

SALT LAKE CITY COUNCIL STAFF REPORT

BUDGET ANALYSIS – FISCAL YEAR 2009-10

DATE: May 12, 2009

SUBJECT: **OVERVIEW OF MAJOR BUDGET ISSUES
MAYOR'S RECOMMENDED BUDGET**

STAFF REPORT: Jennifer Bruno, Karen Halladay Lehua Weaver, Sylvia Richards

cc: David Everitt, Lyn Creswell, Gordon Hoskins, Gina Chamness,

*****NOTE: This report will serve as a written briefing to the Council. Staff will be available to answer Council Member questions at the May 12 briefing, but will not be summarizing the report verbally.*****

On May 5, 2009, Mayor Becker presented his recommended budget for fiscal year 2009-10. Council staff has prepared this overview and will provide a more detailed analysis of proposed department budgets prior to each briefing. A synopsis of the proposed city-wide budget is on the last page of this overview. Staff has included in **Appendix H**, the Council's policy goals identified at the 2008 retreat, for Council consideration as the budget process moves forward. Staff has also included in **Appendix I**, Council policy statements on budget.

****Note: The Administration's responses to the Council's FY 2009 Legislative Intentions are attached to this report.****

1. General Fund revenue – The proposed budget contains \$195,658,868 of on-going general fund revenue and \$2,700,000 of one-time sources for a total revenue budget of \$198,358,868. (See **Appendix A** for a more detailed summary of general fund revenue.)
 - a) This represents an \$11.8 million decrease (5.6%). This is the first year since the FY 2003 budget general fund revenue has declined. The majority of the revenue decrease is due to projected decreases in Sales Tax (\$4 million, or 8.2% decrease), Building Permits (\$2.7 million decrease), and Interest Income (\$1.8 million decrease). The Council may wish to note that the projected \$4 million decrease in Sales Tax is a decrease from the FY 2009 adopted budget.
 - b) Of the projected general fund revenue, \$3.1 million results from new or increased fees, and \$10.3 million of the decrease results from the current economic climate or natural growth. See **Appendix B** for a comparison of revenue growth due to inflation vs. fee increases. *The Council may wish to discuss with the Administration the City's long-term revenue strategy, given that fee increases will not generate additional revenue growth in FY 2011, but City expenses (for employees and services) will likely grow.*
 - c) Fee Increases - The Administration is proposing a variety of fee increases, although far fewer than were proposed and adopted in conjunction with the FY 2009 budget. Council Members may wish to note that base business license fees are proposed to increase from \$100 to \$130. For a detailed list of proposed general fund fee increases, see **Appendix I**. *The Council may wish to ask the*

Administration if the Business Advisory Board, or Vest Pocket or other Business Organizations were consulted or briefed on the proposed fee increases.

d) Property taxes - The Administration is proposing an alteration to the City's property tax rate to **budget** for FY 2010 the same amount that the City **actually received** in FY 2009 (the Administration proposed a similar strategy for the FY 2009 budget). Because the City received \$1,400,000 more in property tax revenue than we budgeted for last year, increasing next year's property tax **budget** to generate this amount in FY 2010 will require a truth-in-taxation hearing. In theory, a homeowner should see no change in their City portion of the property tax bill between this past year and next year (unless there are increases due to typical neighborhood valuation changes and/or general obligation debt). The Administration has posited that this increase in revenue collected beyond budget was due to the collection rate being higher than the County expected it to be when the certified rate was calculated. Note: Staff will provide more detailed information on the truth-in-taxation process as the budget briefings continue

2. General Fund expenditures – Corresponding to the decrease in revenues, the proposed budget contains expenditures of \$198,358,868, which is an \$11.8 million decrease (5.6%). As a comparison, the adopted budget for FY 2009 was a 3.6% increase over FY 2008. (See **Appendix C** for a summary of proposed general fund expenditures, and **Appendix G** for a summary of proposed expenditures City-wide.) Included in the proposed budget is \$521,548 of expenditures that the Administration considers one-time needs, that are paid for with one-time revenues. The remaining one-time revenues (approximately \$2.2 million) are used in order to balance the general fund budget. Because CIP projects are more “one-time” in nature, these funds are used to increase the “transfer to CIP” line item to the 7% level. See **Appendix D** for a summary of one-time general fund expenditures.

a) The Administration's proposed budget includes one-time revenue from enterprise funds. *The Council may wish to consider the policy implications of balancing the FY 2010 budget with one-time revenue from enterprise funds as opposed to general fund balance.*

Source of one-time general fund revenue	Amount	Notes
Risk Management Fund	\$ 500,000	Up from \$120,000 in FY 2009
Governmental Immunity	\$ 500,000	\$0 transferred in FY 2009
Municipal Building Authority	\$ 1,700,000	One-time transfer of accumulated interest on bond payments – will not be eligible for additional funds in FY 2011.
Total	\$ 2,700,000	

3. Fund Balance - The expenditures budget does not proposed to use any general fund balance.

a) In the past, the Council has had a policy of maintaining a fund balance of at least equal to 10% of general fund revenue (in FY 2010, 10% of proposed general fund revenue would be \$18.8 million).

b) In conjunction with the FY 2008 budget, the Council adopted the following legislative intent relating to fund balance:

It is the intent of the City Council that the Administration identify a process to restore fund balance to 15% of general fund revenue as reserves for unforeseen events or emergencies, and establish 15% of fund balance as a target for the minimum amount allowable (rather than the previous 10%).

- c) **Appendix E** summarizes Council policy on Fund balance. Council Staff will have the amount and percent of general fund balance available for the Council briefing.
4. Salary Suspension Proposal – The Administration is proposing to adjust City Employee salaries downward by 1.5% (resulting in a \$1.6 million savings for the general funds). This salary decrease is offset by an additional four personal holidays per year. The personal holidays will be allotted one per quarter, and cannot be carried over into the next quarter.
 5. Health Insurance Increases - The Administration is proposing to adjust employee's contribution to health care premiums. In FY 2009, employee contributions were increased from 0% to 5%. The Administration (with the Employee benefits committee's recommendation) is proposing to increase employee-paid portion to 10%. The following chart details the premium costs currently as compared to the FY 2010 proposal.

Proposed Health Insurance Premium Changes								
summary of current and proposed bi-weekly payments by plan (full time employees)								
	Current (95/5 split)		Proposed (90/10 split)		Increase (decrease)			
	City Share	Employee Share	City Share	Employee Share	City Decrease	Employee Increase	Employee % Increase	
Preferred Care								
Single	\$ 139.90	\$ 61.90	\$ 138.64	\$ 72.44	\$ (1.26)	\$ 10.54	17%	
Double	\$ 314.81	\$ 148.34	\$ 311.96	\$ 172.49	\$ (2.85)	\$ 24.15	16%	
Family	\$ 419.73	\$ 185.76	\$ 415.93	\$ 217.41	\$ (3.80)	\$ 31.65	17%	
Advantage Care								
Single	\$ 139.90	\$ 36.82	\$ 138.64	\$ 46.21	\$ (1.26)	\$ 9.39	26%	
Double	\$ 314.81	\$ 123.26	\$ 311.96	\$ 146.26	\$ (2.85)	\$ 23.00	19%	
Family	\$ 419.73	\$ 160.68	\$ 415.93	\$ 191.18	\$ (3.80)	\$ 30.50	19%	
Summit Care								
Single	\$ 139.90	\$ 7.37	\$ 138.64	\$ 15.40	\$ (1.26)	\$ 8.03	109%	
Double	\$ 314.81	\$ 16.57	\$ 311.96	\$ 34.66	\$ (2.85)	\$ 18.09	109%	
Family	\$ 419.73	\$ 22.09	\$ 415.93	\$ 46.21	\$ (3.80)	\$ 24.12	109%	

- *The cumulative effect of the 1.5% salary suspension and the Administration's proposed increases in health insurance premiums (assuming the employee has family coverage) ranges from a \$1,049 yearly decrease to a \$2651 yearly decrease in employee take-home pay. Employee health care deductibles will also increase. This is not included in the cumulative effect ranges.*
- *Depending on salary range, this represents a 2-4% overall decrease in yearly income.*
- *The Administration indicated that the Benefits Committee discussed the shift of burden for premiums towards employees. Ultimately the Benefits Committee decided that the \$200,000 in savings that the City would realize as a result of*

this shift was worth pursuing, in order to maintain the possibility of balancing the City budget with no layoffs.

- Council staff has received information from the Administration on health insurance premium splits in other governmental entities. The Kaiser Family Foundation Employer Health Benefits 2008 Annual Survey for this region indicated that the average percentage of premium paid by State and Local Government employees was 12% for single coverage and 18-22% for family coverage. In FY 2009, State of Utah employees paid 2% of premiums, County employees paid 20% of premiums (*no deductible – City plan calls for \$150 per person deductible increasing to \$300 per person*), Davis County employees paid 10% of premiums, and Murray City employees paid 15% of premiums.

6. Position changes and Eliminations – The following chart details FTE changes by department, including FY 2009 Budget Adjustments. In total the general fund has been reduced by 35.75 employees, although all positions that were eliminated are currently vacant, or are slated to be vacant through the Administration’s proposed voluntary separation/retirement program:

FY 2010 FTE Changes by Department

Department	Adopted	FY 09 Budget	Transfers	Transfers	New	Proposed FY	Total	Change
	FY 2009 FTEs	Adjustments	between Departments	to Other Funds	Positions	2010 Reductions		
Attorney	54.50			-2.00			52.50	(2.00)
CED	175.51	1.00	-6.00			-4.50	166.01	(9.50)
Council	22.13						22.13	0.00
Fire	365.75	-1.75				-8.00	356.00	(9.75)
Management Services	118.16		15.50	-5.00		-2.00	126.66	8.50
Mayor	19.00						19.00	0.00
CAO	9.50		-9.50				0.00	(9.50)
Police	594.00	-1.00				-6.00	587.00	(7.00)
Public Services	294.71	-2.50				-4.00	288.21	(6.50)
Non-Departmental	0.00						0.00	0.00
Total	1,653.26	-4.25	0.00	-7.00	0.00	-24.50	1,617.51	(35.75)

The Administration is also proposing to realize savings by holding certain positions vacant through FY 2010 (*note: The Administration is not proposing to eliminate all vacant FTEs. The Council may wish to discuss strategies to prioritize re-funding vacant positions*). The following chart details the affected positions and departments:

Position Changes, FY 2010

Department	Positions	FY 2010 FTE Change
<u>Positions Held Vacant in Prior Budget Amendments</u>		
Attorney	Hold vacant legal secretary position in Civil division	-
Attorney	Hold vacant office tech position in Prosecutor's Office	-
CED	BA #1 (FY 09) Addition of Preservation Planner to conduct surveys released in encumbrance reductions	1.00
CED	BA #2 (FY 09) Hold Bicycle-Pedestrian Planner Vacant	-
CED	BA #2 (FY 09) Hold Preservation Planner Vacant	-
CED	Eliminate Transportation Engineer IV (vacant) BA #2)	(1.00)
Fire	BA #1 (FY 09) Placeholder	(1.75)
Mgmt Services	BA #1 Hold vacancy of Purchasing Consultant through end of FY 2010	-
Mgmt Services	BA #1 Hold vacancy of Hearing Officer 1 through end of FY 2010	-
Mgmt Services	BA #3 Eliminate CAO	(1.00)

Mgmt Services	BA #2 Create Deputy Director	1.00
Mgmt Services	BA #2 Hold Deputy Director in HR Vacant	-
Police	BA #1 Hold vacant Detective Office Tech position	-
Police	BA #1 Hold vacant Lieutenant -- Watch Command ongoing (eliminate)	(1.00)
Police	Eliminate vacant victim advocate position (BA # 1 Elimination of Engineering Tech VI in Engineering Division (vacant at end of	(1.00)
Public Services	year)	(1.00)
Public Services	BA #2 .5 FTE at Gallivan, 1 FTE in Street Sweeping	(1.50)
		(6.25)

Positions Transferred to Other Funds

Attorney	Transfer 2 FTEs to Governmental Immunity Fund	(2.00)
Mgmt Services	Transfer Sustainability Director to Refuse/Sustainability Fund	(1.00)
Mgmt Services	Transfer Environmental Program Manager to Refuse/Sustainability Fund	(1.00)
Mgmt Services	Transfer Open Space Land Manager to Refuse/Sustainability Fund	(1.00)
Mgmt Services	Transfer Refuse funded position Sustainability back to Refuse	(2.00)
		(7.00)

Positions Eliminated Due to Retirement/Voluntary Separation Incentive Program

CED	Eliminate Building Inspector II (separation)	(1.00)
CED	Eliminate Senior Secretary BSL (separation)	(1.00)
Fire	Eliminate 4 firefighter vacancies (retirement)	(4.00)
Fire	Eliminate Public Education specialist (retirement)	(1.00)
Fire	Eliminate Public Education Firefighter (separation)	(1.00)
Mgmt Services	Eliminate Cashier Treasurer's Office (retirement)	(1.00)
Mgmt Services	Eliminate Purchasing Consultant (retirement)	(1.00)
Public Services	Eliminate Engineering division surveyor position (retirement)	(1.00)
Public Services	Eliminate Streets Maintenance Position (retirement)	(1.00)
Public Services	Eliminate Dept. Admin's technical planner position (retirement)	(1.00)
Public Services	Eliminate Streets/Concrete Maintenance Supervisor (retirement)	(1.00)

Vacant Positions Eliminated

Fire	Eliminate 2 vacancies in fire	(2.00)
Police	Eliminate 2 positions assigned to Metro Gangs	(2.00)
Police	Eliminate 1 position assigned to Internet Crimes Task Force	(1.00)
Police	Eliminate 1 position assigned to Computer Forensic Task Force	(1.00)
Police	Eliminate 1 position assigned to Violent Crimes Task Force	(1.00)

The Administration is proposing to move a number of positions and related expenses to various Enterprise funds. *The Council may wish to discuss the policy basis for these proposed shifts. While the Stormwater fund pays for some Street Sweeping staff, and the Refuse fund pays for recycling staff, the governmental immunity fund has not historically funded full FTEs.*

Transfer of:	To:	Amount (general fund savings)
Tree purchasing and Planting	Refuse Fund	\$ 40,000
Blue Sky electricity budget	Refuse Fund	\$ 12,400
Environmental Management Staff (5 FTEs)	Refuse Fund	\$ 523,210
Attorney's Office Staff (2 FTEs)	Governmental Immunity	\$ 250,560
Total		\$ 826,100

7. **Transfer to CIP** - The Administration is proposing a reduction in the on-going contribution to the City's capital improvement budget (*the Administration's proposed budget reflects a 7% contribution, instead of the recommended 7.95%*). The total amount proposed to be transferred to CIP is \$20,875,982. In FY

2009, a total of \$23,182,686 (7.98%) was transferred to CIP - \$2.3 million more than is recommended for FY 2010. Of the amount recommended to be transferred for FY 2010, it should be noted that \$14,166,484 is pledged for debt-service related expenses. This leaves \$6.7 million available for the Council to allocate to “pay as you go” projects (*compared to \$7.2 million available for projects in FY 2009*).

- a) The CIP 10 Year Plan had anticipated the allocation of \$8.8 million for “pay as you go” projects in FY 2010.
 - b) If the Council wished to achieve 7.95% of general fund revenue, an additional \$1.9 million would need to be added. If the Council wished to achieve the previous goal of 9% of general fund revenue, an additional \$3.9 million would need to be added.
 - c) The Mayor and the CDCIP Board have reviewed all funding applications and made recommendations. The Mayor’s recommendations are included in **Appendix F**. The Council will receive an in depth briefing regarding the CIP funding applications later in May.
 - d) Class C Funds – The Mayor and CDCIP Board used a slightly different approach this year and considered all CIP Projects that were eligible for Class C funds, along with General Fund projects. Previously the Mayor and CDCIPO Board would only consider allocating Class C funds to those projects that Engineering recommended.
8. Expenses on the Horizon not addressed in the proposed budget – Staff has identified potential expenses on the horizon not addressed in the proposed budget. Staff acknowledges that it may not be possible to budget for these expenses in the current fiscal year due to economic conditions, however the Council may wish to keep these items in mind in the coming years.
- a) Retirement Liability – Each year the City budgets a small amount of the actual liability that exists if all employees eligible to retire were to do so. In the past this amount was estimated at \$13 million. In FY 2009 the Council budgeted \$1 million in the Non-Departmental budget for this purpose. If funds are not sufficient in this non-departmental account, historically general fund departments have paid for this liability out of their own budgets. In FY 2010, the Administration is proposing to decrease this amount to \$693,899. the lower budget amount increases the likelihood that individual Departments will need to leave positions vacant in order to cover costs of retirements in the coming fiscal year.
 - b) State Pension Fund – The Utah State Pension fund lost a significant amount of money in the recent economic contraction. As such, one option would be for the State to increase the contribution amount required to be provided by the City. It is not known when or how much this amount will be, but as 63% of the City’s general fund budget is Personnel, any increase would be compounded and result in a major expense for the general fund. It is anticipated that the State will provide additional information on this later in May.
 - c) CIP projects on the horizon – The Mayor’s proposed budget includes \$300,000 in the Non-Departmental Budget as well as a \$2.8 million allocation to the North Temple Grand Boulevard project. It is not yet known what the construction “gap” for this project could be, but preliminary estimates have indicated that the gap could be anywhere from \$9 to \$10 million. The Council may wish to consider this issue, as

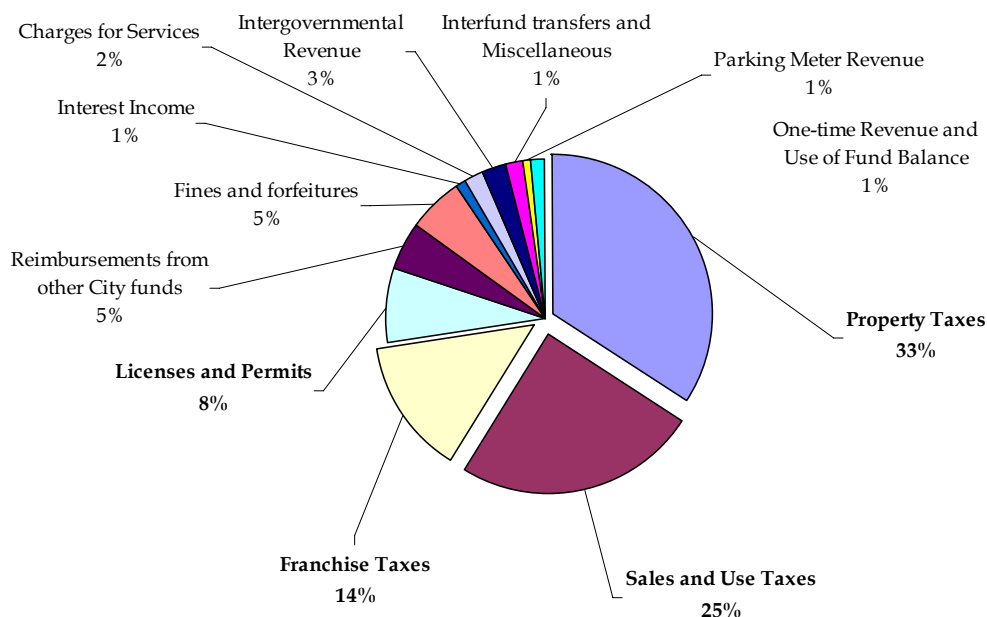
timing for funding improvements on North Temple may be dictated to a certain extent by UTA's construction schedule.

GENERAL FUND REVENUE

The table below reflects the fiscal year 2008-09 adopted budget for revenue and the projected revenue for fiscal year 2009-10.

PROPOSED GENERAL FUND REVENUE				
FISCAL YEAR 2009-10				
	Fiscal Year 2008-09	Fiscal Year 2009-10	Difference	Percent Change
Property taxes – certified rate	\$ 49,536,528	\$ 51,651,137	\$2,114,609	4.3%
Property Tax Stabilization - FY 2009	\$ 2,114,609	\$ 1,400,000	\$ (714,609)	
Property taxes – general obligation debt	7,741,369	7,741,369	-	0.0%
Property tax judgment levy	0	0		
Property taxes - vehicle, delinquent, RDA (note: decrease is due to shift in SB 245 accounting)	7,464,500	5,914,500	(1,550,000)	-20.8%
Sales and use taxes	48,700,000	44,700,000	(4,000,000)	-8.2%
Energy tax	4,500,000	3,900,000	(600,000)	-13.3%
Franchise taxes	27,331,972	27,535,772	203,800	0.7%
Payment in lieu of taxes	1,047,937	839,132	(208,805)	-19.9%
Business/Regulatory licenses (including parking tax & ground transportation fees)	9,512,498	8,981,178	(531,320)	-5.6%
Building permits	8,896,130	6,179,350	(2,716,780)	-30.5%
Fines and forfeitures	10,355,594	10,851,175	495,581	4.8%
Intergovernmental revenue	5,020,074	5,069,959	49,885	1.0%
Charges for services	3,714,200	3,982,911	268,711	7.2%
Parking meter revenue	1,439,000	1,529,363	90,363	6.3%
Interest income	4,014,571	2,211,545	(1,803,026)	-44.9%
Reimbursements from other City funds	10,093,728	9,886,846	(206,882)	-2.0%
Miscellaneous revenue	1,275,177	1,061,857	(213,320)	-16.7%
Interfund transfers	2,459,665	2,222,775	(236,890)	-9.6%
Fund balance & one-time revenue/transfers in	4,939,803	2,700,000	(2,239,803)	-45.3%
Total General Fund Revenue	\$ 210,157,355	\$ 198,358,868	\$ (11,798,487)	-5.6%

Projected General Fund Revenue
Fiscal year 2009-10



CHANGES IN GENERAL FUND REVENUE

The following chart separates proposed changes in FY 2010 revenue by growth vs. increase in taxes/fees.

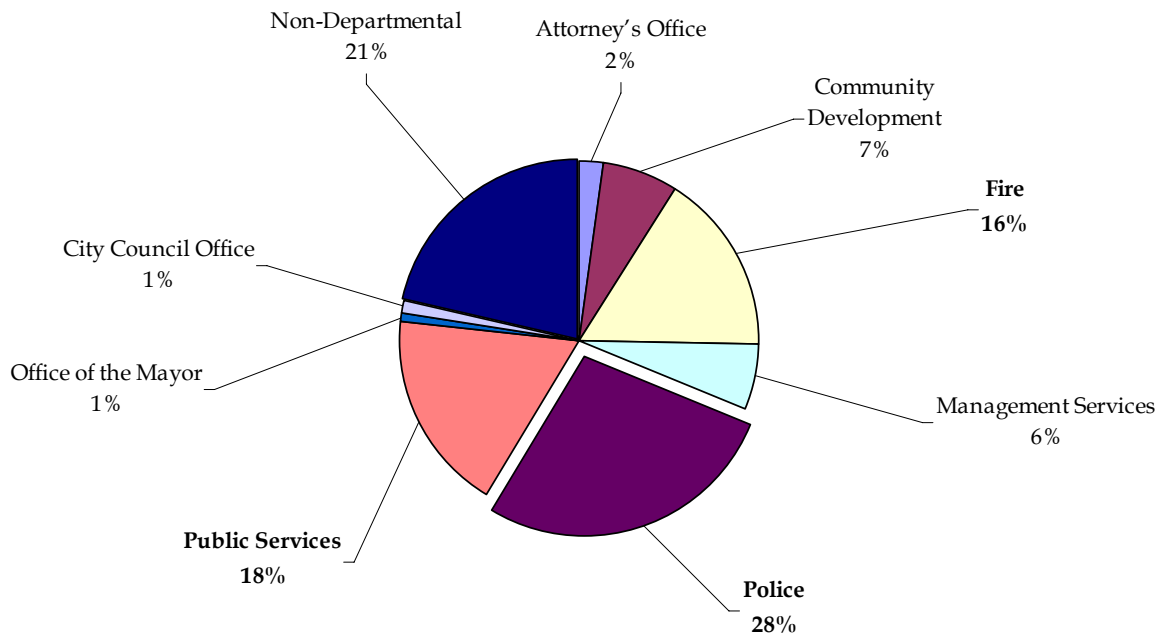
Mayor's Proposed Revenue Budget CHANGES		
New Growth/Inflation compared to Increases in Taxes or Fees		
General Fund FY 2010		
	Relating to Growth/Inflation/Ec onomy	Relating to Increases in City Taxes and/or Fees
Taxes		
Property taxes – revenue stabilizing		1,400,000
Property taxes – motor vehicle fees		-
Registration Fee \$2.00 Distribution (SB 245)	(1,550,000)	
Property taxes – delinquent		
Property taxes – RDA rebate (program sunsets)		
Sales taxes	(4,000,000)	
Municipal energy taxes	(600,000)	
Franchise taxes	203,800	
Payment in lieu of taxation from enterprise funds	(208,805)	
Licenses and Permits		
Regulatory Licenses - general	1,140,779	
Business License Fee Increases		262,500
Airport & Public Facility parking tax	(146,381)	
Library Parking (revenue shift to fees for services)	(220,000)	
Ground transportation operator badge fee	(21,200)	
Ground transportation badging fee increase		45,000
Other Ground Transportation Revenue	(181,955)	
Building Permits	(2,749,780)	
New Barricade permit fees		33,000
Intergovernmental		
Cost Recovery from School District for School Resource Officers (1/2 cost recovery)	(92,000)	
Recoup boiler costs from library		103,900
Other	37,985	
Charges and Fees for Services		
Cemetery fees	(5,769)	
Cemetery fees increases (net of offset revenue bump from last year)		77,000
Public safety fees	101,000	
Third party fire billing		175,000
Street and public improvement fees	(47,879)	
Youth and recreation fees (actual revenue may be greater)	(13,962)	
Rental and concession fees	87,821	
Increase in outdoor dining and encroachment fees		2,500
Library Parking Revenue	163,000	
Library Parking Revenue	24,363	
Increase in residential parking fee		66,000
Fines and forfeitures		
Parking Tickets - General	1,300,000	
Parking Ticket Late Fee Increase		161,500
Increase in small claims - per SB 176 (fee increase associated)	49,000	112,425
Parking Enforcement (additional FTE)		186,000
Remove revenue bump from last year fee increases	(1,631,494)	
Increase in Plea and Abeyance fee		131,250
Interest Income		
Change in interest income allocation	(2,046,207)	243,181
Administrative fees – charges to other funds		
Airport fire reimbursement	100,000	
Remove revenue increase from administrative fees (increase)	(346,968)	
Miscellaneous Revenue		
Sundry and Other	(202,312)	
Fuel Reimbursement (Take Home Vehicle Fee Increase)	(111,873)	
On-line service charge		54,865
Increase secondary employment fee		46,000
Interfund Transfers		
E911		276,470
Total \$	(10,319,467)	\$ 3,100,121

GENERAL FUND EXPENDITURES

The following table summarizes proposed expenditure budgets by Department for the General Fund, proposed to total \$198,358,868 in FY 2010.

PROPOSED GENERAL FUND EXPENDITURES				
FISCAL YEAR 2009-10				
	Fiscal Year	Fiscal Year	Difference	Percent
	2008-09	2009-10		Change
Attorney's Office	\$4,914,984	\$4,583,925	(\$331,059)	-6.7%
Community Development	14,010,936	12,995,010	(\$1,015,926)	-7.3%
Fire	33,755,616	32,561,776	(\$1,193,840)	-3.5%
Management Services	11,044,637	11,485,718	\$441,081	4.0%
Police	56,411,515	54,626,761	(\$1,784,754)	-3.2%
Public Services	37,636,383	35,812,856	(\$1,823,527)	-4.8%
Office of the Mayor	1,971,743	1,880,469	(\$91,274)	-4.6%
City Council Office	1,749,071	1,767,190	\$18,119	1.0%
Non-Departmental	47,379,824	42,645,163	(\$4,734,661)	-10.0%
Total General Fund Expenditures	\$208,874,709	\$198,358,868	(\$10,515,841)	-5.03%

Proposed General Fund Expenditures, by Department
Fiscal year 2009-10



PROPOSED ONE-TIME GENERAL FUND EXPENDITURES

The proposed FY 2010 budget includes several items that the Administration considers as one-time expenditures, this will be paid for with one-time revenues, as detailed below.

ONE TIME REVENUE AND EXPENSES	
One-Time Revenue	
One time: MBA Repayment Funding	1,700,000
Transfer from Government Immunity	500,000
Transfer from risk mgmt.	500,000
Total One-Time Revenue	2,700,000
One-Time Expenses	
Fire	
Equip 2 New Engines	53,250
Equip New Utility	21,216
Non-Departmental	
Local First Campaign	20,000
No More Homeless Pets	20,000
Increase in transfer to IFAS account for software purchase	30,000
Municipal Election in 4 Council districts, Primary and General	275,000
Municipal Election in additional 3 Council districts, General Election GO Bond	102,082
Total Propsoed One-Time Expenses	521,548
Balance to CIP	2,178,452

ESTIMATED STATUS OF FUND BALANCE

The City has a policy of maintaining at least 10% of on-going general fund revenues in fund balance. In conjunction with the FY 2008 budget, the Council adopted the following legislative intent relating to fund balance:

It is the intent of the City Council that the Administration identify a process to restore fund balance to 15% of general fund revenue as reserves for unforeseen events or emergencies, and establish 15% of fund balance as a target for the minimum amount allowable (rather than the previous 10%).

The Mayor is not proposing to use General Fund Balance in the FY 2010 budget. In the FY 2009 budget, approximately \$1.3 million was used.

Council staff will have the FY 2010 fund balance figure (amount and percent) available for the Council briefing on Tuesday.

PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) FUNDING - FY 2010

The following are Capital Improvement Projects that the Mayor has proposed to fund. There were 73 projects submitted by City departments and constituents for CIP and Class C funding in FY 2009, of which 20 are proposed to be funded by the Mayor. The Council may elect to follow the Mayor's recommendations, or it may elect to fund other projects not recommended for funding. See next page for projects that were not prioritized high enough for funding.

<i>CIP FY 2010 Project Recommendations</i>						
Project Description	District	CIP 10 Year Plan?	FY 2009-2010 Funding Request	Mayor's Proposed GF Amount	Mayor's Proposed Class "C" Amount	
Debt Service Allocations						
City & County Building Debt Service - GO Bond Series 2001 (mature 6/15/2011)			\$2,367,420	\$2,367,420		
Library GO Bond Debt Service - Series 1999 (mature 6/15/2019)			\$4,115,288	\$4,115,288		
Library GO Bond Debt Service - Series 2002 (mature 6/15/2019)			\$2,740,069	\$2,740,069		
Open Space GO Bond Debt Services - Series 2009A (mature 12/15/2018)			\$103,978	\$103,978		
Sales Tax - Series 2004* (mature 6/1/2015)			\$17,795	\$17,795		
Zoo/Aviary Debt Service GO Bond - Series 2004A (mature 6/15/2024)			\$866,788	\$866,788		
Sales Tax - Series 2005A* (mature 10/1/2020)			\$1,389,972	\$1,389,972		
Sales Tax - Series 2007 - TRAX Extension/Grant Tower (mature 10/1/2026)			\$402,955	\$402,955		
Sales Tax - Series 2009A - Pub Serv Maintenance Facility & New City Office Building (not full bond payment amount)			\$520,547	\$520,547		
Special Land Sales			\$1,641,672	\$1,641,672		
Debt Service Total			\$14,166,484	\$14,166,484		
Non-Debt Service Allocations						
1 Traffic Signal Upgrades - 900 E. 1300 So., 2000 E. 2700 So., 300 W. 1700 So., Main St. 1300 So., Main St. 1700 So.	5&7	Y	\$560,000	\$0	\$560,000	
2 Asphalt Street Overlay FY09/10 - Citywide	2&4	Y	\$1,500,000	\$0	\$1,400,000	
3 500 East Rehabilitation - 1300 to 2100 South	5&7	Y	\$650,000	\$0	\$550,000	
4 Concrete Streets Rehabilitation FY09/10 - Citywide	2	Y	\$200,000	\$0	\$190,000	
5 Local Street Reconstruction FY 09/10	2&4	Y	\$2,000,000	\$0	\$200,000	
6 Pedestrian Safety Devices - Citywide	All	Y	\$75,000	\$75,000	\$0	
7 Sidewalk Replacement SAA - FY 08/09 1500 East to 2100 East, 1300 South to 1700 South	5&6	Y	\$665,356	\$665,356	\$0	
8 ADA Ramps/Corner Repairs - Citywide	All	Y	\$400,000	\$400,000	\$0	
9 Sidewalk Rehabilitation/Concrete Sawing - Citywide	All	Y	\$200,000	\$200,000	\$0	
10 Local Street Reconstruction FY 09/10	2&4	Y	\$2,000,000	\$600,000	\$0	
11 Lighting Wire Replacements - 300 So., 5200 W. to 7000 W.; 150 So., 5200 W. to 5600 W.; 1100 So., 4800 W. to 5600 W.; other locations as funding permits	2	N	\$70,000	\$70,000	\$0	
12 C&C Building Fire Control Panel & Fire Suppression Head Replacement - 451 So. State	4	N	\$103,528	\$103,528	\$0	
13 Plaza 349 Fire Sprinkling System - 349 South 200 East	4	Y	\$490,000	\$0	\$0	
14 Sorenson Center Gymnasium Roof - 855 West California Ave.	2	N	\$54,450	\$54,450	\$0	
15 Bicycles Facilities Development - Citywide (includes bike/ped paths, facilities and restriping traffic lanes)	All	Y	\$100,000	\$450,000	\$0	
16 4th Avenue Stairway Rebuild - 4th Avenue, "A" Street to City Creek Rd.	3	Y	\$452,000	\$452,000	\$0	
17 Jordan River Trail Improvements - Redwood Road to Davis County	1	Y	\$650,000	\$650,000	\$0	
18 North Temple/Grand Boulevard Improvements - Downtown to Airport	1-4	N		\$2,884,653	\$0	
19 Percent for Art - Citywide	All	Y	\$60,000	\$80,000	\$0	
20 Cost Over-run Account			\$127,478	\$24,511	\$0	
Sub-total - Projects Prioritized high enough for funding				\$6,709,498	\$2,900,000	

Appendix F (continued)

<i>CIP FY 2010 Project Recommendations</i>						
<i>Projects not prioritized high enough to receive funding</i>						
Project Description	District	CIP 10 Year Plan?	FY 2009-2010 Funding Request	Mayor's Proposed GF Amount	Mayor's Proposed Class "C" Amount	
21 C&C Building Carpet, Flooring/Electrical Replacement, 2nd Floor - 451 So. State Street	4	Y	\$540,078	\$0		\$0
22 Rose Park Golf Course Salt Storage Design - 1700 North Redwood Road	1	N	\$35,000	\$0		\$0
23 Traffic Safety Lighting Additions - Mid Block Light Requests	All	N	\$15,000	\$0		\$0
24 1300 East Traffic Safety Measures Implementation - 1300 East, 2100 South to 3300 South	4-7	N	\$250,000	\$0		\$0
25 C&C Building Roof & Gutter Repair - 451 So. State Street	4	N	\$222,110	\$0		\$0
26 Tennis Court Resurfacing - Pioneer, Reservoir & Sunnyside Parks	3&4	Y	\$73,400	\$0		\$0
27 Street Lighting Innovations Study	2	Y	\$75,000	\$0		\$0
28 Jordan River Trail Safety Lighting - 10th North to Redwood Road	1	Y	\$552,000	\$0		\$0
29 Memorial House Renovations - 848 No. Canyon Road	3	N	\$138,281	\$0		\$0
30 Parley's Way/Wilshire Park ADA Playground & Improvements - 2810 East 2400 South	7	Y	\$262,600	\$0		\$0
31 Irrigation Water Conservation & Asset Renewal Design - 100 So. Main St. & part of West Temple, 100 So. Regent to Main St., 300 So. Main St. to Exchange Place, 4th So. Main to Cactus St. North Side	4	N	\$167,200	\$0		\$0
32 Plaza 349 Parking Structure Improvements & Security System - 349 South 200 East	4		\$251,617	\$0		\$0
33 McClelland Trail Corridor Master Plan	7&8	Y	\$100,000	\$0		\$0
34 Herman Franks Park ADA Improvements - 700 East 1300 South	5	Y	\$129,100	\$0		\$0
35 Jordan River Trail Design - 200 South to North Temple	2	Y	\$100,000	\$0		\$0
36 Traffic Signal Installation - California Ave., 3400 West & 3800 West	2	Y	\$320,000	\$0		\$0
37 Fairmont Park Tennis Court Reconstruction - 900 East Simpson Ave.	7	Y	\$733,200	\$0		\$0
338 Tennis Court Reconstruction - Lindsey Gardens Park, 7th Avenue & "N" Street	3	Y	\$552,800	\$0		\$0
39 Tennis Court Reconstruction - 5th Avenue & "C" Street	3	Y	\$491,400	\$0		\$0
40 Fire Training Center Roof Replacement - 1600 So. Industrial Blvd.	2	N	\$490,072	\$0		\$0
41 Herman Franks Park Baseball Improvements - 700 East 1300 South	5	Y	\$516,400	\$0		\$0
42 C&C Building Carpet, Flooring/Electrical Replacement, 3rd & 5th Floors - 451 So. State Street	4	N	\$720,103	\$0		\$0
43 C&C Building Carpet, Flooring/Electrical Replacement, 1st Floor - 451 So. State Street	4	N	\$720,103	\$0		\$0
44 C&C Building Carpet, Flooring/Electrical Replacement, 4th Floor - 451 So. State Street	4	N	\$720,103	\$0		\$0
45 Fairmont Park Lake Edge - 900 East Simpson Ave.	7	N	\$478,962	\$0		\$0
46 C&C Building Base Isolator Testing & Analysis - 451 So. State Street	4	N	\$233,796	\$0		\$0
47 Fire Station Parking Lot Repairs & Replacements - Fire Stations #4, #5 & West Side Senior Center	4	N	\$325,185	\$0		\$0
48 Public Service Building (PSB) Asset Renewal of Key Building Systems - 315 E. 2nd So.	4	N	\$1,654,965	\$0		\$0
49 Jordan River Park Soccer Field Improvements - 1700 South 1200 West	2	Y	\$666,700	\$0		\$0
50 Oak Hills Area Streets Restoration	6	Y	\$1,454,000	\$0		\$0
51 Herman Franks Dog Park Lighting - 700 East 1300 South	5	Y	\$45,400	\$0		\$0
52 East Capitol Boulevard Streetscape Design	3	Y	\$50,000	\$0		\$0
53 900 South Rail Corridor & Surplus Canal Trails - Design	2&5	Y	\$100,000	\$0		\$0
54 McClelland Trail Improvements - Emerson Avenue, 1200 East	5	Y	\$228,000	\$0		\$0
55 Franklin Covey Building Steel & Roof Deck Painting - 1365 So. West Temple	5	N	\$1,079,763	\$0		\$0
56 Sugarhouse Business District Irrigation Water Conservation & Asset Renewal Project Design - 2100 So., 1000 E. to 1300 E.; Highland Dr., Westminster & Ashton	7	N	\$258,544	\$0		\$0
57 Traffic Signal Installation - 600 South 600 East	4	Y	\$160,000	\$0		\$0
58 Franklin Covey Field Concourse "B" Waterproofing - 1365 So. West Temple	5	N	\$368,915	\$0		\$0
59 City Cemetery Master Plan - 200 North & "N" Street	3	Y	\$349,900	\$0		\$0
60 Rotary Glen Park Improvements - 2770 East 840 South	6	Y	\$1,300,000	\$0		\$0
61 Sugar House Park Signage Project - 1330 East 2100 South (submitted by constituent)	7	Y	\$45,000	\$0		\$0
62 Oak Hills Tennis Court Lighting - 2425 East 1216 South	6	N	\$62,500	\$0		\$0
63 Wakara Way & Arapeen Drive Roundabout	6	N	\$350,000	\$0		\$0
64 Princeton Avenue Street Pavement - Princeton Ave., 1700 to 1800 East (submitted by constituent)	6	Y	\$514,600	\$0		\$0
65 Yalecrest Ave./Military Drive Pedestrian Safety Island - 1030 So. 1700 East (submitted by constituent)	6	Y	\$126,600	\$0		\$0
66 Public Safety Building (PSB) - New Construction	All	Y		\$0		\$0
67 Public Safety Building (PSB) Maintenance/Upgrades, 315 E. 200 So.	All	Y		\$0		\$0
68 1500 East Traffic Study - 1500 East, Michigan Avenue Intersection (submitted by constituent)	6	Y	\$15,000	\$0		\$0
69 Parleys Nature Park Fence - 2760 So. 2700 East (Heritage Way)	7	N	\$14,000	\$0		\$0
70 300 South Street Improvements Design - Main Street to 300 East	4	Y	\$80,000	\$0		\$0
71 Traffic Signal Upgrades - 1100 E./100 So.; 1100 E./1300 So.; West Temple/1700 So.; 500 E./2700 So.; 200 E./800 So.; 500 E./1300 So.	4,5&7	Y	\$960,000	\$0		\$0
72 Sidewalk Replacement SAA - FY 09/10 - 2700 South to South City Limits, & 1300 East/Highland Drive to East City Limits	7	Y	\$850,000	\$0		\$0
73 700 South Rehabilitation Design - 2800 West to 5600 West	2	Y	\$550,000	\$0		\$0

Appendix G
SYNOPSIS OF PROPOSED CITYWIDE BUDGET

MAYOR'S RECOMMENDED BUDGET				
SYNOPSIS OF PROPOSED EXPENDITURE BUDGETS				
	Adopted 2008-09	Proposed 2009-10	Difference	Percent Change
General Fund				
Police	\$56,411,515	\$54,626,761	(\$1,784,754)	-3.16%
Public Services	37,636,383	35,812,856	(\$1,823,527)	-4.85%
Fire	33,755,616	32,561,776	(\$1,193,840)	-3.54%
Community Development	14,010,936	12,995,010	(\$1,015,926)	-7.25%
Management Services	11,044,637	11,485,718	\$441,081	3.99%
Attorney's Office	4,914,984	4,583,925	(\$331,059)	-6.74%
Mayor's Office	1,971,743	1,880,469	(\$91,274)	-4.63%
Council Office	1,749,071	1,767,190	\$18,119	1.04%
Nondepartmental	47,379,824	42,645,163	(\$4,734,661)	-9.99%
<i>Total General Fund</i>	<i>208,874,709</i>	<i>198,358,868</i>	<i>(\$10,515,841)</i>	<i>-5.03%</i>
Enterprise Funds				
Department of Airports	306,368,300	274,398,500	(\$31,969,800)	-10.44%
Water	72,611,388	70,591,639	(\$2,019,749)	-2.78%
Sewer	24,558,852	28,949,940	\$4,391,088	17.88%
Stormwater	9,064,101	8,817,169	(\$246,932)	-2.72%
Refuse Collection	10,494,405	11,462,141	\$967,736	9.22%
Golf	8,458,296	8,337,067	(\$121,229)	-1.43%
Intermodal Hub	1,582,634	49,840	(\$1,532,794)	-96.85%
<i>Total Enterprise Funds</i>	<i>433,137,976</i>	<i>402,606,296</i>	<i>(\$30,531,680)</i>	<i>-7.05%</i>
Internal Service Funds				
Insurance & Risk Management	35,463,707	37,831,448	\$2,367,741	6.68%
Fleet Management	20,289,210	17,966,452	(\$2,322,758)	-11.45%
Information Management Services	8,922,120	8,760,045	(\$162,075)	-1.82%
Governmental Immunity	1,182,200	1,520,000	\$337,800	28.57%
<i>Total Internal Service Funds</i>	<i>65,857,237</i>	<i>66,077,945</i>	<i>\$220,708</i>	<i>0.34%</i>
<i>Capital Improvement Program</i>	<i>26,882,981</i>	<i>28,730,918</i>	<i>1,847,937</i>	<i>6.87%</i>
Debt Service Funds				
Debt Service – CIP*	18,705,523	20,005,784	1,300,261	6.95%
Debt Service – SID*	504,689	590,153	85,464	16.93%
<i>Total Debt Service Funds</i>	<i>19,210,212</i>	<i>20,595,937</i>	<i>1,385,725</i>	<i>7.21%</i>
Special Revenue Funds				
Community Development (CDBG)	2,912,862	3,464,688	551,826	18.94%
Grants Operating (ESG, HOME, HOPWA)	1,833,951	9,158,975	7,325,024	399.41%
Street Lighting*	2,012,854	1,981,103	-31,751	-1.58%
Emergency 911*	2,042,000	2,450,380	408,380	20.00%
Housing Loan Fund*	11,013,637	13,478,480	2,464,843	22.38%
Downtown Economic Development * (Downtown Alliance)	796,812	792,817	-3,995	-0.50%
Demolition & Weed Abatement*	26,500	26,500	0	0.00%
Donation Fund*	500,000	100,000	-400,000	-80.00%
<i>Total Special Revenue Funds</i>	<i>21,138,616</i>	<i>31,452,943</i>	<i>10,314,327</i>	<i>48.79%</i>
TOTAL	\$775,101,731	\$747,822,907	(\$27,278,824)	-3.52%

*Individual budget briefings are not generally scheduled for the proposed budgets marked with an asterisk. The Council may wish to indicate if a briefing is desired this year – Alternately, Council Members may ask staff for more information.

Appendix H

Goals/Priorities Identified at Retreat (Established January 2008, confirmed in 2009)

Planning		
- Infill	- Neighborhood Protection	- Master Plan Updates
- Downtown Revitalization	- Downtown Cultural District	- Northwest Quadrant development
- Riparian Overlay Process	- Sugar House Planning Issues	- Airport Expansion
Alternative Transportation		
- Redevelopment of North Temple	- Planning for Infrastructure	- Jordan River trail development
- 900 South trail development	- Daylighting City Creek	
Environmental Issues		
- Air Quality	- Green/Sustainable City Building Codes	- Northwest Quadrant
- City-wide Sustainability Plan		
Small Business Issues		
- Historic preservation	- Neighborhood business incubation	- Fisher Mansion
Infrastructure		
- Walkability	- Bicycle trail development	- Bike-friendly roadways
- Invest in Westside infrastructure	- Use of wide ROW for alternative transportation access	- Improving Sidewalk, Curb, and Gutter City-wide
Emergency Preparedness		
- Mobile/Neighborhood Watch	- CERT	- Community Preparedness

Additional Priorities identified at 2009 Retreat

- Alternative Transportation funding
- Neighborhood Development
- Economic Development
- Use of volunteer resources

Statements on Budget from Council Policy Manual

A.25 GENERAL BUDGET POLICY

a. When possible, Capital Improvement Projects are not delayed nor eliminated in order to balance the budget. The Council also avoids using one time revenues to balance the budget.

A.26 CAPITAL AND DEBT MANAGEMENT

On December 14, 1999, the Council adopted a resolution relating to capital and debt management policies. The resolution states:

THEREFORE, BE IT RESOLVED by the City Council of Salt Lake City, Utah:

That the City Council has determined that the following capital and debt management policies shall guide the Council as they continue to address the deferred and long-term infrastructure needs within Salt Lake City:

Capital Policies

1. The Council intends to define a capital project as follows:

“Capital improvements involve the construction, purchase or renovation of buildings, parks, streets or other physical structures. A capital improvement must have a useful life of five or more years. A capital project must also have a cost of \$50,000 or more unless its significant functionality can be demonstrated to warrant its inclusion as a capital project. A capital improvement is not a recurring capital outlay item (such as a motor vehicle or a fire engine) or a maintenance expense (such as fixing a leaking roof or painting park benches). Acquisition of equipment is not a capital project unless it is an integral part of the cost of a capital project.”

2. The Council requests that the Mayor’s Recommended Annual Capital Budget be developed based upon the Five-Year Capital Plan and be submitted to the City Council for tentative approval no later than March 1 of each fiscal year.

3. The Council requests that the Administration prepare multi-year revenue and expenditure forecasts which correspond to the capital program period as well as an analysis of the City’s financial condition and capacity to finance future capital projects, and present this information to the Council with the presentation of each biennial budget.

4. The Council intends that no less than nine percent of ongoing General Fund revenues be invested annually in the Capital Improvement Fund.

5. The Council requests that the Administration submit an updated proposed five-year capital improvement plan to the Council along with the Mayor’s Recommended Budget.

6. The Council intends that the City will maintain its physical assets at a level adequate to protect the City’s capital investment and to minimize future maintenance and replacement costs.

7. The Council intends to give priority consideration to projects which preserve and protect the health and safety of the community

- are mandated by the state and/or federal government
- provide for the renovation of existing facilities, resulting in a preservation of the community’s prior investment,
- result in decreased operating costs or other significant cost savings, or
- improve the environmental quality of the City and its neighborhoods.

8. The Council intends to give fair consideration to projects where there is an opportunity to coordinate with other agencies, establish a public/private partnership, or secure grant funding, all other considerations being equal.

9. The Council intends to follow a guideline of approving construction funding for a capital project in the fiscal year immediately following the project’s design wherever possible.

10. The Council intends that all capital projects be evaluated and prioritized by the CIP Citizen Advisory Board.
11. The Council does not intend to fund any project that has not been included in the Five-Year Capital Plan for at least one year prior to proposed funding, unless extenuating circumstances are adequately identified.
12. The Council requests that any change order to any capital improvement project which equals or exceeds twenty percent of the approved project budget be brought to the Council for review in a formal budget amendment.
13. The Council requests that the Administration submit a budget amendment request to the Council no later than September 1 each year identifying those Capital Improvement Program Fund accounts where the project has been completed and a project balance remains. It is the Council's intent that all account balances from closed projects be recaptured and placed in the CIP Contingency Account for the remainder of the fiscal year, at which point any remaining amounts will be transferred to augment the following fiscal year's General Fund ongoing allocation.

Debt Management Policies

1. The Council intends to utilize long-term borrowing only for capital improvement projects that are included in the City's 5-Year Capital Program and 20-Year Capital Inventory of Needs, or in order to take advantage of opportunities to restructure or refund current debt.
2. The Council requests that the Administration provide an analysis of the City's debt capacity, and how each proposal meets the Council's debt policies, prior to proposing any projects for debt financing. This analysis should include the effect of the bond issue on the City's debt ratios.
3. The Council requests that, when borrowing is recommended by the Administration, the source of funds to cover the debt service requirements be identified.
4. The Council requests that the Administration provide an analysis of the effect of any proposed bond issue on the City's ability to finance future projects of equal or higher priority.
5. The Council requests that the Administration analyze the impact of debt-financed capital projects on the City's operating budget and coordinate this analysis with the budget development process.
6. The Council requests that the Administration provide a statement from the City's financial advisor that each proposed bond issue appears feasible for bond financing as proposed, including an indication of requirements or circumstances that the Council should be aware of when considering the proposed bond issue.
7. The Council does not intend to issue debt that would cause the City's debt ratio benchmarks to exceed moderate ranges as indicated by the municipal bond rating industry.
8. The Council does not intend to issue debt if such debt will damage the City's current AAA general obligation bond rating or cause the City's lease revenue bond ratings to fall below current ratings.
9. The Council requests that the Administration fully disclose and the Council intends to consider the impact of all debt that has a net negative fiscal impact on the City's operating budget.
10. The Council requests that the Administration structure debt service payments in level amounts over the useful life of the issue unless anticipated revenues dictate otherwise or if the useful life of the financed project(s) suggests a different maturity schedule.

COUNCIL TRANSMITTAL

TO: David Everitt
Chief of Staff

FROM: Kay Christensen
Senior Policy Analyst

DATE: May 5, 2009

SUBJECT: Transmittal of Administrative Responses to City
Council Legislative Intent Statements

STAFF CONTACT: Kay Christensen
535-7677

The Administration is forwarding to the City Council the semiannual response to the City Council's Adopted Legislative Intent Statements for Fiscal Year 2009. The transmittal also includes the Administration's response to open Legislative Intent Statements from previous years. In an effort to streamline the process associated with responding to the Council's list of Legislative Intents, the Administration has not included responses on several Intents that have been completed or for which there will be nothing new to report, as explained in a previous Legislative Intent report.

If the Council wishes to continue to receive responses to starred items, please let us know and we will continue to do so.

This response covers the period to the end of the April, 2009.

The Administration welcomes further discussion on any of the responses offered in this transmittal.

Salt Lake City Council Legislative Intent Statements Administration Responses

Fiscal Year 2008-09

2009-1: Storm Water Education

It is the intent of the City Council that the Department of Public Utilities propose additional education efforts to inform the public about illegal dumping in storm drains. Additional efforts could include, but are not limited to, increasing signage in neighborhoods and recommendations to adjust fines.

Administration Response

A flyer on storm water was sent to all customers with the billing during March 2009. Classroom presentations on storm water are being offered. The Salt Lake City web page is being updated with additional storm water information. Earth Day and Water Week storm water events are scheduled (April, May 09). Industrial training on storm water is being planned for this summer. A Water Quality Fair at the Zoo is scheduled for May 13-14, 2009. Public Utilities has set a goal of two storm water demonstrations per month for this year. Public Utilities contributes financially to the Salt Lake County Storm Water Coalition for educational outreach. As part of that effort, new commercials are being prepared and will be shown in movie theaters before block buster movies. These clips will be posted to the web. Storm water training for City personnel, targeting fleet, parks, streets and utilities is being planned. Labeling the storm drain inlets will continue. These signs can be installed as projects by Boy Scout troops, or as Eagle Scout projects. The Department of Public Utilities is always looking for additional educational opportunities and welcomes suggestions.

2009-2: Parking Meter Upgrade to Accept Credit Cards

It is the intent of the City Council that the Administration move toward replacing coin parking meters with units that accept credit card payments as soon as possible.

Administration Response

This is an issue that affects the Treasurer, Police, City Courts, Public Services Parking Enforcement and Maintenance, Transportation, Downtown Alliance Token Program and other organizations. A committee of city staff and representatives of the Downtown Alliance has been created. The committee has developed a list of issues that need to be addressed. It has also developed an RFP for a consultant to assist the committee in evaluating the features of such equipment with respect to the issues and preparing a recommendation for implementation. The RFP is out to bid. Consultant interviews and selection will be done in May.

2009-3: Fleet Fueling Stations Evaluation

It is the intent of the City Council that the Administration review the possibility of closing one or more of the Fleet Fund's fueling stations, as a potential cost saving measure. The analysis should consider cost/savings implications, operational efficiency opportunities, and emergency preparedness strategies and implications.

Administration Response

The Administration believes that operational efficiencies and emergency preparedness aspects from retaining each fuel site justifies the minimal, direct maintenance costs for each site. Closure of any site would result in additional mileage and fuel usage, contrary to green/sustainability initiatives. Other efforts are being made to reduce fuel usage during every-day work activities. An audit by an outside, independent consultant is currently being conducted that should address this issue.

2009-4: Fuel Usage Reduction

It is the intent of the City Council that the Administration develop a plan for reducing fuel usage in city-owned vehicles and explore the use of alternative fuel vehicles, so that if fuel prices continue to rise, increases to the fuel budgets can be minimized or even reduced. This may include establishing an incentive program with the \$15,000 in one-time funds approved by the Council.

Administration Response

An audit by an outside, independent consultant is currently being conducted that will address this issue. In the meantime, the Public Services Department/Fleet will continue to encourage and consult with all City programs on known fuel-reduction strategies. Furthermore, the Police Department has purchased some hybrid vehicles for detectives and the Chief.

2009-5: Fire Vehicles

It is the intent of the City Council that the Administration report to the Council regarding how a more fuel efficient vehicle could be used on medical calls with the current staffing and operational models.

Administration Response

The Fire Department continues to work with Southwest Ambulance to provide a response method for its lowest level (Alpha) Emergency Medical System (EMS) calls and is studying alternatives methods for providing EMS service.

2009-6: Youth Programs

It is the intent of the City Council to encourage the Administration to maintain the high quality of current Youth Programs, and to continue the types of programming currently available.

Administration Response

YouthCity currently provides quality out of school time programming for youth living in Salt Lake City. The Mayor's Education Partnership Coordinator is in the process of conducting an assessment to determine if there are more cost-effective methods to provide the same level and types of programming.

2009-7: Youth Program Pricing & Fee Schedule

It is the intent of the City Council that the Administration continue in their efforts to develop a fee schedule for the City's Youth Programs. Non-city resident fees should be reflective of full operating costs. City resident fees should consider full operating costs, and also allow for an opportunity to apply for fee reductions based a "defined" financial need.

Administration Response

The Administration has presented a modified fee scale that reflects full fees for families living outside City boundaries and provides fee reductions for families with financial need. During a Council review, several issues were raised that require the Administration to conduct additional research. The Administration will resubmit the fee proposal when the research is concluded.

2009-8: Cemetery Budget

It is the intent of the City Council that the cemetery master plan and financial report include an evaluation of appropriate fees (taking into account inflation). In addition, the Administration and the City Council should evaluate and discuss on-going cemetery needs and how to fund them.

Administration Response

Phase I of the Cemetery Master Plan is complete and gives some recommendations for decisions at the cemetery. The Department has also put forward a request for additional funding that will complete the study as proposed by the consultant. Funding was not available to complete the entire study and analysis of the needs and cost projections for cemetery operations.

2009-9: Staffing Document Information

It is the intent of the City Council that the Administration continue to refine its approach to providing information to the City Council regarding the City's staffing document, including:

- a) An annual itemization of trust or grant-funded positions, seasonal, part-time, and vacant positions in a format workable for the Administration. For example, an attachment or chart included with the staffing document.
- b) Additional detail added to the staffing document summary, including consolidated information listing the various types of positions from the staffing document and attachments. It is also the Council's intent that the Administration provide a quarterly update to the Council, including reclassifications or staffing changes with a budget impact, as well as bonuses.

Further, the staffing document is understood to be a snap-shot in time of current position levels as a benchmark with the understanding that the Administration has the authority under ordinance to adjust positions.

As in the past, the Council would request a list of the vacant positions.

Administration Response

The Administration will provide quarterly updates to the staffing document approximately 15 days after the end of each quarter. The Administration will include information on grant funded, seasonal, part-time and vacant positions as part of staffing document prepared for the FY 2009-10 budget.

2009-10: Public Art Maintenance

It is the intent of the City Council to have the Administration develop a financial plan to handle the on-going repair and maintenance of the City's Public Art Collection.

Administration Response

The Arts Council has engaged an arts professional to inspect and prepare condition reports for over forty artworks in the City's public art collection. Based on the inspections and condition reports, the public art program has set up a priority list for public art maintenance and repairs, determined by both need and budget. Additional small repairs have been made. At the same time, the public art program is going through a similar process for artwork funded through the Redevelopment Agency.

Ongoing Legislative Intent Statements

2008-3: Open Space Maintenance

It is the intent of the Council that the Administration hire (through attrition) a parks maintenance employee or supervisor that has expertise in the maintenance and care of natural open space and vegetative areas, and identify any opportunity to coordinate with Public Utilities.

Administration Response

The Parks Division is currently working with the Open Space Advisory Board and Public Utilities Department to develop an open space management/maintenance plan for the Parks Division. The Public Utilities Department has a plan in place and the Open Space Advisory Board is currently working on its plan.

2008-4: City Master Plans

It is the intent of the Council that the Administration brief the Council regarding the status of the City's Master Plans, as well as options for a city-wide general plan (CD).

Administration Response

The Downtown Master Plan update – The Administration is developing a revised approach to the Downtown Master Plan and a new timetable for plan development. This plan has been placed on hold as efforts have been transferred to preparing a draft of the North Temple Master Plan by the end of 2009. A charette to begin the planning process is scheduled in the neighborhood for June 18th.

Northwest Quadrant Master Plan – The final draft is ready, meetings are being scheduled. Anticipated adoption is Spring 2009.

Historic Preservation Master Plan – The Historic Landmarks Commission has taken action to recommend adoption of the Preservation Plan to the Planning Commission and City Council. A briefing on the Plan is scheduled for the Planning Commission on May 13th and the public hearing will then be scheduled. Once the Planning Commission has determined their recommendation, it will be forwarded to the Council.

The West Salt Lake Plan – As a result of planner workload and other priorities on plans and zoning amendments, this plan is still on hold.

Euclid Small Area Plan – The Plan has been revived with a public meeting in March and another is scheduled for May 7th. Once the community is comfortable with the recommendations, it will be forwarded to the Planning Commission for their consideration.

Westminster Small Area Plan – This plan is being worked on by the Planning Staff and it will eventually move toward community meetings.

Zoning Amendments – Although not a master plan, the Planning Division has committed a great deal of time rewriting major sections of the ordinance. As part of that process, the staff is working with a task force comprised of community council, businesses, and other representatives that had been suggested by the City Council.

The Planning Commission has identified a priority list for other plans that can be presented to the City Council for further review and prioritization.

Discussions are ongoing relative to creation of a City-wide General Plan. With the present workload it has been delayed.

2008-6: Golf Update

It is the intent of the City Council that the Golf Fund Manager provide a mid-year update on the status of deferred capital project needs.

Administration Response

The Golf Division has met with Administration, the City Council Budget & Finance Subcommittee, and individual City Council Members with golf courses in their districts to discuss a funding proposal to complete golf course irrigation improvements and other long-deferred capital projects totaling \$20M. In April 2009, the Administration directed the Golf Manager to complete the due diligence process necessary to develop recommendations relative to each of the potential funding sources, and then report back to the Administration and City Council in September 2009. Potential funding sources that will be investigated include the transfer of surplus real estate to the General Fund, the disposition of surplus real estate, a partnership with the University of Utah, a partnership with the Utah Golf Association and the Utah PGA, partnerships with our existing clubhouse food and beverage concessionaires, a private and corporate donor program, the Energy Performance Contract program for irrigation projects, and bonding.

2008-7: 15% Fund Balance

It is the intent of the City Council that the Administration identify a process to restore fund balance to 15% of general fund revenue as reserves for unforeseen events or emergencies, and establish 15% of fund balance as a target for the minimum amount allowable (rather than the previous 10%).

Administration Response

Given current economic conditions, the Administration is committed to maintaining a fund balance of no less than 10%. As economic conditions improve, a revised target of 15% will be considered.

00-3: Citywide Emergency Preparedness Plan

It is the intent of the City Council that the Administration submit quarterly written briefings regarding the status of the City's emergency preparedness efforts and plan, including a

description of the trainings being conducted, coordination with other entities, and updates regarding key issues that the emergency management group is addressing.

Administration Response

The Council has set up an Emergency Response Subcommittee and that Committee has been briefed on emergency preparedness. The Administration will continue to brief the Council on a regular basis. Council members have been briefed on the City's 18-month plan to develop and restore the City's emergency response capabilities.

00-6. Fitness for Duty

It is the intent of the City Council that the Administration provide the Council with a progress report on implementation of the physical fitness requirement for City Fire and Police positions.

Administration Response

The Fire Department's Task Performance Test (TPT) is now a multi-year program that is accepted and established.

The Police Department obtained a validated test which was administered to recruit candidates in October 2008. Every candidate regardless of their physical condition passed the test. As a result, the validity and practicality of the test was called into question. We are currently working with the contracted vendor to redesign the test. Due to difficulty with the vendor, completion and implementation date is unknown at this time.

00-9. Take-home vehicles

It is the intent of the City Council that the Administration provide analysis of fleet costs related to take-home vehicles in conjunction with each year's annual budget presentation. This should include information about potential savings from reduced or more reasonable personal use limits so that the Council can include this information in consideration of the fees and program structure.

Administrative Response

Updated costs related to take-home vehicles will be provided in conjunction with the pending fleet audit. In the Police Department, take home vehicle charges and changes continue to be monitored and managed on a weekly basis.

00-11. Nuisance Cases

It is the intent of the City Council that the Administration provide the Council with periodic reports on the development of nuisance cases.

Administration Response

A Summary of Violations addressed for 2008 is being compiled. Because of the ongoing Accela implementation, data from two systems must be integrated manually into a single report. Please note that the Summary of Violations differs from nuisance cases, which are tracked and handled by the Attorney's Office.

00-12: Irrigation Systems

It is the intent of the City Council that the Administration inventory city-owned irrigation systems with the purpose of identifying priorities for funding upgrades to conserve water and reduce ongoing costs, and present funding options to the City Council for consideration.

Administrative Response

The irrigation system funding was requested for the 08-09 year but not approved. The Public Services Department has inventoried irrigation systems based on age and has identified a priority list. This initiative has been included as a potential component of an energy-performance audit (ESCO) and the City is currently reviewing proposals. The Department has submitted two replacement irrigation system projects in the FY08-09 CDBG and CIP application processes.

00-15: Deployment of Speed Boards

It is the intent of the City Council that the Administration explore options for deployment of speed boards without taking police officers away from police patrol or regular business. It is the Council's preference that deployment not involve overtime.

Administration Response

Past practice was to have officers deploy the speed boards before their shifts and then have an on-duty officer bring them back in. This program has been suspended due to budget cutbacks for the remainder of FY09. The Police Department would be supportive of moving this function out of the Department and civilianizing the entire process.

00-16: City Policy Coordination

It is the intent of the City Council that the policies adopted by the City Council be noted by Redevelopment Agency of Salt Lake City employees and incorporated into staff reports to the Redevelopment Agency Board of Directors as relevant so that funding decisions remain consistent between the two organizations.

Administration Response

RDA staff and City Council staff work closely together and share information as necessary.

00-19: Overtime within the Fire Department

It is the intent of the City Council that Fire Department continue to take measures to reduce the reliance on overtime and submit a written report to the Council outlining total amount spent for constant staffing at a straight-time rate and amount spent at an overtime rate.

Administration Response

The Fire Department has worked within the guidelines of the Fair Labor Standards Act to maintain four handed staffing without the payment of time and one half. The Department has also hired all of the additional positions awarded in the last budget process and is beginning to see the benefit of the additional personnel through a reduction in staffing shortages. The Department continues to monitor its personnel budget to ensure that it will come in under budget. The Department works cooperatively with Local 1645 to limit the use of overtime to the extent possible. This is an ongoing process.

00-20: Semiannual Reports on the Status of Legislative Intent Statements and Action Items

It is the intent of the City Council that the Administration provides reports regarding the status of all active legislative intent statements (including unresolved statements from previous years and statements adopted outside of the official budget process) and all active legislative action items. The semiannual reports are to be submitted to the Council Office by January 31 and the first Tuesday in May each year.

Administration Response

The Administration will work to provide responsive and informative reports in a timely fashion.

Discontinued Legislative Intents

* In an effort to streamline the process associated with responding to the Council's list of legislative intents, the Administration has not included responses on the starred items below as explained in the previous legislative intent report. If the Council wishes to continue to receive responses to starred items, please let us know and we will continue to do so.

2008-1: Fleet Replacement Schedule*

It is the intent of the City Council that the Administration update the fleet replacement analysis to determine optimal replacement schedules considering budget restraints and provide a written midyear report to the City Council which includes recommendations to lower overall costs to the City. This report could result in the Council contracting for an independent analysis.

2008-2: Fleet Decreases*

It is the intent of the City Council that the Administration continue to analyze options for decreasing the City's vehicle fleet including greater use of mass transit, car sharing (such as Flexcar) and bicycles.

2008-5: CIP Sustainability*

It is the intent of the City Council that the Administration evaluate each CIP project for possible sustainability enhancements, including components that would meet LEED or other guidelines, increase the environmental and water efficiencies.

2008-8: Police FTE's*

It is the intent of the City Council that the 10 FTE police officer positions that the Council added to the staffing document for early-hiring remain unfunded from year to year unless the Council later funds one or more of these positions.

Administration Response (Chief Burbank wished to respond to this item even though it is discontinued)

The Fiscal Year 2008-09 base budget included FTEs for the 10 positions, but no funding. The Department hired to full strength in July 2008 with a class of 20. The Department is currently down 23 positions. The Department planned to hire to full strength in January 2009 with a class of 13 recruits. However, the class was delayed due to budget constraints. It is the Department's intent to hire to full strength in July 2009.

2008-9: Fire Dispatch Positions*

It is the intent of the City Council that the 4 fire dispatcher positions that the Council added for early hire be temporary positions for FY 2007-08.

2008-10: Tracy Aviary Appropriation*

It is the intent of the City Council that the \$500,000 appropriation for the Tracy Aviary continue in future years, and the Council urges the Administration to include this appropriation in future recommended annual budgets.

2008-11: Library Parking*

It is the intent of the City Council that the Library would increase the free parking from 30-minutes to one hour beginning July 1, 2007.

00-1: Animal Service Contract*

It is the intent of the City Council that the Administration explore the cost effectiveness of the Salt Lake Police Department providing dispatch services for the City's animal service calls. This would include providing the cost of additional dispatch personnel, if necessary, the costs associated with reprogramming radios, and allowing County animal service personnel access to the City's CAD system, etc. The Administration should explore the willingness of the County to allow City dispatching of County employees in this limited situation. As an alternative, the Administration could review with Salt Lake County the allocation of dispatch costs to assure that it is accurate.

00-2: Business License Fees*

It is the intent of the City Council that the Administration obtain feedback from the business community including Business Advisory Board and Vest Pocket Coalition regarding the recent cost study and suggested fees. It is also the intent of the City Council that the Administration obtain input from a Council subcommittee in refining a fee schedule.

00-4: Justice Court*

Once the independent weighted caseload study is completed, it is the intent of the City Council that the Administration provide follow-up information to the Council on the Administration's recommendations as a result of the study and any efforts the Administration is making to improve case-flow management and the overall management of court resources. It is also the intent of the City Council that the Administration provide an assessment of the long-term adequacy of the court facility and identify options for Council consideration.

00-5: FTZ Warehouse*

It is the intent of the City Council that the Administration consider selling the FTZ Warehouse in the International Center to help replenish the funds spent to purchase land for a new fleet facility rather than include the purchase price of the land in the bond (less any funds needed for replacement of the minimal storage function). The Administration could also consider selling the old employee clinic building on Redwood Road.

00-7: Computer Clubhouse at the Unity Center*

It is the intent of the City Council that the Unity Center incorporate enough classroom space to house the Computer Clubhouse.

00-8: Special Events*

It is the intent of the City Council that the Administration provide information to the Council that will allow the Council to fully evaluate the current Special Events Ordinance including the cost to the City for events, and the charges to the host organizations; the Council recognizes that part of this information has already been provided to the Council.

00-10. One Stop Shop*

In funding the One Stop Shop, it is the Council's intent that the Development Project Coordinator position will serve to coordinate with all departments to support the one stop shop purpose, and that departments will respond in a timely fashion in order to ensure the effective operation of the One Stop Shop's service to the public. It is also the intent of the Council that the Administration would provide a quarterly report to address the overall functioning of the One

Stop Shop, including processing timeframes for different types of projects, a report providing status of projects by associated timelines, and progress on implementation of the GIS systems using the fiscal year 2006-07 appropriation.

00-13: Late Fees and Penalties*

It is the intent of the City Council that the Administration explore the consistency of late penalties, which are sometimes double the normal fee. The Administration could propose ordinance amendments that phase in late fees depending on the number of days late rather than significant penalties for minor delinquent payments.

00-14: Advance Notice of Employee Retirement*

It is the intent of the City Council that the Administration explore the possibility of requiring that employees give advance notice of retirement or providing an incentive for employees to give advance notice of retirement.

00-17: Cross-train Inspectors in Community Development*

It is the intent of the City Council that the Administration continue to explore opportunities to cross train inspectors in the Department of Community Development for the purpose of enhancing customer service, increasing the efficient use of budget and human resources, expediting the review process to encourage economic development, and reducing the number of visits to each site.

00-18: Overtime within the Police Department*

It is the intent of the City Council that the Police Department make every effort to keep within its overtime budget and submit a written report to the Council on actual overtime incurred and steps taken to reduce reliance on overtime. Specifically, the Council requests that the Administration complete a detailed analysis on approaches to reduce overtime.