

Salt Lake City Base Purpose Statements FY 2013

The following document contains the Base Purpose Statements for fiscal year 2013 for each of the General Fund, Enterprise Fund and Internal Service fund departments within Salt Lake City. The Mayor's Office, the Council Office, the Library and the Redevelopment Agency are not included in this document.

Base Purpose Statements are gathered annually by the City's budget office. Base Purpose Statements provide information about how Salt Lake City provides services to the community through various programs. These statements are meant to be used by elected officials and residents to understand the activities City employees are engaged in and how City funds are spent.

The following Base Purpose Statements are ordered alphabetically by department. The beginning of each department's section contains a budget and FTE reconciliation with a numbered listing of each statement. A coinciding numbered footer is contained on each of the statements to allow the reader to find the desired statement.

Questions regarding these statements can be directed to Randy Hillier, Policy and Budget Analyst, 801-535-6606.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

Community & Economic Development FY 2013 Base Purpose Statement Reconciliation

<u>Department</u>	<u>Program</u>	<u>Cost Center</u>	<u>Fund</u>	<u>FY 13 Adopted Budget</u>	<u>FTEs</u>
Community & Economic Development #1	CED Administration	0600100	General Fund	\$919,165	5.75
Community & Economic Development #2	Planning Division: Planning Operations	0600900	General Fund	\$2,645,258	28.00
Community & Economic Development #3	HAND: Capital Planning, Asset Management and Property Management	0600052, 0601000 0671823, 0672003	General Fund	\$756,314	13.40
			CDBG	\$472,800	
Community & Economic Development #4	HAND: Housing Section	0601300, 0671833	General Fund	\$264,505	9.60
			CDBG	\$600,000	
Community & Economic Development #5	Building Services and Code Enforcement: Plan Review, Building Permits and Code Enforcement	0600500, 0600600 0600200, 0601400	General Fund	\$4,974,731	57.00
Community & Economic Development #6	Transportation	0611700	General Fund	\$1,684,992	17.50
Community & Economic Development #7	Arts Council	0601200	General Fund	\$428,507	5.75
Community & Economic Development #8	Economic Development	0601500, 0601600	General Fund	\$484,013	3.80
Community & Economic Development #9	HAND: Sorenson Unity Center	0614020	General Fund	\$521,915	6.25
Community & Economic Development #10	Engineering	0612400	General Fund	\$4,279,457	45.50
Total Base Purpose Statements				\$16,958,857	192.55
Total General Fund Adopted Budget				\$16,958,857	192.55
Difference				\$0	-



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 100%	COST CENTER NUMBERS:	06-00100
DEPARTMENT:	Community & Economic Development	FTE / GF:	5.75
DIVISION:	CED Administration	BUDGET / GF:	\$919,165
COST CENTER / PROGRAM:	CED Administration	GF GENERATED REVENUE:	\$0

AUTHORITY: Supportive Municipal Function. Department authorized by SLC ordinance 2.08.050

STATEMENT OF PURPOSE

The purpose of the CED Admin department is to ensure responsibility that the department meets the overall goals of the Mayor, City Council, and the community. It is also to provide administration of the Community & Economic Development department in providing leadership, management, and financial support for the divisions of the department.

BASE PURPOSE STATEMENTS

Implement best practices in the divisions of the department: Building Services, Civil Enforcement, Planning, Arts Council, Housing & Neighborhood Development, Economic Development, Transportation, Engineering, Property Management, and the Sorensen Unity Center.

Provide leadership, management support, and training to the Divisions.

Ensure that Department/Division deadlines are met and that projects are processed in a timely accurate manner.

Provide a centralized workgroup and budget coordination, and administrative support.

To participate successfully in various associations and professional development programs in order to provide the best, most up-to-date service for our divisions.

Ensure the Department staff is trained in the importance of diversity, customer service and anti-harassment policies and laws.

BASE PURPOSE REVENUE

No Revenue Generated

CURRENT FISCAL YEAR ACCOMPLISHMENTS

- Assisted in Urban Design consulting for the Public Safety Building and City Creek projects.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

- Targeted end of year funds towards Dept/Division objectives, including the digitizing of 7 years worth of building plans.
- Gave management direction toward the Sugar House street car.
- Engaged a process of directing the transmittals through Accella.
- Assisted library with new library location in Glendale
- Implemented a monthly program to increase interaction among employees from all of the divisions with CED Administration.
- Mary beat Cancer!

FIVE YEAR BUSINESS PLAN GOALS

- Inter-Departmental training including job interview skills, presenting to Council, etc
- More inter-divisional meetings to discuss similar tasks/projects to promote cross-functions and better work product
- Work with the Tracy Aviary on a 5 year business plan/financial projections
- Install new Parking Meter stations that will have the ability to accept credit cards
- Facilitate the implementation of more efficient, effective software for searching city ordinances.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 100%	COST CENTER NUMBERS:	06-00900
DEPARTMENT:	Community & Economic Development	FTE / GF:	28
DIVISION:	Planning Division	BUDGET / GF:	\$2,645,258
COST CENTER / PROGRAM:	Planning Operations	GF GENERATED REVENUE:	\$151,500

AUTHORITY: Core Municipal Function. Authorized by chapter 20 (subdivisions) and 21A (zoning) of the SLC Code; Utah State Code Annotated Title 10 Chapter 9, and the National Environmental Protection Act.

STATEMENT OF PURPOSE

The mission of the Planning Division is to create an efficient, effective and innovative organization that sets the standard for planning in the region, engages the community, empowers staff and provides professional planning services to the City.

BASE PURPOSE STATEMENTS

The Planning Division is responsible for providing effective and efficient professional planning services to the public through the Historic Landmark Commission, Planning Commission, Appeals Hearing Officer, Administrative Hearing officers, the Administration and the City Council including the following:

Long Range Planning Functions including developing and updating master plans and other policy documents, creating new regulations and updating existing regulations and, creating design guidelines all of which relate to land use development, urban design and historic preservation.

Current Planning Functions including processing and analyzing applications for conditional uses, planned developments, conditional design review, subdivisions, variances, special exceptions, interpretation of the zoning ordinance and regulations, appeals of administrative decisions and development activities within local historic districts or to Landmark Sites including demolition, relocation, new construction and alteration.

BASE PURPOSE REVENUE

Revenue of \$151,000 is projected to be generated by the fees for the various types of application reviews. These applications include Zoning Amendment, Conditional Use, Planned Development, Conditional Design Review, Subdivision, Zoning Administration, and Historic Preservation types of projects

CURRENT FISCAL YEAR ACCOMPLISHMENTS AND RESULTS



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

- Continued work on the Preservation Plan, West Salt Lake Community Plan, 400 South Livable Community Project, East Bench Community Plan and the Plan Salt Lake Vision and Comprehensive Plan.
- Continue to find various ways to engage more people and a more diverse populous in the planning process. New practices include the use of Textizen, attending events that the public is at, rather than asking the public to come to our events and coordinating with other City Departments / Division on community outreach. Continued work with new technologies such as QR Codes, Speak Up Salt Lake, topical videos, expansion of the use of Open City Hall and a redesigned webpage to engage the public in planning matters.
- Adopted innovative solutions to address various planning approaches including adopted Mobile Vending regulations, streamlined the Special Exception approval process and standardized the noticing requirements for all types of projects requiring a public hearing.
- Improved Preservation Program with the adoption of the Historic Preservation Philosophy Statement providing direction from the City Council on Historic Preservation in Salt Lake City, and transmitted various petitions to the City Council. These petitions include Fine Tuning of the Historic Preservation Overlay zone; new design guidelines for commercial buildings, residential structures and signs in historic districts; new criteria and process for local designation and proposed new tools such as a process to create character conservation districts.
- Afforded 35 opportunities for staff to attend local and national planning and preservation conferences as well as watched various webinars with Planning Staff and other applicable City Staff in our Training Room (442) and 326. One of the Professional Planners earned her AICP Certification for a total of 11 Certified Professional Planners in the Division.
- Actively showcased Salt Lake City's Planning Division by conducting sessions at various local and national planning and preservation conferences, teaching classes at the University of Utah, and mentoring planning interns
- Found ways to decrease operational costs and staff time. The changes include purchasing IPADS for all Planning Commissioners. This change decreases amounts of staff time preparing the packets, reduces paper needs, eliminates postage costs and provides the Commissioners the materials more quickly. The Division is saving approximately \$100 for materials and postage per meeting or approximately \$2,200 per year with this change which is more cost effective, efficient and environmentally sound. In addition, the appeals process has been streamlined by consolidating the functions of the Board of Adjustment and Land Use Appeals Boards into one Appeals Hearing Officer. This change has increased consistency in decision making while decreasing the number of meetings and funding required for meals as well as packets (which are now sent electronically).
- Hired the City's first full time Urban Designer to review various City projects, lead groups of city staff in projects relating to Downtown and RDA target areas and train applicable City Staff on various aspects of Urban Design.
- Began accepting online application and submissions for Appeals, Zoning Administration and Minor Alteration Applications in Historic Districts to help improve the submittal process for applicants.

FIVE YEAR BUSINESS PLAN GOALS

- Streamline the current planning process so more of staff resources can be allocated to long range planning. Specifically,
 - By the end of 2012, adopt the City's first true form based zoning regulations for portions of the City.
 - By the end of 2012 transmit revisions to the Use Tables.
 - By the end of 2012, transmit revisions to the subdivision code.
 - By the end of FY 2013, update master plans and zoning regulations in the RDA Project Areas.
 - By 2014 incorporate visuals into the zoning ordinance to clarify concepts.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

- Create or update at least two master plan projects a year including the following:
 - By September of 2012, adopt amendments to the Central Community Plan relating to the 400 South Transit Station Area Plans.
 - By the fall of 2012, transmit the West Salt Lake Community Master Plan
 - By the end of 2012, adopt the Community Preservation Plan
 - By end of 2012, begin update to the Downtown master plan.
 - By Winter 2013, transmit the East Bench Master Plan Update to the City Council.
 - By the winter of 2013, transmit the Vision and Consolidated City-wide Policy document.
 - Begin work on the Avenues and Northwest Community Master Plans once the West Salt Lake Community and East Bench Community plans are transmitted.
- Increase engagement of the broader citizenry in the planning process including:
 - By the winter of 2013, in partnership with Peak Democracy, develop YourSLC.com and other engagement tools.
 - By the end of 2012, ensure that the Planning Division website is divided into a “static page” for traditional information, such as agendas, minutes, etc, as well as various dynamic pages relating to major projects, such as master plan updates, etc.
 - By the end of 2013 put in place a viable education and public outreach component to the preservation program to increase support for historic preservation by the property owners and the general public in Salt Lake City.
 - By the end of 2014, create an interactive website that is geographic based with all information relating to the geographic area within a link.
- Adopt a context sensitive form based code citywide by 2015.
- Provide Tools for planning functions
 - By FY 2013 provide laptops to all planners who desire them.
 - By FY 2014 provide IPAD types of devices to all Historic Landmark Commissioners in order to facilitate electronic staff report review.
 - By FY 2015 provide funding on an annual basis for all planners to be able to attend an out-of-state or in-state training conference for professional development.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 62% CDBG 38%	COST CENTER NUMBERS:	06-01000 06-00052 06-71823 06-72003
DEPARTMENT:	Community and Economic Development	FTE/GF/CDBG:	13.40
DIVISION:	Housing and Neighborhood Development	BUDGET / GF: CDBG:	\$756,314 \$472,800
COST CENTER / PROGRAM:	Capital Planning and Property Management	GF GENERATED REVENUE:	\$455,788

AUTHORITY: Core Municipal Function. Authorized by Salt Lake City 2.08.050 and City Code 2.58, Real Property

STATEMENT OF PURPOSE

The purpose of the Capital Planning is to administer and provide financial oversight on a wide variety of federal and local grants, loan programs, Capital Improvements, Property Management and the Capital Asset Programs.

BASE PURPOSE STATEMENTS

Capital Planning Section

Administer the following HUD programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and the Housing Opportunities for Persons with AIDS (HOPWA) which is a three county program including Salt Lake, Tooele, and Summit counties as outlined in the City's HUD approved Consolidated Plan. Applications are solicited on an annual basis and then reviewed for eligibility based on the appropriate HUD regulations.

Prepare applications for review by the Community Development/Capital Improvements Program Board (CD/CIP) and Mayor. Recommendations are then forwarded to the City Council for final approval. Prepare and submit to HUD by May 15th of each year an annual update of the Consolidated Plan and formally request federal funds.

Prepare and submit to HUD by September 30th a Consolidated Annual Performance and Evaluation Report outlining the progress on meeting the goals including performance measurements as established in the City's five-year Consolidated Plan.

Prepare and execute appropriate legal documents for approximately 50 to 60 grant recipients within 60 days of HUD's notification of release of funds to Salt Lake City.

Perform desk-audits and process payment requests within two weeks of receipt of the request for all of the above mentioned programs. Conduct on-sight monitoring as needed to assure all federal reporting requirements are met by grant recipients.

Review Neighborhood Matching Grant applications for completeness and assure required documentation is submitted within two weeks of receiving an application. Prepare and execute appropriate legal documents, monitor project progress, and process payment requests within two weeks of request.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

After the City has received a grant for other federal, state, local or private programs, facilitate the routing of the grant award, budget opening, and appropriate transmittals. After City Council approval, prepare and execute appropriate legal documents. Perform desk audits and process payments within two weeks of the receipt of the request for these grant programs and monitor financial records to ensure compliance with appropriate requirements as outlined in the grant award. Prepare and submit quarterly reports and request reimbursements from the grantors.

Capital Asset Management and Capital Improvement Program

The Capital Asset Management (CAM) group will focus on developing a citywide strategy for the City's capital assets in order to better serve the capital asset needs of Salt Lake City residents and businesses. Some of the highlights of this strategy will include using best practices in coordinating the resources at our disposal to guide large capital projects through the development process, and improving the procedure used to assess and rank capital projects, as well as the acquisition, management and disposal of the City's real property and facilities. Administer the City's Capital Improvement and Capital Asset Program to enable the City to coordinate and prioritize, based upon needs of all proposed capital projects to ensure the projects meet the short and long-term needs of the City.

Solicit and evaluate Capital Improvements Program applications on an annual basis. Prepare applications for review by the CD/CIP Board and prepare appropriate documents for submittal as part of the Mayor's recommended budget to the City Council.

Prepare and submit fiscal impact statements for budget amendment requests pertaining to all city grants and the Capital Improvements Program based on the timeline established by the Budget Office.

Housing Trust Fund

Review applications within 30 days of submission to ensure that they meet applicable standards established by the Housing Trust Fund ordinance and convene the Housing Trust Fund Advisory Board for their review and recommendation to the Mayor. After the Mayor's review, recommendations are forwarded to the City Council for final approval. Then prepare and execute appropriate legal documents for approved projects within two weeks.

Sister Cities

Oversee the operation of Salt Lake City's nine sister city relationships, provide staff support to the Sister City's Board on a quarterly basis, coordinate official dignitary/delegation courtesy visits with the Mayor and City Council as needed, and review applications for new sister city relationships within 30 days of submission.

Property Management

Property Management provides real estate related services to the various city departments. General services offered include the acquisition and disposition of real property, the asset management of the city's real estate portfolio, land development services for City projects, and due diligence research including appraisals, environmental reports, title reports, and market data. As part of the asset management function, Property Management specifically permits the private use of City owned right-of way, facilities, parks, and open space through either lease, permit or registration.

BASE PURPOSE REVENUE

Property Management will collect revenue for franchise leases and ground leases of \$379,883. Home will collect federal funding for the program of \$75,905.

CURRENT FISCAL YEAR ACCOMPLISHMENT

- Updated the Ten-year Impact Fee Facilities Plan and Impact Fee Study



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

- Hired a new Property Manager
- Created an inventory of the property owned by Salt Lake City
- Completed five Housing Trust Fund loans in the amount of \$2,020,000 for 230 affordable units and 47 market rate units
- Monitored 11 of the City's subgrantees for compliance with all Federal Regulations and completed 3 technical assistance visits for agencies that have had staff turnovers or received funding for the first time.
- Increased the City's CDBG spend down rate to 1.28 well below the mandatory requirement of 1.50
- Monitor financial expenditures/revenues and prepare federal and state reports on 24 non-HUD funded grants in the amount of \$13,245,146 and 38 State grants totaling \$1,192,204.
- Met the required spend down amount of the Homeless Prevention and Rapid Re-Housing Grant in the amount of \$1,191,553 and the required CDBG-R spend down rate and will close both out during the 12-13 program year
- Reviewed, evaluated and processed 96 federal grant applications in the amount of \$11,003,239 and prepared 52 grants agreements for our subgrantees.
- Updated the Fair Housing Implementation Plan in conjunction with the Analysis of Fair Housing being completed by Salt Lake County

FIVE YEAR BUSINESS PLAN GOALS

Please note that three of these goals are subject to the availability Community Development Block Grant funds to continue the operation of the programs and may need to be decreased if funding is cut.

- Update and provide additional information on the inventory list of real property owned by Salt Lake City
- Monitor 20 federal and/or State grants each year
- Complete Annual Action Plan by May 15th of each calendar year and Consolidate Annual Performance and Evaluation Report by September 28th of each calendar year
- Update the Section 3 Implementation Plan by the end of 2013
- Implement the new HOME and Emergency Solution Program rules and regulations adopted by the Department of Housing and Urban Development
- Prepare funding options for new projects that are listed in the ten year plan or on the capital asset management list



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 31% CDBG: 69%	COST CENTER NUMBERS:	06-01300 06-71833
DEPARTMENT:	Community and Economic Development	FTE/GF/CDBG:	9.6
DIVISION:	Housing and Neighborhood Development	BUDGET/GF: CDBG:	\$264,505 \$600,000
COST CENTER / PROGRAM:	Housing Section	GF GENERATED REVENUE:	\$0

AUTHORITY: Core Municipal Function. Authorized by Salt Lake City Ordinance 2.08.050

STATEMENT OF PURPOSE

The purpose of the Housing Section is to administer and provide financial oversight on the City's housing rehabilitation and first-time homebuyer programs and the \$50 million mortgage portfolio.

BASE PURPOSE STATEMENTS

Solicit and evaluate applications for rehabilitation clients to ensure compliance with appropriate federal regulations and HUD approved policies and procedures. Approved applications are referred to a rehabilitation specialist for a site visit for project design within one week depending on the client's schedule.

Prepare a work description and cost estimate within one week. Evaluate each property for compliance with federal lead based paint regulations and coordinate with Salt Lake County Lead Safe Home Coalition. Schedule a follow-up meeting with the client to present the work description and cost estimate based on the client's schedule. If the client agrees to a project based on the estimate, a rehabilitation specialist arranges for the project to be bid out by the City's approved contractors.

Conduct a detailed analysis of the client's finances according to the financial requirements outlined by the appropriate HUD regulations. Prepare and execute loan documents based on the availability of the low-bid contractor. Monitor the project to assure that appropriate work is completed based on the approved work description. Review all payment requests with the clients and receive approval to release the funds to the appropriate contractor.

Enter all loans into the mortgage servicing system, collect all payments, process applicable tax and insurance payments, monitor payment histories and remit payments to the City's financial partners on a monthly basis.

Purchase and rehabilitate or construct houses to be included in the First Time Home Buyer Program (FTHB). Prepare work descriptions or construction specifications, bid projects out to approved City contractors, accept the low bids, and prepare and execute appropriate legal documents. Monitor the project to assure that appropriate work is completed based on the approved work descriptions or construction specifications. Review and prepare all payment requests and release funds to the appropriate contractors.

Solicit and evaluate applications for the FTHB and maintain a waiting list to ensure compliance with appropriate federal regulations and HUD approved policies and procedures. Review the approved buyer's financial capabilities and family size and match them to an appropriate house. Schedule on-sight visits with approved buyers. Prepare and execute appropriate mortgage documents to transfer title to the new owner.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

Enter all loans into the mortgage servicing system, collect all payments, process applicable tax and insurance payments, monitor payment histories and remit payments to the City's financial partners on a monthly basis. Monitor all first time homebuyers during the fifteen year period of affordability to ensure compliance.

BASE PURPOSE REVENUE

No revenue generated.

CURRENT FISCAL YEAR ACCOMPLISHMENTS

- Sold fourteen First Time Homebuyer homes in the amount of \$1,968,589
- Hired and trained two new rehabilitation specialist after two long term employees retired
- Established a partnership with Salt Lake County, Rocky Mountain Power and Questar that upgrades the energy efficiency of our rehabilitation program. Revised our specifications to include materials that will qualify owners for energy efficient rebates.
- Rehabilitated eight properties to remove meth contamination

FIVE YEAR BUSINESS PLAN GOALS

Please note that these goals are subject to the availability of federal funding to continue the operation of the programs

- Investigate the possibility of creating a new loan program that will assist homeowners to rehabilitate their homes whose income is between 80% and 120% of AMI.
- Rehabilitation 110 units of housing every year
- Purchase and sell at least fifteen homes to First Time Homebuyers
- Partner with Salt Lake County in the Green and Health Homes Initiative



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 100%	COST CENTER NUMBERS:	06-00600 06-00500 06-00200 06-01400
DEPARTMENT:	Community & Economic Development	FTE / GF:	57.00
DIVISION:	Building Services and Code Enforcement	BUDGET / GF:	\$4,974,731
COST CENTER / PROGRAM:	Plan Review, Building Permits, and Code Enforcement	GF GENERATED REVENUE:	\$5,804,000

AUTHORITY: Core Municipal Function. Authorized by International Building Codes 58-56-4, Salt Lake City Zoning Ordinance Title 21A, and SLC Code 5, 9, 18, and 21A.

STATEMENT OF PURPOSE

Provide a safe and livable community through the orderly regulation of the built environment.

BASE PURPOSE STATEMENTS

The Division provides a safe and livable community through the implementation of the Salt Lake City Zoning Ordinance and of construction codes adopted by the State of Utah. This Division provides effective and efficient operation of the following regulatory services to its public.

Building Services Admin

The purpose of Building Services Administration is to provide oversight, support and coordination for the multiple work groups within the Division. The work groups include: Building Permits/Plan Review/One-Stop-Shop, Building Inspection, Code Enforcement and Development Review Team. (DRT) In addition, from this group, the Building Official provides direct supervision over the Technical Development Engineers, specializing in fire plan review and Technology Consultant III.

Plan Review and Building Permits

The Permits Section provides a safe and livable community through the implementation of the Salt Lake City Zoning Ordinance and of technical construction codes adopted by the State of Utah. This Section provides effective and efficient operation of development review services to its public

Review of plans for proposed construction projects to ensure the project complies with planning objectives as identified by the Planning Commission through the conditional use and variance decisions issued by the respective Boards. Review of plans for compliance with applicable building, plumbing, mechanical, electrical, disabled accessibility standards and energy efficiency codes and standards. Review of plans for zoning ordinance compliance.

Inspection/Code Compliance

The purpose of Building Services Construction Code Compliance is to preserve life, health and safety of the Citizens and businesses within Salt Lake City through effective and efficient building code enforcement and compliance. Protect and promote the City's environment and aesthetic values through sustainable construction practices according to current codes.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

Ensure that structures located in Salt Lake City where our citizens live and work are safe and meet the current standards for new construction regarding life safety features, construction materials, safe connection to fuel and electrical energy sources, and compliance with applicable energy and green (sustainable) construction codes. Ensure that all inspectors employed by the City are trained and licensed in all areas of code compliance, enforcement, safety, and customer service.

Civil Enforcement

City housing/zoning inspectors inspect apartments and homes for hazards and deficiencies that threaten the health and safety of residents. Their enforcement of required housing standards strives to keep the City's housing stock habitable and fosters the maintenance and improvement of buildings within the City. It also prevents buildings from being closed or demolished, forcing displacement of residents.

City housing/zoning inspectors inspect properties throughout the City for junk, unlicensed vehicles, weeds and other unsightly problems that detract from the City's environment and aesthetic qualities. By enforcing use and property restrictions, the inspectors maintain order in the City and encourage appropriate business and residential development.

The inspection and enforcement efforts of the City's housing/zoning officers protect the tax base and property values of the City by removing blight and encouraging the maintenance of buildings and property. Enforcement of the Snow Removal Ordinance helps to minimize the hazards faced by pedestrians during the winter months. Enforcement of the Sidewalk Entertainers and Artists Ordinance helps to promote pedestrian safety and adds to a vibrant downtown environment.

BASE PURPOSE REVENUE

The Permits Section receives revenue from the plan review process and the issuance of building permits. The majority of Permit revenue comes from the basic construction categories such as Plan Review, Building, Electrical, Mechanical, Plumbing, and Sign permits. Revenue is directly influenced by economic activity in the construction industry. Revenue budgeted for FY 2012 is approximately \$5,749,000.

Civil Enforcement is anticipated to generate approximately \$55,000 in fees and fines in fiscal year 2012-13, this includes Boarded building permit fees and for zoning violations. Actual collection amounts may vary due to the fact that the charges are placed as property tax liens and actual repayment parameters may vary.

CURRENT FISCAL YEAR ACCOMPLISHMENTS

- Issued over 8900 permits and assisted over 12,800 walk-in customers during fiscal year 2012. (Appears to be a drop in overall permit issuance, however, it is an upgraded reportability. Previous FY report also showed permits applied for and not issued online as well. There were actually approximately 700 more permits issued in FY12 than in FY11)
- Generally maintained a four week turn-around-time for initial plan review comments/corrections.
- Reviewed 15% of formally submitted plan reviews electronically.
- Over 45% of all electrical, mechanical, and plumbing permits were requested and issued online via the Accela Citizens Access Portal.
- There were a total of 4,526 housing/zoning violations addressed during fiscal year 2011-12.
- Provide accurate and timely responses to all CED Citizens Requests.
- Addressed a total of 212 snow removal complaints on the public sidewalk during fiscal year 2011-12.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

- Provided enforcement of Sidewalk Artists and Entertainers Ordinance at Farmers Market as well as other venues in the City.
- Continued to mandate that all employees exercise good customer service in all interactions with the public as well as other City employees.

FIVE YEAR BUSINESS PLAN GOALS

- Substantially increase the number of electronic plan reviews submittals by the end of fiscal year ~~2012~~ 2013
- Complete the digital conversion of all archived development review and permit records by the end of FY2013.
- Provide an initial response to all CED Citizens Requests within 48 hours by fiscal year 2013
- Inspect all boarded buildings in our database at least monthly by fiscal year 2013
- Conduct job related training for Housing/Zoning Officers on a monthly basis by fiscal year 2013
- Inspect all vacant and secured properties on our database at least bi-monthly by fiscal year 2013
- Decrease the number of inspector trips to each jobsite by using Combination Inspectors where appropriate



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 100%	COST CENTER NUMBERS:	06-11700
DEPARTMENT:	Community & Economic Development	FTE / GF:	17.50
DIVISION:	Transportation	BUDGET / GF:	\$1,684,992
COST CENTER / PROGRAM:	Transportation	GF GENERATED REVENUE:	\$313,000

AUTHORITY: Supportive Municipal Function. Authorized by SLC Ordinance 12.08.070 and 12.08.140

STATEMENT OF PURPOSE

The mission of the Transportation Division is to provide a safe and efficient multi-modal transportation system for the movement of people and goods and to support a livable community. The Transportation Division provides professional transportation planning and design services to ensure proper development and maintenance of a safe and efficient transportation system; performs studies and investigations needed to address changing transportation demands and implement the appropriate selection, placement, and operation of traffic control devices; provides traffic signal timing services for pedestrians, bicyclists, transit riders, and motorized vehicle drivers; plans, coordinates, designs, and implements the expansion and maintenance of trails and on-street bicycle and pedestrian facilities; administers the lighting program that illuminates the public streets and sidewalks for traveler safety; and administers the City Permit Parking program to alleviate significant on-street parking impacts in neighborhoods caused by long term parking of commuter vehicles.

BASE PURPOSE STATEMENTS

The Transportation Administration Section provides overall administrative direction and support to Division employees; develops and monitors the use of the Division's annual budget and processes all purchase requests and billings; processes all personnel and payroll actions; organizes files and library materials, and provides supplies to the Division's 18 employees. Staff develops and distributes meeting notices, agendas, and minutes to support the function of the Transportation Advisory Board. This section is responsible for receiving and organizing citizen requests and complaints and ensuring timely response from staff members to the public. This section also receives and assists all walk-in and call-in customers and processes and issues permits for the nine City Permit Parking areas.

The Transportation Design Section reviews proposed plans for development affecting public right-of-way to assure a coordinated, functional network for all modes of transportation. Staff meets with consultants and developers to provide input, guidance, and direction on transportation issues affecting proposed development; provides technical reviews of designs for streets and transportation corridors to ensure functionality, traveler safety and compliance with city and national standards; performs geometric design of all new and reconstructed streets and coordinates efforts in accordance with the City's Complete Streets ordinance. This section currently serves as an ex-officio member of the Planning Commission and provides transportation planning services and recommendations to the Planning Commission, Board of Adjustment, the Development Coordination Team, the



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

Transportation Advisory Board, the City Planning and Engineering Divisions, and other city departments and divisions.

The Studies and Investigations Section performs studies and investigations needed to address changing transportation demands. A primary role of this section is to collect traffic counts and other vital data and statistics used in planning for all modes of transportation, and to communicate data and analysis in support of specific projects or City goals. Staff advises on and implements the appropriate selection, placement, and operation of traffic control devices such as signing, signals, striping and parking metering used on City owned streets. Staff coordinates with outside agencies such as the Utah Transit Authority and Utah Department of Transportation to ensure compatible traffic controls. This section also processes and approves requests for barricade and construction traffic control permits and parking meter bagging permits.

The Traffic Signal Control Section prepares timing plans and addresses the ongoing needs of the City's traffic signal system. Staff participates as an integral partner with the Utah Department of Transportation, Salt Lake County and the Utah Transit Authority in the Commuter Link System which integrates the control and management valley-wide of traffic signals, closed circuit video cameras, variable message signs, weather sensors, traffic control software, and vehicle detectors within one computerized system. They control the operation and coordination of approximately 300 traffic signals (180 of which are Salt Lake City's) within Salt Lake City to reduce accidents, injuries, travel time, air pollution and driver frustration and generate approximately 65 updates to traffic signal timing plans annually. Staff also prepares preliminary plans for the installation of new traffic signals, and prepares necessary plans for the upgrade of existing signal infrastructure. Staff also advises on innovative signal design related to all modes of transportation, including HAWK signals and bicycle signals.

The Sustainable Transportation Section implements the Administration's vision of creating a world-class network of alternative modes of transportation as part of the City's multi-modal transportation plan. This section uses data and analysis to identify opportunities to change travel patterns, and plans the appropriate facilities to support and to catalyze the reduction of single-occupant vehicles. Responsibilities include planning and implementing on and off-street bikeway improvements, planning for improved transit including implementation of a streetcar network, and improving the pedestrian environment and increasing pedestrian safety. Staff coordinates with multiple city departments, other government and private agencies and the public to implement the recommendations in the Salt Lake City Complete Streets Ordinance, Downtown in Motion, Salt Lake City Bicycle and Pedestrian Master Plan, the Salt Lake City Open Space Plan and other relevant plans.

The Street Lighting and City Permit Parking Section manages the 2,200 special assessment area (SAA) lights and 12,000 traffic safety or continuous lighting streetlights and provide technical assistance to residents who operate 2,800 privately owned streetlights. The section implements the Salt Lake City Street Lighting Master Plan and Policy, administratively adopted in August 2005, which identifies light and pole types, minimum illumination standards, use of energy-efficient white light sources and dark sky shields to minimize glare and stray light above the light fixtures. They also administer the creation and adjustment of nine City Permit Parking areas issuing 4,100 permits annually to property owners significantly impacted by commuter parking.

BASE PURPOSE REVENUE

Transportation is projected to generate approximately \$313,000 in revenue this fiscal year. This includes bagging of parking meters, issuance of construction barricade permits, residential parking permits, miscellaneous, and a transfer from Public Utilities to pay for 33% of the Trails Coordinator position.

CURRENT FISCAL YEAR ACCOMPLISHMENTS



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

- Prepared an analysis of Salt Lake City current and projected travel patterns by mode. (March)
- Completed 100 traffic counts since May, 128 since March and 163 since January.
- Issued 1829 permits since March and 2373 since January.
- Implemented the 300 East Cycle Track.
- Hired a Streetcar and Transit Program Manager.
- Developed educational materials for cycling. Conducted new outreach and education on cycling including working with schools, a 'light up the night' event, 'pit stops' during May.
- Finalized a scope of work and entered into an agreement with UTA to complete the Downtown Streetcar Alternatives Analysis.
- Completed the Sugar House Circulation Plan, currently under review by City Council.
- Completed the Jordan and Salt Lake Canal Trail Study, currently under review by the Planning Commission.
- Installed bike facilities on Gilmer Drive and 600 North, and refined designs in several other locations.

FIVE YEAR BUSINESS PLAN GOALS

- Strengthen the Transportation Advisory Board and associated Committees.
- Improve data collection, analysis and communication.
- Upgrade traffic count/analysis technology.
- Complete an update to the Transportation Master Plan.
- Complete the Alternatives Analysis for a Downtown Streetcar and seek implementation funding.
- Extend the Sugar House Streetcar.
- Prepare a Streetcar Network Plan.
- Complete the Bicycle and Pedestrian Master Plan Update.
- Implement bicycle and pedestrian improvements according to the recommendations of the plan.
- Continue to implement Salt Lake City's Complete Streets ordinance by partnering with the Streets and Engineering Divisions to incorporate on-road bikeway and pedestrian crossing improvements into regular resurfacing projects.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 100%	COST CENTER NUMBERS:	06-01200
DEPARTMENT:	Community & Economic Development	FTE / GF:	5.75
DIVISION:	Arts Council	BUDGET / GF:	\$428,507
COST CENTER / PROGRAM:	Arts Council	GF GENERATED REVENUE:	\$0

AUTHORITY: Core Municipal Function. Authorized by SLC Code Chapter 2.32, Public Art Program established by ordinance 2.30.

STATEMENT OF PURPOSE

The purpose of the Salt Lake City Arts Council is to promote, present and support artists, arts organizations and arts activities in order to further the development of the arts community and to benefit the public by expanding awareness, access and participation.

BASE PURPOSE STATEMENTS

The Salt Lake City Arts Council, established by City ordinance, provides public programs and services to benefit the public, to contribute to community development, a thriving economy, and the quality of life in Salt Lake City. To serve the residents of Salt Lake City, the Arts Council produces and supports high quality, inclusive, educational and engaging arts programs and activities that include ethnically diverse and underserved populations, both as audience and as participants. The Arts Council produces six public programs, manages five grant categories, provides information and technical assistance to the community, and manages a historical building. The public programs include: the visual arts program, at the Art Barn in Reservoir Park, features year-round exhibits; the Guest Writers Series, produced in partnership with the University of Utah, presents 8 readings with 16 writers during the school year; the Brown Bag Concert Series produces 20 free lunchtime concerts at three downtown locations; the Living Traditions Festival is a three-day folk and ethnic life event which features the performing arts, crafts, and cuisine of local ethnic groups; the Twilight Concert Series is a two-month long music experience in Pioneer Park that presents high quality performances of nationally and internationally renowned artists; and the Public Art Program that averages four commissions a year, as well as plans, inventories, and maintains the public art collection.

The City Arts Grants Program awards over 100 grants annually in five categories: Artist-in-the-Classroom, Arts Learning, General Support, Project Support, and Mini Grants. The City Arts Grant awards grants to schools, artists, nonprofits and arts organizations and require matching funds (with the exception of the Artist-in-the-Classroom). The Arts Council has established review processes that ensure public funds are expended in an accountable and transparent manner. They include applications, peer review and evaluation requirements.

The Arts Council provides administration to two advisory boards, the Salt Lake City Arts Council Board and the Salt Lake Art Design Board, as well as to four standing committees. Nearly 340,000 people and 850 artists are served through the Arts Councils programs and services each year.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

Regarding the Mayor's Livability Agenda for Salt Lake City, the Arts Council directly contributes to enhancing artistic and cultural life by managing the Arts Council's programs and by addressing the goals listed below.

BASE PURPOSE REVENUE

No general fund revenue generated.

In FY 2011-2012, the City Arts Council generated about \$850,000 in revenue through its nonprofit entity from other sources including the State of Utah, Salt Lake County, the federal government, the private sector including corporations and foundations, and earned income from rentals, fees, and concession sales.

CURRENT FISCAL YEAR ACCOMPLISHMENTS

- In February of FY 2011-2012, following the departure of longtime executive director, Nancy Boskoff, the Salt Lake City Arts Council welcomed Karen Krieger as the new executive director.
- For the seventh year in a row, Salt Lake City has been named a "Top 25 Arts Destination" in the category of mid-sized cities. The Summer 2012 issue of the national arts lifestyle magazine, *AmericanStyle*, recognized Salt Lake City as one of the top travel destinations for the arts.
- The Salt Lake Art Design Board launched the third series of Flying Objects, a temporary public art project in downtown Salt Lake City. The project, funded by the Redevelopment Agency of Salt Lake City and Salt Lake City Corporation, selected twelve new sculptures that were installed in three downtown locations.
- The Twilight Concert Series had a successful season with its second year at the Pioneer Park venue. Over 230,000 audience members visited the concert series with the largest attendance for the final concert Lupe Fiasco with over 50,000 individuals attending.

FIVE YEAR BUSINESS PLAN GOALS

- To increase, stabilize, and diversify revenue to more fully support the Salt Lake City Arts Council's programs and services;
- To rebuild the fund balance to between 5 and 7% of the City's general fund appropriation;
- To continue to successfully manage and build public communication strategies and database maintenance through administrative support and training;
- Engage board and staff in long-term strategic planning in order to fully address the ongoing and future needs and goals of the Arts Council;
- To further develop the recognition of Salt Lake City as a vital center for the arts, in order to benefit the arts community, the city and the state.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 100%	COST CENTER NUMBERS:	06-01500 06-01600
DEPARTMENT:	Community & Economic Development	FTE / GF:	3.8
DIVISION:	Economic Development	BUDGET / GF:	\$484,013
COST CENTER / PROGRAM:	Economic Development	GF GENERATED REVENUE:	\$0

AUTHORITY: Core Municipal Function

STATEMENT OF PURPOSE

The Division of Economic Development is a catalyst and coordinator for programs and services to sustain, grow and promote Salt Lake City's business community and community prosperity.

BASE PURPOSE STATEMENTS

Manage the Revolving Loan Fund including promotion of the program, preparation of application documents, facilitation of loan committee meetings and servicing of loans

Lead, manage and coordinate Salt Lake City's commercial, retail, technology, manufacturing, and industrial recruitment and expansion efforts in tandem with other economic development organizations and efforts.

Advance and support various downtown development efforts with an emphasis on a diversified and stable tax base.

Promote services, incentives, funding sources, technical assistance and business resources to local, regional and national businesses.

Provide liaison between city departments and the business community to improve communication and service delivery.

Develop and execute a strategic plan for business retention and expansion in Salt Lake City and review and update regularly.

Recruit new businesses to Salt Lake City in partnership with other economic development organizations and city departments that fit City geographic, investment, and redevelopment objectives.

Facilitate Salt Lake City assistance in licensing, permitting, planning and zoning and other regulatory processes that are required of businesses.

Promote the strengths, diversity, uniqueness and local independent businesses in Salt Lake City.

Assist and promote the growth and success of Salt Lake City Neighborhood Business Districts.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

Serve as resource and catalyst for major city-led economic development initiatives.

Provide data, information and analysis of economic development practices and policies that impact business growth and community prosperity.

Develop strong community partnerships to collaborate on economic development efforts within Salt Lake City that include resources, events, and advocacy for small business and local business.

BASE PURPOSE REVENUE

No revenue generated.

CURRENT FISCAL YEAR ACCOMPLISHMENTS

- Assisted in the recruitment and expansion needs of over 30 companies to Salt Lake City that resulted in over 700 current and 1,500 future jobs and \$400 million in capital investment, including the largest manufacturing expansion in Utah, ITT Excelis.
- Closed on 16 loans from the Revolving Loan Fund, totaling almost \$2,700,000 dollars, and generating new investment and jobs in Salt Lake City. Also facilitated the review and approval of a \$5,500,000 Industrial Revenue Bond request from CookieTree, Inc.
- Assisted over 150 small businesses with a variety of information, financing assistance, and regulatory issues in tandem with the newly created Center for Local Business.
- Organized and sponsored the third "Neighborhood Business District" conference attended by over 300 people and the "North Temple Development Forum" attended by over 250 people. Also organized a Small Business Resource Retreat that hosted over 75 local organizations in the business of providing resources to the small business.
- Assisted in the successful planning and support for of the Utah Performing Arts Center in conjunction with the RDA and Salt Lake County that will result in over 150,000 new arts attendees in downtown Salt Lake City.
- Modified the City/EDCUtah contract in participation with Downtown Alliance to focus on proactive recruitment downtown and in redevelopment areas.
- Requested proposals for small business and neighborhood business district assistance from local non-profit organizations.
- Secured funding for a hotel consultant to advice Salt City and Salt Lake County on economic feasibility and financing options. Also represented Salt Lake City interests and engagement on the proposed Convention Hotel in partnership with Salt Lake County.
- Developed extensive national and international exposure for Salt Lake City in publications such as Forbes, Newsweek, Wall Street Journal, Outside Magazine, and Architect Magazine.
- Concluded analysis by the City Financial Advisory of new property tax growth models and projections.

FIVE YEAR BUSINESS PLAN GOALS

- Develop Neighborhood Business District model program to clarify City and District relationship, continue grant program and conference, and create web presence and other tools for Districts to use.
- Manage and guide interdepartmental team for Central Business Improvement Area renewal with expanded boundaries.
- Create memorandum of agreements as partnership document for Salt Lake City Civic memberships that include Local First Utah, EDCUtah, Salt Lake Chamber and other business organizations to support City business and economic development goals.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

- Issue three new Industrial Revenue Bonds, and 12 new loans from the Revolving Loan Fund. Seek other funding to expand the loan program and secure other resources to assist with loan processing and documentation.
- Develop a process and program to assist the RDA on marketing their properties and secure tenants.
- Identify and engage potential business expansion projects and prospects that add to City tax base, employment base, and city infrastructure investment.
- Organize an annual Business Summit hosted by the Mayor and Business Advisory Board to understand the needs and issues of SLC business community.
- Hire an advisor/consultant to create a development proposal and engagement for a Convention Hotel, and manage the process for City/County involvement and investment.
- Capitalize on Cultural Core planning, marketing and branding as well as the Utah Performing Arts Center for economic development and growth downtown.
- Finalize the analysis of fiscal impacts of growth and job creation, then develop policies that align Administration, Council and RDA goals with State Economic Development incentives and policy.
- Assist in the implementation of the Mayors Livability Agenda over the next three years.
- Develop a marketing plan to effectively communicate our programming within City Hall, to external partners, and the public; this plan will also include the implementation of comprehensive website maintenance goals that shall include economic development tools available to the public.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 100%	COST CENTER NUMBERS:	06-14020
DEPARTMENT:	Community and Economic Development	FTE / GF:	6.25
DIVISION:	Housing and Neighborhood Development	BUDGET / GF:	\$521,915
COST CENTER / PROGRAM:	Sorenson Unity Center	GF GENERATED REVENUE:	\$28,829

AUTHORITY: Core Municipal Function. Authorized by Salt Lake City Ordinance 2.37

STATEMENT OF PURPOSE

The Sorenson Unity Center's mission is to serve as a community resource and gathering place where all cultures are celebrated and welcomed. The Center enhances lives through participation in visual and performing arts, education and community programs aimed at improving mental and physical well-being.

BASE PURPOSE STATEMENTS

Sorenson Unity Center provides for a unique opportunity to work with community, governmental, non-profit, arts and educational organizations as an inclusive service provider to the Glendale/Poplar Grove communities. The 23,000 square foot facility houses Salt Lake Donated Dental Services, a fitness center and drop in child care facility managed by Salt Lake County Parks and Recreation, technology centers, rental space, free programming, outdoor youth art and adventure park and a 24-plot, community, garden. The Center experiences over 70,000 visits per year, serving primarily the Glendale/Poplar Grove communities. These community resources and other center activities are designed to promote the themes and needs expressed by community members at Public Meetings held in 2003. The Center goals are as follows:

- Provide the community increase knowledge, access and awareness to the arts, education, mental-health, physical and legal resources.
- Enhance the quality of life for patrons by providing exciting diverse entertainment through live performances, visual arts and theatre
- Act as a community gathering place where all are welcomed.

Gallery Space

The Unity Center Community Gallery's display of art helps build unity through celebrating culture diversity and identity. The gallery offers a unique opportunity for local arts, community members and organizations to share their unique stories through art with a wide audience.

Programming/Events

Unity Center Programming/Events emanate from collaboration efforts with local businesses, non-profits and community organizations to host free to the public workshops, films, performances, conferences and guest lecture series (topics include: health, fitness, sustainability and financial security)



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

Property Management

The tenants of the Sorenson Unity Center include Salt Lake Donated Dental and Salt Lake County. These organizations provide vital services to the community. The services provided by these tenants directly impact the needs of the community and help offset operational cost of the facility. It is the responsibility of Center management to provide direct assistance and services as well as maintain the interest of the City.

Rental Space

The Performance Theater, Classrooms and Gallery are available as rental space to the general public, community groups, cultural organizations and a variety of community organizations. These spaces are used for performances, concerts, rehearsals, classes, lectures, meetings and private events.

Technology Centers

Unity Computer Centers provide diverse activities to adults and youth residents. Intel and Microsoft corporations support the Computer Center, enhancing the number and quality of programs. Services for adults include computer fundamentals, digital photography, graphic designs, and internet access. Available software allows patrons to acquire critical employment skills. Services for youth include an opportunity to learn technology through creative methods, acquisition of tools and problem solving skills.

Unity Gardens

The unity gardens is a 1.13 acres adjacent to the Sorenson Unity Center, which includes of community event space a 24-plot community garden and youth art and adventure park. The mission of the community gardens is to collectively grow diverse food and friendships. The Unity Gardens promote and popularize environmental literacy, community stewardship and healthy, fresh food options by embracing intergenerational learning and culturally diverse gardening. Garden programming includes, youth income garden, and gardening educational series.

BASE PURPOSE REVENUE

The Unity Center is projected to generate approximately \$28,829 in revenue. This includes Salt Lake Donated Dental Service lease agreement and rental fees and guest contracts from community events.

CURRENT FISCAL YEAR ACCOMPLISHMENTS

- Unity Center Garden plots operated at 95% of capacity (23 out of 24 plots have been planted by fiscal year end 2011/2012)
- In fall of 2011 the Youth Income Garden (G-Fresh) pilot program participants made and sold \$120 dollars worth of pesto made with basil from their garden at the Peoples Market in Glendale. This year the Youth Income Garden (G-Fresh) program has five participants that have attended multiple business and gardening educational classes.
- The Unity Center hosted 79 programming events which is 76% of all events hosted at the Sorenson Unity Center
- The Unity Center hosted 25 individual rental events equal to 130 event days, which is a 53% increase from FY 2011/2012 year totals and equal to 24% of total events held at Sorenson Unity Center.
- The Unity Center Galleries hosted 12 visual art displays and held 10 artist receptions or workshop events.
- Unity Computer Center's maintained 82% of customers from 84104 and 84116 zip codes



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FIVE YEAR BUSINESS PLAN GOALS

- Assure that 50% or more of all Unity Center events are programming events that are free entertaining, and informative; focusing on visual and performing arts, education, and environmental sustainability aimed at improving mental and physical well-being in collaboration with local businesses, non-profits and community organizations by fiscal year 2012/2013
- Produce and maintain 12 visual art displays that promote local art in the small and main galleries 2012/2013
- Assure Computer Center's maintain 60% or more customers from 84104 and 84116 zip codes by fiscal year 2012/2013
- Increase rental usage by 20% by fiscal year 2012/2013; assure rental usage is equal to 35% of all events held at the Unity Center by fiscal year 2015/2016
- Assure gardening plots operate at 100% of capacity by fiscal year 2016/2017



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

FUND:	General Fund: 100%	COST CENTER NUMBERS:	0612400
DEPARTMENT:	Community & Economic Development	FTE / GF:	45.50
DIVISION:	Engineering	BUDGET / GF:	4,279,457
COST CENTER / PROGRAM:	Engineering	G.F. GENERATED REVENUE	1,976,500

AUTHORITY: City Ordinance 2.08.080

STATEMENT OF PURPOSE

Salt Lake City Engineering is tasked with regulating the City's public way infrastructure by ensuring it meets construction and safety standards as established by City Ordinance and Policy. Engineering administers the design and construction of funded Capital Improvement Projects including public way, parks, building, and other related facility improvements. Engineering is also responsible for the City's survey monumentation, recordation and interpretation of property boundaries, and maintains public way construction records and manages a Geographical Information System.

BASE PURPOSE STATEMENTS

Capital Improvement Program (CIP)

City Engineering is responsible for the implementation or support of projects approved through the City's Capital Improvement Program, which may include planning, programming, estimating, budget requests, and providing oversight of the design and construction of projects. Projects are identified and adopted each year based on City Administration and Council recommendations with guidance provided by the City's Ten-Year Capital Needs Plan. This includes roadways, parks, golf, buildings, public way pedestrian and bike routes, rail, landfill and other City supported projects.

Engineering works closely with the Administration, City Council, Transportation, Planning, Redevelopment Agency, Public Utilities, and Public Services in the administration of this program. These projects frequently include working closely with outside organizations, such as UDOT, UTA, Salt Lake County, Wasatch Front Regional Council, and private entities to identify and mutually coordinate on projects using a variety of funding sources. City Engineering provides a variety of services for implementation of the CIP which require expertise in such discipline areas as architecture, landscape architecture, surveying, civil engineering, and project management. Consultants are also used when specialized expertise is required and when workloads exceed the capacity of existing Engineering Division personnel.

Engineering is committed to meeting current ADA standards regarding construction and rehabilitation of sidewalks and accessibility ramps in the public way. A cooperative effort with the Transportation Division ensures public way safety and accessibility during and after construction through compliance with existing standards.

Public Way Regulation and Control Program

This team monitors all work performed in the public way outside of the City's CIP process. The team ensures that privately funded public way construction, including excavations, subdivision development, and street improvements, are constructed in accordance with City standards. Coordination of public way activities is



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

emphasized to minimize disruption to the traveling public and adjacent property owners, and to ensure utility cuts and public way construction is conducted in a manner that protects the integrity of the City's infrastructure. The Public Way permit group performs reviews of all subdivision plats, including condominium conversions being constructed within the City. This involves street improvement design review, developer agreement administration, construction inspection, and bond release after the warranty period.

Engineering General Services Program

The following five major discipline areas that fall under this program:

- **Geographical Information System (GIS)**

Engineering maintains a Geographical Information System with the mission of improving the overall efficiency and effectiveness of City operations. The number of work flow applications that rely on GIS technology is constantly increasing. Engineering's GIS team is responsible for maintaining the GIS database and map layers for use by other City departments and the general public. The GIS team is also tasked with creating and maintaining Engineering's web site and providing cohesive support with all other City programs and databases.

- **Engineering Records Management**

The Engineering Records Management section is responsible for the preservation of all public way construction engineering records and related historical documents. Utah Code requires the retention and public access of all of the above mentioned documents.

- **City Surveying**

Engineering's Survey team provides support for the City's capital improvement projects and certificates of approval for new subdivision developments. This team also prepares legal descriptions and reviews public way dedications and vacations as well as annexation plats and City boundary adjustments. Survey is also responsible for maintaining the City's monumentation that establishes control points for public property.

- **Street Pavement Management System**

Salt Lake City's street network is comprised of 1,864 lane miles of concrete and asphalt pavement. The pavement management team is responsible for the collection of data and condition evaluation of all pavements within the City. This information is used to develop pavement condition assessments and provide recommendations for street maintenance activities and potential capital improvement projects. Pavement condition assessments are based on ride quality, rutting, and cracking. A citywide condition survey will be completed in 2012, which will aid in determining the rate of deterioration occurring at current funding levels, and facilitate long range data based decision making regarding maintenance strategies and capital improvements prioritization.

- **Special Assessment Areas**

The City utilizes Special Assessment Areas (SAA's) to fund a portion of the Capital Improvement program. Assessments are a mechanism for abutting property owners to participate in the cost of projects that provide public way improvements deemed to have a specific benefit to the adjacent private property. SAA's allow the City to leverage public funds with private contributions. City Engineering evaluates proposed special assessment areas, defines specific improvements, determines costs and provides property owners with information regarding the creation of the SAA's.

- **Public Involvement and Customer Service**

This team facilitates public involvement and feedback regarding CIP public way improvements.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

BASE PURPOSE REVENUE

Revenue is projected in the amount of \$1,976,500 for Engineering CIP services and permitting fees.

CURRENT FISCAL YEAR ACCOMPLISHMENTS

Capital Improvement Program:

- Presently Engineering has over 50 Capital Improvement Projects either in the design or construction phase. Some of the significant projects include:
 - North Temple Viaduct and Boulevard
 - Sugar House Streetcar
 - Public Safety Building
 - Plaza 349 Remodel
 - 1300 South Viaduct
 - 500/700 South Roadway
 - Numerous Parks and Pedestrian Trail Improvements
 - Numerous Public Building Improvements
 - ADA Pedestrian Access Route Improvements
 - Street Network Condition Survey
 - Reconstruction and/or overlay of numerous streets

Engineering General Services Program:

- (35)% of Engineering's historical plats, drawings and plans have been digitized, cataloged and made ready for permanent offsite storage. Digitizing these documents reduces required storage space and provides convenient retrieval of information for employees and the public.

Public Way Regulation and Control Program: (Scott Update)

- Approximately 250 Plan and Plat reviews for subdivisions and development projects including, Western Metals Recycling, Plaza at State Street, 200 South Roadway Reconstruction at the Gallivan Center, Public Safety Building, Federal Courthouse, Westminster Sugarhouse Mixed Use, SL County District Attorney Building, Wilmington Gardens, and numerous others.
- Approximately 2000 public way permits have been reviewed, issued and inspected to ensure compliance with Engineering's Standards for construction in the City's public ways.

FIVE YEAR BUSINESS PLAN GOALS

- Update Engineering's website to improve on public involvement and outreach efforts associated with CIP projects. Specific efforts in accomplishing this goal includes implementation of a continually maintaining a Capital Improvement Program projects map detailing locations, scope of work and design and construction schedules. Through the website and other applications including social media, Engineering will encourage public involvement throughout the course of a project by providing ongoing updates and allowing for questions, comments and evaluations.
- With the upcoming Audit of the Engineering Division, the Plaza 349 remodel and associated organizational changes create a more positive and productive work environment for each employee and the Division as a whole.
- Enhance the capabilities and responsibilities of the Engineering GIS group to take the lead in comprehensive GIS department program. Function as the mapping backbone and technical support for the program.
- Complete the digitizing of all engineering documents and catalog them in a manner to provide sufficient City and public access.
- Continue to improve on internal and external departmental and outside agency planning and coordination with the goal of more effectively using public funding and limiting inconveniences encountered by the public.



SALT LAKE CITY BASE PURPOSE STATEMENTS

PLANNING PERIOD: FY 2011-12 THROUGH FY 2016-17
FISCAL YEAR 2012-13

- With the goal of stretching limited project funding further, assume a greater internal design and construction management role in roadway, park and other civil and architectural oriented projects.