

SALT LAKE CITY COUNCIL STAFF REPORT
BUDGET AMENDMENT #4 – FISCAL YEAR 2007-08

DATE: June 13, 2008
SUBJECT: Budget Amendment #4
STAFF REPORT BY: Jennifer Bruno, Sylvia Richards, Lehua Weaver and Karen Halladay
CC: David Everitt, Lyn Creswell, Esther Hunter, Steve Fawcett, Gordon Hoskins, LuAnn Clark, Chief Burbank, Chief McKone, Rick Graham, Shannon Ashby, Sherrie Collins, Susi Kontgis, Kay Christensen, and Gina Chamness

POTENTIAL MOTIONS:

The Council may wish to consider the following motions:

["I move that the Council"] **Adopt an ordinance amending the fiscal year 2007-2008 budget as proposed by the Administration.**

OR

["I move that the Council"] **Request additional information or refer the budget adoption to the June 17, 2007 meeting for discussion or for further consideration.**

The following information was previously provided in Council packets for the budget amendment briefing on May 27, 2008. It is provided again for your information.

Budget Amendment Number Four contains 28 proposed adjustments. The Administration recommends the use of fund balance for 7 initiatives for a total decrease in fund balance of \$804,865.

The Council requested that a current-year revenue forecast be included with each budget amendment. The Finance Division analyzes revenue each month and provides the Council with written updates beginning with the September analysis. According to the Administration, revenue projections overall are estimated to be lower than expected by approximately \$284,000. The Administration indicates that permit fees for the City Creek project are lower than anticipated by approximately \$2.2 million due to the timing of permits. Property taxes and franchise taxes came in substantially higher, while sales taxes came in slightly lower than anticipated.

The projections for parking meter revenues and fines and forfeitures are higher than anticipated. However, interest income is down due to the adjustment in the Federal Reserve rate and the drop in the prime rate.

As the City is currently working through the annual budget process, the Council may wish to weigh the proposed use of \$804,865 in fund balance requests with Council priorities, as well as with the anticipated needs of the upcoming fiscal year.

MATTERS AT ISSUE

The Administration classified the following as:

New Items:

A-1: Earnest Money for Purchase of Public Safety (\$500,000 – Surplus Land Account)

Source: Surplus Land Account

The Administration is proposing to use \$500,000 from the Surplus Land Account to secure a contract for property on which to construct a Public Safety Facility in the near future. The Administration is not proposing a financing mechanism for the facility at this time, though staff indicates that a bond initiative in 2009 is possible. The intent is to secure land while it is available and on the market before a third party purchases it. The Council may wish to note that as a part of the Mayor's proposed annual budget, there is \$150,000 in one-time funds requested for a consultant to manage the development of this overall project. The earnest money will "lock in" an agreed-upon purchase price that at this point is intended to be funded out of a GO bond initiative. If a GO bond initiative does not pass, the City could still elect to purchase the property using general fund monies, or it could forfeit the earnest money and not secure ownership of the site. The location of the property is to remain confidential at this point. There is currently approximately \$1.4 million in the surplus land account (*\$1.27 million from the recent sale of the former Planetarium property to OC Tanner*). *The Council may wish to ask the Administration to clarify the near-term plans for funding of the Public Safety Facilities.*

A-2: Police Department - Officers 501(c)9 Contribution (\$175,000 – General Fund -

Source: Fund Balance) In 2006, 500 Series Police Officers, who were on Benefit Plan A, were given the option to transfer to Plan B, which included the conversion of Plan A accrued sick leave to Plan B personal leave. According to the conversion process, 55% to 60% of accrued sick leave hours were eligible for conversion to personal leave. The sick leave to personal leave conversion ratio was on a two-for-one basis – two hours of sick leave to one hour of personal leave. Many officers had substantial accrued hours of sick leave, but were only allowed to convert up to 160 hours (now 80 hours of personal leave) at one time. Conversions have taken place in July and November of 2006, but as per Plan B, a maximum of 160 hours of personal leave is allowed on the books. This resulted in many officers reaching their maximum before having converted all of their sick leave to personal leave. Under the terms of the 2006 contract, any hours in excess of the 160 allowable hours are required to be credited as a contribution to each individual officer's 501(c)9 account on a dollar-for-dollar basis, and to be used, post-employment, for medical benefits.

As per the contract, the dollar value of the hours must be converted to cash and submitted to Nationwide Insurance, the City's 501(c)9 plan administrator.

Currently, there are 355 sworn officers in the 500 series. As part of the compensation plan, officers receive 80 hours of personal leave each year; total value of personal leave if not used by the sworn officers at average hourly rate of \$24/hour would be \$682,000. Officers do take personal leave throughout the year, but personal leave hours in excess of the 160 hours allowed on the books at one time are converted to cash and submitted to the officer's 501(c)9 account. According to information provided by Human Resources, there are 9,457 hours in excess of the amount allowed on the books. The value of the hours is estimated to be \$248,864, but police department personnel expect the number of personal leave hours to decrease with officers taking summer vacations. The Police Department is requesting \$175,000 from the General Fund fund balance to be used to pay Nationwide, the 501(c)9 plan administrator, for hours in excess of the allowable 160 hours. The Police Department requested the same amount of \$175,000 for the FY 2009 annual budget.

► *The Council may wish to encourage the Administration to encourage police officers to take vacations, not only to reduce the number of excess hours, but to maintain a healthy work environment for officers.*

A-3: Request for Police Overtime Reimbursement (\$90,000 – General Fund)

The Police Department participates in Special Task Force activities and receives reimbursement for the overtime incurred while doing this work. Overtime costs and the expected reimbursement are estimated, included, and adopted during the annual budget process. This budget amendment request is to adjust the revenue/reimbursement and expenditures projections for the actual overtime incurred and the reimbursement or revenues received in the amount of \$90,000.

A-4: Public Services - Snow Fighting Costs (\$315,302 – General Fund)

The Administration has indicated that snow fighting costs for this year have already exceeded the budget for the entire season. The average actual costs for salt for the 5 most recent years have been \$177,000. The projection for the FY 2008 needs is \$462,000 (a 161% increase). The department is requesting the following increases (\$315,302 total increases):

Category	Current Budget (Adopted FY 2008)	Requested Increase (BA #4)	FY 08 budget after increase	FY 2009 Recommended Budget
Salt	\$ 216,288	\$ 245,115	\$ 461,403	\$ 246,288
Seasonal Wages	\$ 103,950	\$ 13,187	\$ 117,137	\$ 179,440
Overtime	\$ 83,000	\$ 19,000	\$ 102,000	\$ 83,000
Maintenance	\$ 297,708	\$ 38,000	\$ 335,708	\$ 297,708
TOTAL	\$ 700,906	\$ 315,302	\$ 1,016,208	\$ 806,436

The Council may wish to discuss how the amended budgets for these line items compare with the FY 2009 budget request, and if the department believes that FY 2008's expenditures were an anomaly.

A-5: Fire Station #15 Land Purchase – (\$175,000 – Source: Impact Fees)

In FY 2008, the Council approved \$750,000 of Fire Impact Fees in order to begin negotiations on a parcel of property on which to eventually locate Fire Station #15. Fire Station #15 is scheduled in the CIP 10 Year Plan for FY 2014 for \$3.1 million (100% Impact Fee eligible). The Fire Department has worked with Property Management to determine the best location for this station, and has identified a site in the Ninegret Industrial Park. The

Administration is requesting an extra \$175,000 to add to the \$750,000 previously appropriated in order to negotiate and finalize the purchase of the property.

Background Information on Impact Fees:

Impact fees are a financing tool that enables the City to address some of the infrastructure necessitated by new growth without further deferring current infrastructure needs. Impact fees cannot be assessed to address issues of deferred capital infrastructure, and can only be charged to new development. Impact fees for road construction can only be charged in the Westside Industrial Area. Revenue collected from impact fees must be expended or encumbered within six years after receipt, unless the Council identifies, in writing, an extraordinary and compelling reason to hold the impact fees longer. Under such circumstances, the Council must establish an absolute date by which the impact fees will be expended. The Council may wish to ask the Administration whether some of the CIP applications qualify for partial funding from impact fees.

An independent consultant conducted an analysis of impact fees in Salt Lake City and made recommendations regarding updating the City's impact fees to reflect the now-current, fiscally constrained 10 Year Capital Facilities Plan. The Council adopted this revised schedule of fees to reflect the current list of projects. Additionally, the ordinance was amended (at the recommendation of the consultants) to include a yearly inflationary adjustment to cover steadily-increasing construction costs (the standard identified is the *Engineering News Record* yearly construction cost index). This yearly inflationary component ordinance is currently before the Council for consideration. At issue is what date the yearly inflationary adjustment should become effective. A complete schedule of fees is available upon request.

A-6: E-911 Police Dispatch Overtime (\$106,000 – E-911 Fund)

The overtime expected to be incurred in Dispatch for Fiscal Year 2008 is \$300,000. According to the Police Department, overtime is incurred due to: 1) difficulty in filling vacancies due to a limited pool of potential dispatchers, 2) the need to provide sufficient coverage for field operations and high activity times, and 3) dispatchers need to cover for co-workers who are attending training, on vacation, taking medical leave, or due to other compensated absences. The overtime costs are split 50/50 between the General Fund and the E-911 Fund. This budget amendment request is to increase the E-911 portion of the projected overtime by \$106,000. Currently, the E-911 adopted budget is \$44,160. The \$106,000 request would increase the budget to \$150,000, or half of the amount of the overtime.

A-7: Public Utilities – Video Sewer Line Review & Repairs (\$200,000 – Sewer Fund)

This amount pays for a contractor hired by the Department of Public Utilities to assist in inspecting and cleaning obstructions from sewer lines. This service reduces the number of tree roots clogging sewer lines, which in turn reduces the amount of potential back-ups for customers. The cost of providing this service is offset by a reduction in claims by customers when back-ups do occur.

A-8: Public Utilities – Purchase of Additional Water (\$1,500,000 – Water Fund)

The Department of Public Utilities budgets for annual purchases of water from the Metropolitan Water District based on average historical usage. This amount would authorize

the Department to purchase *up to* 8,000 acre feet more than budgeted in the current fiscal year. The additional need for water is due to the dry 2007 summer and fall.

A-9: Police Department – Additional Retirement Costs (\$50,000 – General Fund -

Source: Fund Balance) The Police Department estimates that \$50,000 will be needed to fund a known and potential retirement, which is expected by the end of the 2008 Fiscal Year. The City has adopted a city-wide pooled retirement fund in the amount of \$1,000,000, which is available to all city departments on a first-come, first-serve basis. At this point, the pool retirement funds are completely expended. In addition, the Police Department has been funding the 10 authorized, but unfunded overhire positions in the department out of savings from vacancies and attrition. The Police Department is requesting \$50,000 to come from the General Fund fund balance to cover the cost of this upcoming retirement.

► *The Council may wish to ask the Administration if they should consider increasing the amount of the City-wide retirement pool in the future.*

A-10 A and A-10 B: Fleet – Additional Fuel Costs (\$264,563 – General Fund - Source:

Fund Balance and Additional Fuel Costs - \$574,570 - Fleet Fund) Current market conditions on fuel prices have exceeded the amount that was budgeted for Fiscal Year 2007-08. The below chart presents budgeted fuel prices (Adopted for 2007-08 and Proposed for 2008-09) as compared to current prices being charged to the City’s Fleet.

Salt Lake City Fleet Management	FY2007-08 Budgeted	Average Price for March 2008	Average Price for April 2008	Latest (May) Sinclair Fuel Bill Charged to Fleet	FY2008-09 Proposed Budget
	Fuel Price Per Gallon	Data Provided by Fleet	Data Provided by Fleet	Data Provided By Fleet	Fuel Price Per Gallon
Unleaded	\$2.00	\$2.61	\$2.75	\$3.18	\$2.65
Diesel	\$2.35	\$3.29	\$3.58	\$4.06	\$3.50

Fuel prices are expected to increase, and, according to Fleet Management, they are expecting a 10% increase through the end of Fiscal Year 2007-08.

- A. **Increase - \$264,563 - Additional Fuel Costs – General Fund** – Fleet Management provides fuel to the City’s fleet, and, as an internal service fund, charges city departments for the cost of its services. As an internal service fund, Fleet Management is allowed to only charge enough to cover the cost of its operations; they are not allowed to make a profit. Each month, the Fleet Division calculates the prior month’s average fuel charge, adds a \$.25/gallon overhead surcharge, and bills the departments based on actual fuel use. The amount budgeted last year, \$2.00 for unleaded and \$2.35 for diesel does not cover the actual costs incurred this fiscal year. Some of the departments are able to absorb the added costs due to the fuel increases; however, two of the City’s largest users, Public Services and Police, are not able to absorb the cost. This budget amendment is a request to use General Fund fund balance in the amount of \$264,563 to increase the budgets for Police and

Public Services. Public Utilities, an enterprise fund, will absorb the increased fuel costs in its budget.

- B. **Increase - \$574,570 - Additional Fuel Costs – Fleet Fund** – This budget request is to increase the revenue and expense budgets for Fleet Management to allow for the additional amounts to be billed to departments and to pay Sinclair, the State contract supplier, for the increased cost of fuel. The increase in amounts billed to departments will be absorbed by: 1) departmental budgets, if possible, 2) the General Fund for the larger users of Fleet, including Public Services and Police Department, and 3) enterprise funds, such as, Golf and Public Utilities.

► *The Council may wish to ask about the Fiscal Year 2009 proposed fuel budgets and also the Administration’s conservation and contingency plans should prices continue to increase at the current rates.*

A-11: Police Dispatch – Training Reimbursement (\$2,875 – General Fund) Salt Lake City Police Department Dispatcher Supervisors provide certification training for POST – Peace Officers Standards and Training, the State of Utah’s police officer training program. A course fee is charged to cover the cost of supplies. This budget amendment request of \$2,875 is to increase the revenue for the amount of the training reimbursements and to increase the expense budget, which will be used to purchase the supplies used for the POST Dispatcher Certification Course.

A-12: Police Department – Sale of Service Weapons (\$3,089 – General Fund) A retired officer in good standing may request to purchase his or her service weapon from the Police Department. Upon approval, the officer will purchase the weapon. Sale proceeds are deposited into the City and the funds are used to purchase weapons for new recruits or are used to fund repairs or replacements for officers. This budget amendment request of \$3,089 is to increase the amount of the budget for revenues and expenditures.

**The Administration classified the following as:
Grants Requiring Existing Staff Resources**

B-1: Grant – State of Utah, Department of Health, Community & Family Health Services - Operation Crosswalk Enforcement (\$10,080 – Grant Funds)

The Police Department has received a grant from the State of Utah, Department of Health Community & Family Health Services. Operation Crosswalk Enforcement is a police program involving a pedestrian decoy continuously crossing a crosswalk when safe to do so. Motorists violating pedestrian safety are stopped, issued a citation or warning, and provided with educational information relating to pedestrian safety.

The grant funds will pay overtime costs for five officers to participate in this operation. A resolution authorizing the Mayor to sign and accept this agreement and other related donations or grants was previously passed. There is no required match.

B-2: Grant – State Office of Crime Victim VAWA (\$18,964 – Grant Funds)

The Police Department received continuation grant monies in the amount of \$18,964 from the State of Utah, Office of Crime Victim Reparations for the Victim Advocate Program. The bulk of the grant, \$18,764, will be used for a victim advocate’s salary and benefits (.50 FTE). This individual provides crisis counseling and resource services to victims of domestic violence. The remaining funds will provide victim assistance such as food, clothing and

transportation.

A cash match of \$6,341 will be satisfied by 285 hours of the Program Coordinator's time budgeted within the Police Department's budget. A resolution authorizing the Mayor to sign and accept this agreement and other related donations or grants was previously passed.

B-3: Grant – State of Utah Crisis Intervention (\$75,000 – Grant Funds)

The Police Department received grant monies from the State of Utah Department of Human Services for continuation and expansion of the Crisis Intervention Team (CIT) training for the coordination of the CIT efforts throughout the State. The CIT program helps officers to assist individuals with mental health issues. The grant monies will fund 18 CIT trainings, 4 recertification classes, program administration costs and training for the regional coordinators. The funding will also provide for travel and lodging, conference planning and development, supplies, handouts, manuals, as well as overtime costs of the program director and coordinator while conducting the trainings and making presentations.

A resolution authorizing the Mayor to sign and accept this agreement and other related donations or grants was previously passed. There is no required match.

**The Administration classified the following as:
Grants Requiring Additional Staff Resources**

NONE

**The Administration classified the following as:
Housekeeping**

D-1: Recapture CIP, Class "C" and Impact Fee Projects (\$54,018 – CIP Fund)

Each year the City Council "recaptures" remaining appropriations from completed or closed projects. Four completed Capital Improvement Program (CIP) projects have remaining cash of \$44,516.91. One completed Class C Road project has remaining cash of \$8,700.85. One completed impact fees project has remaining of \$800.00. The cash from these projects is proposed to be transferred to the respective cost overrun accounts (CIP, Class C, or Impact Fees) to cover overruns and for future Council re-appropriation. The Council will be able to discuss the re-appropriation of these funds to other projects in conjunction with the annual budget.

D-2: Parks ADA Accessibility Improvements – Scope Change (\$ - 0 -)

Included in the 2007-08 Capital Improvement Program (CIP) budget, the Administration planned on constructing ADA accessibility improvements in Oak Hills Park and Reservoir Park. Based on a Master Plan for the Oak Hills Park and the identification of other needed projects, the Administration would like to redirect those funds to expand the ADA projects in process at Rosewood Park.

Pending the receipt of bids, approximately \$50,000 of the money is planned for Reservoir Park, and the remainder would be used at Rosewood Park for completion of the sidewalks and other ADA needs. The restroom building would still need to be updated at Rosewood.

The Administration is timing the submittal of an Oak Hills Park improvements CIP application along with improvements pending for Bonneville Golf Course, so that the two projects can be properly coordinated.

D-3: Re-establish Budget for Special Assessment Area (\$26,221 - Special Assessment Area (SAA) Fund)

Special Assessment Area (SAA) Fund budget monies were recaptured from three SAA projects during Budget Amendment #1 FY 2007-08. At that time, the costs relating the bond issuance for these three projects (9th & 9th, Strongs Court and Fenway Avenue) had not been paid. This request reestablishes the budgets for the bond issuance payments.

D-4: Carryover - American Dream Down Payment Initiative (\$17,125 - Special Revenue Grant Funds)

On June 30, 2008, unexpended appropriations lapse in accordance with State law (with the exception of the Capital Improvement Projects Fund). The Administration is requesting that the Council bring forward, or “carryover” the existing funding from the American Dream Down Payment Initiative in order to be used for other projects.

The American Dream Down Payment Initiative (ADDI) is a federal program which aims to increase the homeownership rate, especially among lower income and minority households, and to revitalize and stabilize communities. This funding is used by NeighborWorks, a community housing organization, and any remaining budgets are returned to NeighborWorks.

D-5: Grant Tower and TRAX Extension Interest (\$240,858)

In 2007, the City Council authorized the issuance of Sales Tax Bonds to pay for the City’s portion of both the Grant Tower railroad realignment projects, and the TRAX extension project from the Intermodal Hub to downtown. The total amount bonded for was \$8.53 million (\$5.7 million for the Grant Tower project & \$2.9 million for the TRAX Extension project). The RDA is responsible for the payment of debt service on \$3.17 million of the Grant Tower-related debt. Since the bonds were issued and proceeds were deposited in the Trustee under contract, a total of \$240,858 in interest has accumulated (\$138,182 for Grant Tower, \$102,676 for the TRAX Extension). The Administration has indicated that the interest earnings must be retained in the Project Accounts and used for construction purposes. After the project is deemed complete, any remaining proceeds (including interest on those proceeds) can be transferred from the Project Account to the Bond Account and used for debt service. Both projects are nearing total completion. The City’s share of debt service on these bonds totals \$399,087 for FY 2009.

**The Administration classified the following as:
Grants Requiring No New Staff Resources**

E-1: Grant – National Trust for Historic Preservation – Landmark Training (\$5,000 – Grant Funds)

The National Trust for Historic Preservation has awarded the Salt Lake City Planning Division a \$5,000 grant to be used for a one day training seminar for members of the Historic Landmark Commission, staff, city officials, and other interested parties. These funds will be used to contract with the National Alliance of Preservation Commissions to bring their training to Salt Lake City. The program is designed specifically for design review

commissions and includes legal framework for local preservation, the commissions' role and responsibility, and public outreach. The total cost of the training is estimated at \$11,000. The gap will be funded with a matching grant, provided by the State of Utah Certified Local Government Grant (see item #E-2).

E-2: Grant – State of Utah, Certified Local Government (\$20,000 – Grant Funds)

The Planning Division has received a \$20,000 grant from the State of Utah, Department of Community Culture to continue a reconnaissance level historic survey in the Liberty Wells area. The Administration indicates that a consultant will be choosing 50 properties out of 2,855 buildings for an intensive level survey. Property owners who have recently had their properties added to the National Register of Historic Places will be notified by a direct mailing with regards to the historic designation and the potential for tax credits.

As mentioned above in item E-1, a portion of the grant funds will be used to match the National Trust for Historic Preservation to fund a day-long conference in Salt Lake City, presented by the Commission Assistance and Mentoring Program (CAMP). The grant monies will fund the CAMP training, registration and expenses for the attendance by the Historic Landmark Commission, city staff, city officials and other interested individuals.

A resolution authorizing the Mayor to sign and accept this agreement and other related donations or grants was previously passed.

E-3: Grant – National Trust for Historic Preservation – 29th Ward House (\$5,000 – Grant Funds)

The National Trust for Historic Preservation has awarded the Planning Division a \$5,000 towards a portion of a "Historic Structures Report" for the 29th Ward Meeting House (located at 1102 West 400 North). The intent of the report is to identify a new use for the building, and eventually obtain funding for renovation. Planning will contract with an engineering/architectural firm with a knowledge of the Secretary of the Interior's Standards of Historic Preservation. The total cost of the report is estimated at \$25,000. The grant requires a \$5,000 match, which will be provided with funds already budgeted in the Planning Division. The remaining \$15,000 will also be funded from existing Planning Division funds, for a total of \$20,000 from the existing Planning Division budget.

E-4: Grant – State of Utah, Dept. of Natural Resources – Sorenson Energy Conservation (\$15,000 - Grant Funds)

These grant funds would be used toward a facility retrofit for the pool heat recovery system at the Sorenson Multi-Cultural Center. The required match is \$498,454, which is the balance of the total \$513,454 cost of the project. The Administration proposes that the funding of the \$498,454 match amount could be through 'energy performance contracting'. Through this mechanism, the cost of the project would be funded through the savings realized from reduced energy costs due to the efficiency improvements. As a second option, an application would be submitted through the CIP process for Fiscal Year 2009-10. (As a correction, the transmittal indicates that bids had been solicited, but this is not the case.)

The Council may wish to inquire where this energy conservation project falls in the prioritization of other possible conservation projects.

The Council may wish to ask why this project is being forwarded in advance of the full energy conservation audit of all City facilities, which is proposed at a later date. The Council may wish to ask if there are cost savings/efficiencies by grouping this project with others. In addition, the Council may wish to explore with the Administration the funding mechanism for projects of this nature and the impact on the CIP plan.

E-5: Grant – State of Utah, Dept. of Natural Resources – City & County Building Energy Conservation (\$15,000 – Grant Funds)

These grant funds would be used toward the Lighting Conservation project in the City and County Building. The required match for the project is \$20,000, for a total project cost of \$35,000. The lighting to be replaced includes the external lighting on the clock tower, conference rooms, and display cases throughout the building. The match amount of \$20,000 has been identified within the existing Facilities Maintenance budget.

The Administration classified the following as:

Donations

F-1: Donation: Daniels Fund – Youth City After School Grant (\$50,000 – Donation Funds)

The Public Services YouthCity program received a \$50,000 donation from the Daniels Fund, which offers grant monies to communities providing youth development, as well as other community services. Funds will be utilized as follows:

- \$13,000 Salary and benefits of part-time assistant coordinator, Central City YouthCity site.
- \$ 5,000 Cost of living allowances for youth participants of YouthCity employment program.
- \$32,000 Part-time teacher positions for all YouthCity sites.

F-2: Donation: Adobe Youth Voices Grant – Sorenson Computer Clubhouse (\$2,500 – Donation Funds)

The Sorenson Multi-Cultural Center (SMCC) Computer Clubhouse received software from the Adobe Youth Voices Grants program valued at \$10,000. The Administration indicates that the software will be used for the purpose creating a multi-media program using video, audio, digital photography, animation, and web design for teens. A cash grant of \$2,500 will offset equipment costs used to create the program. The youth will learn how to produce media relating to community issues such as gang violence, transportation, etc. They will also produce marketing material (radio ads, logo design, flyers) for the Glendale Middle School entrepreneur summer project. (The school received a grant to build, man and manage an ice cream/snow cone "shack". The youth will use the computer resources to document the project.)

The Administration classified the following as:

Cost Overruns

NONE

The Administration classified the following as:

Follow-up on Previously Approved Items

NONE

Council Added Items - NONE