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# **HIGHLAND CITY FISCAL YEAR 2009-2010 ADOPTED BUDGET**



**MAYOR JAY W. FRANSON**

**COUNCIL MEMBERS:**

**BRIAN BRAITHWAITE  
BRIAN BRUNSON  
LARRY MENDENHALL  
KATHRYN SCHRAMM  
CLAUDIA STILLMAN**

**JULY 7, 2009**

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# Highland City Personnel

	Position	Current Pay
1	Assistant Librarian	\$29,120.00
2	Building Inspector	\$56,201.60
3	City Administrator <sup>1,2</sup>	\$117,249.60
4	City Recorder	\$59,592.00
5	City Treasurer	\$58,947.20
6	Community Devevelopment Admin. Assist.	\$32,032.00
7	Community Devevelopment Director <sup>3</sup>	\$74,380.80
8	Community Enhancement	\$38,022.40
9	Court Clerk	\$34,257.60
10	Engineering Director	\$68,972.80
11	Engineering Inspector	\$44,054.40
12	Engineering Inspector	\$44,012.80
13	Administrative Assistant	\$42,556.80
14	Finance Secretary	\$44,387.20
15	Finance Director	\$71,281.60
16	Librarian Assistant      3 @ \$7,488.00	\$22,464.00
17	Library Director	\$49,961.60
18	Maintenance Worker	\$45,219.20
19	Maintenance Worker	\$36,212.80
20	Maintenance Worker	\$34,964.80
21	Maintenance Worker      2 @ \$27,872.00	\$55,744.00
22	Maintenance Workers      2 @ \$27,060.80	\$54,121.60
23	Maintenance Workers      (2 vacant)	\$0
24	Municipal Judge	\$24,376.00
25	Office Coordinator	\$32,406.40
26	Operation & Maintenance Dir.	\$68,702.40
27	Parks Foreman	\$38,708.80
28	Planner / Code Enforcement	\$43,555.20
29	Pressurized Irr Foreman (Vacant)	\$0
30	Public WorksAdministrative Assistant	\$30,825.60
31	Public Works Director <sup>4</sup>	\$96,449.60
32	Seasonal Hires 5 @ \$9.00 hr. June thru August	
33	Sign Enforcement (pt)	\$3,500.00
34	Streets Foreman	\$51,500.80
35	Streets Superintendent	\$63,627.20
36	Water Superintendent	\$57,553.60
<b>Total Employee Pay (not including seasonal workers)</b>		<b>\$1,624,962.40</b>

<sup>1</sup> Partially Reimbursed by PSD

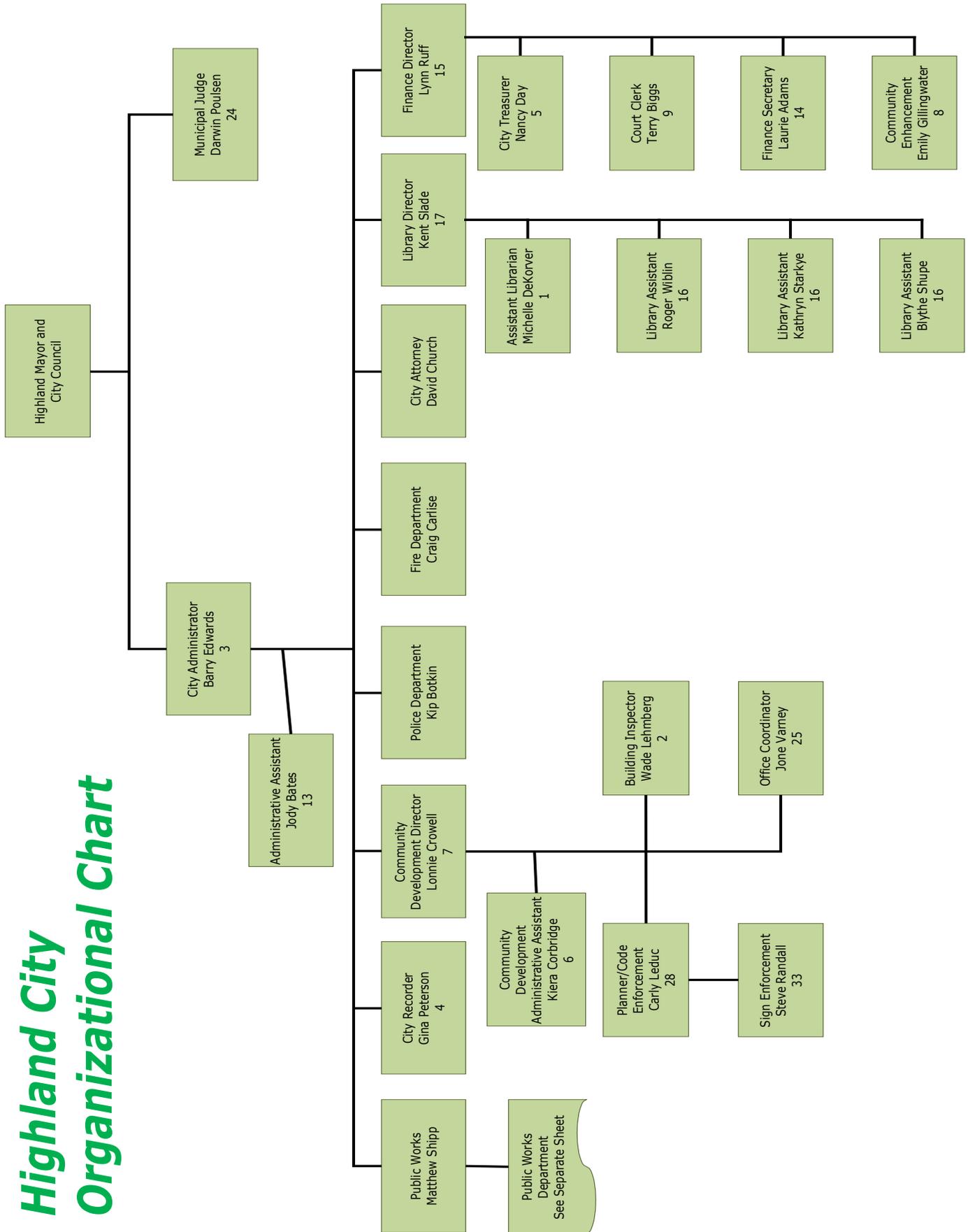
<sup>3</sup> Car Allowance \$400/month

<sup>2</sup> Car Allowance \$500/month

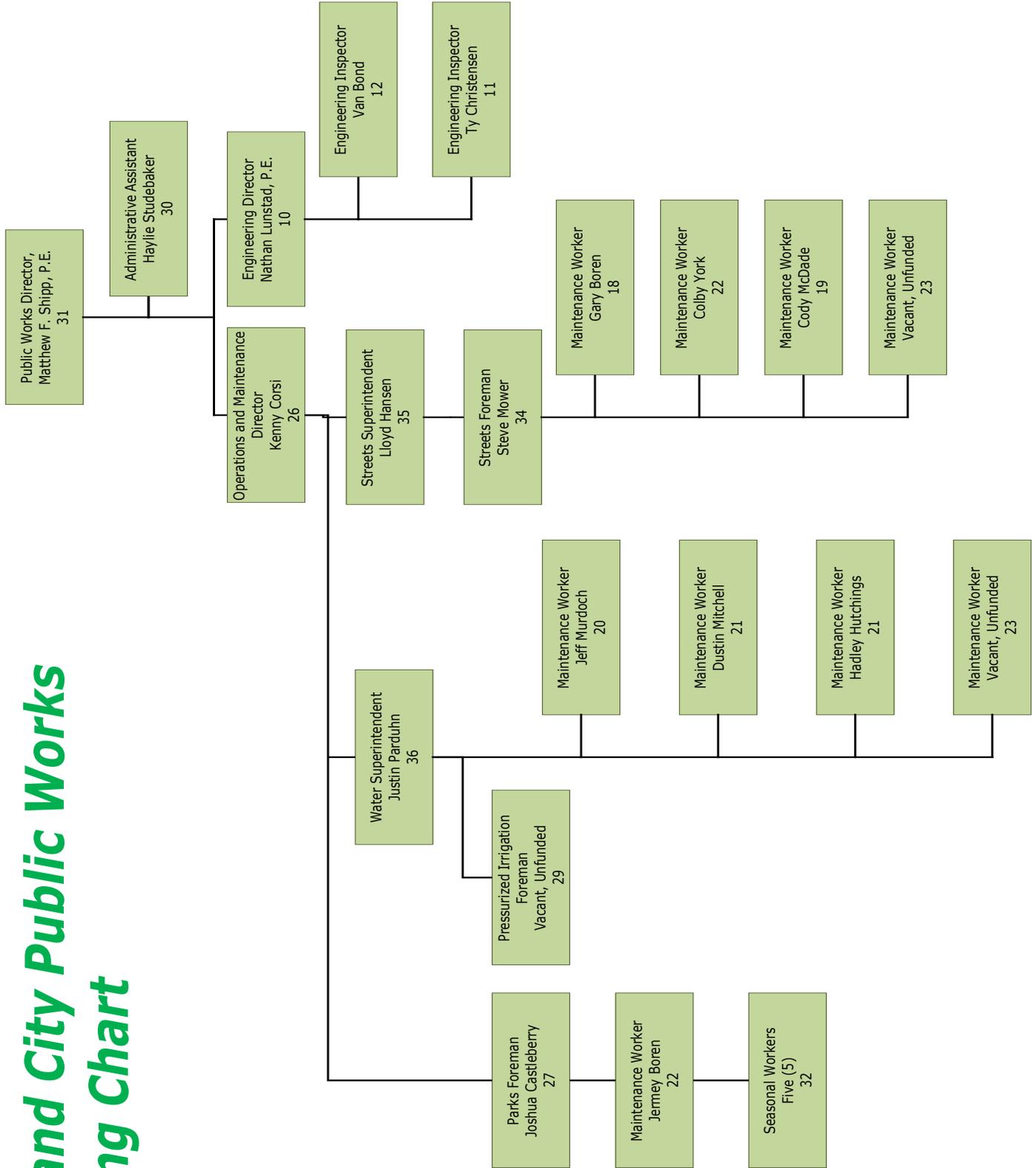
<sup>4</sup> Car Allowance \$700/month

Benefits average approximately 40% of Salary

# Highland City Organizational Chart



# Highland City Public Works Staffing Chart



HIGHLAND CITY CORPORATION

Budget Worksheet FY 2009-10 City Council  
June 30, 2009 (6/09)

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Report Criteria:

Account.Acct No = All

Account Detail

Acct No	Account Description	2007-08	06/09	2008-09	2008-09	2009-10	2009-10
		Pri Year Actual	Cur YTD Actual	Cur Year Est YTD Total	Cur Year Budget	City Admin Recmnd	City Council Approved
10-30-90	TRANSFER FROM CAPITAL PROJECTS	0	0	0	0	0	0
10-30-91	CONTRIBUTION FROM SEWER FUND	0	0	0	0	0	0
REVENUE Totals:		0	0	0	0	0	0

TAXES

10-31-10	CURRENT YEAR PROPERTY TAXES	1,266,275	1,320,220	1,440,240	1,320,220	1,354,785	1,354,785
10-31-12	Library Property Taxes	199,643	180,770	195,233	188,528	217,951	217,951
10-31-20	DELINQUENT PRIOR YEARS' TAXES	38,465	121,612	123,552	113,256	100,000	100,000
10-31-30	GENERAL SALES AND USE TAXES	1,643,181	1,365,025	1,389,589	1,550,000	1,541,000	1,541,000
10-31-40	FRANCHISE TAXES	0	0	0	0	0	0
10-31-50	FEE -IN LIEU OF PERS PROP TAX	163,790	154,586	152,271	160,000	150,000	150,000
10-31-60	UTILITY FRANCHISE TAX	714,333	585,346	626,393	608,000	600,000	600,000
10-31-61	PHONE TAX	213,400	197,815	196,216	215,000	200,000	200,000
TAXES Totals:		4,239,087	3,925,374	4,123,494	4,155,004	4,163,736	4,163,736

LICENSES AND PERMITS

10-32-10	BUSINESS LICENSES AND PERMITS	8,274	19,245	13,817	15,000	16,000	16,000
10-32-21	BUILDING PERMITS	291,818	88,461	88,345	100,000	100,000	100,000
10-32-22	BUILDING PLAN CHECK FEES	75,039	26,385	26,793	35,000	40,000	40,000
10-32-25	ANIMAL LICENSES	( 20 )	( 25 )	( 27 )	0	0	0
10-32-26	ROAD CUT PERMITS	6,500	2,750	2,727	4,500	3,500	3,500
10-32-27	Fence Permit	1,680	1,030	960	2,000	1,000	1,000
10-32-28	BUILDING REINSPECTION FEE	3,640	455	496	4,000	1,000	1,000
LICENSES AND PERMITS Totals:		386,931	138,301	133,111	160,500	161,500	161,500

INTERGOVERNMENTAL REVENUE

10-33-30	GENERAL FUND SURPLUS	0	0	0	300,000	0	0
10-33-40	STATE GRANTS	0	0	0	0	0	0
10-33-56	CLASS "C" ROAD FUND ALLOTMENT	537,749	387,550	422,782	500,000	500,000	500,000
10-33-58	STATE LIQUOR FUND ALLOTMENT	7,915	8,280	9,033	7,000	9,000	9,000

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Acct No	Account Description	2007-08 Pri Year Actual	06/09 Cur YTD Actual	2008-09 Cur Year Est YTD Total	2008-09 Cur Year Budget	2009-10 City Admin Recmnd	2009-10 City Council Approved
<u>GENERAL FUND</u>							
<u>INTERGOVERNMENTAL REVENUE (Cont.)</u>							
	INTERGOVERNMENTAL REVENUE Totals:	545,664	395,830	431,815	807,000	509,000	509,000
<u>FEES AND SERVICES</u>							
10-34-10	Zoning	10,528	6,104	6,564	9,000	8,000	8,000
10-34-11	Planning Review	0	0	0	0	0	0
10-34-12	DRC Fee	280	1,285	1,402	0	1,500	1,500
10-34-13	OPEN SPACE CONCEPT	600	0	0	1,000	0	0
10-34-14	Architectural review	0	2,450	2,673	0	2,500	2,500
10-34-15	PRELIMINARY REVIEW	2,950	3,600	3,927	5,000	5,000	5,000
10-34-16	Final Review	16,925	0	0	0	0	0
10-34-17	Open Space Inspection Fee	20	0	0	100	0	0
10-34-18	Public Works Inspection Fee	300	500	545	100	750	750
10-34-19	Open Space Review Fee	0	20	22	0	0	0
10-34-20	Annexation Fees	0	0	0	0	0	0
10-34-50	MISC. REVENUE SUBD.BONDS	0	0	0	0	0	0
10-34-72	Open Space Trees	0	0	0	0	0	0
	FEES AND SERVICES Totals:	31,603	13,959	15,133	15,200	17,750	17,750
<u>COURT FINES</u>							
10-35-10	HIGHLAND FINES	188,781	207,333	200,985	200,000	210,000	210,000
10-35-13	HIGHLAND TRAFFIC SCHOOL	20,663	9,247	9,351	10,000	10,000	10,000
10-35-14	ALPINE FINES	78,505	60,572	61,035	62,000	65,000	65,000
10-35-15	HIGHLAND SMALL CLAIMS CRT REV	0	0	0	0	0	0
10-35-16	Highland Small Claims Service	0	0	0	0	0	0
10-35-32	HIGHLAND RESTITUTION REVENUE	0	0	0	0	0	0
	COURT FINES Totals:	287,949	277,152	271,371	272,000	285,000	285,000
<u>OTHER REVENUE</u>							
10-36-10	INTEREST EARNINGS	72,143	44,769	48,839	60,000	40,000	40,000
10-36-20	RENTS AND CONCESSIONS	0	0	0	0	0	0
10-36-21	Cell Tower Revenue	15,795	19,048	20,101	20,000	20,000	20,000
	OTHER REVENUE Totals:	87,938	63,817	68,940	80,000	60,000	60,000

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Acct No	Account Description	2007-08 Pri Year Actual	06/09 Cur YTD Actual	2008-09 Cur Year Est YTD Total	2008-09 Cur Year Budget	2009-10 City Admin Recmnd	2009-10 City Council Approved
<u>GENERAL FUND</u>							
<u>CEMETERY REVENUE</u>							
10-37-10	CEMETARY LOT SALES	190,595	181,950	192,098	180,000	200,000	200,000
10-37-15	PERPETUAL CARE CEMETARY	4,660	0	0	0	0	0
10-37-20	OTHER INCOME	0	0	0	0	0	0
	CEMETERY REVENUE Totals:	195,255	181,950	192,098	180,000	200,000	200,000
<u>MISCELLANEOUS REVENUE</u>							
10-38-40	SALE OF FIXED ASSETS	0	0	0	0	0	0
10-38-49	ALPINE COURT	0	0	0	0	0	0
10-38-80	Cemetary Memorial Donations	0	0	0	0	0	0
10-38-88	Friends of Library Revenue	0	200	218	0	0	0
10-38-89	Highland Fling Rodeo	0	1,555	1,696	0	0	0
10-38-90	PSD Rent	0	154,088	144,341	232,000	232,000	232,000
10-38-91	MISCELLANEOUS REVENUE	76,409	792,634	852,757	780,000	200,000	200,000
10-38-92	Community Class Revenue	4,870	102	( 126 )	4,000	30,000	30,000
10-38-93	ALPINE REINBURSEMENT	17,790	36,092	39,373	27,000	40,000	40,000
10-38-94	LONE PEAK PSD REINBURSEMENT	117,709	131,459	143,410	175,000	200,000	200,000
10-38-95	FLING REVENUE	7,868	14,545	14,962	10,000	8,000	8,000
10-38-96	CULTURAL ARTS CLASS REVENUE	2,795	10,770	10,970	2,000	30,000	30,000
10-38-97	Library Donations	44,687	22,881	24,961	30,000	30,000	30,000
10-38-98	Library Miscellaneous Revenues	0	9,760	8,176	2,250	0	0
10-38-99	Highland Fling Golf Tournament	0	4,685	5,111	0	6,500	6,500
	MISCELLANEOUS REVENUE Totals:	272,128	1,178,771	1,245,849	1,262,250	776,500	776,500
<u>REVENUE-GARBAGE &amp; OTHER</u>							
10-39-00	OTHER SOURCES OF FUNDS	0	0	0	0	0	0
10-39-10	GARBAGE COLLECTION FEES	525,481	520,295	567,594	564,000	600,000	600,000
10-39-20	INDIRECT CHARGE SEWER	37,200	34,100	37,200	40,000	80,000	80,000
10-39-30	INDIRECT CHARGE PRESS IRR	49,596	45,463	49,596	40,000	60,000	60,000
10-39-40	INDIRECT CULINARY	45,000	41,250	45,000	50,000	90,000	90,000
	REVENUE-GARBAGE & OTHER Totals:	657,277	641,108	699,390	694,000	830,000	830,000

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<u>GENERAL FUND</u>							
<u>COUNCIL</u>							
10-41-11	SALARIES/WAGES	48,489	50,884	53,290	50,000	50,000	50,000
10-41-13	EMPLOYEE BENEFITS	7,350	7,274	7,612	8,000	8,000	8,000
10-41-21	BOOKS, SUBS & MEMBERSHIP	16,847	17,897	19,524	20,000	15,000	15,000
10-41-22	PUBLIC NOTICES	4,800	5,609	4,077	7,000	5,000	5,000
10-41-23	TRAVEL	3,889	2,293	2,501	5,000	3,000	3,000
10-41-28	TELEPHONE	0	0	0	0	0	0
10-41-31	PROFESSIONAL SERVICES	0	0	0	0	0	0
10-41-33	EDUCATION	3,107	3,715	4,053	3,700	3,000	3,000
10-41-51	INSURANCE AND SURETY BONDS	340	0	0	0	0	0
10-41-54	CONTRIBUTIONS	0	0	0	500	500	500
10-41-60	YOUTH CITY COUNCIL	7,510	5,170	5,529	5,000	5,000	5,000
10-41-61	MISC. SUPPLIES & EXPENSES	28,186	7,214	4,705	7,500	6,000	6,000
10-41-62	Council Appropriations	953	0	0	0	0	0
	COUNCIL Totals:	121,471	100,056	101,291	106,700	95,500	95,500

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<b>GENERAL FUND</b>							
<b>COURT</b>							
10-42-11	SALARIES/WAGES	65,842	59,167	61,879	53,645	64,207	64,207
10-42-12	OVERTIME	1,131	583	637	0	0	0
10-42-13	EMPLOYEE BENEFITS	27,250	24,935	26,085	23,654	24,752	24,752
10-42-21	BOOKS, SUBS, & MEMBERSHIP	168	345	376	800	500	500
10-42-22	PROSECUTOR	18,512	15,703	15,284	16,000	18,000	18,000
10-42-23	TRAVEL	1,272	2,379	2,596	4,000	4,000	4,000
10-42-24	OFFICE SUPPLIES & POSTAGE	5,781	6,858	7,297	9,000	9,000	9,000
10-42-25	WITNESS FEES	167	629	545	700	800	800
10-42-26	TRAFFIC SCHOOL	8,610	0	0	3,000	0	0
10-42-27	CC Fees	16	0	0	500	0	0
10-42-30	Alpine Fine Reimbursement	81,884	55,789	56,476	55,000	56,000	56,000
10-42-31	VICTIM RESTITUTION FUND	51,921	51,807	51,267	60,000	70,000	70,000
10-42-33	EDUCATION	600	210	229	2,000	3,000	3,000
10-42-34	PUBLIC DEFENDER	5,336	4,355	4,389	8,000	6,000	6,000
10-42-35	Court Interpreter	125	99	108	400	400	400
10-42-36	COURT BALIFF	0	0	0	0	2,500	2,500
10-42-74	CAPITAL OUTLAY - EQUIPMENT	0	1,877	2,047	7,000	0	0
	<b>COURT Totals:</b>	<b>268,615</b>	<b>224,736</b>	<b>229,215</b>	<b>243,699</b>	<b>259,159</b>	<b>259,159</b>

**Group Purpose:** Maintain all court cases, records, and reports.

<b>Personnel:</b> Positions:	Justice Judge	100%	\$24,620
	Treasurer	20%	\$11,907
	Court Clerk	80%	\$27,680
	<b>Total</b>		<b>\$64,207</b>

**Goals & Objectives:** Handle new surcharge increase as pleasant as we can for defendants. Clean up files to prepare for Coris conversion. Organize court storage room.

**Capital Requests:** None

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Acct No	Account Description	2007-08 Pri Year Actual	06/09 Cur YTD Actual	2008-09 Cur Year Est YTD Total	2008-09 Cur Year Budget	2009-10 City Admin Recmnd	2009-10 City Council Approved
<b>GENERAL FUND</b>							
<b>ADMINISTRATIVE</b>							
10-43-10	SALARIES	107,246	0	0	0	0	0
10-43-11	SALARIES/WAGES	4,906	131,460	138,145	128,133	126,877	126,877
10-43-12	Overtime	0	0	0	0	0	0
10-43-13	EMPLOYEE BENEFITS	48,445	49,307	51,973	57,208	56,915	56,915
10-43-14	OTHER BENEFITS	5,012	0	0	0	0	0
10-43-20	Personnel Advertising	0	0	0	1,200	0	0
10-43-21	BOOKS, SUBS. & MEMBERSHIP	548	1,905	2,078	3,000	2,500	2,500
10-43-22	PUBLIC NOTICES	971	0	0	1,500	1,000	1,000
10-43-23	TRAVEL	4,622	4,232	4,071	4,000	2,500	2,500
10-43-24	OFFICE SUPPLIES	7,443	10,411	10,890	10,000	10,000	10,000
10-43-25	EQUIP-SUPPLIES & MAINTENANCE	7,537	13,442	11,724	9,000	9,000	9,000
10-43-26	Personnel Recruitment	873	1,535	1,675	5,000	1,000	1,000
10-43-27	UTILITIES	0	0	0	0	0	0
10-43-28	TELEPHONE	9,280	20,467	19,551	18,000	19,000	19,000
10-43-29	Postage	0	0	0	0	0	0
10-43-30	Car Allowance	0	3,500	3,818	6,000	6,000	6,000
10-43-31	PROFESSIONAL & TECH. SERVICES	26,208	18,120	16,639	15,000	10,000	10,000
10-43-33	EDUCATION	13,627	3,573	3,898	5,000	4,000	4,000
10-43-34	BUILDING MAINTENANCE	21,978	23,956	23,674	30,000	27,000	27,000
10-43-35	BLDG UTILITIES	4,681	33,941	33,614	30,000	35,000	35,000
10-43-36	BLDG LEASE PAYMENT	0	0	0	0	0	0
10-43-37	DEBT SERVICE-COPIER	0	0	0	0	0	0
10-43-38	Uniforms	0	0	0	0	0	0
10-43-47	SUPPLIES & EXPENSES-MAYOR	125	0	0	750	750	750
10-43-48	SUPPLIES & EXP. OPERATIONS MGR	1,984	546	595	2,700	1,000	1,000
10-43-49	SUPPLIES & EXPENSES CITY ADM	885	403	440	2,000	1,000	1,000
10-43-51	INSURANCE AND SURETY BONDS	98,829	108,786	118,676	100,000	70,000	70,000
10-43-52	Bond Continuing Disclosure Fee	0	0	0	0	0	0
10-43-53	INTEREST	0	0	0	0	0	0
10-43-54	CONTRIBUTIONS	0	0	0	0	0	0
10-43-61	MISCELLANEOUS SUPPLIES	89	0	0	500	500	500
10-43-62	MISCELLANEOUS SERVICES	0	0	0	0	0	0
10-43-74	CAPITAL OUTLAY - EQUIPMENT	1,549	1,069	1,166	5,000	2,500	2,500
10-43-75	CAP. OUTLAY-SPECIAL PROJECTS	576	0	0	0	0	0
10-43-79	CAPITAL OUTLAY - OTHER	7,779	0	0	0	0	0
10-43-80	Temp Building/Move	0	0	0	0	0	0
10-43-81	Modular Building Lease	41,421	28,550	31,145	28,550	0	0
	ADMINISTRATIVE Totals:	416,614	455,203	473,772	462,541	386,542	386,542

**Departmental Purpose:** The Administrative Department is responsible for the day-to-day administration of the city. This department is responsible to see that all policies of the City Council are implemented, to manage the personnel function of the city, and oversee payroll and the purchasing policies of the city. Expenditures in this department include such things as utilities, postage, professional service contracts and other expenditures which cross more than one department. Administration is responsible for responding to the needs of the Mayor and City Council.

<b>Personnel:</b>	Positions:	City Administrator	65%	\$76,974
		Executive Assistant	100%	\$42,982
		Court Clerk	20%	\$6,921
		Total		\$126,877

**Goals & Objectives:** The Administration Department will seek new ways to expand Highland City’s revenue base, pursue funding for the Timp Cave, and participate with residents on vital transportation projects. Continue to pursue quality management improvements and represent the city on various intergovernmental activities including but not limited to Dispatch, NUCAA, and road projects. An added emphasis will be placed on more frequent dialogue with elected officials through improved agendas and reports.

**Capital Requests:** None

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Acct No	Account Description	2007-08 Pri Year Actual	06/09 Cur YTD Actual	2008-09 Cur Year Est YTD Total	2008-09 Cur Year Budget	2009-10 City Admin Recmnd	2009-10 City Council Approved
<u>GENERAL FUND</u>							
<u>AUDITOR</u>							
10-45-31	PROFESSIONAL & TECH. SERVICES	10,900	9,050	9,873	10,500	10,500	10,500
	AUDITOR Totals:	10,900	9,050	9,873	10,500	10,500	10,500

**Group Purpose:** The auditor provide for the annual financial audit of the city. All of the expenditures in this department pay for the annual audit contract.

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<b>GENERAL FUND</b>							
<b>FINANCE DEPT</b>							
10-46-11	SALARIES/WAGES	94,105	106,743	111,781	104,013	112,342	112,342
10-46-12	Overtime	0	0	0	0	0	0
10-46-13	EMPLOYEE BENEFITS	36,818	36,709	38,540	51,419	53,230	53,230
10-46-21	BOOKS, SUBS., & MEMBERSHIP	1,019	1,123	1,225	1,300	1,200	1,200
10-46-23	TRAVEL	3,241	1,217	1,327	1,500	2,000	2,000
10-46-24	OFFICE SUPPLIES	59	138	83	600	200	200
10-46-28	TELEPHONE	508	949	937	600	1,100	1,100
10-46-33	EDUCATION	629	648	707	600	600	600
10-46-74	CAPITAL OUTLAY - EQUIPMENT	1,602	0	0	0	2,000	2,000
FINANCE DEPT Totals:		137,981	147,527	154,600	160,032	172,672	172,672

**Departmental Purpose:** The Finance Director reviews all bills, requisitions and purchase orders, manages the general ledger, monitors the budget, helps to prepare the budget and interfaces with the City’s outside auditor. The Finance Administrative assistant, Laurie Adams has 90% of her salary and benefits allocated to the finance department and the other 10% is allocated to the combined PI/ Culinary water fund.

**Goals & Objectives:** Be a service to the citizens and other departments of the city. Adopt vehicle replacement policy. Evaluate user fees and impact fees to insure that infrastructure for anticipated growth and replacement of existing infrastructure is adequate. Complete mapping of accounts payable process, utility billing from billing to payments and map out financial disaster plan.

<b>Personnel:</b>	Position:	Finance Director	100%	\$71,994
		Finance Admin. Assist.	90%	\$40,348
		<b>Total</b>		<b>\$112,342</b>

**Capital requests:** None

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<b>GENERAL FUND</b>							
<b>CLERK/RECORDER</b>							
10-47-11	SALARIES/WAGES	73,975	59,136	62,012	62,460	60,188	60,188
10-47-12	Overtime	594	881	961	0	0	0
10-47-13	EMPLOYEE BENEFITS	50,158	24,823	26,013	25,035	24,600	24,600
10-47-14	OTHER BENEFITS	0	0	0	0	0	0
10-47-21	BOOKS, SUBS., & MEMBERSHIP	362	275	164	300	300	300
10-47-22	ELECTION	8,314	0	0	500	10,000	10,000
10-47-23	TRAVEL	4,853	1,581	1,529	2,000	2,000	2,000
10-47-24	OFFICE SUPPLIES & POSTAGE	1,794	2,239	2,354	1,300	1,300	1,300
10-47-31	PROFESSIONAL & TECHNICAL SERVI	0	1,101	1,201	2,000	2,000	2,000
10-47-33	EDUCATION	1,643	123	123	500	500	500
10-47-74	CAPITAL OUTLAY - EQUIPMENT	0	2,250	2,455	2,000	0	0
CLERK/RECORDER Totals:		141,693	92,409	96,812	96,095	100,888	100,888

**Departmental Purpose:** The City Recorder Department administers municipal legislative processes and is the central point for the public to obtain information regarding these processes. The Recorders Department is responsible for recording and keeping documents and properly indexed records relative to the functions of the City. The Recorder serves as the City’s Election Officer and is responsible to coordinate and supervise municipal elections. The Recorders Office also oversees City Council agenda preparation and coordinates public hearings for City Council meetings, attends and maintains record of such meetings. This office handles all requests for records under GRAMA, produces the monthly newsletter, and maintains records relating to the sale of cemetery lots and burials in the City cemetery. The Recorder is the Business License Officer for the City and processes applications and annual renewal for business licensing. The Recorders Office also attests to signatures and handles recordings of subdivision plats with Utah County and handles the processing of annexation requests.

**Personnel:** Positions: City Recorder 100% \$60,188

**Objectives:** The objectives of the City Recorder are to ensure the City Council has accurate, up-to-date documentation and to provide government accessibility and transparency to the public by enhancing web functions and availability of public documents.

**Capital Requests:** There are no major capital requests this year. The election budget has been increased significantly due to the municipal election in November as well as the potential for a primary election in September.

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<u>GENERAL FUND</u>							
<u>TREASURER</u>							
10-48-11	SALARIES/ WAGES	28,062	47,172	49,482	48,218	47,700	47,700
10-48-12	Overtime	2,731	596	650	0	0	0
10-48-13	EMPLOYEE BENEFITS	12,016	15,846	16,601	19,646	19,518	19,518
10-48-21	BOOKS, SUBS., & MEMBERSHIP	225	1,517	1,655	600	2,000	2,000
10-48-23	TRAVEL	944	335	326	500	1,000	1,000
10-48-24	OFFICE SUPPLIES & POSTAGE	184	383	418	1,200	1,000	1,000
10-48-31	LEGAL SERVICES	509	657	498	500	1,000	1,000
10-48-33	EDUCATION	250	450	491	1,000	1,000	1,000
10-48-74	CAPITAL OUTLAY - EQUIPMENT	2,193	0	0	0	0	0
TREASURER Totals:		47,114	66,956	70,121	71,664	73,218	73,218

**Group Purpose:** Custodian of all funds of the city. Receives all public funds, and deposits funds within 3 days in the city bank accounts. Receipt is provided to every person paying money to the city. Safe keep the city funds and invest excess funds available. Sign all prepared checks, after determining sufficient funds are available. Manages all the investments of the city.

**Personnel:** Positions: City Treasurer 80% \$47,629

**Goals & Objectives:** Develop a disaster preparedness plan for the finance and treasury departments. Review cash handling procedures for all personnel that handle cash. Update customer accounts with disconnect dates for services that are being financed. Keep up on delinquent and collection accounts. Organize payable and receivable files in court storage room.

**Capital Requests:** None

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<u>GENERAL FUND</u>							
<u>ATTORNEY</u>							
10-49-31	PROFESSIONAL & TECH. SERVICES	15,711	26,600	25,964	32,000	22,000	22,000
	ATTORNEY Totals:	15,711	26,600	25,964	32,000	22,000	22,000

**Departmental Purpose:** The City Attorney provides civil defense and advise to the Mayor, City Council and staff. The City Attorney attends all City Council meetings as permitted.

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<b>GENERAL FUND</b>							
<b>LIBRARY</b>							
10-50-11	SALARIES/ WAGES	20,384	89,100	92,936	100,005	102,561	102,561
10-50-13	EMPLOYEE BENEFITS	3,244	31,632	32,954	36,075	50,435	50,435
10-50-21	Equipment	0	10,320	11,258	10,750	2,200	2,200
10-50-22	Friends of Library Expenses	0	0	0	0	2,000	2,000
10-50-23	SUPPLIES AND MATERIALS	4,334	65,542	70,204	57,242	45,278	45,278
10-50-24	Library Card Refunds	24,127	85	93	0	0	0
10-50-25	Fund Raising, Travel & Members	567	0	0	0	600	600
10-50-26	Insurance & Bonds	0	0	0	0	0	0
10-50-27	Postage	0	93	101	0	300	300
10-50-28	Information Technology	0	0	0	0	12,610	12,610
10-50-29	Printing	0	0	0	0	500	500
10-50-30	Special Programs	0	0	0	0	3,200	3,200
10-50-70	Capital Outlay/ OneTime Exp	4,160	286,378	304,014	325,000	0	0
LIBRARY Totals:		56,816	483,150	511,560	529,072	219,684	219,684

**Departmental Purpose:** The mission of the Highland City Library is to foster a sense of community by providing a gathering place, facilitating access to information, promoting the joy of reading and sponsoring activities that promote learning. This is accomplished through a variety of services, by providing materials for citizens to use and providing programs for learning and enjoyment of reading.

<b>Personnel:</b>	Positions:	Librarian	100%	\$50,461
		Assistant Librarian	100%	\$29,411
		(3) Library Assistants	100%	\$7,562 ea.
		<b>Total</b>		<b>\$102,561</b>

**Goals & Objectives:** The budget represents the second year of library operations. Many items are still needed to effectively operate the library, including library materials. As of this writing, the library had 18,101 items available for checkout and will have 25,000 items available by July 1, 2009. New titles are always being released and we continue to fill holes in the collection by responding to user requests. The library will offer additional services for youth and adults by providing programs such as Summer Reading Program, and Teen Read Week and continuing to expand Story time programs. Requests also represent adding public computers and adding electronic ordering capabilities.

**Capital Requests:** None

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<u>GENERAL FUND</u>							
<u>APPEAL AUTHORITY</u>							
10-51-31	PROFESSIONAL & TECHNICAL SER.	7,228	0	0	750	1,000	1,000
10-51-32	ENGINEER	0	0	0	0	0	0
10-51-33	SECRETARY	0	0	0	0	0	0
	APPEAL AUTHORITY Totals:	7,228	0	0	750	1,000	1,000

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<b>GENERAL FUND</b>							
<b>PLANNING &amp; ZONING</b>							
10-52-11	SALARIES/WAGES-PERMANENT EMPL	170,620	198,598	207,477	198,125	196,450	196,450
10-52-12	Overtime	0	126	137	0	0	0
10-52-13	BENEFITS	65,378	75,595	79,632	77,535	76,483	76,483
10-52-14	OTHER BENEFITS	0	0	0	0	0	0
10-52-21	BOOKS, SUBS. & MEMBERSHIP	2,391	991	1,081	3,000	3,000	3,000
10-52-22	PUBLIC NOTICES	654	512	559	3,000	3,000	3,000
10-52-23	TRAVEL	12,162	2,367	2,582	10,000	5,000	5,000
10-52-24	OFFICE SUPPLIES	11,707	8,640	8,632	12,000	9,000	9,000
10-52-25	SPECIAL PROJECTS	29,730	27,524	19,117	30,000	30,000	30,000
10-52-26	FUEL FOR VEHICLES	1,318	753	822	3,600	2,000	2,000
10-52-27	Postage	1,599	167	182	2,000	2,000	2,000
10-52-28	Software Licenses	0	2,389	2,607	3,000	5,000	5,000
10-52-29	Car Allowance	0	5,790	5,782	6,000	6,000	6,000
10-52-30	MAPPING EMPLOYEE	3,709	0	0	0	0	0
10-52-31	SECRETARY-WAGES	0	0	0	0	0	0
10-52-32	PLANNER	0	0	0	0	0	0
10-52-33	LEGAL SERVICES	5,200	0	0	0	2,500	2,500
10-52-34	ENGINEER	3,291	0	0	0	2,500	2,500
10-52-74	CAPITAL OUTLAY - EQUIPMENT	15,472	562	239	2,000	7,500	7,500
PLANNING & ZONING Totals:		323,231	324,014	328,849	350,260	350,433	350,433

**Departmental Purpose:** The main purpose of the Planning Department is to act as a liaison and mediator between the public and private community while promoting the goals and desires of the community as a whole as directed by the City Council and Mayor. To implement, update, and enforce the ordinances and codes of Highland City; to implement, update and provide long range insight regarding the General Plan; to plan, inform, and provide information regarding all types of development proposals and to research, prepare and propose amendments to ordinances and codes that are outdated, no longer apply, or are no longer considered legal due to changes in state or federal laws. Day to day activities include processing all types of applications including building permits, sign permits, fence permits, Conditional Use Permits, preparing reports for Planning Commission and City Council review, updating ordinances, and researching city planning opportunities.

<b>Personnel:</b>	Positions:	City Administrator	35%	\$41,448
		Comm. Develop. Director	100%	\$75,125
		Planner	100%	\$43,990
		Comm. Dev. Admin. Assist	100%	\$32,352
		Sign Enforcement Officer	100%	\$3,535
		Total		\$196,450

**Goals & Objectives:** Pursue viable options to expose Highland’s marketability to outside resources. Provide a “white paper” to City Council outlining the pros and cons of small lots over large lots. Pursue Forest Service options for identifying a “pick-up” location for Timpanogos Cave within the Town Center. Pursue alternative transportation options for locating a stop within the Town Center. Propose a City beautification committee to recognize substantial properties in Highland and organize/promote City/community pride and gratitude

**Planning & Zoning:**

- Consideration of a new Sign Ordinance
- Research and actively pursue Gateway Preservation process and funding for City Entrances and provide a Gateway Preservation Ordinance for consideration to Council
- Identify Trail Connections from Existing Trails and Open Space, Update General Plan Trail Map
- Assist Public Works with identification and adoption of New Open Space Policy Draft Ordinance and Master Plan for Consideration of State property adjacent to Lone Peak High
- Propose an Enforceable Nuisance Ordinance
- Propose a Senior Housing Ordinance
- Propose a Hillside protection ordinance
- Propose an FAR ordinance for residential development
- Propose an infill overlay ordinance for residential development
- Create/provide additional informative Planning/Zoning department handouts to improve customer service

**Capital Requests:** None

**Other Requests:**

The overall budget for 2009/2010 has been substantially limited but still structured to provide for adequate operation costs, software licenses, professional licenses/associations, and minimal local training. There is funding budgeted under special projects to provide monies to assist the Forest Service and State Parks in the pursuit of additional federal funding with their new facility to be constructed within city limits. The overall budget has been significantly reduced from the previous year.

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<u>GENERAL FUND</u>							
<u>EDUCATION AND PROMOTION</u>							
10-53-11	SALARIES/WAGES-PERMANENT EMPL	36,271	36,560	38,288	38,510	38,403	38,403
10-53-12	Overtime	14	1,289	1,301	0	0	0
10-53-13	EMPLOYEE BENEFITS	27,950	13,234	13,874	14,445	14,420	14,420
10-53-22	NEWSLETTER PRINTING	3,578	3,749	3,478	4,000	4,000	4,000
10-53-23	Travel & Training	1,912	420	426	3,000	3,000	3,000
10-53-24	OFFICE SUPPLIES & POSTAGE	8,135	6,577	7,044	4,000	4,000	4,000
10-53-25	LIBRARY	277	0	0	0	0	0
10-53-26	Website	1,199	1,199	1,090	2,000	1,000	1,000
10-53-27	2nd Newsletter	0	0	0	0	0	0
10-53-28	Online Code	0	0	0	0	0	0
10-53-29	Highland 30th/Bldg Dedication	9,091	10,668	11,638	10,700	0	0
10-53-33	Training	30	0	0	0	0	0
EDUCATION AND PROMOTION Totals:		88,457	73,696	77,139	76,655	64,823	64,823

**Group Purpose:** Provide community enrichment of all the arts, events, education and literacy for Highland City residents while keeping the small town feel in a growing community

**Personnel:** Position: Comm. Enhancement Coord. 100 % \$38,403

**Goals & Objectives:** Provide enriching and cost effective programs and events for residents. Encourage committees to provide more programs and events to residents.

**Capital Requests:** None

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<u>GENERAL FUND</u>							
<u>POLICE DEPARTMENT</u>							
10-54-31	ALPINE-HIGHLAND PUB SAFETY DIS	1,372,560	1,543,041	1,262,488	1,543,041	1,523,177	1,523,177
10-54-54	CONTRIBUTIONS	0	0	0	0	0	0
POLICE DEPARTMENT Totals:		1,372,560	1,543,041	1,262,488	1,543,041	1,523,177	1,523,177

**Departmental Purpose:** The primary purpose of the police department is to provide for the safety and protection of the residents and visitors within the corporate limits of the cities of Highland and Alpine, as well as, their personal and real property. This is done through the knowledge, application and enforcement of Federal, State, County and City statutes and ordinances. The primary objective of the Department is to prevent criminal activity whenever and wherever possible within our jurisdiction; investigate criminal acts when they occur, recover and return stolen or misappropriated personal property and, to prosecute those responsible whenever possible. Additional purposes include educating, training, and providing related public service and public safety services to residents and visitors to our communities.

**Personnel:** Nineteen (19) sworn full time Utah State POST Certified Police Off.  
One (1) sworn part time Utah State POST Certified Police Officer  
(Court Bailiff and part time Evidence Custodian)  
Two (2) full time civilian clerical positions  
One (1) part time civilian Animal Control Officer  
One (1) part time civilian Victim Services Advocate  
Fifteen (15) part time School Crossing Guards

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<u>GENERAL FUND</u>							
<u>EMERGENCY SERVICES</u>							
10-57-11	ADMINISTRATION EXPENSE	99,664	97,068	97,420	110,000	110,000	110,000
10-57-13	EMPLOYEE BENEFITS	27,065	16,882	17,866	26,000	26,000	26,000
10-57-30	AMERICAN FORK FIRE PROTECTION	0	0	0	0	0	0
10-57-31	ALPINE/HIGHLAND FIRE SERVICES	410,330	429,646	351,529	513,205	417,238	417,238
10-57-32	EMS	0	0	0	0	0	0
10-57-33	EDUCATION	0	0	0	0	0	0
10-57-48	SPECIAL DEPT SUPPLIES	0	270	295	0	0	0
10-57-49	EMERGENCY PREPARATION	0	0	0	0	0	0
10-57-74	FIRE TRUCK CAPITAL LEASE	0	0	0	0	0	0
10-57-75	CAPITAL OUTLAY - EQUIPMENT PUR	0	0	0	0	0	0
10-57-76	AMBULANCE CAPITAL OUTLAY	0	0	0	0	0	0
	EMERGENCY SERVICES Totals:	537,059	543,866	467,110	649,205	553,238	553,238

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<b>GENERAL FUND</b>							
<b>BUILDING INSPECTION</b>							
10-58-11	SALARIES/WAGES	88,684	69,904	73,220	73,332	89,500	89,500
10-58-12	Overtime	19	101	111	0	0	0
10-58-13	EMPLOYEE BENEFITS	77,001	33,532	35,116	38,452	49,750	49,750
10-58-21	BOOKS, SUBS., & MEMBERSHIPS	871	358	390	1,500	1,500	1,500
10-58-23	TRAVEL	1,651	720	785	1,500	2,000	2,000
10-58-24	OFFICE SUPPLIES & POSTAGE	3,735	1,518	1,548	2,000	6,000	6,000
10-58-25	FUEL EXPENDITURE VEHICLE	1,983	1,707	1,818	1,800	2,000	2,000
10-58-31	PROFESSIONAL & TECH. SERVICES	25,589	2,031	1,467	2,000	2,500	2,500
10-58-33	EDUCATION	5,037	225	245	2,000	2,000	2,000
10-58-38	Uniforms	1,000	0	0	0	0	0
10-58-74	CAPITAL OUTLAY - EQUIPMENT	32	332	362	1,000	2,000	2,000
BUILDING INSPECTION Totals:		205,602	110,428	115,062	123,584	157,250	157,250

**Group Purpose:** Review plans for building code compliance, Issue building permits, enforce building codes and city ordinances by assisting zoning administrators, in house computer resource, inspect new construction for code compliance.

<b>Personnel:</b>	Positions:	Chief Building Official	100%	\$56,764
		Building Secretary	100%	\$32,730
		<b>Total</b>		<b>\$89,494</b>

**Goals & Objectives:** Continue to develop good rapport with builders and contractors through education, consistency, process and attitude

**Building:**

Identify properties with building permits that did not receive final inspections, following up with process to complete these permits

Organization of internal files/data to improve customer service

Create/provide informative Building Department handouts to improve customer service

Substantially complete a process to transfer building department files and plans into an electronic format for more efficient, effective, accessible and long-term filing without taking up the space currently required

**Capital Requests:** None

**Other Requests:** The overall budget for 2009/2010 has been substantially limited but still structured to provide for adequate operation costs, software licenses, professional licenses/associations, and minimal local training. This year's budget of 3,000 under 10-58-31 was again reduced significantly due to the ability of the new inspector with some funding retained due to vacations, conferences (required for professional license), training, sick leave, etc. The overall budget has been significantly reduced from the previous year.

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<b>GENERAL FUND</b>							
<b>STREETS AND ROADS</b>							
10-60-11	SALARIES/ WAGES	205,527	237,184	250,227	245,170	183,500	183,500
10-60-12	SALARIES/WAGES PART-TIME	470	4,398	4,342	5,500	0	0
10-60-13	EMPLOYEE BENEFITS	94,932	113,883	120,110	117,455	91,500	91,500
10-60-14	Overtime	0	0	0	0	5,000	5,000
10-60-15	Overtime Snow Removal	0	0	0	0	8,500	8,500
10-60-16	Radio Maintenance	470	3,815	4,161	3,500	6,000	6,000
10-60-17	Telephone	0	882	860	1,250	1,150	1,150
10-60-27	UTILITIES-STREET LIGHTS	95,335	69,202	68,562	75,000	85,000	85,000
10-60-28	Street Light Repair	250	3,191	3,481	5,000	5,000	5,000
10-60-30	BLDG MAINT & UTILITIES	15,901	15,914	16,623	16,800	17,000	17,000
10-60-31	STREET REPAIR POTHOLES ETC.	159,586	2,709	2,712	25,000	25,000	25,000
10-60-32	WEED CONTROL	0	0	0	0	0	0
10-60-33	Travel and Training	1,486	1,550	1,348	2,500	2,500	2,500
10-60-34	Prof and Tech Services	18,706	3,469	3,784	5,000	5,000	5,000
10-60-35	Books, Memberships and Subs	949	279	304	2,000	1,000	1,000
10-60-36	Office Supplies	643	114	47	500	500	500
10-60-37	Sidewalk Repair & Maint	42,560	44,775	48,846	50,000	40,000	40,000
10-60-38	Uniforms	1,931	883	963	2,500	3,000	3,000
10-60-39	Street Striping	0	3,580	3,905	20,000	10,000	10,000
10-60-48	DEPT SUPPLIES-ROAD SIGNS	23,449	18,158	16,871	25,000	15,000	15,000
10-60-49	SNOW REMOVAL	85,980	59,172	64,552	57,500	55,000	55,000
10-60-50	Equipment Repair & Maintenance	13,473	19,661	20,941	20,000	25,000	25,000
10-60-51	FUEL EXPENSE VEHICLES	6,847	9,052	9,875	15,000	10,000	10,000
10-60-52	Equipment Supplies	0	0	0	0	0	0
10-60-55	MISC. SUBD. BOND EXPENSES	0	0	0	0	0	0
10-60-70	IRRIGATION SHARES	0	0	0	0	0	0
10-60-73	CAPITAL OUTLAY - IMPROVEMENTS	0	0	0	0	0	0
10-60-74	CAPITAL OUTLAY - EQUIPMENT	10,355	0	0	0	0	0
10-60-75	CAPITAL OUTLAY-SPEC. PROJECTS	75	11,946	13,032	0	0	0
	<b>STREETS AND ROADS Totals:</b>	<b>778,925</b>	<b>623,817</b>	<b>655,546</b>	<b>694,675</b>	<b>594,650</b>	<b>594,650</b>

**Group Purpose:** The Streets Group of the Operations and Maintenance Division is responsible for maintain the following that includes but is not limited to: street striping, crosswalk maintenance, school zone maintenance, road repairs, right of way permitting, sidewalk repairs, ADA ramp compliance, tree trimming, snow plowing, and street light maintenance.

**Goals and Objectives:** The goal of the Streets Group this year will be to continue with the crack sealing program and implement a chip sealing priority list. The purpose of these two goals is to extend the longevity of Highland City Roads. The division will also continue to repair sidewalk and meet ADA compliance.

<b>Personnel:</b>	Positions:	Public Works Director	40%	\$38,966
		O&M Director	20%	\$13,878
		Streets Foreman	50%	\$26,008
		Maintenance	100%	\$36,575
		Maintenance	100%	\$27,331
		P.W. Admin. Assist.	15%	\$4,670
		Inspector	50%	\$22,226
		Maintenance	50%	\$13,666
		Total		\$183,320

**Capital Equipment:** None

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<b>GENERAL FUND</b>							
<b>ENGINEER</b>							
10-66-11	STAFF ENGINEER-SAL & BENEFITS	0	0	0	0	0	0
10-66-13	EMPLOYEE BENEFITS	0	0	0	0	0	0
10-66-14	OTHER BENEFITS	8,374	0	0	0	0	0
10-66-30	Car Allowance	0	8,190	8,171	8,400	8,400	8,400
10-66-31	PROFESSIONAL & TECH. SERVICES	35,677	29,149	30,729	25,000	20,000	20,000
10-66-32	GIS Survey	7,364	10,300	11,236	10,000	5,000	5,000
10-66-33	Equipment-Supplies & Maint	5,099	5,326	5,584	5,000	5,000	5,000
10-66-34	Fuel and Oil	7,309	4,327	4,583	6,000	8,000	8,000
10-66-35	Travel and Training	5,360	5,261	3,263	4,000	3,000	3,000
10-66-36	Office Supplies	4,485	1,084	1,111	250	500	500
10-66-37	Telephones	0	3,939	3,803	2,500	3,500	3,500
10-66-38	Uniforms	374	633	690	1,500	1,000	1,000
10-66-39	Books, Memberships, & Subscrip	0	428	467	1,000	1,000	1,000
10-66-74	CAPITAL OUTLAY - EQUIPMENT	41,448	0	0	0	0	0
ENGINEER Totals:		115,490	68,637	69,637	63,650	55,400	55,400

**Division Purpose:** The purpose of the Engineering Division of the Public Works Department is responsible for the growth of the City relative to the new City infrastructure. The Engineering Division ensures compliance with standards and specifications developed by the Engineering Division and approved by the City Council. The Engineering Division is also responsible to ensure that the City's master plans are up to date and being followed by everyone from the City to residents to developers. The division is also responsible for construction inspection on all projects within the City.

**Goals and Objectives:** The goal of the Engineering Division of the Public Works Department will be to periodically review and update the design standards and specifications and update the web site for better flow of information to the general public that wish to develop within Highland City. Other goals will be to begin the development of a road and sidewalk inventory to use in the planning of replacement and maintenance of these assets. The Engineering Division will also complete and present to the City Council a Street Light Master Plan. This Master Plan will allow the City Council to make decision relative to implementation and funding of a street light plan if they so choose.

**Personnel:**

**Capital Requests:** None

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<b>GENERAL FUND</b>							
<b>PARKS &amp; RECREATION</b>							
10-70-11	SALARIES/ WAGES	63,225	111,413	113,970	115,400	89,511	89,511
10-70-12	SALARIES/WAGES PART-TIME	0	14	15	0	25,000	25,000
10-70-13	EMPLOYEE BENEFITS	38,361	49,810	52,115	51,500	47,042	47,042
10-70-14	Overtime	0	0	0	0	5,000	5,000
10-70-21	BOOKS, SUBS., & MEMBERSHIPS	0	0	0	1,500	1,000	1,000
10-70-24	Playground Equipment	678	326	356	1,000	15,000	15,000
10-70-25	EQUIPMENT-SUPPLIES & MAINT.	7,901	12,928	13,927	10,000	15,000	15,000
10-70-26	BUILDING AND GROUNDS	14,892	2,315	2,526	2,500	2,500	2,500
10-70-27	UTILITIES	5,744	6,487	6,302	5,000	5,500	5,500
10-70-28	RECREATION	77,095	60,295	65,776	92,620	92,600	92,600
10-70-31	Park Maintenance Contract	151,183	255,364	222,393	255,000	200,000	200,000
10-70-32	Sudivision Inspection	0	0	0	0	0	0
10-70-33	Equip, Repairs & Maint	3,663	5,052	1,286	1,000	5,000	5,000
10-70-34	Fuel and Oil	5,888	7,385	8,056	7,800	7,500	7,500
10-70-35	Travel & Training	1,992	1,022	771	1,000	1,500	1,500
10-70-36	Office Supplies	1,150	0	0	250	250	250
10-70-37	Uniforms	1,000	446	487	1,500	1,500	1,500
10-70-38	Trail Maint	5,707	6,159	6,719	8,500	7,000	7,000
10-70-39	Build Maint & Utilities	0	0	0	0	0	0
10-70-40	Equipment Repairs & Maint	0	0	0	0	0	0
10-70-41	Playground Safety/ADA	0	0	0	0	0	0
10-70-48	RESTROOM MAINTENANCE	5,213	5,862	4,541	5,000	10,000	10,000
10-70-71	CAPITAL OUTLAY - LAND	0	0	0	0	0	0
10-70-72	CAPITAL OUTLAY - BUILDINGS	0	0	0	0	0	0
10-70-73	CAPITAL OUTLAY	0	0	0	0	0	0
10-70-74	CAPITAL OUTLAY - EQUIPMENT	12,500	0	0	0	0	0
10-70-75	SPEC PROJ-ADVENTURE/LEARN PARK	0	6,100	5,587	6,000	0	0
PARKS & RECREATION Totals:		396,192	530,978	504,827	565,570	530,903	530,903

**Group Purpose:** The purpose of the Parks and Recreation Group, Operations and Maintenance Division is to maintain and operate the many acres of parks and miles of trails in the City. This maintenance includes the management of the sprinkler systems, mowing of the parks not in the maintenance contract.

**Goals and Objectives:** The goal of the Parks and Recreation Group this year will be to continue maintaining our parks and trails with the same high standard level that has been expected of the City Council and the residents of Highland City.

<b>Personnel:</b>	Positions:	O&M Director	20%	\$13,878
		Parks Foreman	100%	\$39,096
		Maintenance	80%	\$36,537
		Total		\$89,511

**Capital Equipment:** None

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<b>GENERAL FUND</b>							
<b>CEMETERY</b>							
10-71-11	SALARIES/WAGES-PERMANENT EMPL	39,954	40,765	42,756	41,995	41,266	41,266
10-71-12	Overtime	0	0	0	4,000	0	0
10-71-13	EMPLOYEE BENEFITS	16,974	17,992	18,859	17,757	17,587	17,587
10-71-24	OPERATIONS AND MAINTENANCE	40,242	26,786	17,419	20,000	10,000	10,000
10-71-25	Fuel and Oil	728	1,205	1,315	1,200	1,500	1,500
10-71-26	Equip Repairs & Maint	1,239	1,649	1,386	2,000	2,000	2,000
10-71-27	Equip Supplies	5,971	1,565	1,323	2,500	2,000	2,000
10-71-31	ENGINEERING	273	213	232	1,500	0	0
10-71-73	LAND PURCHASE	78,898	78,898	86,071	80,000	80,000	80,000
10-71-74	CAPITAL OUTLAY	5,570	24,000	26,182	24,000	0	0
10-71-75	CAP. OUTLAY-SPECIAL PROJECTS	17,225	0	0	0	0	0
10-71-76	BAD DEBT EXPENSE	0	0	0	0	0	0
CEMETERY Totals:		207,074	193,073	195,543	194,952	154,353	154,353

**Group Purpose:** The purpose of the Cemetery Group, Operations and Maintenance Division is to maintain and operate the cemetery to provide for an inviting atmosphere for those who wish to visit our cemetery and pay their respects. Other responsibilities of the Cemetery Group include managing the contract for lawn maintenance and all burials.

**Goals and Objectives:** The goal of the Cemetery Group this year will be to continue maintaining our cemetery with the same high standard level that has been expected of the City Council and the residents of Highland City.

<b>Personnel:</b>	Positions:	Cemetery Sexton	50%	\$32,132
		Maintenance	20%	\$9,134
		Total		\$41,266

**Capital Equipment:** None

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<b>GENERAL FUND</b>							
<b>CITY EVENTS</b>							
10-72-11	SALARIES/ WAGES	0	2,603	2,839	0	0	0
10-72-13	EMPLOYEE BENEFITS	0	0	0	0	0	0
10-72-53	Miss Timpanogos Pagent	0	0	0	2,000	0	0
10-72-54	COMMUNITY ENRICH. GRANT	0	0	0	0	0	0
10-72-55	HIGHLAND FLING	71,821	43,111	47,030	50,000	45,000	45,000
10-72-56	HIGHLAND JR. MISS	3,000	3,000	3,273	3,000	3,000	3,000
10-72-57	RODEO	2,046	2,059	2,246	2,100	0	0
10-72-58	Fling Golf Tournament	938	4,592	5,009	5,000	7,000	7,000
10-72-59	CULTURAL ARTS	12,438	20,272	16,633	12,000	30,000	30,000
10-72-60	CITY BEAUTIFICATION	10,015	10,000	10,909	10,000	0	0
10-72-61	Tree Committee	6,692	10,839	11,737	10,000	8,000	8,000
10-72-62	WELCOME BROCHURE	0	0	0	1,000	1,000	1,000
10-72-63	Community Enrichment	21,236	5,710	5,168	8,000	8,000	8,000
	CITY EVENTS Totals:	128,186	102,186	104,844	103,100	102,000	102,000

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<b>GENERAL FUND</b>							
<b>GARBAGE</b>							
10-73-11	SALARIES/WAGES-PERMANENT EMPL	12,974	15,595	16,332	16,668	15,600	15,600
10-73-12	Overtime	0	0	0	0	0	0
10-73-13	EMPLOYEE BENEFITS	4,345	8,971	9,471	11,282	9,400	9,400
10-73-24	OFFICE EXPENSE, SUPPLIES & POS	1,558	8,801	9,601	9,000	3,000	3,000
10-73-25	EQUIPMENT-REPAIRS & MAINT	323	0	0	1,000	0	0
10-73-31	DUMP PASSES	16,435	12,900	12,378	15,000	10,000	10,000
10-73-50	GARBAGE CONTRACT	469,867	436,065	367,422	500,000	550,000	550,000
10-73-51	Bad Debt Expense	0	0	0	0	0	0
GARBAGE Totals:		505,502	482,332	415,204	552,950	588,000	588,000

**Personnel:** Position: P.W. Admin. Assist. 50% \$15,567

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<b>GENERAL FUND</b>							
<b>TRANSFERS</b>							
10-90-13	EMP BENEFITS WATER CO SEC	0	0	0	0	0	0
10-90-90	TRANS. TO CAPITAL IMP. FUND	672,182	1,146,295	1,250,504	1,146,295	200,000	200,000
10-90-91	TRANSFERS TO DEBT SERVICE FUND	0	0	0	0	650,000	650,000
10-90-92	TRANSFERS FROM UTILITY FUND	0	0	0	0	0	0
10-90-93	OTHER EXPENSE WATER CO SEC EXF	0	0	0	0	0	0
10-90-94	COUNCIL APPROPRIATION	0	0	0	0	0	0
10-90-95	APPROPRIATED INCREASE FUND BAL	0	0	0	209,903	0	0
10-90-96	TRANSFERS TO OPEN SPACE FUND	100,000	125,000	136,364	125,000	125,000	125,000
	TRANSFERS Totals:	772,182	1,271,295	1,386,868	1,481,198	975,000	975,000
	GENERAL FUND Revenue Totals:	6,703,832	6,816,262	7,181,201	7,625,954	7,003,486	7,003,486
	GENERAL FUND Expenditure Totals:	6,654,603	7,473,050	7,256,325	8,111,893	6,990,390	6,990,390

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Highland Open Space SSD

REVENUE

20-30-90	Transfer from Cap Project Fund	50,000	50,000	54,545	50,000	0	0
20-30-91	TRANSFER FROM GENERAL FUND	100,000	125,000	136,364	125,000	125,000	125,000
REVENUE Totals:		150,000	175,000	190,909	175,000	125,000	125,000

Fees

20-32-01	OPEN SPACE FEE	222,562	215,621	235,222	210,000	234,000	234,000
Fees Totals:		222,562	215,621	235,222	210,000	234,000	234,000

Interest Revenue

20-36-10	Interest Earnings	5,158	( 792 )	( 864 )	4,000	0	0
Interest Revenue Totals:		5,158	( 792 )	( 864 )	4,000	0	0

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<u>Highland Open Space SSD</u>							
<u>Expenditures</u>							
20-43-25	Office Supplies/Postage	331	419	457	500	500	500
20-43-62	PROPERTY MAINTENANCE	380,398	456,673	374,099	470,000	380,000	380,000
20-43-74	CAPITAL OUTLAY -	110,130	17,995	19,630	15,000	0	0
	Expenditures Totals:	490,859	475,087	394,186	485,500	380,500	380,500
	Highland Open Space SSD REVENUE OTHER REVENUE EXPENDITURES Revenue Totals:	377,720	389,829	425,267	389,000	359,000	359,000
	Highland Open Space SSD REVENUE OTHER REVENUE EXPENDITURES Expenditure Totals:	490,859	475,087	394,186	485,500	380,500	380,500

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<u>Debt Service Fund</u>							
<u>REVENUE</u>							
30-30-90	TRANSFER FROM CAP PROJ BLDG	450,500	442,000	482,182	442,000	200,000	200,000
30-30-91	Transfers from General Fund	0	0	0	0	650,000	650,000
30-30-92	Tranfers from Park Cap Proj	221,000	535,000	583,636	535,000	147,000	147,000
	REVENUE Totals:	671,500	977,000	1,065,818	977,000	997,000	997,000

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<u>Debt Service Fund</u>							
<u>Expenditures</u>							
30-40-50	Zions 2006 Bond Principal	195,000	200,000	218,182	200,000	200,000	200,000
30-40-51	Zions 2006 Bond Interest	250,106	241,712	263,686	242,133	242,133	242,133
30-40-52	Zions 2007 Bond Principal	0	225,000	245,455	225,000	225,000	225,000
30-40-53	Zions 2007 Bond Interest	221,834	311,256	339,552	309,900	309,900	309,900
	Expenditures Totals:	666,940	977,968	1,066,875	977,033	977,033	977,033
	Debt Service Fund Revenue-Other Revenue Totals:	671,500	977,000	1,065,818	977,000	997,000	997,000
	Debt Service Fund Revenue-Other Expenditure Totals:	666,940	977,968	1,066,875	977,033	977,033	977,033

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<u>CAPITAL IMPROVEMENT FUND-PARKS</u>							
<u>REVENUE</u>							
40-30-90	CONTRIBUTION FROM GENERAL FUNI	628,172	0	0	0	0	0
	REVENUE Totals:	628,172	0	0	0	0	0
<u>FEES AND SERVICES</u>							
40-34-71	PARK IMPACT FEES	311,267	80,719	88,057	300,000	100,000	100,000
40-34-72	SERVICE FEES	0	0	0	0	0	0
40-34-73	Exaction Fee For Roads	0	0	0	0	0	0
40-34-75	MISCELLANEOUS FEES	0	0	0	0	0	0
	FEES AND SERVICES Totals:	311,267	80,719	88,057	300,000	100,000	100,000
<u>OTHER REVENUE</u>							
40-36-10	INTEREST INCOME	378,052	47,705	52,042	300,000	70,000	70,000
40-36-15	State Grants	0	0	0	0	165,000	165,000
40-36-20	TREE FUND REVENUE	3,000	0	0	0	0	0
40-36-21	Bond Proceeds	0	0	0	0	0	0
	OTHER REVENUE Totals:	381,052	47,705	52,042	300,000	235,000	235,000
<u>REVENUE-OTHER</u>							
40-39-90	PY CARRYOVER BUDGETED	0	0	0	5,840,000	146,000	146,000
	REVENUE-OTHER Totals:	0	0	0	5,840,000	146,000	146,000

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<u>CAPITAL IMPROVEMENT FUND-PARKS</u>							
<u>EXPENDITURES</u>							
40-40-00	WATER STOCK	0	0	0	0	0	0
40-40-20	Potential Claims & Judgements	50,000	0	0	0	0	0
40-40-29	Reserve for Future Projects	0	0	0	0	0	0
40-40-31	PROFESSIONAL & TECHNICAL SERVI	23,480	96,199	104,944	100,000	0	0
40-40-50	2007 Sales & Franchise Bond Pm	0	0	0	0	0	0
40-40-68	Town Center Park	1,000	1,221,306	1,328,767	1,300,000	50,000	50,000
40-40-69	Canterbury Park	( 204 )	204	223	0	0	0
40-40-70	Hillside Land Purchase	0	0	0	0	0	0
40-40-71	PARK CONSTRUCTION	175,614	98,786	107,766	100,000	65,000	65,000
40-40-72	4800 W Soccer Fields/Park Road	129,633	185,183	197,025	0	0	0
40-40-73	Spring Creek Park Construction	0	104,591	111,776	750,000	0	0
40-40-74	ASSET AND LAND PURCHASE	3,007,655	2,563,500	2,796,545	2,200,000	0	0
40-40-75	Park Equipment	0	337,863	368,577	375,000	0	0
40-40-76	TRAILS	31,276	36,417	39,727	0	42,000	42,000
40-40-77	Highland Hills Open Space	37,875	148,605	162,114	150,000	10,000	10,000
40-40-79	Cemetary Capital Project	614,522	173,534	189,309	0	20,000	20,000
40-40-80	TREE PURCHASES	5,782	0	0	0	0	0
40-40-81	Highland Wter Bldg & El Park	0	0	0	0	0	0
40-40-82	Beacon Hills Sports Park	1,800	0	0	0	0	0
40-40-83	Beacon Hills Trail	0	0	0	0	0	0
40-40-85	Interest Expense Bonds	0	0	0	0	0	0
40-40-86	Bond Trust Fees	5,158	4,250	4,636	0	0	0
40-40-90	TRANS. TO CAPITAL IMP. FUND	964,318	0	0	0	0	0
EXPENDITURES Totals:		5,047,909	4,970,438	5,411,409	4,975,000	187,000	187,000

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<u>CAPITAL IMPROVEMENT FUND-PARKS</u>							
<u>TRANSFERS</u>							
40-90-00	TRANSFER TO PRESS IRRIGATION	0	0	0	0	0	0
40-90-10	Transfer to Debt Service Fund	221,000	535,000	583,636	535,000	147,000	147,000
40-90-20	TRANSFER TO UTILITY FUND	0	0	0	0	0	0
40-90-91	Transfers to open space fund	50,000	50,000	54,545	50,000	0	0
	TRANSFERS Totals:	271,000	585,000	638,181	585,000	147,000	147,000
<u>CAPITAL IMPROVEMENT FUND-PARKS</u>							
	Exaction Fee Roads Revenue Totals:	1,320,491	128,424	140,099	6,440,000	481,000	481,000
<u>CAPITAL IMPROVEMENT FUND-PARKS</u>							
	Exaction Fee Roads Expenditure Totals:	5,318,909	5,555,438	6,049,590	5,560,000	334,000	334,000

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<u>CAP IMP FUND ROAD PROJECTS</u>							
<u>REVENUE</u>							
41-30-90	CONTRIBUTION FROM GENERAL FUNI	44,010	846,295	923,231	846,295	200,000	200,000
41-30-91	CONTRIBUTION FROM STRM WATER F	0	0	0	0	55,326	55,326
41-30-92	Contribution from Culinary Wat	0	0	0	0	12,621	12,621
	REVENUE Totals:	44,010	846,295	923,231	846,295	267,947	267,947
<u>INTERGOVERNMENTAL REVENUE</u>							
41-33-56	CLASS "C" ROAD FUND ALLOTMENT	0	0	0	0	0	0
41-33-58	SIDEWALK GRANT	0	0	0	0	0	0
41-33-59	Knight Ave reimbursement	0	775,685	846,202	0	0	0
41-33-60	MAG Grant Corrdor Preservation	0	1,604,532	1,750,399	0	4,000,000	4,000,000
	INTERGOVERNMENTAL REVENUE Totals:	0	2,380,217	2,596,601	0	4,000,000	4,000,000
<u>FEES AND SERVICES</u>							
41-34-71	SR74 ROAD PROJECT	0	0	0	0	0	0
41-34-72	ROAD IMPACT FEE	7,260	6,050	6,600	25,000	10,000	10,000
41-34-73	BRIDGE IMPACT FEE	0	0	0	0	0	0
41-34-74	MISCELLANEOUS REV FROM DEV	0	0	0	0	0	0
41-34-75	Traffic Light Revenue	0	0	0	0	0	0
41-34-76	Rental Income	11,250	20,003	18,984	0	0	0
	FEES AND SERVICES Totals:	18,510	26,053	25,584	25,000	10,000	10,000
<u>OTHER REVENUE</u>							
41-36-10	INTEREST INCOME	5,452	( 7,026 )	( 7,665 )	25,000	0	0
41-36-12	CURB & GUTTER INSTALL	0	0	0	0	0	0
	OTHER REVENUE Totals:	5,452	( 7,026 )	( 7,665 )	25,000	0	0
<u>REVENUE-OTHER</u>							
41-39-90	PY CARRYOVER BUDGETED	0	0	0	1,051,900	125,000	125,000
	REVENUE-OTHER Totals:	0	0	0	1,051,900	125,000	125,000

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<u>CAP IMP FUND ROAD PROJECTS</u>							
<u>EXPENDITURES</u>							
41-40-31	Engineering 6000 West Project	112,287	101,898	111,161	100,000	0	0
41-40-32	Engineering	0	1,000	1,091	0	0	0
41-40-60	Murdock Canal	0	0	0	0	0	0
41-40-61	East/West Corridor	0	32,105	35,024	0	4,000,000	4,000,000
41-40-62	Highland Blvd Repairs & Over	0	0	0	300,000	0	0
41-40-63	Corridor Preservation Land Pur	0	1,604,532	1,750,399	0	0	0
41-40-64	Murdock Connector	0	4,468	0	0	0	0
41-40-70	FUTURE ROAD PROJECTS	205,187	500	545	0	0	0
41-40-71	ROAD REBUILDING	5,800	536,735	585,529	550,000	0	0
41-40-72	RETAINAGE ON PRIOR PROJECTS	0	0	0	0	0	0
41-40-73	UDOT/4800 WEST	756	595	649	0	0	0
41-40-74	SOUTHWEST SUBDIVISION IMPROVE	0	0	0	0	0	0
41-40-75	SR74 Road Project	0	0	0	0	0	0
41-40-76	4800 West Traffic Light	0	0	0	0	0	0
41-40-77	10250 N Reconstruction	0	0	0	0	0	0
41-40-78	Town Center Roads	44,510	0	0	0	0	0
41-40-79	Centerline Survey	0	0	0	0	0	0
41-40-80	5600 West Project	2,475	7,573	8,261	0	403,000	403,000
41-40-81	Capital Outlay-Equipment	0	5,670	6,185	75,000	0	0
41-40-82	Knight Avenue rebuild	0	1,066,530	1,141,955	0	0	0
	EXPENDITURES Totals:	371,015	3,361,606	3,640,799	1,025,000	4,403,000	4,403,000
	CAP IMP FUND ROAD PROJECTS Revenue Totals:	67,972	3,245,539	3,537,751	1,948,195	4,402,947	4,402,947
	AP IMP FUND ROAD PROJECTS Expenditure Totals:	371,015	3,361,606	3,640,799	1,025,000	4,403,000	4,403,000

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CAP IMP FUND BUILDING

REVENUE

42-30-90	CONTRIBUTION FROM GENERAL FUNI	0	300,000	327,273	300,000	0	0
42-30-91	CONTRIBUTION FROM SEWER	0	0	0	0	200,000	200,000
42-30-92	CONTRIBUTION FROM PI FUND	0	1,160,000	1,265,455	1,160,000	0	0
42-30-93	Contribution from Park Capital	964,318	0	0	0	0	0
REVENUE Totals:		964,318	1,460,000	1,592,728	1,460,000	200,000	200,000

OTHER REVENUE

42-36-10	INTEREST INCOME	349,747	( 7,667 )	( 8,364 )	350,000	0	0
42-36-12	PSD IMPACT FEE	5,982	4,985	5,438	135,000	16,000	16,000
42-36-13	TOWNE CENTER EXACTION	( 215,878 )	( 29,716 )	( 32,417 )	135,000	0	0
OTHER REVENUE Totals:		139,851	( 32,398 )	( 35,343 )	620,000	16,000	16,000

REVENUE-OTHER

42-39-30	BOND PROCEEDS	0	0	0	0	0	0
42-39-40	Miscellaneous Income	4,986	0	0	0	0	0
42-39-90	PY CARRYOVER BUDGETED	0	0	0	1,500,000	0	0
REVENUE-OTHER Totals:		4,986	0	0	1,500,000	0	0

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<u>CAP IMP FUND BUILDING</u>							
<u>EXPENDITURES</u>							
42-40-13	EMPLOYEE BEN/PRESS IRR CONST	0	0	0	0	0	0
42-40-68	New City Hall	4,131,763	1,334,009	1,339,113	700,000	0	0
42-40-70	FIRE STATION	3,286,781	106,430	116,106	0	0	0
42-40-71	Miscellaneous Costs	2,917	0	0	0	0	0
42-40-72	POLICE & COURT BUILDING	2,785,987	728,428	719,849	475,000	0	0
42-40-75	Interest Expense Bonds	86	2,000	2,182	0	0	0
	EXPENDITURES Totals:	10,207,534	2,170,867	2,177,250	1,175,000	0	0

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<u>CAP IMP FUND BUILDING</u>							
<u>Department 42-90</u>							
42-90-00	Transfer To Debt Service	450,500	442,000	482,182	442,000	200,000	200,000
	Department 42-90 Totals:	450,500	442,000	482,182	442,000	200,000	200,000
	CAP IMP FUND BUILDING Revenue Totals:	1,109,155	1,427,602	1,557,385	3,580,000	216,000	216,000
	CAP IMP FUND BUILDING Expenditure Totals:	10,658,034	2,612,867	2,659,432	1,617,000	200,000	200,000

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<u>NW Annexation Cap Project</u>							
<u>REVENUE</u>							
43-30-80	TRANSFER FROM CAP PROJECT	443,848	0	0	0	0	0
43-30-90	CONTRIBUTION FROM GENERAL FUNI	0	0	0	0	0	0
	REVENUE Totals:	443,848	0	0	0	0	0
<u>OTHER REVENUE</u>							
43-36-10	INTEREST INCOME	2,497	( 1 )	( 1 )	0	0	0
	OTHER REVENUE Totals:	2,497	( 1 )	( 1 )	0	0	0
<u>REVENUE-OTHER</u>							
43-39-10	NW Impact Fee Water	0	0	0	0	0	0
43-39-20	NW Impact Fee-Press Irr	16,538	3,396	3,705	0	0	0
43-39-30	NW Impact Fee- Sewer	0	0	0	0	0	0
43-39-40	NW Impact Fees-Road	0	0	0	0	0	0
43-39-50	NW Annexation Fee	0	0	0	0	0	0
43-39-51	Well Water Surcharge	0	0	0	0	0	0
43-39-90	PY CARRYOVER-BUDGETED	0	0	0	0	0	0
43-39-91	NW PI Ivory	0	0	0	0	0	0
43-39-92	NW Road	0	0	0	0	0	0
43-39-93	NW Road Ivory	0	0	0	0	0	0
	REVENUE-OTHER Totals:	16,538	3,396	3,705	0	0	0

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<u>NW Annexation Cap Project</u>							
<u>EXPENDITURES</u>							
43-40-70	Truck Replacement	0	0	0	0	0	0
43-40-71	Dry Creek Bench	458,392	0	0	0	0	0
43-40-72	11800 North Road Rebuild	0	0	0	0	0	0
43-40-73	Beacon Hills	55,774	0	0	0	0	0
43-40-74	Dry Creek Hollow Design	9,265	0	0	0	0	0
43-40-75	CAP. OUTLAY-PI Well and Pond	245,151	0	0	0	0	0
43-40-76	Beacon Hills Culinary line	0	0	0	0	0	0
43-40-77	Dry Creek Booster Station Mod	0	0	0	0	0	0
43-40-78	Dry reek Trail	0	0	0	0	0	0
	EXPENDITURES Totals:	768,582	0	0	0	0	0

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<u>NW Annexation Cap Project</u>							
<u>TRANSFERS</u>							
43-90-90	TRANSFERS TO CAPITAL IMPROV. F	211,019	0	0	0	0	0
	TRANSFERS Totals:	211,019	0	0	0	0	0
	NW Annexation Cap Project Revenue Totals:	462,883	3,395	3,704	0	0	0
	NW Annexation Cap Project Expenditure Totals:	979,601	0	0	0	0	0

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SEWER FUND

REVENUE

52-30-90	CONTRIBUTION FROM GENERAL FUNI	0	0	0	0	0	0
	REVENUE Totals:	0	0	0	0	0	0

LICENSES AND PERMITS

52-32-10	SELF SERVICE GARBAGE PERMITS	0	0	0	0	0	0
	LICENSES AND PERMITS Totals:	0	0	0	0	0	0

REVENUE

52-37-10	SEWER SERVICES	754,919	704,720	768,785	800,000	1,017,000	1,017,000
52-37-20	IMPACT FEES	139,059	35,749	37,731	0	40,000	40,000
52-37-30	PENALTIES	0	0	0	0	0	0
52-37-40	GARBAGE COLLECTION FEES	0	0	0	0	0	0
52-37-50	SEWER FINANCE	0	0	0	0	0	0
	REVENUE Totals:	893,978	740,469	806,516	800,000	1,057,000	1,057,000

MISCELLANEOUS REVENUE

52-38-10	INTEREST EARNINGS	132,513	35,972	39,242	160,000	50,000	50,000
52-38-80	Miscellaneous	0	0	0	0	0	0
52-38-90	MISCELLANEOUS	0	0	0	0	0	0
52-38-95	PY Carryover	0	0	0	2,800,000	903,431	903,431
	MISCELLANEOUS REVENUE Totals:	132,513	35,972	39,242	2,960,000	953,431	953,431

Source 52-39

52-39-50	Developer Contributions	926,148	0	0	0	0	0
	Source 52-39 Totals:	926,148	0	0	0	0	0

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<b>SEWER FUND</b>							
<b>EXPENDITURES</b>							
52-40-11	SALARIES/WAGES	119,859	127,414	131,470	118,720	177,289	177,289
52-40-12	Overtime	0	1,023	935	5,000	0	0
52-40-13	EMPLOYEE BENEFITS	65,202	54,810	56,180	57,360	92,000	92,000
52-40-20	Insurance exp-liability	0	0	0	0	25,000	25,000
52-40-21	BOOKS, SUBS. & MEMBERSHIP	405	0	0	500	250	250
52-40-22	PUBLIC NOTICES	0	0	0	0	0	0
52-40-23	TRAVEL	1,483	773	844	3,000	1,500	1,500
52-40-24	OFFICE SUPPLIES & POSTAGE	10,225	18,695	20,121	10,000	20,000	20,000
52-40-25	EQUIP.-REPAIRS & MAINTENANCE	11,447	6,432	6,156	15,000	15,000	15,000
52-40-26	DEPRECIATION EXPENSE	291,718	267,408	291,718	170,000	300,000	300,000
52-40-27	UTILITIES	7,277	9,157	8,586	10,000	12,000	12,000
52-40-28	FUEL EXPENSE VEHICLES	4,665	2,063	2,251	3,600	4,000	4,000
52-40-29	Uniforms	0	410	447	1,000	500	500
52-40-30	Equipment Supplies	0	2,276	2,221	5,000	5,000	5,000
52-40-31	DUMP PASSES	0	0	0	0	0	0
52-40-32	Engineering/Prof Services	25,048	2,750	3,000	25,000	15,000	15,000
52-40-33	Sanitary Sewer Master Plan	16,313	0	0	0	0	0
52-40-35	Blue Stakes Expense	0	0	0	0	0	0
52-40-40	INSPECTIONS	0	0	0	0	8,000	8,000
52-40-41	REPAIRS	6,356	3,866	4,218	15,000	15,000	15,000
52-40-42	COLLECTION AND DISPOSAL	622,850	458,382	453,790	560,000	706,000	706,000
52-40-43	SEWER HOOK-UP REFUNDS	0	0	0	0	0	0
52-40-50	Scada Upgrade	0	18,840	12,909	66,667	66,667	66,667
52-40-70	Capitay Outlay-Lift Station Ph	4,691	0	0	0	0	0
52-40-72	Dry Creek Sewer Line/Lift St	1,020	519,758	493,052	1,300,000	250,000	250,000
52-40-73	CAPITAL OUTLAY - IMPROVEMENTS	4,621	9,855	10,750	0	0	0
52-40-74	CAPITAL OUTLAY - EQUIPMENT	345	0	0	40,000	0	0
52-40-75	INTEREST EXPENSE	0	0	0	0	0	0
52-40-76	BAD DEBT EXPENSE	0	0	0	0	0	0
52-40-77	RESERVE FIND SID	0	0	0	0	0	0
52-40-78	Loss on Disposition of Assets	0	0	0	0	0	0
52-40-80	Indirect Overhead	37,200	34,100	37,200	49,600	90,000	90,000
52-40-90	TRANS. TO CAPITAL IMP. FUND	443,848	840,000	916,364	400,000	200,000	200,000
52-40-91	Transfer to Storm Water Fund	0	0	0	0	60,000	60,000
EXPENDITURES Totals:		1,674,573	2,378,012	2,452,212	2,855,447	2,063,206	2,063,206

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<b>SEWER FUND</b>							
	SEWER FUND Revenue Totals:	1,952,639	776,441	845,758	3,760,000	2,010,431	2,010,431
	SEWER FUND Expenditure Totals:	1,674,573	2,378,012	2,452,212	2,855,447	2,063,206	2,063,206

**Group Purpose:** The purpose of the Sanitary Group, Operations and Maintenance Division is to maintain and operate the City sanitary sewer collection system.

**Goals and Objectives:** The goal of the Sanitary Sewer Group will be to continue maintaining our sanitary sewer system with the same high standard level that has been expected of the City Council and the residents of Highland City.

<b>Personnel:</b>	Positions:	O&M Director	20%	\$13,878
		Manager	50%	\$32,132
		Foreman	50%	\$26,008
		Maintenance Supervisor	50%	\$29,065
		Maintenance	50%	\$17,657
		Maintenance	50%	\$14,075
		Inspector	50%	\$22,226
		Inspector	50%	\$22,248
		Total		\$177,289

**Capital Equipment:** None

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<u>PRESSURIZED IRRIGATION FUND</u>							
<u>REVENUE</u>							
53-30-90	CONTRIBUTION FROM GENERAL FUNI	0	0	0	0	0	0
53-30-91	Transfer From Fund 43	0	0	0	0	0	0
	REVENUE Totals:	0	0	0	0	0	0

<u>REVENUE</u>							
53-37-05	Tranfer from Other funds	211,019	0	0	0	0	0
53-37-10	SERVICE CHARGES	687,037	651,832	711,090	775,000	780,000	780,000
53-37-15	PI BOND TAX LEVY	0	0	0	0	0	0
53-37-20	IMPACT FEES	6,500	7,300	7,964	0	18,340	18,340
53-37-30	PENALTIES	0	0	0	0	0	0
	REVENUE Totals:	904,556	659,132	719,054	775,000	798,340	798,340

<u>MISCELLANEOUS REVENUE</u>							
53-38-10	INTEREST EARNINGS	28,076	( 4,256 )	( 4,643 )	30,000	0	0
53-38-90	WATER SHARE - GRANT REV.	0	0	0	0	0	0
53-38-95	PY CARRYOVER	0	0	0	600,000	533,895	533,895
	MISCELLANEOUS REVENUE Totals:	28,076	( 4,256 )	( 4,643 )	630,000	533,895	533,895

<u>Source 53-39</u>							
53-39-50	Developer Contributions	1,164,409	0	0	0	0	0
53-39-90	SUNDRY REVENUES	0	1,000,500	0	1,000,000	121,000	121,000
	Source 53-39 Totals:	1,164,409	1,000,500	0	1,000,000	121,000	121,000

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<u>PRESSURIZED IRRIGATION FUND</u>							
<u>EXPENDITURES</u>							
53-40-11	SALARIES/WAGES	53,470	41,500	45,086	57,322	43,000	43,000
53-40-12	Overtime	0	0	0	0	0	0
53-40-13	EMPLOYEE BENEFITS	29,187	20,141	21,912	27,514	25,000	25,000
53-40-20	Insurance Exp-Liability	0	0	0	0	7,500	7,500
53-40-21	BOOKS, SUBS. & MEMBERSHIP	779	0	0	500	500	500
53-40-22	PUBLIC NOTICES	0	0	0	0	0	0
53-40-23	TRAVEL	20	680	742	4,000	2,000	2,000
53-40-24	OFFICE SUPPLIES & POSTAGE	4,547	5,698	4,292	5,000	4,000	4,000
53-40-25	EQUIP.-REPAIRS & MAINTENANCE	29,266	10,416	9,630	20,000	20,000	20,000
53-40-26	DEPRECIATION EXPENSE	386,192	354,010	386,192	336,000	336,000	336,000
53-40-27	UTILITIES	131,177	111,885	116,619	80,000	150,000	150,000
53-40-28	FUEL EXPENSES VEHICLES	2,812	2,696	2,941	6,000	6,000	6,000
53-40-29	Equipment Supplies	0	8,003	8,690	10,000	10,000	10,000
53-40-31	PROFESSIONA & TECH. SERVICES	26,217	37,798	41,234	100,000	50,000	50,000
53-40-32	ENGINEERING EXPENSE	0	0	0	0	0	0
53-40-33	PI Master Plan	21,637	0	0	0	0	0
53-40-35	Blue Stakes Expenses	0	0	0	0	0	0
53-40-40	INSPECTIONS	0	0	0	0	0	0
53-40-41	REPAIRS	3,007	4,066	4,366	10,000	10,000	10,000
53-40-43	SYSTEM CONNECTION COSTS	0	0	0	0	0	0
53-40-52	Scada Upgrade	0	66,648	56,039	66,667	38,000	38,000
53-40-72	Bond Disclosure Etc. Fees	2,167	6,554	7,150	0	3,700	3,700
53-40-73	WATER SHARE PURCHASES	1,400	0	0	0	100,000	100,000
53-40-74	WATER SHARE ASSESSMENTS	306,334	447,525	488,209	310,000	425,000	425,000
53-40-75	INTEREST EXPENSE	247,780	497,907	543,171	280,000	125,000	125,000
53-40-76	BAD DEBT EXPENSE	0	0	0	0	0	0
53-40-77	SID Fund	0	0	0	0	0	0
53-40-78	CAP. OUTLAY	2,056	9,442	10,300	50,000	50,000	50,000
53-40-79	Loss On Disposition of Assets	0	0	0	0	0	0
53-40-80	Indirect Overhead	49,596	45,463	49,596	38,000	80,000	80,000
53-40-81	11800 N Well & Transmission L	0	29,223	31,879	0	10,000	10,000
53-40-90	TRANS. TO CAPITAL IMP. FUND	0	0	0	370,000	0	0
	EXPENDITURES Totals:	1,297,644	1,699,655	1,828,048	1,771,003	1,495,700	1,495,700
	PRESSURIZED IRRIGATION FUND Revenue Totals:	2,097,041	1,655,376	714,411	2,405,000	1,453,235	1,453,235
	ESSURIZED IRRIGATION FUND Expenditure Totals:	1,297,644	1,699,655	1,828,048	1,771,003	1,495,700	1,495,700

**Group Purpose:** The purpose of the Pressurized Irrigation Group, Operations and Maintenance Division is to maintain and operate the pressurized irrigation system throughout the City. This system includes the wells, distribution system, and services.

**Goals and Objectives:** The goal of the Pressurized Irrigation Group this year will be to continue maintaining our pressurized irrigation system with the same high standard level that has been expected of the City Council and the residents of Highland City.

<b>Personnel:</b>	Positions:	Finance Admin Assist	10%	\$4,483
		PI Foreman (unfilled)	100%	\$
		Total		\$4,483

**Capital Equipment:** None

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STORM SEWER FUND

REVENUE

54-30-90	CONTRIBUTION FROM GENERAL FUNI	0	0	0	0	0	0
54-30-91	CONTRIBUTION FROM SEWER FUND	0	0	0	0	60,000	60,000
REVENUE Totals:		0	0	0	0	60,000	60,000

LICENSES AND PERMITS

54-32-10	Permits	0	0	0	0	0	0
LICENSES AND PERMITS Totals:		0	0	0	0	0	0

REVENUE

54-37-40	STORM SEWER COLLECTION FEES	232,792	213,280	232,669	275,000	240,000	240,000
REVENUE Totals:		232,792	213,280	232,669	275,000	240,000	240,000

MISCELLANEOUS REVENUE

54-38-10	INTEREST EARNINGS	57	( 3,185 )	( 3,474 )	5,000	0	0
54-38-90	MISCELLANEOUS	20,000	0	0	0	0	0
54-38-95	PY CARRYOVER	0	0	0	0	0	0
MISCELLANEOUS REVENUE Totals:		20,057	( 3,185 )	( 3,474 )	5,000	0	0

Source 54-39

54-39-50	Developer Contributions	773,649	0	0	0	0	0
Source 54-39 Totals:		773,649	0	0	0	0	0

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<b>STORM SEWER FUND</b>							
<b>EXPENDITURES</b>							
54-40-11	SALARIES/WAGES	83,060	115,956	121,478	121,712	120,823	120,823
54-40-12	Overtime	39	454	495	4,000	0	0
54-40-13	EMPLOYEE BENEFITS	36,104	45,551	47,831	46,322	46,087	46,087
54-40-21	BOOKS, SUBS. & MEMBERSHIP	628	1,167	1,273	2,000	1,500	1,500
54-40-23	TRAVEL	0	0	0	4,000	2,000	2,000
54-40-24	OFFICE SUPPLIES & POSTAGE	2,012	587	640	1,000	1,000	1,000
54-40-25	EQUIP.-SUPPLIES & MAINTENANCE	9,321	18,046	19,687	20,000	20,000	20,000
54-40-26	DEPRECIATION EXPENSE	120,024	110,022	120,024	89,000	10,000	10,000
54-40-29	Equipment Supplies	69	6,767	4,250	10,000	20,000	20,000
54-40-31	Fuel and Oil Expense	364	6,078	6,631	9,000	0	0
54-40-32	Professional Services	2,363	2,125	2,318	0	0	0
54-40-33	Storm Sewer Master Plan	14,320	2,335	2,548	5,000	0	0
54-40-34	Building Maint & Utilities	23	0	0	20,000	0	0
54-40-35	Catch Basin Land Purchase	0	0	0	0	0	0
54-40-41	REPAIRS	617	307	335	0	0	0
54-40-50	Storm Sewer Construction	5,770	0	0	0	0	0
54-40-51	6150 W Storm Drain Pipe	0	0	0	0	0	0
54-40-52	Breacon Hills Sports Park	2,348	0	0	0	0	0
54-40-53	Highland Sub PI #1 Det Basin	3,536	0	0	0	0	0
54-40-74	CAPITAL OUTLAY - EQUIPMENT	0	0	0	0	0	0
54-40-76	Interest Expense	0	0	0	0	0	0
54-40-77	Bad Debt Expense	0	0	0	0	0	0
54-40-90	Transfer to Debris Basin Fund	0	0	0	0	22,000	22,000
54-40-91	Transfer to Capital Proj Build	0	0	0	120,000	0	0
EXPENDITURES Totals:		280,598	309,395	327,510	452,034	243,410	243,410

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<b>STORM SEWER FUND</b>							
Department 54-90							
54-90-92	Transfer to Road Capital proj	0	0	0	0	55,326	55,326
	Department 54-90 Totals:	0	0	0	0	55,326	55,326
	STORM SEWER FUND Revenue Totals:	1,026,498	210,095	229,195	280,000	300,000	300,000
	STORM SEWER FUND Expenditure Totals:	280,598	309,395	327,510	452,034	298,736	298,736

**Group Purpose:** The purpose of the Storm Water Group, Operations and Maintenance Division is to maintain and operate the City storm water system. This includes the detention and retention ponds, sumps, inlets, storm drain mainlines, and street sweeping. The storm water group is also responsible for ensuring the City is in compliance with the latest requirements of the NPDES II.

**Goals and Objectives:** The goal of the Storm Water Group this year will be to continue maintaining our city streets and storm water system with the same high standard level that has been expected of the City Council and the residents of Highland City.

<b>Personnel:</b>	Positions:	Public Works Director	60%	\$58,448
		O&M Director	20%	\$13,878
		Engineer	50%	\$34,831
		Maintenance	100%	\$13,666
		Total		\$120,823

**Capital Equipment:** None

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CULINARY WATER FUND

REVENUE

55-30-90	CONTRIBUTION FROM GENERAL FUNI	0	0	0	0	0	0
55-30-91	Transfer From Fund 43	0	0	0	0	0	0
REVENUE Totals:		0	0	0	0	0	0

REVENUE

55-37-10	SERVICE CHARGES	699,054	610,411	665,903	750,000	750,000	750,000
55-37-15	PI BOND TAX LEVY	0	0	0	0	0	0
55-37-20	CONNECTION FEES	18,590	10,375	11,318	0	0	0
55-37-30	PENALTIES	0	0	0	0	0	0
55-37-31	Meter Fees	7,728	5,480	5,978	10,000	7,000	7,000
55-37-32	ACCT SETUP/CLOSE	4,845	5,950	5,836	5,000	6,000	6,000
REVENUE Totals:		730,217	632,216	689,035	765,000	763,000	763,000

MISCELLANEOUS REVENUE

55-38-10	INTEREST EARNINGS	42,313	6,109	6,664	40,000	10,000	10,000
55-38-51	Contribution Highland Water Co	0	0	0	0	0	0
55-38-90	WATER SHARE - GRANT REV.	0	0	0	0	100,000	100,000
55-38-95	PY CARRYOVER	0	0	0	300,000	0	0
MISCELLANEOUS REVENUE Totals:		42,313	6,109	6,664	340,000	110,000	110,000

Source 55-39

55-39-05	Tranfer from Other funds	0	0	0	0	0	0
55-39-50	Municipal Contributions	998,541	0	0	0	200,000	200,000
55-39-90	SUNDRY REVENUES	2,702	0	0	0	0	0
Source 55-39 Totals:		1,001,243	0	0	0	200,000	200,000

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<b>CULINARY WATER FUND</b>							
<b>EXPENDITURES</b>							
<b>OPERATIONS AND MAINTENANCE</b>							
55-40-10	Wages	51,283	0	0	0	0	0
55-40-11	Salaries/Wages	102,994	212,574	224,721	250,498	170,801	170,801
55-40-12	Overtime	626	4,328	4,540	0	0	0
55-40-13	EMPLOYEE BENEFITS	95,844	105,381	111,566	132,767	86,228	86,228
55-40-20	Insurance Exp-Liability	0	0	0	0	7,500	7,500
55-40-21	BOOKS, SUBS. & MEMBERSHIP	1,564	1,030	1,124	2,000	1,500	1,500
55-40-22	PUBLIC NOTICES	1,155	0	0	2,000	0	0
55-40-23	Travel and Training	4,124	2,346	1,871	4,000	2,000	2,000
55-40-24	OFFICE SUPPLIES & POSTAGE	7,050	3,260	3,556	0	2,500	2,500
55-40-25	EQUIP.-REPAIRS & MAINTENANCE	25,356	18,758	19,647	35,000	35,000	35,000
55-40-26	DEPRECIATION EXPENSE	293,302	268,860	293,302	220,000	220,000	220,000
55-40-27	UTILITIES	110,554	125,002	122,223	78,000	110,000	110,000
55-40-28	FUEL EXPENSES VEHICLES	12,533	5,227	5,588	12,000	10,000	10,000
55-40-29	TELEPHONE	723	1,385	1,393	10,500	10,000	10,000
55-40-30	Water Testing	7,038	8,311	8,717	8,000	15,000	15,000
55-40-31	PROFESSIONAL SERVICES	14,619	32,542	35,500	30,000	325,000	325,000
55-40-32	Cc Fees	0	0	0	0	0	0
55-40-33	INSURANCE	0	0	0	0	0	0
55-40-34	Equipment Supplies	0	9,481	10,163	15,000	15,000	15,000
55-40-35	Blue Stakes Expenses	0	1,163	1,144	5,000	5,000	5,000
55-40-41	Repairs	20,680	1,041	1,117	15,000	20,000	20,000
55-40-50	Capital Outlay	0	( 6,848 )	( 7,471 )	0	0	0
55-40-51	Capital Outlay Equipment	0	3,625	3,955	0	0	0
55-40-52	SCADA Upgrade	0	70,106	76,479	66,667	0	0
55-40-72	BOND ELECTION COSTS	0	0	0	0	0	0
55-40-73	WATER SHARE PURCHASES	0	74,996	80,997	0	0	0
55-40-74	WATER SHARE ASSESSMENTS	15,637	13,000	14,182	0	0	0
55-40-75	INTEREST EXPENSE	0	0	0	0	0	0
55-40-76	BAD DEBT EXPENSE	0	0	0	0	0	0
55-40-77	Pressure Reducing Valves	0	0	0	75,000	0	0
55-40-78	CAP. OUTLAY	0	0	0	0	0	0
55-40-79	Cross Conn. Control Upgrades	49,704	0	0	10,000	5,000	5,000
55-40-80	Indirect Overhead	45,000	41,250	45,000	45,000	0	0
55-40-81	Well Head removal of 2 Wells	0	0	0	130,000	0	0
55-40-82	Water Tank Demolition	0	75,799	39,320	0	0	0
55-40-90	TRANS. TO CAPITAL IMP. FUND	0	320,000	349,091	320,000	12,621	12,621
EXPENDITURES							
OPERATIONS AND MAINTENANCE Totals:		859,786	1,392,617	1,447,725	1,466,432	1,053,150	1,053,150

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<b>CULINARY WATER FUND</b>							
<b>CONSTRUCTION</b>							
55-44-10	Wages	57,166	0	0	0	0	0
55-44-11	Part Time Wages	74,683	0	0	0	0	0
55-44-12	Overtime	2,418	0	0	0	0	0
55-44-13	EMPLOYEE BENEFITS	57,545	0	0	0	0	0
55-44-24	OFFICE SUPPLIES & POSTAGE	3,122	0	0	0	0	0
55-44-28	FUEL EXPENSES VEHICLES	3,000	0	0	0	0	0
55-44-29	TELEPHONE	6,720	0	0	0	0	0
55-44-31	PROFESSIONA & TECH. SERVICES	10,029	34,518	37,656	0	0	0
55-44-32	ENGINEERING EXPENSE	0	0	0	0	0	0
55-44-40	INSPECTIONS	0	0	0	0	0	0
55-44-41	REPAIRS	0	0	0	0	0	0
55-44-43	New Service Installation	7,722	0	0	0	0	0
55-44-44	New Meter Installation	1,734	0	0	0	0	0
55-44-45	Well House Preliminary Assessm	3,984	0	0	0	0	0
55-44-78	CAP. OUTLAY	0	0	0	0	0	0
55-44-79	Loss On Disposition of Assets	0	0	0	0	0	0
55-44-90	TRANS. TO CAPITAL IMP. FUND	0	0	0	0	0	0
	CONSTRUCTION Totals:	228,123	34,518	37,656	0	0	0
	CULINARY WATER FUND						
	Equipment Supplies Revenue Totals:	1,773,773	638,325	695,699	1,105,000	1,073,000	1,073,000
	CULINARY WATER FUND						
	Equipment Supplies Expenditure Totals:	1,087,909	1,427,135	1,485,381	1,466,432	1,053,150	1,053,150
	Grand Totals:	( 11,917,181 )	( 10,001,925 )	( 10,764,070 )	4,188,807	100,384	100,384

Report Criteria:

Account.Acct No = All  
Account Detail

**Group Purpose:** The purpose of the Culinary Water Group, Operations and Maintenance Division is to maintain and operate the City culinary water system and to deliver safe quality water at an adequate pressure to the residents of Highland City and other customers. The culinary water group is responsible for the maintenance of the service lines, fire hydrants, water valves, water testing, pressure testing, and back flow prevention.

**Goals and Objectives:** The goal of the Culinary Water Group this year will be continue with the program of the fire hydrant inspection and replacement and water valve exercising. By continuing with this program we can help to ensure a proper fire safety.

<b>Personnel:</b>	Positions:	O&M Director	20%	\$13,878
		Engineer	50%	\$34,831
		Inspector	50%	\$22,247
		Culinary Water Super.	50%	\$29,065
		Culinary Water Operator	50%	\$17,657
		Maintenance	100%	\$28,151
		Maintenance	50%	\$14,075
		P.W. Admin. Assist.	35%	\$10,897
		Total		\$170,801

**Capital Equipment:** None