THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE

UNIFIED FIRE SERVICE AREA
FINANCE COMMITTEE AGENDA

September 22, 2021, 2:00 p.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE SERVICE AREA FINANCE COMMITTEE SHALL ASSEMBLE BOTH ELECTRONICALLY AND IN-PERSON FOR A MEETING AT 3380 South 900 West, Salt Lake City, UT 84119

THE PUBLIC MAY ATTEND PHYSICALLY OR ELECTRONICALLY VIA ZOOM WEBINAR AT:
https://us06web.zoom.us/j/86806763298?pwd=bUgycUFmMUN1OGthdzIwWUJrMDF4Zz09
Meeting ID: 868 0676 3298
Passcode: 8675309

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1. Call to Order – Chair Sondak

2. Public Comments
   Please limit comments to three minutes each. The UFSA Finance Committee typically will not engage directly but may direct staff to address comments following the meeting.
   There are three options for comments during this meeting:
   a. In-Person.
   b. Live during the Webinar by logging in as described above. If you wish to make a comment, select the “Raise Hand” button at the bottom of the screen. You will then be added to the que and invited to speak.
   c. Email: Public comments will be accepted prior to the meeting via email at publiccomment@unifiedfire.org until 7:00 a.m. September 21, 2021. Emailed comments submitted prior to 7:00 a.m. September 21, 2021, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFSA Board, but not read into the meeting record or addressed during the meeting.

3. Minutes Approval - Chair Sondak
   A. June 8, 2021

4. 2022 Budget - CFO Hill

5. Long Range Plan/Tax Increase Planning - CFO Hill

6. Possible Closed Session
   The Board may consider a motion to enter into Closed Session. A closed meeting described under Utah Code Section 52-4-205 may be held for specific purposes including, but not limited to:
   a. discussion of the character, professional competence, or physical or mental health of an individual;
   b. strategy sessions to discuss pending or reasonably imminent litigation;
   c. strategy sessions to discuss the purchase, exchange, or lease of real property;
   d. discussion regarding deployment of security personnel, devices, or systems; and
   e. investigative proceedings regarding allegations of criminal misconduct.

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

Re-Opening the Meeting

7. Adjournment - Chair

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFSA MEETINGS.

In accordance with the Americans with Disabilities Act, UFSA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting may be held electronically to allow a member of the UFSA Finance Committee to participate. This agenda is subject to change with a minimum 24-hour notice.

CERTIFICATE OF POSTING

The undersigned, does hereby certify that the above agenda notice was posted on this 21st Day of September, 2021 on the UFSA bulletin boards, the UFSA website www.unifiedfireservicearea.org , posted on the Utah State Public Notice website http://www.utah.gov/pmn/index.html and was emailed to at least one newspaper of general circulation with the jurisdiction of the public body.

Cyndee Young, UFSA Board Clerk

UNIFIED FIRE SERVICE AREA
FINANCE COMMITTEE MEETING MINUTES
Tuesday, June 8, 2021 at 3:00 p.m.
Meeting was held both Electronically via Zoom Webinar/UFA Headquarters

Committee Members Present:
Council Member Bailey
Mayor Hale
Mayor Sondak
Mayor Overson

Committee Members Absent:
Mayor Silvestrini

Staff:
Chief Petersen
CFO Hill
Cyndee Young
District Administrator Anderson
AC Pilgrim

Guests:
Kyle Maurer, Midvale
Kate Turnbaugh
Will Averett, Auditor
Paul Glover, Midvale
Debbie Cigarroa
Lana Burningham
Larson Wood
Nyla Benedict
Gary Bowen, Emigration
Pat Costin
Shelli Fowlks

Meeting called to order by Counsel Anderson at 3:00 p.m.

Public Comments
None
Public comment was made available live and with a posted email address

Minutes Approval
None, as this was the initial meeting for this committee

Selection of Finance Committee Chair – District Administrator Anderson

Mayor Hale moved to elect Mayor Sondak as UFSA Finance Committee Chair
Mayor Overson seconded the motion
All voted in favor, none opposed

Review and Approval of the 2020 Fiscal Year Financial Report – CFO Hill

- Auditor Averett stated that there were no material weaknesses or deficiencies identified
- There was one finding
  - The Open and Public Meeting training was not held for Board Members in 2020
- Mayor Sondak asked as to the application of Impact Fees
  - CFO Hill stated that the Board had directed staff to apply them to outstanding bond payments
  - This practice can be revisited by the Board and changed if they wish
- Another question referred to the need to replace the existing station in Eagle Mountain
  - Chief Petersen stated that the "station" was already an aged double wide when it was improved in 2013
  - The intent was to use this structure temporarily
- Further questions from the Mayor included PTIF return
  - CFO Hill agreed that while this is a conservative option, it will not risk taxpayer monies
- Capital Assets
  - The $5,000 is on the lower end, but was what was identified in previous years
- Fund Balance
  - CFO Hill pointed out the increase of the unassigned Fund Balance from $12.2M to $12.6M

Mayor Overson moved to approve the 2020 Fiscal Year Financial Report as presented
Council Member Bailey seconded the motion
All voted in favor, none opposed

Closed Session

- None

Adjournment

Council Member Bailey moved to adjourn the June 8, 2021 UFSA Finance Committee Meeting
Council Member Glover/Mayor Hale seconded the motion
All voted in favor, none opposed

Unified Fire Service Area

TO: UFSA Finance Committee
FROM: Tony Hill, CFO
SUBJECT: 2022 Budget Preparation
DATE: September 22, 2021

2022 Budget Overview

Below are some of the highlights for consideration during the 2022 budget process:

- UFA member fee increase
  - 3.5% increase January – June (already approved in FY21/22 UFA budget)
  - 4.0% placeholder July – December
  - $1,652,485 total estimated increase for 2022
- UFSA area staffing considerations – 17 stations
  - 12 are four person crews
  - Five are three person crews
    - $422,000 to transition to a four-person crew
  - 253 Staffing: Plan to open with an ambulance crew
    - Staffing cost between $2.2 and $2.6 million
- Sandy contract (85% to Sandy, 15 stays with UFSA)
  - Because of the value growth for areas inside of Sandy City, contract amount continues to grow
  - $877,416 in 2019, $904,707 in 2020, $945,555 in 2021, $988,000 estimate for 2022
- Seismic retrofits
  - $2,749,339 total
  - $402,324 UFSA 25% match
  - Part of 2021 budget, will need to carry forward to 2022
    - Non-structural should be completed in 2021 ($691,200)
- Capital maintenance at fire station's
  - $618,170 in 2021
    - $230,000 for renovation of temporary housing will not be expensed in 2021 while we sort through the construction of station 112.
  - Working with Facilities to put together plan for 2022 capital maintenance
- UFA Administration Fee (see page 2)
  - $370,750 in 2021

- With the construction and seismic projects amount may be increasing in 2022. Working with staff to identify time spent working on UFSA projects.

- 2021 Bond for 5 station construction
    - First payment in 2023. Debt service payments for 2021 and 2022 covered by capital interest included in the bond issuance.

Fund Balance Impact

The UFA placeholder of 4% is considered the worst-case scenario budget increase for UFSA's major expense. Anything less than 4% will reduce the impact on fund balance moving forward. Currently, the ending fund balance percentage is well above the 15% minimum. This amount of fund balance will be sufficient for 2021 and 2022; however, it will not cover the additional debt service payment beginning in 2023. UFSA will need to consider a tax increase for this new cost in order to maintain the 15% minimum ending fund balance. These numbers do not include any increased staffing levels.

UNIFIED FIRE SERVICE AREA	ENDING FUND BALANCE	FUND BALANCE %
2019 ACTUAL	$12,223,020	21.7%
2020 ACTUAL	$12,622,454	21.5%
2021 PROJECTION	$13,145,788	24.7%
2022 PROJECTION	$12,904,479	25.0%
2023 PROJECTION	$9,791,027	18.1%
2024 PROJECTION	$6,202,933	10.8%

Staff looks forward to discussing these priorities in more detail with you during the upcoming budget process.

Exhibit A for Calendar Year 2021

Position	Jan-20 % of Time Worked	Jan-20 Salary & Benefits	Jan-21 % of Time Worked	Jan-21 Salary & Benefits	Responsibilities
Logistics Facilities Manager	50%	$63,155	70%	$86,956	Specifications/RFP/Bids/Management/ for capital improvement projects; compiling operational and maintenance documents; works through any warranty items on newer projects. Seismic evaluations and retrofit assessments. Station architectural design and rendering.
Logistics Facilities Specialist	5%	$4,655	5%	$4,461	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors
Logistics Facilities Specialist	5%	$3,654	5%	$3,618	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors
Logistics Purchasing Coordinator	2%	$1,913	2%	$1,910	Assists with the processing of MR's and invoices for capital projects
Logistics Data Administrator	1%	$719	1%	$741	Researches information for Logistics as requested
Logistics Division Chief	15%	$30,974	30%	$46,970	Develops, manages, and administers capital improvements budgets; Provides overall direction and management to UFSA facility management. Leads and guides discussions for future fire station designs. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, in preparation for bonding and bond elections
Support Services Assistant Chief	30%	$65,650	30%	$64,937	Researches property descriptions/locations for fire station rebuilds and new construction. Captures and records the details of properties for fire station constructions. Leads and guides discussions for future fire station designs. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, in preparation for bonding and bond elections. Meets with individual board members to discuss property and fire station construction issues and strategies.
Finance Purchasing Agent/Contracts	10%	$10,033	40%	$35,732	RFP/RFQ/Purchasing processing. Contract coordination and tracking.
Finance Accounting Manager	10%	$14,253	10%	$13,748	AP/AR, capital assets, impact fee accounting, deposits
Finance Payroll Coordinator	1%	$1,046	1%	$990	Impact fee reconciliation
Finance Assistant Finance Director	5%	$8,117	5%	$8,336	External audit, financial statements
Finance Senior Accountant	1%	$1,178	2%	$2,361	External audit, financial statements, bank reconciliation, AP/AR, capital assets
Finance Accounting Specialist	5%	$3,608	3%	$2,169	UFSA Desktop Deposits
CFO	15%	$33,615	15%	$34,503	Financial Management, Treasurer
Records Coordinator	1%	$615	1%	$632	Managing UFSA GRAMA requests
ECC Receptionist	5%	$3,070	5%	$2,749	Impact fee collection/receipts, phone calls
UFSA Clerk	10%	$9,095	10%	$9,248	Time needed to fully meet the responsibilities of the Clerk
Director of Communications			1%	$1,628	Community Communication
Community Outreach Specialist			1%	$701	Website Maintenance
Other Admin		$40,000		$0	
		$295,350		$322,391	
Overhead Charge	15%	$44,303	15%	$48,359	Office Space, IT, supplies, etc.
TOTAL		$339,653		$370,750	

Logs	120,831	Logs	166,355
Fin	82,628	Fin	112,516
Admin	132,664	Admin	86,040
IO	0	IO	2,678
EM	3,531	EM	3,162
	339,653		370,750

UNIFIED FIRE SERVICE AREA	Actual		Projection		Projection		Projection		Projection
LONG RANGE PLAN	2020	%	2021	%	2022	%	2023	%	2024
BEGINNING FUND BALANCE	**12,223,020**	**3.27%**	**12,622,454**	**4.15%**	**13,145,788**	**-1.84%**	**12,904,479**	**-24.13%**	**9,791,027**
TRANSFER TO/FROM CAPITAL PROJECTS FUND	-732,691	0.00%	732,691	0.00%		0.00%		0.00%	
UNRESTRICTED FUND BALANCE:	**11,490,329**	**16.23%**	**13,355,145**	**-1.57%**	**13,145,788**	**-1.84%**	**12,904,479**	**-24.13%**	**9,791,027**
PROPERTY TAXES	49,642,185	-19.93%	39,750,000	3.00%	40,942,500	3.00%	42,170,775	3.00%	43,435,898
PROPERTY TAXES - PASS THRU	2,571,250	16.67%	3,000,000	16.67%	3,500,099	16.67%	4,083,566	16.67%	4,764,296
PROPERTY TAXES - DELINQUENT	846,334	-8.43%	775,000	-10.00%	697,500	-10.00%	627,750	0.00%	627,750
FEE-IN-LIEU	2,823,527	-16.77%	2,350,000	2.50%	2,408,750	2.50%	2,468,969	2.50%	2,530,693
JUDGEMENT LEVY	60,938	-25.70%	45,275	0.00%	45,275	0.00%	45,275	0.00%	45,275
IMPACT FEES	2,409,251	-21.14%	1,900,000	3.00%	1,957,000	3.00%	2,015,710	3.00%	2,076,182
INTEREST INCOME	220,576	-32.00%	150,000	3.00%	154,500	3.00%	159,135	3.00%	163,909
BOND PAYMENTS FROM HERRIMAN/RIVERTON			759,111	0.00%	759,111	0.00%	759,111	0.00%	759,111
PRINCIPAL PAYMENTS RECEIVED FROM RELATED PARTY	116,664	4.07%	121,417	4.07%	126,363	4.07%	131,511	4.07%	136,869
GRANT REVENUE	0		2,347,015	-100.00%	0	-100.00%	0	-100.00%	0
MISCELLANEOUS REVENUE	12,415	-8.22%	11,394	0.00%	11,394	0.00%	11,394	0.00%	11,394
CURRENT REVENUE:	**58,703,140**	**-12.77%**	**51,209,212**	**-1.18%**	**50,602,494**	**3.70%**	**52,473,197**	**3.96%**	**54,551,378**
UFA CONTRACT FEES	49,708,495	-16.89%	41,312,116	4.00%	42,964,601	4.00%	44,683,185	4.00%	46,470,512
SANDY CONTRACT	904,707	5.01%	950,000	4.00%	988,000	4.00%	1,027,520	4.00%	1,068,621
TAX PAYMENTS TO RDA/CDA	2,571,250	16.67%	3,000,000	16.67%	3,500,099	16.67%	4,083,566	16.67%	4,764,296
ADMINISTRATIVE/OPERATIONS	645,993	-10.25%	579,800	4.00%	602,992	4.00%	627,112	4.00%	652,196
FUND BALANCE DISTRIBUTION TO HERRIMAN/RIVERTON			101,773	0.00%	101,773	0.00%	101,773	0.00%	101,773
DEBT SERVICE PAYMENT (2016 BOND)	2,580,673	-0.15%	2,576,750	0.04%	2,577,750	0.29%	2,585,250	0.17%	2,589,750
DEBT SERVICE PAYMENT (2021 BOND)							2,375,625	0.34%	2,383,625
CAPITAL MAINENANCE/OUTLAY	880,828	-29.82%	618,170	-50.00%	309,085	4.00%	321,449	4.00%	334,307
CAPITAL MAINENANCE - SEISMIC RETROFIT			2,749,339						
INTEREST EXPENSE	279,069	-82.08%	50,000	10.00%	55,000	10.00%	60,500	10.00%	66,550
TOTAL BUDGET:	**57,571,015**	**-9.78%**	**51,937,948**	**-1.61%**	**51,099,300**	**9.33%**	**55,865,979**	**4.59%**	**58,431,630**
RESERVE (MINIMUM) 15% OF CURRENT REVENUE	8,805,471		7,681,382		7,590,374		7,870,980		8,182,707
ENDING SURPLUS (PROBLEM):	**3,816,983**		**4,945,027**		**5,058,608**		**1,640,717**		**-2,271,932**
TOTAL BUDGETED FUND BALANCE:	**12,622,454**		**12,626,409**		**12,648,982**		**9,511,697**		**5,910,775**
PROJECTED UNDER EXPEND/OVER REVENUE	0	1.00%	519,379	0.50%	255,497	0.50%	279,330	0.50%	292,158
PROJECTED UNASSIGNED FUND BALANCE	**12,622,454**		**13,145,788**		**12,904,479**		**9,791,027**		**6,202,933**
	21.5%		24.7%		25.0%		18.1%		10.8%
EXCESS FUND BALANCE ABOVE 15% MINIMUM	3,816,983		5,464,407		5,314,104		1,920,047		-1,979,774