



COUNCIL STAFF REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Jennifer Bruno, Sean Murphy, Lehua Weaver
and Sylvia Richards

DATE: February 10, 2015

RE: **FY 2015-BUDGET AMENDMENTS #2 & #3**

[View Administration's Proposal - Budget Amendment No. 2](#)

[View Administration's Proposal - Budget Amendment No. 3](#)

PROJECT TIMELINE:

Briefing: Feb. 10, 2015

Set Date: Feb. 10, 2015

Public Hearing: Mar. 3, 2015

Potential Action: TBD

ISSUE AT-A-GLANCE

Budget Amendment Number Two contains 12 proposed adjustments as suggested by the Administration totaling approximately \$2.6 million, including a total of \$396,005 in expenditures from general fund balance. Additional information related to the proposed amendments can be found in the associated report sections. Budget Amendment Number Three contains one proposal relating to the HIVE Pass that adjusts revenue and expenditures and requests \$323,059 from General Fund balance.

To speed processing of the budget amendment, Council staff has not repeated routine information in this report. The phrase, "Please reference the Administration's transmittal" is listed with those items that the Council staff perceives to be routine, and with those items that the Council has recently discussed.

FY 2015 Revenue Forecast:

The Administration is forecasting that the FY 2015 budget will conclude with approximately \$278,000 more revenues than budgeted. Some categories are exceeding budgeted expectations, such as Sales Tax (\$544,000), and other categories are continuing to come in under budget, most notably Fines and Forfeitures (parking ticket revenue - \$803,000 under budget). Parking meter revenue is now projected to come in on budget. A detailed chart can be found at the end of the Administration's transmittal.

Fund Balance FY 2015:

The Administration previously estimated that about \$6.4 million is available in General Fund balance above the recommended 10% threshold. Considering the \$1.8 million spent from General Fund balance in Budget Amendment #1, this takes the City to \$4.6 million above 10%, or about 11% of FY 2015 general fund revenue. If Budget Amendments Two and Three are accepted as proposed, a total of \$719,064 would be allocated from fund balance, which would take the City to approximately \$3.9 million above the 10% threshold.

The Council may wish to consider if any of these items should be considered in the context of the annual budget in May rather than in a budget amendment.



ADDITIONAL & BACKGROUND INFORMATION

Section A: New Items

A-1: WITHDRAWN FROM TRANSMITTAL

A-2: FINI Grant Support w/ Sustainability Funding (\$60,000 – Refuse Fund)

The Administration proposes using \$60,000 from the Sustainability Fund to expand access to fresh fruits and vegetables for low income participants using food stamps or SNAP benefits for groceries. SNAP is the Supplemental Nutrition Assistance Program.

As a reminder, on November 4th, the City Council held a straw poll to gauge interest in the City moving forward as a funding partner on the FINI grant, and unanimously voted to move forward.

The funding would go to Utahans Against Hunger (UAH) to fund “Double Up Food Bucks,” which increases the food stamp and/or SNAP benefits toward the purchases of fruits and vegetables at Farmer’s Markets and farm stands. The funding would be used over two-years.

There are approximately 32,000 people who receive SNAP benefits in Salt Lake City.

A-3: WITHDRAWN FROM TRANSMITTAL

A-4: WITHDRAWN FROM TRANSMITTAL

A-5: Culinary Incubator Kitchen w/ Sustainability Funding (\$500,000 – Refuse Fund One-time funding)

The Administration has an updated proposal to support the creation of a culinary incubator kitchen in the City. The Council’s last discussion and budget appropriation was \$100,000 that would be available to people responding to the City’s request for proposals (RFP). However, there were no responsive proposals received during the City’s process.

In order to support the creation of an incubator kitchen, the Administration is proposing a loan program combined with grant funding. From the Sustainability Fund, a \$250,000 loan program would be established, plus a \$250,000 grant program. The total amount available to an applicant would be the full \$500,000.

The \$100,000 that the Council appropriated previously (for RFP respondents), is being held in its CIP account. The Council may want to decide whether to make that available for the project or to re-appropriate the money toward another project.

The hope is that the higher amount of funding available would make it possible for a local group to be able to start the incubator kitchen. The Administration has provided the attached fact sheet on culinary incubator needs and desired characteristics in Salt Lake City, including information about rental and use rates that would cover ongoing operating costs.

The Council may wish to ask about:

- How the grant funds will be awarded, including criteria and limits (number of awards, limited amount, etc.).
- How the loan program will be managed and what the terms of the loan(s) will be.
- The fact sheet (attached) refers to assistance with recipes and business training, among other resources. Would any of the funds be used toward salaries?
- Whether loan and grant applicants will be required to provide a match of any sort.
- Will rental rates cover 100% of the ongoing operating costs and future capital replacement needs?

A-6: WITHDRAWN FROM TRANSMITTAL

A-7: Old Public Safety Building Maintenance Costs for Ongoing Occupancy by Police Department (\$127,105 – General Fund One-time funding)

This request would provide one-time funding from General Fund balance to cover unanticipated occupancy costs for the Police Department Crime Lab & Evidence Storage from October 2014 until March 2015. Originally the Police Department had planned to move into the new facility in September 2014. However, the move has been delayed, so facilities services does not have adequate budget to accommodate the delay. It is anticipated that the Police Department will now be able to move at the end of March 2015, and fully vacate the old Public Safety Building. *On a separate but related matter the Council may wish to ask for a update from the administration on redevelopment process and plans for the old Public Safety Building.*

A-8: WITHDRAWN FROM TRANSMITTAL

A-9: Transportation Programs (\$35,500 – General Fund)

The Administration and the Transportation Division have requested three amendments related to bicycle and pedestrian programs.

- 1) Bike Maps and Safety Publications. **\$6,500.** This will cover print and production costs for the 2015/16 SLC Bikeways Map and related publications. The Administration expects to recoup the cost through advertisement revenue.
- 2) Bicycle and Pedestrian Education Materials and Outreach. **\$14,000.** This would fund materials to increase visibility of walking and bicycling in the city and provide education on safe riding and driving. Two grants were pursued for funding this project - one application recorded funding, but that award has been put towards a different program.
- 3) Open Streets Salt Lake City Event. **\$15,000.** One-time request for budget authorization from Fund Balance. Open Streets festivals take place in downtowns across North America. Salt Lake City held its first in 2013, and the Administration plans to partner with community organizations in preparation of the 2015 event.

A-10: WITHDRAWN FROM TRANSMITTAL

A-11: WITHDRAWN FROM TRANSMITTAL

A-12: WITHDRAWN FROM TRANSMITTAL

A-13: Police Department Increase in Workers Comp Budget (\$240,000 – General Fund One-time)

The Police Department is requesting funds to accommodate unexpected workers compensation medical expenses. **In March of 2014, two police officers were shot in the line of duty. One officer's injuries required multiple surgeries and a lengthy hospital stay, and both will require lengthy physical rehabilitation.** Each department is responsible to accommodate any workers compensation claims that come throughout the year. In many cases departments can cover these unexpected expenses through savings in other line items. However, this particular claim is larger than can be accommodated within budget.

Section B: Grants for Existing Staff Resources

The following write-ups are excerpts from the Administration's transmittal.

B-1: Continuation Grant - Utah Department of Public Safety, Division of Homeland Security, Emergency Management Performance Grant, Safe Neighborhoods (\$10,000 - Misc Grants)

The Emergency Management Division applied for and received a \$10,000 grant from the State of Utah, Dept. of Public Safety, SAFE Neighborhoods grant. Grant funding will provide training to volunteers regarding the operation of shelters at Salt Lake City School District elementary schools in case of a disaster, including Shelter Orientation, Shelter Fundamentals, and Shelter Operations/Manager. The grant funding will be used as follows: \$1,380 for information packets; \$1,860 for handbooks; \$690 for training materials; \$1,860 for sheltering handbook; \$804 for sheltering guide; \$3,106 for flyers; and \$300 for banners.

A \$10,000 match is required and will be satisfied with funds from the **Police Department's** Emergency Management budget as follows: \$234 graphic design; \$6,854 Website design/maintenance; \$1,152 for SLCPD staff, and \$1,760 video production.

B-2: Department of Justice, Office on Violence Against Women, Salt Lake Grant to Encourage Arrest Policies and Enforcement of Protection Orders (\$900,000 – Misc. Grants)

The Salt Lake City Police Department received a \$900,000 grant from the Dept. of Justice, National Institute of Justice, Office of Justice Programs. This grant was awarded to encourage the creation of arrest policies, as well as enforcement of protection order programs. Funds will be used to enhance the community response to domestic violence in Salt Lake County. Grant funds will be used as follows: \$119,746 to fund police detectives overtime to enable an increased number of arrests for domestic violence/protective order violations, and an existing half-time victim advocate for the SLCPD located at the Salt Lake Area Family Justice Center for improved victim access and coordination; \$5,175 for travel; \$732,606 for consultants/contracts with YWCA Utah and Foreign Language and Sign Language Interpreters; and \$42,473 for other expenses.

B-3: Department of Justice, National Institute of Justice, S & LLEA DNA/Other Forensics, SLPD Solving Homicide and Forcible Rape Cold Cases with DNA Project (\$270,000 - Misc Grants)

The Salt Lake City Police Department received a \$270,000 grant from the Department of Justice, Office of Justice Programs, National Institute of Justice. The purpose of the grant funding is to assist the Salt Lake City Police Department Solving Homicide and Forcible Rape Cold Cases with DNA project. The funds will be used as follows: \$80,000 funding overtime when current caseload does not allow for cold case work during regular shifts; \$77,420 for travel; \$110,580 for contract with Sorenson Forensics to provide DNA analysis, and \$2,000 for other expenses.

B-4: Utah Food Bank, Utah State Office of Education, Child and Adult Care Food Program – YouthCity After School Programs (\$10,080 – Misc. Grants)

The Public Services Division of YouthCity received a grant offered by the Utah State Office of Education, under the Child and Adult Care Food Program. These funds are available to youth service providers to help offset the costs of food and snacks purchased for children participating in after school programs. The Central City After School and Teen Program will receive a pass through reimbursement through the Utah Food Bank and will receive approximately \$10,080. Approximately 40 afternoon snacks and 20 evening snacks are provided daily. These awards are reimbursed on a monthly basis and only qualified snacks and meals served to children participating in after school enrichment/education activities during the afterschool program hours are eligible for reimbursement.

B-5: State of Utah, 2012 Homeland Security Grant Program (SHSP) and Law Enforcement Terrorism Prevention Activities (LETPA) (\$59,793 - Misc Grants)

The Emergency Management Division received a \$59,793 grant from the State of Utah, Department of Public Safety, Utah Division of Emergency Management under the 2014 State Homeland Security Grant program (SHSP) and Law Enforcement Terrorism Prevention Activities (LETPA). Funds were awarded to local jurisdictions to purchase equipment and provide and/or participate in training opportunities as necessary to prepare in the event of a terrorist or weapons of mass destruction attack. The County is the lead agency and will reimburse Salt Lake City for eligible expenses. For additional description of how the grant funds will be used, please refer to the Administration's transmittal.

B-6: Utah State Parks and Recreation, Federal Highway Administration, Recreational Trails Program Grant, Wasatch Hollow Preserve Trail System (\$79,643 - Misc Grants)

The Parks and Public Lands Division of Public Services applied for and received a \$79,643 grant from the Utah State Parks and Recreation, Federal Highway Administration, Recreational Trails Program Grant for the Wasatch Hollow Preserve Trail System. Grant funds will be used to establish a pedestrian trail system and designated public access points within the newly acquired 10-acre Wasatch Hollow Preserve. The trail system will provide a place where the public can recreate in a high-quality natural environment without leaving the urban area. The Parks and Public Lands Division will use the funds to secure a Trail Construction Contractor to construct approximately 4,300 linear feet of primary access trails and secondary footpaths, install a pedestrian

bridge across the Emigration Creek canyon, and establish three primary public entrances with fencing, landscaping and benches. A required match of \$80,000 is secured and available from the Salt Lake City Capital Improvement Program (CIP) 2011-2012.

B-7: Utah State Office of Education, Child and Adult Care Food Program – YouthCity After School Programs (\$15,000 – Misc. Grants)

The Public Services Division of YouthCity received a grant from the Utah State Office of Education, under the Child and Adult Care Food Program. These funds are available to youth service providers to help offset the costs of food and snacks purchased for children participating in after school programs. Liberty Park, Ottinger Hall, Fairmont Park, Sorenson Unity Center, Tracy Aviary, and the Northwest Teen Programs will receive reimbursement directly through the State Office of Education and will receive approximately \$15,000. These awards are reimbursed on a monthly basis and only qualified snacks and meals served to children participating in the after school enrichment/education activities during the afterschool program hours are eligible for reimbursement.

Section C: Grants for New Staff Resources

None

Section D: Housekeeping

None

Section E: Grants Requiring No New Staff Resources

None

Section F: Grants Requiring No New Staff Resources

None

Section G: Council Consent Agenda – Grant Awards

None.

Section I: Council Added Items

I-1 - Downtown Library 24/7 Operations - In Budget Amendment #1, the Council explored the idea of accepting donations and authorizing expenses for 24/7 operations of the Downtown Library. Library Staff indicate that they are still in the process of conducting the needs assessment, and the results will not be ready in time for the Council to consider them with Budget Amendment 2, or Budget Amendment 3. Because the Council technically left Budget Amendment #1 “open” to leave flexibility to consider this issue, the Council may wish to make a motion officially closing Budget Amendment #1, with a plan to reconsider the Downtown Library Operations issue in the future Budget Amendment. The Council can make this a part of their motions when Budget Amendments 2 and 3 are considered.

Budget Amendment #3

Salt Lake City FY 2014-2015 Budget Amendment #3

Section A: New Items

A-1: Discounted Transit Pass Program aka HIVE Pass Continuation Program (\$323,059 – General Fund)

The Administration is requesting \$323,059 for the remainder of FY 2014-2015 (March 1 – June 30) to fund a modified HIVE Pass program. Of this request, \$50,000 is one-time to setup software for online monthly pass renewals. \$45,000 is requested for one FTE to administrator the program (new marketing materials, promotion, renewed communication strategy), and \$30,000 is requested for hourly employees in Finance issuing passes to the public. The HIVE Pilot Program sold approximately 3,200 passes between February – November, 2014. The

HIVE Pass Pilot Program offered a reduced-cost pass to public service agencies that provide services to low-income or disadvantaged populations (\$360 annually). The Administration is not proposing to change this program in the proposed iteration of the HIVE pass. Survey responses indicate the program was successful at getting pass holders to ride public transit more frequently. Table 1 shows proposed cost sharing that reflects a program goal to be revenue neutral for UTA.

Table1: Breakdown of Monthly HIVE Pass Costs

<u>Responsibility</u>	<u>Cost Share</u>	<u>Cost Share %</u>
Public	\$41.88	50%
Salt Lake City	\$25.13	30%
Utah Transit Authority	\$16.75	20%
Totals	\$83.75	100%

Annualized Program Cost Estimate—\$998,750 for FY 2015-2016

If the Council approved the proposed budget amendment, and wished to continue the HIVE pass program into FY 2016, the following would need to be added to the base general fund budget for FY 2016.

- \$235,000 for estimated annual administrative costs, and
- \$763,750 for the City’s 30% cost share (subsidy) for what is equivalent to 2,500 active monthly passes at a given time.

Noteworthy Changes:

- Annual cap of 2,500 monthly passes active at any given time for FY 2015-2016.
 - The Council may wish to ask the Administration how it would plan to address requests if they exceeded the 2,500 pass cap?
 - Based on past UTA monthly pass experience, active passes per month are expected to vary between 1,000 (March) and 2,100 (June).
- Monthly pass cost share for the public increases 28% (\$30 to \$41.88) from the HIVE Pass Pilot Program that was conducted in 2014. A typical monthly UTA transit pass costs \$83.75.
- Passes will be offered to the public on a monthly basis instead of only annually.
- Renewals can be done online for any number of months a purchaser requests.
- Frontrunner will no longer be covered for pass holders. Survey results showed trips on Frontrunner were less than 10% of all trips during the pilot program.

Table 2: Budget Estimate for HIVE Pass Continuation Program (March-June 30)

Added Budget for Public Utilities		\$20,000
Advertising to Change All Materials		\$10,000
Personnel (Administrative)		
	Administrator (1 FTE reflecting half year cost)	\$45,000
	Funding for Hourly Employees in Finance for pass issuance (reflects half year cost)	\$30,000
Software (online renewal)	(onetime)	\$50,000
Total Admin Budget		\$155,000
City Contribution (pass payments)		\$168,100
Total Budget for HIVE Pass FY 14-15		\$323,059

*Costs to continue the program into the FY 2016 fiscal year are estimated in section above

GINA CHAMNESS
FINANCE DIRECTOR

SALT LAKE CITY CORPORATION

DEPARTMENT OF FINANCE
DIRECTORS OFFICE

RECEIVED
DEC 22 2014
By *Yayla*
RALPH BECKER
MAYOR

SCANNED TO: Mayor
SCANNED BY: Yayla A.
DATE: 12-22-14

CITY COUNCIL TRANSMITTAL


David Everitt, Chief of Staff

Date Received: 12/22/2014
Date sent to Council: 12/20/2014

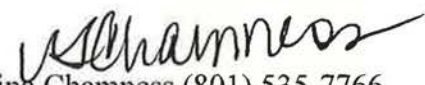
TO: Salt Lake City Council
Charlie Luke, Chair

DATE: December 22, 2014

FROM: Gina Chamness, Finance Director

SUBJECT: Budget Amendment #2, FY 2014-15

SPONSOR: NA

STAFF CONTACT: 
Gina Chamness (801) 535-7766

DOCUMENT TYPE: Budget Amendment Ordinance

RECOMMENDATION: The Administration recommends that, subsequent to a public hearing, the City Council adopt the following amendments to the FY 2014-15 adopted budget.

BUDGET IMPACT:

General Fund	\$652,605.00
Refuse Fund	\$560,000.00
Misc Grants Fund	\$1,344,516.00
Total	\$2,557,121.00

BACKGROUND/DISCUSSION:

FY 2014-15 Revenue Forecast

A revenue forecast for the General Fund based on revenues through the end of November is attached. Based on these projections, we are anticipating general fund revenue will exceed our budgeted projections by \$277,981. This forecast reflects revenue received through November, but reflects only three months of sales tax data. There are a number of categories with budgetary changes.



As of November, we expect sales tax revenue, licenses and permits, and charges and services to come in above budget. Conversely, we expect, fines and forfeitures, miscellaneous revenue, and interfund reimbursement to come in below budgetary projections.

We will continue to monitor revenue closely, and will keep the Council updated on overall trends

FY 2014-15 Budget Adjustments

The Administration is requesting a budget amendment that overall increases appropriations by \$2.6 million. The majority of this increase is related to grants the City has acquired.

The Administration is proposing to use \$396,005 from the General Fund fund balance for 3 separate items. More detail on each of these items, as well as other items is provided in the attached narrative summary. In addition, a summary spreadsheet document, outlining proposed budget changes, is also attached. The Administration requests this document be modified based on the decisions of the Council.

The budget opening is separated in eight different categories:

- A. New Budget Items
- B. Grants for Existing Staff Resources
- C. Grants for New Staff Resources
- D. Housekeeping Items
- E. Grants Requiring No New Staff Resources
- F. Donations
- G. Council Consent Agenda Grant Awards
- I. Council Added Items

PUBLIC PROCESS: Public Hearing

SALT LAKE CITY ORDINANCE
No. _____ of 2015
(Amending the Final Budget of Salt Lake City,
including the employment staffing document,
for Fiscal Year 2014-2015)

An Ordinance Amending Salt Lake City Ordinance No. 48 of 2014 Which Adopted the Final Budget of Salt Lake City, Utah, for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015.

PREAMBLE

On August 12, 2014, the Salt Lake City Council adopted the final budget of Salt Lake City, Utah, including the employment staffing document, effective for the fiscal year beginning July 1, 2014 and ending June 30, 2015, in accordance with the requirements of Section 10-6-111 of the Utah Code.

The City's Budget Director, acting as the City's Budget Officer, prepared and filed with the City Recorder proposed amendments to said duly adopted budget, including the amendments to the employment staffing document necessary to effectuate the staffing changes specifically stated herein, copies of which are attached hereto, for consideration by the City Council and inspection by the public.

All conditions precedent to amend said budget, including the employment staffing document as provided above, have been accomplished.

Be it ordained by the City Council of Salt Lake City, Utah:

SECTION 1. Purpose. The purpose of this Ordinance is to amend the final budget of Salt Lake City, including the employment staffing document, as approved, ratified and finalized by Salt Lake City Ordinance No. 48 of 2014.

SECTION 2. Adoption of Amendments. The budget amendments, including amendments to the employment staffing document necessary to effectuate the staffing changes specifically stated herein, attached hereto and made a part of this Ordinance shall be, and the same hereby are adopted and incorporated into the budget of Salt Lake City, Utah, including the amendments to the employment staffing document described above, for the fiscal year beginning July 1, 2014 and ending June 30, 2015, in accordance with the requirements of Section 10-6-128 of the Utah Code.

SECTION 3. Filing of copies of the Budget Amendments. The said Budget Officer is authorized and directed to certify and file a copy of said budget amendments, including amendments to the employment staffing document, in the office of said Budget Officer and in the office of the City Recorder which amendments shall be available for public inspection.

SECTION 4. Effective Date. This Ordinance shall take effect upon posting or upon its first publication.

Passed by the City Council of Salt Lake City, Utah, this _____ day of _____,
2015.

CHAIRPERSON

ATTEST:

CITY RECORDER

Transmitted to the Mayor on _____

Mayor's Action: _____ Approved _____ Vetoed

MAYOR

ATTEST:

CITY RECORDER

APPROVED AS TO FORM
Salt Lake City Attorney's Office
Date 12/18/14
By ERVITT

(SEAL)

Bill No. _____ of 2015.
Published: _____.

Fiscal Year 2014-15 Budget Amendment #2

Initiative Number/Name	Fund	Expenditure Amount	Revenue Amount	On-going or One time	FTEs
Section A: New Items					
1 Withdrawn Prior to Transmittal					
2 FINI Grant Support w/ Sustainability Funding	Refuse	60,000.00	-	One time	0
3 Withdrawn Prior to Transmittal					
4 Withdrawn Prior to Transmittal					
5 Culinary Incubator Kitchen w/ Sustainability Funding	Refuse	250,000.00	-	One time	0
5 Culinary Incubator Kitchen w/ Sustainability Funding	Refuse	250,000.00	-	One time	0
5 Culinary Incubator Kitchen w/ Sustainability Funding	GF	250,000.00	250,000.00	One time	0
6 Withdrawn Prior to Transmittal					
7 Old PSB Maintenance Costs for Ongoing Occupancy by Police Department	GF	127,105.00	-	One time	0
8 Withdrawn Prior to Transmittal					
9 Transportation Programs	GF	35,500.00	6,500.00	One time	0
10 Withdrawn Prior to Transmittal					
11 Withdrawn Prior to Transmittal					
12 Withdrawn Prior to Transmittal					
13 Police Department Increase in Workers Comp Budget	GF	240,000.00	-	One time	0
Section B: Grants for Existing Staff Resources					
1 Utah Department of Public Safety, Division of Homeland Security, Emergency Management Performance Grant, Safe Neighborhoods	Misc Grants	10,000.00	10,000.00	One time	0
2 Department of Justice, Office on Violence Against Women, OVW – Arrest, Salt Lake Grant to Encourage Arrest Policies and Enforcement of Protection Orders	Misc Grants	900,000.00	900,000.00	One time	0
3 Department of Justice, National Institute of Justice, S&LLEA DNA/Other Forensics, SLPD Solving Homicide and Forcible Rape Cold Cases with DNA Project	Misc Grants	270,000.00	270,000.00	One time	0
4 Utah Food Bank, Utah State Office of Education, Child and Adult Care Food Program – YouthCity After School Programs	Misc Grants	10,080.00	10,080.00	One time	0
5 State of Utah, 2012 Homeland Security Grant Program (SHSP) and Law Enforcement Terrorism Prevention Activities (LETPA)	Misc Grants	59,793.00	59,793.00	One time	0
6 Utah State Parks and Recreation, Federal Highway Administration, Recreational Trails Program Grant, Wasatch Hollow Preserve Trail System	Misc Grants	79,643.00	79,643.00	One time	0
7 Utah State Office of Education, Child and Adult Care Food Program – YouthCity After School Programs	Misc Grants	15,000.00	15,000.00	One time	0
Section C: Grants for New Staff Resources					

Fiscal Year 2014-15 Budget Amendment #2

Initiative Number/Name	Fund	Expenditure Amount	Revenue Amount	On-going or One time	FTEs
Section D: Housekeeping					
1					0
Section E: Grants Requiring No New Staff Resources					
1					0
Section F: Donations					
1					0
Section G: Council Consent Agenda -- Grant Awards					
1					0
Section I: Council Added Items					
1					
Total of Budget Amendment Items		2,557,121.00	1,601,016.00		
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Total by Fund, Budget Amendment #2:					
General Fund		652,605.00	256,500.00		
Refuse Fund		560,000.00	-		
Misc Grants Fund		1,344,516.00	1,344,516.00		
Total of Budget Amendment Items		2,557,121.00	1,601,016.00		

Fiscal Year 2014-15 Budget Amendment #2

Initiative Number/Name	Fund	Expenditure Amount	Revenue Amount	On-going or One time	FTEs
<i>Current Year Budget Summary, provided for information only</i>					
FY 2014-15 Budget, Including Budget Amendments					
	FY 2014-15 Adopted Budget	BA #1 Total	BA #2 Total	BA #3 Total	Total To-Date
General Fund (FC 10)	230,290,265.00	1,326,065.30	652,605.00		232,268,935
Curb and Gutter (FC 20)	382,993.00	(1,165,526.00)	-		(782,533)
Street Lighting (FC 30)	461,496.00	-	-		461,496
Misc Special Service Districts (FC 46)	1,177,855.00	-	-		1,177,855
Street Lighting Enterprise (FC 48)	3,205,953.00	-	-		3,205,953
Water Fund (FC 51)	79,772,707.00	-	-		79,772,707
Sewer Fund (FC 52)	40,662,125.00	114,240.00	-		40,776,365
Storm Water Fund (FC 53)	11,511,270.00	283,340.00	-		11,794,610
Airport Fund (FC 54,55,56)	473,950,200.00	142,500.00	-		474,092,700
Refuse (FC 57)	14,318,237.00	637,195.50	560,000.00		15,515,433
Golf Fund (FC 59)	14,455,754.00	-	-		14,455,754
E-911 Fund (FC 60)	3,134,960.00	18,500.00	-		3,153,460
Fleet Fund (FC 61)	19,987,574.00	481,728.50	-		20,469,303
IMS Fund (FC 65)	11,537,889.00	-	-		11,537,889
CDBG Operating Fund (FC 71)	3,557,980.00	1,215,419.96	-		4,773,400
Miscellaneous Grants (FC 72)	7,322,472.00	9,316,115.27	1,344,516.00		17,983,103
Other Special Revenue (73)	-	904,521.86	-		904,522
Donation Fund (FC 77)	500,000.00	1,052,308.31	-		1,552,308
Housing Loans & Trust (FC 78)	11,619,053.00	1,555,797.38	-		13,174,850
Debt Service Fund (FC 81)	35,923,780.00	24,784,605.80	-		60,708,386
CIP Fund (FC 83)	22,664,810.00	3,694,231.90	-		26,359,042
CIP Impact Fees (FC 84)	-	-	-		-
Governmental Immunity (FC 85)	1,420,781.00	-	-		1,420,781
Risk Fund (FC 87)	42,033,234.00	-	-		42,033,234
Library Fund		-	-		-
Total of Budget Amendment Items	1,029,891,388.00	44,361,043.78	2,557,121.00	-	1,076,809,553

Certification

I certify that this document is a full and correct copy of Ordinance _____ of 2015, amending Salt Lake City Ordinance _____ of 2014, which adopted the final budget of Salt Lake City Utah for the fiscal year beginning June 1 2014 and ending June 30, 2015.

Budget Director

Deputy Director, City Council

Salt Lake City FY 2014-15 Budget Amendment #2

Initiative Number/Name	Fund	Amount
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Section A: New Items

A-1: Withdrawn Prior to Transmittal

A-2: FINI Grant Support w/ Sustainability Funding
Department: Public Services - Refuse

Refuse \$60,000.00
Prepared By: Vicki Bennett/Greg Davis

The City will partner with the organization Utahns Against Hunger (UAH) by providing \$60,000 to finance a program called Double Up Food Bucks. The Sustainability division, along with Administration, believes this would be a good use of the Landfill one-time distribution funds.

The 2014 Farm Bill established the FINI competitive grant program within the USDA to support projects that increase the purchase of fruits and vegetables among low-income consumers participating in the Supplemental Nutrition Assistance Program (SNAP). It is a two year grant and requires 100% matching funds.

UAH has applied for FINI grant funding to start a Double Up Food Bucks program. Double Up matches food stamps/SNAP benefits dollar for dollar for the purchase of fruits and vegetable at Farmers’ Markets and farm stands. Markets and stands in Salt Lake City are already set up to accept SNAP benefits and so far this season there have been over **500 transactions using SNAP benefits just at the Downtown Farmers’ Market. There are almost 32,000 individuals on SNAP in Salt Lake City.**

According to a study completed by Sustainable Seattle, every dollar spent at a farmers market generates \$2.80 of local **economic activity. The benefit of Salt Lake City’s portion of the grant has potential to** contribute as much as \$336,000 to our local, Salt Lake City economy while increasing access to healthy food among our food insecure residents.

It is a win-win-win program: families bring home healthy food, local farmers gain new customers, and more food dollars stay in the local economy. All of which are integral in meeting our sustainability goals of creating an accessible, equitable, and healthy local food system.

Other partners include the Department of Workforce Services, USU Extension, Downtown Farmers Market, 9th West Farmers Market, Sugar House Farmers Market, U of U Farmers Market and Utah Department of Health.

A-3: Withdrawn Prior to Transmittal

A-4: Withdrawn Prior to Transmittal

A-5: Culinary Incubator Kitchen w/ Sustainability Funding

Refuse \$250,000.00
Refuse \$250,000.00
GF \$250,000.00

Department: Public Services – Refuse

Prepared By: Greg Davis

Culinary Incubator Kitchen:

The City plans to use \$500,000 of the Landfill one-time distribution (deposited in Sustainability prior to FY15) to develop a culinary incubator kitchen. \$250,000 of these funds will be awarded in the form of grants, and the other \$250,000 will be made available through a loan managed by the Department of Community & Economic Development. (loan rate and terms are still being determined). The \$250,000 made available from the Refuse fund to CED will be transferred in to the general fund as revenue. This will also require an accompanying increase in general fund expenditure budget for CED as

Salt Lake City FY 2014-15 Budget Amendment #2

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well.

An incubator kitchen is designed to give small food businesses a competitive advantage when entering or continuing in the local marketplace by providing an affordable certified kitchen space for food prep. Incubators;

- **Help remove restrictive barriers of high cost capital investment associated with leasing or purchasing a kitchen and kitchen equipment;**
- **Allow specialty food businesses like processors, farmers, caterers, food cart vendors, and mobile food trucks the opportunity to start from nothing and grow;**
- **Reduce the risk of failure by removing additional start-up barriers associated with no, or low skills in the areas of managing and maintaining a commercial kitchen;**
- **Provide resources related to distribution, branding, marketing, accounting, insurance, and financing new products.**

In 2013, the Food Policy Task Force, in partnership with the Salt Lake City Sustainability Division, worked with Carbaugh & Associates to conduct the Culinary Incubator Kitchen Feasibility Study. This study identified potential user groups, their current barriers to starting or growing their business, and a market analysis to examine areas such as job creation and economic impacts.

Through focus groups, surveys and one-on-one interviews, as well as evaluating successful culinary incubators in other states, the feasibility study was able to identify the key components to creating a successful culinary incubator kitchen for the SLC community.

Sustainability worked with Purchasing to draft a Request for Proposals (RFP) to identify potential partners well positioned to develop and operate an incubator kitchen with the \$100,000 previously allocated by the City Council.

The RFP was unsuccessful. It is a possibility that because of the broad vision and complexity of this project, the RFP process created challenges to bringing the diversity of partners to the table needed to create a successful model. Purchasing recommended that the funds be disbursed through a grant application process instead of an RFP. Sustainability **is working with the Attorney's Office to create a grant application.**

This request is consistent with the previously reviewed and approved Sustainability Business Plan.

A-6: Withdrawn Prior to Transmittal

A-7: Old PSB Maintenance Costs for Ongoing Occupancy by Police Department Department: Public Services	GF	\$127,105.00
	Prepared By: Greg Davis	

The Police Department is currently occupying the old Public Safety Building (old PSB) and had planned on moving out in September 2014. However, since the construction of the Crime & Evidence Lab Storage Facility is just beginning, it is expected that the Police Dept will occupy the old PSB during much of FY 2015, and should occupy the new facility around March. Facilities Services had budgeted costs for utilities, janitorial and maintenance to accommodate occupancy only through September 2014. The Police Department needed the space and has still not been able to transition fully to the new building as expected. Therefore, Facilities has incurred and will incur additional costs to keep the building operating. This budget request is for additional funds in the amount of \$127,105 to cover those costs that were not anticipated for October 2014 through March 2015.

A-8: Withdrawn Prior to Transmittal

Salt Lake City FY 2014-15 Budget Amendment #2

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A-9: Transportation Programs <i>Department: CED - Transportation</i>	GF	\$35,500.00
	Prepared By: Robin Hutcheson	

The purpose of this budget amendment is to authorize budget to support three transportation programs. These programs are: 1) the printing and production of the 2015/16 SLC Bikeways Map and bicycle safety publications; 2) bicycle and pedestrian education materials; and 3) Open Streets Salt Lake City Event. Funding for these elements was presented as part of the 2013/2014 budget but did not move forward at that time. Funding is required before the budget process for 2014/2015 in order to complete activities beginning in early Spring 2015.

Bike Map and Safety Publications

The purpose of this program is to authorize budget for the printing and production of the 2015/16 SLC Bikeways Map and bicycle safety publications. The map will be printed on recycled paper and distributed at no cost to the public, including through local bike shops, non-profit organizations, libraries, and at festivals/events by the SLC Sustainability Office and Transportation Division. The new map will include updated bicycle routes constructed since the 2013/14 map. This program needs \$6,500 in funding, which will be off-set by the sale of advertising.

Bicycle and Pedestrian Education Materials and Outreach

Previously the Transportation Division has used grant money to support bicycle and pedestrian education and outreach. Grant funding has been expended and funding is needed to continue the education and outreach work. Competitive funding was sought to supplement our efforts, but was not awarded. This request includes day to day needs for educational and promotional materials to increase the visibility of walking and bicycling in the city, providing education on safe riding and driving, the production of promotional materials, and advertising. This program needs \$14,000 in funding.

Open Streets Salt Lake City Event

Open Streets Salt Lake City is an event that encourages people to get outside and be active in the city by walking and biking in a comfortable and fun environment, supported by free activities such as exercise classes, dance classes, yoga session, aerobics, music, art, bicycle polo, free bike test rides, obstacle courses, and other family-friendly games and activities. This event takes advantage of the city's largest public space, the streets and sidewalks, to encourage healthy activities that promote community pride, local businesses, and air quality. Salt Lake City's first Open Streets event took place on Saturday, May 4, 2013 on 300 South in downtown Salt Lake City. People of all ages enjoyed 1.5 miles of downtown streets opened exclusively to walking, biking, jogging, and other fun, family-friendly activities. By connecting a variety of events throughout downtown on the same day, the first Open Streets received enthusiastic response and participation from throughout the Salt Lake valley. Open Street events are carried out all across the US and Canada as part of the Open Streets Project initiative to support urban vibrancy and promote active transportation. In partnership with community organizations such as Bike Utah, this event would expand upon the successes and lessons learned from the first Open Streets event to engage more residents and neighborhoods in 2015. This program needs funding in the amount of \$15,000 to hold an open streets event in May 2015.

This is a one-time request for budget authorization from Fund Balance.

A-10: Withdrawn Prior to Transmittal

A-11: Withdrawn Prior to Transmittal

A-12: Withdrawn Prior to Transmittal

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A-13: Police Department Increase in Workers Comp Budget **GF** **\$240,000.00**
Department: Police Department **Prepared By: Shellie Dietrich**

The Police Department is requesting a budget increase to cover workers compensation medical related expense. On March 28, 2014 the Police Department had two officers shot in the line of duty. One officer's injuries has required multiple surgeries and a lengthy stay in the hospital. Both Officers will require lengthy rehabilitation and these costs are continuing to be a major expense to budget this fiscal year. The city forecast for workers compensation continues to increase, but we have not adjusted budget for these costs. The police department is requesting an increase in workers compensation to cover these added expenses.

Section B: Grants for Existing Staff Resources

B-1: Utah Department of Public Safety, Division of Homeland Security, Emergency Management Performance Grant, Safe Neighborhoods **Misc Grants** **\$10,000.00**
Department: Police - Emergency Management **Prepared By: Cory Lyman/Melyn Osmond**

The Emergency Management Division applied for and received a \$10,000 grant from the State of Utah, Department of Public Safety, SAFE Neighborhoods grant under the Emergency Management Performance Grant program. This grant was awarded to continue the SAFE Neighborhoods initiative which provides training to volunteers on how to operate shelters at SLCSO elementary schools in the event of a disaster. Training will include Shelter Orientation, Shelter Fundamentals, Shelter Operations/Manager, and Train the Trainer.

Of the grant award amount funds will be used as follows. \$1,380 Shelter Management packet, \$1,860 for SAFE Orientation handbook, \$690 for Train the Trainer material, \$1,860 for Sheltering handbook, \$804 for Sheltering Fundamental guide, \$3,106 for SAFE flyers, and \$300 for SAFE banners.

A \$10,000 match is required and will be satisfied with the funds from the Emergency Management budget being used as follows; \$234 for Graphic Design, \$6,854 for SAFE Neighborhood Website design/maintenance, \$1,152 for SLCSO staff, and \$1,760 for Video production.

B-2: Department of Justice, Office on Violence Against Women, OVW – Arrest, Salt Lake Grant to Encourage Arrest Policies and Enforcement of Protection Orders **Misc Grants** **\$900,000.00**
Department: Police **Prepared By: Jordan Smith/Melyn Osmond**

The Salt Lake City Police Department applied for and received a \$900,000 grant from the Department of Justice, National Institute of Justice, Office of Justice Programs. This grant was awarded from the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program. These funds will be used to enhance the multi-disciplinary coordinated community response to domestic violence in the Salt Lake County.

The grant award will be used as follows: \$119,746 for Personnel to pay for police detectives overtime which will enable an increased number of arrests for domestic violence/protective order violations, and an existing half-time victim advocate for the SLCPD located at the Salt Lake Area Family Justice Center for improved victim access and coordination. \$5,175 for Travel, \$732,606 for Consultants/Contracts with YWCA Utah and Foreign Language and Sign Language Interpreters, and \$42,473 for other expenses.

B-3: Department of Justice, National Institute of Justice, S&LLEA DNA/Other Forensics, SLPD Solving Homicide and Forcible Rape Cold Cases with DNA Project **Misc Grants** **\$270,000.00**
Department: Police **Prepared By: Jordan Smith/Melyn Osmond**

The Salt Lake City Police Department applied for and received a \$270,000 grant from the Department of Justice, Office of Justice Programs, National Institute of Justice. This grant was awarded for the Salt Lake City Police Department Solving Homicide and Forcible Rape Cold Cases with DNA project.

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The grant award will be used as follows: \$80,000 for Personnel using overtime when detectives current case load does not allow for cold case work during regular shifts, \$77,420 for Travel, \$110,580 for Contract with Sorenson Forensics to provide DNA analysis, and \$2,000 for other expenses.

B-4: Utah Food Bank, Utah State Office of Education, Child and Adult Care Food Program – YouthCity After School Programs **Misc Grants** **\$10,080.00**
Department: Public Services – Youth and Family *Prepared By: Ken Perko/Melyn Osmond*

The Public Services Division of YouthCity applied for and received a grant offered by the Utah State Office of Education, under the Child and Adult Care Food Program. These funds are available to youth service providers to help offset the costs of food and snacks purchased for children participating in after school programs. The Central City After School and Teen Program will receive a pass through reimbursement though the Utah Food Bank and will receive approximately \$10,080.00. Approximately 40 afternoon snacks and 20 evening snacks are provided daily.

These awards are reimbursed on a monthly basis and only qualified snacks and meals served to children participating in the after school enrichment/education activities during the afterschool program hours are eligible for reimbursement.

B-5: State of Utah, 2012 Homeland Security Grant Program (SHSP) and Law Enforcement Terrorism Prevention Activities (LETPA) **Misc Grants** **\$59,793.00**
Department: Police - Emergency Management *Prepared By: Cory Lyman/Melyn Osmond*

The Emergency Management Division applied for and received a \$59,793 grant from the State of Utah, Department of Public Safety, Utah Division of Emergency Management under the 2014 State Homeland Security Grant program (SHSP) and Law Enforcement Terrorism Prevention Activities (LETPA). This grant was awarded to local jurisdictions to purchase equipment and provide and/or participate in training opportunities as necessary to prepare in the event of a terrorist or weapons of mass destruction attack. The County is the lead agency and will reimburse SLC for eligible expenses.

The grant award funds will be used for the following five projects: \$13,191 for Law Enforcement Terrorism Prevention Activities (LETPA) Projects managed by Police Department), Equipment, and Sustainment; \$10,000 for Planning, Training, and Exercise. \$12,000 for Interoperable Communications; \$5,000 for Special Operations Equipment & Sustainment; \$9,602 for Information Sharing and Management; and \$10,000 for Emergency Response Equipment & Sustainment. The latter four project areas are to support Citywide All Hazard preparations (managed by the emergency management program).

B-6: Utah State Parks and Recreation, Federal Highway Administration, Recreational Trails Program Grant, Wasatch Hollow Preserve Trail System **Misc Grants** **\$79,643.00**
Department: Public Services – Parks *Prepared By: Lewis Kogan/Melyn Osmond*

The Parks and Public Lands Division of Public Services applied for and received a \$79,643 grant from the Utah State Parks and Recreation, Federal Highway Administration, Recreational Trails Program Grant for the Wasatch Hollow Preserve Trail System.

The Grant funds will be used to establish a pedestrian trail system and designated public access points within the newly acquired 10-acre Wasatch Hollow Preserve. The trail system will provide one of the only locations where the public can recreate in a high-quality natural environment without leaving the urban area.

The Parks and Public Lands Division will use the funds to secure a Trail Construction Contractor to construct approximately 4,300 linear feet of primary access trails and secondary footpaths, install a pedestrian bridge across the Emigration Creek canyon to facilitate access between the northern and southern parcels, and establish three primary public entrances with fencing, landscaping and benches.

A required match of \$80,000 is secured and available from the Salt Lake City Capital Improvement Program 2011-2012.

B-7: Utah State Office of Education, Child and Adult Care Food Program – YouthCity After School Programs **Misc Grants** **\$15,000.00**

Salt Lake City FY 2014-15 Budget Amendment #2

Initiative Number/Name	Fund	Amount
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Department: Public Services – Youth and Family

Prepared By: Ken Perko/Melyn Osmond

The Public Services Division of YouthCity applied for and received a grant offered by the Utah State Office of Education, under the Child and Adult Care Food Program. These funds are available to youth service providers to help offset the costs of food and snacks purchased for children participating in after school programs. Liberty Park, Ottinger Hall, Fairmont Park, Sorenson Unity Center, Tracy Aviary, and the Northwest Teen Programs will receive reimbursement directly through the State Office of Education and will receive approximately \$15,000.

These awards are reimbursed on a monthly basis and only qualified snacks and meals served to children participating in the after school enrichment/education activities during the afterschool program hours are eligible for reimbursement.

Section D: Housekeeping

Section E: Grants Requiring No New Staff Resources

Section G: Council Consent Agenda – Grant Awards

Section I: Council Added Items

Revenue	FY14-15 Annual Budget	Revised Forecast	Variance Favorable (Unfavorable)
Total General Fund	230,290,266	230,568,217	277,951
Selected Discussion Items			
Total Property Taxes <i>Discussion:</i> Property Taxes for FY 2015 is coming in at budget.	75,913,568	75,913,568	0
Total Sales and Use Tax <i>Discussion:</i> Sales Tax is coming in about 1.0 percent above budget.	56,360,816	56,904,585	543,769
Total Franchise Tax <i>Discussion:</i> All Franchise tax are coming in at budget.	28,064,086	28,064,086	0
License and Permits: <i>Discussion:</i> Permits are coming in over budget due to higher valuations and more plan reviews.	20,440,703	21,453,923	1,013,220
Total Intergovernmental <i>Discussion:</i>	5,846,955	5,859,496	12,541
Interest income <i>Discussion:</i>	600,000	600,000	0
Total Fines & Forfeiture <i>Discussion:</i> Parking ticket revenue is coming in slightly below budget due to 300 south construction . Moving Violation are seeing a significant decline as well. Criminal fines are projected to be on budget.	8,368,400	7,564,888	(803,512)
Parking Meters <i>Discussion:</i> Parking Meters are seeing a slight decrease in transactions. Bagged Meters are seeing a slight increase which overall has resulted in a slight increase in revenue.	3,234,896	3,280,014	45,118
Charges and Services <i>Discussion:</i> Charges and Services are coming in above budget due to a one time revenue for last fiscal year in ambulance service and also due to a slight increase in encroachment leases.	5,071,211	5,497,881	426,670
Miscellaneous Revenue <i>Discussion:</i> The collections for the Justice Courts are coming in below budget with about a \$300,000.00 offsetting expense that has not been used due to a delay in hiring of Collection Staff.	8,290,042	7,730,187	(559,855)
Total Interfund <i>Discussion:</i> Projected decrease in engineering fees.	10,010,615	9,610,615	(400,000)
Transfers <i>Discussion:</i>	8,088,974	8,088,974	0

GINA CHAMNESS
FINANCE DIRECTOR

SALT LAKE CITY CORPORATION
DEPARTMENT OF FINANCE
DIRECTORS OFFICE

RECEIVED

JAN 27 2015

RALPH BECKER
MAYOR

SCANNED TO: Mayor
SCANNED BY: Nayla Adelino
DATE: 1-27-2015

CITY COUNCIL TRANSMITTAL



David Everitt, Chief of Staff

Date Received: 1/27/2015

Date sent to Council: 1/28/2015

TO: Salt Lake City Council
Luke Garrott, Chair

DATE: January 27, 2015

FROM: Mary DeLaMare-Schaefer
Gina Chamness



SUBJECT: FY 2014-15 Budget Amendment #3: Hive Coop Pass Proposal

STAFF CONTACT: Robin Hutcheson, Transportation Director, (801) 535-6630
Gina Chamness, Finance Director, (801) 535-7766

COUNCIL SPONSOR: N/A, Budget Related

DOCUMENT TYPE: Ordinance

RECOMMENDATION: Schedule a Public Hearing and Adopt Budget Amendment.

BUDGET IMPACT: While the overall impact of this budget amendment is a negative adjustment, we are proposing to use **\$323,059** of General Fund fund balance for the remainder of FY 2014-15 to offer the Hive Pass Coop Program.

General Fund Revenue Reduction: (1,313,403)

General Fund Expense Reduction: (1,282,193)

BACKGROUND/DISCUSSION:

This transmittal proposes the Hive Pass Coop Program, a revision of the original Hive Pass Pilot project which occurred from February to October of 2014. The transmittal includes a brief summary of previous activities, as well as results from

the original pilot. This transmittal also describes the proposal for a modification of the Hive program (called the Hive Coop), and associated budget needs for implementation. A total budget adjustment for 2014/2015 is also included in this transmittal.

Summary of Original Hive Program

The Hive Pass was a pilot between Salt Lake City and UTA to provide annual passes for Salt Lake City residents at a discounted price to match the shorter trip patterns of urban residents. SLC was responsible for the administration of the Hive Pass Program. The operating and capital costs for the pilot program were budgeted for approximately \$150,000. Resources within the existing approved City budget were used to cover the cost of employee time, materials and equipment, advertising and promotion, and for supplemental resources required for changes to the Public Utilities billing system, which was used to process Hive pass billing.

Three sales locations were available during the entire pilot period, Salt Lake City and County Building, Public Utilities and Sorenson Unity. Mobile sales from March through May were also offered including weekends at city libraries. The Hive Pass sales were launched on March 1, 2014, with a pre-sales event occurring in February to beta test procedures. The City issued passes to residents through September 31, 2014. Hive pass sales to low income residents continue through a sponsored voucher program.

An extensive marketing campaign was undertaken to promote sales. A list of activities is included in Attachment A.

Salt Lake City (SLC) has sold approximately 3,200 Hive passes as of November 1st. UTA notified the City that Hive Pass sales would end October 31st, and both parties would enter into an evaluation time period. Staff from UTA and SLC has prepared an evaluation of the program, based on the previously agreed-upon criteria of ridership and revenue. A survey completed in September 2014 found that the Hive Pass was successful in changing people's behavior, and that ridership increased among people who purchased the pass. The survey also showed overwhelming support for the Hive Pass. Survey results are included in Attachment B. A second measure UTA and SLC used to evaluate the program was that UTA would remain revenue neutral. The program was not revenue neutral for UTA, so a different model is now being considered. This proposal is an extension of the pilot concept and considers a modification to the original sales model with the goal of sustaining the increased ridership achieved during the Hive pilot program under a model acceptable to the Utah Transit Authority.

Moving Ahead – The Hive Coop Pass

The Utah Transit Authority has agreed to allow the sale of a Hive Coop Pass, whereby a monthly pass will be available to Salt Lake City residents, and the cost will be shared by the purchaser (who pays 50% of the cost), Salt Lake City (who pays 30% of the cost), and UTA (who pays 20% of the cost). The following table shows the breakdown of the costs, and shows that purchasers will pay \$41.88 for a pass valued at \$83.75.

Table 1: Breakdown of Hive Coop Cost

Responsibility	Cost Share
Public	41.88
Salt Lake City	25.13
Utah Transit Authority	16.75
Total Pass Value	83.75

Components of the pass program include:

- The pass will work for bus routes, TRAX, and Streetcar. Pass will be not valid on Front Runner, Ski Routes, Paratransit Routes, Special Service and Park City– SLC Connect service. Frontrunner comprised less than 10% of trips under the Hive Pass pilot program.
- In person purchase will be required for the first month, and renewals will be available on line. This will require new software and programming.
- The pass will be deactivated 30 days after the purchase unless renewed by purchaser. Renewals will be available on-line.
- Passes may be purchased for as many months at a time that the purchaser would like.
- Sales locations will include Salt Lake City and County building; Public Utilities and the Sorenson Unity Center.
- Additional structure and operational changes will be necessary including modification of the operating system to accommodate on line renewal, new marketing materials, and renewed communications strategies.
- There is no proposed change to the Voucher program. Vouchers will continue to be sold to public service agencies that provide services to low income or disadvantaged populations. Vouchers may be purchased annually for \$360.

The estimated sales per month are approximately 300 monthly passes. The estimate is prepared with the assumption that sales would begin, at earliest, March 1. It is also estimated that a high percentage of current Hive Pass holders will roll over into the new program, based on survey results. Based on UTA data, monthly pass purchasers typically keep the pass for three months at a time, so estimates

account for potential drop off in individual usage after this timeframe. Estimates to fund the program are based on projections of the number of active passes per month, some of which are people who are rolling out of the old Hive program into the new one (whose current annual passes are expiring), and some who are new to the program entirely. An anticipated range of active passes per month is between 1,000 passes active in March, to approximately 2,100 passes active in June.

Cost of Program FY 14/15

In order to provide the best estimate of the program, cost of the program is displayed in two ways: the cost to fund the program through the end of FY 14/15, and the projected cost on an annual basis.

Projection for Remainder of FY 14/15

- Estimated SLC contribution for passes : \$168,100
- Administrative costs: \$155,000

Table 2 shows a summary of the budget for the Hive Coop for 2014/2015. The budget assumes pass sales between March and June.

Table 2: Budget Estimate Hive Coop

Added Budget for Public Utilities		\$ 20,000
Advertising to Change all Materials		\$ 10,000
Personnel (Administrative)		
	Administrator (1 FTE) (reflects half year cost)	\$ 45,000
	Funding for Hourly Employees in Finance for pass issuance (reflects half year cost)	\$ 30,000
Software (on line renewal)	(onetime)	\$ 50,000
Total Admin Budget		\$ 155,000
City Contribution (pass payments)		\$ 168,100
Total Budget for Coop FY 14/15		\$ 323,059

An analysis has been prepared to adjust the original projected revenue and expenditures for FY 14/15 related to the Hive Pass program. Both revenue and expenditures would be significantly reduced from the previous estimates for the original Hive Pass program.

Table 3 shows the adjustments to FY 2014/2015 revenue and expense total, comparing what was assumed for the Hive Pilot program, and the new Hive Coop program. It should be noted that this estimate includes resources needed to honor

existing Hive passes issued since March 2014, and to continue the Hive Voucher program.

Table 3: Revenue and Expense Adjustment for Hive Program

	FY 2014-15 Adjusted Budget (Includes FY 2014-15 Adopted Budget	FY 2014-15 Encumbrances and Amendments)	FY 2014-15 YTD Thru January	FY 2014-15 Projected against Old Program - Existing Passes	FY 2014-15 Remaining Budget	New Program Costs and Revenue for FY 2014-15	Proposed Budget Adjustment
Revenue							
Projected Pass Through Revenue	2,160,000	2,160,000	379,563	187,075	1,593,362	280,098	(1,313,264)
Expense							
Pass Through Expense	2,160,000	2,471,310	* 410,371	** 187,075	1,873,864	280,098	
New SLC Cost Share Expense						168,059	
<u>Admin & Mrkt Expenses</u>	<u>108,000</u>	<u>180,046</u>	* <u>107,310</u>	*** <u>61,250</u>	<u>11,486</u>	<u>155,000</u>	
Total	2,268,000	2,651,356	517,681	248,325	1,885,350	603,157	(1,282,193)
<i>Fund Sources:</i>							
Other General Fund Sources	108,000	491,356	* 138,118	61,250	291,988	‡ 323,059	
Pass Through Revenue	<u>2,160,000</u>	<u>2,160,000</u>	<u>379,563</u>	<u>187,075</u>	<u>1,593,362</u>	<u>280,098</u>	
Total	2,268,000	2,651,356	517,681	248,325	1,885,350	603,157	
* Encumbrances as of the beginning of FY 2015 - \$383,356 (72,046 + 311,310)							
** Encumbrances as of Jan 26th - \$114,360							
*** Encumbrances as of Jan 26th - \$72,046							
‡ \$186,406 of this amount is encumbrances that will be eliminated							

Projection of Possible Annual Costs

The annual administrative costs are projected at \$235,000. The recommendation is to make 2,500 monthly passes available for FY 2015/2016, for a combined annual estimate (subsidy and administration) of \$998,750. It should be noted that if the allocation is not made for the current fiscal year, a one-time purchase of software would also be needed in FY 2015/2016, bringing the cost to \$1,048,750. The City will explore options to safeguard the opportunity for current Hive Pass holders to transition to the new program if space becomes limited.

Public Feedback

During the program the City received a volume of positive response about the Hive Pass. Since the close of the pilot we have received daily requests for more information about when the Hive Pass will be offered again, and why we cannot sell them. Sample emails are included in Attachment C.

Some public input was received about the requirement to purchase a pass for a year. The Hive Coop could improve sales by reaching people who do not want an annual pass.

Some public input was received saying it was too difficult to get a pass. Unfortunately UTA will require a picture on the card so the first purchase will remain in person. Online renewals may address this problem to some degree.

Attachments:

- a. Marketing Strategies
- b. Survey Results
- c. Sample emails

Detailed list of HIVE Pass Marketing and Outreach

- Participation at citywide events including twilight concert series, farmers market, community festivals, etc...At these events, was offered people to try transit for free for three days, and their email was requested for follow up.
- Ads in the City Weekly, the West view, Catalyst.
- Social media (Facebook, Twitter, You Tube and Instagram)
- 90.9 KRCL radio messaging.
- Promotional Material in almost 100 Salt Lake City coffee shops, grocery stores, libraries and local business.
- Social Media Campaign (before mobile or event sales)
- 26 mobile sales during weekends
- You tube video to educate resident how to take transportation in SLC.
- Email account and phone line specific for resident seeking information on HIVE Pass.
- Email messaging account (Mail chimp). Sent about 10,000 emails with info and promotional messaging.
- Sent 45,000 notices through direct mail in July, and 45,000 more in August
- Distributed 10,000 bilingual (Spanish/English) flyers to neighborhood elementary schools for inclusion in the students Thursday packet.
- In cooperation with Utah Transit Authority, 9700 postcard about the Hive Pass were sent to residents within ¼ mile of bus and rail routes.
- Email outreach to 5,500 rental properties.
- Promoted Hive at Salt Lake City senior centers.
- Worked with the County, LDS churches and Stakes on additional promotion.
- Launched a 'voucher' program whereby anyone can purchase a pass for others. This has been successful with agencies such as the Road Home, and State Division of Disability Services

Sample Emails

--Original Message-----

From: Sterling Coons [mailto:skcoons@gmail.com]
Sent: Monday, October 06, 2014 10:22 AM
To: Ride With Hive
Subject: Re: Question

So I already have a pass I just am planning ahead to see if I'm going to sell my vehicle or not... so this evaluation phase doesn't mean the program is over right ?

Sent from my iPhone

From: Kristopher McGuire [mailto:kmmc@nuskin.com]
Sent: Friday, October 03, 2014 8:51 AM
To: Ride With Hive
Subject: Estimated Timeframe for Evaluation & Analysis Period

Good Morning,

I currently enjoy a Hive Pass and love the accessibility it provides me to get to Provo to work each day. Great program that encourages usage of mass transportation over individual commuting!

I have a co-worker who has recently moved here from overseas and is currently waiting to get her social security card and other relevant credentials approved, so she was unable to apply before September 30th. I am inquiring for her to find out if there is an estimated timeframe for when you will be done with the evaluation and analysis of the program, so she might know when she could apply in the future for a pass.

If you have a moment in your busy day to respond, I would greatly appreciate it!

Cheers,

kristophermcguire

Americas Recognition Specialist

Email: kmmc@nuskin.com | Office: 801.345.2565



From: Jillian Dahlen [mailto:jillian.dahlen@vitalbgs.com]
Sent: Thursday, October 02, 2014 12:43 PM
To: Ride With Hive
Subject: Frustrated

Hi,

I just wanted to let you know that I find it incredibly frustrating that the Hive pass is no longer offered. I was planning to sign up today, please bring it back.

UTA prices are very unreasonable without this pass.

From: Rick Thompson [mailto:rick.thompson87@yahoo.com]
Sent: Wednesday, September 10, 2014 10:07 AM
To: Ride With Hive
Subject: Re: HIVE Pass Survey

yes I love the hive pass and I hope that I can get it next year its the best way to get around and the nice thing its good for a year and the cost is wonderful. as I cant ride a bike any more.i have been to ogden and provo with my hive pass, and I hope that you well have the program again next year cause if you do I well continue to get the hive pass every year.thanks so so much for making traveling much much easier.sincerely Richard Thompson 801-707-3822.

From: Creed Collins [mailto:Creed.Collins@zionsbancorp.com]
Sent: Tuesday, July 08, 2014 9:35 AM
To: Ride With Hive
Subject: advertise on UTA

I am a happy HIVE pass user, but I am finding that even regular UTA riders I know have never heard of the HIVE pass. May I suggest you advertise it on all UTA trains, platforms, and buses? I only ride the bus, but I have never seen it advertised there, and it seems like a natural place to spread the word.

Hoping HIVE survives –
Creed Collins

From: Judith Poole (RM HDR) [mailto:Judith.Poole@wholefoods.com]
Sent: Sunday, July 06, 2014 10:52 AM
To: Ride With Hive
Subject: Hive pass discontinued?

Hi,

I have heard that the city plans to discontinue the Hive pass. Is this true? I just found out about it a little while ago and I will be very disappointed to lose it so soon. I just wanted to let you know that this is a real help to me. I work in Cottonwood Heights and I rely on the bus to get to work every day. I don't make much money, so the reduced fare really helps. Please, keep the program going. If the problem is that it doesn't seem very popular, please give it more time. Keep in mind that I just found out about it. Granted, I don't really listen to radio, watch TV or read newspapers, so I may be a bit out of the ordinary, but sometimes these things take time to catch on. Again, please don't end this program without giving us a chance to use it. Thank you.

Judith Poole

Cash Up

Whole Foods Market RM-HDR
(801)733-9455

judith.poole@wholefoods.com



From: Robert Haynes [mailto:rhaynes87@gmail.com]
Sent: Tuesday, July 01, 2014 8:38 AM
To: Ride With Hive
Subject: Hive pass promotion date

Hi,

I was wondering if the UTA Hive pass is only a temporary promotion, and if so can you tell me when the last day is to purchase the pass?
I think it's a great way to reduce the traffic and help promote clean air for the Salt Lake residents here, but I am not sure if I can take advantage of this pass yet but should find out relatively soon.

Thanks,
Robert

From: Joel Oppenheimer [mailto:jaoppenheimer0806@gmail.com]
Sent: Friday, May 02, 2014 6:06 AM
To: Ride With Hive
Subject: happy with card

I had been buying a buss each month. You are now saving me 2/3 of that cost. What Not to like? Thank You

From: Laine Ripley [mailto:ldsripley@gmail.com]
Sent: Wednesday, August 20, 2014 9:54 AM
To: Mayor
Subject: Hive pass

Please continue the hive pass. It has been a life saver.

From: Sarah Monette [mailto:stmonette@gmail.com]
Sent: Monday, July 07, 2014 11:56 AM
To: Mayor
Subject: Hive Pass -- Don't Quit!

Good Afternoon,

I just read in the Salt Lake Tribune that the Hive Pass may be discontinued due to low sales. I am terribly disappointed by this news.

The Hive Pass is incredibly valuable to my family and greatly increases our use of public transportation. We moved to Salt Lake City from Illinois last August, when my husband took a job at the Univ of Utah. My husband uses public transportation every day for his work commute (a wonderful job benefit through U of U). We bought Hive Passes for myself and our two sons as soon as the pass became available. We have since used the pass almost daily for school commutes, shopping, and entertainment. If the UTA operated fully on Sundays and Holidays, we would use it then also.

The flexibility of the Hive Pass makes it easy to be out and about all day without worrying about transfer time windows, etc. We can just hop on the bus with our pass -- makes riding UTA a no-brainer. Without the Hive Pass, we wouldn't be going as many places in town -- we wouldn't want to drive and deal with traffic and parking, and we wouldn't bother with the bus if it were going to cost our family \$7.50 each way -- we'd just opt to stay home more often than not. We had used the UTA FarePay card previously, but it was a hassle because it routinely made errors with our transfers. Without the Hive Pass we wouldn't go back to the FarePay card -- we would just drive

more and/or venture out less. Which means less trips to dinner downtown, less shopping at City Creek, etc.

Further, because of the affordability of the Hive Pass, we have been able to sell a car. In Illinois, we were a two car family, filling each car with gas at least once a week. We never took public transportation. We are now a one car family, filling the car with gas one a month, at most. We walk and take the bus whenever we can. Good for our bank account, good for our health, good for the environment.

The City and UTA really need to do more to advertise this card. Where are the signs on buses and bus stops? Why aren't bus drivers talking to folks when they board with a monthly pass or FarePay card? I see the purple Hive Pass signs in some locations (e.g., library), but difficult to find out how to purchase -- we really had to make an effort to find info back in February. Bombard the city with info. Don't emphasize \$360/year -- that sounds like a lot; instead, emphasize \$1/day -- for unlimited rides! That is a deal that cannot be beat.

The Hive Pass is such an incredible benefit to this city -- it is one of the things we love about our new home. Please don't let this program die for lack of advertising effort.

Sincerely,
Sarah Monette

1561 E. Westminster Ave.

From: Sarah Monette [<mailto:stmonette@gmail.com>]

Sent: Monday, July 07, 2014 11:56 AM

To: Mayor

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Sincerely,
Sarah Monette
1561 E. Westminster Ave.

SALT LAKE CITY ORDINANCE
No. _____ of 2015
(Amending the Final Budget of Salt Lake City,
including the employment staffing document,
for Fiscal Year 2014-2015)

An Ordinance Amending Salt Lake City Ordinance No. 48 of 2014 Which Adopted the Final Budget of Salt Lake City, Utah, for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015.

PREAMBLE

On August 12, 2014, the Salt Lake City Council adopted the final budget of Salt Lake City, Utah, including the employment staffing document, effective for the fiscal year beginning July 1, 2014 and ending June 30, 2015, in accordance with the requirements of Section 10-6-111 of the Utah Code.

The City's Budget Director, acting as the City's Budget Officer, prepared and filed with the City Recorder proposed amendments to said duly adopted budget, including the amendments to the employment staffing document necessary to effectuate the staffing changes specifically stated herein, copies of which are attached hereto, for consideration by the City Council and inspection by the public.

All conditions precedent to amend said budget, including the employment staffing document as provided above, have been accomplished.

Be it ordained by the City Council of Salt Lake City, Utah:

SECTION 1. Purpose. The purpose of this Ordinance is to amend the final budget of Salt Lake City, including the employment staffing document, as approved, ratified and finalized by Salt Lake City Ordinance No. 48 of 2014.

SECTION 2. Adoption of Amendments. The budget amendments, including amendments to the employment staffing document necessary to effectuate the staffing changes specifically stated herein, attached hereto and made a part of this Ordinance shall be, and the same hereby are adopted and incorporated into the budget of Salt Lake City, Utah, including the amendments to the employment staffing document described above, for the fiscal year beginning July 1, 2014 and ending June 30, 2015, in accordance with the requirements of Section 10-6-128 of the Utah Code.

SECTION 3. Filing of copies of the Budget Amendments. The said Budget Officer is authorized and directed to certify and file a copy of said budget amendments, including amendments to the employment staffing document, in the office of said Budget Officer and in the office of the City Recorder which amendments shall be available for public inspection.

SECTION 4. Effective Date. This Ordinance shall take effect upon posting or upon its first publication.

Passed by the City Council of Salt Lake City, Utah, this _____ day of _____,
2015.

CHAIRPERSON

ATTEST:

CITY RECORDER

Transmitted to the Mayor on _____

Mayor's Action: ___ Approved ___ Vetoed

MAYOR

ATTEST:

CITY RECORDER

APPROVED AS TO FORM
Salt Lake City Attorney's Office
Date 1/27/15
By ERV [Signature]

(SEAL)

Bill No. _____ of 2015.
Published: _____.

Fiscal Year 2014-15 Budget Amendment #3

Initiative Number/Name	Fund	Expenditure Amount	Revenue Amount	On-going or One time	FTEs
Section A: New Items					
1 Hive COOP Pass	GF	(1,282,193.00)	(1,313,264.00)	One-time	1
Section B: Grants for Existing Staff Resources					
Section C: Grants for New Staff Resources					
Section D: Housekeeping					
Section E: Grants Requiring No New Staff Resources					
Section F: Donations					
Section G: Council Consent Agenda -- Grant Awards					
Section I: Council Added Items					
		Total of Budget Amendment Items	(1,282,193.00)	(1,313,264.00)	
Total by Fund, Budget Amendment #3:					
General Fund			(1,282,193.00)	(1,313,264.00)	
		Total of Budget Amendment Items	(1,282,193.00)	(1,313,264.00)	

Fiscal Year 2014-15 Budget Amendment #3

Initiative Number/Name	Fund	Expenditure Amount	Revenue Amount	On-going or One time	FTEs
Current Year Budget Summary, provided for information only					
FY 2014-15 Budget, Including Budget Amendments					
	FY 2014-15 Adopted Budget	BA #1 Total	BA #2 Total	BA #3 Total	Total To-Date
General Fund (FC 10)	230,290,265.00	1,326,065.30	652,605.00	(1,282,193.00)	230,986,742
Curb and Gutter (FC 20)	382,993.00	(1,165,526.00)	-	-	(782,533)
Street Lighting (FC 30)	461,496.00	-	-	-	461,496
Misc Special Service Districts (FC 46)	1,177,855.00	-	-	-	1,177,855
Street Lighting Enterprise (FC 48)	3,205,953.00	-	-	-	3,205,953
Water Fund (FC 51)	79,772,707.00	-	-	-	79,772,707
Sewer Fund (FC 52)	40,662,125.00	114,240.00	-	-	40,776,365
Storm Water Fund (FC 53)	11,511,270.00	283,340.00	-	-	11,794,610
Airport Fund (FC 54,55,56)	473,950,200.00	142,500.00	-	-	474,092,700
Refuse (FC 57)	14,318,237.00	637,195.50	560,000.00	-	15,515,433
Golf Fund (FC 59)	14,455,754.00	-	-	-	14,455,754
E-911 Fund (FC 60)	3,134,960.00	18,500.00	-	-	3,153,460
Fleet Fund (FC 61)	19,987,574.00	481,728.50	-	-	20,469,303
IMS Fund (FC 65)	11,537,889.00	-	-	-	11,537,889
CDBG Operating Fund (FC 71)	3,557,980.00	1,215,419.96	-	-	4,773,400
Miscellaneous Grants (FC 72)	7,322,472.00	9,316,115.27	1,344,516.00	-	17,983,103
Other Special Revenue (73)	-	904,521.86	-	-	904,522
Donation Fund (FC 77)	500,000.00	1,052,308.31	-	-	1,552,308
Housing Loans & Trust (FC 78)	11,619,053.00	1,555,797.38	-	-	13,174,850
Debt Service Fund (FC 81)	35,923,780.00	24,784,605.80	-	-	60,708,386
CIP Fund (FC 83)	22,664,810.00	3,694,231.90	-	-	26,359,042
CIP Impact Fees (FC 84)	-	-	-	-	-
Governmental Immunity (FC 85)	1,420,781.00	-	-	-	1,420,781
Risk Fund (FC 87)	42,033,234.00	-	-	-	42,033,234
Library Fund	-	-	-	-	-
Total of Budget Amendment Items	1,029,891,388.00	44,361,043.78	2,557,121.00	(1,282,193.00)	1,075,527,360

Certification

I certify that this document is a full and correct copy of Ordinance _____ of 2015, amending Salt Lake City Ordinance _____ of 2014, which adopted the final budget of Salt Lake City Utah for the fiscal year beginning June 1 2014 and ending June 30, 2015.

Budget Director

Deputy Director, City Council

Salt Lake City FY 2014-15 Budget Amendment #3

Initiative Number/Name	Fund	Amount
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Section A: New Items

A-1: Hive COOP Pass <i>Department: CED Transportation</i>	GF	(\$1,282,193)
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Prepared By: Gina Chamness, Robin Hutcheson, Brent Beck

The purpose of this budget amendment is to revise the revenue and expenditure projects associated with the Hive Pass program. A transmittal has been prepared to summarize activities related to the Hive Pass Pilot Program and to explain the new proposal for the Hive Coop Pass. Under this new model, monthly passes will be available to Salt Lake City residents, 50% of the pass is covered by the purchaser (\$41.88), 30% of the cost of the pass is paid by Salt Lake City (\$25.13), and 20% of the pass is covered by UTA (\$16.75). The total pass value per month is \$83.75 and includes bus, light rail, and streetcar. Commuter rail, ski bus, para transit, and Park City Connect is not included. Passes are available on a month to month basis, or can be purchased for several months at a time. In person purchase is required for the first month; monthly renewals will be available on line. The transformation of the program requires the following: 1) administrative costs for development of software, staff (1 new FTE and an hourly employee), and marketing for the new program and 2) a subsidy provided by Salt Lake City to cover the cost of our 1/3 share of each monthly pass purchase. A separate spreadsheet has been prepared to demonstrate cost breakdown. This budget amendment accounts for the difference in revenue and expenditure related to the Hive Pass Pilot Program, and revenue and expenditure related to the Hive Pass Coop Program.

This is a one-time request for budget authorization in order to fund Hive Coop sales for the remainder of this fiscal year. This is also a one-time adjustment to existing budgetary needs. This is requested now because the public has been very vocal about continuing a transit pass option, and the first pilot demonstrated success in changing travel behavior.

Section B: Grants for Existing Staff Resources

Section D: Housekeeping

Section E: Grants Requiring No New Staff Resources

Section G: Council Consent Agenda – Grant Awards

Section I: Council Added Items