

SALT LAKE CITY COUNCIL STAFF REPORT
BUDGET AMENDMENT ANALYSIS – FISCAL YEAR 2002-03

DATE: May 10, 2002
BUDGET FOR: **MANAGEMENT SERVICES (including IMS Fund)**
STAFF REPORT BY: Michael Sears
cc: Rocky Fluhart, David Nimkin, Steve Fawcett, Laurie Dillon and DJ Baxter

The General Fund budget that the Council adopted in June 2001 for the Department of Management Services for fiscal year 2002-2003 was \$9,192,096. The Mayor is recommending an amendment to decrease the budget by \$285,197 to \$8,906,899.

RECOMMENDED BUDGET AMENDMENTS

The following budget amendments are recommended by the Administration:

- Reduction in personal services – There is a \$253,930 decrease in the budgeted amount for personal services. Actual pay increases and benefit costs are less than the amount estimated in the biennial budget. The Council may wish to note that the Controller position was reclassified from executive position 005 to a 612 level, the Deputy Controller position was eliminated, a Finance Director position was created at an executive level 004 and the Senior Financial Reporting Accountant position was reclassified from 608 to a 610 Budget & Reporting Manager position. The changes and other transfers within the department are noted on the staffing document that was provided in the budget amendment transmittal. (BA03-01)
- Justice Court Operating Costs – There is a \$34,937 decrease in the budgeted amount for the Justice Court operating costs. This decrease was a result of an evaluation of the adopted fiscal year 2002-2003 Justice Court budget. A reduction in the estimated budget was determined to not have an impact on the service level of the Justice Court. In April 2002, the Council received a briefing on the Justice Court. Interviews were held for three part-time judge positions. The staffing document does not include these types of part-time positions. The staffing document also continues to show the Administrative Law Judge position, the Administration will make that text change. (BA03-08)
- Parking Meter Collection Costs – There is a \$4,874 increase in the budgeted amount for parking meter collection. This item is in the City Treasurer Office operating costs. This increase is a result of notification from the Police Department that the methodology that Police uses for billing for the parking meter collection service is changing from an average billing rate to an actual billing rate. (BA03-08)
- Addition of 1 Investigator position for Police Civilian Review Board – The Administration is revising an ordinance that deals with the Police Civilian Review Board. The ordinance requires the City to provide an independent Investigator for

the Board. The addition of an employee with the qualifications that have been mentioned in previous Civilian Review Board briefings will result in an increase of \$90,500 in expenditures. (BA03-09)

- Elimination of 1 Policy Development Specialist - The Administration is recommending that a vacant Policy Development Specialist position in Management Services be eliminated. The expenditure savings will be \$91,704. (BA03-09)
- Outsourcing Copy Center Services (IMS Internal Service Fund) - The City's Information Management Services (IMS) Division is requesting that the Council approve the appropriation of additional revenue and expenditures for the Copy Center Fund relating to outsourcing specific customer requests. IMS oversees operations of the Copy Center. Departments are billed for services provided by the City's Copy Center. The Copy Center has expanded the type of services offered. This requires the Copy Center to use outsource vendors for some services. The amendment requests that the budget for both revenue and expenses be increased by \$60,000 for fiscal year 2002-2003. (BA03-26)

ANALYSIS OF PROPOSED BUDGETS

The synopsis below represents full-time equivalent (FTE) General Fund positions from the Staffing Document followed by a synopsis of General Fund budgets for Management Services.

	FTEs Adopted <u>2002-03</u>	FTEs Proposed <u>2002-03</u>
Office of the Director	15.00	11.00
Finance	14.20	18.20
Treasurer's Office	7.00	7.00
Purchasing, Contracts, Property Mgmt.	18.50	18.50
Admin. Enforcement/Justice Court	43.10	43.10
Human Resource Management	15.91	15.91
City Recorder	<u>6.10</u>	<u>6.10</u>
Total	119.81	119.81

PROPOSED BUDGET AMENDMENT MANAGEMENT SERVICES FISCAL YEAR 2002-2003			
	Original Adopted Budget	Recommended Budget Amendment	Proposed Budget 2002-2003

Office of the Director	\$1,420,742	\$(1,204)	\$1,419,538
Finance	965,803	0	965,803
Justice Court	3,262,219	(30,063)	3,232,156
City Recorder	463,672	0	463,672
Human Resources	1,236,469	0	1,236,469
Purch/Contracts/Prop Mgmt	1,121,181	0	1,121,181
Treasurer	722,010	0	722,010
Personal Services reduction (all divisions)		(253,930)	(253,930)
Total Proposed Budgets	\$9,192,096	\$(285,197)	\$8,906,899

Director's Office

This division is responsible for budget development, planning and research; citywide information exchange; emergency management programs; environmental management; and economic/demographic resources.

Finance

The Finance Division monitors revenues and accounts payable; prepares quarterly and annual financial statements; and processes payroll for City employees.

Justice Court

Salt Lake City is moving forward with the establishment of a municipal Justice Court by July 1, 2002. The premise for the Justice Court program is that it will preserve the City's ability to locally adjudicate traffic violations and return community justice services to the local community. A building at 333 South 200 East was recently opened as a court facility

City Recorder

The City Recorder's Office maintains information and documents necessary for the administration of City government, administers municipal elections, and records and prepares minutes for official City Council meetings.

Human Resource Management

This division, which includes Labor Relations personnel, is responsible to develop and oversee programs that attract, motivate and retain a skilled, productive work force.

Purchasing, Contracts and Property Management

This division provides purchasing, contract development/processing and property management services.

Treasurer

The Treasurer's Division is responsible for the collection, management and disbursement of City funds.

LEGISLATIVE INTENT STATEMENTS

The Council has some Legislative Action items outstanding with this Department. A complete list of outstanding Legislative Action items will be provided for Council feedback later in the budget process.