

April 12, 2011

ITEM#: 9.A.2)

RE: REVIEW OF ADMINISTRATIVE BUDGET AND STAFFING DOCUMENT.

PROJECT AREA: All project areas.

PREPARED BY: D.J. Baxter

EXECUTIVE SUMMARY: This memo discusses the proposed administrative budget and the staffing document to be included in the 2011/2012 Annual Implementation Budget. The Board will need to direct staff to include the administrative budget in each of the funds.

RAC RECOMMENDATION: At its meeting on April 6, 2011, the Redevelopment Advisory Committee reviewed the proposed Administrative Budget, and voted to recommend approval. With regard to the new Communications function, RAC members uniformly preferred creation of a full-time in-house position rather than using an outside contractor for this function.

CHIEF ADMINISTRATIVE OFFICER RECOMMENDATION: On April 7, 2011, the Chief Administrative Officer reviewed the Agency's proposed Administrative Budget, and recommended approval. Mayor Becker also stated a preference for fulfilling the RDA's communications needs through a full-time position on the RDA staff rather than use of an outside contractor.

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

ANALYSIS AND ISSUES: Changes from last year's administrative budget are briefly described below.

Staffing Document. The Executive Director is proposing to increase the number of staff by adding one full-time Project Coordinator position, and by adding one full-time Communications position, which was requested by the Board. The proposed staffing document reflects these changes. If approved, the additional Project Coordinator will enable us to organize the staff more effectively into teams, and to provide the additional staff resources needed to handle our large workload, which will be increasing with the addition of a new project area. A new full time communications position could enable the RDA to better market its programs to the public and the development community, and handle the many communications-related duties now shared among several staff members. These tasks could be performed either by a full-time staff person, or by an outside consultant. We are evaluating the costs and benefits of each approach.

Below is a table that shows the proposed changes in the staffing document including the following:

- Removal of the regular part-time position for a second Deputy Director (needed during last year's transition).
- Addition of a new Project Coordinator position.
- Addition of a new Communications position.

PROPOSED STAFFING DOCUMENT
2011-2012 BUDGET YEAR

	2011-2012		2010-2011	
	Pay Grade	No. of Positions	Pay Grade	No. of Positions
Executive Director	39	1	003	1
Deputy Director	37	1	004/614	1.25
Deputy Director (regular part-time)	RPT	0	RPT	0.25
Senior Project Manager	27	0	609	0
Property Administrator	26	1	607	1
Project Manager	26	3	607	2
Project Coordinator	24	3	605	3
Office Manager	21	1	309	1
Project Area Specialist	22	1	603	1
Communications	24	1		
Administrative Secretary	18	1	306	1
Office Technician 1	Seasonal/700	0.75	Seasonal/700	0.75
		13.75		12.25

Personal Services. The proposed Administrative budget reflects an increase of approximately 11% to account for additional staff positions and increasing health insurance and benefits costs. This number may need to be revisited after Salt Lake City finalizes its employee health plan for the coming year.

Materials and Supplies. This portion of the proposed budget reflects an increase of approximately 26% to reflect the need for additional computer software, stationery, and duplication supplies associated with additional staff positions.

Operating and Maintenance Supply. The budget has been increased by approximately 17% to account for additional cell phone service and increased network support charges from Salt Lake City.

Charges and Services. The proposed budget is increased by approximately 2% over the current year to cover higher risk management premium, memberships, and training for additional staff.

Administrative Service Fees. The proposed budget shows a 6.5% decrease in administrative service fees, associated with reducing internal billings from other city departments.

Capital Expenditures. We have proposed an increased capital expenditures budget of \$24,500, up from \$8000, to cover needed office equipment and furnishings.

The table below consolidates the information provided and shows the proposed budget change from the 2010/2011 to 2011/2012 fiscal year by the major budget groupings.

PROPOSED ADMINISTRATIVE BUDGET

	2010/2011 Budget (adopted)	2011/2012 Budget (proposed)	% Change
PERSONAL SERVICES	1,028,275	1,137,500	10.62%
MATERIALS AND SUPPLIES	18,300	23,050	25.96%
OPERATING & MAINTENANCE SUPPLY	146,500	171,900	17.34%
CHARGES & SERVICES	147,800	150,400	1.76%
GOV'T TRANSACTION COSTS	270,000	240,000	-6.56%
CAPITAL EXPENDITURES	8,000	24,500	206.25%
ADMINISTRATIVE EXPENDITURES	1,618,875	1,747,350	7.94%

Overall the administrative budget would be increased by \$128,475 or 7.94%.

4/1/11

REDEVELOPMENT AGENCY OF SALT LAKE CITY
PROPOSED ADMINISTRATIVE BUDGET

Object Code	Description	2010-2011 Budget	Proposed 2011-2012 Budget
2111.01	Executive Salaries	735,000	820,000
2111.02	Executive Longevity	5,400	5,000
2161	Hourly pay - seasonal employees	15,000	20,000
	SUBTOTAL SALARIES & WAGES	755,400	845,000
2173	Plan B cash conversion	4,000	0
2191.1	FICA	58,550	65,000
2191.13	State Retirement	16,100	0
2191.14	Deferred Benefit 401K	22,000	35,000
2191. 15&16	Non-Contributory	58,625	78,000
2191.18	501C9	8,850	8,500
2195	Group Insurance	98,250	106,000
2199	Salary Contingency	6,500	0
	SUBTOTAL EMPLOYEE BENEFITS	272,875	292,500
TOTAL	PERSONAL SERVICES	1,028,275	1,137,500
2211	Books	250	300
2213	Periodicals	250	250
2221	Stationery Supplies	1,500	2,000
2223	Duplication Supplies	5,000	7,500
2223.1	Copy center charges	2,000	2,000
2224	Postage	4,000	4,000
2225.05	Computer Software	1,800	3,500
2299	Other Materials & Supplies	3,500	3,500
TOTAL	MATERIALS AND SUPPLIES	18,300	23,050
	OPERATING & MAINTENANCE SUPPLY		
2311	Auditing Fees	17,000	17,000
2312	Legal Fees	25,000	25,000
2324	Special Consultant	1,000	2,000
2328	Technical Services	5,000	5,000
2329	Lobbyist	25,000	25,000
2336.02	Telephone - Long Distance	500	500
2336.07	Telephone - Cell	4,500	8,000
2340.01	Network Support IFAS Maint	50,000	70,000
2341	Office Equipment MC	2,500	4,200
2371	Public Notices	3,500	2,000
2394.01	Educational Training	5,000	5,000
2506	Phone Maintenance Plan	7,500	8,000
2524	Mileage	0	200
TOTAL	OPERATING & MAINTENANCE SUPPL	146,500	171,900

CHARGES & SERVICES

2512 Building Rent	48,000	48,000
2513.03 Other Office Equipment Rentals	200	0
2520 Meals & Entertainment	10,000	12,000
2521 Meal Allowance	100	100
2522 Memberships	2,000	3,500
2523 In-City Conventions	3,000	4,000
2525 Out-of-town Travel	22,000	22,000
2527 Auto Allowance	6,000	6,000
2528 Rewards & Recognitions	2,500	2,900
2529 Other Employee Costs	1,000	1,000
2543 Insurance/Surety Bonds	45,000	40,000
2549 Risk Management Premium	5,300	7,400
2549.7 Occupational Health Clinic Charges	200	200
2590 Other Expenses	2,500	3,300
SUBTOTAL CHARGES & SERVICES	<u>147,800</u>	<u>150,400</u>
GOV'T TRANSACTION COSTS		
2921.01 Administrative Service Fee & IFAS	270,000	240,000
GOV'T TRANSACTION COSTS	270,000	240,000
TOTAL CHARGES & SERVICES & GOV'T TRANSACTION COSTS	<u>417,800</u>	<u>390,400</u>
SUBTOTAL-NON-CAPITAL & GOV TRANSACTION COSTS	1,610,875	1,722,850
2700 Capital Expenditures		
2760 Equipment (1)	3,000	12,000
2760.5 Office Equipment & Furnishings	5,000	12,500
TOTAL CAPITAL EXPENDITURES	<u>8,000</u>	<u>24,500</u>
TOTAL ADMINISTRATIVE EXPENDITURES DETAILS:	1,618,875	1,747,350

Amended Budget Attachment "B" Staffing Document			2010/2011	
	Pay Grade	No. of Positions		
Executive Director	3	1		
Deputy Director	4	1		
Deputy Director	614	0.25		
Deputy Director	Part-time	0.25		
Senior Project Manager	608	0		
Property Administrator	607	1		
Project Manager	607	2		
Project Coordinator/Mgr	605	3		
Office Manger	309	1		
Administrative Secretary	306	1		
Project Area Specialist	603	1		
Office Technician 1	Seasonal	0.75		
TOTAL		12.25		

Proposed Budget Attachment "B" Staffing Document			2011-2012	
	Pay Grade	No. of Positions		
Executive Director			39	1
Deputy Director			37	1
Property Administrator			26	1
Project Manager			26	3
Project Coordinator			24	3
Communications			24	1
Office Manger			21	1
Administrative Secretary			18	1
Project Area Specialist			22	1
Office Technician 1	Seasonal	0.75		
			13.75	