

REDEVELOPMENT AGENCY STAFF MEMO

DATE: April 14, 2015
ITEM #: 6.A.1)
PREPARED BY: D.J. Baxter
RE: Review of Administrative Budget and Staffing Document

REQUIRED ACTION: Direct staff to incorporate the proposed Administrative Budget into the FY 2015/2016 Annual Implementation Budget as presented, or, direct staff to make revisions to the proposed Administrative Budget before incorporating it into the FY 2015/2016 Annual Implementation Budget.

POLICY ITEM: Budget

BUDGET IMPACTS: The cost of administering the Agency is allocated among all of the Agency's funds.

CHIEF ADMINISTRATIVE OFFICER RECOMMENDATION: On April 4, 2015 the Chief Administrative Officer reviewed the Administrative Budget and Staffing Document, and recommended approval as proposed.

RAC RECOMMENDATIONS: At its meeting on April 1, 2015, the Redevelopment Advisory Committee reviewed the proposed Administrative Budget and Staffing Document and recommended approval.

EXECUTIVE SUMMARY/ANALYSIS: Changes from last year's Administrative Budget and Staffing Document are described below.

ANALYSIS & ISSUE:

Staffing Document. The Administration is recommending no significant changes to the staffing document. The only changes we recommend reflect the reclassification of our Communications and Marketing Manager position as recommended by Human Resources, and several career-ladder promotions of existing staff members.

Current and proposed staff positions and pay grades are listed in the table below.

PROPOSED STAFFING DOCUMENT
2015-2016 BUDGET YEAR

2014-2015		2015-2016	
Pay Grade	No. of Positions	Pay Grade	No. of Positions

Executive Director	41	1	41	1
Deputy Director	37	1	37	1
Senior Project Manager	32	1	32	2
Property Administrator	26	1	26	1
Project Manager	29	2	29	3
Project Coordinator	24	4	24	3
Office Manager	21	1	21	1
Project Area Specialist	22	1	22	0
Marketing & Communications Manager	24	1	27	1
Administrative Secretary I	18	1	18	1
Office Facilitator II	19	1	19	1
Accountant II	21	1	21	1

Total: 16.0

16.0

Personal Services. The proposed Administrative budget reflects an overall increase of 11.33%, most of which is attributable to promotions and salary increases earned by staff during the 14-15 year. Other contributors to the increase include increasing benefits costs and an allowance for cost-of-living adjustments, in the event the Council adopts across-the-board increases for city employees.

Materials and Supplies. This portion of the proposed budget reflects a 32.63% decrease from the current year, primarily due to the use of electronic rather than paper communications.

Operating and Maintenance Supply. Most items in this section of the budget remain constant, but the section shows a 2.73% increase based on the addition of a property maintenance software contract, and increased fees for the city's financial system.

Charges and Services. The proposed budget is increased by 11.75% above the current year due primarily to a proposed increase in the travel budget. This increase will help to cover training needs for new staff members, and several new obligations of the director that require added travel. This category also reflects an increase of \$7,500 to cover RDA's contribution to the Rail-Volution Partner fee.

Governmental Transaction Costs. The proposed budget anticipates no change in administrative service fees, associated with internal billings from other city departments.

Capital Expenditures. We have proposed a 62.83% reduction from the current year’s capital expenditures budget, which was increased from the prior year to cover the one-time cost of new equipment and furniture.

The table below consolidates the information provided and shows the proposed budget change from the 2014/2015 to the 2015/2016 fiscal year by the major budget groupings.

PROPOSED ADMINISTRATIVE BUDGET

	2015/2016 Budget (proposed)	2014/2015 Budget (amended)	% Change
PERSONAL SERVICES	1,650,475	1,498,263	10.16%
MATERIALS AND SUPPLIES	17,550	26,050	-32.63%
OPERATING & MAINTENANCE SUPPLY	237,000	230,700	2.73%
CHARGES & SERVICES	180,700	161,700	11.75%
GOV'T TRANSACTION COSTS	340,000	340,000	0
CAPITAL EXPENDITURES	5,125	13,787	-62.83%
TOTAL ADMINISTRATIVE EXPENDITURES	2,430,850	2,270,500	7.06%

Overall, the administrative budget would be increased by \$160,350 or 7.06%

ATTACHMENTS:

Draft Administrative Budget and Staffing Document

REDEVELOPMENT AGENCY OF SALT LAKE CITY
2015-2016 Administrative Budget

Object Code	Description	BUDGET			
		Amended 2014-2015 Budget	PROPOSED 2015-2016 Budget	% of change Plus or minus	\$ change Plus or Minus
2111.01	Executive Salaries	1,010,493	1,133,000	12.12%	122,507
2111.02	Executive Longevity	6,300	6,300	0.00%	0
2161	Hourly pay - seasonal employees	20,000	15,000	-25.00%	-5,000
SUBTOTAL SALARIES & WAGES		1,036,793	1,154,300	11.33%	117,507
2173	Plan B cash conversion	3,000	3,000	0.00%	0
2191.1	FICA	77,356	86,675	12.05%	9,319
2191.13	State Retirement				0
2191.14	Deferred Benefit 401K	45,000	56,000	24.44%	11,000
2191.15	Non-Contributory	129,562	151,000	16.55%	21,438
2191.18	501C9	10,264	10,000	-2.57%	-264
2195	Group Insurance	175,288	170,000	-3.02%	-5,288
2195.01	H S A	21,000	19,500	-7.14%	-1,500
2199	Salary contingency				
SUBTOTAL EMPLOYEE BENEFITS		461,470	496,175	7.52%	34,705
TOTAL	PERSONAL SERVICES	1,498,263	1,650,475	10.16%	152,212
MATERIALS AND SUPPLIES					
2211	Books	300	300	0.00%	0
2213	Periodicals	250	250	0.00%	0
2221	Stationery Supplies	2,000	1,000	-50.00%	-1,000
2223	Duplication Supplies	7,500	3,000	-60.00%	-4,500
2223.1	Copy center charges	1,000	1,000	0.00%	0
2224	Postage	5,000	4,000	-20.00%	-1,000
2225.05	Computer Software	5,000	5,000	0.00%	0
2299	Other Materials & Supplies	5,000	3,000	-40.00%	-2,000
TOTAL	MATERIALS AND SUPPLIES	26,050	17,550	-32.63%	-8,500
OPERATING & MAINTENANCE SUPPLY					
2311	Auditing Fees	17,000	17,000	0.00%	0
2312	Legal Fees	40,000	40,000	0.00%	0
2318	Public Relations	25,000	25,000	0.00%	0
2321.04	Software Maintenance Contract	7,000	13,000	85.71%	6,000
2324	Special Consultant	5,000	5,000	0.00%	0
2328	Technical Services	5,000	5,000	0.00%	0
2329	Lobbyist	25,000	25,000	0.00%	0
2336.01 and 233	Telephone - Long Distance & Conference	500	500	0.00%	0
2336.06	Cell Phone	12,000	12,000	0.00%	0
2527.01	Cell phone allowance	2,000	2,000	0.00%	0
2340.01	Network Support	60,000	60,000	0.00%	0
2341	Office Equipment MC	4,000	4,000	0.00%	0
2371	Public Notices	2,000	2,000	0.00%	0
2394.01	Educational Training	10,000	10,000	0.00%	0
2506	Phone Maintenance Plan	9,000	9,000	0.00%	0
2524	Mileage				0
2910.09	One Solution Maint Fee	7,200	7,500	4.17%	300
TOTAL	OPERATING & MAINTENANCE SUPPLY	230,700	237,000	2.73%	6,300

CHARGES & SERVICES

2512 Building Rent	48,000	48,000	0.00%	0
2520 Meals	20,000	20,000	0.00%	0
2522 Memberships	3,500	11,000	214.29%	7,500
2523 In-City Conventions	4,000	4,000	0.00%	0
2525 Out-of-town Travel	35,000	50,000	42.86%	15,000
2527 Auto Allowance	5,000	5,000	0.00%	0
2528 Rewards & Recognitions	3,000	3,000	0.00%	0
2529 Other Employee Costs	1,000	500	-50.00%	-500
2543 Insurance/Surety Bonds	25,000	25,000	0.00%	0
2549 Risk Management Premium	10,000	9,000	-10.00%	-1,000
2549.02 Unemployment Payments	3,500	1,500	-57.14%	-2,000
2549.7 Occupational Health Clinic Charges	200	200	0.00%	0
2590 Other Expenses	3,500	3,500	0.00%	0
SUBTOTAL CHARGES & SERVICES	161,700	180,700	11.75%	19,000

GOV'T TRANSACTION COSTS

2921.01 Administrative Service Fee	340,000	340,000	0.00%	0
SUBTOTAL GOV'T TRANSACTION COSTS	340,000	340,000	0.00%	0

TOTAL	CHARGES & SERVICES & GOV'T TRANSACTION COSTS	501,700	520,700	3.79%	19,000
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SUBTOTAL-NON-CAPITAL & GOV TRANSACTION COSTS	2,256,713	2,425,725	7.49%	169,012
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2700 Capital Expenditures					
2760 Equipment	13,787	5,125	-62.83%	-8,662	
2760.5 Office Equipment & Furnishings					
TOTAL	CAPITAL EXPENDITURES	13,787	5,125	-62.83%	-8,662

TOTAL	ADMINISTRATIVE EXPENDITURES	2,270,500	2,430,850	7.06%	160,350
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BUDGET ATTACHMENT "B"

STAFFING DOCUMENT

2015-2016

Staffing Document	Pay Grade	No. of Positions
Executive Director	41	1
Deputy Director	37	1
Senior Project Manager	33	2
Property Manager	26	1
Project Manager	29	3
Project Coordinator	24	3
Communications Manager	27	1
Office Manager	21	1
Office Facilitator II	18	1
Project Area Specialist	22	0
Accountant II	21	1
Administrative Secretary**	18	0.8
		15.8

**Joint position, 20% of salary covered by CED

BUDGET ATTACHMENT "B"

STAFFING DOCUMENT

2014-2015

Staffing Document	Pay Grade	No. of Positions
Executive Director	41	1
Deputy Director	37	1
Senior Project Manager	32	2
Property Administrator	26	1
Project Manager	26	2
Project Coordinator	24	3
Communications	24	1
Office Manger	21	1
Office Facilitator II	18	1
Project Area Specialist	22	1
Accountant II	21	1
Administrative Secretary	18	0.8 **
		<u>15.8</u>

**Joint position, 20% of salary covered by CED