



UNIFIED FIRE SERVICE AREA

TO: UFSA Board of Trustees
FROM: Tony Hill, CFO
SUBJECT: 2025 Tentative Budget Message
DATE: November 19, 2024

I am pleased to present the Unified Fire Service Area (UFSA) 2025 Tentative Budget for your review and consideration. The Tentative Budget will be approved by the Board at the November meeting and following a public hearing, final adoption of the 2025 budget will take place at the December board meeting. Staff has prepared the budget in accordance with Fiscal Procedures for Local Districts (UCA 17B-6).

2025 General Fund Budget Highlights

Below are some of the highlights of the 2025 budget development:

- Property Taxes
 - 2.0% new growth estimate
 - \$11,473,218 in additional revenue above certified amount
 - \$93.23 annual increase for average residential parcel
 - \$7.77 monthly increase for average residential parcel

- UFA member fee increase
 - \$5,330,243 total estimated increase for 2025
 - Begin staffing 107 in Kearns and 253 in Eagle Mountain

2025 UFSA Member Fee								
	2024 Amount	Baseline Amount	Additional Stations					
January	4,046,107	4,265,172	0					
February	4,046,107	4,265,172	99,660		Hire and begin training of 15 FTE's for 1st additional station			
March	4,046,107	4,265,172	99,660					
April	4,046,107	4,265,172	99,660					
May	4,046,107	4,265,172	99,660					
June	4,046,107	4,265,172	258,955		Staff 1st additional station			
July	4,265,172	4,499,756	273,198		5.5% increase for UFA's FY25/26 budget			
August	4,265,172	4,499,756	273,198					
September	4,265,172	4,499,756	273,198					
October	4,265,172	4,499,756	377,052		Hire and begin training of 15 FTE's for 2nd additional station			
November	4,265,172	4,499,756	377,052					
December	4,265,172	4,499,756	377,052					
Total	49,867,671	52,589,571	2,608,344	55,197,914				

- Bond Payments
 - \$2,591,250 – Series 2016 Bond
 - \$2,393,000 – Series 2021 Bond

- Sandy contract (85% of property taxes collected to Sandy, 15% stays with UFSA)
 - \$1,036,960 in 2023, \$1,094,073 in 2024, \$1,164,712 in 2025 budget

- Capital maintenance at fire station’s (more detail in packet)
 - \$558,233 in 2025 budget

- UFA Administration Fee (more detail in packet)
 - \$489,432 in 2022, \$511,601 in 2023, \$438,414 in 2024, \$403,014 in 2025

2025 General Fund Expenditures

Below, UFSA’s 2025 general fund budget is divided into its major categories for review:

- UFA Member Fee - \$55,197,914 (79.88%)
- Fixed or Contract Costs - \$11,765,735 (17.03%)
 - Debt Service \$4,984,250
 - Tax Payments to RDA/CDA \$5,500,000
 - Sandy Contract \$1,164,712
 - Herriman/Riverton \$101,773
 - Outside Auditor \$15,000
- Tax Revenue Anticipation Note (TRAN) Issuance Costs - \$984,092 (1.42%)
- Capital Maintenance - \$558,233 (0.81%)
- Administrative costs - \$597,214 (0.86%)
 - UFA admin fee for finance/facilities/clerk, administrator, legal, UASD membership

Fund Balance Impact

The chart below shows the ending fund balance position through 2026. Because the 2024 tax increase was split over 2 years, we anticipate dropping below the board adopted 15% minimum reserve in 2024. You can also see a 19.4% projected ending fund balance percentage in 2025 because of the board’s effort to fully fund the staffing at the 2 additional stations with the 2025 tax increase.

UNIFIED FIRE SERVICE AREA	ENDING FUND BALANCE	FUND BALANCE %
2022 ACTUAL	\$14,749,419	27.7%
2023 ACTUAL	\$10,815,505	19.6%
2024 BUDGET	\$9,046,179	14.8%
2025 PROJECTION	\$14,395,846	19.4%
2026 PROJECTION	\$12,236,854	16.1%

**UNIFIED FIRE SERVICE AREA
TENTATIVE BUDGET
For the Year Ended December 31, 2025**

	GENERAL FUND			CAPITAL PROJECTS FUND (LOCAL BLDG AUTHORITY)			DEBT SERVICE FUND (LOCAL BLDG AUTHORITY)		
	PRIOR YR 2023	CURRENT YR ESTIMATE	BUDGET 2025	PRIOR YR 2023	CURRENT YR ESTIMATE	BUDGET 2025	PRIOR YR 2023	CURRENT YR ESTIMATE	BUDGET 2025
REVENUES									
Taxes: Property	44,064,328	49,883,556	62,354,445						
Taxes: Property - Pass Thru	4,131,152	5,000,000	5,500,000						
Taxes: Property - Increment Remit	53,241	82,560	90,816						
Taxes: Delinquent	764,054	895,250	895,250						
Taxes: Judgement Levy	219,860	16,475	16,475						
Fee-in-Lieu of Taxes	2,167,771	2,266,000	2,266,000						
Impact Fees	1,208,364	1,500,000	1,500,000						
Interest Income	673,228	675,000	675,000	482,420	200,000	150,000	16,862		
Miscellaneous	867,845	21,000	9,264						
Grant Revenue	206,592	168,561	0						
Intergovernmental Revenue	774,689	762,941	775,119						
<i>Other Financing Sources:</i>									
Lease Revenue							4,946,184	4,973,375	4,984,250
Use of Fund Balance		2,008,878			217,000				
TOTAL REVENUES	55,131,124	63,280,221	74,082,369	482,420	417,000	150,000	4,963,046	4,973,375	4,984,250
EXPENSES									
Administrative & Overhead:									
Supplies	1,862	2,000	2,000						
Memberships (UASD)	14,393	16,500	17,000						
Outside Auditor	10,000	15,000	15,000						
*UFA Admin Fee	511,601	438,414	403,014						
Bank Fees	10,146	11,200	11,200						
*Professional Fees	182,759	149,000	129,000						
Capital Outlay:									
Station 112 Land	11,846								
Construction Costs - Station 102				3,149,418	67,000				
Construction Costs - Station 125				113,054					
Construction Costs - Station 251				2,671,880	100,000				
Construction Costs - Station 253				5,129,789	50,000				
*Capital Maintenance	167,988	383,010	558,233						
Capital Maintenance - Seismic Retrofits	181,292	224,748	0						
Capital Lease	4,946,184	4,973,375	4,984,250						
Principle Payment on Long-Term Debt							2,930,000	3,075,000	3,225,000
Interest Expense	672,253	984,092	984,092				2,030,875	1,898,375	1,759,250
Note/Bond Issuance Costs	17,600	25,000	25,000						
Sandy Contract	1,036,959	1,078,438	1,164,712						
Tax Payments to RDA/CDA/CRA	4,131,152	5,000,000	5,500,000						
Fund Balance Payments to Herriman/Riverton	101,773	101,773	101,773						
Impact Fee Refunds	15,942	10,000	10,000						
UFA Contract Fees	47,182,800	49,867,671	55,197,914						
<i>Other Financing Uses:</i>									
Contribution to Fund Balance			4,979,181		200,000	150,000			
TOTAL EXPENSES	59,196,550	63,280,221	74,082,369	11,064,141	417,000	150,000	4,960,875	4,973,375	4,984,250

*Additional Documentation

Professional Fees

	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
Road Easement - Station 111	1,206	2,440	0	0
Legal Services/Administrator	102,888	96,435	125,000	110,000
Newspaper Ads	348	3,600	1,500	1,500
Website Restoration/Hosting/Maintenance	785	66	500	500
Truth in Taxation - Postcard Mailings	0	12,674	5,000	0
Trust Management, Continuing Disclosure, Impact Fee	7,000	7,000	7,000	7,000
Other	10,258	60,545	10,000	10,000
	122,484	182,759	149,000	129,000

Exhibit A for Calendar Year 2025

Position	Jan-24		Jan-25		Responsibilities
	<u>% of Time Worked</u>	<u>Salary & Benefits</u>	<u>% of Time Worked</u>	<u>Salary & Benefits</u>	
Logistics Facilities Manager	80%	\$123,961	80%	\$127,274	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, rendering, and construction.
Logistics Facilities Specialist	5%	\$4,777	5%	\$5,092	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors.
Logistics Facilities Specialist	2%	\$1,608	2%	\$1,605	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors.
Logistics Purchasing Coordinator	2%	\$2,099	2%	\$2,154	Assists with the processing of MR's and invoices for capital projects.
Logistics Data Coordinator	1%	\$921	1%	\$980	Researches information for Logistics as requested.
Logistics Division Chief	25%	\$44,588	20%	\$36,557	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 station construction.
Support Services Assistant Chief	20%	\$51,090	10%	\$26,326	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 design and construction. 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, for bonding and bond elections. Meets with individual board members to discuss property and fire station construction issues and strategies.
Finance Purchasing Agent/Contracts	45%	\$61,034	30%	\$42,821	RFP/RFQ/Purchasing processing. Contract coordination and tracking.
Finance Senior Accountant	9%	\$12,054	11.5%	\$16,152	Cash receipting, online payment reporting, impact fee reporting, external audit, capital assets, state transparency
Finance AP/AR Manager	4%	\$5,321	1.5%	\$2,269	AP/AR oversight
Finance Sr. Accounting Specialists	2%	\$1,833	12.0%	\$11,591	UFSA Desktop Deposits, AR, AP entry & review
Finance Assistant Finance Director	7%	\$14,148	7.5%	\$16,143	External audit, financial statements, accounting oversight, online payment admin, cash receipting review/close, bank reconciliations
CFO	15%	\$40,155	15%	\$42,878	Financial Management, Treasurer
UFSA Clerk	10%	\$11,815	10%	\$12,433	Time needed to fully meet the responsibilities of the Clerk
Records Manager	1%	\$801	1%	\$841	Managing UFSA record requests. Retention schedule and archives
ECC Receptionist	3%	\$1,929	3%	\$2,020	Impact fee collection/receipts, phone calls
Director of Communications	1%	\$2,049	1%	\$2,151	Community Outreach
Community Outreach Specialist	1%	\$1,047	1%	\$1,159	Community Outreach/Construction Projects/Website Maintenance
		\$381,230		\$350,447	
Overhead Charge	15%	<u>\$57,184</u>	15%	<u>\$52,567</u>	Office Space, IT, supplies, etc.
TOTAL		\$438,414		\$403,014	
	Logs	204,647	Logs	199,713	
	Fin	154,727	Fin	151,632	
	Admin	75,480	Admin	47,863	
	IO	3,560	IO	3,807	
		438,414		403,014	

UFSA Capital Projects 2025

10/1/24

Site	Project	Notes	Cost	Running Total
<u>Capital Maintenance</u>				
All	Heating/AC/Hot Water/Appliances	Replace as needed	\$40,000	\$40,000
101	Flooring Replacement	Replace flooring in bedrooms, BC office, dayroom, and upstairs	\$28,000	\$68,000
118	Kitchen	Kitchen remodel with appliances	\$115,000	\$183,000
118	Flooring Replacement	Replace all tile in station with polished concrete floors	\$25,000	\$208,000
119	Landscape	Create xeriscape landscaping	\$125,000	\$333,000
125	West Gate	Add a gate on the westside of the station	\$6,500	\$339,500
252	Overhead Door Upgrade	Door's have met their life expectancy and are continually causing issues	\$25,000	\$364,500
252	Concrete	Demo and replace concrete on back patio and front entry	\$150,000	\$514,500
All	8.5% Contingency		\$43,733	\$558,233

Future Year Projects (Sorted by Station)

101	New rocks and barrier for border of property		\$15,000	\$573,233
106	Xeriscape station grounds		\$10,000	\$583,233
109	Kitchen remodel		\$95,000	\$678,233
109	Fans and/or AC placed in bay		\$35,000	\$713,233
111	More rocks and boulders for landscaping.		\$7,500	\$720,733
113	Fix bay floor drains (clean, improv. Drainage)		\$25,000	\$745,733
117	Blinds on windows on west end of kitchen		\$7,500	\$753,233
117	Replacement of broken concrete		\$30,000	\$783,233
117	Rebuild of all the kitchen drawers and sliders		\$6,000	\$789,233
118	Bathroom remodel		\$65,000	\$854,233
119	Window coverings throughout		\$8,500	\$862,733
126	Kitchen cabinets and flooring		\$120,000	\$982,733
126	Men's/Women's bathroom remodel		\$55,000	\$1,037,733
126	Station flooring - Tile/Carpet		\$10,000	\$1,047,733
252	Remove bushes in back of station and xeriscape		\$10,000	\$1,057,733
252	Garage doors- damaged sections replaced		\$15,000	\$1,072,733

UNIFIED FIRE SERVICE AREA	Actual		Actual		Budget		Projection		Projection
LONG RANGE PLAN	2022	%	2023	%	2024	%	2025	%	2026
BEGINNING FUND BALANCE	14,308,692	3.08%	14,749,419	-26.67%	10,815,505	-16.36%	9,046,179	59.14%	14,395,846
PRINCIPAL PAYMENTS RECEIVED FROM RELATED PARTY	126,363	4.07%	131,512	4.07%	136,870	4.07%	142,446	4.07%	148,244
TRANSFER TO/FROM CAPITAL PROJECTS FUND									
UNRESTRICTED FUND BALANCE:	14,435,055	3.09%	14,880,931	-26.40%	10,952,375	-16.10%	9,188,625	58.28%	14,544,090
PROPERTY TAXES	43,223,225	1.95%	44,064,328	13.21%	49,883,556	25.00%	62,354,445	2.00%	63,601,534
PROPERTY TAXES - PASS THRU	3,188,017	29.58%	4,131,152	21.03%	5,000,000	10.00%	5,500,000	10.00%	6,050,000
PROPERTY TAXES - INCREMENT REMIT	33,958	56.78%	53,241	55.07%	82,560	10.00%	90,816	10.00%	99,898
PROPERTY TAXES - DELINQUENT	814,253	-6.17%	764,054	17.17%	895,250	0.00%	895,250	0.00%	895,250
JUDGEMENT LEVY	64,015	243.45%	219,860	-92.51%	16,475	0.00%	16,475	0.00%	16,475
FEE-IN-LIEU	2,117,760	2.36%	2,167,771	4.53%	2,266,000	0.00%	2,266,000	0.00%	2,266,000
IMPACT FEES	1,264,248	-4.42%	1,208,364	24.13%	1,500,000	0.00%	1,500,000	0.00%	1,500,000
INTEREST INCOME	192,341	250.02%	673,228	0.26%	675,000	0.00%	675,000	-5.00%	641,250
MISCELLANEOUS REVENUE	18,503	4590.29%	867,845	-98.93%	9,264	0.00%	9,264	0.00%	9,264
GRANT REVENUE	1,286,728	-83.94%	206,592	-18.41%	168,561	-100.00%	0	-100.00%	0
INTERGOVERNMENTAL REVENUE	982,874	-21.18%	774,689	0.00%	774,677	0.06%	775,119	-0.06%	774,677
CURRENT REVENUE:	53,185,922	3.66%	55,131,124	11.14%	61,271,343	20.91%	74,082,369	2.39%	75,854,347
UFA CONTRACT FEES	43,518,810	8.42%	47,182,800	5.69%	49,867,671	10.69%	55,197,914	15.00%	63,477,601
SANDY CONTRACT	993,917	4.33%	1,036,959	4.00%	1,078,438	8.00%	1,164,713	4.00%	1,211,302
TAX PAYMENTS TO RDA/CDA	3,188,017	29.58%	4,131,152	21.03%	5,000,000	10.00%	5,500,000	10.00%	6,050,000
ADMINISTRATIVE/OPERATIONS	674,769	14.65%	773,599	-13.76%	667,114	-8.23%	612,214	3.00%	630,580
FUND BALANCE DISTRIBUTION TO HERRIMAN/RIVERTON	101,773	0.00%	101,773	0.00%	101,773	0.00%	101,773	0.00%	101,773
DEBT SERVICE PAYMENT (2016 BOND)	2,577,123	-0.01%	2,576,857	0.50%	2,589,750	0.06%	2,591,250	-0.06%	2,589,750
DEBT SERVICE PAYMENT (2021 BOND)			2,369,327	0.60%	2,383,625	0.39%	2,393,000	0.22%	2,398,365
CAPITAL MAINTENANCE/OUTLAY	130,848	37.44%	179,834	446.62%	983,010	-45.97%	558,233	75.00%	976,908
CAPITAL MAINTENANCE - SEISMIC RETROFIT	1,574,149	-89.07%	171,996	30.67%	224,748				
INTEREST EXPENSE	112,153	499.41%	672,253	46.39%	984,092	0.00%	984,092	0.00%	984,092
TOTAL BUDGET:	52,871,558	11.96%	59,196,550	7.91%	63,880,221	8.18%	69,103,189	13.48%	78,420,370
RESERVE (MINIMUM) 15% OF CURRENT REVENUE	7,977,888		8,269,669		9,190,701		11,112,355		11,378,152
ENDING SURPLUS (PROBLEM):	6,771,531		2,545,836		-847,205		3,055,450		599,914
TOTAL BUDGETED FUND BALANCE:	14,749,419		10,815,505		8,343,497		14,167,805		11,978,066
PROJECTED UNDER EXPEND/OVER REVENUE	0	0.00%	0	1.10%	702,682	0.33%	228,041	0.33%	258,787
PROJECTED UNASSIGNED FUND BALANCE	14,749,419		10,815,505		9,046,179		14,395,846		12,236,854
	27.7%		19.6%		14.8%		19.4%		16.1%