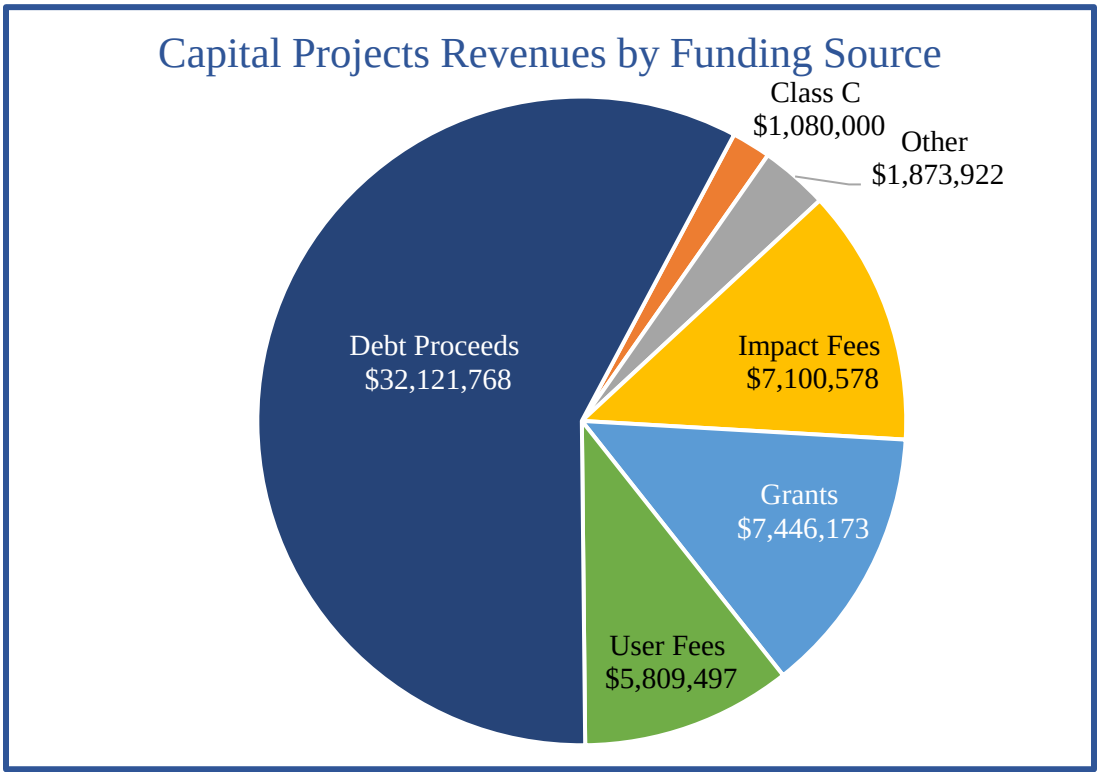
Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Capital Projects Overview

CAPITAL PROJECT FUNDING SOURCES AND USES

City-wide capital project funding is shown in the following table and graph:





Capital Projects Overview

FISCAL YEAR 2021 CAPITAL PROJECTS

Total Capital projects proposed for fiscal year 2020-2021 totals $55,431,938. Significant recommended projects (greater than $1,000,000) are as follows:

- **Pavement Management Plan—$2,093,750—**This is the fourth year of the City's Pavement Management Plan. This program addresses improvements and rehabilitation to existing road infrastructure. Funding comes from transportation sales tax, discretionary property tax, and Class C road funds.
- **700 North Connection – $1,923,000** - This project constructs 700 North between 100 East and 200 East to complete a regional east and west connection. Most of the funding for this project is through federal fund through Mountainland Association of Governments, with matching portions from Utah Department of Transportation and road impact fees.
- **200 S Bike/Pedestrian Path—$4,172,925—**This is funded through a grant from Mountainland Association of Governments and impact fees. The path will be along 200 South in the southwest portion of the City.
- **Fire Station 52—$8,400,000—**This is for a second fire station and police shooting range in the northeast quadrant of the City. General obligation bonds were issued May 2020 to finance the construction. Site selection and architectural/engineering work is ongoing, and construction is anticipated to be completed summer of 2021.
- **36" Water Line Replacement—$27,907,962**— This project will replace old and undersized main line pipes with larger ductile iron pipe along the network backbone of the culinary water system. New pipe sizes will range from 18" to 36" in diameter, depending on location. The project will be completed in five segments, but all five segments are needed for the project to be able to deliver the needed water to areas of high growth and affordability. Work includes installing new culinary service connections and fire hydrants within the project area. The design for the first segment is complete. The design for the other segments is nearing completion and staff is in the process of securing financing. The project will be funded through debt proceeds, culinary water fund and impact fees.
- **Pressurized Irrigation Meters—$3,000,000—**This is phase one of a project to install pressurized irrigation meters throughout the City. A grant was secured through the Bureau of Reclamation in the amount of $1,500,000, with the remaining funding from secondary irrigation. Phase one is estimated to be completed in December 2021.
- **Pressurized Irrigation Pump and Land –$2,000,000—**This project is to perform a study and purchase land for increased pressurized irrigation capacity for new growth in the south area of city.

SIGNIFICANT CAPITAL PROJECT CHALLENGES

The City has identified several significant capital project issues that will affect the City in upcoming years:

- Lack of Stable Funding Source for Pavement Management Plan—The City created a 10-year pavement management plan in fiscal year 2017 to address the City's failing road infrastructure. The City funded the first three years of the plan through fund balance, Class C road funds, and property tax. The use of fund balance is not sustainable. Until other dedication funding sources can be

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Capital Projects Overview

obtained, the City can only fund general street improvement using transportation sales tax, Class C road funds, and discretionary property tax.

- Funding for a Citywide Vehicle Replacement Program—The City's fleet is aging rapidly and requires increasing maintenance. In addition, mission critical services (such as Public Safety) rely on reliable vehicles. The City may use capital leases to update the City's fleet, however, future capital lease payments will be a future obligation to the City.
- 200 South Reconstruction/Expansion—The City is currently redesigning 200 South, a key component of the City's Transit Oriented Development (TOD). The City's efforts to create a CRA (Community Reinvestment Area) to fund a portion of the road project has been deterred and other financing options are being evaluated. Road impact fees can also be used as a funding source. However, a portion may need to come out of the City's general resources.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Capital Projects - General Captial Projects

GOVERNMENTAL FUNDS

Deptartment/Project	Funding 2020-21	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Streets & Public Works							
Pavement Management Plan	Various	$ 2,958,770	$ 2,093,750	$ 3,596,111	$ 3,672,670	$ 3,666,219	$ 3,568,539
400 S Connection to 500 E	Impact Fees	300,000	300,000	250,000	-	-	-
700 N Connection	Grants	1,098,200	1,651,000	-	-	-	-
700 N Connection ROW	Impact Fees		272,000				
300 N 600 E Intersection	Impact Fees	300,000	300,000	-	-	-	-
300 W Pacific Dr Improvements	Impact Fees	50,000	50,000	850,000	-	-	-
100 E 200 S to Roundabout	Various	-	-	-	-	1,995,000	-
200 S Improvements	Impact Fees	25,000,000	-	-	-	-	-
ADA/Sidewalk Improvements	General Funds	50,000	40,000	52,000	55,000	57,000	60,000
HAWK Advanced Detection Upgrade	General Funds	-	-	11,000	-	-	-
Safe Route to Schools	Grants	70,200	70,200	90,720	105,840	189,000	135,000
Traffic Calming	General Funds	30,000	-	32,000	35,000	37,000	40,000
Transit Loop Feasibility	Grants	95,000	95,000	-	-	-	-
Street Lighting Upgrades	General Funds	100,000	50,000	100,000	100,000	100,000	100,000
Public Works Building Design	Impact Fees	-	-	-	-	-	1,000,000
Total Streets & Public Works		**30,052,170**	**4,921,950**	**4,981,831**	**3,968,510**	**6,044,219**	**4,903,539**
Cemetery							
Pioneer Grove Road Improvements	General Funds	30,000	-	120,000	-	-	-
Expansion Land Purchase	Perpetual Care	40,000	40,000	-	-	-	-
Wall Repair	General Funds	10,000	-	10,000	10,000	10,000	10,000
Total Cemetery		80,000	40,000	130,000	10,000	10,000	10,000
Parks							
Fox Hollow Subsidy	General Funds	240,000	240,000	-	-	-	-
200 South Bike/Pedestrian Path	Grants	4,172,925	4,172,925	-	-	-	-
Trail Maintenance	General Funds	4,200	3,000	1,630	1,630	1,630	1,630
Playground Replacement	General Funds	160,000	-	160,000	160,000	160,000	160,000
Parking Lot Maintenance	General Funds	20,000	15,000	10,000	5,000	5,000	5,000
Pickleball Resurfacing	General Funds	8,000	5,500	8,000	8,000	8,000	8,000
Hindley Filter Relocation	General Funds	15,000	13,500	-	-	-	-
Sprinkler Automation	General Funds	23,000	21,500	-	-	-	-
Art Dye Roundabout	Impact Fees	500,000	350,000	-	-	-	-

Capital Projects - General Captial Projects

GOVERNMENTAL FUNDS

Deptartment/Project	Funding 2020-21	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Parks							
Art Dye Trail	Grants	-	-	637,000	-	-	-
Trail Expansion/Connection	Impact Fees	200,000	200,000				
PARC-Boat Harbor	PARC	-	150,000	150,000	-	-	-
PARC-Library Expansion	PARC	-	110,000	-	-	-	-
Total Parks		5,343,125	5,281,425	966,630	174,630	174,630	174,630
Fitness Center							
Deck Drain Replacement	General Funds	18,000	18,000	-	-	-	-
Front Entry Remodel	General Funds	91,000	-	-	-	-	-
Facility Paint and Flooring	General Funds	10,000	-	10,000	-	-	-
Pool Replaster	General Funds	-	-	-	-	250,000	
Splashpad	General Funds	-	-	-	1,000,000	-	-
Flooring-Group Fitness	General Funds	-	-	15,000	-	-	-
Sand Filter Replacement	General Funds	-	-	-	80,000	-	-
Pool Soft Start	General Funds	-	-	15,000	-	-	-
Classroom Upgrades	General Funds	14,000	-	-	-	-	-
Slip Control	General Funds	21,000	-	-	-	-	-
Weight Room Expansion	General Funds	46,000	27,720	-	-	-	-
Architect (Expansion)	General Funds	10,000	-	-	-	-	-
Total Fitness Center		210,000	45,720	40,000	1,080,000	250,000	-
Building & Grounds							
HVAC System Replacements	General Funds	-	-	35,000	-	-	-
Fire Panel Replacements	General Funds	50,000	40,000	-	-	-	-
Fire Station Bay Lighting to LED	General Funds	10,000	-	10,000	-	-	-
Flooring-Library	General Funds	51,000	-	-	-	-	-
Flooring-Fire Station	General Funds	-	-	35,000	-	-	-
Flooring-Broadband	General Funds	-	-	-	-	8,000	-
Boiler Replacements	General Funds	28,000	28,000	50,000	50,000	-	-
Electrical Transmitters	General Funds	15,000	15,000	-	-	-	-
Learning Center Renovation	General Funds	15,000	-	-	-	-	-
Total Building & Grounds		169,000	83,000	130,000	50,000	8,000	-

Capital Projects - General Captial Projects

GOVERNMENTAL FUNDS

Deptartment/Project	Funding 2020-21	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Other							
Main Street Revitalization	Redevelopment	100,000	-	100,000	100,000	100,000	100,000
Fire-Station 52 & Shooting Range	Bonds	8,500,000	8,400,000	-	-	-	-
Fire-Station 53-Design/Engineering	Impact Fees	-	-	-	-	-	500,000
Total Other		8,600,000	8,400,000	100,000	100,000	100,000	600,000
TOTAL EXPENDITURES		**$ 44,454,295**	**$ 18,772,095**	**$ 6,348,461**	**$ 5,383,140**	**$ 6,586,849**	**$ 5,688,169**

ENTERPRISE FUNDS

Deptartment/Project	Funding 2020-21	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Culinary Water							
36" Water Line Replacement	Various	27,907,962	27,907,962	-	-	-	-
New Culinary Well in TOD Area	Impact Fees	-	-	250,000	4,062,500	-	-
Phase II of Spring Water Line	Culinary Water	600,000	600,000	-	-	-	-
Rehab of Country Club Well	Culinary Water	250,000	250,000	-	-	-	-
West State Street Water Improvements	Culinary Water	460,000	-	-	-	-	-
East State Street Water Improvements	Culinary Water	325,000	-	-	-	-	-
Rehab of Hospital well	Culinary Water	-	-	-	1,690,000	-	-
Large Meter Replacement	Culinary Water	-	25,000	-	-	-	-
Fire Hydrants	Culinary Water	-	25,000	-	-	-	-
Fire Hydrants-City Facilities	Culinary Water	-	40,000	-	-	-	-
Annual CDBG Water Line Replacement	Grants	650,000	-	650,000	650,000	650,000	650,000
Annual Non-grant Water Line Replacem	Culinary Water	500,000	100,000	500,000	500,000	500,000	500,000
Water Line Repairs	Culinary Water	300,000	100,000	-	-	-	-
100 E Water Improvements	Culinary Water	800,000	500,000	-	-	-	-
Total Culinary Water		31,792,962	29,547,962	1,400,000	6,902,500	1,150,000	1,150,000

Capital Projects - General Captial Projects

ENTERPRISE FUNDS

Deptartment/Project	Funding 2020-21	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Secondary Irrigation							
Filter Screens	Secondary	30,000	-	-	400,000	-	-
PI Meters for City Facilities	Secondary	50,000	-	50,000	50,000	50,000	50,000
PI Meters throughout City	Various	1,500,000	3,000,000	1,500,000	2,800,000	2,800,000	-
Study & Land for PI Capture TSSD	Secondary	-	2,000,000	-	-	-	-
Mitchell Springs Booster	Secondary	-	-	-	-	83,000	725,000
Total Secondary Irrigation		1,580,000	5,000,000	1,550,000	3,250,000	2,933,000	775,000
Sewer							
36" Water Line (Sewer Portion)	Sewer	-	250,000	-	-	-	-
Annual Slip lining	Sewer	312,000	300,000	325,000	338,000	352,000	367,000
Semi-annual Pipe Bursting	Sewer	-	-	540,000	-	585,000	-
Total Sewer		312,000	550,000	865,000	338,000	937,000	367,000
Storm Drains							
36" Water Line (Storm Drain Portion)	Sewer	-	776,880	-	-	-	-
Curb and Gutter Replacement	Storm Drain	35,000	35,000	40,000	45,000	50,000	55,000
Curb and Gutter Replacement -Streets	Storm Drain	650,000	650,000	650,000	650,000	650,000	650,000
36" storm drain 200 E 200 N	Storm Drain	-	-	500,000	-	-	-
Storm Drain 400 S @ 100 E to 200 E	Storm Drain	100,000	-	-	-	-	-
Storm Drain 400 S @ Orchard	Storm Drain	-	100,000	-	-	-	-
River Rehab Channel South Main St.	Storm Drain	-	-	-	705,650	-	-
AF River Rehab 400 North and 400 East	Storm Drain	-	-	597,500	-	-	-
Total Storm Drains		785,000	1,561,880	1,787,500	1,400,650	700,000	705,000
TOTAL EXPENDITURES		**$ 34,469,962**	**$ 36,659,842**	**$ 5,602,500**	**$ 11,891,150**	**$ 5,720,000**	**$ 2,997,000**
TOTAL CITY-WIDE		**$ 78,924,257**	**$ 55,431,937**	**$ 11,950,961**	**$ 17,274,290**	**$ 12,306,849**	**$ 8,685,169**

Capital Projects - General Captial Projects

PROJECT FUNDING

Description	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Class B & C Allotment	$ 1,080,000	$ 1,080,000	$ 1,112,400	$ 1,145,772	$ 1,180,145	$ 1,215,550
Sales Tax	513,750	513,750	529,163	545,037	561,388	578,230
Property Tax	500,000	500,000	500,000	500,000	500,000	500,000
Redevelopment	100,000	-	100,000	100,000	100,000	100,000
General Funds	1,977,172	560,172	2,197,356	3,014,009	2,110,455	1,694,489
Impact Fees	4,698,955	7,100,578	1,350,000	4,062,500	139,650	1,500,000
Debt Proceeds	57,221,768	32,121,768	-	-	-	-
Grants	6,043,373	7,446,173	1,309,543	728,322	2,645,210	749,900
Perpetual Care Funds	40,000	40,000	-	-	-	-
PARC Tax	-	260,000	150,000	-	-	-
In Kind Services	-	-	-	-	-	-
Culinary Water	4,072,239	2,197,617	500,000	2,190,000	500,000	500,000
Secondary Irrigation	1,580,000	1,500,000	1,550,000	3,250,000	2,933,000	775,000
Sewer	312,000	550,000	865,000	338,000	937,000	367,000
Storm Drain	785,000	1,561,880	1,787,500	1,400,650	700,000	705,000
TOTAL REVENUES	**$ 78,924,257**	**$ 55,431,938**	**$ 11,950,961**	**$ 17,274,290**	**$ 12,306,849**	**$ 8,685,169**

Capital Projects - Capital Equipment

GOVERNMENTAL FUNDS

Deptartment/Project	Funding 2020-21	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Streets & Public Works							
Tow-behind air compressor	General Funds	$ -	$ -	$ 24,000	$ -	$ -	$ -
2014 backhoe (lease)	General Funds	52,000	52,000	-	-	-	-
Loader	General Funds	(5,000)	(5,000)	-	-	-	-
S4 10-wheeler	General Funds	-	-	-	-	220,000	-
S5 10-wheeler	General Funds	-	-	220,000	-	-	-
S7 bobtail	General Funds	-	-	-	-	90,000	-
Crack sealer	General Funds	-	-	75,000	-	-	-
Trackhoe (lease)	General Funds	23,000	23,000	160,000	-	-	-
Grader	General Funds	-	-	-	100,000	-	-
Chip box	General Funds	12,000	12,000	8,000	-	8,000	-
Chip roller	General Funds	-	-	-	10,000	-	-
Roller	General Funds	-	-	-	80,000	-	-
Sweeper	General Funds	-	-	-	-	-	240,000
2015 vac truck	General Funds	-	-	-	480,000	-	-
2018 backhoe (lease)	General Funds	11,500	11,500	11,500	11,500	15,000	15,000
Skid Steer	General Funds	19,360	-	-	-	-	-
Mini-X/Trailer/Compactor/Hammer	General Funds	18,560	-	-	-	-	-
Boom Truck	General Funds	147,000	-	-	-	-	-
Trimble GPS Unit (R2 Receiver)	General Funds	10,000	-	-	-	-	-
Total Streets & Public Works		**288,420**	**93,500**	**498,500**	**681,500**	**333,000**	**255,000**
Cemetery							
Truck Mount Salter	General Funds	6,000	-	-	-	-	-
Mower Program	General Funds	11,660	-	-	12,320	-	12,980
Backhoe Lease (3 year 2018-2021)	General Funds	8,079	8,079	-	-	-	-
Mini X Lease (3 year 2018-2021)	General Funds	8,409	8,409	600,000	-	-	-
Total Cemetery		**34,148**	**16,488**	**600,000**	**12,320**	**-**	**12,980**
Parks							
Truck Mount Salter	General Funds	6,000	-	-	-	-	-
Dump Trailer	General Funds	10,000	10,000	-	-	-	-
Total Parks		16,000	10,000	-	-	-	-

Capital Projects - Capital Equipment

GOVERNMENTAL FUNDS

Deptartment/Project	Funding 2020-21	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Recreation							
Portable Pitching Mounds-Art Dye	General Funds	6,000	-	-	-	-	-
Machine Pitch Machine	General Funds	3,500	-	-	12,320	-	12,980
Soccer Goals for Goodsell Prop.	General Funds	5,500	5,500	-	-	-	-
Ice Rink	General Funds	-	-	600,000	-	-	-
Total Recreation		15,000	5,500	600,000	12,320	-	12,980
Fitness Center							
Cardio & Weight Equipment	General Funds	25,000	5,000	25,000	20,000	25,000	20,000
Gymnastics Spring Floor	General Funds	-	-	16,000	-	-	-
Display Monitors-in facility	General Funds	8,000	-	-	-	-	-
Pool Robot Cleaner	General Funds	6,500	-	-	-	-	-
Shade Structures for Pool Deck	General Funds	10,000	-	-	-	-	-
Update fire panel	General Funds	20,000	-	-	-	-	-
Black Tarp Replacement	General Funds	-	-	25,000	-	-	-
Leisure Pool Boiler Replacement	General Funds	-	-	45,000	-	-	-
Wibit System for Pool	General Funds	-	-	17,000	-	-	-
Outdoor Fitness Equipment	General Funds	50,000	-	-	-	-	-
Camera Upgrades	General Funds	1,100	1,100	-	-	-	-
Total Fitness Center		120,600	6,100	128,000	20,000	25,000	20,000
Fire							
Technical Rescue Gear	General Funds	20,000	10,000	20,000	20,000	20,000	20,000
Thermal Imaging Cameras	General Funds	17,393	-	-	-	-	-
Station 51 Upgrades for Dispatch	General Funds	30,000	15,000	-	-	-	-
Forcible Entry Door Simulator for burn	General Funds	7,500	-	-	-	-	-
(2) Zoll Vents for ICU Transports	General Funds	27,000	27,000	-	-	-	-
Fire							
Inflatable Fire House for safety open hou	General Funds	10,000	-	-	-	-	-
SCBA air packs and bottles	General Funds	-	-	-	-	300,000	300,000
PPE washer for Station 51	General Funds	-	-	-	-	-	15,000
Total Fire		111,893	52,000	20,000	20,000	320,000	335,000

Capital Projects - Capital Equipment

GOVERNMENTAL FUNDS

Deptartment/Project	Funding 2020-21	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Police							
Radio Replacement	General Funds	15,540	10,000	16,006	16,486	16,981	17,490
Equipment, Radios, Tasers	General Funds	15,540	10,000	16,006	16,486	16,981	17,490
Total Police		31,080	20,000	32,012	32,972	33,962	34,980
Other							
Holiday Decorations	General Funds	15,000	5,000	-	-	-	-
Total Other		15,000	5,000	-	-	-	-
TOTAL EXPENDITURES		**$ 632,141**	**$ 208,588**	**$ 1,878,512**	**$ 779,112**	**$ 711,962**	**$ 670,940**

ENTERPRISE FUNDS

Deptartment/Project	Funding 2020-21	Requested 2020-21	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
Public Works							
Vac truck	Various	400,000	400,000	-	-	-	-
Skid steer	Various	27,840	-	-	-	-	-
Heater bed	Various	20,000	-	-	-	-	-
Valve exercise machine	Various	-	-	75,000	-	-	-
Total Public Works		447,840	400,000	75,000	-	-	-
TOTAL EXPENDITURES	-	**$ 447,840**	**$ 400,000**	**$ 75,000**	**$ -**	**$ -**	**$ -**
TOTAL CITY-WIDE		**$ 1,079,981**	**$ 608,588**	**$ 1,953,512**	**$ 779,112**	**$ 711,962**	**$ 670,940**

PROJECT FUNDING

Description	Recommended 2020-21	Requested 2021-22	Requested 2022-23	Requested 2023-24	Requested 2024-25
General Funds	208,588	1,878,512	779,112	711,962	670,940
Impact Fees					
Culinary Water	160,000	37,500			
Secondary Irrigation	120,000	37,500			
Storm Drain	120,000				
TOTAL REVENUES	**$ 608,588**	**$ 1,953,512**	**$ 779,112**	**$ 711,962**	**$ 670,940**

AMERICAN FORK

Budget Summaries

Fund Balances

GOVERNMENTAL FUNDS

Fund	Available Fund Balance 2018-19	Estimated Fund Balance 2019-20	Estimated Revenues 2020-21	Proposed Expenditures 2020-21	Net Transfers 2020-21	Increase (Decrease) 2020-21	Estimated Fund Balance 2020-21
General Fund	**$ 2,992,132**	**$ 4,268,111**	**$ 22,718,079**	**$ 23,046,374**	**$ 328,295**	**$ -**	**$ 4,268,111**
Special Revenue Funds							
Municipal Building Authority	901	901	-	-	-	-	901
Fitness Center	100,692	-	1,416,550	2,114,865	698,315	-	-
PARC Tax	95,784	42,488	828,000	837,725	-	(9,725)	32,763
Celebration	53,368	-	12,000	49,000	37,000	-	-
Downtown Redevelopment	134,106	96,321	3,000	-	-	3,000	99,321
RDA - East Side	140	51,055	42,403	-	-	42,403	93,458
RDA - Business Park	1,697,998	1,765,339	362,100	362,100	-	-	1,765,339
EDA - Egg Farm	2,560,991	3,009,842	928,844	1,620,302	-	(691,458)	2,318,384
Total Special Revenue Funds	**4,643,980**	**4,965,946**	**3,592,897**	**4,983,992**	**735,315**	**(655,780)**	**4,310,166**
Debt Service Fund	**1,292,793**	**369,428**	**948,000**	**1,171,864**	**223,864**	**-**	**369,428**
Capital Projects Funds							
General Capital Projects	4,732,829	5,239,364	8,459,669	8,900,095	(1,559,574)	(2,000,000)	3,239,364
Bond Capital Projects	2,580,001	8,435,580	15,000	8,400,000	-	(8,385,000)	50,580
Capital Projects - Equipment	97,921	-	-	208,588	208,588	-	-
Park Impact Fees	5,110,379	4,505,648	1,520,000	550,000	(119,864)	850,136	5,355,784
Road Impact Fees	5,119,487	5,515,074	1,520,000	922,000	-	598,000	6,113,074
Fire Impact Fees	1,138,661	1,598,807	230,000	-	(78,000)	152,000	1,750,807
Police Impact Fees	1,323,379	1,642,045	216,000	-	(26,000)	190,000	1,832,045
Total Capital Project Funds	**20,102,657**	**26,936,518**	**11,960,669**	**18,980,683**	**(1,574,850)**	**(8,594,864)**	**18,341,654**
Permanent Fund							
Perpetual Care Fund	783,561	828,336	67,500	-	(9,000)	58,500	886,836
Total Permanant Fund	**783,561**	**828,336**	**67,500**	**-**	**(9,000)**	**58,500**	**886,836**
TOTAL GOVERNMENTAL FUNDS	**$ 29,815,123**	**$ 37,368,339**	**$ 39,287,145**	**$ 48,182,913**	**$ (296,376)**	**$ (9,192,144)**	**$ 28,176,195**

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Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

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Fund Balances

ENTERPRISE FUNDS

Fund	Available Fund Balance 2018-19	Estimated Fund Balance 2019-20	Estimated Revenues 2020-21	Proposed Expenditures 2020-21	Net Transfers 2020-21	Increase (Decrease) 2020-21	Estimated Fund Balance 2020-21
Enterprise Funds							
Culinary Water	$ 13,988,974	$ 13,372,403	$ 29,295,848	$ 28,999,082	$ -	$ 296,766	$ 13,669,169
Culinary Water Impact Fees	995,729	1,012,770	715,000	4,772,578	-	(4,057,578)	(3,044,808)
Secondary Irrigation	11,783,483	10,986,102	4,327,563	6,815,243	-	(2,487,680)	8,498,422
Secondary Irrigation Impact Fees	(15,392,520)	(14,808,769)	630,000	2,200,000	-	(1,570,000)	(16,378,769)
Sewer	6,513,622	7,737,188	5,532,328	4,646,126	-	886,202	8,623,390
Sewer Impact Fees	1,243,467	1,673,416	301,774	150,000	-	151,774	1,825,190
Storm Drain	2,157,197	1,968,459	1,295,220	2,374,700	-	(1,079,480)	888,979
Storm Drain Impact Fees	1,338,965	1,860,625	305,218	100,000	-	205,218	2,065,843
Sanitation and Recycling	327,127	372,219	1,465,745	1,496,686	-	(30,941)	341,278
Broadband	(2,049,610)	(2,049,610)	192,640	489,016	296,376	-	(2,049,610)
Total Enterprise Funds	**20,906,434**	**22,124,803**	**44,061,336**	**52,043,431**	**296,376**	**(7,685,719)**	**14,439,084**
Internal Service Funds							
Fleet Operations & Maintenance	105,572	124,449	473,042	473,042	-	-	124,449
Fleet Capital	2,504,226	1,878,874	963,185	971,185	-	(8,000)	1,870,874
Information Technology	-	73,318	462,388	505,706	-	(43,318)	30,000
Total Internal Service Funds	**2,609,798**	**2,076,641**	**1,898,615**	**1,949,933**	**-**	**(51,318)**	**2,025,323**
TOTAL ENTERPRISE FUNDS	**$ 23,516,232**	**$ 24,201,444**	**$ 45,959,951**	**$ 53,993,364**	**$ 296,376**	**$ (7,737,037)**	**$ 16,464,407**
TOTAL CITY-WIDE	**$ 53,331,355**	**$ 61,569,783**	**$ 85,247,096**	**$ 102,176,277**	**$ -**	**$ (16,929,181)**	**$ 44,640,602**

Combined Revenue Summary - All Funds

BY FUND

Fund	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES (Excludes Transfers)					
General Fund	**$ 23,218,111**	**$ 23,082,531**	**$ 24,110,078**	**$ 24,643,350**	**$ 22,718,079**
Special Revenue Funds					
Fitness Center	1,882,736	1,909,084	1,584,394	1,874,400	1,416,550
PARC Tax	985,602	1,090,747	888,152	1,030,750	828,000
Celebration	108,440	9,114	3,800	4,075	12,000
Downtown Redevelopment	27,332	3,520	3,215	3,000	3,000
RDA - East Side	96,901	43,835	50,915	42,063	42,403
RDA - Business Park	651,095	793,715	400,076	332,735	362,100
EDA - Egg Farm	931,465	1,028,141	973,106	896,844	928,844
Total Special Revenue Funds	**4,683,571**	**4,878,156**	**3,903,658**	**4,183,867**	**3,592,897**
Debt Service Fund	**374,516**	**767,039**	**1,153,921**	**1,158,125**	**1,152,000**
Capital Projects Funds					
General Capital Projects	1,025,954	2,191,582	2,975,734	8,926,793	8,459,669
Bond Capital Projects	4,000,000	97,000	8,535,579	5,100,000	15,000
Capital Projects - Equipment	899	5,046	167,245	165,000	-
Park Impact Fees	2,110,277	1,693,940	2,328,973	100,000	1,520,000
Road Impact Fees	1,992,300	2,125,998	2,740,368	2,080,000	1,520,000
Fire Impact Fees	291,940	285,317	470,723	313,000	230,000
Police Impact Fees	272,555	244,624	336,387	296,000	216,000
Total Capital Project Funds	**9,693,925**	**6,643,507**	**17,555,009**	**16,980,793**	**11,960,669**
Permanent Fund					
Perpetual Care Fund	44,803	60,955	56,004	58,500	67,500
Total Permanent Fund	**44,803**	**60,955**	**56,004**	**58,500**	**67,500**
Enterprise Funds					
Culinary Water	9,800,184	11,889,473	5,958,380	5,486,943	29,295,848
Culinary Water Impact Fees	769,321	1,099,306	1,111,137	1,006,000	715,000
Secondary Irrigation	2,917,975	3,889,798	2,854,676	2,744,750	4,327,563
Secondary Irrigation Impact Fees	861,467	839,691	831,605	900,000	630,000
Sewer	5,414,361	6,184,686	5,989,430	5,368,210	5,532,328
Sewer Impact Fees	340,688	392,425	443,822	420,000	301,774
Storm Drain	1,579,307	2,783,502	1,448,570	1,290,720	1,295,220
Storm Drain Impact Fees	362,985	349,486	603,693	425,200	305,218
Sanitation and Recycling	1,339,450	1,392,773	1,484,688	1,464,895	1,465,745
Broadband	242,740	233,303	166,255	193,282	192,640
Total Enterprise Funds	**23,628,478**	**29,054,443**	**20,892,256**	**19,300,000**	**44,061,336**
Internal Service Funds					
Fleet Operations & Maintenance	505,940	457,773	510,683	503,784	473,042
Fleet Capital	671,321	299,289	2,988,712	3,018,349	963,185
Information Technology	-	-	518,040	548,038	462,388
Total Internal Service Funds	**1,177,261**	**757,062**	**4,017,435**	**4,070,171**	**1,898,615**
TOTAL REVENUES	**$ 62,820,665**	**$ 65,243,693**	**$ 71,688,361**	**$ 70,394,806**	**$ 85,451,096**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Combined Revenue Summary - All Funds

BY TYPE

Fund	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES (Excludes Transfers)					
Property Taxes	$ 5,932,390	$ 6,404,027	$ 6,676,621	$ 6,339,866	$ 6,322,272
Sales Taxes	9,489,074	10,305,823	10,307,250	11,058,750	9,382,750
Other Taxes	2,492,513	2,498,040	2,530,663	2,593,000	2,508,000
Licenses & Permits	1,185,745	1,242,592	1,247,092	1,489,250	950,600
Intergovernmental	2,583,272	4,780,328	2,153,982	7,951,398	9,021,180
Charges for Services	21,675,692	23,034,275	25,174,282	24,402,857	24,534,280
Impact Fees	6,840,722	6,648,135	8,409,982	5,300,000	5,096,000
Fines & Forfeitures	320,271	348,056	281,109	350,000	320,000
Miscellaneous	327,587	647,850	103,797	132,513	105,300
Note Receivable	32,378	33,751	19,100	35,000	-
Financing Sources	4,000,000	-	10,609,195	7,209,195	23,721,767
Developer Contributions	5,514,943	6,693,418	123,855	100,000	318,394
Interfund Loan	-	-	166,825	165,000	-
Administrative Charges	1,219,899	708,013	1,859,140	2,054,258	1,775,933
Use of Money & Property	1,206,179	1,899,385	2,025,468	1,213,719	1,394,620
TOTAL REVENUES	**$ 62,820,665**	**$ 65,243,693**	**$ 71,688,361**	**$ 70,394,806**	**$ 85,451,096**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Combined Expenditure Summary - All Funds

Fund	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
EXPENDITURES (Excludes Transfers)					
General Fund	**$ 19,325,611**	**$ 19,603,657**	**$ 21,052,670**	**$ 23,220,829**	**$ 23,046,374**
Special Revenue Funds					
Municipal Building Authority	10	103	-	100	-
Fitness Center	2,313,423	2,484,399	2,241,878	2,515,840	2,114,865
PARC Tax	1,885,623	1,205,896	941,448	935,648	837,725
Celebration	118,022	34,769	77,505	64,435	49,000
Downtown Redevelopment	-	-	41,000	41,000	-
RDA - East Side	378	-	-	-	-
RDA - Business Park	41,415	27,005	332,735	332,735	362,100
EDA - Egg Farm	505,276	488,843	524,255	1,159,133	1,620,302
Total Special Revenue Funds	**4,864,147**	**4,241,015**	**4,158,821**	**5,048,891**	**4,983,992**
Debt Service Fund	**3,164,977**	**1,909,885**	**1,356,683**	**1,256,683**	**1,171,864**
Capital Projects Funds					
General Capital Projects	1,652,299	2,942,186	4,378,560	9,756,405	8,900,095
Bond Capital Projects	21,750	590,966	2,580,000	5,100,000	8,400,000
Capital Projects - Equipment	358,388	265,077	456,397	463,259	208,588
Park Impact Fees	52,676	103,611	2,522,263	2,607,179	550,000
Road Impact Fees	61,108	516,181	2,344,781	1,568,073	922,000
Fire Impact Fees	5,974	-	10,577	507,500	-
Police Impact Fees	5,434	-	17,721	7,500	-
Total Capital Project Funds	**2,157,629**	**4,418,021**	**12,310,299**	**20,009,916**	**18,980,683**
Enterprise Funds					
Culinary Water	3,693,080	3,110,498	6,574,951	8,399,651	28,999,082
Culinary Water Impact Fees	5,434	44,961	1,094,096	6,860,215	4,772,578
Secondary Irrigation	2,960,585	3,354,748	3,652,057	3,716,766	6,815,243
Secondary Irrigation Impact Fees	4,078	23,195	247,854	135,622	2,200,000
Sewer	3,637,065	3,652,743	4,765,864	5,770,849	4,646,126
Sewer Impact Fees	40,622	38,694	13,873	191,454	150,000
Storm Drain	791,804	880,643	1,637,308	1,397,497	2,374,700
Storm Drain Impact Fees	-	163,407	82,033	115,440	100,000
Sanitation and Recycling	1,233,454	1,284,101	1,439,596	1,447,099	1,496,686
Broadband	332,660	478,165	513,240	469,092	489,016
Total Enterprise Funds	**12,698,782**	**13,031,155**	**20,020,872**	**28,503,685**	**52,043,431**
Internal Service Funds					
Fleet Operations & Maintenance	440,256	417,885	491,806	503,784	473,042
Fleet Capital	785,394	917,609	3,614,064	3,051,414	971,185
Information Technology	-	-	444,722	548,038	505,706
Total Internal Service Funds	**1,225,650**	**1,335,494**	**4,550,592**	**4,103,236**	**1,949,933**
TOTAL EXPENDITURES	**$ 43,436,796**	**$ 44,539,227**	**$ 63,449,937**	**$ 82,143,240**	**$ 102,176,277**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Full-time Equivalent Summary

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
GENERAL FUND					
Executive	0.50	0.50	0.50	0.50	-
Legislative	2.50	2.50	2.50	2.50	-
Adminstration	12.34	12.34	11.00	10.50	(0.50)
Community Services	-	-	2.50	2.50	-
Parks and Boat Harbor	13.23	14.23	16.17	12.48	(3.69)
Cemetery	7.24	6.31	6.31	5.88	(0.43)
Library and Learning Center	13.40	13.40	13.74	13.33	(0.41)
Police	51.25	53.22	55.22	58.22	3.00
Fire and Rescue	39.92	37.34	48.02	52.02	4.00
Public Works Administration	1.00	2.75	2.75	2.75	-
Streets	7.00	7.00	7.00	7.00	-
Building Maintenance	3.75	4.00	4.00	4.00	-
Building Inspection	7.00	7.50	7.50	7.50	-
Engineering	5.95	6.00	6.00	7.00	1.00
Recreation	8.59	8.80	8.39	8.39	-
Planning	3.00	2.50	2.50	2.50	-
Senior Center	4.00	4.75	4.75	4.75	-
Total General Fund	180.67	183.14	198.85	201.82	2.97
SPECIAL REVENUE FUNDS					
Fitness Center	50.37	48.99	48.99	40.06	(8.93)
ENTERPRISE FUNDS					
Culinary Water	5.00	5.25	4.75	6.15	1.40
Secondary Irrigation	2.00	3.25	3.75	2.35	(1.40)
Sewer	3.00	2.75	3.00	3.00	-
Storm Drain	3.00	2.75	2.50	2.50	-
Broadband	2.00	2.00	2.00	2.00	-
Total Enterprise Funds	15.00	16.00	16.00	16.00	(0.00)
TOTAL FULL-TIME EQUIVALENTS	**246.04**	**248.13**	**263.84**	**257.88**	**(5.96)**

STAFFING NOTES

1) Administration - the Executive Assistant position is moving from full-time to part-time beginning in fiscal year 2020-2021
2) Parks and Boat Harbor - Part-time seasonal positions have been reduced due to facility closures as a result of COVID-19
3) Cemetery - Part-time seasonal positions have been reduced due to facility closures as a result of COVID-19
4) Library and Learning Center - Part-time seasonal positions have been reduced due to facility closures as a result of COVID-19
5) Police - one full-time Police Officer, one full-time Police Sergeant, and two part-time records specialist have been added
6) Fire and Rescue - three Firefigher/Paramedics and one Battalion Chief have been added
7) Engineering - one full-time City Engineer was added to be funded by an administrative charge to the Enterprise Funds
8) Fitness Center - Part-time seasonal positions have been reduced due to facility closures as a result of COVID-19
9) Culinary Water and Secondary Irrigation - positions were reallocated to reflect winter closures of secondary irrigation

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

General Fund

General Fund Summary

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Taxes	$ 14,960,778	$ 15,101,609	$ 15,106,974	$ 15,391,093	$ 14,013,500
Licenses & Permits	1,185,745	1,242,592	1,247,092	1,489,250	950,600
Grants & Intergovernmental	1,358,778	404,569	295,143	217,030	203,686
Charges for Services	4,618,977	5,007,973	6,531,623	6,497,664	6,601,518
Fines & Forfeitures	320,271	348,056	281,109	350,000	320,000
Miscellaneous	230,251	401,127	68,870	92,313	65,000
Other Financing Sources	543,311	576,605	579,267	606,000	563,775
Transfers In	59,753	80,131	301,862	299,633	2,009,000
TOTAL REVENUES	**$ 23,277,864**	**$ 23,162,662**	**$ 24,411,940**	**$ 24,942,983**	**$ 24,727,079**
EXPENDITURES					
General Services	$ 2,260,193	$ 2,381,049	$ 1,863,903	$ 2,114,792	$ 1,982,462
Community Services	2,621,562	2,373,203	2,677,089	3,090,398	2,868,253
Public Safety	9,319,651	9,477,552	11,037,019	12,082,173	12,470,458
Public Works	4,079,848	4,341,664	4,412,133	4,790,753	4,639,719
Recreation	660,022	636,285	632,782	689,968	637,827
Planning	251,483	293,994	311,445	320,456	333,176
Citizens Committees	132,852	99,910	118,299	132,289	114,479
Transfers Out	5,123,816	3,449,987	2,083,291	2,003,429	1,680,705
TOTAL EXPENDITURES	**$ 24,449,427**	**$ 23,053,644**	**$ 23,135,961**	**$ 25,224,258**	**$ 24,727,079**
General Fund Net Revenue	(1,171,563)	109,018	1,275,979	(281,275)	-
Beginning Fund Balance	4,054,669	2,883,106	2,992,124	2,992,124	4,268,103
Ending Fund Balance	**$ 2,883,106**	**$ 2,992,124**	**$ 4,268,103**	**$ 2,710,849**	**4,268,103**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

General Fund Revenue Detail

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Taxes					
Property Taxes	$ 4,017,772	$ 3,484,244	$ 3,729,553	$ 3,533,000	$ 3,533,000
Motor Vehicle Fees	333,079	348,406	384,495	363,000	328,000
Delinquent Taxes	270,985	223,958	332,467	250,000	257,500
Sales Tax	8,164,124	8,881,644	8,500,000	9,000,000	7,700,000
Cable TV Franchise Tax	124,219	125,243	130,312	125,000	125,000
Energy Sales & Use Tax	1,727,350	1,745,911	1,770,000	1,835,000	1,785,000
Municipal Telephone Tax	307,865	278,480	245,856	270,000	270,000
Penalties and Interest	15,384	13,723	14,291	15,093	15,000
Total Taxes	**14,960,778**	**15,101,609**	**15,106,974**	**15,391,093**	**14,013,500**
Licenses & Permits					
Business Licenses	89,184	105,977	84,745	96,800	85,000
Building Permits	1,005,068	1,056,186	1,097,571	1,300,000	800,000
Beer & Liquor Licenses	300	600	3,000	-	-
Occupancy Fee	-	-	-	-	30,300
Alarm Permit	-	-	-	-	6,300
Other Permits	77,068	69,329	60,626	85,000	24,000
Special Events Permits	14,125	10,500	1,150	7,450	5,000
Total Licenses & Permits	**1,185,745**	**1,242,592**	**1,247,092**	**1,489,250**	**950,600**
Grants & Intergovernmental					
Grants-Library	8,200	9,700	9,780	8,000	8,000
Grants-Police	60,128	35,590	7,080	6,500	6,500
Grants-Police-VOCA	47,738	47,565	75,127	68,744	75,000
Grants-COPS	15,370	44,631	55,444	44,330	30,000
Grants-Federal	-	18,094	5,608	2,338	2,500
Grants-Police-State	-	37,477	29,085	11,634	11,634
Grants-Police-County	-	3,657	23,382	11,932	6,500
Grants-Fire	-	4,647	-	6,161	6,161
Grants-Other	10,000	-	2,875	-	-
Other Reimbursements	113,112	151,841	43,565	27,391	27,391
Road Fund Allotment	1,078,565	-	-	-	-
State Liquor Fund Allotment	25,665	51,367	43,197	30,000	30,000
Total Grants & Intergovernmental	**1,358,778**	**404,569**	**295,143**	**217,030**	**203,686**
Charges for Services					
Fire Protection Agreement-County	14,660	11,508	6,378	9,200	9,200
Ambulance Fees	1,632,507	1,812,972	2,000,011	1,943,950	1,943,950
Administrative Charge-Water Fund	409,000	402,265	426,480	426,475	473,721
Administrative Charge-Sewer Fund	409,000	301,853	414,036	414,036	486,502
Administrative Charge-Storm Water	250,000	246,082	266,112	266,111	290,066
Administrative Charge-Pressurized Irrigati	-	251,214	253,956	253,957	271,503
Administrative Charge-Sanitation Fund	-	26,003	96,480	96,485	102,757
Administrative Charge-Fitness Center	-	256,433	241,104	241,100	221,066
Administrative Charge-PARC Tax Fund	-	-	9,360	9,356	7,794
Administrative Charge-Egg Farm EDA	-	-	33,948	33,942	39,947
Administrative Charge-Broadband Fund	-	-	40,212	40,215	33,483
Capital Projects Inspection	-	-	100,000	-	180,000
Development Inspection	55,151	136,922	199,521	189,279	190,000
Development Fees	165,462	28,335	28,290	50,000	35,000

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

General Fund Revenue Detail

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Charges for Services					
Plan Check Fees	427,362	300,148	425,233	430,000	301,000
Fire Plan Check Fees	5,895	12,634	75	15,000	-
Fire Site Inspection Fees	32,610	24,685	31,998	35,000	31,500
Site Inspection Fees	32,045	-	-	-	-
Police Service Agreement-Cedar Hills	444,795	414,795	533,858	533,858	544,535
Alpine School District Officers	-	55,000	85,000	70,000	100,000
Fire-Cedar Hills Contract	-	-	689,700	689,700	703,494
Boat Harbor Fees	46,575	37,136	31,666	45,000	45,000
Park Fees	12,114	9,607	6,622	7,000	5,250
Amphitheater Reservation Fees	19,800	25,490	16,800	22,000	16,500
Recreation Fees	374,371	359,762	380,935	378,000	283,500
Library Development Funds	6,622	6,730	3,488	6,000	4,500
Library Fees	47,885	37,667	23,215	45,000	33,750
Senior Citizen Fees	89,993	86,028	52,576	92,000	69,000
Fire Fees	2,260	2,094	1,846	2,000	2,000
Cemetery Lot Sales	31,150	40,300	36,660	38,500	45,500
Grave Opening Fees	105,450	120,050	93,813	110,000	126,500
Other Cemetery Fees	3,520	1,760	1,500	4,500	4,500
After Hours Fees	750	500	750	-	-
Total Charges for Services	**4,618,977**	**5,007,973**	**6,531,623**	**6,497,664**	**6,601,518**
Fines & Forfeitures					
Fines	232,966	281,816	223,509	260,000	260,000
Traffic School	87,305	66,240	57,600	90,000	60,000
Total Fines & Forfeitures	**320,271**	**348,056**	**281,109**	**350,000**	**320,000**
Miscellaneous					
Rents and Concessions	5,634	1,219	-	-	-
Sale of American Fork History Books	344	212	194	300	300
Safe Sidewalk Funds	763	-	-	-	200
Recycling Revenue	110	2,586	288	500	500
Youth Council	1,680	1,325	870	2,000	1,000
Donations-Library	40	-	-	-	-
Donations-Parks	5,000	-	-	-	-
Donations-Police	560	14,740	-	-	-
Donations-Fire	-	1,245	4,000	4,000	-
Donations-Senior Citizens	-	6,500	-	-	-
Donations-Other	5,605	-	1,316	-	-
Purchasing Card Rebate	-	27,671	27,610	32,584	20,000
Other Revenue	86,655	76,076	5,000	12,929	13,000
Police Revenue	-	-	29,592	40,000	30,000
Over & Short	(49)	(64)	-	-	-
Developer Contributions - Street Lights	123,909	269,617	-	-	-
Total Miscellaneous	**230,251**	**401,127**	**68,870**	**92,313**	**65,000**
Use of Money & Property					
Interest Earnings	93,377	133,355	106,845	130,000	90,000
Sale of Capital Assets	4,500	-	575	-	-
Police/Courts Building Lease	445,434	443,250	438,400	445,000	442,775
Cell Tower Lease	-	-	33,447	31,000	31,000
Total Use of Money & Property	**543,311**	**576,605**	**579,267**	**606,000**	**563,775**

General Fund Revenue Detail

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Transfers In					
Transfer From Perpetual Care	1,753	7,254	11,229	9,000	9,000
Transfer From Redevelopment Agency	58,000	72,877	-	-	-
Transfer From Capital Projects	-	-	-	-	2,000,000
Transfer From Park Impact Fee	-	-	290,633	290,633	-
Total Transfers In	**59,753**	**80,131**	**301,862**	**299,633**	**2,009,000**
TOTAL REVENUES	**$ 23,277,864**	**$ 23,162,662**	**$ 24,411,940**	**$ 24,942,983**	**$ 24,727,079**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

General Fund Expenditure Summary

BY FUNCTION AND DEPARTMENT

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
EXPENDITURES					
General Services					
Executive	$ 44,275	$ 51,900	$ 51,893	$ 64,062	$ 46,171
Legislative	155,755	155,268	154,968	190,335	183,410
Legal	375,220	386,151	397,073	411,250	432,850
Administration	1,454,247	1,489,929	1,259,969	1,449,145	1,320,031
Information Technology	230,696	297,801	-	-	-
Total General Services	**2,260,193**	**2,381,049**	**1,863,903**	**2,114,792**	**1,982,462**
Community Services					
Community Services Administration	-	-	282,159	355,802	390,426
Parks & Boat Harbor	1,065,461	924,896	896,579	1,121,120	965,498
Cemetery	623,431	516,547	502,586	538,071	507,171
Library & Literacy Center	932,670	931,760	995,765	1,075,405	1,005,158
Total Community Services	**2,621,562**	**2,373,203**	**2,677,089**	**3,090,398**	**2,868,253**
Public Safety					
Police	5,508,642	5,379,431	5,911,079	6,427,492	6,838,066
Fire	3,811,009	4,098,121	5,125,940	5,654,681	5,632,392
Total Public Safety	**9,319,651**	**9,477,552**	**11,037,019**	**12,082,173**	**12,470,458**
Public Works					
Public Works Administration	168,483	290,620	301,881	332,210	332,749
Streets	1,559,485	1,525,637	1,650,826	1,713,309	1,424,241
Building Maintenance	910,303	974,708	958,386	1,033,619	982,443
Building Inspection	707,622	796,962	838,114	902,397	896,060
Engineering	733,955	753,737	662,926	809,218	1,004,226
Total Public Works	**4,079,848**	**4,341,664**	**4,412,133**	**4,790,753**	**4,639,719**
Recreation	**660,022**	**636,285**	**632,782**	**689,968**	**637,827**
Planning	**251,483**	**293,994**	**311,445**	**320,456**	**333,176**
Citizens Committees	**132,852**	**99,910**	**118,299**	**132,289**	**114,479**
Transfers Out					
Transfer to Fitness Center Fund	489,213	622,198	679,621	652,043	750,135
Transfer to Celebration Fund	-	-	20,335	10,721	37,000
Transfer to Debt Service Fund	1,385,975	354,939	-	-	-
Transfer to Meadows SID Fund	-	70,000	-	-	-
Transfer to Capital Projects Fund	2,565,288	1,593,741	875,457	842,367	394,706
Transfer to Capital Equipment Fund	384,203	268,521	160,893	222,488	202,488
Transfer to Culinary Water Fund	22,727	-	-	-	-
Transfer to Sanitation Fund	112,459	-	-	-	-
Transfer to Broadband Fund	-	251,723	346,985	275,810	296,376
Transfer to Fleet Capital Fund	163,951	288,865	-	-	-
Total Transfers Out	**5,123,816**	**3,449,987**	**2,083,291**	**2,003,429**	**1,680,705**
TOTAL EXPENDITURES	**$ 24,449,427**	**$ 23,053,644**	**$ 23,135,961**	**$ 25,224,258**	**$ 24,727,079**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Executive

DEPARTMENT SUMMARY

The executive of the City is the Mayor who, in conjunction with the City Council, provides governance of the City. The Mayor is also responsible for the operations of the City and has appointed a City Administrator to manage operations.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Wages & Salaries	$ 25,295	$ 34,295	$ 36,232	$ 37,362	$ 38,471
Travel Allowance	4,119	4,200	4,200	4,200	4,200
Education and Travel	1,335	877	-	1,500	1,500
Auditing	10,000	11,172	10,461	12,000	-
Public Relations	606	-	-	5,000	-
Other	2,920	1,356	1,000	4,000	2,000
TOTAL EXECUTIVE	**$ 44,275**	**$ 51,900**	**$ 51,893**	**$ 64,062**	**$ 46,171**

DEPARTMENT PERSONNEL

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Mayor	0.50	0.50	0.50	0.50	-
Total Executive Positions	**0.50**	**0.50**	**0.50**	**0.50**	**-**

STAFFING NOTES

The Mayor's compensation is a set amount and not dependent on the number of hours worked. Therefore, the position has been counted as 0.50 FTE on this schedule.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Legislative

DEPARTMENT SUMMARY

The legislative department is comprised of the elected City Council. The purpose of the City Council is to provide governance in conjunction with the Mayor of the City. Special projects in the fund include dues for the Utah League of Cities and Towns, Utah Lake Commission, and Mountainland Association of Governments.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Wages & Salaries	$ 92,612	$ 92,128	$ 95,200	$ 100,335	$ 100,710
Travel Allowance	15,022	14,999	14,999	15,000	15,000
Education and Travel	4,488	3,678	40	6,000	6,000
Planning Commission	777	2,643	1,831	2,800	2,800
Other Council Unassigned	3,487	685	1,500	2,500	2,500
Special Projects	39,369	41,135	41,398	60,000	56,400
Youth Council	-	-	-	2,200	-
Equipment	-	-	-	1,500	-
TOTAL LEGISLATIVE	**$ 155,755**	**$ 155,268**	**$ 154,968**	**$ 190,335**	**$ 183,410**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
City Council Members	2.50	2.50	2.50	2.50	-
Total Legislative Positions	**2.50**	**2.50**	**2.50**	**2.50**	**-**

STAFFING NOTES

The Council's compensation is a set amount and not dependent on the number of hours worked. Therefore, the City Council has been counted as 2.50 FTE on this schedule.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Legal

DEPARTMENT SUMMARY

The Legal budget is established to process expenditures for legal and attorney purposes. All attorneys for the City currently act on a contract basis. The attorney services that are expensed out of this department include: Personnel attorneys, defense attorneys for criminal actions (when the accused cannot provide an attorney for him/herself), conflict attorneys for criminal actions (when there is a conflict between the defense attorney and another individual), the City's criminal attorney, and the City's civil attorney. Other attorneys engaged by the City are used on an as-needed basis and are expended out of different funds. Specialized attorneys used include broadband attorneys and water right attorneys.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Youth Court	$ 281	$ 941	$ -	$ 2,000	$ 2,000
Attorney-Civil	130,112	132,000	132,000	140,000	140,000
Attorney-Special Assignments	8,033	10,014	15,000	30,850	30,850
Attorney-Public Defender	77,253	77,610	77,215	80,000	80,000
Attorney-Criminal	159,541	165,586	172,858	158,400	180,000
TOTAL LEGAL	**$ 375,220**	**$ 386,151**	**$ 397,073**	**$ 411,250**	**$ 432,850**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Administration

DEPARTMENT SUMMARY

The administration department encompasses administrative, financial, utility billing, business licensing, and recorder functions. The City Administrator administers the day-to-day functions of the City and makes executive-level decisions regarding operations. The finance staff is responsible for the fiscal responsibilities of the City, including accounting, payroll, purchasing, accounts receivable, treasury, accounts payable, bonding, and budgeting. The recording function is responsible for custody and maintenance of all City records. Finally, the utility billing function is responsible for all incoming payments, utility and business license maintenance management, front desk reception and customer service, along with ensuring all utility billing accounts are billed monthly in an accurate and timely manner.

During fiscal year 2019, the Community Services department was formed. The former Assistant to the City Administrator became the Community Services Director, and the Human Resources, Library, Parks, and Cemetery divisions were moved into this department. The fiscal year 2020 budget was the first year a separate budgetary department for Community Services administration was formed, which will include the Community Services Director, Human Resources, and Communications.

DEPARTMENT ACCOMPLISHMENTS

Administration

- Strategic Goals—Developed work plan and monitoring for the City Council's FY2020 Strategic Goals and formation of the FY2021 Strategic Goals.
- Citizen Survey—Completed Citizen Survey to identify areas of success and areas in need of improvement.
- Secured financing for Fire Station 52 project.

City Recorder

- Implemented Municipal Code Online allowing updates to the Municipal Code as ordinances are passed rather than waiting until codified.
- Scanned all Planning Commission minutes into a searchable database.
- Record Digitization—Continued digitizing City records and audio recordings.

Finance

- CAFR—Received Certificate of Achievement for Excellence in Financial Reporting for the 2019 Comprehensive Annual Financial Report.
- PAFR—Received Award for Outstanding Achievement in Popular Annual Financial Reporting for the 2019 Popular Annual Financial Report (Citizen's Report).
- 2020 Budget—Received Distinguished Budget Presentation Award for the City's 2020 budget book.
- SciQuest Online Procurement Tool—Received training on SciQuest, the state's online procurement website and have posted multiple bid postings to this site.
- Implementation of ACH Payment Option to vendors.
- Initiated e-signature process for invoice and purchase order approval.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Administration

- Online Paycheck Stubs/W-2's—Implemented online paycheck stubs and stopped printing physical paycheck stubs.
- Integrated a new business license program to increase efficiencies of workflow and allow online payments and applications.

DEPARTMENT GOALS

City Recorder

- Digitization of City Records—Scan all City Council and Planning Commission minutes; scan all Ordinances, Resolutions, and agreements.

Finance/Utility Billing

- Investment Policy—Revise the investment policy and diversify the city's investment portfolio.
- Purchasing Policy—Work with departments and the City Council to revise the City's current purchasing policy.
- Online Timekeeping/W2-s—Implement online timecards and W2's through the City's accounting software once the City's accounting server is upgraded.
- Online Department Access to Accounting Information—Implement the online portal of the City's accounting system to allow department real-time access to information once the City's accounting server is upgraded.
- Identify Additional Policies Needed—Identify any additional financial policies that are needed/recommended by the State Auditor's Office, GFOA (Government Finance Officers Association), and IRS (Internal Revenue Service). Depending on number, complete policy creation.

DEPARTMENT OPERATING INDICATORS

City Recorder	2018	2019
Number of Action Items	268	295
Number of Discussion Items	73	67
Hours of Council Meetings	86	93
Resolutions	45	50
Ordinances	53	84
Approved Annexations	4 – 58.172 acres	10 – 222.864 acres
Recorded Annexations	6 – 60.040 acres	9 – 220.026 acres
Annexations Started, but Not Recorded	7 – 193.547 acres	6 – 76.152 acres

Finance	2018	2019
Number of Utility Billing Accounts	8,974	
Number of Utility Bills Created	97,649	
Business Licenses Issued	1,268	
Cash Receipts Processed (Excluding Online)	34,347	
Accounts Payable Checks Issued	4,318	
Invoices Processed	12,324	
Payroll Issued	12,051	12,438

Administration

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 994,990	$ 1,061,042	$ 838,914	$ 969,352	$ 951,729
Promotional	219	-	-	-	-
Subscriptions and Memberships	6,099	6,652	6,200	6,206	6,167
Ordinances and Publications	21,784	18,672	27,020	25,000	25,000
Education and Travel	6,123	5,872	356	7,750	6,500
Office Supplies and Expense	17,873	8,025	8,144	9,000	9,000
Telephone	9,890	8,712	2,160	2,160	2,160
Professional and Technical	39,269	47,500	59,960	59,960	42,000
Auditing	-	-	-	-	12,000
Communications	25,986	41,088	-	-	-
Employee Appreciation	11,800	16,431	-	-	-
Human Resources	5,517	5,771	-	-	-
Human Resources-Health & Wellness	16,869	10,701	-	-	-
Department Expense and Supplies	37,223	35,705	24,179	35,395	12,000
Insurance Premium	204,833	206,711	204,713	217,300	217,300
Postage and Shipping	6,600	7,247	5,708	8,000	6,000
Credit Card/Bank Processing Fees	11,360	7,800	10,028	10,000	10,000
Election Expense	35,812	-	25,491	54,000	-
Recording Fees	-	-	4,388	2,300	3,000
Administrative Charge-Broadband	-	-	4,692	4,693	2,151
Internal Charges-Fleet Operations	2,000	2,000	1,392	1,400	1,000
Internal Charges-Information Technology	-	-	36,624	36,629	14,024
TOTAL ADMINISTRATION	**$ 1,454,247**	**$ 1,489,929**	**$ 1,259,969**	**$ 1,449,145**	**$ 1,320,031**

BUDGET NOTES

1) Community Services Director and Human Resources Manager were moved to the Community Services Adminstration department beginning fiscal year 2019-20. A portion of the operating expenditures, including communications, employee appreciation, human resources and health and wellness were also moved.

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
City Administrator	1.00	1.00	1.00	1.00	-
Assistant to the City Administrator	1.00	-	-	-	-
Community Services Director	-	1.00	-	-	-
Finance Director	1.00	1.00	1.00	1.00	-
City Recorder	1.00	1.00	1.00	1.00	-
UB/Business Licensing Supervisor	1.00	1.00	1.00	1.00	-
Accountant	-	-	1.00	1.00	-
Administrative Assistant/City Treasurer	1.00	1.00	1.00	0.50	(0.50)
Human Resources Manager	1.00	1.00	-	-	-
Accounts Payable Specialist	1.00	1.00	1.00	1.00	-
Payroll Coordinator	1.00	1.00	1.00	1.00	-
Utility Billing Clerk	1.00	1.00	1.00	1.00	-
Deputy City Recorder	0.40	0.40	0.40	0.40	-
Utility Billing Clerk	1.60	1.60	1.60	1.60	-
Accounting Intern	0.34	0.34	-	-	-
Total Administration Positions	**12.34**	**12.34**	**11.00**	**10.50**	**(0.50)**

Community Services - Administration

DEPARTMENT SUMMARY

The Community Services department focuses building and supporting the social infrastructure needed for a healthy, well-rounded community. This social infrastructure are those public spaces that allow people to gather, communicate, recreate, socialize, learn and bond in safe and enjoyable ways. The department primarily focuses on developing and maintaining parks, trails, a cemetery, and a library. The Community Services Director also provides some internal services, such as Human Resources and Communications, for the City.

DEPARTMENT ACCOMPLISHMENTS

- Park Rules—City passed an ordinance officially outlining park rules. Establishing rules for city parks are important for the preservation of park grounds and safety of patrons. They were not intended to be overly restrictive.
- Communication Policy—City approved an official communication policy that dictates how the city responds to requests from the media, public vs private use of social media by employees, standardizing website design, and establishing user agreements for social media use.
- Personnel Policy—Reviewed the personnel policy and procedures manual for employees to ensure all practices are up to date.
- Fire Station Bond Video—Produced two videos to educate the public regarding the city's intent to bond for a second fire station to help educate the public on the issue.
- New logo—After over a year of review the city was able to finalize our brand and new logo. The city hired Jibe Media to identify our brand and determine a logo that best fit our brand. As part of the process Jibe engaged a number of focus groups, including one made up completely of residents.
- Communication Specialist—with communication a top priority this year city council approved funds to hire a part time communication specialist that would focus on social media, website improvement, and videos and graphics to help communication the good, including all the work the city is doing for its residents. With this position filled we were able to film the mayor's state of the city address as well as a video promoting our city hall for virtual weddings during the coronavirus social distancing.
- Performance Evaluations—This year the city transitioned performance evaluations completely online using NEOGOV. This will improve the efficiency of the evaluation process and provide better and more real time feedback to employees.

DEPARTMENT GOALS

- Update personnel policy
- Update tree trimming policy
- Implement new logo
- Impellent a public report a concern software
- Update the city website

DEPARTMENT OPERATING INDICATORS

Community Services - Administration	2018	2019
Total city social media posts (not including dept. specific platforms)	377	405
Employee Turnover Rate	10%	14%

Community Services-Administration

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ -	$ -	$ 213,769	$ 237,741	$ 251,243
Promotional	-	-	-	3,500	20,895
Subscriptions and Memberships	-	-	30	294	320
Education and Travel	-	-	610	2,250	2,500
Office Supplies and Expense	-	-	1,186	2,000	500
Telephone	-	-	960	960	960
Communications	-	-	30,496	60,550	30,110
Community Events	-	-	2,480	2,500	2,500
Employee Appreciation	-	-	9,570	20,000	20,000
Human Resources	-	-	2,752	5,536	16,160
Human Resources-Health & Wellness	-	-	14,990	14,400	36,150
Department Supplies and Expense	-	-	-	750	2,250
Administrative Charge-Broadband	-	-	720	722	520
Internal Charges-Information Technology	-	-	4,596	4,599	6,318
TOTAL COMMUNITY SERVICES	**$ -**	**$ -**	**$ 282,159**	**$ 355,802**	**$ 390,426**

BUDGET NOTES

1) Community Services Director and Human Resources Manager were moved to the Community Services Adminstration department beginning fiscal year 2019-20. A portion of the operating expenditures, including communications, employee appreciation, human resources and health and wellness were also moved.

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Community Services Director	-	-	1.00	1.00	-
Human Resources Manager	-	-	1.00	1.00	-
Communications Specialist	-	-	0.50	0.50	-
Total Community Services Positions	**-**	**-**	**2.50**	**2.50**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services – Parks & Boat Harbor

DEPARTMENT SUMMARY

The Parks division is responsible for the maintenance of the parks system throughout the City. The Parks division also manages the grounds of less traditional open spaces, such as those at City facilities, park strips, flowers on Main Street, and even the City's freeway interchanges.

DEPARTMENT ACCOMPLISHMENTS

- Robinson Playground—This PARC funded playground replaced a 15-year-old playground that is heavily used and highly visible from AF Main St. When you visit please note the PARC logo stamped directly onto the playground panel.
- Rotary Playground—This city funded playground replaced a large and heavily used 15-year-old playground with a unique and colorful design more commonly expected in today's parks.
- Hindley Parking Lot—Hindley park was created in 2000, but the dirt parking lot was never finished, until now. With this project we finally completed the park with a beautifully paved parking lot with expanded sidewalk, proper drainage, and 41 stalls. Funded by PARC tax funds.
- Quail Cove Entrance—Quail Cove Amphitheater is a historic place built during the great recession of the 1930's. Through PARC funds we have been able to add a paved parking lot last year and now were able to redo the entrance this year, leveling and landscaping the ground, adding sidewalk to the roundabout, and removing the chain-link fencing. Funded by PARC tax funds.
- Evergreen Park Irrigation—Evergreen Park is one of the larger and more heavily utilized parks it he community. The sprinkler system was old and had always struggled to provide proper watering for the space. This year we renovated the irrigation system, ensuring a healthier grass to play on.
- Art Dye Sports Complex—We were able to complete the Art Dye Sports Complex which added 8 acres of additional recreation grass space, additional parking, and two more baseball fields. The baseball complex also received new infield mix for all fields, new sprinklers, state of the art lighting, and a scorekeeper tower with lunch area.

DEPARTMENT GOALS

- Begin to quantify and map park equipment, which includes sprinkler heads, trees, benches, etc.
- Determine basic operational metrics, such as cost per FTE and cost per acre, to better plan for growth in the Parks division.
- Work with Parks and Trails committee to update the Parks and Trails master plan.
- Work with Parks and Trails committee to submit projects for PARC tax funding.

DEPARTMENT OPERATING INDICATORS

Parks and Boat Harbor	2018	2019
Acres of Landscaped Parks	120	132
Total Acres of Park Space (excluding Fox Hollow golf course and Meadows shopping center wetlands)	222	235
Boat Harbor Passes Sold	85	125
Playgrounds	27	27
Swing sets	10	10
Number of Parks	30	30
Existing Bike/Shared Use Pathways	6.76	6.76

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services - Parks

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 685,741	$ 646,493	$ 596,603	$ 753,937	$ 632,393
Education and Travel	3,349	2,216	1,811	3,500	3,500
Mower Supplies & Maintenance	13,465	18,876	22,396	13,800	20,000
Building Grounds Supplies & Maintenance	44,783	37,201	13,473	27,000	27,000
Irrigation Repair & Maintenance	-	-	27,800	27,800	27,800
Utilities	22,752	21,647	24,918	25,000	25,000
Telephone	5,162	5,116	4,565	5,920	5,440
Clothing Allowance	2,234	1,800	1,200	2,040	1,200
Department Supplies	26,884	10,097	-	-	3,500
Interchange Landscaping	-	4,901	9,700	15,700	6,000
Christmas Decorations	11,912	6,672	7,135	6,918	7,000
Insurance Claims	-	2,398	-	-	-
Contract Maintenance	31,937	29,580	33,765	33,200	33,400
Chemical Toilets	4,590	4,958	3,186	5,780	5,000
Miscellaneous	42,646	4,695	2,882	2,800	-
Tree Purchase & Maintenance	20,916	15,599	35,380	26,000	20,000
City Wide Horticulture	-	8,525	2,383	10,100	8,500
Donation Expenditures	4,532	-	-	-	-
Administrative Charge-Broadband	-	-	360	361	1,901
Internal Charges-Fleet Operations	55,310	51,000	59,004	59,000	42,000
Internal Charges-Information Technology	-	-	2,808	2,802	5,193
Park Furnishings	10,774	7,560	11,636	17,000	12,000
Improvements	15,711	6,224	-	22,000	20,000
Equipment Purchases	6,299	5,106	2,528	6,000	6,000
TOTAL PARKS	**$ 1,008,997**	**$ 890,664**	**$ 863,533**	**$ 1,066,658**	**$ 912,827**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Parks Superintendent	1.00	1.00	1.00	1.00	-
Parks Supervisor	1.00	1.00	1.00	1.00	-
Horticulture Specialist	-	1.00	1.00	1.00	-
Parks Maintenance Operator	4.00	4.00	2.00	2.00	-
Parks Maintenance Operator/Arborist	1.00	1.00	1.00	1.00	-
Parks Laborer	4.85	4.85	8.79	5.10	(3.69)
Total Parks Positions	**11.85**	**12.85**	**14.79**	**11.10**	**(3.69)**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services - Boat Harbor

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 42,626	$ 21,237	$ 24,871	$ 36,640	$ 37,705
Building & Grounds Maintenance	-	-	2,000	2,260	2,260
Restroom Maintenance	-	-	1,954	850	1,000
Telephone	308	735	890	1,180	2,818
Department Expense and Supplies	7,396	4,360	1,817	1,492	1,492
Credit Card & Bank Processing Fees	1,555	1,021	1,514	2,040	2,040
Administrative Charge-Broadband	-	-	-	-	356
Improvements	4,579	6,879	-	10,000	5,000
TOTAL BOAT HARBOR	**$ 56,464**	**$ 34,232**	**$ 33,046**	**$ 54,462**	**$ 52,671**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Boat Harbor	1.38	1.38	1.38	1.38	-
Total Boat Harbor Positions	**1.38**	**1.38**	**1.38**	**1.38**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services – Cemetery

DEPARTMENT SUMMARY

The Cemetery division is responsible for the care and maintenance of the Cemetery grounds, handling burial lot purchases, and opening/closing of lots.

DEPARTMENT ACCOMPLISHMENTS

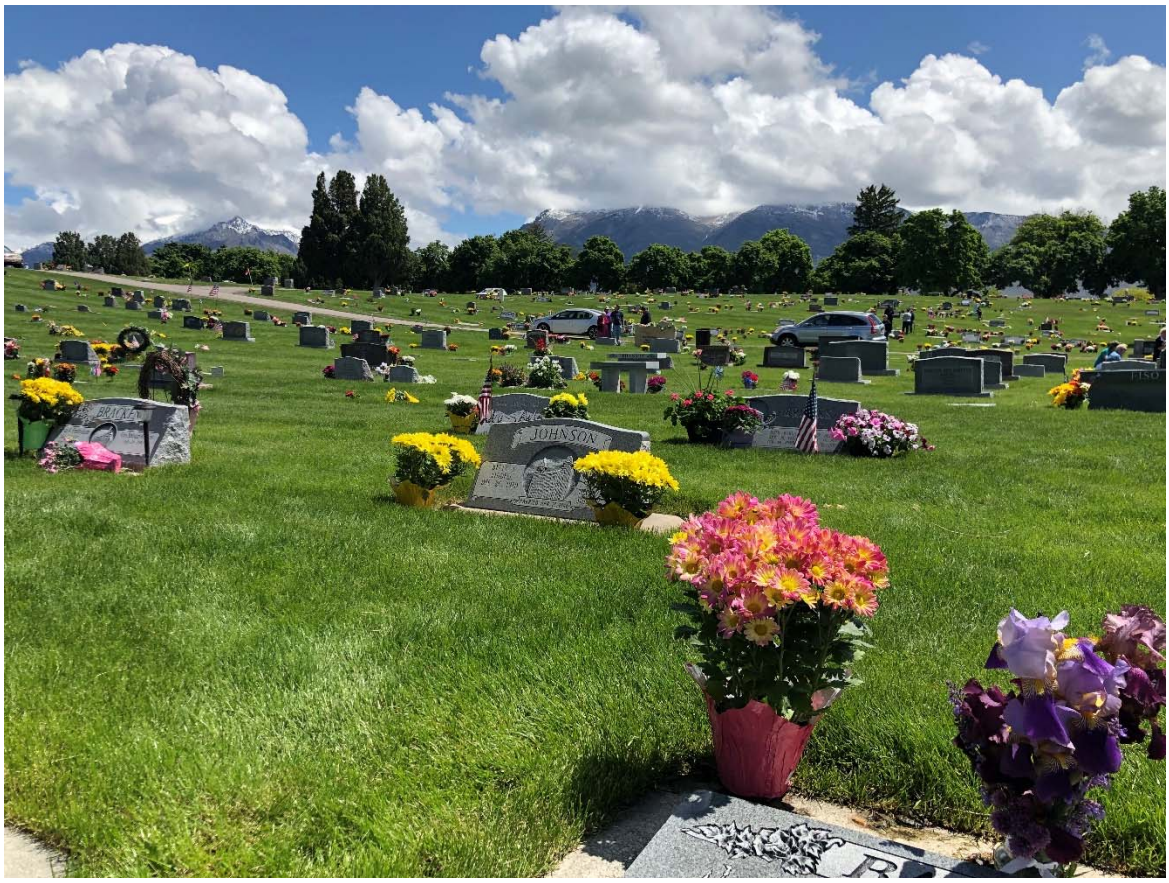
- Update irrigation system wiring
- Replaced cemetery street signs
- 2019 Memorial Day Program

DEPARTMENT GOALS

- Repair portions of historic stone wall.
- Identify opportunities for Cemetery expansion.
- Begin engineering work to improve road north of Cemetery facility.

DEPARTMENT OPERATING INDICATORS

Cemetery	2018	2019
Burials	163	166
Lot Sales	121	106



Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services - Cemetery

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 492,628	$ 386,929	$ 348,453	$ 401,327	$ 391,093
Education and Travel	350	793	734	950	1,500
Office Supplies and Expense	-	-	-	-	3,800
Small Engine Repair	10,379	17,384	17,146	20,000	17,500
Tools and Equipment	29,033	26,969	32,483	26,650	24,650
City-Wide Horticulture	9,587	-	-	-	-
Tree Purchase & Maintenance	-	14,400	5,829	13,100	13,000
Telephone	3,329	2,740	1,920	1,680	1,680
Employee Appreciation	-	780	298	-	-
Clothing Allowance	1,703	1,400	600	1,075	600
Department Expense and Supplies	22,978	9,591	4,270	9,800	2,430
Headstone Replacement	4,229	2,531	2,971	4,500	3,000
Flag Rotation & Maintenance	-	3,357	7,635	6,945	6,500
Christmas Decorations	-	-	1,607	1,250	1,250
Credit Card & Bank Processing Fees	2,061	2,547	2,041	3,400	2,500
Administrative Charge-Broadband	-	-	1,080	1,083	853
Internal Charges-Fleet Operations	30,000	15,325	15,000	15,000	13,000
Internal Charges-Information Technology	-	-	6,408	6,411	6,815
Improvements	12,162	18,574	5,211	16,000	10,000
Equipment Purchases	4,992	13,227	8,900	8,900	7,000
Internal Charges-Fleet Capital	-	-	40,000	-	-
TOTAL CEMETERY	**$ 623,431**	**$ 516,547**	**$ 502,586**	**$ 538,071**	**$ 507,171**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Cemetery Superintendent	1.00	1.00	1.00	1.00	-
Cemetery Supervisor	1.00	1.00	1.00	1.00	-
Park Maintenance Operator	1.00	1.00	1.00	1.00	-
Horticulture Specialist	1.00	-	-	-	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Laborer	2.24	2.31	2.31	1.88	(0.43)
Total Cemetery Positions	**7.24**	**6.31**	**6.31**	**5.88**	**(0.43)**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services – Library

DEPARTMENT MISSION

Engage the community by connecting people, information, and technology to create an environment that inspires learning and discovery.

DEPARTMENT SUMMARY

American Fork Library's values: Hope, Community, Life-Long Learning, Respect. We seek to give our community members access, regardless of their circumstances. This means free use of our space, our collection (both digital and physical), our programs, and our one-on-one professional assistance. We serve American Fork residents as we provide reference and independent learning services; actively meet the needs of the community for timely, accurate information in their pursuit of job-related, personal interest, and education objectives; and encourage children to discover the excitement of learning and exploring a wide range of educational opportunities programs and services; and to emphasize high interest, popular materials in a variety of formats for persons of all ages.

The Bryan McKay Eddington Learning Center provides one-on-one reading, tutoring, and homework help to K-12 students throughout the community. The tutoring is provided as a public service from the City, as an ongoing part of the community's commitment to enhance basic literacy skills of all our citizens. The Learning Center helps students with homework in all subjects. The Learning Center has previously been budgeted separately, but was included in the Library budget for fiscal year 2021.

DEPARTMENT ACCOMPLISHMENTS

- Quality Library Selection by Utah State Library for the second time—The library received this prestigious award as a result of high standards of our collection, programs, and partnerships in the American Fork community.
- Summer Reading 2019—Sign up numbers increased by 196%. Families enjoyed the simplified the program that encouraged them to participate together. The Library also found success by reaching out more to teens and adults.
- Aware AF—The U.S. National Library of Medicine awarded the American Fork Library with a grant to create a program that promotes Mental Health Awareness and Treatment. The grant funded professional therapists to address challenging topics such as suicide, anxiety, and developing healthy relationships. Teens and parents were able to get answers to their questions and discover local resources for further treatment. In addition, the grant allowed the library to add a significant number of non-fiction books on mental health for check out.
- Non-traditional Items—With help from the PARC grant and Friends of the Library, patrons can now check out new types of materials. These include literacy kits for preschool-aged children, games, book club sets that include supplementary materials, and kindles with all titles from the Battle of the Books program.
- Writing Events—Professional authors joined the library for a Science Fiction writing panel where they gave guidance to young writers. Through this connection, short stories written by our patrons are now in the process of being published as an ebook.
- eBooks and eAudiobooks—Checkouts for downloadable eBooks & eAudiobooks increased by 25,000, with demand increasing daily. Patrons checked out around 80,000 electronic books in all.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services – Library

- Children's Library—Programming opportunities and participation increased this year as the library expanded story time from 8 to 10 months. In order to keep up with demand, the library received a PARC grant to expand the area to include a Children's Programming Room. Thanks to the PARC grant committee and the American Fork City Council for catching the vision of what Children's Programming brings to our community, especially to the youngest of American Fork Library's patrons.
- Updated Conference Room—After a grant from Library Services and Technology allowed the library to add a projector and screen last year, the city council provided funds to update the conference table and chairs. The conference room now features a brand new table with plug in jacks that connect to the projector and allow for charging. The technology is easy and is constantly in use by patrons, library staff, and city committees.
- Spanish Resources—The library's new Spanish Outreach clerk has helped connect the library and Learning Center to the Latino community in American Fork. The Learning Center also hired a part-time ESL teacher who has revitalized the program. Interest and attendance have continued to rise since he took over last fall.
- New Carpet—In November of 2019, the first floor of the library was re-carpeted to provide a clean, new look. The project stayed on schedule and has been well received by the public.

DEPARTMENT GOALS

- Access to Books and Materials—Provide and promote excellent materials and resources. Respond to requests for specific items, including digital content.
- Build the Community—Make American Fork a better place. Collaborate with local organizations to enhance services. Provide a central location for events, programs, performances, classes, discussions, and free time. Create and maintain spaces at the Library that are welcoming, equipped with current technology, and available to all groups. Continue to produce a vibrant online presence.
- Personal engagement—Interact as Library staff to satisfy the needs and expectations of patrons. Actively serve the residents of American Fork in a friendly, helpful, and engaging manner.
- Basic Literacy Skills—Enhance basic literacy skills to empower individuals, strengthen families, and build community. Explore partnership with Alpine School District in this endeavor.
- Tutoring—Provide one-on-one tutoring services to K-12 students who need help to improve grade level reading and homework.
- ESL Classes—Offer an evening class taught two times per week by trained and qualified instructors for English as a Second Language (ESL).
- Update Space—Continue the re-carpeting project on the 2nd floor and in the Learning Center. Touch up the paint and update study rooms throughout.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services – Library

DEPARTMENT OPERATING INDICATORS

Library	2018	2019
Registered Users	19,997	22,517
Items Checked Out	335,532	388,790
Physical Volumes	87,278	80,255
Teen Programs	30	70
Public Computer Internet Sessions	12,480	12,753
Wireless Network Sessions	7,291	33,884
Library Volunteer Hours	2,718	4,942
Downloadable Volumes	45,763	101,854
Library Program Attendance	16,358	26,538
Children's Programs	412	470
All Programs	485	800
Library Visits	172,073	198,737

Learning Center	2018	2019
Number of Visits	6,344	6,910
Volunteer Hours	3,719	4,170
Number of Days Open	158	145
ESL Students	683	534
ESL Hours Attended	670	510
ESL Volunteers	432	345

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services - Library

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 693,698	$ 700,197	$ 700,983	$ 751,403	$ 776,553
Audio/Visual	4,580	4,984	4,073	6,180	6,180
Subscriptions & Memberships	2,609	2,498	4,372	3,065	3,030
Non-Fiction Material	31,789	14,907	13,106	24,600	22,000
Fiction Material	31,487	28,340	26,822	27,800	23,000
Children's Material	24,156	26,604	22,977	27,600	24,000
Young Adult Fiction	9,808	10,569	8,543	10,600	9,500
Electronic Resources	12,411	17,245	23,003	21,190	21,000
Cataloging	-	-	-	-	10,750
Programs Expense and Supplies	6,622	10,006	8,438	10,850	8,000
Literacy	-	-	-	-	3,500
Education and Travel	3,695	5,012	2,152	3,500	3,500
Employee Appreciation	-	758	569	600	660
Office Supplies and Expense	-	-	-	-	4,100
Telephone	6,380	5,241	480	480	480
Department Expense and Supplies	19,459	19,207	24,071	20,200	5,000
Miscellaneous	3,362	1,438	1,068	1,100	-
Postage and Shipping	-	-	5,620	-	-
Credit Card & Bank Processing Fees	1,952	1,946	1,296	2,000	2,000
Maintenance Agreement	35,622	32,983	160	-	-
Administrative Charge-Broadband	-	-	6,504	6,498	2,221
Internal Charges-Information Technology	-	-	105,168	105,163	64,684
Grant Expenditures	8,238	9,700	4,273	8,000	8,000
Equipment Purchases	4,459	5,034	3,517	3,500	7,000
TOTAL LIBRARY	**$ 900,327**	**$ 896,669**	**$ 967,195**	**$ 1,034,329**	**$ 1,005,158**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Director	1.00	1.00	1.00	1.00	-
Technical Services/Assistant Director	1.00	1.00	1.00	1.00	-
Librarians	5.00	5.00	5.00	5.00	-
Literacy Center Coordinator	-	-	-	0.60	0.60
Literacy Center Clerk	-	-	-	0.38	0.38
Assistant Librarian	0.30	0.30	0.40	0.40	-
Clerks/Pages	4.90	4.90	5.14	4.94	(0.20)
Total Library Positions	**12.20**	**12.20**	**12.54**	**13.33**	**0.79**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Community Services - Literacy Center

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 28,039	$ 29,796	$ 27,551	$ 36,576	$ -
Education and Travel	-	-	-	200	-
Employee Appreciation	-	522	60	600	-
Department Expense and Supplies	2,398	2,212	505	1,700	-
Miscellaneous	997	563	-	-	-
Equipment Purchases	909	1,998	454	2,000	-
TOTAL LITERACY CENTER	**$ 32,343**	**$ 35,091**	**$ 28,570**	**$ 41,076**	**$ -**

BUDGET NOTES

1) Literacy Center department was combined with the Library department beginning fiscal year 2020-21.

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Coordinator	0.60	0.60	0.60	-	(0.60)
Assistant Coordinator	0.60	0.60	0.30	-	(0.30)
Math Tutor	-	-	0.30	-	(0.30)
Total Literacy Center Positions	**1.20**	**1.20**	**1.20**	**-**	**(1.20)**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety - Police

DEPARTMENT MISSION

Build Community, Enforce with Equity, Serve with Honor

DEPARTMENT SUMMARY

The American Fork Police Department consists of 43 sworn officers, 8 civilian employees, and 7 volunteers who serve a population of over 42,736 (American Fork—32,519 residents and Cedar Hills—10,217 residents). The Department operates using a Community Policing philosophy, which emphasizes building partnerships with citizens and community organizations. The American Fork Police Department is a full-service police agency that includes traditional uniformed patrol, investigations, community-oriented policing, school resource officers, K9, bicycle patrol, motors, SWAT, NOVA courses for elementary age students, Special Enforcement Drug RAD, and hostage negotiations. The Department handles approximately 33,000 calls a year, one of the highest in the County. The American Fork Police Department strives to provide excellence in every contact and to maintain a high level of professionalism.

DEPARTMENT ACCOMPLISHMENTS

- **New K9s** - Through private funding of $20,000, the Department was able to add two Jagdterriers to the department. The donation was enough to cover the dog, training, equipment and food. The Jagdterriers are a smaller dog that will not be used to confront suspects or building clearing. The will be used for drug-related searched and tracking such as lost children and those with mental issues.
- **CCJJ Grant** - The department received a $20,000 grant to purchase 32 gas masks for the SWAT Team and patrol. This is a critical purchase that could not have been made without the grant funding.
- **CCJJ Grant** - The department applied for and received a CCJJ Grant for $3,350 that was used to purchase a drone that can be used for crime scene processing, suspect and missing person searches, and other tactical operations.
- **JAG Grant** - The department applied for and received a $4,500 JAG Grant that was used to purchase several driver's license scanners for the patrol cars. It is hoped that more can be purchased in the future. The grant was also used to purchase two copies of a crime scene diagraming software that will help with major case preparation and court.
- **Highway Safety Grant** - The Department received a grant from the Utah Highway Safety Office for two new lasers for traffic enforcement. These lasers are valued at over $16,000, and were awarded to American Fork because of its consistently high performance on the traffic enforcement shifts that are provided by the Highway Safety Office. One of the lasers was a specialized device, and was one of only two of these expensive lasers given to agencies within the State.
- **Kohl's Grant (ERAD)** - The department received a $4,000 grant from Kohl's that was used to pay for an ERAD device and yearly subscription fees. This device is used to investigate credit and gift card fraud. The device has been used to investigate over $100,000 in fraud.
- **Part-Time Victim Advocate** - In 2019, our police department applied for additional funds to allow for the hiring of a part-time victim advocate. The application was accepted and funds were awarded. Our new part-time victim advocate, Suzanne Smith, began her position and she has been very valuable in helping victims, increasing communication, and establishing new social media lines of education.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety - Police

- **SWAT School** - Three new SWAT operators attended the Utah County Sheriff's Department SWAT School. Officer Konecny received a team leader award from her team, which is a highly coveted award that is very difficult to achieve.
- **Action Target Award** - Officer Konecny received an award/scholarship from Action Target in the name of Provo Police Master Officer Shinners, who was killed in the line of duty. This scholarship is awarded to one single cadet who has graduated from Utah Valley University Police Academy. The scholarship is for the tuition for Action Target's Law Enforcement Training Camp, which is a weeklong extensive training in firearms and hand-to-hand combat. The dollar value of this scholarship is over $2,000.
- **2019 NAACP First Responder Award** - At the end of 2019, Officer Reyna Pedro received a 2019 NAACP First Responder Award for her efforts in building community, K-9 work and accomplishments, and her work with the NOVA program at a local elementary school.
- **Adobe Photoshop** - Through a private donation, we were able to acquire two annual licenses for Adobe Photoshop to use in investigations to enhance video clips or photos. It is also used by the Evidence Technician to do fingerprint verifications for the county's lab as they, in turn, do it for us.
- **Evidence Bar-Code Scanning** - As a department, we wanted to update our evidence section to use barcodes and barcode stickers. It was originally believed it would cost approximately $5,000. However, after conducting further research and testing, it was found we could accomplish the goal by simply purchasing an inexpensive barcode scanner and label printer. This saved the city an enormous amount of money.
- **NIBRS Crime Reporting System** - The department has been able to successfully transition to the new NIBRS reporting system. The system requires a lot more data to be collected and submitted to the State, which then submits a report to the FBI database. The FBI requires that all agencies make the transition by 2021.
- **CTC Coordinator** - The Communities that Care Program has been fully implemented. The stakeholders have been put in place and there are regular meetings being held to advance the program.
- **Mental Health Response Plan** - The department has used an internship from UVU to develop an individualized response plan for those individuals we encounter that will help officers understand the subject's history, mental health condition and potential points of contact. The program is proving effective and has been implemented by another Utah County agency who has copied the program.
- **Crisis Intervention Training** - In keeping with the Department's priority to have all of its officers trained for crisis intervention, ten more officers received CIT training. This training teaches officers to de-escalate situations when dealing with any person in crisis, which would include individuals experiencing mental episodes and individuals that are posing a high risk to themselves or others. This has reduced repeated calls for service from individuals and has helped them get the help they need.
- **Fuming Chamber** - Investigations was able to acquire a fuming chamber from the Utah County Sheriff's Office for free. These chambers are used to fume for fingerprints on odd-shaped objects and different surfaces. These are normally thousands of dollars to purchase.
- **Cellebrite UFED Training** - A detective was able to attend a weeklong Cellebrite training in Sandy and received certifications for Cellebrite Operator and Cellebrite Physical Analyst. The cost of this course is $3,850, however, with the help of WRCTC and B.L. Smith at Sandy Police Department, he was able to attend for free. This required training is to process cell phones and digital evidence.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety - Police

- **Drone Team** - In 2019, our department's drone team was fully implemented. We have registered our drone with the FAA and two officers have received their UAV (unmanned aerial vehicle) pilot licenses. The team is fully in compliance with FAA regulations.
- **San Diego Family Maltreatment Conference** - Two detectives were awarded scholarships to attend the San Diego Family Maltreatment Conference in San Diego in 2019. This conference is an annual, international conference that mainly addresses issues regarding family/domestic violence and sexual assault and abuse. It was excellent training and some changes have been implemented as a result of it.
- **Radio Replacement** - As part of the Department's long-term goals to comply with Federal and State P25 radio requirements, six additional car radios were replaced with updated models.
- **Extra Patrols** - The patrol division was able to place an emphasis on several grant-funded extra patrols in American Fork and Cedar Hills, including over 171 additional shifts addressing driving under the influence, seatbelt safety, pedestrian safety, distracted driving, and school bus safety.
- **Dashcam Updates** - As part of the Department's program to update all vehicle dashcam video systems, five new dashcams were installed in Department vehicles this year. Twelve vehicles still need this update.
- **Radar Updates** - The Department replaced and update four radars to issue to patrol officers.
- **Drug Recognition Expert Training** - The Department was able to put three more officers through Drug Recognition Expert (DRE) training. This extensive training expands the officers' ability to detect the presence or use of narcotics. These officers will be a great asset to the Department in future drug investigations.
- **Designated Marksman Program** - This year the Department expanded its designated marksman program which qualifies a team of officers within the Department. It included the acquisition of additional precision rifles with magnified optics as well as additional, extensive training for those officers involved. The team has grown in number from last year and now has 11 members. At least one other Utah County Agency has contacted the department and intends to copy the program.
- **Drug Diversion** - The Department has begun to put together a Drug Diversion Program to help those addicted to drugs in our community. This will help individuals get into drug-related treatment prior to entering into the criminal justice system with an arrest. There have been partnerships created with Wasatch Mental Health, public service providers, and private service providers. Several professors from BYU are also involved in the process of designing this program. As part of this program, we have implemented an initiative entitled, "Save them Twice", which involves working with those who have been saved through the use of Narcan and offering to help them get into treatment to avoid repeated overdoses, thus reducing the chances of a fatal event.
- **Personnel Management Software** – Department supervisors were trained on the utilization of a new personnel management software, which was then deployed for immediate use. The software will allow for more precise and effective recordkeeping.

DEPARTMENT GOALS

- **Mobile/Portable Radios** - The Department has been able to bring all radios into compliance with phase one of the P25 upgrade. The Department now has 30 portable and 14 mobile radios compliant with phase two of the P25 upgrade, which is required by state and federal legislation. It will cost

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety - Police

approximately $150,000 over the next eight years to bring the remaining radios into compliance. Phase one will become inoperable in eight years according to current information.

- **Patrol Rifles** - The Department is working towards equipping all officers with Department-issued patrol rifles. This goal is close to being achieved and should be fully completed this year.
- **FTO Program**—A Department Sergeant has received extensive training on the current best practices in new officer training and has been assigned to update and improve our currently existing FTO program. These improvements are expected to take place over the next year.
- **Investigations FTO Program** – The Department is developing an FTO program to train new investigators.
- **Nuisance and Animal Control** – The Department's Nuisance and Animal Control division was overwhelmed with calls for service. The Nuisance/Animal Control officer took more incident reports than any other officer at the Department this year. In response, the Department plans to take steps to increase the Department's capacity to handle these calls in the coming year by utilizing the VIPS and secretarial staff.
- **Response Planning** - The department will update all its plans for all of the potential major targets to a grid system to facilitate a faster, more efficient response. This will be rolled out at this year's annual active shooter training this summer.
- **Officer Training** – The department will train at least 20 officers on the Arbinger Institute's Outward Mindset to help improve public interactions, as well as interdepartmental relationships. The program emphasizes treating people as people regardless of their demeanor and circumstances and accepting personal accountability for their actions and behavior.
- **VIPS** – Increase the size of the volunteer program by at least 30 % to help facilitate extra patrols, traffic control and abandoned vehicle enforcement.
- **CIT** – The Department will train all new hires in the principles of CIT to help with those who have mental illness.
- **USE OF FORCE –** The Department will have all officers complete a Use of Force/De-escalation training this year to help ensure that proper training has been received and re-emphasized.
- **COMPSTAT/MEADOWS AREA –** The department has made a significant impact on crime in the Meadows. This next year the department will further analyze the data and try and develop strategies to bring even greater levels of crime prevention to the area.

DEPARTMENT OPERATING INDICATORS

Police	2018	2019
Calls for Service	29,946	33,048
Calls for Service Officer	1,302	1,377
Arrests	1,237	1,306
Traffic Accidents	1,352	1,484
The Meadows criminal incidents	595	637
Vehicle Burglaries	100	119
Burglaries	37	51
Vehicle Theft	26	31
Larceny Theft	680	711

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety - Police

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 4,274,453	$ 4,461,649	$ 4,669,230	$ 4,990,201	$ 5,423,216
Subscriptions and Memberships	3,277	(29)	1,137	3,000	3,000
Education and Travel	14,437	12,935	6,825	14,500	14,500
Office Supplies and Expense	-	-	-	-	2,640
Telephone	43,020	46,912	16,211	44,220	44,220
Professional and Technical	36,620	35,943	-	5,642	2,300
Human Resources-Health & Wellness	-	-	-	-	3,000
Dispatch/UCAN Fees	268,996	240,825	275,000	275,588	312,668
Professional Fees	6,148	5,486	1,100	2,300	5,642
DOJ Vest Grant	2,937	3,789	2,804	2,338	-
Miscellaneous Grant Expense	16,604	46,892	7,539	7,500	-
Communities that Care	-	260	1,733	1,456	-
VOCA Grant	2,218	5,651	2,551	5,899	60,000
Uniforms & Accessories	75,322	58,636	49,215	70,800	79,660
Department Expense and Supplies	61,462	60,505	39,015	70,000	60,000
Ammunition	-	8,010	-	8,200	8,600
Miscellaneous	3,725	5,480	2,115	4,000	-
Special Enforcement Fund	28,096	28,361	25,086	38,581	38,581
Credit Card/Bank Processing Fees	951	1,185	926	1,500	1,000
Animal Control	55,110	51,712	48,396	59,000	59,000
Deer Mitigation	855	4,500	4,500	6,000	4,500
NOVA & Citizens Programs	8,398	10,265	10,683	11,000	12,000
K-9 Program	3,918	15,029	30,242	43,237	4,600
Alcohol Grant Expenditures	32,650	28,930	4,324	33,088	30,000
Administrative Charge-Broadband	-	-	13,356	13,357	17,605
Internal Charges-Fleet Operations	148,400	132,000	141,348	141,342	149,342
Internal Charges-Information Technology	-	-	149,256	149,255	95,914
Equipment Purchases	38,113	62,020	-	19,100	19,100
Internal Charges-Fleet Capital Fund	382,932	52,485	408,487	406,388	386,978
TOTAL POLICE	**$ 5,508,642**	**$ 5,379,431**	**$ 5,911,079**	**$ 6,427,492**	**$ 6,838,066**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety - Police

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Chief of Police	1.00	1.00	1.00	1.00	-
Lieutenant	2.00	2.00	2.00	2.00	-
Management Analyst II	1.00	1.00	1.00	1.00	-
Sergeant	7.00	7.00	7.00	8.00	1.00
Officer/Master Officer/Detective	30.00	30.00	32.00	33.00	1.00
Records Supervisor	1.00	1.00	1.00	1.00	-
Records/Information Specialist	2.00	2.00	2.00	3.00	1.00
Evidence Technician	1.00	1.00	1.00	1.00	-
Code Enforcement/Animal Control	1.00	1.00	1.00	1.00	-
Victim Advocate	1.00	1.00	1.00	1.00	-
Police Officer	1.00	1.00	1.00	1.00	-
Crossing Guard	3.25	3.72	3.72	3.72	-
Records Clerk	-	1.00	1.00	1.00	-
Communities that Care Coordinator	-	0.50	0.50	0.50	-
Total Police Positions	**51.25**	**53.22**	**55.22**	**58.22**	**3.00**

STAFFING NOTES

1) Propose to add one full-time Police Officer, one full-time Police Sergeant, and two part-time Records Specialists for the fiscal year 2020-21 budget

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety – Fire and Rescue

DEPARTMENT MISSION

We believe in creating a safer everyday life, so you can live better. We back that up with our passionate people, premier performance, and an almost obsessive drive to innovate and improve as progressive partners-with both the citizens of American Fork, as well as other in the Fire and Rescue community.

DEPARTMENT SUMMARY

American Fork Fire & Rescue provides emergency medical services to American Fork City and parts of surrounding Utah County areas. The department is staffed 24 hours a day, 7 days a week with full-time personnel, which are supplemented with paid-call staff when needed. Three ambulances are staffed with both Paramedics and Advanced EMT's (Emergency Medical Technicians). Fire department members are cross trained as both EMT's and firefighters, which gives them the training they need to best serve the public in any kind of emergency.

The Fire department is charged with fire suppression and prevention as their basic purpose. The goal of the Fire department is to prevent the loss of life and property as it relates to fire incidents. The Fire department is also responsible for enforcing the International Fire Code, conducting fire inspections, and promoting fire safety education within the community through a proactive approach to community risk reduction.

American Fork Fire & Rescue provides fire protection services to American Fork City and supports the surrounding Utah County areas with an Insurance Service Office (ISO) rating of two. These services include structural and wildland fire protection. The Fire department has capabilities for extrication of entrapped victims, aerial capabilities up to 105 feet, and various other technical rescue specialties. The Fire department has a highly respected reputation for its dedication to serving the community through activities such as the Memorial Day Firefighters' breakfast.

DEPARTMENT ACCOMPLISHMENTS

Staffing/Service Delivery

- Hired 5 Firefighter/AEMT.
- Promoted 3 Captains
- Promoted 3 Lieutenants
- Hired one new Firefighter/Paramedic.
- Staffed Cedar Hills station with 4 firefighters/paramedics 24/7 every day since July 1, 2019
- Hosted the 110th State Firefighters Convention for the State of Utah.
- Won 1st place in the Fighter Combat Challenge for State of Utah
- Maintained ISO rating of 2. **Second best in the state.**
- Placed newly constructed Type IV Brush Truck into service.
- Took delivery and placed into service a 2019 Horton Ambulance
- Took delivery and placed into service a 2019 Type 6 Brush/Rescue.
- Utilized training tower to conduct live fire training, high-rise, search & rescue, and multi-agency training.
- At the request from the State of Utah, our wildland fire staff deployed on one in State wildland fire as a line Paramedic.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety – Fire and Rescue

- Took delivery of and placed into service two P25 compatible Motorola APX6000XE portable radios.
- New physical fitness combat evaluation was designed, and standard times were established and implemented for the department.
- 2 Physical fitness evaluations conducted for all combat members of the department.
- Physical exams completed for all full-time combat staff.
- Firefighter Standards were adopted and implemented for all department members.
- Station 52 Bond was passed. 72% approval vote.
- Implemented and conducted fire station tours for Cedar Hills community.
- Most productive fire station in Utah County
- Retained all full-time employees during the same time (7) full-time departments were hiring full-time firefighters
- Maximized Mutual Aid and Auto Aid with other surrounding agencies and built new operational dispatch stacks for high level calls.
- Helped get funding and approval for redundancy in another tower for dispatch.

Emergency Operations Center (EOC)/Emergency Management

- Created and handed out over 800 Emergency Family Preparedness booklets to the citizens of American Fork.
- Conducted EOC training for City staff.
- Conducted EOC training for church leaders.
- Added new overhead projector and televisions to EOC (Emergency Operations Center).

Fire Prevention

- 900 business inspections and pre/plans conducted.
- All City fire hydrants inspected twice a year to maintain readiness and help maintain ISO rating.
- 8,000 residents contacted through fire prevention and safety events.
- Car seat and bike helmet donation program continued with great success.
- Contact with all 2nd grade students in American Fork elementary schools made as they participated in the annual fire prevention coloring contest.
- Contact with all 5th grade students in American Fork elementary schools as they participated in a home safety checklist program.
- Fire prevention assemblies conducted in all American Fork elementary schools.
- 100 smoke detectors donated through the smoke detector donation program.
- Fire prevention week open house was conducted with over 900 citizens attending.
- Community code enforcement committee established.
- Memorial Day Firefighters' Breakfast and Safety Fair tradition continued.
- Home Base and Low Risk Self Inspection fire inspection program continued.
- Hazardous Materials Inspection Program maintained and continued yielding a decrease in dollar loss within American Fork.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety – Fire and Rescue

Certification & Training

- All full-time personnel re-certified as Ice Rescue Technicians.
- 2 AFFR UVSRT personnel certified in Rope Rescue, Confined Space, and Trench Rescue Technician disciplines.
- All full-time Chief's, Captain's and Lieutenant's attended the 2 Day Utah County Leadership Academy.
- 8 personnel attended the Utah Fire Rescue Academy Winter Fire School in St. George, Utah
- Fire Department staff trained Police Department staff in Narcan administration training.
- Full-time staff recertified in Advanced Cardiac Life Support.
- Lieutenant completed National Fire Academy Managing Officer Program.
- 4 personnel attended courses at the National Fire Academy.
- All full-time staff trained with American Fork Police Department in Rescue Task Force training for active shooter scenarios.
- De-escalation training provided by AFPD for Fire Department Staff.
- 2 personnel attended FDIC International Firefighter Training in Indianapolis, Indiana.
- 10 personnel certified in Inspector 1.
- Drowning and Burns training attend by all full-time staff at Mt. Point Hospital.
- 12-lead EKG training attended by full-time staff at Mt. Point Hospital.
- Multiple Multi-Company/Mutual Aide Live Fire Trainings conducted at AFFR Fire Training Tower.
- Helmet and Shoulder Pad removal training conducted by AF High School Training staff for personnel.
- 11 personnel certified in Fire Officer 1.
- Hosted IFSTA ADO – P and ADO-A.
- Hosted ICS 300 & 400 Courses.
- Wildland Red Card Recertification Course attended by all Fire Department Staff.
- Wildland Urban Interface course hosted and attended by department personnel.
- Vehicle Extrication Training provided in house and attended by department personnel.
- 2 personnel certified as wildland fire investigators.
- 2 personnel recertified ICC certifications.
- 3 personnel attended Utah State Fire Chief's Leadership training.
  Fire Marshal attended Utah State Fire Marshal annual training.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety – Fire and Rescue

DEPARTMENT GOALS

- Continual evaluation of our fire and EMS response area to analyze the current deployment of emergency service resources in relation to demand and response times.
- Maintain ISO rating of 2.
- Hydrant inspections 2 times a year.
- Determine performance indicators to measure if the quality of department services is adequate.
- Review performance indicators on a regular basis.
- Begin construction on station 52. Starting June 1, 2020
- Station 52 operational estimated April 1, 2021
- Start development of response model and staffing for adequate response when station 52 comes online for Cedar Hills and American Fork.
- Continue good working relations with American Fork Hospital and Health Care Facilities within American Fork City and Cedar Hills.
- Provide the highest quality of fire and EMS services and staff to the citizens of Cedar Hills.
- Hire additional full-time Firefighters' to staff Station 52.
- Hire additional administration staff for Station 52
- Retain all full-time members

DEPARTMENT OPERATING INDICATORS

Fire and Rescue	2018	2019
Calls for Service	3,181	3,910
EMS Related Calls for Service	2,514	3,017
Fire Related Calls for Service	667	893
Mutual Aid Responses	31	126
Man Hours of Fire/EMS Training	1,000+	1,000+
Medical Transports from AF Hospital	905	1,083

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety - Fire

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 3,185,235	$ 3,327,377	$ 3,911,353	$ 4,351,839	$ 4,477,725
Subscriptions & Memberships	1,420	2,876	1,571	1,000	1,100
Education and Travel	28,176	28,373	21,172	30,000	40,500
Office Supplies and Expense	-	-	-	-	7,200
Telephone	14,730	15,424	13,416	12,520	13,420
Professional & Technical	51,728	39,599	32,787	27,286	33,286
Dispatch/UCAN Fees	35,923	34,793	44,719	47,133	52,233
Attorney Fees	-	63,218	250,000	200,000	30,000
Fire Prevention & Education	9,824	12,214	15,976	19,200	15,200
Miscellaneous Grant Expense	-	-	4,465	6,161	-
Employee Appreciation	-	4,701	5,156	-	-
Clothing Allowance	23,549	24,549	31,895	29,200	29,200
Human Resources-Health & Wellness	-	-	-	-	3,000
Department Expense and Supplies	129,910	129,887	51,403	43,600	43,600
Medical Supplies	-	-	98,632	109,350	109,350
New Members Equipment	39,995	40,893	47,627	55,000	55,000
Janitorial Services and Supplies	7,674	7,927	9,023	8,000	5,000
Credit Card/Bank Processing Fees	7,526	8,632	14,198	8,200	10,000
Equipment Maintenance Agreements	9,085	5,057	6,182	9,800	5,000
Ambulance Billings	131,857	92,225	108,696	106,918	106,918
Ambulance Assessments	-	54,430	65,180	51,726	51,726
Administrative Charge-Broadband	-	-	3,612	3,610	4,930
Internal Charges-Fleet Operations	100,000	100,000	126,144	126,142	117,000
Internal Charges-Information Technology	-	-	36,576	36,570	27,119
Equipment Purchases	34,377	48,336	35,000	35,000	22,000
Internal Charges-Fleet Capital	-	57,610	191,157	336,426	371,885
TOTAL FIRE	**$ 3,811,009**	**$ 4,098,121**	**$ 5,125,940**	**$ 5,654,681**	**$ 5,632,392**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Safety - Fire

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Fire Station 51 Positions					
Fire Chief	1.00	1.00	1.00	1.00	-
Battalion Chief	1.00	1.00	1.00	1.00	-
Captain	3.56	3.72	3.72	3.72	-
Deputy Fire Marshal/Captain	-	1.36	1.36	1.36	-
Lieutenant	-	4.69	4.69	4.69	-
Inspector	1.76	-	-	-	-
Fire Marshal	1.00	1.00	1.00	1.00	-
EMT	11.94	6.69	6.69	6.69	-
Firefighter/Paramedic	18.38	16.88	16.88	19.88	3.00
Ambulance Transport	-	-	3.17	3.17	-
Office Manager	1.00	1.00	1.00	1.00	-
Intern	0.28	-	-	-	-
Total Station 51 Positions	**39.92**	**37.34**	**40.51**	**43.51**	**3.00**
Cedar Hills Station Positions					
Battalion Chief	-	-	-	1.00	1.00
Captain	-	-	3.00	3.00	-
Lieutenant	-	-	3.00	3.00	-
EMT	-	-	1.51	1.51	-
Total Cedar Hills Positions	**-**	**-**	**7.51**	**8.51**	**1.00**
Total Fire Positions	**39.92**	**37.34**	**48.02**	**52.02**	**4.00**

STAFFING NOTES

1) During fiscal year 2019-20, 7.51 full-time equivalent positions were added as part of the contract to provide fire service to the City of Cedar Hills. This increase is funded by contract revenue paid by the City of Cedar Hills. Additional EMT and ambulance transport personnel are funded through ambulance transport revenue.

2) Propose to add three full-time Fire Fighters and one full-time Battalion Chief for the fiscal year 2020-21 budget.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works – Administration

DEPARTMENT MISSION

The mission of the American Fork City Public Works department is to provide, in a courteous and professional manner, quality services that are essential to the lives of residents. Talented, qualified, and certified personnel work to ensure that the City has good, safe, and dependable water, sewer, road, and building infrastructure.

DEPARTMENT SUMMARY

The Public Works department is vital to the lives of American Fork City residents. Our goal is to ensure that the City's water and wastewater operations and road network are safe and dependable, while using our expertise to seek improvements, as necessary. We also maintain City buildings and permit new homes and commercial buildings within the City. Our Engineering team is also helping to build a solid future with development reviews and capital projects to improve the City.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Administration

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 133,911	$ 270,344	$ 280,478	$ 298,048	$ 300,811
Subscriptions & Memberships	281	-	-	1,000	1,000
Education and Travel	180	854	249	1,500	2,000
Office Supplies and Expense	-	-	-	-	4,575
Telephone	9,454	1,850	960	960	960
Clothing Allowance	34	-	-	-	-
Department Expense and Supplies	9,908	4,575	3,303	10,500	7,900
Postage and Shipping	-	-	-	-	525
Credit Card/Bank Processing Fees	4,654	5,485	4,841	5,000	5,000
Miscellaneous	4,061	3,312	1,850	2,500	-
Administrative Charge-Broadband Fund	-	-	2,172	2,166	981
Internal Charges-Fleet Operations	6,000	4,200	1,392	1,400	1,400
Internal Charges-Information Technology	-	-	6,636	6,636	7,597
Equipment Purchases	-	-	-	2,500	-
TOTAL PUBLIC WORKS ADMIN	**$ 168,483**	**$ 290,620**	**$ 301,881**	**$ 332,210**	**$ 332,749**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Public Works Director	1.00	1.00	1.00	1.00	-
Administrative Assistant	-	1.75	1.75	1.75	-
Total Public Works Admin Positions	**1.00**	**2.75**	**2.75**	**2.75**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works – Streets

DEPARTMENT SUMMARY

The Streets division maintains the road system in the City, including sidewalks, snowplowing, traffic controls, and pavement management. The division also oversees maintenance of the street light system.

DEPARTMENT ACCOMPLISHMENTS

- Identified and inventoried remaining 25 percent of sidewalk hazards
- Replaced over 120 non-compliant street signs
- Patched 1,500 Potholes and cut out and replaced several thousands of tons of asphalt roadway
- Constructed and paved Quail Cove drop off
- Constructed and paved Hindley Park
- 4,548 Miles of snow and Ice removal
- 45 sidewalk defects repaired

DEPARTMENT GOALS

- Continued pavement management (chip seal and high density mineral bond treatments).
- Continued crack sealing projects.
- Continue replacement of street signs to ensure meeting of MUTCD (manual on uniform traffic control devices) requirements.

DEPARTMENT OPERATING INDICATORS

Streets	2019	2020
Cut and T-patched water leaks	100+	74
Out of compliance street signs replaced	200+	225
Miles of Snow and Ice Removal	5,359	4,548
Potholes replaced	2,200	1,800
Sidewalk Defects Repaired	187	115
Roadways treated with chip seal		718,571 Square feet
Roadways treated with high density mineral bond		563,776 Square feet

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Streets

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 504,509	$ 521,325	$ 563,864	$ 594,754	$ 605,885
Education and Travel	4,563	925	224	3,250	3,000
Equipment Supplies & Maintenance	17,970	28,008	29,430	30,000	30,000
Street Lights Power	63,046	64,663	65,327	70,000	70,000
Street Lights Maintenance	65,183	113,559	71,325	100,000	100,000
Traffic Signal Maintenance	1,341	4,682	3,000	5,000	5,000
Telephone	6,270	7,438	6,277	6,480	6,480
Professional & Technical	16,807	14,965	29,938	20,000	20,000
Clothing Allowance	2,673	2,200	1,200	1,400	1,200
Department Expense and Supplies	17,742	13,446	7,969	15,400	15,000
Debris Hauling	2,297	1,598	2,071	3,000	2,500
Pavement Markings/Signs	64,432	77,364	123,164	128,204	120,000
Sidewalk Repair	52,815	26,023	193,343	193,978	110,000
Road Maintenance & Repair	315,786	231,526	385,600	388,474	260,000
Administrative Charge-Broadband	-	-	720	722	722
Internal Charges-Fleet Operations	73,493	71,288	75,000	75,000	68,000
Internal Charges-Information Technology	-	-	6,024	6,022	6,454
Equipment Purchases	-	2,010	4,850	-	-
Street Lights Capital Improvement	150,558	269,617	-	-	-
Internal Charges-Fleet Capital	200,000	75,000	81,500	71,625	-
TOTAL STREETS	**$ 1,559,485**	**$ 1,525,637**	**$ 1,650,826**	**$ 1,713,309**	**$ 1,424,241**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Street Superintendent	1.00	1.00	1.00	1.00	-
Street Lead Maintenance Operator	1.00	1.00	1.00	1.00	-
Street Traffic Safety Specialist/Sr Operator	1.00	-	-	-	-
Street Maintenance Operator	4.00	5.00	3.00	3.00	-
Street Maintenance Operator II	-	-	2.00	2.00	-
Total Streets Positions	**7.00**	**7.00**	**7.00**	**7.00**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works – Building Maintenance

DEPARTMENT SUMMARY

The Building Maintenance division has responsibility for the maintenance and upkeep of the City's buildings.

DEPARTMENT ACCOMPLISHMENTS

- Replaced 1st floor carpet at Library and Police and Courts.
- Replaced roof at fitness center over track and courts.
- Replaced stairs on back of the Administration building.
- Finish remodel of office are in Fire Station
- LED upgrade to Fire Station Bays.
- Replaced Two Furnaces A/C units at Senior Center and one at Engineering building, and two swamp
- coolers on Streets building.
- Installed new Transformer for broadband in Police and courts building.
- Rented 80 lift to repair rain gutters re caulk seams and get rid of bird problem
- Repainted historic city hall's bell tower.
- Painted all Handrails around Senior Center.
- Refinished rotunda floor at library to high shine.
- Installed ADA handrails at the legion Hall, and painted the outside of building.
- Installed safety ladder at library, and lockout/tag out kits throughout city buildings.
- Painted most of the fitness center
- Installed noise canceling ceiling grid in classrooms at fitness center.
- LED lighting upgrade in classrooms and basement of fitness center.
- New pool valves and pool Boilers at Fitness center.

DEPARTMENT GOALS

- Change upstairs of library over to LED lighting.
- Replace outdated fire panels at Fire Station, Fitness Center, and Library.
- New carpet on 2nd floor and basement of library.
- New carpet 2nd floor of police and court building.
- Install new roof on Legion Hall.

DEPARTMENT OPERATING INDICATORS

Building Maintenance	2019	2020
Toilet and shower fixes	75	82
Service of City A/C and heating units	4	5
Lights changed throughout city	355	406

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Building Maintenance

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 330,685	$ 377,352	$ 372,572	$ 404,051	$ 410,947
Education and Travel	-	353	-	2,250	4,000
Telephone	1,425	3,825	2,770	2,910	2,910
Clothing Allowance	600	1,600	800	800	800
Department Expense and Supplies	2,596	1,284	-	-	-
Maintenance - Legion Hall	3,446	5,639	3,610	5,000	4,000
Maintenance - Public Works	61,637	54,407	64,148	61,915	55,000
Maintenance - Library	83,044	71,072	79,563	67,000	67,000
Maintenance - Senior Center	13,188	14,422	10,489	9,000	10,000
Maintenance - Administration Building	20,202	26,604	19,227	20,000	20,000
Maintenance - Cemetery	10,083	10,206	9,717	14,000	10,000
Maintenance - Police/Courts Building	157,838	162,137	168,058	160,000	160,000
Maintenance - City Hall	13,989	17,974	11,807	16,000	16,000
Maintenance - Fire/Ambulance Building	40,969	49,791	44,950	45,000	45,000
Asphalt Maintenance	9,945	15,589	-	20,000	-
Janitorial Service and Supplies	75,090	75,248	84,995	120,000	90,000
Administrative Charge-Broadband	-	-	360	361	993
Internal Charges-Utility Funds	82,072	82,305	75,000	75,000	75,000
Internal Charges-Fleet Operations	3,494	4,900	4,692	4,700	4,700
Internal Charges-Information Technology	-	-	5,628	5,632	6,093
TOTAL BUILDING MAINTENANCE	**$ 910,303**	**$ 974,708**	**$ 958,386**	**$ 1,033,619**	**$ 982,443**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Building Maintenance Superintendent	1.00	1.00	1.00	1.00	-
Facility Maintenance Supervisor	-	1.00	1.00	1.00	-
Building Maintenance Lead Technician	1.00	1.00	1.00	1.00	-
Building Maintenance Technician	1.00	1.00	1.00	1.00	-
Janitor	0.75	-	-	-	-
Total Building Maintenance Positions	**3.75**	**4.00**	**4.00**	**4.00**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works – Building Inspection

DEPARTMENT SUMMARY

The Building Inspection division is responsible for maintaining the integrity of the buildings throughout the City through permitting and inspections during the construction process. The division is also responsible for calculating and collecting impact fees during the inspection process.

DEPARTMENT ACCOMPLISHMENTS

- Processed 795 building permits, an increase of 100 permits over fiscal year 2019.
- Performed 12,883 inspections, a decrease of 1,849 inspections over fiscal year 2019.
- Provide full day Friday inspections.

DEPARTMENT GOALS

- Improve overall turnaround time for plan reviews.
- Update technology for permit tracking.
- Expand My City Inspector program to include all active permits.
- Fully certify new inspectors.

DEPARTMENT OPERATING INDICATORS

Building Inspection	2019	2020
Permits issued	695	795
Number of inspections performed	14,732	12,883

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Building Inspection

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 655,271	$ 735,367	$ 745,077	$ 804,465	$ 807,417
Subscriptions & Memberships	2,863	3,256	2,172	5,000	3,000
Education and Travel	3,847	2,712	3,554	4,500	3,500
Office Supplies and Expense	-	-	-	-	2,000
Telephone	4,962	6,788	5,557	7,560	7,560
Plan Check Fees	18,003	22,265	19,371	20,000	20,000
Professional & Technical	13,588	16,762	26,850	21,451	22,000
Clothing Allowance	1,200	1,600	1,200	1,200	1,200
Department Expense and Supplies	1,313	1,827	3,361	2,500	1,500
Miscellaneous	186	294	540	1,000	-
Administrative Charge-Broadband	-	-	2,712	2,707	3,145
Internal Charges-Fleet Operations	5,500	6,023	7,704	7,700	6,700
Internal Charges-Information Technology	-	-	20,016	20,015	18,038
Equipment Purchases	889	68	-	-	-
Internal Charges-Fleet Capital	-	-	-	4,299	-
TOTAL BUILDING INSPECTION	**707,622**	**796,962**	**838,114**	**902,397**	**896,060**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Chief Building Official	1.00	1.00	1.00	1.00	-
Deputy Building Official	-	1.00	1.00	1.00	-
Assistant Building Official	1.00	-	-	-	-
Plans Examiner	1.00	-	-	-	-
Building Inspector	3.00	4.00	4.00	4.00	-
Administrative Assistant	1.00	1.50	1.50	1.50	-
Total Building Inspection Positions	**7.00**	**7.50**	**7.50**	**7.50**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Engineering

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 499,625	$ 465,964	$ 474,405	$ 562,024	$ 747,291
Subscriptions & Memberships	623	1,939	2,085	2,565	4,610
Education and Travel	1,799	3,845	2,495	6,500	5,000
Telephone	3,686	4,337	2,322	2,436	3,156
Professional & Technical	198,325	55,052	23,299	25,000	25,000
Development Inspections	-	189,860	103,570	124,678	100,000
Clothing Allowance	-	1,600	1,084	1,200	1,400
Department Expense and Supplies	1,207	3,360	2,346	3,000	3,000
Miscellaneous	201	387	-	500	500
Administrative Charge-Broadband Fund	-	-	2,532	2,527	1,542
Internal Charges-Fleet Operations	9,000	5,000	5,400	5,400	3,900
Internal Charges-Information Technology	-	-	41,388	71,388	106,827
Computer Software	19,489	16,306	-	-	-
Equipment Purchases	-	1,087	2,000	2,000	2,000
Internal Charges-Fleet Capital	-	5,000	-	-	-
TOTAL ENGINEERING	**$ 733,955**	**$ 753,737**	**$ 662,926**	**$ 809,218**	**$ 1,004,226**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
City Engineer	-	-	-	1.00	1.00
GIS Supervisor	1.00	1.00	1.00	1.00	-
Project Engineer	2.00	2.00	2.00	2.00	-
Engineer	1.00	1.00	1.00	1.00	-
Construction Inspector	0.20	1.00	1.00	1.00	-
Administrative Assistant	0.75	-	-	-	-
Intern	1.00	1.00	1.00	1.00	-
Total Engineering Positions	**5.95**	**6.00**	**6.00**	**7.00**	**1.00**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Recreation

DEPARTMENT MISSION

Through diverse recreation programs and leisure opportunities foster civility, physical, and emotional wellness, and FUN!

DEPARTMENT ACCOMPLISHMENTS

- Over 5,000 youth program registrations.
- Background checks conducted on all volunteer coaches.

DEPARTMENT GOALS

- Participate in the completion of construction at Art Dye Park.
- Add more programs and participants as facilities become available.

DEPARTMENT OPERATING INDICATORS

Recreation Participants	2019	2020
Flag Football	900	n/a
Spring Soccer	1067	n/a
Fall Soccer	713	n/a
Baseball/Softball	650	n/a
Ultimate Frisbee	50	n/a
Tennis	175	n/a
Golf	85	n/a
Ski Bus	50	n/a
Skate Camp	55	n/a
Basketball	1900	n/a

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Recreation

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 506,808	$ 490,723	$ 496,007	$ 540,046	$ 507,705
Subscriptions & Meberships	360	495	495	600	500
Advertising	1,240	17	101	1,000	500
Education and Travel	1,203	1,980	1,055	2,200	2,250
Recreation Supplies & Maintenance	212	1,113	2,781	3,300	500
Office Supplies and Expense	-	-	-	-	8,000
Telephone	7,083	2,562	2,519	2,160	6,000
Programs Expense and Supplies	116,629	117,572	105,920	113,500	95,800
Department Expense and Supplies	13,507	15,053	7,824	9,848	500
Employee Appreciation	-	704	60	320	320
Clothing Allowance	-	-	-	600	-
Miscellaneous	2,561	266	-	500	-
Administrative Charge-Broadband	-	-	1,260	1,264	1,055
Internal Charges-Fleet Operations	10,419	5,800	4,404	4,400	4,400
Internal Charges-Information Technology	-	-	10,356	10,230	10,297
TOTAL RECREATION	**$ 660,022**	**$ 636,285**	**$ 632,782**	**$ 689,968**	**$ 637,827**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Recreation & Fitness Center Director	0.50	0.50	0.50	0.50	0.50
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00
Recreation Program Manager	2.00	2.00	2.00	2.00	2.00
Rec Supervisors/Scorekeepers/Referees	5.09	5.30	4.89	4.89	3.53
Total Recreation Positions	**8.59**	**8.80**	**8.39**	**8.39**	**7.03**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Planning

DEPARTMENT SUMMARY

The duties of the Planning Department are generally divided into the following areas of responsibility:

- Provide prospective developers, City Council, Planning Commission, City staff, and the general public with accurate and timely information regarding the City's General Plan elements, development requirements and policies, and general information about the City.
- Serve as staff to the Planning Commission and City Council, providing materials and recommendations as necessary for them to make the judgements and decisions required by state law and City ordinance.
- Working in conjunction with the Planning Commission, "look out" for the future of the City. This involves planning for growth and redevelopment in ways that ensures American Fork remains a desirable place to live for residents of all income levels, while at the same time providing opportunities for business growth and retention.
- Propose amendments to City plans, ordinances, and standards as deemed necessary or as requested.
- Provide zoning clearance functions for business license applications.

DEPARTMENT ACCOMPLISHMENTS

- Updated portions of TOD code related to Mixed-Use standards.
- Continued updates to the City's land use element of the General Plan.
- Continued coordination with Engineering Division and UDOT to implement City's Main Street Vision Plan, as UDOT looks to start reconstruction on the west side of American Fork.

DEPARTMENT GOALS

- Continue coordination with Chamber and Advisors Inc. to finalize downtown economic development plan.
- Coordinate with Public Works to implement the Bike/Pedestrian plan as future road projects progress.
- Coordinate with Legal on updates to the Development Code as needed.
- Continue Planning Commission training with Planning staff and Legal counsel (when requested).

DEPARTMENT OPERATING INDICATORS

Planning	2018	2019
Acres in process of annexation	193.5	97.6
Units approved – residential lots	609	795
Site plan meetings	Not available	7
Commercial site plan approvals	14	16

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Planning

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 231,842	$ 271,063	$ 275,451	$ 275,210	$ 281,654
Subscriptions & Memberships	1,576	1,576	1,600	1,623	1,625
Education and Travel	2,196	1,780	1,450	2,530	2,000
Office Expense and Supplies	-	-	-	-	600
Telephone	1,320	2,181	1,440	1,440	1,440
Professional & Technical	249	848	-	1,000	-
Economic Development	9,150	12,195	24,000	25,400	25,400
Department Expense and Supplies	2,251	237	1,000	750	2,750
Miscellaneous	2,899	3,114	-	1,000	-
Administrative Charge-Broadband	-	-	900	902	723
Internal Charges-Fleet Operations	-	1,000	804	800	800
Internal Charges-Information Technology	-	-	4,800	4,801	16,184
Internal Charges-Fleet Capital	-	-	-	5,000	-
TOTAL PLANNING	**$ 251,483**	**$ 293,994**	**$ 311,445**	**$ 320,456**	**$ 333,176**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Planning Director	1.00	1.00	1.00	1.00	-
Planner	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	0.50	0.50	0.50	-
Total Planning Positions	**3.00**	**2.50**	**2.50**	**2.50**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Citizen Committees - Senior Center

DEPARTMENT SUMMARY

The Senior Citizens Center provides programs and support for the seniors in American Fork and surrounding communities. The center strives to give the community a central place to gather and to get access to resources to help meet the needs they face in their daily lives.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Salaries & Wages	$ 20,732	$ 32,292	$ 30,311	$ 41,625	$ 41,218
Office Expense and Supplies	-	-	-	-	1,000
Telephone	586	1,090	-	-	-
Programs Expense and Supplies	-	-	-		25,000
Programs-Senior Meals	-	-	-	-	27,200
Department Expense and Supplies	-	-	-		8,800
Sundry Charges	74,916	58,711	68,171	69,000	-
Administrative Charge-Broadband	-	-	1,080	1,083	346
Internal Charges-Information Technology	-	-	3,576	3,581	5,915
Equipment Purchases	10,576	1,659	3,161	3,000	-
TOTAL SENIOR CITIZENS	**$ 106,810**	**$ 93,752**	**$ 106,299**	**$ 118,289**	**$ 109,479**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Center Director	0.50	0.50	0.50	0.50	
Assistant Director	0.50	0.50	0.50	0.50	
Secretary	0.50	0.50	0.50	0.50	
Aides	2.50	2.50	2.50	2.50	
Janitor	-	0.75	0.75	0.75	
Total Senior Center Positions	**4.00**	**4.75**	**4.75**	**4.75**	

STAFFING NOTES

1) Senior Center's positions are compensated with a stipend, with the exception of janitor, and is not dependent on number of hours worked. Therefore, each position is budgeted at 0.50 hours full-time equivalent.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Citizen Committees - Historical & Beautification

DEPARTMENT SUMMARY

Citizen committees are volunteer boards who support the City in many ways. The Historical Committee and Beautification Committee have small budgets for expenditures furthering the purpose of their respective boards.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Historical Committee	$ 23,052	$ -	$ 6,000	$ 7,000	$ 1,000
Beautification	2,990	6,158	6,000	7,000	4,000
TOTAL CITIZEN COMMITTEES	**$ 26,042**	**$ 6,158**	**$ 12,000**	**$ 14,000**	**$ 5,000**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

AMERICAN FORK

Special Revenue Funds

Municipal Building Authority Fund

FUND SUMMARY

The Municipal Building Authority fund was created to account for the activities of the City's Municipal Building Authority. The Authority was created to provide continuity between City Council changes. This method allows for small institutions to participate in financing. The City does not currently have any bonds outstanding issued by the Building Authority, but sees the organization as a "backstop" if needed. The yearly expenditures for the building authority are public notices.

FUND BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
EXPENDITURES					
Ordinances and Publications	$ 10	$ 103	$ -	$ 100	$ -
TOTAL EXPENDITURES	**$ 10**	**$ 103**	**$ -**	**$ 100**	**$ -**
Municipal Building Fund Net Revenue	(10)	(103)	-	(100)	-
Beginning Fund Balance	1,014	1,004	901	901	901
Ending Fund Balance	**$ 1,004**	**$ 901**	**$ 901**	**$ 801**	**$ 901**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Fitness Center

FUND DESCRIPTION

The American Fork Fitness Center has been in operation since 1993, serving hundreds of thousands of patrons since that time. With over 290,000 unique visits each year, the Center is a heavily used facility. The facility is complete with an indoor/outdoor competition type swimming pool, seasonal leisure pool, indoor track, 3 racquetball courts, cardio 7 weight rooms, group fitness areas, multi-purpose rooms, locker rooms, and a host of other amenities. A full range of programming available at the Center includes, but is not limited to: Lap swimming, land & water fitness classes, swim team, merit badge classes, day care, preschool, cycling classes, senior fit classes, itty bitty sports, personal training, karate, gymnastics, Jr. Ninja Warrior, and many others. The mission statement of the Fitness Center is "*Something for Everyone, Family * Fitness * Fun.*"

DEPARTMENT ACCOMPLISHMENTS

Last year we had over 270,000 unique visits to use the facility. We had an additional 100,000 visits to the facility to participate in swim team, gymnastics, itty bitty classes, merit badge classes, pre-school, karate and many other classes. 29,000 visits were from Seniors in our community that are committed to staying active and healthy!

For five consecutive years, AFFC has had over 3,000 swimmers enrolled in our "Learn-to-Swim" program annually. Participation in swim lessons are vital to a community's health and safety for young children. We had over 250 participants on our swim team. We have 6 High School swim teams that use our facility for practices and meets.

DEPARTMENT OPERATING INDICATORS

Fitness Center	2018	2019
Memberships	3,200	n/a
Members	14,000	n/a
Unique visits to facility/program participation	285,000	270,000
Program visits	100,000	100,000
Swim lesson participants	3,500	3,000
Gymnastics registrations	n/a	3,491
Itty Bitty registrations	n/a	501
Karate registrations	n/a	383
Ninja class registrations	n/a	1,056
Running Camp registrations	n/a	61
Preschool registrations	n/a	28
Princess Camp registrations	n/a	113

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Fitness Center

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
General Admissions	$ 197,969	$ 186,749	$ 166,842	$ 185,000	$ 138,750
Passes	673,590	692,973	679,175	676,000	507,000
Lessons	193,415	175,163	62,401	192,000	144,000
Swim Team	263,756	339,167	287,617	339,000	265,000
Specialty Classes	363,992	335,033	208,857	319,000	239,250
Gymnastics	-	-	28,688	25,000	18,750
Personal Training & Merit Badge	59,254	39,853	25,333	12,500	9,375
Equipment Rental	1,076	1,000	917	1,400	1,050
Jogging Track	4,364	4,823	4,866	3,500	2,625
Child Care	32,418	35,415	30,002	31,000	23,250
Resale Merchandise & Concessions	57,581	61,290	40,680	59,000	44,250
Room & Pool Rental	30,210	32,846	42,949	28,000	21,000
Miscellaneous	2,430	4,080	5,043	3,000	2,250
Donations	2,681	692	1,024	-	-
Total Revenues	**1,882,736**	**1,909,084**	**1,584,394**	**1,874,400**	**1,416,550**
TRANSFERS IN					
Transfer From General Fund	489,213	622,198	679,621	652,043	750,135
Total Transfers In	**489,213**	**622,198**	**679,621**	**652,043**	**750,135**
TOTAL REVENUES	**$ 2,371,949**	**$ 2,531,282**	**$ 2,264,015**	**$ 2,526,443**	**$ 2,166,685**
EXPENDITURES					
Wages & Salaries	$ 1,560,103	$ 1,460,794	$ 1,263,260	$ 1,532,253	$ 1,224,148
Subscriptions & Memberships	730	175	1,172	1,300	1,300
Advertising	6,239	4,582	5,534	6,000	4,500
Education & Travel	3,143	2,285	1,000	2,900	2,750
Employee Appreciation	-	3,561	1,954	900	900
Equipment Supply & Maintenance	14,144	17,083	16,366	17,477	17,000
Building Supply & Maintenance	70,080	78,824	69,585	70,000	70,000
Utilities	212,326	218,624	174,136	180,300	162,270
Office Supplies and Expense	-	-	-	-	21,010
Telephone	11,051	9,974	4,348	5,820	5,820
Contracted Janitorial Service	89,375	96,686	114,332	103,200	103,200
Professional and Technical	1,667	577	912	1,000	1,000
Resale Merchandise & Concessions	33,853	33,240	27,872	33,300	24,975
Copier Supply & Maintenance	1,674	281	-	4,000	-
Clothing Allowance	1,130	4,247	2,480	800	800
Computer Supply & Maintenance	989	3,000	-	403	-
Department Expense and Supplies	29,224	17,899	13,500	17,010	2,000
Pool Chemicals	76,155	60,767	68,443	61,200	61,200
Insurance	39,219	36,589	37,637	40,000	40,000
Miscellaneous	1,601	-	-	-	-
Programs Expense and Supplies	16,074	8,750	7,430	7,500	7,500
Credit Card & Bank Processing Fees	57,297	57,636	43,555	60,000	50,000
Child Care	1,385	1,932	4,096	3,600	3,600
Merit Badge	2,880	2,792	265	500	-
Group Fitness	3,152	-	-	-	-
Gymnastics	23,571	23,252	20,286	25,000	18,750
Swim Team	40,364	67,497	80,348	60,900	45,675

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Fitness Center

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
EXPENDITURES					
Swimming Pool Programs	6,713	12,225	11,280	6,000	4,500
Donation	172	1,851	-	-	-
Administrative Charge-General Fund	-	256,433	241,104	241,100	221,066
Administrative Charge-Broadband Fund	-	1,083	3,084	3,084	3,082
Internal Charges-Fleet Operations	1,000	1,000	996	1,000	1,000
Internal Charges-Information Technology	-	-	23,868	23,873	16,819
Equipment	8,112	760	3,035	5,420	-
Total Expenditures	**2,313,423**	**2,484,399**	**2,241,878**	**2,515,840**	**2,114,865**
TRANSFERS OUT					
Transfer to Capital Projects	-	-	92,493	92,493	45,720
Transfer to Capital Equipment	4,717	-	30,336	370	6,100
Total Transfers Out	**4,717**	**-**	**122,829**	**92,863**	**51,820**
TOTAL EXPENDITURES	**$ 2,318,140**	**$ 2,484,399**	**$ 2,364,707**	**$ 2,608,703**	**$ 2,166,685**
Fitness Center Fund Net Revenue	53,809	46,883	(100,692)	(82,260)	-
Beginning Fund Balance	-	53,809	100,692	100,692	-
Ending Fund Balance	**$ 53,809**	**$ 100,692**	**$ -**	**$ 18,432**	**$ -**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Recreation & Fitness Center Director	0.50	0.50	0.50	0.50	-
Aquatics/Head Swim Coach	1.00	1.00	1.00	1.00	-
Aquatics Manager	1.00	1.00	1.00	1.00	-
Facility Maintenance Supervisor	1.00	-	-	-	-
Fitness Center Program Manager	1.00	1.00	1.00	1.00	-
Fitness Center Office Manager	1.00	1.00	1.00	1.00	-
Part-Time Positions (Multiple Titles)	44.87	44.49	44.49	35.56	(8.93)
Total Fitness Center Positions	**50.37**	**48.99**	**48.99**	**40.06**	**(8.93)**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

PARC Tax Fund

FUND SUMMARY

The PARC tax fund collects and expends funds received from the City's Parks, Arts, Recreation, and Culture (PARC) sales and use tax option. The state of Utah allows cities to impose a sales and use tax for the purpose of enhancing public financial support of publicly owned and operated recreational and zoological facilities, and botanical, cultural, and zoological organizations owned or operated by institutions or private nonprofit organizations. The one-tenth of one percent sales tax collected by businesses within American Fork is accounted for in this fund, along with grants awarded by the City Council upon recommendation by the PARC tax board.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Sales Tax	$ 974,823	$ 1,074,179	$ 875,000	$ 1,023,750	$ 819,000
Grants Returned	127	-	-	-	-
Interest Earnings	10,652	16,568	13,152	7,000	9,000
TOTAL REVENUES	**$ 985,602**	**$ 1,090,747**	**$ 888,152**	**$ 1,030,750**	**$ 828,000**
EXPENDITURES					
Administrative	$ 55	$ 420	$ 11,800	$ 6,000	$ 500
Fitness Center	-	-	-	-	-
Parks	1,257,158	672,127	350,000	350,000	-
Boat Harbor	-	-	150,000	150,000	-
Alpine Community Theater	60,000	38,500	30,000	30,000	-
Fox Hollow Golf Course	15,380	30,000	-	-	-
Friends of the American Fork Library	15,400	14,396	17,723	17,723	-
American Fork Library	-	68,791	110,000	110,000	-
Timpanogos Arts Foundation	527,500	335,000	211,869	211,869	-
Harrington Center for the Arts	10,130	26,422	35,500	35,500	-
New Friends Quilt Circle	-	13,840	4,400	4,400	-
Timpanogos Symphony	-	6,400	5,600	5,600	-
Other Grants	-	-	5,200	5,200	829,431
Administrative Charge-General Fund	-	-	9,356	9,356	7,794
TOTAL EXPENDITURES	**$ 1,885,623**	**$ 1,205,896**	**$ 941,448**	**$ 935,648**	**837,725**
PARC Tax Fund Net Revenue	(900,021)	(115,149)	(53,296)	95,102	(9,725)
Beginning Fund Balance	1,110,954	210,933	95,784	95,784	42,488
Ending Fund Balance	**$ 210,933**	**$ 95,784**	**$ 42,488**	**$ 190,886**	**32,763**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Celebration Fund

FUND SUMMARY

The Celebration fund was initially created to track the revenues and expenditures associated with the City's annual American Fork Steel Days celebration. In fiscal year 2018, the City entered into a contract with the American Fork Chamber of Commerce to run the majority of Steel Days events. The City now has a limited number of responsibilities regarding the yearly event. The proposed budget for fiscal year 2021 includes the items the City is contractually obligated for. After fiscal year 2021, it is expected the Celebration Fund will be dissolved and recurring expenditures will be budgeted for in the General fund.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Contributions/Donations	$ 41,703	$ 9,114	$ -	$ -	$ -
Carnival Tickets	53,691	-	-	-	-
Other Event Income	13,046	-	3,800	4,075	12,000
Total Revenues	**108,440**	**9,114**	**3,800**	**4,075**	**12,000**
TRANSFERS IN					
Transfer From General Fund	-	-	20,337	10,721	37,000
Total Transfers In	**-**	**-**	**20,337**	**10,721**	**37,000**
TOTAL REVENUES	**$ 108,440**	**$ 9,114**	**$ 24,137**	**$ 14,796**	**$ 49,000**
EXPENDITURES					
Wages & Salaries	$ -	$ -	$ 22,701	$ 21,860	$ -
Advertising	332	-	-	-	-
Carnival	31,550	-	-	-	-
Fireworks Show	15,990	16,000	17,000	17,000	17,000
Miss American Fork Pageant	6,052	8,769	10,804	12,000	12,000
Other Programs	43,968	-	-	-	-
Float	130	-	7,000	3,575	-
Steel Days Contract	20,000	10,000	20,000	10,000	20,000
TOTAL EXPENDITURES	**$ 118,022**	**$ 34,769**	**$ 77,505**	**$ 64,435**	**$ 49,000**
Celebration Fund Net Revenue	(9,582)	(25,655)	(53,368)	(49,639)	-
Beginning Fund Balance	88,605	79,023	53,368	53,368	-
Ending Fund Balance	**$ 79,023**	**$ 53,368**	**$ -**	**$ 3,729**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

RDA - Downtown Redevelopment Fund

FUND SUMMARY

The Downtown Redevelopment fund is used to enhance and promote the City's core downtown area and to account for one small business revolving loan issued by the City that is still outstanding.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Interest Revenue	$ 2,332	$ 3,520	$ 3,215	$ 3,000	$ 3,000
Miscellaneous	25,000	-	-	-	-
TOTAL REVENUES	**$ 27,332**	**$ 3,520**	**$ 3,215**	**$ 3,000**	**$ 3,000**
EXPENDITURES					
Professional & Technical	-	-	41,000	41,000	-
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 41,000**	**$ 41,000**	**$ -**
Downtown Redevelopment Net Revenue	27,332	3,520	(37,785)	(38,000)	3,000
Beginning Fund Balance	103,254	130,586	134,106	134,106	96,321
Ending Fund Balance	**$ 130,586**	**$ 134,106**	**$ 96,321**	**$ 96,106**	**$ 99,321**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

RDA-East Side Redevelopment Agency Fund

FUND SUMMARY

The East Side RDA fund (also known as the East Main RDA fund) was created to account for the revenues and expenditures for the East Main RDA project area created December 1992. The goal of the East Main RDA project area is to incentivize the commercial and industrial development of several blocks along Main Street in American Fork where conditions of blight were determined to be present. The fund will continue to receive "haircut" monies until 2025.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Tax Increment	$ 81,758	$ -	$ 5,114	$ 1,700	$ 1,700
Haircut-East Side	14,393	43,163	45,071	40,003	40,003
Interest Earnings	750	672	730	360	700
TOTAL REVENUES	**$ 96,901**	**$ 43,835**	**$ 50,915**	**$ 42,063**	**$ 42,403**
EXPENDITURES					
Administrative Expenses	$ 378	$ -	$ -	$ -	$ -
Total Expenditures	**378**	**-**	**-**	**-**	**-**
TRANSFERS OUT					
Transfer to Capital Projects Fund	45,812	8,520	-	42,063	-
Transfer to General Fund	2,900	-	-	-	-
Transfer to Debt Service Fund	47,585	35,175	-	-	-
Total Transfers Out	**96,297**	**43,695**	**-**	**42,063**	**-**
TOTAL EXPENDITURES	**$ 96,675**	**$ 43,695**	**$ -**	**$ 42,063**	**$ -**
East Side RDA Fund Net Revenue	226	140	50,915	-	42,403
Beginning Fund Balance	(226)	-	140	140	51,055
Ending Fund Balance	**$ -**	**$ 140**	**$ 51,055**	**$ 140**	**$ 93,458**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

RDA-Business Park Redevelopment Fund

FUND SUMMARY

The Business Park RDA fund (also known as the North Valley RDA fund) was created to account for the revenues and expenditures of the North Valley RDA Project Area created September 1987. The goal of the North Valley RDA project area is to incentivize the commercial and industrial development along I-15 in American Fork. The fund will receive tax increment revenue through fiscal year 2019, and haircut monies through fiscal year 2026.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Tax Increment	$ 534,033	$ 620,623	$ 20,445	$ -	$ -
Haircut	96,428	131,088	325,071	312,101	312,100
Interest Earnings	20,634	42,004	54,560	20,634	50,000
TOTAL REVENUES	**$ 651,095**	**$ 793,715**	**$ 400,076**	**$ 332,735**	**$ 362,100**
EXPENDITURES					
Administrative Expenses	$ 6,415	$ 3,870	$ -	$ -	$ -
Developer Reimbursement	35,000	23,135	-	-	-
Development Activities	-	-	-	-	-
Haircut Expenditures	-	-	332,735	332,735	362,100
Administrative Charge-General Fund	-	-	-	-	-
Total Expenditures	**41,415**	**27,005**	**332,735**	**332,735**	**362,100**
TRANSFERS OUT					
Transfer to General Fund	23,200	34,543	-	-	-
Transfer to Debt Service Fund	385,007	353,417	-	-	-
Total Transfers Out	**408,207**	**387,960**	**-**	**-**	**-**
TOTAL EXPENDITURES	**$ 449,622**	**$ 414,965**	**$ 332,735**	**$ 332,735**	**$ 362,100**
Business Park RDA Fund Net Revenue	201,473	378,750	67,341	-	-
Beginning Fund Balance	1,117,775	1,319,248	1,697,998	1,697,998	1,765,339
Ending Fund Balance	**$ 1,319,248**	**$ 1,697,998**	**$ 1,765,339**	**$ 1,697,998**	**$ 1,765,339**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

RDA-Egg Farm Economic Development Area Fund

FUND SUMMARY

The Egg Farm EDA was created to account for the revenues and expenditures of the Egg Farm EDA project area created in September 2000. The goal of the Egg Farm EDA project area is to incentivize the commercial and industrial development of a former chicken farm in American Fork City. The fund will receive tax increment revenue through fiscal year 2028, depending on when minimum tax increment levels are reached. It is important to note that 20 percent of tax increment received must go towards affordable housing projects in the state of Utah.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Tax Increment	$ 721,310	$ 773,782	$ 716,387	$ 703,075	$ 703,075
Tax Increment - Housing	180,327	193,446	179,097	175,769	175,769
Interest Earnings	29,828	60,913	77,622	18,000	50,000
TOTAL REVENUES	**$ 931,465**	**$ 1,028,141**	**$ 973,106**	**$ 896,844**	**$ 928,844**
EXPENDITURES					
Administrative Expenses	$ 4,457	$ 5,229	$ 9,000	$ 10,000	$ 10,000
Developer Reimbursement	450,819	483,614	474,253	439,422	291,273
Development Activities	50,000	-	-	175,769	175,769
Administrative Charge-General Fund	-	-	22,632	33,942	39,947
860 E Reconstruction	-	-	18,370	500,000	-
Total Expenditures	**505,276**	**488,843**	**524,255**	**1,159,133**	**516,989**
TRANSFERS OUT					
Transfer to General Fund	31,900	38,334	-	-	-
Total Transfers Out	**31,900**	**38,334**	**-**	**-**	**-**
TOTAL EXPENDITURES	**$ 537,176**	**$ 527,177**	**$ 524,255**	**$ 1,159,133**	**$ 516,989**
Egg Farm EDA Fund Net Revenue	394,289	500,964	448,851	(262,289)	411,855
Beginning Fund Balance	1,665,738	2,060,027	2,560,991	2,560,991	3,009,842
Ending Fund Balance	**$ 2,060,027**	**$ 2,560,991**	**$ 3,009,842**	**$ 2,298,702**	**$ 3,421,697**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

AMERICAN FORK

Debt Service Fund

Debt Service Fund

FUND SUMMARY

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

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Property Tax	$ -	$ 395,000	$ 784,125	$ 784,125	$ 784,125
PARC Tax Grant	350,000	350,000	350,000	350,000	350,000
Interest Earnings	24,516	22,039	19,796	24,000	17,875
Total Revenues	**374,516**	**767,039**	**1,153,921**	**1,158,125**	**1,152,000**
TRANSFERS IN					
Transfer From General Fund	1,385,975	354,939	-	-	-
Transfer From Bond Capital Project Fund	904,284	-	100,000	-	-
Transfer From Park Impact Fee Fund	335,226	388,060	120,808	121,558	119,864
Transfer From Water Fund	46,500	-	-	-	-
Transfer From Sewer Fund	46,500	-	-	-	-
Transfer From East Side RDA	47,585	35,175	-	-	-
Transfer from Fire Impact Fees Fund	-	-	-	-	78,000
Transfer from Police Impact Fees Fund	-	-	-	-	26,000
Transfer From Business Park RDA	385,007	353,417	-	-	-
Total Transfers In	**3,151,077**	**1,131,591**	**220,808**	**121,558**	**223,864**
TOTAL REVENUES	**$ 3,525,593**	**$ 1,898,630**	**$ 1,374,729**	**$ 1,279,683**	**$ 1,375,864**
EXPENDITURES					
2020 General Obligation Bonds	-	-	-	-	580,143
2018 Sales Tax Revenue Refunding Bonds	-	469,507	470,808	470,808	469,864
2015 Sales Tax Revenue Bonds	430,842	388,592	-	-	-
2014 General Obligation Refunding Bonds	596,622	597,901	599,027	599,027	-
2013 General Obligation Refunding Bonds	266,123	267,054	-	-	-
2011 General Obligation Refunding Bonds	188,003	184,331	185,098	185,098	180,250
2012 Sales Tax Revenue Bonds	971,387	-	-	-	-
2005 General Obligation Refunding Bonds	707,250	-	-	-	-
Trustee Fees	4,750	2,500	1,750	1,750	1,750
Cost of Issuance	-	-	100,000	-	-
Total Expenditures	**3,164,977**	**1,909,885**	**1,356,683**	**1,256,683**	**1,232,007**
TRANSFERS OUT					
Transfer to Capital Projects Fund	-	-	941,411	941,411	-
Total Transfers Out	**-**	**-**	**941,411**	**941,411**	**-**
TOTAL EXPENDITURES	**$ 3,164,977**	**$ 1,909,885**	**$ 2,298,094**	**$ 2,198,094**	**$ 1,232,007**
Debt Service Fund Net Revenue	360,616	(11,255)	(923,365)	(918,411)	143,857
Beginning Fund Balance	943,430	1,304,046	1,292,791	1,292,791	369,426
Ending Fund Balance	**$ 1,304,046**	**$ 1,292,791**	**$ 369,426**	**$ 374,380**	**$ 513,283**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

AMERICAN FORK

Capital Projects Funds

General Capital Projects Fund

FUND SUMMARY

The General Capital Projects Fund accounts for financial resources to be used for the acquisition of major capital facilities (other than those financed by enterprise or internal service fund activities). This fund does not account for projects accounted for with impact fees which are accounted for in separate impact fee funds.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Property Tax	$ -	$ 525,000	$ 525,000	$ 525,000	$ 500,000
Sales Tax	-	-	582,250	685,000	513,750
Class C Road Funds	-	1,193,797	1,187,683	1,200,000	1,080,000
Cemetery Lot Sales	29,200	41,600	39,000	44,000	40,000
Grants-PARC Tax	907,158	322,127	506,000	553,112	260,000
Grants-Utah County Recreation	14,955	14,711	14,256	14,256	-
Grants-Mountainland Association of Govt	-	-	900	5,817,000	5,573,925
Grants-Utah Department of Transportation	-	-	-	-	403,569
Grants-Utah Outdoor Recreation Grant	-	-	-	-	-
Interest Earnings	74,641	94,347	120,645	88,425	88,425
Total Revenue	**1,025,954**	**2,191,582**	**2,975,734**	**8,926,793**	**8,459,669**
TRANSFERS IN					
Transfer From General Fund	2,565,288	1,593,741	875,457	842,367	394,706
Transfer From Fitness Center	-	-	92,493	92,493	45,720
Transfer From East Side RDA Fund	45,812	8,520	-	-	-
Transfer From Debt Service Fund	-	-	941,411	941,411	-
Transfer From Police Impact Fee Fund	-	1,500	-	-	-
Total Transfers In	**2,611,100**	**1,603,761**	**1,909,361**	**1,876,271**	**440,426**
TOTAL REVENUES	**$ 3,637,054**	**$ 3,795,343**	**$ 4,885,095**	**$ 10,803,064**	**$ 8,900,095**
EXPENDITURES					
Streets					
Pavement Management Plan	364,904	2,192,169	2,523,095	2,523,095	2,093,750
200 E Betterments	213,205	-	-	-	-
700 N Connection	-	1,800	900	1,098,200	1,651,000
ADA/Sidewalk Improvements	-	-	40,000	40,000	40,000
Safe Route to Schools	-	-	50,000	50,000	70,200
Transit Loop Feasibility	-	-	-	-	95,000
Street Lighting Upgrades	-	-	50,000	50,000	50,000
Total Streets	**578,109**	**2,193,969**	**2,663,995**	**3,761,295**	**3,999,950**
Cemetery					
Parking Lot-Asphalt	-	6,396	-	-	-
Expansion	17,388	4,380	-	44,000	40,000
Wall Repair	-	-	-	10,000	-
Total Cemetery	**17,388**	**10,776**	**-**	**54,000**	**40,000**
Parks					
Evergreen Park Irrigation	-	15,064	24,510	5,936	-
Country View Park Irrigation	-	-	-	20,000	-
Fox Hollow Subsidy	240,000	240,000	240,000	240,000	240,000
Utah County Grant-Art Dye Park	14,955	14,711	14,256	14,256	-
State Grant-Boat Harbor	7,300	-	-	-	-
200 South Bike/Pedestrian Path	-	-	504,075	4,677,000	4,172,925
Trail Maintenance	-	-	-	-	3,000
Parking Lot Maintenance	-	-	-	-	15,000

General Capital Projects Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
EXPENDITURES					
Parks					
Pickleball Resurfacing	-	-	-	-	5,500
Hindley Filter Relocation	-	-	-	-	13,500
Sprinkler Automation	-	-	-	-	21,500
Boat Harbor	-	-	-	1,842	-
Art Dye Park	-	-	44,826	-	-
PARC-Benches and Trees	10,000	-	-	-	-
PARC-Quail Hollow Pavillion	67,000	-	-	-	-
PARC-Quail Hollow Parking	37,773	20,227	-	-	-
PARC-Art Dye Park	463,212	111,142	83,445	82,113	-
PARC-Daughters of Utah Pioneers	1,874	5,030	-	321	-
PARC-Sculpture	20,000	-	-	3,000	-
PARC-Meadowview Park	6,040	46,942	1,863	18	-
PARC-Miller Park Parking Lot	48,606	-	-	6,394	-
PARC-Picnic Tables, Trees, Cans	-	9,650	27,885	28,450	-
PARC-Meadow View Playground	-	58,987	-	1,013	-
PARC-Rotary Park Pavillion	-	85,187	64,558	78,260	-
PARC-Swing Set Replacements	-	9,996	-	-	-
PARC-Easton Dog Park	-	2,590	31,154	31,719	-
PARC-Miller & Evergreen Park Restroor	-	-	-	17,402	-
PARC-Hindley Park Parking Lot	-	-	105,750	105,750	-
PARC-Playground Equipment	-	-	78,884	86,208	-
PARC-Pool Shade Structure	-	-	24,800	24,800	-
PARC-Quail Cove Entrance	-	-	18,869	18,869	-
PARC-Boat Harbor	-	-	-	-	150,000
PARC-Library Expansion	-	-	68,791	68,791	110,000
Total Parks	**916,760**	**619,526**	**1,333,666**	**5,512,142**	**4,731,425**
Fitness Center					
Deck Drain Replacement	13,529	11,249	-	-	18,000
Revolving Door Replacement	-	-	-	12,000	-
Facility Paint and Flooring	-	4,584	10,767	15,416	-
Roof Replacement	24,900	-	36,233	46,000	-
HVAC Units	-	41,550	-	-	-
LED Lighting Upgrades	15,000	10,585	11,945	11,945	-
ADA Door Openers	-	4,700	-	-	-
Slide Repair	-	5,000	-	-	-
Cinder Block Entry	-	-	-	-	-
Security Upgrade	-	-	14,475	15,000	-
Pool Boiler	-	-	160,940	160,940	-
Weight Room Expansion	-	-	-	-	27,720
Feasibility Study	-	23,067	-	-	-
Total Fitness Center	**53,429**	**100,735**	**234,360**	**261,301**	**45,720**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

General Capital Projects Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
EXPENDITURES					
Building & Grounds					
HVAC System Replacements	-	15,680	23,085	23,085	-
Fire Panel Replacements	-	-	-	-	40,000
Boiler Replacements	-	-	-	-	28,000
Electrical Transmitters	-	-	-	-	15,000
Library-Carpet Replacement	-	-	53,350	60,000	-
Library Chiller	55,854	-	-	-	-
Public Works HVAC Replacement	13,400	-	-	-	-
Police Interview Room Remodel	17,359	-	-	-	-
Police Station Carpet	-	-	51,295	51,157	-
Administration Building Stairs	-	-	3,384	25,000	-
Total Building & Grounds	**86,613**	**15,680**	**131,114**	**159,242**	**83,000**
Other					
Fire-Station 52	-	1,500	-	-	-
Parade Float	-	-	15,425	8,425	-
Total Other	**-**	**1,500**	**15,425**	**8,425**	**-**
Total Expenditures	**1,652,299**	**2,942,186**	**4,378,560**	**9,756,405**	**8,900,095**
TRANSFERS OUT					
Transfer to General Fund	-	-	-	-	2,000,000
Transfer to Capital Equipment	8,000	50,000	-	-	-
Total Transfers Out	**8,000**	**50,000**	**-**	**-**	**2,000,000**
TOTAL EXPENDITURES	**$ 1,660,299**	**$ 2,992,186**	**$ 4,378,560**	**$ 9,756,405**	**$ 10,900,095**
Debt Service Fund Net Revenue	1,976,755	803,157	506,535	1,046,659	(2,000,000)
Beginning Fund Balance	1,952,915	3,929,670	4,732,827	4,732,827	5,239,362
Ending Fund Balance	**$ 3,929,670**	**$ 4,732,827**	**$ 5,239,362**	**$ 5,779,486**	**$ 3,239,362**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Bond Capital Projects Fund

FUND SUMMARY

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

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Bond Proceeds	$ 4,000,000	$ -	$ 8,500,000	$ 5,100,000	$ -
Interest Earnings	-	97,000	35,579	-	15,000
TOTAL REVENUES	**$ 4,000,000**	**$ 97,000**	**$ 8,535,579**	**$ 5,100,000**	**$ 15,000**
EXPENDITURES					
Fire Station 52	-	-	-	5,100,000	6,400,000
Land-Fire Station 53	-	-	-	-	2,000,000
Art Dye Park-Phase I and II	-	590,966	2,580,000	-	-
Bond Cost of Issuance	21,750	-	-	-	-
Total Expenditures	**21,750**	**590,966**	**2,580,000**	**5,100,000**	**8,400,000**
TRANSFERS OUT					
Transfer to Debt Service Fund	904,284	-	100,000	-	-
Total Transfers Out	**904,284**		**100,000**		**-**
TOTAL EXPENDITURES	**$ 926,034**	**$ 590,966**	**$ 2,680,000**	**$ 5,100,000**	**$ 8,400,000**
Debt Service Fund Net Revenue	3,073,966	(493,966)	5,855,579	-	(8,385,000)
Beginning Fund Balance	-	3,073,966	2,580,000	2,580,000	8,435,579
Ending Fund Balance	**$ 3,073,966**	**$ 2,580,000**	**$ 8,435,579**	**$ 2,580,000**	**$ 50,579**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Capital Equipment Fund

FUND SUMMARY

The capital equipment fund accounts for equipment purchases other than those purchased by enterprise or internal service fund activities.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Sale of Capital Assets	$ -	$ 4,000	$ -	$ -	$ -
Interest Earnings	899	1,046	420	-	-
Capital Lease Proceeds	-	-	-	-	-
Interfund Loan	-	-	166,825	165,000	-
Total Revenues	**899**	**5,046**	**167,245**	**165,000**	**-**
TRANSFERS IN					
Transfer From General Fund	384,203	268,521	160,895	222,488	202,488
Transfer From Fitness Center	4,717	-	30,336	370	6,100
Transfer From Capital Projects	8,000	50,000	-	-	-
Total Transfers In	**396,920**	**318,521**	**191,231**	**222,858**	**208,588**
TOTAL REVENUES	**$ 397,819**	**$ 323,567**	**$ 358,476**	**$ 387,858**	**$ 208,588**
EXPENDITURES					
Police					
Equipment, Radios, & Tasers	$ 12,500	$ 5,314	$ 23,000	$ 23,283	$ 10,000
Storage Shed	-	-	52,550	52,550	-
Radio Replacement	-	-	15,000	15,000	10,000
Total Police	**12,500**	**5,314**	**90,550**	**90,833**	**20,000**
Fire					
Tech/Rescue Specialized Equipment	18,412	19,792	20,485	20,000	10,000
Radios	66,656	-	-	-	-
Dispatch Upgrades	-	-	-	-	15,000
X-Series 12 Lead Zolls	-	104,528	-	-	27,000
Burn Prop	49,722	14,630	-	-	-
Cascade Air System	65,693	-	-	-	-
Total Fire	**200,483**	**138,950**	**20,485**	**20,000**	**52,000**
Streets					
Loader Lease	8,000	8,000	-	-	-
Trackhoe Lease	-	11,500	11,500	11,500	11,500
Backhoe Lease	-	7,250	12,500	12,500	23,000
Roller Lease	-	-	7,000	7,000	-
Concrete Lifting Machine	28,475	-	-	-	-
Salter Racks	-	-	25,000	25,000	-
Loader	-	-	166,825	165,000	(5,000)
Backhoe	-	-	-	-	52,000
Chip Box	-	-	-	-	12,000
Mini-X	-	-	-	-	-
Skid Steer	-	-	-	-	-
Total Streets	**36,475**	**26,750**	**222,825**	**221,000**	**93,500**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Capital Equipment Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Parks					
Excavator Lease	7,250	-	-	-	-
Mower Lease	4,527	-	-	-	-
UTV	-	10,621	-	-	-
Front End Loader Repair	-	30,000	-	-	-
Bleacher Replacement	9,595	-	-	-	-
PARC Matching Funds	36,008	-	13,992	13,992	-
Playground Replacement	-	-	50,974	60,000	-
Dump Trailer	-	-	-	-	10,000
Total Parks	**57,380**	**40,621**	**64,966**	**73,992**	**10,000**
Cemetery					
Backhoe Lease	3,792	9,225	8,519	8,079	8,079
Excavator Lease	-	8,405	8,716	8,409	8,409
Mower	-	16,388	-	-	-
Total Cemetery	**3,792**	**34,018**	**17,235**	**16,488**	**16,488**
Fitness Center & Recreation					
Pool Start Blocks	12,988	-	-	-	-
Fitness Equipment	24,856	19,424	20,336	20,946	5,000
Leisure Pool Tarp	-	-	10,000	10,000	-
Camera Upgrades	-	-	-	-	1,100
Soccer Goals	-	-	-	-	5,500
Total Fitness Center & Recreation	**37,844**	**19,424**	**30,336**	**30,946**	**11,600**
Other					
Engineering - Trimble GPS Unit	-	-	10,000	10,000	-
Library-Furniture	9,914	-	-	-	-
Holiday Decorations	-	-	-	-	5,000
Total Other	9,914	-	10,000	10,000	5,000
TOTAL EXPENDITURES	**$ 358,388**	**$ 265,077**	**$ 456,397**	**$ 463,259**	**$ 208,588**
Capital Equipment Fund Net Revenue	39,431	58,490	(97,921)	(75,401)	-
Beginning Fund Balance	-	39,431	97,921	97,921	-
Ending Fund Balance	**$ 39,431**	**$ 97,921**	**$ -**	**$ 22,520**	**$ -**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Park Impact Fees Fund

FUND SUMMARY

The Park Impact Fee Fund accounts for fees assessed to property developers for new land or park space that must be acquired to maintain the established park land level of service as a result of growth due to new property development. Each impact fee type is separated into its own fund for greater tracking and accountability.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Impact Fees	$ 2,055,039	$ 1,573,204	$ 2,200,144	$ 20,000	$ 1,400,000
Interest Earnings	55,238	120,736	128,829	80,000	120,000
TOTAL REVENUES	**$ 2,110,277**	**$ 1,693,940**	**$ 2,328,973**	**$ 100,000**	**$ 1,520,000**
EXPENDITURES					
Impact Fee Analysis/Master Plan Update	5,434	-	7,500	7,500	-
Parking Lots	2,909	35,174	-	-	-
Easton Park	7,951	-	-	-	-
Art Dye Improvements	-	42,457	2,235,142	2,191,877	350,000
200 S Bike/Pedestrian Path	-	-	-	323,000	-
Trail Expansion	-	-	-	-	200,000
Boat Harbor	-	-	-	-	-
Developer Reimbursement	36,382	25,980	279,621	84,802	-
Total Expenditures	**52,676**	**103,611**	**2,522,263**	**2,607,179**	**550,000**
TRANSFERS OUT					
Transfer to General Fund	-		290,633	290,633	-
Transfer to Debt Service Fund	335,226	388,060	120,808	121,558	119,864
Total Transfers Out	**335,226**	**388,060**	**411,441**	**412,191**	**119,864**
TOTAL EXPENDITURES	**$ 387,902**	**$ 491,671**	**$ 2,933,704**	**$ 3,019,370**	**$ 669,864**
Park Impact Fee Fund Net Revenue	1,722,375	1,202,269	(604,731)	(2,919,370)	850,136
Beginning Fund Balance	2,185,735	3,908,110	5,110,379	5,110,379	4,505,648
Ending Fund Balance	**$ 3,908,110**	**$ 5,110,379**	**$ 4,505,648**	**$ 2,191,009**	**$ 5,355,784**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Road Impact Fees Fund

FUND SUMMARY

The Road Impact Fee Fund accounts for fees assessed to property developers to reimburse the city for the cost of developing new system capacity that allows new development to occur and allows for transportation level of service to be maintained. Each impact fee type is separated into its own fund for greater tracking and accountability.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Impact Fees	$ 1,944,786	$ 2,001,660	$ 2,604,492	$ 2,000,000	$ 1,400,000
Interest Earnings	47,514	124,338	135,876	80,000	120,000
TOTAL REVENUES	**$ 1,992,300**	**$ 2,125,998**	**$ 2,740,368**	**$ 2,080,000**	**$ 1,520,000**
EXPENDITURES					
Impact Fee Analysis/Master Plan Update	19,349	-	13,433	7,500	-
700 N Land Acquisition	-	-	272,000	272,000	-
700 N Grant Match	-	-	-	80,000	272,000
700 N Signal	-	-	-	250,000	-
200 S Design & Engineering	-	358,301	4,960	4,959	-
Traffic Signal-300 N 600 E	-	-	2,500	2,500	-
Widening 300 N 1100 E	-	-	40,400	40,400	-
400 S Connection to 500 E	-	-	-	-	300,000
300 W Pacific Dr Improvements	-	-	-	-	50,000
300 N 600 E Intersection	-	-	-	-	300,000
Developer Reimbursement	41,759	157,880	2,011,488	910,714	-
TOTAL EXPENDITURES	**$ 61,108**	**$ 516,181**	**$ 2,344,781**	**$ 1,568,073**	**$ 922,000**
Road Impact Fee Fund Net Revenue	1,931,192	1,609,817	395,587	511,927	598,000
Beginning Fund Balance	1,578,478	3,509,670	5,119,487	5,119,487	5,515,074
Ending Fund Balance	**$ 3,509,670**	**$ 5,119,487**	**$ 5,515,074**	**$ 5,631,414**	**$ 6,113,074**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Fire Impact Fees Fund

FUND SUMMARY

The Fire Impact Fee Fund accounts for impact fees charged to new development to recover all or a portion of the costs of providing fire services to new development. Impact fees collected provide funding for essential public safety infrastructure needed by the City to handle the increase in calls that new growth will generate.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Impact Fees	$ 279,658	$ 257,694	$ 440,928	$ 300,000	$ 210,000
Interest Earnings	12,282	27,623	29,795	13,000	20,000
TOTAL REVENUES	**$ 291,940**	**$ 285,317**	**$ 470,723**	**$ 313,000**	**$ 230,000**
EXPENDITURES					
Impact Fee Analysis	5,434	-	7,500	7,500	-
Station 52 Engineering & Design	540	-	-	-	-
Station 52 Land	-		-	500,000	-
Developer Reimbursement	-	-	3,077	-	-
Total Expenditures	**5,974**	**-**	**10,577**	**507,500**	**-**
TRANSFERS OUT					
Transfer to Debt Service Fund	-	-	-	-	78,000
Total Transfers Out	**-**	**-**	**-**	**-**	**78,000**
TOTAL EXPENDITURES	**$ 5,974**	**$ -**	**$ 10,577**	**$ 507,500**	**$ 78,000**
Fire Impact Fee Fund Net Revenue	285,966	285,317	460,146	(194,500)	152,000
Beginning Fund Balance	567,378	853,344	1,138,661	1,138,661	1,598,807
Ending Fund Balance	**$ 853,344**	**$ 1,138,661**	**$ 1,598,807**	**$ 944,161**	**$ 1,750,807**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Police Impact Fees Fund

FUND SUMMARY

The Fire Impact Fee Fund accounts for impact fees charged to new development to recover all or a portion of the costs of providing police services to new development. Impact fees collected provide funding for essential public safety infrastructure needed by the City to handle the increase in calls that new growth will generate.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Impact Fees	$ 257,308	$ 211,922	$ 303,175	$ 280,000	$ 196,000
Interest Earnings	15,247	32,702	33,212	16,000	20,000
TOTAL REVENUES	**$ 272,555**	**$ 244,624**	**$ 336,387**	**$ 296,000**	**$ 216,000**
EXPENDITURES					
Impact Fee Analysis	5,434	-	7,500	7,500	-
Developer Reimbursement	-	-	10,221	-	-
Total Expenditures	**5,434**	**-**	**17,721**	**7,500**	**-**
TRANSFERS OUT					
Transfer to Capital Projects Fund	-	1,500	-	-	-
Transfer to Debt Service Fund	-	-	-	-	26,000
Total Transfers Out	**-**	**1,500**	**-**	**-**	**26,000**
TOTAL EXPENDITURES	**$ 5,434**	**$ 1,500**	**$ 17,721**	**$ 7,500**	**$ 26,000**
Police Impact Fee Fund Net Revenue	267,121	243,124	318,666	288,500	190,000
Beginning Fund Balance	813,134	1,080,255	1,323,379	1,323,379	1,642,045
Ending Fund Balance	**$ 1,080,255**	**$ 1,323,379**	**$ 1,642,045**	**$ 1,611,879**	**$ 1,832,045**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Permanent Fund

Perpetual Care Trust Fund

FUND SUMMARY

The Perpetual Care Trust Fund is a permanent fund used to hold and manage funds for the purpose of maintenance and upkeep of the City's cemetery. Revenues come from sales of graves and interest earnings. Interest earned on idle funds is transferred to the general fund to offset upkeep of the cemetery.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Perpetual Care	$ 19,800	$ 25,400	$ 20,400	$ 22,000	$ 26,000
Interest Earnings	1,753	8,055	11,229	9,000	9,000
Loan Payment-Lot Sales	23,250	27,500	24,375	27,500	32,500
TOTAL REVENUES	**$ 44,803**	**$ 60,955**	**$ 56,004**	**$ 58,500**	**$ 67,500**
TRANSFERS OUT					
Transfer to General Fund	1,753	7,254	11,229	9,000	9,000
TOTAL EXPENDITURES	**$ 1,753**	**$ 7,254**	**$ 11,229**	**$ 9,000**	**$ 9,000**
Perpetual Care Trust Fund Net Revenue	43,050	53,701	44,775	49,500	58,500
Beginning Fund Balance	686,809	729,859	783,560	783,560	828,335
Ending Fund Balance	**$ 729,859**	**$ 783,560**	**$ 828,335**	**$ 833,060**	**$ 886,835**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

AMERICAN FORK

Proprietary Funds

Public Works – Culinary & Secondary Irrigation

FUND SUMMARY

The Culinary and Secondary Irrigation water divisions provide the citizens of American Fork with clean water (for culinary purposes) and secondary irrigation water for outside water needs.

DEPARTMENT ACCOMPLISHMENTS

- CDBG Phase 6 waterline replacement (300 East—300 North to State St).
- CDBG Phase 7 waterline replacement (300 East—200 South to 400 South; 400 South-200 East to Orchard Ave).
- New Chlorination system and building.
- Installed 16" HDPE pipeline at intersection of State Road 92 and Canyon Rd.
- Managed water resources with limited amount of water available.

DEPARTMENT GOALS

- Repair cracks on Upper East Tank wall.
- Waterline project—State St—From 400 East to 1100 East.
- Waterline project—State St—From 300 West to 470 West.
- CDBG Phase 8 waterline project (Elm St/400 East).
- Replacement of 36" waterline.
- Replace spring line with 16" HDPE.
- Repair Country Club Well.
- Golf course flush line installation.
- SCADA system upgrades.

DEPARTMENT OPERATING INDICATORS

Culinary and Secondary Water	2019	2020
Waterline repairs	83	73
Work orders	2,950	2,742
Blue staking	5,845	5,817
Routine Sampling	400 (100% pass rate)	408
Culinary water usage (yearly)	5,202 acre feet	5,541 acre feet
Pressurized irrigation water usage (yearly)	7,372 acre feet	10,315 acre feet

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Culinary Water Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Water Sales	$ 3,661,289	$ 3,881,995	$ 4,260,379	$ 4,057,943	$ 4,260,261
CUP Water Fee	738,553	818,015	867,619	804,000	828,120
Connection Fee	289,123	184,017	201,549	190,000	195,700
Late Fee	159,534	166,397	159,589	150,000	150,000
Intergovernmental	302,381	2,840,724	150,000	150,000	-
Miscellaneous	68,214	52,908	30,684	40,000	40,000
Note Receivable	32,378	33,751	19,100	35,000	-
Interest Earnings	67,882	203,038	269,460	60,000	100,000
Developer Contributions	4,480,830	3,708,628	-	-	-
Loan Proceeds	-	-	-	-	23,721,767
Total Revenues	**9,800,184**	**11,889,473**	**5,958,380**	**5,486,943**	**29,295,848**
TRANSFERS IN					
Transfer From General Fund	22,727	-	-	-	-
Total Transfers In	**22,727**	-	-	-	-
TOTAL REVENUES	**$ 9,822,911**	**$ 11,889,473**	**$ 5,958,380**	**$ 5,486,943**	**$ 29,295,848**
EXPENSES					
Operating					
Salaries & Wages	286,251	349,567	346,208	392,365	516,655
Subscriptions & Memberships	1,475	1,720	1,566	1,600	1,600
Education & Travel	4,089	3,023	4,150	4,150	4,150
Postage	11,549	13,606	10,738	16,000	16,000
Equipment Supplies & Maintenance	13,428	8,365	19,971	15,000	15,000
Insurance	40,182	46,925	50,140	53,000	53,000
Utilities	120,398	189,920	172,621	200,000	200,000
Telephone	12,134	9,071	9,024	8,520	9,000
Professional & Technical	100,627	79,413	123,077	70,000	50,000
Clothing Allowance	1,600	1,950	1,200	1,400	1,400
Debris Hauling	2,297	4,020	4,141	5,000	5,000
Department Expense and Supplies	72,759	56,916	82,941	111,400	90,000
Blue Stakes	10,568	9,165	-	-	-
CUP-Water Assessment and Fees	1,275,414	620,843	551,621	805,000	805,000
Credit Card & Bank Processing Fees	25,347	30,401	45,884	32,000	32,000
No Fault Liability Claims	31,105	4,500	-	50,000	50,000
Backhoe Lease	-	17,500	19,500	19,500	-
Land Lease	7,430	7,483	7,440	7,500	7,500
Meter Replacement	196,812	246,144	145,383	150,000	100,000
Bad Debt Expense	13,595	-	-	-	-
Depreciation	874,671	942,783	950,000	-	-
Administrative Charges-General	409,000	402,265	426,480	426,475	473,721
Administrative Charge-Broadband	-	831	2,616	2,610	2,627
Internal Charges-Fleet Operations	24,337	20,000	21,996	22,000	22,000
Internal Charges-Information Technology	-	-	17,280	17,280	15,575
Total Operating Expenses	**3,535,068**	**3,066,411**	**3,013,977**	**2,410,800**	**2,470,228**
Capital Projects					
Equipment	6,500	-	-	-	160,000
Water Line Projects	46,846	28,479	121,050	371,521	100,000
Water Line Replacement	-	-	200,000	200,000	100,000
Water Line Replacement-CDBG	-	14	545,452	557,023	-

Public Works - Culinary Water Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
Large Meter Replacement	-	-	-	50,000	25,000
Meters-City Facilities	-	-	-	50,000	25,000
Well Repairs	-	-	99,580	99,580	250,000
Fire Hydrants	-	-	42,473	50,000	40,000
Chlorinator Replacement	-	-	-	3,918	-
Spring Line Replacement	-	-	753,192	850,151	600,000
36" Water Line	-	-	276,475	1,510,389	24,279,384
500 E-1100 E Utility Betterments	-	-	-	241,290	-
300 W Main Utility Betterments	-	-	754,738	754,738	-
100 E Water Improvements	-	-	-	-	500,000
Upper Tank Rehabilitation	-	-	715,793	1,099,657	-
TOD Well	-	-	-	98,363	-
Internal Charges-Fleet Capital	88,114	-	-	-	-
Total Capital Projects	**141,460**	**28,493**	**3,508,753**	**5,936,630**	**26,079,384**
Debt Service					
Waterline Loan	-	-	-	-	161,000
2012 Water Revenue Bonds	16,552	15,594	52,221	52,221	51,252
Cost of Issuance	-	-	-	-	237,218
Total Debt Service	**16,552**	**15,594**	**52,221**	**52,221**	**449,470**
Total Expenses	**$ 3,693,080**	**$ 3,110,498**	**$ 6,574,951**	**$ 8,399,651**	**28,999,082**
TRANSFERS OUT					
Transfer to Debt Service Fund	46,500	-	-	-	
Transfer to Fleet Capital Fund	55,011	-	-	-	-
Total Transfers Out	**101,511**	-	-	-	-
TOTAL EXPENSES	**$ 3,794,591**	**$ 3,110,498**	**$ 6,574,951**	**$ 8,399,651**	**28,999,082**
Culinary Water Fund Net Revenue	6,028,320	8,778,975	(616,571)	(2,912,708)	296,766
Beginning Fund Balance	54,595,655	60,623,975	69,402,950	69,402,950	68,786,379
Ending Fund Balance	**$ 60,623,975**	**$ 69,402,950**	**$ 68,786,379**	**$ 66,490,242**	**69,083,145**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Water Superintendent	-	0.50	0.50	0.70	0.20
Water System Lead Operator	1.00	0.50	0.50	0.70	0.20
Water System Technicians/Operators	1.00	1.50	2.00	2.80	0.80
Water/Pressurized Irrigation Specialist	-	0.50	0.50	0.70	0.20
Project Manager	1.00	-	-		-
Public Infrastructure Manager	-	0.25	0.25	0.25	-
Water Meter Specialist	2.00	2.00	1.00	1.00	-
Total Culinary Water Positions	**5.00**	**5.25**	**4.75**	**6.15**	**1.40**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Culinary Water Impact Fees Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Impact Fees	$ 769,321	$ 1,085,965	$ 1,070,810	$ 1,000,000	$ 700,000
Interest Earnings	-	13,341	40,327	6,000	15,000
TOTAL REVENUES	**$ 769,321**	**$ 1,099,306**	**$ 1,111,137**	**$ 1,006,000**	**$ 715,000**
EXPENSES					
Operating					
Impact Fee Analysis	5,434	-	7,500	7,500	-
Master Plan Update	-	1,567	1,090	1,090	-
Total Operating Expenses	**5,434**	**1,567**	**8,590**	**8,590**	**-**
Capital Projects					
36" Water Line	-	-	-	6,029,750	3,628,578
200 S Design and Engineering	-	-	63,690	-	-
TOD Well	-	-	-	200,000	-
Developer Reimbursement	-	43,394	1,021,816	621,875	500,000
Total Capital Projects	**-**	**43,394**	**1,085,506**	**6,851,625**	**4,128,578**
Debt Service					
Loan Debt Service	-	-	-	-	644,000
Total Debt Service	**-**	**-**	**-**	**-**	**644,000**
TOTAL EXPENSES	**$ 5,434**	**$ 44,961**	**$ 1,094,096**	**$ 6,860,215**	**4,772,578**
Culinary Water Impact Fees Net Revenue	763,887	1,054,345	17,041	(5,854,215)	(4,057,578)
Beginning Fund Balance	(822,503)	(58,616)	995,729	995,729	1,012,770
Ending Fund Balance	**$ (58,616)**	**$ 995,729**	**$ 1,012,770**	**$ (4,858,486)**	**(3,044,808)**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Secondary Water Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Water Sales	$ 2,553,601	$ 2,667,593	$ 2,755,129	$ 2,668,750	$ 2,748,813
Connection Fee	59,794	95,275	97,329	75,000	77,250
Miscellaneous	3,756	-	-	-	-
Interest Earnings	3,457	4,564	2,218	1,000	1,500
Grant Revenue	-	-	-	-	1,500,000
Developer Contributions	297,367	1,122,366	-	-	-
TOTAL REVENUES	**$ 2,917,975**	**$ 3,889,798**	**$ 2,854,676**	**$ 2,744,750**	**$ 4,327,563**
EXPENSES					
Operating					
Salaries & Wages	191,001	385,989	340,129	327,887	258,669
Education & Travel	2,673	-	-	-	-
Postage	9,201	10,470	10,385	14,000	14,000
Equipment Supplies & Maintenance	6,910	1,259	5,612	30,000	50,000
Insurance	19,609	18,294	19,948	21,200	21,200
Professional & Technical	2,517	17,532	5,525	20,000	50,000
Clothing	800	550	600	-	600
Department Expense and Supplies	22,431	15,399	8,872	40,000	10,000
Credit Card & Bank Processing Fees	14,115	16,325	14,306	17,000	17,000
Depreciation	1,214,823	1,223,728	-	-	-
Administrative Charge	-	251,214	254,016	254,015	271,561
Internal Charges-Fleet Operations & Mai	-	4,500	4,500	4,500	4,500
Internal Charges-Information Technology	-	-	9,876	9,876	10,425
Total Operating Expenses	**1,484,080**	**1,945,260**	**673,769**	**738,478**	**707,955**
Capital Projects					
PI Meters-City-wide	-	-	-	-	3,000,000
Equipment	-	-	-	-	120,000
Total Capital Projects	**-**	**-**	**-**	**-**	**3,120,000**
Debt Service					
2008 General Obligation Bonds	47,917	-	-	-	-
2016 General Obligation Bonds	1,191,494	1,181,327	2,467,250	2,467,250	2,473,250
2015 General Obligation Bonds	236,094	227,161	510,038	510,038	513,038
Trustee Fees	1,000	1,000	1,000	1,000	1,000
Total Debt Service	**1,476,505**	**1,409,488**	**2,978,288**	**2,978,288**	**2,987,288**
Total Expenditures	**2,960,585**	**3,354,748**	**3,652,057**	**3,716,766**	**6,815,243**
TRANSFERS OUT					
Transfer to Fleet Capital Fund	4,664	-	-	-	-
Total Transfers Out	**4,664**	**-**	**-**	**-**	**-**
TOTAL EXPENSES	**$ 2,965,249**	**$ 3,354,748**	**$ 3,652,057**	**$ 3,716,766**	**$ 6,815,243**
Secondary Water Fund Net Revenue	(47,274)	535,050	(797,381)	(972,016)	(2,487,680)
Beginning Fund Balance	13,493,127	13,445,853	13,980,903	13,980,903	13,183,522
Ending Fund Balance	**$ 13,445,853**	**$ 13,980,903**	**$ 13,183,522**	**$ 13,008,887**	**10,695,842**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Secondary Water Fund

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Water Superintendent	1.00	0.50	0.50	0.30	(0.20)
Water System Lead Operator	-	0.50	0.50	0.30	(0.20)
Water System Technicians/Operators	-	1.50	2.00	1.20	(0.80)
Water/Pressurized Irrigation Specialist	1.00	0.50	0.50	0.30	(0.20)
Public Infrastructure Manager	-	0.25	0.25	0.25	-
Total Secondary Water Positions	**2.00**	**3.25**	**3.75**	**2.35**	**(1.40)**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Secondary Water Impact Fees Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Impact Fees	$ 861,467	$ 839,691	$ 831,605	$ 900,000	$ 630,000
Interest Earnings	-	-	-	-	-
TOTAL REVENUES	**$ 861,467**	**$ 839,691**	**$ 831,605**	**$ 900,000**	**$ 630,000**
EXPENSES					
Operating					
Impact Fee Analysis	-	-	7,500	7,500	-
Master Plan Update	-	2,094	1,921	1,921	-
Total Operating Expenses	**-**	**2,094**	**9,421**	**9,421**	**-**
Capital Projects					
Water Reclamation Facility	-	-	-	-	2,000,000
Devloper Reimbursement	4,078	21,101	238,433	126,201	200,000
Total Capital Projects	**4,078**	**21,101**	**238,433**	**126,201**	**2,200,000**
TOTAL EXPENSES	**$ 4,078**	**$ 23,195**	**$ 247,854**	**$ 135,622**	**2,200,000**
Culinary Water Fund Net Revenue	857,389	816,496	583,751	764,378	(1,570,000)
Beginning Fund Balance	(17,066,405)	(16,209,016)	(15,392,520)	(15,392,520)	(14,808,769)
Ending Fund Balance	**$ (16,209,016)**	**$ (15,392,520)**	**$ (14,808,769)**	**$ (14,628,142)**	**(16,378,769)**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works – Sewer & Storm Drain

FUND DESCRIPTION

The Sewer and Storm Drain divisions are responsible for the conveyance of sewage, and operation and maintenance of the storm sewer system.

DEPARTMENT ACCOMPLISHMENTS

- Filled in holes underneath State Street with concrete.
- Completed river restoration plan.
- Trimmed and removed trees from boat harbor to 1500 South on the river.
- Completed 1,840' sliplining projects.

DEPARTMENT GOALS

- Continue pipe bursting from Pacific Dr to 400 N/400 E.
- Continue yearly sliplining projects.
- Get proper measurements and GIS all manholes to help with elevation on sewer master plan.
- Implement a portion of the rehabilitation program on concrete in the river.
- Clean 20 percent of American Fork outfalls (boxes that flow directly into the river).
- Add boxes and sumps to areas that have excessive pooling.

DEPARTMENT OPERATING INDICATORS

Sewer and Storm Drain	2018	2019
Sewer line cleaning	101,920 times	207,330 feet
Sewer line camera	29,850 feet	19,100 feet
Inspections on residential sewer laterals	257	253
Sewer main backups	0	1 (not city negligence)
Oversaw TSSD line cleaning	404,550 feet	401,800 feet
TSSD line camera	53,701	67,493
SWPPP inspections	779	809
Parking lot inspections	245	128
City-owned building inspections/cleanings	24	24
Boxes and sumps cleaning	43	42

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Sewer Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Sewer Sales	$ 4,891,557	$ 5,388,739	$ 5,686,525	$ 5,190,110	$ 5,345,813
Connection Fee	76,304	87,086	91,695	78,000	80,340
Miscellaneous	366	108	-	-	-
Interest Earnings	50,891	143,636	211,210	100	103
Developer Contributions	395,243	565,117	-	100,000	106,072
TOTAL REVENUES	**$ 5,414,361**	**$ 6,184,686**	**$ 5,989,430**	**$ 5,368,210**	**$ 5,532,328**
EXPENSES					
Operating					
Salaries & Wages	357,725	201,545	261,473	287,944	280,575
Education & Travel	1,919	4,877	2,444	4,500	4,500
Postage	9,990	11,524	10,761	12,000	12,000
Tools & Equipment	3,041	954	1,943	5,000	15,000
Insurance	39,219	36,589	39,895	42,400	42,400
Telephone	3,181	4,567	4,674	4,200	4,200
Professional & Technical	1,667	5,759	14,949	10,000	15,000
Clothing	1,600	1,550	1,000	1,000	1,000
Debris Hauling	2,297	2,283	1,775	2,500	2,500
Department Expense and Supplies	22,614	14,962	23,065	21,000	2,500
Timpanogos Special Service District	2,372,158	2,629,659	3,156,654	2,900,000	3,100,000
Credit Card & Bank Processing Fees	26,755	30,680	33,230	32,000	32,000
No Fault Insurance Claims	-	214	-	15,000	15,000
Operations & Maintenance	-	-	21,900	50,000	30,000
Bad Debt Expense	2,611	12,391	-	-	-
Depreciation	350,288	360,924	-	-	-
Trackhoe Lease	-	11,500	11,500	11,500	11,500
Administrative Charges	409,000	302,286	415,356	415,352	487,826
Internal Charges-Fleet Operations	33,000	20,400	30,000	30,000	30,000
Internal Charges-Information Technology	-	-	11,364	11,358	10,125
Total Operating Expenses	**3,637,065**	**3,652,664**	**4,041,983**	**3,855,754**	**4,096,126**
Capital Projects					
Sewer Lining	-	79	341,733	599,921	300,000
Sewer Bursting	-	-	150,000	700,000	-
450 W Upsizing	-	-	150,000	285,174	-
36" Water Line (Sewer Portion)	-	-	-	250,000	250,000
Internal Charges-Fleet Capital	-	-	82,148	80,000	-
Total Capital Projects	**-**	**79**	**723,881**	**1,915,095**	**550,000**
Total Expenditures	**3,637,065**	**3,652,743**	**4,765,864**	**5,770,849**	**4,646,126**
TRANSFERS OUT					
Transfer to Debt Service Fund	46,500	-	-	-	-
Transfer to Fleet Capital Fund	576,243	-	-	-	-
Total Transfers Out	**622,743**	**-**	**-**	**-**	**-**
TOTAL EXPENSES	**$ 4,259,808**	**$ 3,652,743**	**$ 4,765,864**	**$ 5,770,849**	**$ 4,646,126**
Sewer Fund Net Revenue	1,154,553	2,531,943	1,223,566	(402,639)	886,202
Beginning Fund Balance	11,755,482	12,910,035	15,441,978	15,441,978	16,665,544
Ending Fund Balance	**$ 12,910,035**	**$ 15,441,978**	**$ 16,665,544**	**$ 15,039,339**	**$ 17,551,746**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Sewer Fund

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Wastewater Superintendent	-	0.50	0.50	0.50	-
Wastewater Operator	-	1.00	0.50	0.50	-
Wastewater/Stormwater Maintenance Spec	1.00	1.00	1.00	1.00	-
Technician	2.00	-	0.75	0.75	-
Public Infrastructure Manager	-	0.25	0.25	0.25	-
Total Sewer Positions	**3.00**	**2.75**	**3.00**	**3.00**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Sewer Impact Fees Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Impact Fees	$ 326,343	$ 363,669	$ 400,913	$ 400,000	$ 280,000
Interest Earnings	14,345	28,756	42,909	20,000	21,774
TOTAL REVENUES	**$ 340,688**	**$ 392,425**	**$ 443,822**	**$ 420,000**	**$ 301,774**
EXPENSES					
Operating					
Impact Fee Analysis	-	-	2,862	7,500	-
Master Plan Update	-	2,260	1,406	2,220	-
Total Operating Expenses	**-**	**2,260**	**4,268**	**9,720**	**-**
Capital Projects					
450 W Upsizing	-	-	-	172,129	-
Devloper Reimbursement	40,622	36,434	9,605	9,605	150,000
Total Capital Projects	**40,622**	**36,434**	**9,605**	**181,734**	**150,000**
TOTAL EXPENSES	**$ 40,622**	**$ 38,694**	**$ 13,873**	**$ 191,454**	**150,000**
Culinary Water Fund Net Revenue	300,066	353,731	429,949	228,546	151,774
Beginning Fund Balance	589,668	889,734	1,243,465	1,243,465	1,673,414
Ending Fund Balance	**$ 889,734**	**$ 1,243,465**	**$ 1,673,414**	**$ 1,472,011**	**1,825,188**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Storm Drain Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Storm Drain Fee	1,222,772	1,332,886	1,369,006	1,260,720	1,260,720
Development Fee	224	-	-	-	-
SWPPP Inspections	-	6,421	9,280	-	-
SWPPP Citations	4,500	-	-	-	-
Miscellaneous	-	132,802	-	-	-
Interest Earnings	10,308	45,586	70,284	30,000	34,500
Developer Contributions	341,503	1,265,807	-	-	-
TOTAL REVENUES	**$ 1,579,307**	**$ 2,783,502**	**$ 1,448,570**	**$ 1,290,720**	**$ 1,295,220**
EXPENSES					
Operating					
Salaries & Wages	218,289	265,345	257,110	255,811	266,371
Education & Travel	1,460	-	-	-	-
Postage	8,863	9,881	11,870	12,000	12,000
Equipment Supplies & Maintenance	1,444	157	1,000	5,000	5,000
Insurance	44,206	41,162	44,882	47,700	47,700
Professional & Technical	8,728	7,931	10,945	5,000	30,000
Clothing	1,200	350	-	-	-
Debris Basin	3,500	-	7,500	7,500	5,000
Debris Hauling	1,291	500	1,000	1,000	1,000
Department Expense and Supplies	14,778	8,357	9,949	20,000	15,000
Credit Card & Bank Processing Fees	6,806	7,698	11,555	9,000	9,000
No Fault Insurance Claims	-	-	-	15,000	-
Depreciation	226,901	250,562	263,090	-	-
Backhoe Lease	-	11,000	-	-	-
Administrative Charges	250,000	246,082	266,172	266,169	290,124
Internal Charges-Fleet Operations & Maint	-	2,500	1,500	1,500	1,500
Internal Charges-Information Technology	-	-	10,096	7,577	10,125
Total Operating Expenses	**787,466**	**851,525**	**896,669**	**653,257**	**692,820**
Capital Projects					
Equipment	-	2,010	-	-	120,000
AF River Rehabilitation	-	-	643,040	643,040	-
Curb and Gutter Replacements	-	-	30,000	30,000	685,000
36" Water Line (Storm Drain Portion)	-	-	14,200	14,200	776,880
400 S at Orchard to 400 E	-	-	-	-	100,000
Storm Drain Projects	4,338	27,108	53,399	57,000	-
Total Capital Projects	**4,338**	**29,118**	**740,639**	**744,240**	**1,681,880**
Total Expenses	**791,804**	**880,643**	**1,637,308**	**1,397,497**	**2,374,700**
TRANSFERS OUT					
Transfer to Debt Service Fund	-	-	-	-	
Transfer to Fleet Capital Fund	127,786	-	-	-	-
Total Transfers Out	**127,786**	**-**	**-**	**-**	**-**
TOTAL EXPENSES	**$ 919,590**	**$ 880,643**	**$ 1,637,308**	**$ 1,397,497**	**$ 2,374,700**
Storm Drain Fund Net Revenue	659,717	1,902,859	(188,738)	(106,777)	(1,079,480)
Beginning Fund Balance	7,324,773	7,984,490	9,887,349	9,887,349	9,698,611
Ending Fund Balance	**$ 7,984,490**	**$ 9,887,349**	**$ 9,698,611**	**$ 9,780,572**	**8,619,131**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Public Works - Storm Drain Fund

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Wastewater Superintendent	-	0.50	0.50	0.50	-
Wastewater Operator	2.00	-	0.50	0.50	-
Wastewater/Stormwater Maintenance Spec	1.00	1.00	1.00	1.00	-
Technician	-	1.00	0.25	0.25	-
Public Infrastructure Manager	-	0.25	0.25	0.25	-
Total Storm Drain Positions	**3.00**	**2.75**	**2.50**	**2.50**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Storm Drain Impact Fees Fund

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Impact Fees	$ 346,800	$ 314,330	$ 557,915	$ 400,000	$ 280,000
Interest Earnings	16,185	35,156	45,778	25,200	25,218
TOTAL REVENUES	**$ 362,985**	**$ 349,486**	**$ 603,693**	**$ 425,200**	**$ 305,218**
EXPENSES					
Operating					
Impact Fee Analysis	-	-	7,500	7,500	-
Master Plan Update	-	-	-	-	-
Total Operating Expenses	**-**	**-**	**7,500**	**7,500**	**-**
Capital Projects					
200 S Design and Engineering	-	-	72,033	-	-
Devloper Reimbursement	-	163,407	2,500	107,940	100,000
Total Capital Projects	**-**	**163,407**	**74,533**	**107,940**	**100,000**
Total Expenses	**$ -**	**$ 163,407**	**$ 82,033**	**$ 115,440**	**100,000**
TOTAL EXPENSES	**$ -**	**$ 163,407**	**$ 82,033**	**$ 115,440**	**100,000**
Storm Drain Impact Fees Fund Net Revenue	362,985	186,079	521,660	309,760	205,218
Beginning Fund Balance	789,900	1,152,885	1,338,964	1,338,964	1,860,624
Ending Fund Balance	**$ 1,152,885**	**$ 1,338,964**	**$ 1,860,624**	**$ 1,648,724**	**2,065,842**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Sanitation & Recycling

FUND SUMMARY

The Sanitation and Recycling fund is used to account for sanitation and recycling services provided to City res-idents. These services are provided by an outside contractor. However, the fund is charged for expenses re-lated to billing customers for services provided, and administrative support of the fund.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Refuse Collection Fees	$ 1,070,035	$ 1,106,141	$ 1,151,731	$ 1,140,242	$ 1,140,242
Recycling Fees	266,003	279,039	320,859	318,453	318,453
Miscellaneous	-	300	435	200	300
Interest Earnings	3,412	7,293	11,663	6,000	6,750
Total Revenues	**1,339,450**	**1,392,773**	**1,484,688**	**1,464,895**	**1,465,745**
TRANSFERS IN					
Transfer From General Fund	112,459	-	-	-	-
Total Transfers In	**112,459**	**-**	**-**	**-**	**-**
TOTAL REVENUES	**$ 1,451,909**	**$ 1,392,773**	**$ 1,484,688**	**$ 1,464,895**	**$ 1,465,745**
EXPENSES					
Recycling Fees	264,311	256,127	298,305	299,500	308,485
Waste Disposal/Garbage Pickup	556,148	572,700	-		-
Waste Disposal-First Can	-	-	513,334	518,452	534,006
Waste Disposal-Additional Can	-	-	84,802	82,394	84,866
City Dumpsters	11,869	-	-	-	-
Interdepartmental Expenses	-	-	-	-	-
Solid Waste/Tipping Fees	390,294	407,265	415,557	421,461	434,105
Professional and Technical	-	423	888	1,000	1,000
Credit Card/Bank Processing Fees	5,085	8,717	13,323	9,105	9,105
Postage	3,955	9,869	11,083	11,630	11,630
Miscellaneous	1,792	1,227	2,000	4,200	4,200
Bad Debt Expense	-	1,770	-	-	-
Administrative Charge-General Fund	-	26,003	96,480	96,485	102,757
Internal Charges-Information Technology	-	-	3,824	2,872	6,532
TOTAL EXPENSES	**$ 1,233,454**	**$ 1,284,101**	**$ 1,439,596**	**$ 1,447,099**	**1,496,686**
Sanitation and Recycling Fund Net Revenue	218,455	108,672	45,092	17,796	(30,941)
Beginning Fund Balance	-	218,455	327,127	327,127	372,219
Ending Fund Balance	**$ 218,455**	**$ 327,127**	**$ 372,219**	**$ 344,923**	**341,278**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Broadband Fund

FUND DESCRIPTION

The Broadband department is responsible for maintaining the remaining broadband system owned by the City. The Broadband fund operated in a deficit for a number of years, with the General Fund now subsidizing operations. The original broadband system was comprised of a residential network system that covered a large portion of the City. Over the past few years, the City has sold off major portions of the broadband system, including the residential internet section. The City is currently undertaking a feasibility study to determine future opportunities with the existing broadband infrastructure. The City has contractual obligations under lease agreements to maintain the system.

DEPARTMENT ACCOMPLISHMENTS

- Completed first phase of the Broadband feasibility study with Design 9.
- Created the domain Lighthubfiber.com
- Created Lighthubfiber, an Interlocal Cooperative Agency.
- Completed an audit of our fiber-optic network to each city building to determine fiber counts, fiber performance, and additional needs in the future.
- Implemented a Right-of-Way Licensing Agreement to replace outdated Franchise Agreements that are no longer valid in the State of Utah. Since creation, we have used the new Licensing Agreement with several service providers to provide Telecommunication services in the city.

DEPARTMENT GOALS

- Continue looking for ways to bring enhanced broadband connectivity to the residents and business of American Fork.
- Develop the Zoom platform for Videoconferencing meetings and create policies and procedures for how we will utilize Zoom for public and committee meetings.
- Change to a new fiber-optic route for the Fitness Center and Cemetery to replace the current route which is insufficient for their needs.
- Look into Grant opportunities for Broadband and Information Technology projects.
- Find other options to increase revenues.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Broadband

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Leasing Fiber Lines	$ 162,640	$ 117,407	$ 72,955	$ 100,000	$ 100,000
Sale of Capital Assets	36,000	-	-	-	-
Interest Revenue	-	47,014	-	-	-
Administrative Charges	44,100	68,882	93,300	93,282	92,640
Total Revenues	**242,740**	**233,303**	**166,255**	**193,282**	**192,640**
TRANSFERS IN					
Transfer From General Fund	-	251,723	346,985	275,810	296,376
Total Transfers In	**-**	**251,723**	**346,985**	**275,810**	**296,376**
TOTAL REVENUES	**$ 242,740**	**$ 485,026**	**$ 513,240**	**$ 469,092**	**$ 489,016**
EXPENSES					
Operating					
Wages & Salaries	242,717	259,422	245,991	258,104	265,544
Utilities	391	449	391	500	500
Equipment Maintenance Agreement	382	-	-	1,500	-
Insurance	19,609	18,294	18,819	20,000	18,780
Telephone	1,575	2,790	1,680	1,680	1,680
Professional & Technical	1,841	48	134	4,000	-
Pole Fees	54	23	23	50	50
Blue Stakes	5,764	8,185	7,510	7,000	7,000
Bandwith for Connection	8,399	7,699	5,999	8,500	8,500
Uniform	200	400	200	200	200
Department Expense and Supplies	322	197	533	-	500
Depreciation	48,553	48,433	-	-	-
Broadband System	53	58	7,348	15,000	10,000
Administrative Charge-General Fund	-	-	40,212	40,215	33,483
Internal Charges-Fleet Operations	2,800	2,100	2,496	2,500	1,800
Internal Charges-Information Technology	-	-	5,472	5,468	5,915
Total Operating Expenses	**332,660**	**348,098**	**336,808**	**364,717**	**353,952**
Capital Projects					
Feasibility Study	-	130,067	176,432	84,375	135,064
OTDR Fiber Tester	-	-	-	20,000	-
Total Capital Projects	**-**	**130,067**	**176,432**	**104,375**	**135,064**
TOTAL EXPENSES	**332,660**	**478,165**	**513,240**	**469,092**	**489,016**
Broadband Fund Net Revenue	(89,920)	6,861	-	-	-
Beginning Fund Balance	(1,966,551)	(2,056,471)	(2,049,610)	(2,049,610)	(2,049,610)
Ending Fund Balance	**$ (2,056,471)**	**$ (2,049,610)**	**$ (2,049,610)**	**$ (2,049,610)**	**(2,049,610)**

DEPARTMENT STAFFING

Full-time Equivalent Positions	FTE 2017-18	FTE 2018-19	FTE 2019-20	Proposed 2020-21	Increase (Decrease)
Broadband/Technology Director	1.00	1.00	1.00	1.00	-
Fiber Optic Network Manager	1.00	1.00	1.00	1.00	-
Total Broadband Positions	**2.00**	**2.00**	**2.00**	**2.00**	**-**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Fleet Operations & Maintenance Fund

FUND SUMMARY

The Fleet Operations and Maintenance fund accounts for maintenance and repair of the City's vehicles. The fund includes expenditures for vehicle maintenance, repair, and fuel. Revenue for the fund comes from charges to the departments that receive services from the fund.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Charges From General Fund	$ 443,616	$ 398,536	$ 442,284	$ 442,284	$ 409,242
Charges From Fitness Center Fund	1,000	1,000	996	1,000	1,000
Charges From Culinary Water	24,337	20,000	21,996	22,000	22,000
Charges From Secondary Water	-	4,500	4,500	4,500	4,500
Charges From Sewer Fund	33,000	20,400	30,000	30,000	30,000
Charges From Storm Drain Fund	-	2,500	1,500	1,500	1,500
Charges From Broadband Fund	2,800	2,100	2,496	2,500	1,800
Interest Earnings	1,187	2,126	3,103	-	3,000
Miscellaneous	-	6,611	3,808	-	-
TOTAL REVENUES	**$ 505,940**	**$ 457,773**	**$ 510,683**	**$ 503,784**	**$ 473,042**
EXPENSES					
Vehicle Maintenance	298,019	310,473	324,158	368,784	340,242
Vehicle Repair	142,237	107,412	167,648	135,000	132,800
TOTAL EXPENSES	**$ 440,256**	**$ 417,885**	**$ 491,806**	**$ 503,784**	**$ 473,042**
Fleet Operations Fund Net Revenue	65,684	39,888	18,877	-	-
Beginning Fund Balance	-	65,684	105,572	105,572	124,449
Ending Fund Balance	**$ 65,684**	**$ 105,572**	**$ 124,449**	**$ 105,572**	**124,449**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Fleet Capital Fund

FUND SUMMARY

The Fleet Capital fund accounts for the purchase and disposal of City vehicles. The fund includes not only the purchase of vehicles, but any associated lease payments on fleet vehicles.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Charges From General Fund	$ 582,932	$ 190,095	$ 744,028	$ 829,154	$ 750,863
Charges From Culinary Water Fund	88,114	-	-	-	-
Charges From Sewer Fund	-	-	-	80,000	-
Capital Lease Proceeds	-	-	2,109,195	2,109,195	-
Grants	-	4,400	-	-	-
Sale of Capital Assets	(472)	20,085	11,000	-	-
Capital Contribution	-	31,500	123,855	-	212,322
Interest Earnings	747	(785)	634	-	-
Miscellaneous	-	53,994	-	-	-
Total Revenues	**671,321**	**299,289**	**2,988,712**	**3,018,349**	**963,185**
TRANSFERS IN					
Transfer From General Fund	163,951	288,865	-	-	-
Total Transfers In	**163,951**	**288,865**	**-**	**-**	**-**
TOTAL REVENUES	**$ 835,272**	**$ 588,154**	**$ 2,988,712**	**$ 3,018,349**	**$ 963,185**
EXPENSES					
Police Vehicles and Upfitting	24,478	3,388	355,680	363,581	334,171
Fire Vehicles and Upfitting	-	19,437	2,109,195	2,142,260	45,000
Cemetery Vehicles	-	-	40,000	-	-
Streets Vehicles	-	777	39,862	40,000	-
Engineering Vehicles	-	-	-	-	-
Sewer Vehicles	-	-	82,148	80,000	-
Depreciation	760,916	894,007	577,723	-	-
Capital Lease-Principal	-	-	369,402	387,674	537,334
Capital Lease-Interest	-	-	40,054	37,899	54,680
TOTAL EXPENSES	**$ 785,394**	**$ 917,609**	**$ 3,614,064**	**$ 3,051,414**	**$ 971,185**
Fleet Capital Fund Net Revenue	49,878	(329,455)	(625,352)	(33,065)	(8,000)
Beginning Fund Balance	2,783,804	2,833,682	2,504,227	2,504,227	1,878,875
Ending Fund Balance	**$ 2,833,682**	**$ 2,504,227**	**$ 1,878,875**	**$ 2,471,162**	**1,870,875**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Information Technology Fund

FUND SUMMARY

The Information technology department oversees and is responsible for all technology-related aspects of the City. The City's information technology contractor works with all departments of the City to provide IT services including networking services, computer needs, peripheral devices, telephones, network security, servers, troubleshooting and support, and software support. The information technology department is outsourced, but is overseen by the Broadband (Information Technology) department. This was a department of the general fund prior to FY2020.

DEPARTMENT BUDGET

Description	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Approved 2019-20	Proposed 2020-21
REVENUES					
Charges From General Fund	$ -	$ -	$ 439,740	$ 469,734	$ 386,272
Charges From Fitness Center Fund	-	-	23,868	23,873	16,819
Charges From Culinary Water Fund	-	-	17,280	17,280	15,575
Charges From Secondary Water Fund	-	-	9,876	9,876	10,425
Charges From Sewer Fund	-	-	11,364	11,358	10,125
Charges From Storm Drain Fun	-	-	7,572	7,577	10,125
Charges From Sanitation Fund	-	-	2,868	2,872	6,532
Charges From Broadband Fund	-	-	5,472	5,468	6,515
TOTAL REVENUES	**$ -**	**$ -**	**$ 518,040**	**$ 548,038**	**$ 462,388**
EXPENSES					
Contracted IT Support	-	-	50,599	65,000	65,000
Software Maintenance	-	-	106,138	112,193	112,186
Software Renewals	-	-	76,633	102,667	170,392
Telephone System	-	-	47,129	51,788	48,000
Administrative Charge-Broadband	-	-	44,100	44,100	44,100
Hardware Purchases	-	-	25,978	74,290	22,719
Software Purchases	-	-	94,145	98,000	43,309
TOTAL EXPENSES	**$ -**	**$ -**	**$ 444,722**	**$ 548,038**	**$ 505,706**
Information Technology Fund Net Revenue	-	-	73,318	-	(43,318)
Beginning Fund Balance	-	-	-	-	73,318
Ending Fund Balance	**$ -**	**$ -**	**$ 73,318**	**$ -**	**30,000**

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

AMERICAN FORK

Appendix

Glossary

Accrual Basis of Accounting—A method of accounting in which revenues and expenditures are recognized at the time they are incurred, as opposed to when cash is received or spent.

Ad Valoem Tax—Taxes levied on both real and personal property according to the property's valuation and the tax rate. Also known as property tax.

Administrative Fees—Fees allocated to special revenue and proprietary funds to cover support costs incurred by general fund divisions.

Adopted Budget—The annual budget approved by the City Council that establishes the legal authority for the expenditure of funds in the fiscal year.

Allocation—The assignment of one or more items of cost or revenue to one or more segments of an organization according to benefits received, responsibilities, or other logical measures of use.

Appropriation—Legal authorization granted by the City Council to make expenditures and incur obligations for specific purposes.

Assessed Valuation—A valuation set upon real estate or other property by the Utah County Assessor as a basis for levying property taxes.

Audit—A review performed by an independent certified public accountant to form an opinion regarding the legitimacy of transactions and internal controls.

Balanced Budget—A budget in which current revenues equal current expenditures. The state or local government may set the legal requirements for a balanced budget.

Basis of Budgeting—The City's budget is based on the modified accrual basis of accounting for its governmental and proprietary funds. (See modified accrual basis of accounting.)

Bond—A written promise to pay a specified sum of money, called the face value of principal, at a specified date or dates in the future, called maturity dates, together with periodic interest at a specified rate.

Bond Proceeds—Funds received from the sale or issuance of bonds.

Bond Rating—A methodology used to measure the fiscal health of the City. Generally, analyst firms such as Standard and Poor's, Moody's Investor Service, and Fitch Ratings provide bond ratings to municipalities. Bonds rated AAA/Aaa are judged to be the best quality and carry the smallest degree of risk and, together with AA/Aa bonds, comprise high grade bonds. Ratings including "++" or "1" designate the strongest bonds in the rating category. Generally, highly rated bonds result in lower interest rates.

Bond Refinancing—The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

Bond Refunding—The redemption of a bond with proceeds received from issuing lower-cost debt obligations.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Glossary

Budget—A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period and the proposed means of financing them.

Budgetary Control—The control of management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Building Authority Bonds—Bonds secured by specified asset(s).

CAFR—See Comprehensive Annual Financial Report.

Call Date—Date on which a bond can be redeemed before maturity. Earliest date on which bonds can either be paid off or refinanced.

Capital Assets—Assets of significant value and having a useful life of several years.

Capital Carryovers—Any unspent appropriation for capital projects that are authorized by the City Council to be reappropriated in the following year.

Capital Equipment—Equipment with an expected life of more than one year, such as automobiles, computers, and furniture.

Capital Improvement Program—An annual, updated plan of capital expenditures for public facilities and infrastructure (buildings, streets, etc.), with estimated costs, sources of funding, and timing of work over a period of time.

Capital Outlay—Expenditures which result in the acquisition of capital assets.

Capital Project—Projects involving the purchase or construction of capital assets.

CDBG—See Community Development Block Grant.

Certified Tax Rate—The tax rate that would generate the same amount of revenue as the previous year plus any new growth.

CIP—See Capital Improvement Program.

Community Development Block Grant (CDBG)—The Housing and Community Development act of 1974 provides funds to cities and counties to develop urban communities and expand economic opportunities principally for low- and moderate-income persons.

Comprehensive Annual Financial Report (CAFR)—The audited annual report of the City's financial condition at the conclusion of the fiscal year.

Consolidated Budget—City budget that includes all funds—Governmental and proprietary.

Consumer Price Index (CPI)—A statistical description of price levels provided by the United States Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Glossary

Contingency—An appropriation of funds to cover unforeseen expenditures which may occur during the budget year.

CPI—See Consumer Price Index.

Debt Service—The payment of principal, interest, and service charges (trustee fees) related to long-term debt.

Debt Service Fund—A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit—An excess of expenditures or expenses over revenues.

Department—A major administrative division of the City that indicates overall management responsibility for an operation or group or related operations within a functional area.

Depreciation—Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

Designated Fund Balance—The portion of a fund balance that has been set aside for a specific purpose by the City Council.

Division—A subsection within a department that provides specific services.

Encumbrances—Obligations or commitments in the form of purchase orders or contracts, the expenditure/expense of which has not yet occurred.

Enterprise Fund—A fund established to account for operations that are financed and operated in a manner similar to private business enterprises—the services are predominantly self-supported by user charges. Examples are water and sanitation.

Expenditure—The actual spending of governmental funds set aside by appropriation.

Expense—The actual spending of proprietary funds set aside by an appropriation.

Fiscal Year—The twelve month period of time to which a budget applies. American Fork City's fiscal year is July 1 through June 30.

Franchise Tax—A tax levied at the state level against businesses and partnerships chartered within the state. American Fork charges a 6% franchise tax for electrical and natural gas utilities.

FTE—See Full Time Equivalent.

Full-Time Equivalent—The hourly equivalent of a full-time employee. An FTE can be made up either one full-time employee or two or more part-time employees whose total hours equal 2,080 per year (2,766 for firefighters).

Fund—A fiscal or accounting entity with a self-balancing set of accounts established for the purpose of carrying out specific activities in accordance with clearly defined restrictions and/or limitations.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Glossary

Fund Balance—The difference between a fund's assets and its liabilities.

Funding Source—Source of money pledged to pay principal and interest.

GAAP—See Generally Accepted Accounting Principles.

GASB—See Governmental Accounting Standards Board.

General Fund—The primary fund of the City used to account for all financial resources except those identified for special purposes or required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP)—Uniform minimum standards for financial accounting and reporting.

Governmental Accounting Standards Board (GASB)—The group that develops standardized reporting for governmental entities.

General Obligation bonds—Bonds used for various purposes and repaid by the regular revenue raising powers of the City.

Grant—Contributions, gifts, or assets from another government entity to be used or expended for a specific purpose, activity, or facility.

Haircut Provision—Utah code related to redevelopment areas that allows portions of tax increment to be allocated and spent toward recreational purposes.

Impact Fees—Fees used to offset the additional burden on City infrastructure caused by new development within the City. The fees are collected and accounted for separately to be used for projects relating to the impact of the additional development.

Infrastructure—Facilities or assets on which the continuance and growth of a community depend, such as streets, waterlines, etc.

Interfund Transfers—Monies transferred from one fund to another to either finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Intergovernmental Revenue—Money collected by one level of government and distributed to another level of government.

Long-Term Debt—Debt with a maturity of more than one year after the date of issuance.

Maturity—The date on which the principal or stated values of investments or debt obligations are due and may be reclaimed.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Glossary

Merit/Wage Compression Increase—Typically government employers recognize performance and increased experience with annual merit increases. Unlike most other government employers, however, American Fork has an open range rather than a step plan. In a step plan, the annual percentage is preset. In an open range it is not. During an economic downturn, employees may not receive merit wage increases, leading to issues with where employees are in their range relative to years of experience and other employees doing the same job function. Compression increases are sometimes needed to adjust individual employees within their range.

Modified Accrual Basis of Accounting—A method of accounting in which revenues are recognized in the period in which they become available and measurable and expenditures are recognized at a time a liability is incurred.

Motor Vehicle Fee—Fee imposed on passenger cars, light trucks, sport utility vehicles, vans, motorcycles, and recreational vehicles and due at time of registration.

Operating Expenditures—The cost for materials and equipment required for a department to perform its functions.

Operating Revenues—Funds received by the City as income to pay for ongoing operations.

Ordinance—A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal standing than a resolution.

Property Tax—An ad valorem (according to value) tax based on the fair market value of real property (land and buildings) and personal property (business equipment). Fair market value is determined by Utah County as of January 1 of each year.

RDA—See Redevelopment Agency.

Redevelopment Agency—A separate entity established to revitalize blighted and economically depressed areas of a community and to promote economic growth.

Reserve—A portion of a fund balance which has been legally segregated for a specific use and is, therefore, not available for further appropriation or expenditure.

Resolution—A special order of the City Council that requires less legal formality and has a lower legal standing than an ordinance.

Revenues—Sources of income such as taxes used to finance the operation of government.

Revenue Bonds—Payable from specified revenues such as sales tax or user fees.

Sales Tax—Tax imposed on taxable sales on all final goods. American Fork receives part of the 6.85% sales tax charged in American Fork City.

Special Assessment—A tax on property owners who receive a benefit not received by all other taxpayers.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

Glossary

Special Improvement District—An area of the City where the property owners come together and vote on incurring the costs of making special improvements to the area (such as putting in custom streetlights). A special improvement district is created and a bond is issued to pay for the project. Then the property owners within the district pay a special assessment in addition to their taxes in order to repay the bond.

Special Revenue Fund—Fund used to account for specific revenue sources that are legally restricted to be spent for specified purposes. Examples are fitness center and redevelopment agencies.

Tax Base—The total taxable value of property within the local government's legal boundaries.

Tax Increment—Property tax that is collected as a result of increased valuation within an RDA area.

Tax Rate—The amount of tax levied for each $100 of assessed valuation.

Taxable Value—The assessed value of property less exemptions.

Taxes—Compulsory charges levied by a government for the purpose of financing services for the common benefit of the people.

Transfers—Legally authorized intra-city transfers of appropriations from one City fund to another City fund. Revenues and expenditures are accounted for in both funds.

Truth in Taxation—Legal requirement for Utah cities to hold public hearings in the event the City chooses to adopt a tax rate higher than the certified tax rate.

Undesignated Fund Balance—A portion of a fund balance that has not been designated or reserved for any specific use.

User Fees—The payment of a fee for direct receipt of a public service by the party benefitting from the service.

Attachment: FY 2021 Tentative Budget (Tentative Budget Fiscal Year 2020-21)

REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
MAY 12, 2020

Department Recorder **Director Approval** *Terilyn Lurker*

AGENDA ITEM Review and action on a resolution approving an second amended interlocal agreement with Central Utah 911.

SUMMARY RECOMMENDATION
Staff would recommend approval of the amended interlocal agreement

BACKGROUND
On August 7, 2008, the City Council approved a resolution consenting to be included in the Utah County Dispatch Special Service District. On September 11, 2018, an amendment was approved which replaced the Utah County Dispatch Special Service District with Central Utah 911. That amendment also allowed Nephi and Juab County to enter into the agreement.

This second amendment to the interlocal agreement incorporates two major changes. One change brings on Pleasant Grove City as a full member and no longer a contracted entity. The second change is the addition of Section 10, which does not require individual city approvals to add new members.

A red-line version and clean copy of the second amended interlocal agreement has been included, as well as a letter of intent to Pleasant Grove City from Central Utah 911.

BUDGET IMPACT
NA

SUGGESTED MOTION
I move to adopt the resolution and authorize the Mayor to sign the seconded amended interlocal agreement with Central Utah 911.

SUPPORTING DOCUMENTS

Interlocal - Central Utah 911 (DOC)
Central Utah InterLocal - redline (PDF)
Central Utah Second Interlocal Agr (PG) (PDF)
Letter of Intent for Pleasant Grove City (PDF)

RESOLUTION NO. _____

WHEREAS, American Fork City desires to enter into a second amended interlocal agreement by and between American Fork City and various cities within Utah County, Nephi City, and Juab County for **Central Utah 911**.

NOW, THEREFORE, the City Council of American Fork resolves to enter into a seconded amended interlocal agreement by and between American Fork City and various cities within Utah County, Nephi City, and Juab County for **Central Utah 911.**

PASSED BY THE CITY COUNCIL OF AMERICAN FORK, UTAH, THIS 12 DAY OF MAY, 2020.

Bradley J. Frost, Mayor

ATTEST:

Terilyn Lurker, City Recorder

SECOND AMENDED INTERLOCAL AGREEMENT FOR JOINT AND COOPERATIVE ACTION OF CENTRAL UTAH 911

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This Interlocal Agreement for Joint and Cooperative Action Amending the Central Utah Regional Dispatch Agency (the "Agreement") is made by and among Utah County (Utah), Juab County (Juab), Alpine City (Alpine), American Fork City (American Fork), Cedar Fort Town (Cedar Fort), City of Cedar Hills (Cedar Hills); Eagle Mountain City (Eagle Mtn), Elk Ridge City (Elk Ridge), Fairfield Town (Fairfield), Genola Town (Genola), Town of Goshen (Goshen), Highland City (Highland), Lehi City (Lehi), Payson City (Payson), Pleasant Gove City (Pleasant Grove), Salem City (Salem), Santaquin City (Santaquin), City of Saratoga Springs (Saratoga Springs), Spanish Fork City (Spanish Fork), Vineyard Town (Vineyard), City of Woodland Hills (Woodland Hills), and Nephi City (Nephi) (sometimes referred to herein individually as a "Party" and collectively as the "Parties"), pursuant to the provisions of the Interlocal Cooperation Act, Utah Code Ann. §11-13-101 et seq. (1953, as amended) (the "Act"). This Agreement is signed by the Parties on the dates indicated and is effective upon completion of the filing requirements of the Act.

RECITALS

A. The Act allows public agencies to jointly exercise any power, privilege, or authority exercised or capable of exercise by a Utah public agency for the betterment of itself and its constituents.

B. The Act provides that the public agencies may create a legal entity to exercise such powers, privileges, or authority.

C. The Parties share a common interest in providing dispatching emergency services for public safety agencies in unincorporated Utah and Juab Counties, as well as various cities identified herein located in Utah and Juab Counties.

D. The Parties recognize that the health and safety of residents and visitors of the Parties depend on prompt and efficient dispatch of emergency services and the Parties will exercise the powers, privileges, and authority granted through the laws of the State of Utah to achieve this purpose.

E. The Parties have found that prompt and efficient dispatching of emergency services can best be achieved by sharing resources, thus achieving economies of scale, minimizing duplication of costs, and eliminating artificial boundaries.

F. The Parties have determined that joint and cooperative action of the Parties in operating through a separate legal entity established under authority of the Act will help

implement the desired economies of scale; promote the objectives stated above as well as the health, safety, and welfare of their residents and visitors, and provide other benefits.

H. The Parties hereto desire to jointly enter into this Agreement to accomplish the purposes set forth herein.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto hereby contract, covenant, and agree as follows:

SECTION 1 - AMENDMENT

The Parties hereby amend that separate legal and administrative interlocal entity known as "Central Utah 911," empowered under the authority of the Act to be a public agency and political subdivision of the State of Utah (the "Agency") by adding Pleasant Gove as a member of the Agency and modifying how new members in Utah and Juab Counties may be added.

Deleted: identifying the members of Utah Valle Dispatch Special Service District as members of t interlocal agency, replacing Utah Valley Dispatch al Service District

SECTION 2 - DEFINITIONS

Capitalized terms used herein shall have the meanings ascribed to them in this Section, as well as such other meanings as are clear from the context:

Act: the Utah Interlocal Cooperation Act, Utah Code Ann. §11-13-101 et seq.

Alternate Director: an individual appointed as an alternate to a Director as provided in this Agreement.

Agency: the Central Utah 911 Agency as amended pursuant to this Agreement.

Deleted: Regional Dispatch

Agency Service Area: that area serviced by the Agency, as shown on the map attached hereto as Exhibit A.

Board: the Board of Directors of the Agency, which is the governing body of the Agency.

Director: an individual appointed by a Member to serve on the Board as provided herein.

Dispatch: the act of receiving and calling out emergency services, including 911 calls, generally related to police, fire, ambulance (EMT, paramedic, etc.), or search and rescue. The events require dispatch to stay in contact with the emergency services until the incident is completed.

Facility: any property or works owned, operated, or used by the Agency in connection with the advancement of the purposes for which the Agency was created,

including, without limitation, buildings and other structures, wherever such facilities may be located, computer equipment and radios used to dispatch, relay devices and towers, and other real or personal property deemed necessary to fulfill the purposes of the Agency.

Member(s): public agencies consisting of Utah County, Juab County, Alpine City, American Fork City, Cedar Fort Town, City of Cedar Hills, Eagle Mountain City, Elk Ridge City, Fairfield Town, Genola Town, Town of Goshen, Highland City, Lehi City, Nephi City, Payson City, Pleasant Grove City, Salem City, Santaquin City, City of Saratoga Springs, Spanish Fork City, Vineyard Town, and the City of Woodland Hills, which currently constitute all of the Parties to this Agreement, and any additional Members admitted as provided in this Agreement.

Non-Member Contracting Entity: a public entity which provides emergency services that elects, by contract, to have the Agency provide dispatch services for it.

Public Entity: a political subdivision of the State of Utah or any agency of the federal government.

SECTION 3 – AGENCY PURPOSES

A. The purposes of the Agency are to:
   1. dispatch emergency services for the public safety departments of its Members;
   2. operate, administer, manage, repair, and replace equipment necessary to dispatch emergency services;
   3. enjoy economies of scale and other benefits made possible through the joint and cooperative action of the Members;
   4. train dispatchers to promptly and efficiently dispatch emergency services, to work with emergency services personnel through the conclusion of an incident, and to calm and direct members of the public who make 911 or other emergency calls to the dispatch center.

B. The Parties recognize that the accomplishment of such purposes are in the best interests of and promote the health, safety, and general welfare of the Parties and their respective residents and visitors.

SECTION 4 – POWERS

A. In order to accomplish the purposes of the Agency, it shall, without limitation, have the power to:
   1. Own, acquire, finance, operate, maintain, repair, and replace Facilities and lease and/or dispose of such Facilities;
   2. Employ and train dispatchers to work with emergency services personnel to provide emergency services to the public;

3. Enter into contracts with public and private entities, as deemed beneficial by action of the Board;
4. Prepare, update, and implement capital improvement plans;
5. Consult and participate with the State of Utah, and other government entities on issues relating to emergency services, dispatching, allocation of funding and resources, and otherwise cooperate to provide prompt and efficient dispatching of emergency services;
6. Acquire, possess, lease, encumber, and dispose of personal and real property;
7. Contract with Non-Member Contracting Entities that wish to have the Agency dispatch for them;
8. Contract for the provision of services to or from the Agency;
9. Contract for professional services consultants;
10. Employ such persons as it deems necessary;
11. Borrow money or incur indebtedness, including the issuance of revenue and other bonds, notes, and other obligations as permitted by law;
12. Pledge, assign, or otherwise convey as security for the payment of any indebtedness, the Agency's revenues and receipts;
13. Exercise the power of eminent domain as authorized under the Act;
14. Take such other actions, engage in such other transactions, enter into such contracts and agreements, and do all other things as may be necessary, convenient, or appropriate to accomplish its purposes or carry out any of its purposes or powers;
15. Contract for property, liability, and other insurance coverages and contracts as needed to protect the Agency, its Members, Directors, officers, and employees from and against any claim and/or loss; and
16. Exercise all powers now or hereafter granted to an Interlocal entity pursuant to the Act.

SECTION 5 – GOVERNANCE

A. **Board of Directors**.

1. The Agency shall be governed by a Board of Directors consisting of one director appointed by each Member ("Directors").
2. Each Director shall serve at the pleasure of the Member who appointed them and continue to serve until his or her successor is appointed and qualified. If a Director resigns, dies, is removed, or is otherwise unable to finish their service, the Alternate Director shall act in the stead of the Director who is no longer available. Thereafter the Member shall appoint a new Director or a new Alternate Director in accordance with Section 5(A)(1) and 5(B)(2).

B. **Transaction of Board Business; Alternate Directors**.

1. Votes Required for Board Action. It requires a majority weighted vote of the Board, as set forth in the by-laws, to pass any measure.

2. Alternate Directors. Each Member making an appointment to the Board shall also appoint an Alternate Director for each Director it appoints to the Board, following the procedure set forth in Section 5(A)(1). The Alternate Director shall have no vote, except in the absence of the Director for whom he/she is an alternate, in which event the Alternate Director shall be authorized to cast a vote in place of the absent Director.

C. **Board Meetings**. The Board shall hold a regular Board meeting on a monthly basis, as scheduled by the Board, and may call and convene such other special Board meetings as shall be necessary to accomplish its work.

D. **Committees**.

1. Committees. The Board may appoint such committees and sub-committees as necessary for the Agency to exercise its powers in the accomplishment of its purposes.

SECTION 6 – OFFICERS

A. **Board Officers**. The Board shall appoint from among its Directors a chair, vice chair, and secretary/treasurer. The chair and vice chair shall be appointed to serve one year terms, and may serve up to three consecutive terms. The secretary/treasurer may be appointed to serve up to a three-year term, but may not serve consecutive terms. Except for the initial terms, all terms shall commence and end with the beginning and ending of the Agency's fiscal year. The initial chair and vice chair may serve the balance of the initial fiscal year, plus the next full fiscal year. The initial secretary/treasurer may serve the balance of the initial fiscal year, plus the next two full fiscal years. At least one of the Board Officers shall represent Juab or Nephi until June 30, 2021 after which officers may be elected from any of the Members' directors.

B. **Executive Director**. The Board may appoint an executive director, who shall be a paid employee of the Agency. The executor director shall be employed at the discretion of the Board and shall be responsible to the Board for the proper and efficient administration of the Agency. The executive director shall plan, organize, and direct Agency activities as directed by the Board, appoint and, subject to applicable law, remove employees, authorize expenditures within the budget approved by the Board, and take such other actions which are authorized from time to time by the Board.

SECTION 7 – FISCAL YEAR

The fiscal year for the Agency shall be from and including July 1 through the following June 30.

SECTION 8 – BUDGET AND FINANCING

A. **Budgets**. The budget for the Agency shall be established and maintained by the Board. Tentative budgets shall be prepared by the Board on or before March 1 each year and submitted to each Director. The final budget shall be adopted by the Board during June of each year.

B. **Funding and Assessments**. 911 monies from each Member will be assigned to the Agency. In addition, the Agency shall make assessments to the Members to make up for the difference between the 911 monies and the costs to operate the Agency. Such assessments shall be apportioned among the Members on such basis as the Board determines proper, in its sole discretion. The Agency will notify Members of its proposed budget by March 1 of each year and invoice for the same on or about July 1 each year. Each Member shall pay the assessment within thirty (30) days of being invoiced. Any Member which does not pay assessments will subject them to expulsion from the Agency, or such other sanctions as the Board determines equitable under all the circumstances. A Director representing a Member or other entity which has not paid its assessment may not vote on any matter during any period in which the Member or other entity is delinquent on payment of any assessment.

C. **Advances of Funds; Contributions**. Contributions or advances of funds or of personnel, supplies, equipment, or property may be made to the Agency by any Member or Non-Member Contracting Entity to accomplish the purposes of the Agency. Any such advance may be made subject to reimbursement as agreed by the Member, any Non-Member Contracting Entity, and the Agency.

D. **Project Financing**. A Project may be financed in whole or in part by the issuance of bonds and/or notes of the Agency payable from or secured by the revenues and receipts derived from the ownership and operation of such Project. No Member, nor any entity represented on the Agency Board, shall be liable for any bond, note, indebtedness, or other obligation incurred by the Agency, nor liable for the indebtedness of any other Member, nor liable for any indebtedness or other obligation with respect to a Project, other than the obligations of such Member arising under its contracts with the Agency related to each separate Project.

SECTION 9 – TERM

The Agency shall exist for the later of fifty (50) years from the effective date of this Agreement, or five years after it has fully paid or otherwise discharged all of its indebtedness, as authorized by §11-13-204(3)(a) and (b) of the Act. Existing or future provisions of the Act allowing for a longer term automatically extend the term of this Agreement to the longest term allowed by the Act. An amendment to this Agreement may extend the term. The term shall commence when this Agreement is adopted by each Member and approved by an attorney for each Member, as provided in the Act, placed

with the keeper of records of each Member, and provisions of the Act required for initial formation of the Agency have been completed.

SECTION 10 – ADDING FUTURE MEMBERS

Governmental entities operating public safety departments that are located in Utah or Juab Counties may join the Agency by following the procedures in this section without the necessity of amending this Agreement. Future members are admitted when the Board has approved an application by an entity seeking admission to the Agency, the entity has adopted a resolution accepting the interlocal agreement, as it may have been amended at the time of admittance of the future member, executed the appropriate interlocal agreement, and paid the required membership fee. Newly admitted members to the Agency will be assessed a membership fee equal to the pro-rata portion of the value of assets owned by the Agency at the time of admittance. The membership fee shall be determined by taking the value of the Agency assets and dividing that number by the proportion of each Member=s contribution to the total Agency budget for the previous fiscal year, along with what the New Member's contribution would have been. Newly admitted members shall have equal footing with all Members upon being added as Members.

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Deleted: the governing bodies of all Members h approved an amended Interlocal Agreement

SECTION 11 – WITHDRAWAL

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SECTION 15 – FILING OF THIS AGREEMENT

This Agreement shall take effect upon the filing of a fully-executed copy of this Agreement with the keeper of records of each of the Parties hereto.

NEPHI CITY

Authorized by Resolution No. _____, adopted on _____, 2018

NEPHI CITY by:

_____
GLADE NIELSON, Mayor

Attest:

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Lisa E. Brough, City Recorder

Approved as to form and compliance
with applicable law:

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KASEY WRIGHT, City Attorney

JUAB COUNTY

Authorized by Resolution No. _____, adopted on _____, 2018

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RICK CARLTON,
County Commission Chair

Attest:

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Alaina Lofgran, County Clerk

Approved as to form and compliance
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AnnMarie Howard, Deputy County Attorney

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STEVE LEIFSON, Mayor

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Mark Sorenson, City Attorney

Attachment: Central Utah InterLocal - redline (Amended Interlocal Agreement with Central Utah 911)

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SALEM CITY by:

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KURT L. CHRISTENSEN, Mayor

Attest:

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Jeffrey D. Nielson, City Recorder

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S. Junior Baker, City Attorney

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Bryan Thompson, County Clerk

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MARTY LARSON, Mayor

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Lucinda Daley, Town Clerk

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, City Attorney

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TROY STOUT, Mayor

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CHARMAYNE WARNOCK, City Recorder

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DAVID CHURCH, City Attorney

LEHI CITY

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LEHI CITY by:

_____
MARK JOHNSON, Mayor

Attest:

_____
MARILYN BANASKY, City Recorder

Approved as to form and compliance
with applicable law:

_____
RYAN WOOD, City Attorney

CITY OF SARATOGA SPRINGS

Authorized by Resolution No. _____, adopted on _____, 2018

CITY OF SARATOGA SPRINGS by:

_____
JIM MILLER, Mayor

Attest:

_____
CINDY LoPICCOLO, City Recorder

Approved as to form and compliance
with applicable law:

_____
KEVIN THURMAN, City Attorney

CITY OF CEDAR HILLS

Authorized by Resolution No. _____, adopted on _____, 2018

CITY OF CEDAR HILLS by:

_____
JENNEY REES, Mayor

Attest:

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COLLEEN MULVEY, City Recorder

Approved as to form and compliance
with applicable law:

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DAVID CHURCH, City Attorney

EAGLE MOUNTAIN CITY

Authorized by Resolution No. _____, adopted on _____, 2018

EAGLE MOUNTAIN CITY by:

_____
TOM WESTMORELAND, Mayor

Attest:

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FIONNUALA KOFOED, City Recorder

Approved as to form and compliance
with applicable law:

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JEREMY COOK, City Attorney

ELK RIDGE CITY

Authorized by Resolution No. _____, adopted on _____, 201_

ELK RIDGE CITY by:

_____
TY ELLIS, Mayor

Attest:

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ROYCE SWENSEN, City Recorder

Approved as to form and compliance
with applicable law:

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, City Attorney

CITY OF WOODLAND HILLS

Authorized by Resolution No. _____, adopted on _____, 2018

CITY OF WOODLAND HILLS by:

_____
WENDY PRAY Mayor

Attest:

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JODY STONES, City Recorder

Approved as to form and compliance
with applicable law:

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DAVID CHURCH, City Attorney

HIGHLAND CITY

Authorized by Resolution No. _____, adopted on _____, 2018

HIGHLAND CITY by:

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ROD MANN, Mayor

Attest:

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CINDY QUICK, City Recorder

Approved as to form and compliance
with applicable law:

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, City Attorney

CEDAR FORT TOWN

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CEDAR FORT TOWN by:

_____
DAVID GUSTIN, Mayor

Attest:

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CARA LYON, City Recorder

Approved as to form and compliance
with applicable law:

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DAVID CHURCH, City Attorney

FAIRFIELD TOWN

Authorized by Resolution No. _____, adopted on _____, 2018

FAIRFIELD TOWN by:

_____
MICHAEL J. BURCH, Mayor

Attest:

_____
CHYANNE SOFFEL, City Recorder

Approved as to form and compliance
with applicable law:

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, City Attorney

Attachment: Central Utah InterLocal - redline (Amended Interlocal Agreement with Central Utah 911)

TOWN OF GOSHEN

Authorized by Resolution No. _____, adopted on _____, 2018

TOWN OF GOSHEN by:

_____
FRED JENSEN , Mayor

Attest:

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RACHEL PENA, Town Clerk

Approved as to form and compliance
with applicable law:

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, City Attorney

VINEYARD TOWN

Authorized by Resolution No. _____, adopted on _____, 2018

VINEYARD TOWN by:

_____
JULIE FULLMER, Mayor

Attest:

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PAMELA SPENCER, City Recorder

Approved as to form and compliance
with applicable law:

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DAVID CHURCH, City Attorney

PLEASANT GROVE CITY

Formatted: Centered

Authorized by Resolution No. _____, adopted on _____, 2020

PLEASANT GROVE CITY by:

_____

GUY L. FUGAL, Mayor

Attest:

_____

KATHY T. KRESSER, City Recorder

Approved as to form and compliance
with applicable law:

_____

CHRISTINE PETERSEN, City Attorney

SECOND AMENDED INTERLOCAL AGREEMENT FOR JOINT AND COOPERATIVE ACTION OF CENTRAL UTAH 911

This Interlocal Agreement for Joint and Cooperative Action Amending the Central Utah Regional Dispatch Agency (the "Agreement") is made by and among Utah County (Utah), Juab County (Juab), Alpine City (Alpine), American Fork City (American Fork), Cedar Fort Town (Cedar Fort), City of Cedar Hills (Cedar Hills); Eagle Mountain City (Eagle Mtn), Elk Ridge City (Elk Ridge), Fairfield Town (Fairfield), Genola Town (Genola), Town of Goshen (Goshen), Highland City (Highland), Lehi City (Lehi), Payson City (Payson), Pleasant Gove City (Pleasant Grove), Salem City (Salem), Santaquin City (Santaquin), City of Saratoga Springs (Saratoga Springs), Spanish Fork City (Spanish Fork), Vineyard Town (Vineyard), City of Woodland Hills (Woodland Hills), and Nephi City (Nephi) (sometimes referred to herein individually as a "Party" and collectively as the "Parties"), pursuant to the provisions of the Interlocal Cooperation Act, Utah Code Ann. §11-13-101 et seq. (1953, as amended) (the "Act"). This Agreement is signed by the Parties on the dates indicated and is effective upon completion of the filing requirements of the Act.

RECITALS

A. The Act allows public agencies to jointly exercise any power, privilege, or authority exercised or capable of exercise by a Utah public agency for the betterment of itself and its constituents.

B. The Act provides that the public agencies may create a legal entity to exercise such powers, privileges, or authority.

C. The Parties share a common interest in providing dispatching emergency services for public safety agencies in unincorporated Utah and Juab Counties, as well as various cities identified herein located in Utah and Juab Counties.

D. The Parties recognize that the health and safety of residents and visitors of the Parties depend on prompt and efficient dispatch of emergency services and the Parties will exercise the powers, privileges, and authority granted through the laws of the State of Utah to achieve this purpose.

E. The Parties have found that prompt and efficient dispatching of emergency services can best be achieved by sharing resources, thus achieving economies of scale, minimizing duplication of costs, and eliminating artificial boundaries.

F. The Parties have determined that joint and cooperative action of the Parties in operating through a separate legal entity established under authority of the Act will help

implement the desired economies of scale; promote the objectives stated above as well as the health, safety, and welfare of their residents and visitors, and provide other benefits.

H. The Parties hereto desire to jointly enter into this Agreement to accomplish the purposes set forth herein.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto hereby contract, covenant, and agree as follows:

SECTION 1 - AMENDMENT

The Parties hereby amend that separate legal and administrative interlocal entity known as "Central Utah 911," empowered under the authority of the Act to be a public agency and political subdivision of the State of Utah (the "Agency") by adding Pleasant Gove as a member of the Agency and modifying how new members in Utah and Juab Counties may be added.

SECTION 2 - DEFINITIONS

Capitalized terms used herein shall have the meanings ascribed to them in this Section, as well as such other meanings as are clear from the context:

Act: the Utah Interlocal Cooperation Act, Utah Code Ann. §11-13-101 et seq.

Alternate Director: an individual appointed as an alternate to a Director as provided in this Agreement.

Agency: the Central Utah 911 Agency as amended pursuant to this Agreement.

Agency Service Area: that area serviced by the Agency, as shown on the map attached hereto as Exhibit A.

Board: the Board of Directors of the Agency, which is the governing body of the Agency.

Director: an individual appointed by a Member to serve on the Board as provided herein.

Dispatch: the act of receiving and calling out emergency services, including 911 calls, generally related to police, fire, ambulance (EMT, paramedic, etc.), or search and rescue. The events require dispatch to stay in contact with the emergency services until the incident is completed.

Facility: any property or works owned, operated, or used by the Agency in connection with the advancement of the purposes for which the Agency was created,

including, without limitation, buildings and other structures, wherever such facilities may be located, computer equipment and radios used to dispatch, relay devices and towers, and other real or personal property deemed necessary to fulfill the purposes of the Agency.

Member(s): public agencies consisting of Utah County, Juab County, Alpine City, American Fork City, Cedar Fort Town, City of Cedar Hills, Eagle Mountain City, Elk Ridge City, Fairfield Town, Genola Town, Town of Goshen, Highland City, Lehi City, Nephi City, Payson City, Pleasant Grove City, Salem City, Santaquin City, City of Saratoga Springs, Spanish Fork City, Vineyard Town, and the City of Woodland Hills, which currently constitute all of the Parties to this Agreement, and any additional Members admitted as provided in this Agreement.

Non-Member Contracting Entity: a public entity which provides emergency services that elects, by contract, to have the Agency provide dispatch services for it.

Public Entity: a political subdivision of the State of Utah or any agency of the federal government.

SECTION 3 – AGENCY PURPOSES

A. The purposes of the Agency are to:
   1. dispatch emergency services for the public safety departments of its Members;
   2. operate, administer, manage, repair, and replace equipment necessary to dispatch emergency services;
   3. enjoy economies of scale and other benefits made possible through the joint and cooperative action of the Members;
   4. train dispatchers to promptly and efficiently dispatch emergency services, to work with emergency services personnel through the conclusion of an incident, and to calm and direct members of the public who make 911 or other emergency calls to the dispatch center.

B. The Parties recognize that the accomplishment of such purposes are in the best interests of and promote the health, safety, and general welfare of the Parties and their respective residents and visitors.

SECTION 4 – POWERS

A. In order to accomplish the purposes of the Agency, it shall, without limitation, have the power to:
   1. Own, acquire, finance, operate, maintain, repair, and replace Facilities and lease and/or dispose of such Facilities;
   2. Employ and train dispatchers to work with emergency services personnel to provide emergency services to the public;

3. Enter into contracts with public and private entities, as deemed beneficial by action of the Board;
4. Prepare, update, and implement capital improvement plans;
5. Consult and participate with the State of Utah, and other government entities on issues relating to emergency services, dispatching, allocation of funding and resources, and otherwise cooperate to provide prompt and efficient dispatching of emergency services;
6. Acquire, possess, lease, encumber, and dispose of personal and real property;
7. Contract with Non-Member Contracting Entities that wish to have the Agency dispatch for them;
8. Contract for the provision of services to or from the Agency;
9. Contract for professional services consultants;
10. Employ such persons as it deems necessary;
11. Borrow money or incur indebtedness, including the issuance of revenue and other bonds, notes, and other obligations as permitted by law;
12. Pledge, assign, or otherwise convey as security for the payment of any indebtedness, the Agency's revenues and receipts;
13. Exercise the power of eminent domain as authorized under the Act;
14. Take such other actions, engage in such other transactions, enter into such contracts and agreements, and do all other things as may be necessary, convenient, or appropriate to accomplish its purposes or carry out any of its purposes or powers;
15. Contract for property, liability, and other insurance coverages and contracts as needed to protect the Agency, its Members, Directors, officers, and employees from and against any claim and/or loss; and
16. Exercise all powers now or hereafter granted to an Interlocal entity pursuant to the Act.

SECTION 5 – GOVERNANCE

A. **Board of Directors**.

1. The Agency shall be governed by a Board of Directors consisting of one director appointed by each Member ("Directors").
2. Each Director shall serve at the pleasure of the Member who appointed them and continue to serve until his or her successor is appointed and qualified. If a Director resigns, dies, is removed, or is otherwise unable to finish their service, the Alternate Director shall act in the stead of the Director who is no longer available. Thereafter the Member shall appoint a new Director or a new Alternate Director in accordance with Section 5(A)(1) and 5(B)(2).

B. **Transaction of Board Business; Alternate Directors**.

1. Votes Required for Board Action. It requires a majority weighted vote of the Board, as set forth in the by-laws, to pass any measure.

2. Alternate Directors. Each Member making an appointment to the Board shall also appoint an Alternate Director for each Director it appoints to the Board, following the procedure set forth in Section 5(A)(1). The Alternate Director shall have no vote, except in the absence of the Director for whom he/she is an alternate, in which event the Alternate Director shall be authorized to cast a vote in place of the absent Director.

C. **Board Meetings**. The Board shall hold a regular Board meeting on a monthly basis, as scheduled by the Board, and may call and convene such other special Board meetings as shall be necessary to accomplish its work.

D. **Committees**.

1. Committees. The Board may appoint such committees and sub-committees as necessary for the Agency to exercise its powers in the accomplishment of its purposes.

SECTION 6 – OFFICERS

A. **Board Officers**. The Board shall appoint from among its Directors a chair, vice chair, and secretary/treasurer. The chair and vice chair shall be appointed to serve one year terms, and may serve up to three consecutive terms. The secretary/treasurer may be appointed to serve up to a three-year term, but may not serve consecutive terms. Except for the initial terms, all terms shall commence and end with the beginning and ending of the Agency's fiscal year. The initial chair and vice chair may serve the balance of the initial fiscal year, plus the next full fiscal year. The initial secretary/treasurer may serve the balance of the initial fiscal year, plus the next two full fiscal years. At least one of the Board Officers shall represent Juab or Nephi until June 30, 2021 after which officers may be elected from any of the Members' directors.

B. **Executive Director**. The Board may appoint an executive director, who shall be a paid employee of the Agency. The executor director shall be employed at the discretion of the Board and shall be responsible to the Board for the proper and efficient administration of the Agency. The executive director shall plan, organize, and direct Agency activities as directed by the Board, appoint and, subject to applicable law, remove employees, authorize expenditures within the budget approved by the Board, and take such other actions which are authorized from time to time by the Board.

SECTION 7 – FISCAL YEAR

The fiscal year for the Agency shall be from and including July 1 through the following June 30.

SECTION 8 – BUDGET AND FINANCING

A. **Budgets**. The budget for the Agency shall be established and maintained by the Board. Tentative budgets shall be prepared by the Board on or before March 1 each year and submitted to each Director. The final budget shall be adopted by the Board during June of each year.

B. **Funding and Assessments**. 911 monies from each Member will be assigned to the Agency. In addition, the Agency shall make assessments to the Members to make up for the difference between the 911 monies and the costs to operate the Agency. Such assessments shall be apportioned among the Members on such basis as the Board determines proper, in its sole discretion. The Agency will notify Members of its proposed budget by March 1 of each year and invoice for the same on or about July 1 each year. Each Member shall pay the assessment within thirty (30) days of being invoiced. Any Member which does not pay assessments will subject them to expulsion from the Agency, or such other sanctions as the Board determines equitable under all the circumstances. A Director representing a Member or other entity which has not paid its assessment may not vote on any matter during any period in which the Member or other entity is delinquent on payment of any assessment.

C. **Advances of Funds; Contributions**. Contributions or advances of funds or of personnel, supplies, equipment, or property may be made to the Agency by any Member or Non-Member Contracting Entity to accomplish the purposes of the Agency. Any such advance may be made subject to reimbursement as agreed by the Member, any Non-Member Contracting Entity, and the Agency.

D. **Project Financing**. A Project may be financed in whole or in part by the issuance of bonds and/or notes of the Agency payable from or secured by the revenues and receipts derived from the ownership and operation of such Project. No Member, nor any entity represented on the Agency Board, shall be liable for any bond, note, indebtedness, or other obligation incurred by the Agency, nor liable for the indebtedness of any other Member, nor liable for any indebtedness or other obligation with respect to a Project, other than the obligations of such Member arising under its contracts with the Agency related to each separate Project.

SECTION 9 – TERM

The Agency shall exist for the later of fifty (50) years from the effective date of this Agreement, or five years after it has fully paid or otherwise discharged all of its indebtedness, as authorized by §11-13-204(3)(a) and (b) of the Act. Existing or future provisions of the Act allowing for a longer term automatically extend the term of this Agreement to the longest term allowed by the Act. An amendment to this Agreement may extend the term. The term shall commence when this Agreement is adopted by each Member and approved by an attorney for each Member, as provided in the Act, placed

with the keeper of records of each Member, and provisions of the Act required for initial formation of the Agency have been completed.

SECTION 10 – ADDING FUTURE MEMBERS

Governmental entities operating public safety departments that are located in Utah or Juab Counties may join the Agency by following the procedures in this section without the necessity of amending this Agreement. Future members are admitted when the Board has approved an application by an entity seeking admission to the Agency, the entity has adopted a resolution accepting the interlocal agreement, as it may have been amended at the time of admittance of the future member, executed the appropriate interlocal agreement, and paid the required membership fee.. Newly admitted members to the Agency will be assessed a membership fee equal to the pro-rata portion of the value of assets owned by the Agency at the time of admittance. The membership fee shall be determined by taking the value of the Agency assets and dividing that number by the proportion of each Member=s contribution to the total Agency budget for the previous fiscal year, along with what the New Member's contribution would have been. Newly admitted members shall have equal footing with all Members upon being added as Members.

SECTION 11 – WITHDRAWAL

A Member may withdraw from the Agency subject to such terms and conditions as shall be specified in a withdrawal agreement between the Member and the Agency. Such withdrawal shall not affect any contractual liability of such Member to the Agency or to other Members. No Member shall be permitted to withdraw if such withdrawal would cause the Agency's existence to terminate, or otherwise cause the Agency to be in violation of any contract or bond obligation set forth in any indenture, contract, or other agreement with any third party, except upon consent of the Board. A withdrawing Member is not entitled to receive any of the assets of the Agency upon its withdrawal. One year's notice of intent to withdraw must be given prior to the end of a fiscal year.

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SECTION 15 – FILING OF THIS AGREEMENT

This Agreement shall take effect upon the filing of a fully-executed copy of this Agreement with the keeper of records of each of the Parties hereto.

NEPHI CITY

Authorized by Resolution No. _____, adopted on _____, 2020

NEPHI CITY by:

_____
GLADE NIELSON, Mayor

Attest:

_____
Lisa E. Brough, City Recorder

Approved as to form and compliance
with applicable law:

_____
KASEY WRIGHT, City Attorney

JUAB COUNTY

Authorized by Resolution No. _____, adopted on _____, 2020

JUAB COUNTY by:

_____
Clinton Painter,
County Commission Chair

Attest:

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Alaina Lofgran, County Clerk

Approved as to form and compliance
with applicable law:

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AnnMarie Howard, Deputy County Attorney

SPANISH FORK CITY

Authorized by Resolution No. _____, adopted on _____, 2020

SPANISH FORK CITY by:

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STEVE LEIFSON, Mayor

Attest:

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KENT R. CLARK, City Recorder

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S. JUNIOR BAKER, City Attorney

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BILL WRIGHT, Mayor

Attest:

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Sara Hubbs, City Recorder

Approved as to form and compliance
with applicable law:

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Mark Sorenson, City Attorney

Attachment: Central Utah Second Interlocal Agr (PG) (Amended Interlocal Agreement with Central Utah 911)

SALEM CITY

Authorized by Resolution No. _____, adopted on _____, 2020

SALEM CITY by:

_____
KURT L. CHRISTENSEN, Mayor

Attest:

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Jeffrey D. Nielson, City Recorder

Approved as to form and compliance
with applicable law:

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S. Junior Baker, City Attorney

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NATHAN IVIE,
County Commission Chair

Attest:

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JEFFREY R. BUHMAN
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KIRK HUNSAKER, Mayor

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with applicable law:

_____
DAVID CHURCH, City Attorney

Attachment: Central Utah Second Interlocal Agr (PG) (Amended Interlocal Agreement with Central Utah 911)

LEHI CITY

Authorized by Resolution No. _____, adopted on _____, 2020

LEHI CITY by:

_____
MARK JOHNSON, Mayor

Attest:

_____
MARILYN BANASKY, City Recorder

Approved as to form and compliance
with applicable law:

_____
RYAN WOOD, City Attorney

CITY OF SARATOGA SPRINGS

Authorized by Resolution No. _____, adopted on _____, 2020

CITY OF SARATOGA SPRINGS by:

_____
JIM MILLER, Mayor

Attest:

_____
CINDY LoPICCOLO, City Recorder

Approved as to form and compliance
with applicable law:

_____
KEVIN THURMAN, City Attorney

CITY OF CEDAR HILLS

Authorized by Resolution No. _____, adopted on _____, 2020

CITY OF CEDAR HILLS by:

_____
JENNEY REES, Mayor

Attest:

_____
COLLEEN MULVEY, City Recorder

Approved as to form and compliance
with applicable law:

_____
DAVID CHURCH, City Attorney

EAGLE MOUNTAIN CITY

Authorized by Resolution No. _____, adopted on _____, 2020

EAGLE MOUNTAIN CITY by:

_____
TOM WESTMORELAND, Mayor

Attest:

_____
FIONNUALA KOFOED, City Recorder

Approved as to form and compliance
with applicable law:

_____
JEREMY COOK, City Attorney

ELK RIDGE CITY

Authorized by Resolution No. _____, adopted on _____, 201_

ELK RIDGE CITY by:

_____
TY ELLIS, Mayor

Attest:

_____
ROYCE SWENSEN, City Recorder

Approved as to form and compliance
with applicable law:

_____
, City Attorney

CITY OF WOODLAND HILLS

Authorized by Resolution No. _____, adopted on _____, 2020

CITY OF WOODLAND HILLS by:

_____
WENDY PRAY Mayor

Attest:

_____
JODY STONES, City Recorder

Approved as to form and compliance
with applicable law:

_____
DAVID CHURCH, City Attorney

HIGHLAND CITY

Authorized by Resolution No. _____, adopted on _____, 2020

HIGHLAND CITY by:

_____
ROD MANN, Mayor

Attest:

_____
Stephanie Cottle, City Recorder

Approved as to form and compliance
with applicable law:

_____
Rob Patterson, City Attorney

CEDAR FORT TOWN

Authorized by Resolution No. _____, adopted on _____, 2020

CEDAR FORT TOWN by:

_____
DAVID GUSTIN, Mayor

Attest:

_____
CARA LYON, City Recorder

Approved as to form and compliance
with applicable law:

_____
DAVID CHURCH, City Attorney

Attachment: Central Utah Second Interlocal Agr (PG) (Amended Interlocal Agreement with Central Utah 911)

FAIRFIELD TOWN

Authorized by Resolution No. _____, adopted on _____, 2020

FAIRFIELD TOWN by:

_____
MICHAEL J. BURCH, Mayor

Attest:

_____
CHYANNE SOFFEL, City Recorder

Approved as to form and compliance
with applicable law:

_____
, City Attorney

Attachment: Central Utah Second Interlocal Agr (PG) (Amended Interlocal Agreement with Central Utah 911)

TOWN OF GOSHEN

Authorized by Resolution No. _____, adopted on _____, 2020

TOWN OF GOSHEN by:

_____
FRED JENSEN , Mayor

Attest:

_____
RACHEL PENA, Town Clerk

Approved as to form and compliance
with applicable law:

_____
, City Attorney

Attachment: Central Utah Second Interlocal Agr (PG) (Amended Interlocal Agreement with Central Utah 911)

VINEYARD TOWN

Authorized by Resolution No. _____, adopted on _____, 2020

VINEYARD TOWN by:

_____
JULIE FULLMER, Mayor

Attest:

_____
PAMELA SPENCER, City Recorder

Approved as to form and compliance
with applicable law:

_____
DAVID CHURCH, City Attorney

PLEASANT GROVE CITY

Attachment: Central Utah Second Interlocal Agr (PG) (Amended Interlocal Agreement with Central Utah 911)

Authorized by Resolution No. _____, adopted on _____, 2020

PLEASANT GROVE CITY by:

_____
GUY L. FUGAL, Mayor

Attest:

_____
KATHY T. KRESSER, City Recorder

Approved as to form and compliance
with applicable law:

_____
CHRISTINE PETERSEN, City Attorney

February 4, 2020

Pleasant Grove City
70 South 100 East
Pleasant Grove, Utah 84062

Dear Scott,

We are writing to provide a letter of intent from Central Utah 911 (CU911) with respect to a consolidation with Pleasant Grove City Dispatch. We appreciate the time and energy you and your team have afforded us in discussing this opportunity and the information that has been provided thus far.

As we continue to spend time evaluating the consolidation, we believe that Central Utah 911 will bring a cohesive value and capabilities needed by Pleasant Grove City, while accelerating the development and growth of emergency communications and public service in the county. We believe we can continue to provide the service that the citizens of Pleasant Grove have come to expect.

Transaction overview and Structure

Based on our preliminary review of the information gathered and subject to the conditions set forth by both entities, Central Utah 911 is pleased to submit this non-binding proposal for a consolidation with Pleasant Grove. We propose Pleasant Grove merge with Central Utah 911 with the already established guidelines set forth in current interlocal agreements.

In addition, we believe that in order for this consolidation to be successful our interests must be aligned. With that in mind our proposal is designed to present a compensation structure and asset allocation that allows all parties to benefit from our Future Success in an equitable way.

Employees

It is our intent to offer full and part-time employment to all current employees of Pleasant Grove Dispatch who desire employment with CU911. Employees who wish to go from part-time status to a full-time status will be offered that opportunity.

In an effort to provide a fair structure for those employees being affected by the consolidation it is our intent to provide fair compensation and benefits package that aligns with Central Utah 911 mission and values.

Years of Service

Employees will be given 1 for 1 credit for the years of service they have been with Pleasant Grove City.

Seniority

Employees will be given credit as Central Utah 911 employees for Seniority dependent on their years of service. An employee's seniority level will be based on the years of service credit given and they will be placed in seniority.

Compensation

Employee's compensation will be provided at a rate that is in line with current Central Utah 911 employees with the same dispatch level and pay. Pay may vary based on dispatch position, employment status and years of service.

Current Pleasant Grove Dispatchers who choose to become employees of Central Utah 911 will be given a $1,500 sign on bonus.

Leave

Employees will be provided with 52 hours of Vacation leave and 52 hours of sick leave when they start employment with Central Utah 911. Each employee will then be provided with leave in accordance with current policy and procedure. Leave is accrued biweekly in conjunction with payroll transactions.

Full-time merit and appointed employees shall accumulate sick leave at the rate of 4.00 hours per pay period for each full pay period of service. Job Share employees shall accumulate 2.00 hours per pay period for each pay period worked.

Sick leave will not be accrued during a period of leave of absence without pay. Any earned sick leave during such a period will be on a prorated basis.

Merit and appointed employees shall accumulate vacation leave according to the number of years of consecutive employment with CU911. Full-time and Job-Share employees shall be allowed vacation benefits as shown in the following table.

YEARS OF SERVICE	FULL TIME	20 Hour JOB SHARE
0 thru 4 years	4.00 hrs ppp*	2.00 hrs ppp*
5 thru 9 years	5.00 hrs ppp	2.50 hrs ppp
10 thru 14 years	6.00 hrs ppp	3.00 hrs ppp
15 thru 19 years	7.00 hrs ppp	3.50 hrs ppp
20 or more years	8.00 hrs ppp	4.00 hrs ppp

No more than 240 hours of accrued vacation leave hours may be carried forward from the pay period in which the employee's birthday falls, to the next pay period after the employee's birthday. It is the employee's responsibility to monitor their accrued vacation leave balance and plan accordingly so as not to lose accrued leave. Each employee is urged to utilize earned vacation leave each year.

The leave cap of accrued vacation leave hours for Part Time/job-share employees is 120 hours

Full-time merit and appointed employees, who are in a paid status the day before and the day after the holiday, will be eligible for 8 hours of holiday leave for the designated holidays.

Part Time/Job-share employees in paid status during a holiday week will be eligible for 4 hours of holiday leave for the designated holidays.

Benefits

Employees will be given approved benefits as outlined in policy and procedure and/or approved by the Board of Directors. Benefits will be provided for the employee from the first day of employment with Central Utah 911. The following types of benefits may be available to eligible employees:

1. Utah State Public Employees Retirement
2. Qualified Savings Plans (401K)
3. Health Insurance
4. Dental Insurance
5. Workers Compensation
6. Life Insurance
7. Long-term Disability
8. Vacation Leave
9. Holiday Pay
10. Sick Leave
11. Family and Medical Leave
12. Military Leave
13. Bereavement Leave

Some benefit programs require contributions from the employee, but many are fully paid by the CU911, subject to the terms and eligibility conditions as defined and controlled within each of the benefits guidelines.

All benefits, conditions and terms of employment with CU911are contingent upon the availability of revenues and resources with which to carry out or otherwise maintain those operations, benefits, and/or privileges described or referred to in this policy manual. CU911 reserves the right to amend, modify or set aside any and all benefits subject to the decision of the Board of Directors.

In accordance with state law, CU911 participates in the state unemployment insurance program. Employees who are separated from employment with CU911 may be eligible for unemployment insurance benefits. The intent of the unemployment insurance program is to assist employees who are temporarily out of work through no fault of their own.

Assets

Central Utah 911 has reviewed Pleasant Grove's current assets and determined which are of a benefit to CU911. It is our position that these assets are also essential for the continued betterment of the services that will be provided to all entities involved.

Equipment Type	Price	Quantity	One Time Total
Radio Console CIE	$3,000	3	$9,000
Phone Positions	$28,000	3	$84,000
Consoles	$14,000	4	$56,000
EFD ProQA Software/Licensing	$45,000	1	$40,900
		Total	$189,900

As part of the consolidation efforts Central Utah 911 will acquire these assets and assume responsibility and control for them moving forward. These assets will be used as CU911 sees fit and as directed by its boards. The assets will be applied against any buy-in cost Pleasant Grove City may have as outlined by the CU911 board of directors.

Building Space and Usage

It is proposed that CU911 continue the use of current Dispatch facilities occupied by Pleasant Grove Dispatch as determined by both entities. It is our intent that these facilities will be used as a Primary Backup site for CU911 and may serve as a secondary backup site for other PSAPs in the county under the supervision of CU911.

To assure that the equipment and space are viable for the CU 911 the site will be tested twice a month. Staff of CU911 will assume responsibility to test the site as follows:

Computer
- Startup
- Updates

Software
- Startup
- Updates

Phone
- Startup
- Updates

Radio
- Startup
- Updates

CU911 staff and Certified Dispatcher(s) will be on site to run through programs, take calls, perform radio dispatching and other functions necessary to assure the site functions to the standards of a backup site. In addition CU911 will run an evacuation procedure at a minimum once a year where dispatchers will use the site for both a day shift and a night shift to run operations. The site may also be used for special events where a backup/EOC will provide a higher quality of service to member agencies.

Central Utah 911

Consolidation Budget

Pleasant Grove City

Central Utah 911 operations are funded by two sources, dispatch fees, and 911 revenues. The total operational budget is calculated and divided between the two.

With consolidation, it is anticipated that additional 911 revenues received from Pleasant Grove would total an estimated $192,000. The overall estimated needs of CU911's operations FY 2021 budget with consolidation based on the addition of 8 staff including salaries and benefits, but not including any additional needs for transition would total $4,894,168.

DISPATCH FEES

Dispatch fees are a portion of the overall needs of CU911 calculated using a base fee and a three year average.

Base Fee

The Base Fee is determined by 10% of the overall fee divided by the total population of all agencies and multiplied by the population of the city.

Usage Fee

Total usage is calculated on the number of billable calls as determined by the Board of Directors. This number, for billing purposes, is based on the past three calendar years. With the addition of Pleasant Grove, the total 3-year average is 215,544 billable calls. Pleasant Grove overall usage is 10.71% of the total for all agencies currently dispatched by Central Utah 911.

Usage fees are determined by the overall total need of CU911 divided by the total three year average and multiplied by the agencies three year average.

The numbers below are based off of current three year averages and calculated using the same format for current user agencies with Pleasant Grove consolidating with Central Utah 911. These numbers are calculated with the additional needs of the CU911 through consolidation.

Pleasant Grove FY2021 Total

City	Population Estimate	Base Fee	2017 calls	2018 calls	2019 calls	3 year avr	FY2021 Usage Fee	Fy2021 TOTAL
Pleasant Grove	**38,845**	$30,301	23,703	22,325	23,523	**23,184**	$267,017	$297,319

Dispatch Fees are billed on a quarterly basis and fees are calculated off actual expenditures for salaries and benefits. For example, if CU911 is not fully staffed, user agencies are not billed for positions that are not filled. This is done to benefit the member jurisdictions and may lower the cost listed above and generally results in annual budgeted fees being less than the actual billed fees.

Buy-in Cost

In addition to the annual dispatch fees, the Board of Directors has required a buy in for all consolidating entities. This is to provide equity between the new members of CU911 and original members that paid to build the CU911 building. This is calculated by using the impact to agencies for the facilities and the percentage of usage by the agency. Pleasant Grove impact would account for 10.14%.

The resulting buy-in cost is $354,900

These numbers would require a final approval by the Board of Directors for Central Utah 911. Buy-in numbers do not reflect the total asset allocation or a disbursement of payments over an agreed upon term. Total assets may be figured into the buy in cost to lower the overall impact to Pleasant Grove and its agencies. The final buy-in cost less assets and payment would need to be determined in contract negotiations.

Assets desired by CU911 have an estimated value of $189,900 and include:

- CIE
- Phone Equipment
- Consoles
- Software License

Pleasant Grove will make 600 sq. ft. of space available for the use of CU911. This space will not include the offices, kitchenette, and quiet room which will still be used by Pleasant Grove City. CU911 will lease the space at $33,000 per year for 5 years. CU911 will use the space as they see necessary. After the 5 year term, Pleasant Grove City and CU911 will negotiate further use and rate of said space.

REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
MAY 12, 2020

Department Public Works **Director Approval** *Scott Sensanbaugher*

AGENDA ITEM Review and action on an ordinance creating Section 15.01.1525 to the American Fork City Municipal Code, a new detail for 620/700 South cross section.

SUMMARY RECOMMENDATION
Staff recommends approval of the proposed addition of Section 15.01.1525 - Cross Section of 620/700 South.

BACKGROUND
Resolution no. 2018-07-29R is an amendment to the bicycle and pedestrian element of the American Fork City General Plan. The master plan map includes a cycle track/protected bike lane from 100 East to the west City limits along 620/700 South which classified as a minor collector. The new detail maintains the right-of-way width of 72 feet as a minor collector, but incorporates a cycle track.

BUDGET IMPACT
None.

SUGGESTED MOTION
I move to adopt the ordinance approving Section 15.01.1525 relating to the 620/700 South cross section.

SUPPORTING DOCUMENTS

05-12-2020 - 620-700 South Minor Collector (DOCX)
620-700 South Minor Collector (PDF)

ORDINANCE NO. _____

AN ORDINANCE CREATING SECTION 15.01.1525 OF THE AMERICAN FORK CITY CODE RELATING TO THE 620/700 SOUTH MINOR COLLECTOR AND PROVIDING AN EFFECTIVE DATE FOR THE ORDINANCE.

Whereas, American Fork City currently has minimum width standards for streets within the city;

Whereas, American Fork finds it is in the best interest of the City to create the 620/700 South Minor Collector Cross Section; and

Whereas, the adoption of this ordinance will promote the public health, safety and welfare of the City.

NOW THEREFORE, be it ordained by the City Council of American Fork, Utah that:

1. Section 15.01.1525 be created to include the 620/700 South Minor Collector cross section as shown in the attached drawing.

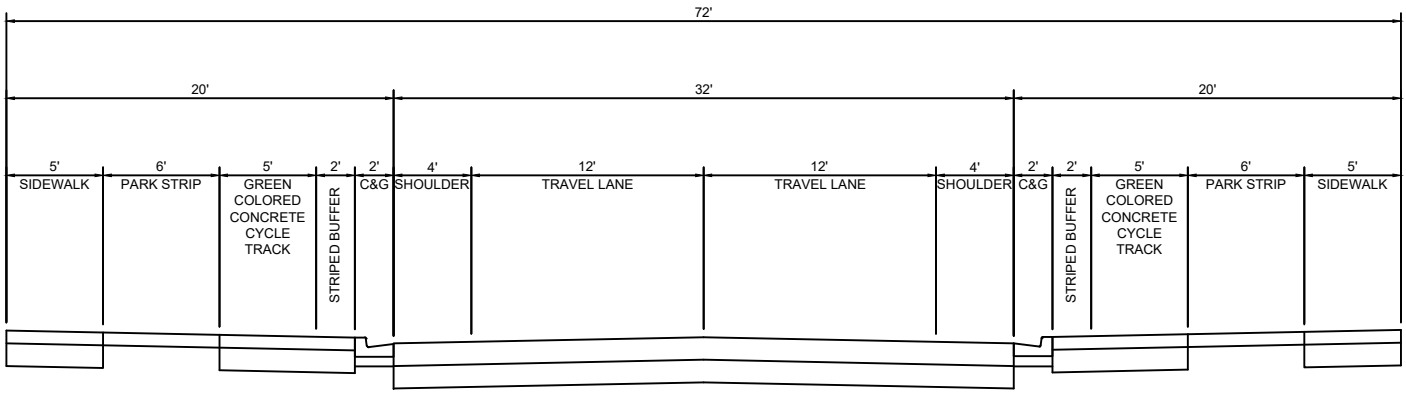
EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication as prescribed by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF AMERICAN FORK, STATE OF UTAH, ON THIS 12th DAY OF MAY, 2020.

_____
Bradley J. Frost, Mayor

ATTEST:

_____
Terilyn Lurker, City Recorder



620/700 SOUTH - MINOR COLLECTOR

NTS

Attachment: 620-700 South Minor Collector (Addition of Section 15.01.1525)

DRAWN: MVU	AMERICAN FORK CITY PUBLIC WORKS 275 EAST 200 NORTH (801) 763-9030	STANDARD DETAIL FOR 620/700 SOUTH MINOR COLLECTOR	DRAWING 1.2
REVISED:			
DATE: MAR 2020			
SCALE: VARIES			

REQUEST FOR COUNCIL ACTION
CITY OF AMERICAN FORK
MAY 12, 2020

Department Public Works **Director Approval** *Scott Sensanbaugher*

AGENDA ITEM Review and action on a Construction Contract for the FY 2020/2021 Pavement Rehabilitation Project (ST201909)

SUMMARY RECOMMENDATION Staff recommends approval of the FY 2020 Pavement Rehabilitation Project (ST201909) to Kilgore Contracting.

BACKGROUND Bids were solicited for several streets throughout the City. The Engineering Division followed a standard procurement process by issuing an invitation for bids (IFB) through the Utah Public Procurement Place website (U3P). Three bids were received. Kilgore Contracting has been selected to be the winning bid ($2,326,246.15) based on the criteria in the issued IFB. The awarded project will include completing work on 50 South, 100 East to City Limit; 100 East, 200 south to 400 South; 200 West, Pacific Dr. to 300 North; 200 North, 200 East to 600 East; and 700 North, 100 West to 700 West.

BUDGET IMPACT This contract will be issued as part of the existing capital project budget.

SUGGESTED MOTION Mr. Mayor, I move that we accept the bid submitted by Kilgore Contracting for construction of the FY 2020 Pavement Rehabilitation Project in the amount of $2,326,246.15, and approve the construction contract as presented.

SUPPORTING DOCUMENTS

Bid Tab 2020 AF Pavement Rehab (PDF)
Bid Recommendation Letter (PDF)
005000 Agreement - Kilgore (PDF)
003600 Notice of Award - Kilgore (PDF)

Engineer's Estimate
Horrocks Engineers

Project Manager: John Schiess, P.E.
Project Engineer: Brett Wood, P.E.

Construction Cost Index: 11397

Bid Opening: purchasing.utah.gov
Date: April 14, 2020
Time: 2:00 PM

For: FY 2020 Pavement Rehabilitation Project
American Fork City
51 East Main Street
American Fork, UT 84003

FY 2020 Pavement Rehabilitation Project

Contractors	**Base Bid A -E**	**Base A-E + Alt 1-2**
Kilgore	$2,263,827.15	$2,326,246.15
Geneva Rock Products	$2,834,874.20	$2,986,624.20
Staker Parsons Companies	$3,206,377.00	$3,381,379.00
Average	$2,768,359.45	$2,898,083.12
Engineer's Estimate	$2,414,779.00	$2,510,534.00
Percent Difference	-13%	-13%

Base Bid A - 50 South

				Engineer's Estimate		Bidder 1 Kilgore		Bidder 2 Geneva Rock Products		Bidder 3 Staker Parsons Companies		Average	
ITEM NO.	**DESCRIPTION**	**QUANTITY**	**UNITS**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**
1	Mobilization	1.00	LS	$13,700.00	$13,700.00	$9,800.00	$9,800.00	$20,000.00	$20,000.00	$37,800.00	$37,800.00	$22,533.33	$22,5
2	Traffic Control	1.00	LS	$6,500.00	$6,500.00	$9,100.00	$9,100.00	$8,000.00	$8,000.00	$9,155.00	$9,155.00	$8,751.67	$8,7
3	Storm Water Pollution Prevention Plan	1.00	LS	$2,500.00	$2,500.00	$2,330.00	$2,330.00	$2,000.00	$2,000.00	$5,995.00	$5,995.00	$3,441.67	$3,4
4	Tree Trimming	1.00	LS	$1,000.00	$1,000.00	$100.00	$100.00	$500.00	$500.00	$541.00	$541.00	$380.33	$3
5	Hot Mix Asphalt (4 Inch)	820.00	TON	$75.00	$61,500.00	$71.60	$58,712.00	$74.00	$60,680.00	$88.00	$72,160.00	$77.87	$63,8
6	Remove Asphalt	3390.00	SY	$3.50	$11,865.00	$2.20	$7,458.00	$2.50	$8,475.00	$4.00	$13,560.00	$2.90	$9,8
7	Roadway Excavation	200.00	CY	$40.00	$8,000.00	$23.95	$4,790.00	$20.00	$4,000.00	$24.50	$4,900.00	$22.82	$4,5
8	Granular Borrow	200.00	CY	$40.00	$8,000.00	$39.80	$7,960.00	$38.00	$7,600.00	$40.00	$8,000.00	$39.27	$7,8
9	Grading	1.00	LS	$7,000.00	$7,000.00	$4,830.00	$4,830.00	$4,300.00	$4,300.00	$1,875.00	$1,875.00	$3,668.33	$3,6
10	Intersection Radius	4.00	EA	$2,000.00	$8,000.00	$1,650.00	$6,600.00	$3,800.00	$15,200.00	$1,795.00	$7,180.00	$2,415.00	$9,6
11	One Direction ADA Pedestrian Ramp	4.00	EA	$3,500.00	$14,000.00	$3,325.00	$13,300.00	$3,200.00	$12,800.00	$3,615.00	$14,460.00	$3,380.00	$13,5
12	Adjust Valve Box	9.00	EA	$700.00	$6,300.00	$415.00	$3,735.00	$480.00	$4,320.00	$454.00	$4,086.00	$449.67	$4,0
13	Adjust Manhole	2.00	EA	$800.00	$1,600.00	$620.00	$1,240.00	$720.00	$1,440.00	$670.00	$1,340.00	$670.00	$1,3
14	Paint Markings and Striping	1.00	LS	$1,700.00	$1,700.00	$830.00	$830.00	$580.00	$580.00	$668.00	$668.00	$692.67	$6
	TOTAL BASE BID A - 50 SOUTH				**$151,665.00**		**$130,785.00**		**$149,895.00**		**$181,720.00**		**$154,13**

Base Bid B - 100 East

				Engineer's Estimate		Kilgore		Geneva Rock Products		Staker Parsons Companies		Average	
ITEM NO.	**DESCRIPTION**	**QUANTITY**	**UNITS**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**	**UNIT PRICE**	**TOTAL AMOUNT**
100	Mobilization	1.00	LS	$17,100.00	$17,100.00	$11,900.00	$11,900.00	$25,000.00	$25,000.00	$37,800.00	$37,800.00	$24,900.00	$24,9
101	Traffic Control	1.00	LS	$7,300.00	$7,300.00	$9,200.00	$9,200.00	$5,300.00	$5,300.00	$11,200.00	$11,200.00	$8,566.67	$8,5
102	Storm Water Pollution Prevention Plan	1.00	LS	$2,700.00	$2,700.00	$1,830.00	$1,830.00	$2,300.00	$2,300.00	$5,995.00	$5,995.00	$3,375.00	$3,3
103	Tree Trimming	1.00	LS	$1,000.00	$1,000.00	$100.00	$100.00	$700.00	$700.00	$3,245.00	$3,245.00	$1,348.33	$1,3
104	Hot Mix Asphalt (4 Inch)	1310.00	TON	$75.00	$98,250.00	$71.10	$93,141.00	$71.00	$93,010.00	$88.00	$115,280.00	$76.70	$100,4
105	Remove Asphalt	5480.00	SY	$3.00	$16,440.00	$1.85	$10,138.00	$2.50	$13,700.00	$5.00	$27,400.00	$3.12	$17,0
106	Intersection Radius	2.00	EA	$2,000.00	$4,000.00	$1,650.00	$3,300.00	$4,000.00	$8,000.00	$1,795.00	$3,590.00	$2,481.67	$4,9
107	Roadway Excavation	200.00	CY	$40.00	$8,000.00	$23.95	$4,790.00	$20.00	$4,000.00	$23.50	$4,700.00	$22.48	$4,4
108	Granular Borrow	200.00	CY	$40.00	$8,000.00	$39.80	$7,960.00	$38.00	$7,600.00	$36.00	$7,200.00	$37.93	$7,5
109	Grading	1.00	LS	$11,000.00	$11,000.00	$8,000.00	$8,000.00	$8,100.00	$8,100.00	$2,810.00	$2,810.00	$6,303.33	$6,3
110	Remove Curb and Gutter	20.00	LF	$11.50	$230.00	$19.40	$388.00	$30.00	$600.00	$15.00	$300.00	$21.47	$4
111	24 Inch Curb and Gutter	20.00	LF	$47.50	$950.00	$37.80	$756.00	$76.00	$1,520.00	$41.00	$820.00	$51.60	$1,0
112	One Direction ADA Pedestrian Ramp	3.00	EA	$3,500.00	$10,500.00	$3,325.00	$9,975.00	$3,200.00	$9,600.00	$3,615.00	$10,845.00	$3,380.00	$10,1
113	Two Direction ADA Pedestrian Ramp	2.00	EA	$4,500.00	$9,000.00	$4,190.00	$8,380.00	$4,100.00	$8,200.00	$4,550.00	$9,100.00	$4,280.00	$8,5
114	Adjust Valve Box	5.00	EA	$700.00	$3,500.00	$415.00	$2,075.00	$480.00	$2,400.00	$454.00	$2,270.00	$449.67	$2,2
115	Adjust Manhole	6.00	EA	$800.00	$4,800.00	$620.00	$3,720.00	$720.00	$4,320.00	$670.00	$4,020.00	$670.00	$4,0
116	Paint Markings and Striping	1.00	LS	$1,700.00	$1,700.00	$1,345.00	$1,345.00	$1,100.00	$1,100.00	$1,350.00	$1,350.00	$1,265.00	$1,2
117	Catch Basin	1.00	EA	$3,000.00	$3,000.00	$5,330.00	$5,330.00	$9,800.00	$9,800.00	$10,350.00	$10,350.00	$8,493.33	$8,4
	TOTAL BASE BID B - 100 EAST				**$207,470.00**		**$182,328.00**		**$205,250.00**		**$258,275.00**		**$215,28**

Attachment: Bid Tab 2020 AF Pavement Rehab (FY 2020 Pavement Rehabilitation Project (ST201909))

Base Bid C - 200 North

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	Engineer's Estimate UNIT PRICE	Engineer's Estimate TOTAL AMOUNT	Kilgore UNIT PRICE	Kilgore TOTAL AMOUNT	Geneva Rock Products UNIT PRICE	Geneva Rock Products TOTAL AMOUNT	Staker Parsons Companies UNIT PRICE	Staker Parsons Companies TOTAL AMOUNT	Average UNIT PRICE	Average TOTAL AMOUNT
200	Mobilization	1.00	LS	$23,200.00	$23,200.00	$31,300.00	$31,300.00	$34,000.00	$34,000.00	$37,800.00	$37,800.00	$34,366.67	$34,3
201	Traffic Control	1.00	LS	$13,500.00	$13,500.00	$19,600.00	$19,600.00	$6,300.00	$6,300.00	$49,550.00	$49,550.00	$25,150.00	$25,1
202	Storm Water Pollution Prevention Plan	1.00	LS	$4,400.00	$4,400.00	$2,835.00	$2,835.00	$4,000.00	$4,000.00	$5,995.00	$5,995.00	$4,276.67	$4,2
203	Tree Trimming	1.00	LS	$1,500.00	$1,500.00	$1,015.00	$1,015.00	$1,200.00	$1,200.00	$7,570.00	$7,570.00	$3,261.67	$3,2
204	Remove Excess Material	910.00	CY	$22.50	$20,475.00	$21.80	$19,838.00	$30.00	$27,300.00	$15.50	$14,105.00	$22.43	$20,4
205	Roadway Excavation	100.00	CY	$40.00	$4,000.00	$24.65	$2,465.00	$20.00	$2,000.00	$23.50	$2,350.00	$22.72	$2,2
206	Granular Borrow	100.00	CY	$40.00	$4,000.00	$42.60	$4,260.00	$39.00	$3,900.00	$36.00	$3,600.00	$39.20	$3,9
207	Full Depth Reclamation (6 Inch)	1820.00	CY	$41.50	$75,530.00	$48.10	$87,542.00	$47.00	$85,540.00	$59.50	$108,290.00	$51.53	$93,7
208	Hot Mix Asphalt (3 Inch)	1970.00	TON	$75.00	$147,750.00	$69.25	$136,422.50	$70.00	$137,900.00	$88.00	$173,360.00	$75.75	$149,2
209	Adjust Valve Box	32.00	EA	$700.00	$22,400.00	$415.00	$13,280.00	$480.00	$15,360.00	$460.00	$14,720.00	$451.67	$14,4
210	Adjust Manhole	17.00	EA	$800.00	$13,600.00	$620.00	$10,540.00	$720.00	$12,240.00	$676.00	$11,492.00	$672.00	$11,4
211	Two Direction ADA Pedestrian Ramp	7.00	EA	$4,500.00	$31,500.00	$4,190.00	$29,330.00	$4,100.00	$28,700.00	$4,550.00	$31,850.00	$4,280.00	$29,9
212	One Direction ADA Pedestrian Ramp	17.00	EA	$3,500.00	$59,500.00	$3,730.00	$63,410.00	$3,200.00	$54,400.00	$4,055.00	$68,935.00	$3,661.67	$62,2
213	Paint Markings and Striping	1.00	LS	$1,000.00	$1,000.00	$1,895.00	$1,895.00	$1,800.00	$1,800.00	$2,070.00	$2,070.00	$1,921.67	$1,9
214	Remove and Dispose Large Diversion Structure	1.00	LS	$1,500.00	$1,500.00	$2,860.00	$2,860.00	$3,500.00	$3,500.00	$3,310.00	$3,310.00	$3,223.33	$3,2
215	60 Inch Manhole	2.00	EA	$4,000.00	$8,000.00	$3,500.00	$7,000.00	$7,000.00	$14,000.00	$6,620.00	$13,240.00	$5,706.67	$11,4
216	Remove and Dispose of Storm Drain Structure	6.00	EA	$500.00	$3,000.00	$865.00	$5,190.00	$2,300.00	$13,800.00	$2,205.00	$13,230.00	$1,790.00	$10,7
217	18 Inch CMP Pipe	10.00	LF	$100.00	$1,000.00	$55.85	$558.50	$200.00	$2,000.00	$217.00	$2,170.00	$157.62	$1,5
218	18 Inch CMP Coupling	1.00	EA	$200.00	$200.00	$50.75	$50.75	$520.00	$520.00	$496.00	$496.00	$355.58	$3
219	24 Inch HDPE Pipe	23.00	LF	$110.00	$2,530.00	$58.50	$1,345.50	$230.00	$5,290.00	$248.00	$5,704.00	$178.83	$4,1
220	24 Inch HDPE Coupling	2.00	EA	$200.00	$400.00	$25.40	$50.80	$810.00	$1,620.00	$772.00	$1,544.00	$535.80	$1,0
221	Cap Existing Pipe with Concrete	10.00	EA	$100.00	$1,000.00	$255.00	$2,550.00	$350.00	$3,500.00	$331.00	$3,310.00	$312.00	$3,1
222	Remove Existing Storm Drain Pipe	212.00	LF	$25.00	$5,300.00	$23.90	$5,066.80	$70.00	$14,840.00	$74.50	$15,794.00	$56.13	$11,9
223	Flared End Section	1.00	EA	$500.00	$500.00	$660.00	$660.00	$1,200.00	$1,200.00	$1,215.00	$1,215.00	$1,025.00	$1,0
224	Import Backfill Material	140.00	TON	$40.00	$5,600.00	$15.50	$2,170.00	$29.00	$4,060.00	$27.50	$3,850.00	$24.00	$3,3
225	Intersection Radius	1.00	EA	$2,000.00	$2,000.00	$1,650.00	$1,650.00	$3,800.00	$3,800.00	$1,795.00	$1,795.00	$2,415.00	$2,4
226	Remove Curb and Gutter	130.00	LF	$11.50	$1,495.00	$13.70	$1,781.00	$31.00	$4,030.00	$15.00	$1,950.00	$19.90	$2,5
227	24 Inch Curb and Gutter	170.00	LF	$47.50	$8,075.00	$37.80	$6,426.00	$57.00	$9,690.00	$41.00	$6,970.00	$45.27	$7,6
228	Valley Gutter	150.00	SF	$21.00	$3,150.00	$19.55	$2,932.50	$16.00	$2,400.00	$21.00	$3,150.00	$18.85	$2,8
229	6 Inch Driveway	60.00	SF	$20.00	$1,200.00	$13.95	$837.00	$12.00	$720.00	$15.00	$900.00	$13.65	$8
230	Pretreatment Inlet and Sump	1.00	EA	$15,000.00	$15,000.00	$10,300.00	$10,300.00	$23,000.00	$23,000.00	$22,050.00	$22,050.00	$18,450.00	$18,4
231	Mill New Asphalt Connection	1.00	LS	$5,000.00	$5,000.00	$610.00	$610.00	$4,500.00	$4,500.00	$7,065.00	$7,065.00	$4,058.33	$4,0
	TOTAL BASE BID C - 200 NORTH				**$487,305.00**		**$475,771.35**		**$527,110.00**		**$639,430.00**		**$547,43**

Base Bid D - 200 West

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	Engineer's Estimate UNIT PRICE	Engineer's Estimate TOTAL AMOUNT	Kilgore UNIT PRICE	Kilgore TOTAL AMOUNT	Geneva Rock Products UNIT PRICE	Geneva Rock Products TOTAL AMOUNT	Staker Parsons Companies UNIT PRICE	Staker Parsons Companies TOTAL AMOUNT	Average UNIT PRICE	Average TOTAL AMOUNT
300	Mobilization	1.00	LS	$16,200.00	$16,200.00	$15,500.00	$15,500.00	$30,000.00	$30,000.00	$37,800.00	$37,800.00	$27,766.67	$27,7
301	Traffic Control	1.00	LS	$6,900.00	$6,900.00	$10,500.00	$10,500.00	$5,400.00	$5,400.00	$41,750.00	$41,750.00	$19,216.67	$19,2
302	Storm Water Pollution Prevention Plan	1.00	LS	$2,500.00	$2,500.00	$1,830.00	$1,830.00	$4,000.00	$4,000.00	$5,955.00	$5,955.00	$3,928.33	$3,9
303	Tree Trimming	1.00	LS	$1,000.00	$1,000.00	$100.00	$100.00	$1,600.00	$1,600.00	$3,245.00	$3,245.00	$1,648.33	$1,6
304	Hot Mix Asphalt (3.5 Inch)	980.00	TON	$75.00	$73,500.00	$69.40	$68,012.00	$73.00	$71,540.00	$92.00	$90,160.00	$78.13	$76,5
305	Full Depth Reclamation (6 Inch)	780.00	CY	$51.50	$40,170.00	$60.35	$47,073.00	$48.00	$37,440.00	$63.50	$49,530.00	$57.28	$44,6
306	Roadway Excavation	100.00	CY	$40.00	$4,000.00	$24.65	$2,465.00	$20.00	$2,000.00	$23.50	$2,350.00	$22.72	$2,2
307	Granular Borrow	100.00	CY	$40.00	$4,000.00	$42.60	$4,260.00	$38.00	$3,800.00	$36.00	$3,600.00	$38.87	$3,8
308	Remove Excess Material	460.00	CY	$23.00	$10,580.00	$24.40	$11,224.00	$32.00	$14,720.00	$15.50	$7,130.00	$23.97	$11,0
309	Intersection Radius	1.00	EA	$2,000.00	$2,000.00	$1,650.00	$1,650.00	$3,800.00	$3,800.00	$1,795.00	$1,795.00	$2,415.00	$2,4
310	Adjust Monument Box	1.00	EA	$1,500.00	$1,500.00	$660.00	$660.00	$580.00	$580.00	$541.00	$541.00	$593.67	$5
311	Adjust Valve Box	10.00	EA	$700.00	$7,000.00	$415.00	$4,150.00	$480.00	$4,800.00	$460.00	$4,600.00	$451.67	$4,5
312	Adjust Manhole	4.00	EA	$800.00	$3,200.00	$620.00	$2,480.00	$720.00	$2,880.00	$676.00	$2,704.00	$672.00	$2,6
313	Catch Basin with Flat Grate	1.00	EA	$3,200.00	$3,200.00	$3,530.00	$3,530.00	$5,800.00	$5,800.00	$6,570.00	$6,570.00	$5,300.00	$5,3
314	15 Inch RCP	26.00	LF	$100.00	$2,600.00	$39.35	$1,023.10	$460.00	$11,960.00	$497.00	$12,922.00	$332.12	$8,6
315	One Direction ADA Pedestrian Ramp	1.00	EA	$3,500.00	$3,500.00	$3,325.00	$3,325.00	$3,200.00	$3,200.00	$3,615.00	$3,615.00	$3,380.00	$3,3
316	Two Direction ADA Pedestrian Ramp	2.00	EA	$4,500.00	$9,000.00	$4,190.00	$8,380.00	$4,100.00	$8,200.00	$4,550.00	$9,100.00	$4,280.00	$8,5
317	Paint Markings and Striping	1.00	LS	$1,700.00	$1,700.00	$1,410.00	$1,410.00	$1,300.00	$1,300.00	$1,430.00	$1,430.00	$1,380.00	$1,3
318	Remove Curb and Gutter	65.00	LF	$11.50	$747.50	$15.00	$975.00	$30.00	$1,950.00	$16.50	$1,072.50	$20.50	$1,332.50

Attachment: Bid Tab 2020 AF Pavement Rehab (FY 2020 Pavement Rehabilitation Project (ST201909))

319	30 Inch Curb and Gutter	65.00	LF	$52.50	$3,412.50	$39.85	$2,590.25	$55.00	$3,575.00	$43.50	$2,827.50	$46.12	$2,997.58
320	Remove and Dispose Valve Box and Collar	1.00	EA	$300.00	$300.00	$430.00	$430.00	$300.00	$300.00	$1,620.00	$1,620.00	$783.33	$783.33
	TOTAL BASE BID D - 200 WEST				**$197,010.00**		**$191,567.35**		**$218,845.00**		**$290,317.00** *		**$233,57**

Base Bid E - 700 North

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	Engineer's Estimate UNIT PRICE	Engineer's Estimate TOTAL AMOUNT	Kilgore UNIT PRICE	Kilgore TOTAL AMOUNT	Geneva Rock Products UNIT PRICE	Geneva Rock Products TOTAL AMOUNT	Staker Parsons Companies UNIT PRICE	Staker Parsons Companies TOTAL AMOUNT	Average UNIT PRICE	Average TOTAL AMOUNT
400	Mobilization	1.00	LS	$65,300.00	$65,300.00	$67,600.00	$67,600.00	$83,000.00	$83,000.00	$37,800.00	$37,800.00	$62,800.00	$62,8
401	Traffic Control	1.00	LS	$38,000.00	$38,000.00	$29,500.00	$29,500.00	$45,000.00	$45,000.00	$82,500.00	$82,500.00	$52,333.33	$52,3
402	Storm Water Pollution Prevention Plan	1.00	LS	$12,500.00	$12,500.00	$4,140.00	$4,140.00	$4,100.00	$4,100.00	$5,995.00	$5,995.00	$4,745.00	$4,7
403	Tree Trimming	1.00	LS	$3,000.00	$3,000.00	$2,030.00	$2,030.00	$3,500.00	$3,500.00	$7,570.00	$7,570.00	$4,366.67	$4,3
404	Hot Mix Asphalt	3860.00	TON	$71.50	$275,990.00	$72.45	$279,657.00	$72.00	$277,920.00	$101.00	$389,860.00	$81.82	$315,8
405	Untreated Base Course (12 Inch)	580.00	CY	$45.00	$26,100.00	$46.85	$27,173.00	$36.00	$20,880.00	$37.00	$21,460.00	$39.95	$23,1
406	Edge Mill	6980.00	SY	$3.50	$24,430.00	$1.80	$12,564.00	$1.75	$12,215.00	$2.50	$17,450.00	$2.02	$14,0
407	Heavy Duty Paving Fabric	22240.00	SY	$2.00	$44,480.00	$1.40	$31,136.00	$1.88	$41,811.20	$1.00	$22,240.00	$1.43	$31,7
408	Remove Asphalt	3160.00	SY	$3.50	$11,060.00	$4.75	$15,010.00	$2.70	$8,532.00	$7.50	$23,700.00	$4.98	$15,7
409	Roadway Excavation	470.00	CY	$35.00	$16,450.00	$23.80	$11,186.00	$20.00	$9,400.00	$23.50	$11,045.00	$22.43	$10,5
410	Granular Borrow	200.00	CY	$40.00	$8,000.00	$45.85	$9,170.00	$37.00	$7,400.00	$37.00	$7,400.00	$39.95	$7,9
411	HMA Leveling Course	70.00	TON	$100.00	$7,000.00	$102.30	$7,161.00	$115.00	$8,050.00	$97.00	$6,790.00	$104.77	$7,3
412	Intersection Radius	16.00	EA	$2,000.00	$32,000.00	$1,650.00	$26,400.00	$3,800.00	$60,800.00	$1,795.00	$28,720.00	$2,415.00	$38,6
413	Two Direction ADA Pedestrian Ramp	25.00	EA	$4,500.00	$112,500.00	$4,190.00	$104,750.00	$4,100.00	$102,500.00	$4,550.00	$113,750.00	$4,280.00	$107,0
414	One Direction ADA Pedestrian Ramp	12.00	EA	$3,500.00	$42,000.00	$3,325.00	$39,900.00	$3,200.00	$38,400.00	$3,615.00	$43,380.00	$3,380.00	$40,5
415	Adjust Valve Box	73.00	EA	$700.00	$51,100.00	$415.00	$30,295.00	$480.00	$35,040.00	$454.00	$33,142.00	$449.67	$32,8
416	Adjust Manhole	44.00	EA	$800.00	$35,200.00	$620.00	$27,280.00	$720.00	$31,680.00	$670.00	$29,480.00	$670.00	$29,4
417	Paint Markings and Striping	40.00	GAL	$85.00	$3,400.00	$51.40	$2,056.00	$50.00	$2,000.00	$57.00	$2,280.00	$52.80	$2,1
418	Pavement Messages	20.50	EA	$400.00	$8,200.00	$130.00	$2,665.00	$130.00	$2,665.00	$150.00	$3,075.00	$136.67	$2,8
419	24 inch Curb and Gutter	694.00	LF	$47.50	$32,965.00	$37.85	$26,267.90	$35.00	$24,290.00	$41.00	$28,454.00	$37.95	$26,3
420	Remove Curb and Gutter	275.00	LF	$11.50	$3,162.50	$13.70	$3,767.50	$15.00	$4,125.00	$15.00	$4,125.00	$14.57	$4,0
421	6 Inch Driveway	534.00	SF	$18.50	$9,879.00	$13.95	$7,449.30	$9.00	$4,806.00	$15.00	$8,010.00	$12.65	$6,7
422	4 Foot Sidewalk	1465.00	SF	$16.00	$23,440.00	$12.70	$18,605.50	$7.00	$10,255.00	$14.00	$20,510.00	$11.23	$16,4
423	Stamped Concrete	450.00	SF	$30.00	$13,500.00	$23.60	$10,620.00	$12.00	$5,400.00	$25.50	$11,475.00	$20.37	$9,1
424	Valley Gutter	480.00	SF	$21.00	$10,080.00	$19.55	$9,384.00	$16.00	$7,680.00	$21.00	$10,080.00	$18.85	$9,0
425	RRFB System	1.00	LS	$14,000.00	$14,000.00	$9,250.00	$9,250.00	$10,000.00	$10,000.00	$22,650.00	$22,650.00	$13,966.67	$13,9
426	Retaining Wall	500.00	SF	$40.00	$20,000.00	$83.45	$41,725.00	$77.00	$38,500.00	$40.00	$20,000.00	$66.82	$33,4
427	1 Inch Water Lateral Pipe (Trenchless)	765.00	LF	$29.00	$22,185.00	$105.00	$80,325.00	$122.00	$93,330.00	$118.00	$90,270.00	$115.00	$87,9
428	Water Service Connection	35.00	EA	$1,400.00	$49,000.00	$1,650.00	$57,750.00	$2,200.00	$77,000.00	$1,865.00	$65,275.00	$1,905.00	$66,6
429	Hot Tap Connection	11.00	EA	$2,750.00	$30,250.00	$2,270.00	$24,970.00	$7,000.00	$77,000.00	$6,620.00	$72,820.00	$5,296.67	$58,2
430	12 Inch PVC C-900 DR-18 Pipe	75.00	LF	$80.00	$6,000.00	$45.45	$3,408.75	$200.00	$15,000.00	$168.00	$12,600.00	$137.82	$10,3
431	12 x 8 Inch Reducer	1.00	EA	$900.00	$900.00	$610.00	$610.00	$1,000.00	$1,000.00	$938.00	$938.00	$849.33	$8
432	12 Inch 22.5 Degree Bend	1.00	EA	$900.00	$900.00	$610.00	$610.00	$1,400.00	$1,400.00	$1,325.00	$1,325.00	$1,111.67	$1,1
433	12 Inch Cut and Cap	2.00	EA	$750.00	$1,500.00	$610.00	$1,220.00	$1,500.00	$3,000.00	$1,215.00	$2,430.00	$1,108.33	$2,2
434	10 Inch Gate Valve	1.00	EA	$2,900.00	$2,900.00	$2,185.00	$2,185.00	$3,300.00	$3,300.00	$3,995.00	$3,995.00	$3,160.00	$3,1
435	10 Inch Cut and Cap	1.00	EA	$700.00	$700.00	$560.00	$560.00	$2,100.00	$2,100.00	$1,655.00	$1,655.00	$1,438.33	$1,4
436	10 Inch PVC C-900 DR-18 Pipe	25.00	LF	$85.00	$2,125.00	$39.75	$993.75	$235.00	$5,875.00	$199.00	$4,975.00	$157.92	$3,9
437	8 Inch PVC C-900 DR-18 Pipe	585.00	LF	$62.50	$36,562.50	$30.35	$17,754.75	$180.00	$105,300.00	$174.00	$101,790.00	$128.12	$74,9
438	8 Inch Gate Valve	36.00	EA	$1,950.00	$70,200.00	$1,780.00	$64,080.00	$3,500.00	$126,000.00	$4,245.00	$152,820.00	$3,175.00	$114,3
439	8 x 8 Inch Tee	4.00	EA	$1,100.00	$4,400.00	$840.00	$3,360.00	$4,100.00	$16,400.00	$3,860.00	$15,440.00	$2,933.33	$11,7
440	8 Inch Long Sleeve	29.00	EA	$700.00	$20,300.00	$610.00	$17,690.00	$930.00	$26,970.00	$882.00	$25,578.00	$807.33	$23,4
441	8 x 6 Inch Reducer	5.00	EA	$700.00	$3,500.00	$610.00	$3,050.00	$810.00	$4,050.00	$772.00	$3,860.00	$730.67	$3,6
442	8 x 4 Inch Reducer	2.00	EA	$600.00	$1,200.00	$610.00	$1,220.00	$810.00	$1,620.00	$772.00	$1,544.00	$730.67	$1,4
443	8 Inch 45 Degree Bend	28.00	EA	$850.00	$23,800.00	$865.00	$24,220.00	$1,200.00	$33,600.00	$1,105.00	$30,940.00	$1,056.67	$29,5
444	8 Inch 11.25 Degree Bend	1.00	EA	$850.00	$850.00	$610.00	$610.00	$1,200.00	$1,200.00	$1,105.00	$1,105.00	$971.67	$9
445	8 Inch Blind Flange	4.00	EA	$550.00	$2,200.00	$610.00	$2,440.00	$950.00	$3,800.00	$882.00	$3,528.00	$814.00	$3,2
446	8 Inch Cut and Cap	14.00	EA	$600.00	$8,400.00	$560.00	$7,840.00	$1,800.00	$25,200.00	$1,325.00	$18,550.00	$1,228.33	$17,1
447	6 Inch 45 Degree Bend	10.00	EA	$750.00	$7,500.00	$535.00	$5,350.00	$1,100.00	$11,000.00	$993.00	$9,930.00	$876.00	$8,7
448	6 Inch PVC C-900 DR-18 Pipe	100.00	LF	$60.00	$6,000.00	$26.75	$2,675.00	$180.00	$18,000.00	$149.00	$14,900.00	$118.58	$11,8
449	6 Inch Gate Valve	7.00	EA	$1,700.00	$11,900.00	$1,450.00	$10,150.00	$1,800.00	$12,600.00	$2,380.00	$16,660.00	$1,876.67	$13,1
450	6 Inch Long Sleeve	12.00	EA	$550.00	$6,600.00	$560.00	$6,720.00	$810.00	$9,720.00	$772.00	$9,264.00	$714.00	$8,5
451	6 Inch Cut and Cap	6.00	EA	$600.00	$3,600.00	$430.00	$2,580.00	$2,000.00	$12,000.00	$1,545.00	$9,270.00	$1,325.00	$7,9
452	Remove Existing Water Valve Box	18.00	EA	$350.00	$6,300.00	$280.00	$5,040.00	$250.00	$4,500.00	$1,105.00	$19,890.00	$545.00	$9,810.00
453	Remove Existing Cross	4.00	EA	$1,100.00	$4,400.00	$330.00	$1,320.00	$2,100.00	$8,400.00	$1,655.00	$6,620.00	$1,361.67	$5,446.67

454	4 Inch Cut and Cap	10.00	EA	$500.00	$5,000.00	$420.00	$4,200.00	$2,000.00	$20,000.00	$1,545.00	$15,450.00	$1,321.67	$13,216.67
455	4 Inch 45 Degree Bend	4.00	EA	$700.00	$2,800.00	$480.00	$1,920.00	$930.00	$3,720.00	$882.00	$3,528.00	$764.00	$3,056.00
456	4 Inch PVC C-900 DR-18 Pipe	20.00	LF	$60.00	$1,200.00	$26.90	$538.00	$180.00	$3,600.00	$149.00	$2,980.00	$118.63	$2,3
457	4 Inch Long Sleeve	2.00	EA	$500.00	$1,000.00	$525.00	$1,050.00	$700.00	$1,400.00	$662.00	$1,324.00	$629.00	$1,2
458	Remove Existing 4 Inch Ductile Iron Pipe	20.00	LF	$50.00	$1,000.00	$43.15	$863.00	$70.00	$1,400.00	$66.00	$1,320.00	$59.72	$1,1
459	Remove Existing Tee	2.00	EA	$1,100.00	$2,200.00	$330.00	$660.00	$1,500.00	$3,000.00	$1,435.00	$2,870.00	$1,088.33	$2,1
460	4 Inch Blind Flange	1.00	EA	$500.00	$500.00	$420.00	$420.00	$800.00	$800.00	$772.00	$772.00	$664.00	$6
461	Verify Service by Pothole	29.00	EA	$600.00	$17,400.00	$330.00	$9,570.00	$700.00	$20,300.00	$662.00	$19,198.00	$564.00	$16,3
462	Import Backfill	560.00	CY	$22.00	$12,320.00	$15.50	$8,680.00	$54.00	$30,240.00	$50.50	$28,280.00	$40.00	$22,4
463	Owner's Contingency	1.00	LS	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,0
	TOTAL BASE BID E - 700 NORTH				**$1,371,329.00**		**$1,283,375.45**		**$1,733,774.20**		**$1,836,635.00**		**$1,617,92**

Additive Alternate #1

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	Engineer's Estimate UNIT PRICE	Engineer's Estimate TOTAL AMOUNT	Kilgore UNIT PRICE	Kilgore TOTAL AMOUNT	Geneva Rock Products UNIT PRICE	Geneva Rock Products TOTAL AMOUNT	Staker Parsons Companies UNIT PRICE	Staker Parsons Companies TOTAL AMOUNT	Average UNIT PRICE	Average TOTAL AMOUNT
500	1 Inch Water Lateral Pipe (Open Trench)		LF	$31.00	--	$53.55	--	$200.00	--	$225.00	--	$159.52	--
501	Setter		EA	$500.00	--	$990.00	--	$1,800.00	--	$1,765.00	--	$1,518.33	--
502	Plus or Minus Cement Content		CY	$250.00	--	$255.00	--	$140.00	--	$300.00	--	$231.67	--
503	Pulverized Lateral Repair and Reconnect		EA	$650.00	--	$3,730.00	--	$950.00	--	$882.00	--	$1,854.00	--
504	12 Inch Line Stop		EA	$6,000.00	--	$12,600.00	--	$17,000.00	--	$16,200.00	--	$15,266.67	--
505	10 Inch Line Stop		EA	$5,500.00	--	$10,900.00	--	$16,000.00	--	$14,400.00	--	$13,766.67	--
506	8 Inch Line Stop		EA	$5,000.00	--	$9,000.00	--	$13,000.00	--	$12,450.00	--	$11,483.33	--
507	6 Inch Line Stop		EA	$4,500.00	--	$7,300.00	--	$11,000.00	--	$10,650.00	--	$9,650.00	--
508	4 Inch Line Stop		EA	$4,000.00	--	$5,900.00	--	$9,000.00	--	$8,900.00	--	$7,933.33	--
	TOTAL ADDITIVE ALERNATE #1				**--**		**--**		**--**		**--**		**--**

Additive Alternate #2

ITEM NO.	DESCRIPTION	QUANTITY	UNITS	Engineer's Estimate UNIT PRICE	Engineer's Estimate TOTAL AMOUNT	Kilgore UNIT PRICE	Kilgore TOTAL AMOUNT	Geneva Rock Products UNIT PRICE	Geneva Rock Products TOTAL AMOUNT	Staker Parsons Companies UNIT PRICE	Staker Parsons Companies TOTAL AMOUNT	Average UNIT PRICE	Average TOTAL AMOUNT
600	Mobilization	1.00	LS	$15,900.00	$15,900.00	$3,850.00	$3,850.00	$13,000.00	$13,000.00	$35,700.00	$35,700.00	$17,516.67	$17,5
601	Traffic Control	1.00	LS	$10,400.00	$10,400.00	$7,400.00	$7,400.00	$4,500.00	$4,500.00	$22,850.00	$22,850.00	$11,583.33	$11,5
602	8 Inch PVC C-900 DR-18 Pipe	640.00	LF	$65.00	$41,600.00	$30.35	$19,424.00	$130.00	$83,200.00	$105.00	$67,200.00	$88.45	$56,6
603	1 Inch Water Lateral Pipe (Trenchless)	105.00	LF	$35.00	$3,675.00	$105.00	$11,025.00	$110.00	$11,550.00	$105.00	$11,025.00	$106.67	$11,2
604	Water Service Connection	3.00	EA	$1,400.00	$4,200.00	$1,650.00	$4,950.00	$1,800.00	$5,400.00	$1,655.00	$4,965.00	$1,701.67	$5,1
605	8 Inch Gate Valve	1.00	EA	$1,900.00	$1,900.00	$1,780.00	$1,780.00	$3,500.00	$3,500.00	$4,245.00	$4,245.00	$3,175.00	$3,1
606	8 x 8 Inch Tee	1.00	EA	$1,000.00	$1,000.00	$840.00	$840.00	$4,100.00	$4,100.00	$3,860.00	$3,860.00	$2,933.33	$2,9
607	8 Inch Long Sleeve	1.00	EA	$600.00	$600.00	$610.00	$610.00	$950.00	$950.00	$882.00	$882.00	$814.00	$8
608	8 Inch Cap	2.00	EA	$500.00	$1,000.00	$560.00	$1,120.00	$1,500.00	$3,000.00	$1,435.00	$2,870.00	$1,165.00	$2,3
609	Fire Hydrant	1.00	EA	$5,750.00	$5,750.00	$4,925.00	$4,925.00	$9,300.00	$9,300.00	$8,825.00	$8,825.00	$7,683.33	$7,6
610	Import Backfill (100%)	285.00	TON	$18.00	$5,130.00	$15.50	$4,417.50	$29.00	$8,265.00	$27.50	$7,837.50	$24.00	$6,8
611	2 Inch Stabilization Rock	25.00	TON	$22.00	$550.00	$19.20	$480.00	$41.00	$1,025.00	$38.50	$962.50	$32.90	$8
612	Untreated Base Course (8 Inch)	90.00	CY	$45.00	$4,050.00	$17.75	$1,597.50	$44.00	$3,960.00	$42.00	$3,780.00	$34.58	$3,1
	TOTAL ADDITIVE ALTERNATE #2				**$95,755.00**		**$62,419.00**		**$151,750.00**		**$175,002.00**		**$129,72**
	TOTAL BID				**$2,510,534.00**		**$2,326,246.15**		**$2,986,624.20**		**$3,381,379.00**		**$2,898,08**

*** Denotes a mathematical error**

Attachment: Bid Tab 2020 AF Pavement Rehab (FY 2020 Pavement Rehabilitation Project (ST201909))

I hereby certify that this is a true and correct Bid Tabulation for the
FY 2020 Pavement Rehabilitation Project

PROFESSIONAL ENGINEER
9824865
BRETT J WOOD
04/15/2020
ELECTRONIC SEAL
STATE OF UTAH

Brett J Wood, P.E.

Digitally signed by Brett J Wood, P.E.
DN: C=US, E=brettw@horrocks.com, OU="", O=Horrocks Engineers, CN="Brett J Wood, P.E."
Date: 2020.04.15 09:52:09-06'00'

Brett Wood, P.E.

HORROCKS ENGINEERS

2162 W. Grove Parkway, Suite 400
Pleasant Grove, Utah 84062
801-763-5100

WWW.HORROCKS.COM

Aaron Wilson, P.E.
275 East 200 North
American Fork Utah, 84003

April 22, 2020

Subject: American Fork FY 2020 Pavement Rehabilitation Project Bid Results and Recommendations

Dear Aaron:

Attached is the bid tabulation for the American Fork FY 2020 Pavement Rehabilitation Project. The low bidder was Kilgore Contracting with a bid of $2,326,246.15. The bid was 8 percent lower than the engineer's estimate. The bid price includes Base Bids A-E, and Additive Alternate 2. There was a total of three bidders on this project with an average bid price of $2,898,083.12.

We recommend the bid be awarded to Kilgore Contracting. We have checked their license, bonding, and references and have found everything in order. This recommendation is based on American Fork City receiving confirmation from Pleasant Grove City that they would like to move forward on the 50 South water line for $62,419.00.

Attached are three (3) copies of the Notice of Award if the City so chooses to award this project to Kilgore Contracting, Inc.

If you have any questions please call.

Sincerely,
HORROCKS ENGINEERS

John E. Schiess, P.E.
Principal Engineer

cc: File

DOCUMENT 005000

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2020 by and between American Fork City, hereinafter called "OWNER" and Kilgore Contracting, doing business as a corporation, hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete construction of the American Fork City – FY 2020 Pavement Rehabilitation Project.

2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the construction and completion of the project described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the Notice to Proceed and will substantially complete the work required by the CONTRACT DOCUMENTS by October 15, 2020, unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS. The UDOT contributing portion of the work shall be completed within 45 calendar days of the Notice to Proceed.

4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of $ 2,326,246.15.

5. The term "CONTRACT DOCUMENTS" means and includes the following:

(A) Advertisement for BIDS

(B) Information for BIDDERS

(C) Information Required of Bidder

(D) Bid

(E) Bid Bond

(F) Agreement

(G) General Conditions

(H) Supplemental General Conditions

(I) Special Provisions

(J) Payment Bond

(K) Performance Bond

(L) Notice of Award

(M) Notice to Proceed

Attachment: 005000 Agreement - Kilgore (FY 2020 Pavement Rehabilitation Project (ST201909))

(N) Change Order

(O) Specifications prepared or issued by Horrocks Engineers, dated, March 2020.

(P) Drawings prepared by Horrocks Engineers numbered 1 through 26 and dated March 2020.

(Q) American Fork Standards, Standards, Drawings, and Specifications.

(R) Addendum:

No. 1, DATED March 25, 2020

No. 2, DATED March 31, 2020

No. 3, DATED April 6, 2020

No. 4, DATED April 9, 2020

6. The OWNER will pay to the CONTRACTOR in the manner at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS. A five (5) percent retainage will be held until final payment is issued, at which point the retainage will be released.

7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns. IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in triplicate, each of which shall be deemed an original on the date first above written.

American Fork City - OWNER

By_____

(SEAL)

Name_____

ATTEST:

Title_____

_____

Approved as to form:

Name_____
please type)

_____
City Attorney

Title_____

Approved as to content:

_____
City Engineer

(SEAL)

CONTRACTOR:

ATTEST:

_____

_____

By_____

Name_____
(please type)

Name_____
(please type)

Title_____

Address_____

Attachment: 005000 Agreement - Kilgore (FY 2020 Pavement Rehabilitation Project (ST201909))

DOCUMENT 003600

NOTICE OF AWARD

To: Kilgore Contracting
7057 West 2100 South
Salt Lake City, UT 84128

PROJECT Description: American Fork City – FY 2020 Pavement Rehabilitation Project

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for Bids dated March 15, 2020, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of $2,326,246.15. This total includes Base Bids A-E and Additive Alternate 2. Additive Alternate 1 will be used on an as needed basis.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance Bond, Payment Bond, and Certificates of Insurance within ten (10) calendar days from the date of this notice to you.

If you fail to execute said Agreement and to furnish said Bonds within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your Bid Bond. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the OWNER.

Dated this_____ day of_ _____ 2020.

_____American Fork City_____
Owner

By_____

Title __Mayor_____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

By_____

this the_____ day of _____, 2020.

By_____

Title_____

Attachment: 003600 Notice of Award - Kilgore (FY 2020 Pavement Rehabilitation Project (ST201909))