



MOTION SHEET

CITY COUNCIL *of* SALT LAKE CITY

TO: City Council Members

FROM: Ben Luedtke
Budget Analyst

DATE: September 15, 2020

RE: **Budget Amendment Number Two FY21**

MOTION 1 – ADOPT REMAINING ITEMS

I move that the Council adopt an ordinance amending the FY 2020-21 final budget of Salt Lake City for items A-2 through A-15 as requested by the Administration.

(Staff Note: Budget Amendment #2 is closed under this motion.)

MOTION 2 – NOT ADOPT

I move that the Council proceed to the next agenda item.





COUNCIL STAFF REPORT

CITY COUNCIL of SALT LAKE CITY

TO: City Council Members

FROM: Ben Luedtke
Budget and Policy Analyst

DATE: September 8, 2020

RE: **Budget Amendment Number Two FY2021**

Project Timeline:

Set Date: August 18, 2020
1st Briefing: August 18, 2020
2nd Briefing: September 1, 2020
3rd Briefing: September 8, 2020
Public Hearing: September 1, 2020
Potential Action: September 15, 2020

Council Members may recall that because of the quick turnaround requested for Budget Amendment No. 2, a staff report was not provided for the earlier briefings. Since the Council's initial briefing on August 18, 2020, the Council discussed item A-13 YouthCity expansion proposal at the September 1 briefing which is also covered in the Public Services memo (pages 16-24 of transmittal). Also on September 1, the Council closed the public hearing and adopted items A-1 and E-1 for the City's \$5.9 million federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding received as a passthrough from the State. Items A-2 through A-15 remain open for Council consideration. It's important to note that all of these items are proposed to be one-time expenses.

Budget Amendment #2 requests \$7,463,826 of new expenditures of which \$288,487.58 would come from Fund Balance. There is also one new full-time employee (FTE) related to the YouthCity expansion.

Updates on City revenues, Fund Balance and impact fees are anticipated as part of Budget Amendment #3.

Section A: New Items

A-1: CARES Act Personnel Costs – (General Fund - \$5,635,512, see breakdown below) *Note: the Council approved this funding at the September 1 formal meeting.*

-\$4,583,926 – Fire Department
-\$913,517 – 911 Bureau
-\$125,672 – Social Worker Program in Non-departmental
-\$12,397.42 – Community and Neighborhoods Department

Approval of this item frees up General Fund dollars that were previously budgeted for these personnel expenses. In conjunction with the CARES Act funding the Administration is proposing to transfer costs associated with pay for Fire Department, 911 Dispatch, Social Workers and Homeless services to the grant. Note that a majority of the funds are covering personnel expenses in the Fire Department because a greater number of employees in that department are eligible under U.S. Treasury Department guidelines. These expenses align with the requirements for CARES Act funding and are based on total payroll for the eligible programs. Transfer of these funds to the Grant Fund will allow the use of General Fund dollars on different projects.

The City was notified and is expecting separate federal aid of approximately \$6.1 million of HUD-CV funding for supplemental allocations of CDBG, ESG and HOPWA grants.



- *Policy Question – The Council may wish to ask the Administration for an update on the \$6.1 million of HUD-CV funding such as a timeline to receive the funds. The Council could request a separate briefing from the Administration about this funding.*

A-2: \$1,000 Bonus Hazard Pay – (General Fund - \$2.283 million Total, see breakdown below)

\$690,000 – Police Department for 690 employees
\$501,000 – Airport for 501 employees
\$399,000 – Public Utilities Department for 399 employees
\$344,000 – Fire Department for 344 employees
\$205,000 – Public Services Department for 205 employees
\$94,000 – 911 Bureau for 94 employees
\$50,000 – Sustainability Department for 50 employees

Under this proposal, 2,283 employees or 70% of the City government's total workforce would receive the one-time bonus hazard pay. The Administration is proposing to give a \$1,000 bonus to all frontline employees who worked during the Corona Virus pandemic. The bonus will be given to employees within E911 (94), Department of Airport (501), Fire Department (344), Police Department (690), Public Services (205), Public Utilities (399) and Sustainability (50).

The Administration clarified these funds are going to employees identified as emergency responders ineligible for paid pandemic sick leave per the Mayor's Executive Order #3 dated March 31, 2020. See Attachment 1 for the order. It's unclear if executive and manager level employees would receive this bonus hazard pay. Note that this one-time bonus is mutually exclusive from item A-11 internet allowance. That is, an employee will only receive one of these additional compensation items the bonus hazard pay or the internet allowance (not both).

- *Policy Question – The Council may wish to discuss with the Administration the difference between frontline employees and essential employees ineligible to receive paid pandemic sick leave. Frontline employees may be considered those interacting with the public, providing direct services and at an elevated personal risk of exposure to the virus in the normal course of their duties. Essential employees identified in the executive order and proposed to receive the \$1,000 bonus hazard pay may include all frontline employees and additional workgroups.*

A-3: Personal Protective Equipment (PPE) for the Hearing Impaired Community – (General Fund - \$150,000)

It is proposed to budget funding for PPE for the city employees and other city partners. The Administration clarified that these funds will be used to purchase clear front masks for the hearing impaired. Lip reading and verbal facial cues are fundamental parts of communication for the hearing impaired which are largely obscured by standard cloth and surgical masks. The \$150,000 was calculated based on an expected need of 27,000 clear front masks and current retail prices. The Sanderson Community Center for the Deaf and Hard of Hearing would receive a donation of PPE from the City and distribute then to other organizations and groups within the City. The Sanderson Community Center for the Deaf and Hard of Hearing is located in Taylorsville and is a division of the Utah State Office of Rehabilitation within the Department of Workforce Services.

If any additional funds remain after the clear front masks purchase, then the Administration requests those funds be flexible to use for other disposable PPE needs as they arise.

A-4: Digital Equity Public Wi-fi Infrastructure – (General Fund - \$75,000)

Information Management Services (IMS) is requesting \$75,000 for digital equity projects in Salt Lake City. Funds will go towards a Wi-Fi backhaul on Ensign Peak. The backhaul will provide a point to multi point solution for Public Wi-Fi. Remote sites can be configured to point to the backhaul on the mountain and provide public Wi-Fi solutions. The remote sites will be able to be moved around to accommodate new or changing needs of the community. The City currently uses a similar solution to connect many of our remote sites back to the City's network.

It is anticipated with these funds that IMS will be able to install the backhaul and 3 sites. Additional sites could be added to the network at a cost of roughly \$5,000 per site to cover wiring, infrastructure and installation. If additional sites are added, then IMS anticipates one new FTE would be needed to support an expanded program. An internal City committee would select specific sites with the primary criteria of enhancing internet access in underserved areas. Sites could be located within buildings or possibly outside such as a park.

Exact speeds will vary somewhat between sites. All of the sites will provide at least high-speed internet which in 2015 was defined by the Federal Communications Commission (FCC) as 25 megabits per second (mbps) download speed and three

mbps upload speed. The public wi-fi would be accessible to anyone with a compatible electronic device without a password.

A-5: Donation to Association for Utah Community Health (AUCH) for Direct Cash Assistance for Westside Residents that Need to Quarantine – (General Fund - \$25,000)

The Administration clarified these funds will be added to a pool of money from multiple sources. When a westside resident tests positive for COVID-19 or was in contact with someone else that tested positive these funds can be used for direct case assistance. The goal is to meet the person's basic needs to encourage compliance with quarantine orders. Access to these funds could be available at the health centers and clinics noted below but also when persons are contacted by tracers tracking COVID-19 exposures and follow up to positive tests. The funds will be targeted for residents living on the City's westside.

AUCH represents five health centers in clinics in Salt Lake City: Central City Clinic 610 S 200 E, Neighborhood Community Health Center 1388 S Navajo St, Stephen Ratcliffe Community Health and Dental Center 1365 W 1000 N, Fourth Street Clinic 409 W 400 S and Fourth Street Mobile Clinic.

Senator Escamilla and Representative Romero have been working with the City, County, and State to deploy community health workers into the communities hardest hit by COVID-19. Part of that contract is with an organization called AUCH. The Federal Government designated AUCH as the Primary Care Association for the State of Utah representing 13 health centers and over 50 clinics. They do extensive outreach and support for community members who have been impacted by COVID-19. AUCH is one of a couple organizations doing this work, along with county health and state health.

Surrounding a positive diagnosis or even just a health care interaction often other needs are uncovered by the community members. They might be in desperate need of diapers, or a prescription filled, hygiene kits, or something else that is not traditionally covered by any funding sources (like rental assistance). AUCH has been trying to meet those needs through donations to their organization as well as some funding from government entities. The City proposes funding to help AUCH meet these ancillary needs that spring up when working with vulnerable populations and persons that need to quarantine.

A-6: New City Arts Grants Category for FY21 – (General Fund - \$25,000)

Funding would be prioritized for artists and organizations that have not received grants from other City arts programs. The Arts Council will offer the grants through an open online application process. Funding criteria and grant guidelines were under development at the time of publishing this staff report. The Administration stated community impact, equity, and geographic diversity will factor into the criteria and guidelines.

A-7: Sorenson Impact Center Contract for Social Impact Bond Consulting – (General Fund - \$50,000)

Funding is being proposed for a contract with the Sorenson Impact Center at the University of Utah for social impact bond consulting. The City has never participated in a social impact bond. The consultant would produce social impact bond options for the City to consider. The Administration stated these options would focus on improving upward mobility for westside residents through specific interventions to be identified.

In general terms, a social impact bond is a contract between a government and organizations providing upfront financing. The goal is to achieve better social outcomes that save the government money. If the program is successful, then the government shares some of the savings with the investors in addition to paying back the original investment.

- *Policy Question – The Council may wish to discuss with the Administration what other bond eligible projects the City is interested in and how a potential social impact bond should be prioritized within those needs.*

A-8: Water Assistance – (General Fund - \$25,000)

Salt Lake City Public Utilities Water Assist Program helps customers pay their Public Utilities bill. The Public Utilities bill includes the City's water, sewer, stormwater, street lighting, and refuse charges. The program was implemented in the 1980s and helps hundreds of residents each year. The program is funded through donations, although Public Utilities has periodically contributed up to \$10,000 per year when the donations have been lower and the need has been greater. The Water Assist Program is administered by The Salvation Army. The purpose of the program is to provide limited financial assistance and budget counseling to eligible residential customers who are experiencing difficulty paying their bills. During the pandemic crisis, Public Utilities has noted decreased donations and increased need. As of August 4, 2020, the Water Assist Program has only \$508, which is inadequate to meet the current need. The Water Assist Program is an

important program and is one of several strategies used for assisting our residents with their bills when needed. Public Utilities also participates in the Salt Lake County Tax Abatement Program for water, sewer, and stormwater. Equal pay, budget billing, and deferrals are also arranged to help our residents should they need it.

Project Water Assist is available to any residential customer in Public Utilities' service area.

A-9: Suazo Business Center Board One-year Membership – (General Fund - \$25,000)

This funding would allow Salt Lake City to be represented on the Suazo Board. According to the organization's website, "The Suazo Business Center is a business resource committed to the development and empowerment of the Latino/Hispanic and other underserved communities. We provide assistance to help existing and potential minority entrepreneurs succeed and build wealth." The Administration stated Economic Development would identify a staff person to serve on the Board.

A-10: Employee Telework Equipment – (General Fund - \$204,000)

Additional monitors, laptops, docking stations, ergonomic keyboard/mice combos, there is minimal need for some employees to have printer/scanner capabilities in their home. These requests will be reviewed thoroughly to ensure the goal of the city to be paperless is taken into consideration. A total of \$150,000 in funding for these types of equipment will be transferred from the General Fund to IMS. Policies and procedures in regard to how these funds will be allocated and spent in each department will be forthcoming.

A total of \$54,000 in funding will be allocated from the General Fund for stand-up desks and some chairs that are being requested for employees to continue working safely and comfortably in the home environment without strain. The need for chairs will be reviewed and approved per administration. Employees with pre-existing back and/or neck issues will be considered. Other resources being requested are head-seats for employees to perform their daily tasks as communicating with customers with ease and efficiency. These funds will be placed in Non-Departmental for expenditure.

Some employees have been allowed to take home existing office equipment. In certain instances this funding could be used to purchase duplicate equipment for employees that work both at home and in the office. The Human Resources Department was developing a policy for take home equipment at the time of publishing this staff report.

A-11: Employee Internet Allowance – (General Fund - \$187,000 Total, see breakdown below)

\$32,600 – Community and Neighborhoods Department for 163 employees
\$30,800 – Police Department for 154 employees
\$19,000 – Airport for 95 employees
\$15,400 – Public Utilities Department Water Fund for 77 employees
\$14,000 – Finance Department for 70 employees
\$12,000 – Public Services Department for 60 employees
\$12,000 – Information Management Services Department for 60 employees
\$9,000 – Fire Department for 45 employees
\$8,000 – Justice Court for 40 employees
\$7,000 – City Council Office for 35 employees
\$6,000 – Attorney's Office for 30 employees
\$5,200 – Mayor's Office for 26 employees
\$4,600 – Human Resources Department for 23 employees
\$4,000 – Redevelopment Agency for 20 employees
\$3,200 – Economic Development Department for 16 employees
\$3,200 – Sustainability Department Refuse Fund for 16 employees
\$1,000 – 911 Bureau for five employees

This funding would provide a one-time \$200 lump-sum to 935 employees. Note that this one-time allowance is mutually exclusive from item A-2 \$1,000 bonus hazard pay. That is, an employee will only receive one of these additional compensation items the bonus hazard pay or the internet allowance (not both).

The employees that are working from home have seen an increase in their internet activity as well as the need for possible upgrades to their existing internet capabilities. In order to help with the increased cost to the employees' internet the administration is requesting a \$50 a month internet reimbursement for 4 months, for each employee working from home.

A-12: Fourth Street Clinic New Temporary Shelter – (General Fund - \$150,000)

The COVID-19 tents set up outside in the Fourth Street Clinic's parking area are not robust or climatized. The setup is very temporary and will not work during the winter months. Salt Lake County will be purchasing new shelters for the clinic for approximately \$250K. This is a significant cost savings to a rental option of roughly \$750K. The County has asked the State and the City to potentially contribute/cost share.

Emergency Management has asked for a specific breakdown of expenses. This will help to determine whether the option of purchasing equipment that would be considered a City asset and returned to us post COVID is available. Such equipment would expand the City's capabilities for future disaster response or other operational purposes.

The Administration clarified the estimated \$250,000 is only for the temporary shelter including structure, floor, thresholds, insulation, doors, ground stakes, repair kits, HVAC for cooling and heating, and shipping costs.

➤ *Policy Questions –*

- *The Council may wish to ask with the Administration if the State has confirmed funding contributions and whether the County is expected to request the City and/or State also help cover related costs such as staffing, overtime, temperature screening equipment, etc.*
- *The Council may wish to ask what specific equipment would be considered a City asset and returned to the City for the proposed \$150,000.*
- *The Council may wish to ask if the Administration is considering using some of the anticipated \$6.1 million HUD-CV supplemental grant funding for this item.*

A-13: YouthCity Expansion – (General Fund - \$1.6 million) *Note: the Council discussed this item at the September 1 briefing which is also covered in the Public Services memo on pages 16-24 of the Administration's transmittal*

The Administration is proposing using one-time funding for a one-time expansion of the YouthCity program during the 2020-2021 school year. The YouthCity program is within the Youth & Family Division of the Public Services Department. The expansion would increase resident access to affordable childcare, educational, technology and social services and food (breakfast, lunch, dinner and snacks) for kids as well provide one electronic device for each student. Program employees will be trained in the School District's online learning platform, Canvas, and related digital tools to assist students with online learning. YouthCity will continue using a sliding fee scale based on income and prioritize students from lower income households.

Note that \$248,000 is for technology equipment and furniture. The ongoing cost would be approx. \$1.4 million. One new FTE, a Community Programs Manager, would be included for the expansion. See Attachment 2 for that position's job description. There is uncertainty regarding how long the program expansion would be needed to meet community demand because the timing of a resolution to the pandemic and how the Salt Lake City School District will operate during the school year are both unknown. It's possible the community demand will continue beyond the 2020-2021 school year.

Under the expansion proposal, YouthCity's full day summer program running 8am – 5:30 pm, Monday-Friday, would be extended throughout the school year for kids in kindergarten – sixth grade and 1pm – 5pm for teens in seventh grade – 12 grade. YouthCity normally operates 2pm – 6pm during the school year and is limited to kids 8-18. The program normally operates at eight locations: Central City, Fairmont Park, Glendale Library, Liberty Park, Northwest Rec Center, Ottinger Hall, Sorenson Unity Cent, Sorenson Multicultural Center. Over 500 kids participate in the program annually. An additional location at the Fairpark would be opened under the proposal. The Utah Department of Health issued emergency childcare site ratios, capacity and group size limits that are necessary for public health and physical distancing

during the pandemic but this also reduces the capacity to meet childcare needs at existing facilities. The Administration is exploring community partners that could assist with temporary locations and operations.

Attachment 3 is a heat map of childcare needs taken from the Department of Workforce Services March 2020 report on childcare access in Utah. It shows a high concentration of need in Salt Lake City, especially the westside and Liberty Wells neighborhoods.

A-14: Rent Assistance, Mortgage Assistance, Rapid Rehousing – (General Fund Reimbursement to Fund Balance - \$1.1 million)

This funding will reimburse Fund Balance for fronting \$1.1 million in Budget Amendment #6 of FY20. Those funds were split for the following housing assistance: rental assistance \$750,000, mortgage assistance \$250,000 and rapid rehousing \$100,000. These funds were meant to help address the substantial hardships created by the COVID-19 crisis for Salt Lake City's most vulnerable residents.

A-15: Accelerator Program – (General Fund - \$25,000)

The Administration is proposing to set aside \$25,000 to help citizens who did not receive federal stimulus support. This funding would be in addition to the \$50,000 awarded to the Community Foundation of Utah by Accelerator for America's National Financial Assistance Initiative. Technical assistance is also being provided as part of the award. The City did not apply for these funds; the national organization selected Salt Lake City as one of 10 municipalities. The Community Foundation of Utah will provide \$500 pre-paid debit cards to other community based organizations working with undocumented populations. The organizations will be able to track what the money is being spent on in aggregate and reload the cards pending available funding.

The funds would assist some of those who have been hardest hit by the effects of COVID-19 with no other government support. The recipients are expected to be at or below the federal poverty line and mostly undocumented or mixed-status households where one family member is undocumented. Funding will be targeted to City residents.

The program emulates the Angeleno Card financial relief program for Los Angeles residents.

Section B: Grants for Existing Staff Resources Section

(None)

Section C: Grants for New Staff Resources Section

(None)

Section D: Housekeeping

(None)

Section E: Grants Requiring No New Staff Resources

(The following descriptions were included in the Administration's transmittal.)

E-1: Coronavirus Aid, Relief, and Economic Security (CARES) Act – (Misc. Grant - \$5,925,738 Total, see breakdown below) *Note: the Council approved this funding at the September 1 formal meeting.*

\$4,583,926.00 – Fire Personnel Costs

\$913,517.00 – Dispatch Personnel Costs

\$125,672.00 – Social Worker Personnel Costs

\$101,588.00 – Cleaning Supplies

\$95,219.00 – Sick/FMLA

\$42,841.00 – Pandemic Leave

\$26,970.00 – Overtime

\$23,608.00 – Street Closure

\$12,397.42 – Homeless Services Personnel Costs

Salt Lake County (SLCo) is in receipt of grant funds provided by the Federal Government under section 601(a) of the Social Security Act, added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) which established the Coronavirus Relief Fund. Salt Lake City's allocation is \$5,925,738.42 and must be used for necessary expenditures due to COVID-19 response.

Requirements that expenditures be incurred "due to" the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures. Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

Salt Lake City is requesting the funds be used to cover 25% of costs incurred in fiscal year 2020 specific to the pandemic and pay associated with the Fire Department, 911 Dispatch, Social Workers and Homeless Services.

No match is required.

No grant application was completed for these funds.

Section F: Donations

(None)

Section G: Council Consent Agenda – Grant Awards

(None)

Section I: Council Added Items

(None)

ATTACHMENTS

1. Executive Order #3 of March 31, 2020
2. Community Programs Manager Job Description
3. Salt Lake County Childcare Heat Map from Department of Workforce Services March 2020

ACRONYMS

AIDS – Acquired Immunodeficiency Syndrome
AUCH – Association for Utah Community Health
CARES Act – Coronavirus Aid, Relief, and Economic Security Act
CDBG – Community Development Block Grant
ESG – Emergency Solutions Grant
FCC – Federal Communications Commission
FTE – Full-time employee
FY – Fiscal Year
HOPWA – Housing Opportunities for Persons with AIDS
HUD – United States Housing and Urban Development Department
IMS – Information Management Services
MBPS – Megabits per Second
PPE – Personal Protective Equipment
U.S. – United States

Executive Order No. 3:
**Families First Coronavirus Response Act (“FFCRA”), Pandemic-related
Work Modifications, and Contracts Procurement**

Effective Date: March 31, 2020

Subject: Families First Coronavirus Response Act (“FFCRA”), Pandemic-related
Work Modifications, and Contracts Procurement

Authority Signature: Erin Mendenhall, Mayor

Preface:

On March 10, 2020, the Mayor of Salt Lake City issued a “Proclamation Declaring a Local Emergency” (the “Emergency Proclamation”) in response to the global outbreak of COVID-19. Subsequently, on March 12, 2020, the Mayor of Salt Lake City issued a second emergency proclamation entitled “Mayor’s Exercise of Emergency Powers Related to Salt Lake City Emergency Proclamation No. 1 of 2020” (the “Exercise of Emergency Powers Proclamation”). That same day (i.e. March 12, 2020), and pursuant to the Emergency Proclamation and the Exercise of Emergency Powers Proclamation, the Mayor of Salt Lake City also executed an Executive Order entitled “COVID-19 Emergency Pandemic Leave” (“First COVID-19 Executive Order”).

On March 20, 2020, in response to the increasing community spread of COVID-19, the Mayor of Salt Lake City rescinded the First COVID-19 Executive Order and executed a second Executive Order entitled “COVID-19 Emergency Pandemic Leave, Pandemic-related Work Modifications, and Contracts Procurement” (“Second COVID-19 Executive Order”).

In light of the federal government’s enactment of the “Families First Coronavirus Response Act” (“FFCRA”), the Mayor of Salt Lake City seeks to rescind the Second COVID-19 Executive Order and issue a third Executive Order pertaining to the FFCRA and certain other items.

Therefore, the Mayor of Salt Lake City rescinds the Second COVID-19 Executive Order and enacts the following Third Executive Order regarding “Families First Coronavirus Response Act (“FFCRA”), Pandemic-related Work Modifications, and Contracts Procurement” (“Third COVID-19 Executive Order”).

This Third COVID-19 Executive Order is effective immediately and will continue for the entire period of time that the Emergency Proclamation is in effect unless otherwise amended or rescinded.

1. Definitions.

- 1.1. "FFCRA" means the "Families First Coronavirus Response Act."
- 1.2. "COVID-19" means a human infectious disease identified and classified by the World Health Organization and the Centers for Disease Control and Prevention ("CDC") as "coronavirus disease 2019."
- 1.3. "City employee" includes all full-time employees (defined as City employees who are regularly scheduled and work 30 or more hours per week), part-time employees (defined as City employees who work up to 28 hours per week or less than 130 hours per month), and seasonal employees (defined as City employees who perform work that: i) by its nature, is not performed continuously throughout the year; ii) may only be performed at certain times during the year; and iii) lasts six (6) months or less).

2. FFCRA Eligibility.


- 2.1. Unless subject to Section 2.2 below or otherwise ineligible pursuant to applicable law, a City employee may be entitled to receive emergency paid sick leave and/or emergency family and medical leave in accordance with the FFCRA.
- 2.2. All City employees in the following City departments and divisions are classified as "emergency responders" and, as such, are not eligible to receive emergency paid sick leave and/or emergency family and medical leave in accordance with the FFCRA:
 - i. 911 Communications Bureau
 - ii. Department of Airports
 - iii. Fire Department
 - iv. Police Department
 - v. Department of Public Services (Facilities Division)
 - vi. Department of Public Services (Fleet Division)
 - vii. Department of Public Services (Streets Division)
 - viii. Department of Public Utilities
 - ix. Department of Sustainability (Waste and Recycling Division)

However, nothing in this section prohibits a City employee classified as an "emergency responder" from receiving any form of emergency paid sick leave and/or emergency family and medical leave created by a subsequent Executive Order and for which the employee is eligible.

- 2.3. The Human Resources Department and Finance Department are empowered to, and shall be responsible for, the administration of emergency paid sick leave and/or emergency family and medical leave in accordance with the FFCRA.

3. Outside and Secondary Employment. To the extent any City employee holds either: i) outside employment; and/or ii) secondary employment (as referenced in Salt Lake City Police Department Policy 1030) that requires the City employee (as a condition of the outside or secondary employment) to attend any gathering or activity prohibited by Salt Lake County Public Health Order 2020-03 or any subsequent order or directive issued by Salt Lake County or the State of Utah, such outside or secondary employment is hereby prohibited as being inconsistent, incompatible, and in conflict with the City's duties, functions, and responsibilities per Section 2.44.060 of the Salt Lake City Code.
4. Work-Related Travel. All out-of-state work-related travel is prohibited. To the extent City department directors consider certain out-of-state work-related travel to be critical/essential to the operation of their department, they are directed to contact the Deputy Chief of Staff as soon as possible to request an exception from the Mayor's Office.
5. Pandemic-related Work Modifications. City department directors and/or their designee(s) are immediately required to implement all necessary modifications to work group processes and protocols in an effort to protect subordinate employees from being exposed to and/or inadvertently transmitting COVID-19. Such modifications may include, but are not limited to: requiring employees to travel in single-occupant vehicles (including, if necessary, personal vehicles) to, from, and within work sites; assigning employees to alternating work shifts; facilitating online or other remote clock-in and clock-out procedures or requiring managers/supervisors to track employee work time on their behalf; and/or temporarily eliminating certain non-essential work assignments that cannot be performed while simultaneously maintaining social distancing. Any City employee who cannot perform a non-essential work assignment while simultaneously maintaining social distancing shall (at the discretion of their department director or their designee(s)) be placed on paid administrative leave for the purpose of ensuring the employee is compensated for all hours they ordinarily would have worked but cannot due to the inability to maintain social distancing.
6. Contracts Procurement. To the extent any City department or division requires additional cleaning or sanitizing supplies, the Mayor waives any applicable procurement requirement to execute a contract to secure such supplies and authorizes such City department or division to immediately execute such contract.

Dated this 31st day of March, 2020,



Erin Mendenhall, Mayor

Approved as to Form:

Salt Lake City Attorney's Office



Mark E. Kittrell, Acting City Attorney



Salt Lake City Corporation, Human Resources Department

Job Title: **Community Programs Manager**
Job Code Number: **001655** FLSA: **Exempt**
Pay Level: **024** EEO Code: **2**
Bargaining Unit: **600** Benchmark: **Program Coordinator - Arts**

JOB SUMMARY:

Incumbent directs the operations, development and management of community programs and program-related activities including: public events, workshops, community garden program; grant acquisition, fund-raising and programming partnerships with community organizations, non-profits, local businesses, artists and gallery spaces. Plans, develops and implements programming activities that maximize opportunities for Salt Lake City residents.

TYPICAL DUTIES:

1. Manages, plans, develops and implements community activities, including programs, events, staffing, scheduling, and budget administration.
2. Responsible for fund-raising and publicity for programming events and activities; communicates philosophy, goals and results to external sources and community partners. May also research, write and submit applicable grant proposals to sustain long-term viability of community programs.
3. Maintains, prepares and analyzes demographic data; conducts needs analysis, sets program goals and monitors/evaluates program effectiveness. Tracks program statistics and other business-related operations data.
4. Prepares, issues and tracks compliance with programming partnership/artist's agreements and serves as project contact for each agreement.
5. Develops and maintains successful relationships between the site and city/ community program partners. Coordinates with various community-based groups, agencies, schools, committees and other organizations to plan and develop programs to benefit residents and maximize participation.
6. Supervises staff, seasonal workers, and volunteers, including hiring, training, and performance evaluation. Initiates corrective and/or disciplinary action, as necessary.
7. Responds to patron complaints and resolves problems.
8. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited four-year college or university with a bachelor's degree in: Art, Education, Public Administration, or closely related field plus three years directly related work experience. A combination of education and work experience may be substituted one for the other on a year-for-year basis.

Community Programs Manager - Cont.

2. Knowledge of budget and record keeping.
3. Knowledge of marketing, advertising, and promoting programs and special events.
4. Ability to effectively supervise and train subordinate personnel. Knowledge of principles, practices, and techniques of effective personnel supervision.
5. Ability to research, write and monitor grants may be required depending on specific assigned program responsibilities.
6. Ability to communicate effectively both orally and in writing, and build consensus with individuals of diverse backgrounds, with varied organizational needs and differing priorities.
7. Ability to monitor measurable program performance goals, statistically analyze data and report results.
8. Ability to use a personal computer and related programs including word processing and spreadsheet software.

DESIRED SKILLS:

1. Bilingual.

WORKING CONDITIONS:

1. Moderate physical activity. Required to push, pull or lift medium weights.
2. Exposure to stress as a result of human behavior.
3. Work periods include evening and weekend hours.

A TEN YEAR PERSONAL, CRIMINAL AND EMPLOYMENT BACKGROUND CHECK IS REQUIRED FOR THIS POSITION. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Position Review Information

Date: 8/22/2018

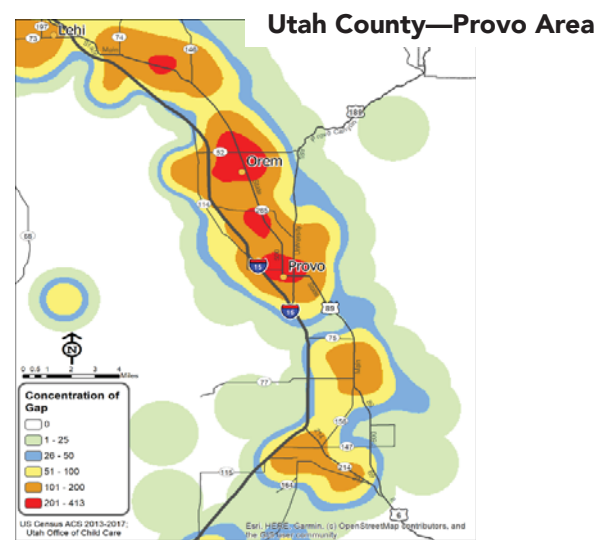
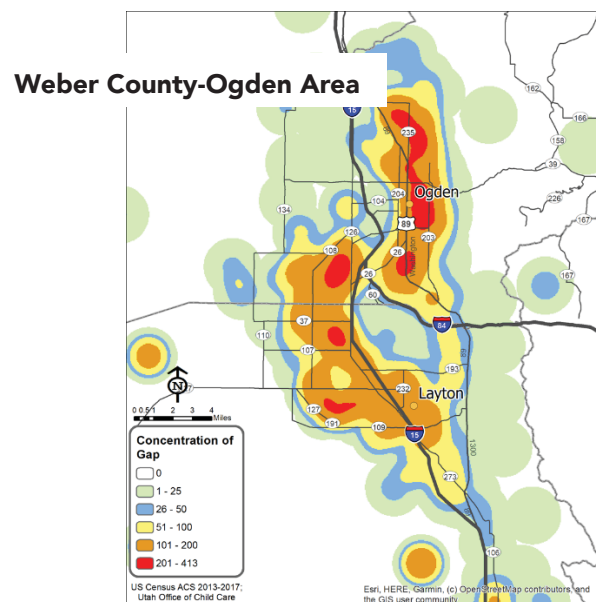
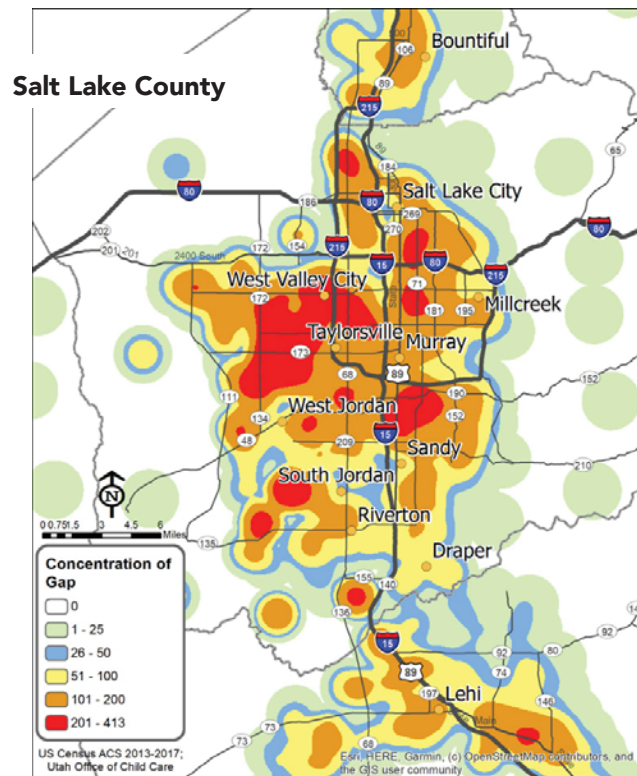
Departmental Approval: Tim Doubt, Assistant Chief of Police

HR Consultant Approval: Candace Roberts

Compensation Approval: David Salazar

Notes: Reviewed in support of CALEA accreditation.

APPENDIX 2. Heat Maps of Counties with the Greatest Need





DEPARTMENT OF FINANCE

CITY COUNCIL TRANSMITTAL


August 10, 2020 14:13 MDT

Lisa Shaffer, Chief Administrative Officer

Date Received: August 10, 2020

Date sent to Council: August 10, 2020

TO: Salt Lake City Council
Chris Wharton, Chair

DATE: August 5, 2020

FROM: Mary Beth Thompson, Chief Financial Officer


Mary Beth Thompson (Aug 10, 2020 14:06 MDT)

SUBJECT: Budget Amendment #2

SPONSOR: NA

STAFF CONTACT: John Vuyk, Budget Director (801) 535-6394 or
Mary Beth Thompson (801) 535-6403

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 2020 – 21 adopted budget.

BUDGET IMPACT:

	REVENUE	EXPENSE
GENERAL FUND	\$ 0.00	\$ 288,487.58
AIRPORT FUND	520,000.00	520,000.00
IMS FUND	237,000.00	237,000.00
WATER FUND	296,750.00	296,750.00
SEWER FUND	108,500.00	108,500.00
STORM WATER FUND	32,650.00	32,650.00
STREET LIGHTING FUND	1,500.00	1,500.00
REFUSE FUND	53,200.00	53,200.00
MISCELLANEOUS GRANTS FUND	5,925,738.42	5,925,738.42
TOTAL	\$ 7,175,338.42	\$ 7,463,826.00

BACKGROUND/DISCUSSION:

Revenue for FY 2019-20 Budget Adjustments

The Fiscal Year 2020 projections continue to come in below previous projections. The projections provided are the same as BA#1.

The following chart shows a projection of General Fund Revenue for fiscal year 2020.

	FY19-20		Variance
	Annual	Revised	Favorable
Revenue	Budget	Forecast	(Unfavorable)
Property Taxes	109,069,920	109,295,569	225,649
Sales and Use Tax	71,410,000	70,450,000	(960,000)
Franchise Tax	27,547,500	26,732,500	(815,000)
PILOT Taxes	1,260,925	1,262,246	1,321
TOTAL TAXES	209,288,345	207,740,315	(1,548,030)
License and Permits	29,048,781	30,367,206	1,318,425
Intergovernmental	5,056,652	4,935,259	(121,393)
Interest Income	3,900,682	2,980,000	(920,682)
Fines & Forfeiture	5,503,465	3,917,510	(1,585,955)
Parking Meter Collection	3,970,105	2,735,611	(1,234,494)
Charges and Services	4,845,384	4,301,955	(543,429)
Miscellaneous Revenue	4,548,881	4,857,400	308,519
Interfund Reimbursement	19,843,915	20,221,108	377,193
Transfers	7,311,581	6,964,185	(347,396)
TOTAL W/OUT SPECIAL TAX	293,317,791	289,020,549	(4,297,242)
Sales and Use Tax - 1/2 cent	34,542,000	35,000,000	458,000
Sales and Use Tax - County Option	4,700,000	5,000,000	300,000
TOTAL GENERAL FUND	332,559,791	329,020,549	(3,539,242)

Given the available information fund balance would be projected as follows:

Salt Lake City							
General Fund							
TOTAL							
Fund Balance Projections							
		2020 Projection			2021 Projection		
	2019 Actual	FOF	GF Only	TOTAL	FOF	GF Only	TOTAL
Beginning Fund Balance	56,104,269	10,372,054	69,441,955	79,814,009	6,625,050	39,869,217	46,494,267
Budgeted Use of Fund Balance	(380,025)	-	(1,510,094)	(1,510,094)	-	-	(4,885,620)
Prior Year Encumbrances	(8,731,774)	(3,105,004)	(6,566,830)	(9,671,834)	-	-	-
Estimated Beginning Fund Balance	46,992,470	7,267,050	61,365,031	68,632,081	6,625,050	39,869,217	41,608,647
Beginning Fund Balance Percent	14.57%	18.52%	20.85%	20.58%	20.20%	14.17%	13.25%
Year End CAFR Adjustments							
Revenue Changes	-	-	-	-	-	-	-
Expense Changes (Prepays, Receivable, Etc.)	(3,701,982)	-	(4,127,838)	(4,127,838)	-	-	-
Fund Balance w/ CAFR Changes	43,290,488	7,267,050	57,237,193	64,504,243	6,625,050	33,244,167	41,608,647
Final Fund Balance Percent	13.42%	18.52%	19.45%	19.34%	20.20%	11.82%	13.25%
Budget Amendment Use of Fund Balance	(1,858,647)						
BA#1 Revenue Adjustment		-	-	-	-	-	-
BA#1 Expense Adjustment		-	(410,173)	(410,173)	-	-	-
BA#2 Revenue Adjustment		-	135,628	135,628	-	-	-
BA#2 Expense Adjustment		-	(745,025)	(745,025)	-	(288,488)	(288,488)
BA#3 Revenue Adjustment		-	-	-	-	-	-
BA#3 Expense Adjustment		-	(50,000)	(50,000)	-	-	-
BA#4 Revenue Adjustment		-	2,968,404	2,968,404	-	-	-
BA#4 Expense Adjustment		(2,300,000)	(10,987,506)	(13,287,506)	-	-	-
BA#5 Revenue Adjustment		-	-	-	-	-	-
BA#5 Expense Adjustment		-	(1,350,000)	(1,350,000)	-	-	-
BA#6 Revenue Adjustment		-	438,980	438,980	-	-	-
BA#6 Expense Adjustment		-	(3,071,042)	(3,071,042)	-	-	-
FOF Revenues	3,149,980	-	-	-	-	-	-
Projected Revenue Shortfall		758,000	(4,297,242)	(3,539,242)	-	-	-
Fund Balance Budgeted Increase	2,500,000	900,000	-	900,000	-	-	-
HAND Rent Assistance Reimbursement					-	1,100,000	1,100,000
Adjusted Fund Balance	47,081,821	6,625,050	39,869,217	46,494,267	6,625,050	34,055,679	41,320,159
Adjusted Fund Balance Percent	14.60%	16.88%	13.55%	13.94%	20.20%	12.11%	13.16%
Projected Revenue	322,562,293	39,242,000	294,286,069	333,528,069	32,797,506	281,282,923	314,080,429

The Administration is requesting a budget amendment totaling revenue of \$7,175,338.42 and expense of \$7,463,826.00. The amendment proposes changes in nine funds, including the use of \$288,487.58 from the General Fund fund balance associated with expenses transferred from the General Fund to the Grant fund at the close of last fiscal year. The amendment also includes the addition of one FTE in the General Fund.

The proposal includes changes to the General Fund associated with funding from the CARES Act. The Administration is including additional proposals to support employees and the community during the current climate.

A summary spreadsheet document, outlining proposed budget changes is 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 2020

(Second amendment to the Final Budget of Salt Lake City, including the employment staffing document, for Fiscal Year 2020-2021)

An Ordinance Amending Salt Lake City Ordinance No. 27 of 2020 which adopted the Final Budget of Salt Lake City, Utah, for the Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021.

In June of 2020, 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, 2020 and ending June 30, 2021, in accordance with the requirements of Section 10-6-118 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. 27 of 2020.

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, 2020 and ending June 30, 2021, 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 adoption.

Passed by the City Council of Salt Lake City, Utah, this ____ day of _____, 2020.

CHAIRPERSON

ATTEST:

CITY RECORDER

Transmitted to the Mayor on _____
Mayor's Action: ____ Approved ____ Vetoed

MAYOR

ATTEST:

CITY RECORDER

(SEAL)

Bill No. _____ of 2020.
Published: _____.

Salt Lake City Attorney's Office
Approved As To Form

Jaysen Oldroyd

Jaysen Oldroyd

Fiscal Year 2020-21 Budget Amendment #2

		Administration Proposed		Council Approved				
Initiative Number/Name		Fund	Revenue Amount	Expenditure Amount	Revenue Amount	Expenditure Amount	Ongoing or One-time	FTEs
Section A: New Items								
1	CARES Act - Fire Personnel Costs	GF		(4,583,926.00)			One-time	-
1	CARES Act - Dispatch Personnel Costs	GF		(913,517.00)			One-time	-
1	CARES Act - Social Worker Personnel Costs	GF		(125,672.00)			One-time	-
1	CARES Act - Homeless Services Personnel Costs	GF		(12,397.42)			One-time	-
2	CARES Act - Hazard Pay - 911	GF		94,000.00			One-time	-
2	CARES Act - Hazard Pay - Airport	GF		501,000.00			One-time	-
2	CARES Act - Hazard Pay - Airport	Airport	501,000.00	501,000.00			One-time	-
2	CARES Act - Hazard Pay - Fire Dept	GF		344,000.00			One-time	-
2	CARES Act - Hazard Pay - Police Dept	GF		690,000.00			One-time	-
2	CARES Act - Hazard Pay - Public Services	GF		205,000.00			One-time	-
2	CARES Act - Hazard Pay - Public Utilities	GF		399,000.00			One-time	-
2	CARES Act - Hazard Pay - Public Utilities	Water	256,350.00	256,350.00			One-time	-
2	CARES Act - Hazard Pay - Public Utilities	Sewer	108,500.00	108,500.00			One-time	-
2	CARES Act - Hazard Pay - Public Utilities	Storm Water	32,650.00	32,650.00			One-time	-
2	CARES Act - Hazard Pay - Public Utilities	Street Lighting	1,500.00	1,500.00			One-time	-
2	CARES Act - Hazard Pay - Sustainability	GF		50,000.00			One-time	-
2	CARES Act - Hazard Pay - Sustainability	Refuse	50,000.00	50,000.00			One-time	-
3	CARES Act - PPE	GF		150,000.00			One-time	-
4	CARES Act - Digital Equity	GF		75,000.00			One-time	-
4	CARES Act - Digital Equity	IMS	75,000.00	75,000.00			One-time	-
5	CARES Act - Westside PPE program	GF		25,000.00			One-time	-
6	CARES Act - Arts grants	GF		25,000.00			One-time	-
7	CARES Act - Sorenson Center contract for social impact bond consulting	GF		50,000.00			One-time	-
8	CARES Act - Water Assistance	GF		25,000.00			One-time	-
8	CARES Act - Water Assistance	Water	25,000.00	25,000.00			One-time	-
9	CARES Act - Suazo membership	GF		25,000.00			One-time	-
10	CARES Act - Employee telework equipment	GF		54,000.00			One-time	-
10	CARES Act - Employee telework equipment	GF		150,000.00			One-time	-
10	CARES Act - Employee telework equipment	IMS	150,000.00	150,000.00			One-time	-
11	CARES Act - Internet allowance - Police Department	GF		30,800.00			One-time	-
11	CARES Act - Internet allowance - Public Services	GF		12,000.00			One-time	-
11	CARES Act - Internet allowance - CAN	GF		32,600.00			One-time	-
11	CARES Act - Internet allowance - Justice Court	GF		8,000.00			One-time	-
11	CARES Act - Internet allowance - Mayor's Office	GF		5,200.00			One-time	-
11	CARES Act - Internet allowance - Finance Department	GF		14,000.00			One-time	-
11	CARES Act - Internet allowance - Fire Department	GF		9,000.00			One-time	-
11	CARES Act - Internet allowance - Economic Development	GF		3,200.00			One-time	-
11	CARES Act - Internet allowance - 911 Dispatch Bureau	GF		1,000.00			One-time	-
11	CARES Act - Internet allowance - City Attorney	GF		6,000.00			One-time	-
11	CARES Act - Internet allowance - Human Resources	GF		4,600.00			One-time	-

N

Fiscal Year 2020-21 Budget Amendment #2

		Administration Proposed		Council Approved			
Initiative Number/Name	Fund	Revenue Amount	Expenditure Amount	Revenue Amount	Expenditure Amount	Ongoing or One-time	FTEs
11 CARES Act - Internet allowance - City Council	GF		7,000.00			One-time	-
11 CARES Act - Internet allowance - Public Utilities	GF		15,400.00			One-time	-
11 CARES Act - Internet allowance - Public Utilities	Water	15,400.00	15,400.00			One-time	-
11 CARES Act - Internet allowance - Airport	GF		19,000.00			One-time	-
11 CARES Act - Internet allowance - Airport	Airport	19,000.00	19,000.00			One-time	-
11 CARES Act - Internet allowance - Sustainability	GF		3,200.00			One-time	-
11 CARES Act - Internet allowance - Sustainability	Refuse	3,200.00	3,200.00			One-time	-
11 CARES Act - Internet allowance - IMS	GF		12,000.00			One-time	-
11 CARES Act - Internet allowance - IMS	IMS	12,000.00	12,000.00			One-time	-
11 CARES Act - Internet allowance - RDA	GF		4,000.00			One-time	-
12 CARES Act - Fourth Street	GF		150,000.00			One-time	-
13 CARES Act - Youth and Family	GF		1,600,000.00			One-time/On-Going	1.0
14 CARES Act - HAND - Rent Assistance, Mortgage Assist, Rapid Rehousing	GF		1,100,000.00			One-time	-
15 Accelerator Program	GF		25,000.00			One-time	-
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							
1 CARES Act - Grant Revenue	Misc Grant	5,925,738.42				One-time	-
1 CARES Act - OT	Misc Grant		26,970.00			One-time	-
1 CARES Act - Pandemic Leave	Misc Grant		42,841.00			One-time	-
1 CARES Act - Sick/FMLA	Misc Grant		95,219.00			One-time	-
1 CARES Act - Cleaning Supplies	Misc Grant		101,588.00			One-time	-
1 CARES Act - Street Closure	Misc Grant		23,608.00			One-time	-
1 CARES Act - Fire Personnel Costs	Misc Grant		4,583,926.00			One-time	-
1 CARES Act - Dispatch Personnel Costs	Misc Grant		913,517.00			One-time	-
1 CARES Act - Social Worker Personnel Costs	Misc Grant		125,672.00			One-time	-
1 CARES Act - Homeless Services Personnel Costs	Misc Grant		12,397.42			One-time	-
Section F: Donations							
Section G: Council Consent Agenda -- Grant Awards							
Section I: Council Added Items							
Total of Budget Amendment Items		7,175,338.42	7,463,826.00	-	-		1.00
Total by Fund Class, Budget Amendment #1:							
General Fund	GF	-	288,487.58	-	-		1.00
Airport Fund	Airport	520,000.00	520,000.00	-	-		-

Fiscal Year 2020-21 Budget Amendment #2

		Administration Proposed		Council Approved		Ongoing or One-time	FTEs
Initiative Number/Name	Fund	Revenue Amount	Expenditure Amount	Revenue Amount	Expenditure Amount		
IMS Fund	IMS	237,000.00	237,000.00	-	-		-
Water Fund	Water	296,750.00	296,750.00	-	-		-
Sewer Fund	Sewer	108,500.00	108,500.00	-	-		-
Storm Water Fund	Storm Water	32,650.00	32,650.00	-	-		-
Street Lighting Fund	Street Lighting	1,500.00	1,500.00	-	-		-
Refuse Fund	Refuse	53,200.00	53,200.00	-	-		-
Miscellaneous Grant Fund	Misc Grant	5,925,738.42	5,925,738.42	-	-		-
Total of Budget Amendment Items		7,175,338.42	7,463,826.00	-	-		1.00

Fiscal Year 2020-21 Budget Amendment #2

		Administration Proposed		Council Approved			
Initiative Number/Name	Fund	Revenue Amount	Expenditure Amount	Revenue Amount	Expenditure Amount	Ongoing or One-time	FTEs
Current Year Budget Summary, provided for information only							
FY 2020-21 Budget, Including Budget Amendments							
	FY 2020-21 Adopted Budget	BA #1 Total	BA #2 Total	BA #3 Total	BA #4 Total	BA #5 Total	BA #6 Total
General Fund (FC 10)	326,130,003		288,487.58				
Curb and Gutter (FC 20)	3,000						
DEA Task Force Fund (FC 41)	1,763,746						
Misc Special Service Districts (FC 46)	1,550,000						
Street Lighting Enterprise (FC 48)	5,379,697		1,500.00				
Water Fund (FC 51)	126,333,193		296,750.00				
Sewer Fund (FC 52)	212,638,399		108,500.00				
Storm Water Fund (FC 53)	17,961,860		32,650.00				
Airport Fund (FC 54,55,56)	302,311,600	-	520,000.00				
Refuse Fund (FC 57)	16,515,438		53,200.00				
Golf Fund (FC 59)	8,484,897						
E-911 Fund (FC 60)	3,789,270						
Fleet Fund (FC 61)	19,209,271						
IMS Fund (FC 65)	18,289,687		237,000.00				
County Quarter Cent Sales Tax for Transportation (FC 69)	7,571,945						
CDBG Operating Fund (FC 71)	3,509,164						
Miscellaneous Grants (FC 72)	8,261,044	716,764.00	5,925,738.42				
Other Special Revenue (FC 73)	-						
Donation Fund (FC 77)	2,380,172						
Housing Loans & Trust (FC 78)	23,248,016						
Debt Service Fund (FC 81)	37,519,401						
CIP Fund (FC 83, 84 & 86)	24,420,242						
Governmental Immunity (FC 85)	2,855,203						
Risk Fund (FC 87)	51,409,025						
Total of Budget Amendment Items	1,221,534,273	716,764.00	7,463,826.00	-	-	-	-
							1,229,714,863

Adopted / /

Budget Manager

Deputy Director, City Council

Contingent Appropriation

Salt Lake City FY 2019-20 Budget Amendment #4

Initiative Number/Name		Fund	Amount
Section A: New Items			
A-1: CARES Act– Personnel Costs		GF-Fire	-\$4,583,926.00
		GF-911	-\$913,517.00
		GF-Non Dept	-\$125,672.00
		GF-CAN	-\$12,397.42
Department: Various		Prepared by: John Vuyk	
In conjunction with the CARES Act funding the Administration is proposing to transfer costs associated with pay for Fire Department, 911 Dispatch, Social Workers and Homeless services to the grant. These expenses align with the requirements for CARES Act funding.			
Transfer of these funds to the Grant Fund will allow the use of General Fund dollars on different projects.			
A-2: Hazard Pay		GF-911	\$94,000.00
		GF-to Airport	\$501,000.00
		Airport	\$501,000.00
		GF-Fire	\$344,000.00
		GF-Police	\$690,000.00
		GF-Pub Serv	\$205,000.00
		GF-to Pub Util	\$399,000.00
		Water	\$256,350.00
		Sewer	\$108,500.00
		Storm Water	\$32,650.00
		Street Lighting	\$1,500.00
		GF-to Refuse	\$50,000.00
		Refuse	\$50,000.00
Department: Various		Prepared by: John Vuyk	
The Administration is proposing to give a \$1,000 bonus to all frontline employees who worked during the Corona Virus pandemic. The bonus will be given to employees within E911 (94), Department of Airport (501), Fire Department (344), Police Department (690), Public Services (205), Public Utilities (399) and Sustainability (50).			
A-3: PPE		GF	\$150,000.00
Department: Emergency Management		Prepared By: Randy Hillier	
It is proposed to budget funding for PPE for the city employees and other city partners.			
A-4: Digital Equity		GF	\$75,000.00
		IMS	\$75,000.00
Department: IMS		Prepared By: Aaron Bentley	
Information Management Services is requesting \$75,000 for digital equity projects in Salt Lake City. Funds will go towards a Wi-Fi backhaul on Ensign Peak. The backhaul will provide a point to multi point solution for Public Wi-Fi. Remote sites can be configured to point to the backhaul on the mountain and provide public Wi-Fi solutions. The remote sites will be able to be moved around to accommodate new or changing needs of the community. The City currently uses a similar solution to connect many of our remote sites back to the City’s network.			
It is anticipated with these funds that IMS will be able to install the backhaul and 3 sites. Additional sites could be added to the network at a cost of roughly \$5,000 per site.			

Salt Lake City FY 2019-20 Budget Amendment #4

Initiative Number/Name		Fund	Amount
A-5: West Side PPE Program		GF	\$25,000.00
Department: Mayor's Office	Prepared By: Rachel Otto		
Senator Escamilla and Representative Romero have been working with the City, County, and State to deploy community health workers into the communities hardest hit by COVID-19. Part of that contract is with an organization called AUCH. They do extensive outreach and support for community members who have been impacted by COVID-19. AUCH is one of a couple organizations doing this work, along with county health and state health.			
Surrounding a positive diagnosis or even just a health care interaction often other needs are uncovered by the community members. They might be in desperate need of diapers, or a prescription filled, hygiene kits, or something else that is not traditionally covered by any funding sources (like rental assistance). AUCH has been trying to meet those needs through donations to their organization as well as some funding from government entities. The City proposes funding to help AUCH meet these ancillary needs that spring up when working with vulnerable populations.			
A-6: Arts Grants		GF	\$25,000.00
Department: Mayor's Office	Prepared By: Randy Hillier		
Funding for the expansion of efforts with programming support and stability for the City Arts Grant Program.			
A-7: Sorenson Center Contract for Social Impact Bond Consulting		GF	\$50,000.00
Department: Non-Departmental	Prepared By: Randy Hillier		
Funding is being proposed for a contract with the Sorenson Center for social impact bond consulting.			
A-8: Water Assistance		GF	\$25,000.00
		Water	\$25,000.00
Department: Public Utilities	Prepared By: Rachel Otto / Laura Briefer		
Salt Lake City Public Utilities Water Assist Program helps customers pay their Public Utilities bill. The Public Utilities bill includes the City's water, sewer, stormwater, street lighting, and refuse charges. The program was implemented in the 1980's and helps hundreds of residents each year. The program is funded through donations, although Public Utilities has periodically contributed up to \$10,000 per year when the donations have been lower and the need has been greater. The Water Assist Program is administered by The Salvation Army. The purpose of the program is to provide limited financial assistance and budget counseling to eligible residential customers who are experiencing difficulty paying their bills. During the pandemic crisis, Public Utilities has noted decreased donations and increased need. As of August 4, 2020, the Water Assist Program has only \$508, which is inadequate to meet the current need. The Water Assist Program is an important program and is one of several strategies used for assisting our residents with their bills when needed. Public Utilities also participates in the Salt Lake County Tax Abatement Program for water, sewer, and stormwater. Equal pay, budget billing, and deferrals are also arranged to help our residents should they need it.			
A-9: Suazo Membership		GF	\$25,000.00
Department: Non-Departmental	Prepared By: Randy Hillier		
This funding would allow Salt Lake City to be represented on the Suazo board.			

Salt Lake City FY 2019-20 Budget Amendment #4

Initiative Number/Name		Fund	Amount
A-10: Employee Telework Equipment		GF	\$54,000.00
		GF	\$150,000.00
		IMS	\$150,000.00
Department: Non-Departmental / IMS	Prepared By: Sandee Moore		
Additional monitors, laptops, docking stations, ergonomic keyboard/mice combos, there is minimal need for some employees to have printer/scanner capabilities in their home. These requests will be reviewed thoroughly to ensure the goal of the city to be paperless is taken into consideration. A total of \$150,000 in funding for these types of equipment will be transferred from the General Fund to IMS. Policies and procedures in regard to how these funds will be allocated and spent in each department will be forthcoming.			
A total of \$54,000 in funding will be allocated from the General Fund for stand-up desks and some chairs that are being requested for employees to continue working safely and comfortably in the home environment without strain. The need for chairs will be reviewed and approved per administration. Employees with pre-existing back and/or neck issues will be considered. Other resources being requested are head-seats for employees to perform their daily tasks as communicating with customers with ease and efficiency. These funds will be placed in Non-Departmental for expenditure.			
A-11: Internet Allowance		GF-Police	\$30,800.00
		GF-PS	\$12,000.00
		GF-CAN	\$32,600.00
		GF-JC	\$8,000.00
		GF-Mayor	\$5,200.00
		GF-Finance	\$14,000.00
		GF-Fire	\$9,000.00
		GF-Econ Dev	\$3,200.00
		GF-911	\$1,000.00
		GF-Atty	\$6,000.00
		GF-HR	\$4,600.00
		GF-Council	\$7,000.00
		GF-to Water	\$15,400.00
		Water	\$15,400.00
		GF-to Airport	\$19,000.00
		Airport	\$19,000.00
		GF-to Refuse	\$3,200.00
		Refuse	\$3,200.00
		GF-to IMS	\$12,000.00
		IMS	\$12,000.00
		GF-to RDA	4,000.00
Department: Mayor's Office	Prepared By: Sandee Moore / John Vuyk		
The employees that are working from home have seen an increase in their internet activity as well as the need for possible upgrades to their existing internet capabilities In order to help with the increased cost to the employees internet connectability, the administration is requesting a \$50 a month internet reimbursement for 4 months, for each employee working from home.			

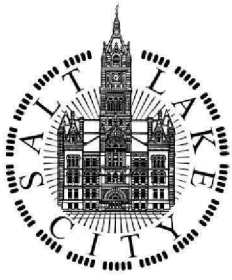
Salt Lake City FY 2019-20 Budget Amendment #4

Initiative Number/Name		Fund	Amount
A-12: Fourth Street Clinic		GF	\$150,000.00
Department: Non-Departmental	Prepared By: Randy Hillier		
The COVID tents set up outside in the Fourth Street Clinic's parking area are not robust or climatized. The setup is very temporary and will not work during the winter months. Salt Lake County will be purchasing new shelters for the clinic for approximately \$250K. This is a significant cost savings to a rental option of roughly \$750K. The County has asked the State and the City to potentially contribute/cost share. Emergency Management has asked for a specific breakdown of expenses. This will help to determine whether the option of purchasing equipment that would be considered a City asset and returned to us post COVID is available. Such equipment would expand the City’s capabilities for future disaster response or other operational purposes.			
A-13: Youth and Family		GF	\$1,600,000.00
Department: Public Services	Prepared By: John Vuyk		
The Administration is proposing to increase support of Youth City Programs. The increase will meet the need in these unprecedented times. Expanding YouthCity helps level the playing field for many families by filling the childcare, educational, and social service gaps created by COVID-19. Highlights of the expanded program include an additional location, expanded hours and additional programs to meet the increased needs of the community. Specific details of the proposal are included in the attached document.			
A-14: HAND – Rent Assistance, Mortgage Assistance, Rapid Rehousing		GF	\$1,100,000.00
Department: CAN	Prepared By: Randy Hillier		
In budget amendment #6 of FY 2020, a total of \$1,100,000 was budgeted from the General Fund as follows: 1. Rental Assistance: \$750,000.00 2. Mortgage Assistance: \$250,000.00 3. Rapid Rehousing \$100,000.00 These funds were meant to help address the substantial hardships created by the COVID 19 crisis for Salt Lake City’s most vulnerable residents. Among these, there has been steep rise in demand for services, including rapid rehousing for those experiencing homelessness, and mortgage and rental assistance.			
A-15: Accelerator Program		GF	\$25,000.00
Department: Mayor’s Office	Prepared By: John Vuyk		
The Administration is proposing to set aside \$25,000 to help citizens who did not receive stimulus support. The funds would assist some of those who have been hardest hit by the effects of COVID with no other government support.			

Salt Lake City FY 2019-20 Budget Amendment #4

Initiative Number/Name		Fund	Amount
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			
E-1: CARES Act – Overtime		Misc Grants	\$26,970.00
CARES Act – Pandemic Leave		Misc Grants	\$42,841.00
CARES Act – Sick/FMLA		Misc Grants	\$95,219.00
CARES Act – Cleaning Supplies		Misc Grants	\$101,588.00
CARES Act – Street Closure		Misc Grants	\$23,608.00
CARES Act – Fire Personnel Costs		Misc Grants	\$4,583,926.00
CARES Act – Dispatch Personnel Costs		Misc Grants	\$913,517.00
CARES Act – Social Worker Personnel Costs		Misc Grants	\$125,672.00
CARES Act – Homeless Services Personnel Costs		Misc Grants	\$12,397.42
Department: Various		Prepared By: John Vuyk/Melynn Osmond	
<p>Salt Lake County (SLCo) is in receipt of grant funds provided by the Federal Government under section 601(a) of the Social Security Act, added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) which established the Coronavirus Relief Fund. Salt Lake City’s allocation is \$5,925,738.42 and must be used for necessary expenditures due to COVID-19 response.</p> <p>Requirements that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures. Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.</p> <p>Salt Lake City is requesting the funds be used to cover 25% of costs incurred in fiscal year 2020 specific to the pandemic and pay associated with the Fire Department, 911 Dispatch, Social Workers and Homeless Services.</p> <p>No match is required.</p> <p>No grant application was completed for these funds.</p>			
Section F: Donations			
Section G: Consent Agenda			
Consent Agenda			

Section I: Council Added Items



MEMORANDUM

ADMINISTRATIVE SERVICES
PUBLIC SERVICES DEPARTMENT

TO: Rachael Otto
Chief of Staff

FROM: Lorna Vogt
Public Services, Director

DATE: July 28, 2020

RE: Expanding YouthCity to support children during the educational shift of COVID-19

BACKGROUND/DISCUSSION:

Expanding YouthCity helps level the playing field for many families by filling the childcare, educational, and social service gaps created by COVID-19.

- COVID-19 has disproportionately impacted communities that already struggle with access to opportunity.
- COVID-19 has exacerbated a childcare crisis. Traditionally underserved communities often have high numbers of essential workers who can't work from home. Irregular school schedules amplify this crisis by putting another burden on parents to manage digital instruction and find a place for children to go during days they aren't at school.
- COVID-19 has created an economic crisis for many, making access to affordable childcare more essential than ever for working parents.
- By impacting the ability of children to attend school and other programs, COVID-19 has interrupted the social structures that children and families rely on accessing through schools, like food, social interaction, and internet access.
- Additional efforts include the new services provided at the Utah State Fair Park and transition of childcare services at the Sorenson Unity Center from Salt Lake County to Youth and Family Services. The budget worksheets are attached

PROGRAM OVERVIEW:

Traditionally, YouthCity provides full-day programming during summer months from 8:00-5:30 pm. During the school year, programs are offered from 2:00-6:00 pm. Since our inception we have served youth ages eight to fourteen and currently we have established programs in five Salt Lake City neighborhoods (Central City, Fairmont Park, Liberty Park, Ottinger Hall and Sorenson Unity). Normally, the YouthCity Teen programs offer the teen internship opportunities during the summer and provide YouthCity Government and YouthCity Teen Afterschool programs from 4:00-8:00pm in four locations (Central City, Glendale Library, Northwest Rec. Center and Sorenson Multicultural Center). As of today, our teen programs support youth ages thirteen to eighteen. All YouthCity programs operate Monday through Friday and follow the Salt Lake City School District calendar.

In March 2020, YouthCity temporarily suspended its normal programming due to Covid-19. Two weeks later, in response to a request from the Department of Workforce Services, we opened an Emergency Child Care Center providing care for the children of first responders attending kinder to 6th grade from 7:00-5:30pm Monday through Friday. Temporarily closing and reopening our programs altered our existing licensing requirements issued by the Utah State Health Department. Currently, the Utah State Health Department limits the number of youth enrolled in a program to 18 youth in one building. This new licensing requirement reduced the total number of youth we enrolled in the Summer 2020 full-day summer program operating from June 29 to Aug 7. In addition, DWS requested that we alter the ages of youth served to now include five, six and seven-year olds.

The Salt Lake City School District has recently communicated their plan for the 2020-21 school year which dictates all instruction will be digital for the first quarter ending in October 2020. At that time, district leadership will assess the health of our community and will decide if they will continue to offer full day digital instruction or begin the blended school model for instruction. The proposed blended model affords kids the opportunity to attend school and receive in-person instruction two days each week and continue at-home digital instruction for the remaining three days. The district will continue to provide full digital instruction year-round affording choice and flexibility based on family needs and circumstances. No matter which format the district chooses, a large majority of Salt Lake City families will need additional support to ensure that parents can remain in the workforce and youth receive the supervision and support they will need to make and maintain academic gains.

Families throughout our community are facing an incredible challenge this fall to support their children and successfully maintain employment. Our team is proposing to extend our full day summer program model throughout the school year to ensure that youth and teens have a safe place to be during the day, receive support and supervision as they complete online learning, gain access to breakfast, lunch, snacks and dinner, have access to social interaction and remain connected with caring adult mentors.

In response to these unprecedented challenges, the Division of Youth & Family working in partnership with the Salt Lake City School District and a variety of community partners proposes the following modifications for the 2020-21 school year.

BUDGET IMPACT:

Please see attached YouthCity Budget and Planning 2020-21

ATTACHMENTS:

- A. Budget Work Sheets
- B. YouthCity Overview and Logistics 2020-21

YouthCity 2020-21 Program Overview 7.27.20

YouthCity, Salt Lake City's afterschool and summer program, began in 2000 as a visionary initiative of Mayor Rocky Anderson in response to a growing community need to provide high quality youth programs for Salt Lake City families. Since then, the YouthCity experiment has grown from one small program into nine locations (5 youth and 4 teen sites) throughout the city supporting 500+ youth and teens each year. Due to the Covid-19 health crisis, the Division of Youth & Family is petitioning to once again respond to the growing needs within our community and is proposing to expand our program reach for the 2020-21 school year.

Traditionally, YouthCity provides full-day programming during summer months from 8:00-5:30 pm. During the school year, programs are offered from 2:00-6:00 pm. Since our inception we have served youth ages eight to fourteen and currently we have established programs in five Salt Lake City neighborhoods (Central City, Fairmont Park, Liberty Park, Ottinger Hall and Sorenson Unity). Normally, the YouthCity Teen programs offer the teen internship opportunities during the summer and provide YouthCity Government and YouthCity Teen Afterschool programs from 4:00-8:00pm in four locations (Central City, Glendale Library, Northwest Rec. Center and Sorenson Multicultural Center). As of today our teen programs support youth ages thirteen to eighteen. All YouthCity programs operate Monday through Friday and follow the Salt Lake City School District calendar.

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In response to these unprecedented challenges, the Division of Youth & Family working in partnership with the Salt Lake City School District and a variety of community partners proposes the following modifications for the 2020-21 school year.

Youth & Family Division will:

- **Expand Ages Served:**
 - Youth sites will now only serve youth attending Elementary School or grades kindergarten to 6th grade at all youth locations.

- Teen sites will now serve all youth attending Middle and High school or grades 7 to 12 at all teen sites.
- **Expand & Modify Program Hours:**
 - Youth sites will provide programs from 8:00 to 5:30 pm Monday-Friday throughout the school year.
 - Teen sites will provide programs from 1:00 to 5:00 pm Monday-Friday throughout the school year.
- **Expand Site, Enrollment & Staffing**
 - Due to Utah State Health Department Guidelines we can only enroll 18 youth or teens for each site. Therefore, we are searching for additional locations throughout the community to house YouthCity Programs.
 - **Youth Sites:**
 - YouthCity Community Program Manager will now manage/supervise up to three locations supporting groups of 18 Kinder to 6th grade youth and 4 staff at multiple locations.

Potential sites for YouthCity for 2020-21 School Year	Groups Per Site Location	Youth Enrolled	Seasonal Full-Time Staff Group Facilitators	Part-time Hourly Staff Group Facilitators
Central City <ul style="list-style-type: none"> Liberty Wells SLCC Downtown Campus SLC Downtown Library YC Admin 	Group 1	18	1	3
	Group 2	18	1	3
	Group 3	18	1	3
Fairmont Park <ul style="list-style-type: none"> Cottage Old Fire Station / Temporary Library Golf Course ClubHouse 	Group 1	18	1	3
	Group 2	18	1	3
	Group 3	18	1	3
Liberty Park <ul style="list-style-type: none"> North Shelter Chase Home Tracy Aviary 	Group 1	18	1	3
	Group 2	18	1	3
	Group 3	18	1	3
Ottinger Hall <ul style="list-style-type: none"> Current Building Library Carriage house 349 Building 	Group 1	18	1	3
	Group 2	18	1	3
	Group 3	18	1	3

Sorenson Unity Center <ul style="list-style-type: none"> Existing YC Room Rooms at SMCC 	Group 1	18	1	3
	Group 2	18	1	3
	Group 3	18	1	3
Fair Park <ul style="list-style-type: none"> Space for three groups of 18 kids at Fair Park TBD 	Group 1	18	1	3
	Group 2	18	1	3
	Group 3	18	1	3
Total		324	18	54

○ **Teen Sites:**

- YouthCity Teens Community Program Manager and Teen Program Assistant will now manage/supervise one group of 18 teen's 7th to 12th grade at each location.

Potential sites for YouthCity Teens for 2020-21 School Year	Groups Per Site Location	Teens Enrolled	Seasonal Full-Time Staff	Part-time Hourly Staff Teen Specialists
Central City	Group 1	18	0	3
Glendale Library	Group 1	18	0	3
Northwest Rec.	Group 1	18	0	3
Sorenson Multicultural	Group 1	18	0	3
East Side Location TBD	Group 1	18	0	3
Total		90	0	15

• **Support Academic Learning**

- Program staff will obtain training from the Salt Lake City School District staff on how to support youth with digital learning initiatives. Staff will provide support to students as they attend zoom call lectures and complete assignments posted on Canvas.
- Program staff will develop complementary learning activities that support the academic goals of the district to help youth make greater academic connections as they learn digitally. These supplemental activities will be taught/provided by YouthCity staff throughout the school day portion when kids are not working on school assigned work.
- Program staff will facilitate structured free-time activities/recess throughout the school portion of the day.

- **Strengthen Home - Family - YouthCity Connections:**
 - Program staff will create working relationship parents, kids and teachers to ensure that youth attending the program will be able to successfully complete the assigned digital learning while attending YouthCity programs.
 - Create a new academic data sharing agreement with the Salt Lake City School District to ensure that program staff can have access to student CANVAS accounts to help facilitate digital instruction.
- **Provide Access to Technology**
 - Purchase additional computers to supplement our existing technology labs to ensure that youth attending the program will have the ability to complete their assigned digital instruction.
- **Support and Sustain Nutrition**
 - Ensure that program participants have access to breakfast, lunch, snacks and dinner.
- **Help Keep Our Kids and Community Safe**
 - Record temperatures for youth and staff at the beginning and ending of the day
 - Require youth and staff wear masks indoor and outdoor
 - Monitor frequent hand washing
 - Help youth social distancing whenever possible
 - Divide youth into small cohort groups to help deter virus spread
 - Disinfect high touch surfaces throughout the day

2020-21 Afterschool Logistics 7.27.20

- **Site Locations & Supervision Responsibilities**
 - YouthCity Community Program Managers will now support up to three groups of 18 youth assigned to independent spaces/buildings or rooms. Wherever possible, we will secure single locations that can house up to three groups and remain in compliance with Utah State Health Department requirements. Therefore, additional or different locations are being identified for the 2020-21 school year in or near by our existing site locations.
 - YouthCity Teen Community Program Managers and Program Assistants assigned to Teen Programs will support multiple locations as they have done in the past.
 - Community Program Managers will have a dedicated office space at one location and will bounce between the three locations to provide support and supervision.
 - Sites with multiple groups not housed under one roof will have a dedicated smart phone that staff and parents may use throughout the day.
 - Group Facilitators and Teen Specialists will have an increased level of responsibility for day-to-day and hour-by-hour supervision of the program.
- **Staff & Enrollment**
 - Sites locations will be opened based on community need. All existing sites will open at least one group of 18 when the school year begins. Additional groups of 18 will be on boarded based on community need and interest. No more than 3 groups of 18 will be opened for each site/Community Program Manager.
 - **Youth Sites:**
 - Each group of 18 kids will require its own location and a team of 4 staff members working the schedule noted below.
 - Seasonal Full-time 7:30-4:00 pm MF or 8:00-4:30 pm M-F
 - Group Facilitator Part-time AM Shift 7:30-1:30 pm MF or 8:00-2:00 pm M-F
 - Group Facilitator Part-time PM Shift 1:00-6:00 pm M-F or 2:00-7:00 pm M-F
 - Group Facilitator Part-time PM Shift 1:00-6:00 pm M-F or 2:00-7:00 pm M-F
 - Community Program Manager Shift 10:00-6:30 pm M-F

- **Teen Sites:**
 - Each group of 18 teens will require its own location and a team of 3 staff members working the schedule noted below.
- All YouthCity program staff will retain the \$15.00 per hour pay rate.

- **Enrollment & Registration:**

- Parents will complete and submit a registration form to enroll their children into the program.
- Site location will be determined by the school their child attends.
- Community Program Managers will assign kids/family groups to one of the three small groups hosted by that location.
- It is our preference that parents complete and submit an online registration form whenever possible. Paper forms will be made available when needed.
- Registration Timeline:

Dates	YouthCity	Salt Lake City School District	Registration Timeline
July 27-31	Week #5 Summer		Update/Refresh ASP Registration Forms
Aug 3-7	Week #6 Summer		Current kids and 2019-20 ASP kids get 2020-21 ASP Registration Forms
Aug 10-14	All Staff Time-off		Open Enrollment for Community
Aug 17-21	Staff Time-off At home work for GF's Training New Hires	Teachers begin contract hours	Open Enrollment for community
Aug 24-28	Training New Hires	Teachers meet with families	Managers confirm registrations
Aug 31-Sept 4	All Staff Training	Teacher meet with families	Managers meet with families
Sept 7-11	ASP 2020-21 Starts Open at least one group of 18 kids at site	School Starts Tue, Sept 8	ASP 2020-21 Starts
Sept 14-18	Open additional group of 18 kids as needed		
Sept 21-25	Open additional group of 18 kids as needed		
Sept 28-Oct 2			

- **Transportation:**

- **Youth Sites:**
 - Similarly to our traditional summer program model, parents will be responsible to drop-off and pick-up their children.

- **Teen Sites:**
 - Similarly to the school year, program staff will assist transporting teens to and from the program.
- Community Field Trips using city vans will be approved and scheduled based on the health of the community.

- **Program Fees:**

- **Youth Sites:**
 - We will follow the summer fee schedule.
 - We would prefer for parents to pay online whenever possible.
 - Check or Money orders payments will be accepted as needed.
 - Registrations and monthly fees will be processed following our traditional procedures.
- **Teen Site:**
 - No fees will be charged

- **Daily & Yearly Schedule and Grant outcomes:**

- **Youth Sites:**
 - From 8:00-2:00pm we will focus on supporting district assigned digital learning. From 2:00-6:00pm we will resume the traditional afterschool program model.
 - **Daily Schedule**

• 7:30-8:00 am	Staff Prep Site
• 8:00-8:30 am	Drop-off & Free-time
• 8:30-10:00 am	Academic Block 1 (1 hour 30 min)
• 10:00-10:15 am	Break/Recess (15 min)
• 10:15-11:30 am	Academic Block 2 (1 hour 15 min)
• 11:30-12:30 am	Lunch & Free-time (1 hour)
• 12:30-2:00 pm	Academic Block 3 (1 hour 30 min)
• 2:00-2:30 pm	Break & Free-time & Snack (30 min)
• 2:30-3:00 pm	ASP Group Meeting (30 min)
• 3:00-4:00 pm	Class 1 (1 hour)
• 4:00-5:00 pm	Class 2 (1 hour)
• 5:00-5:30 pm	Pick-up & Free-time (30 min)
• 5:30-6:30 pm	Staff Prep & Clean Building
 - **Session Themes:**

• Fall 1	Sept 8 to Oct 9	Commit to Health
• Fall 2	Oct 19 to Dec 18	Science Summit
• Winter 1	Jan 4 to Jan 29	College & Career
• Winter 2	Feb 1 to April 29	CityVille
• Spring	May 3 to TBD	Session of Service
- **Teen Sites:**
 - Teens will be encouraged to complete/work on their assigned digital learning during program hours and will be supported by program staff. In addition, program staff will resume the tradition afterschool teen program model. See chart below
 - **Daily Schedule:**

• 12:30-1:15 pm	Teen Pick Up
• 1:15-3:00 pm	Academic Block
• 3:00-3:30 pm	Free Time
• 3:30-4:30 pm	Life Skill Classes
• 4:30-5:30 pm	Clean Up & Teen Drop Off

- **Blended Model Transition Plan**

- Salt Lake City School District has stated they will continue to offer digital instruction to all students throughout the school year even when they begin the blended model providing all families a choice. In response to this decision:
- **Youth Sites:**
 - Will remain open from 8:00-5:30 pm throughout the school year providing parents an alternative choice for child care.
 - With that, we anticipate the following:
 - Some parents will choose to have their children attend school on their assigned school days and will have them attend YouthCity on days they are assigned for at-home digital learning.
 - Some parents will choose to have their children attend school on their assigned school days and will have them attend YouthCity on days they are assigned for at-home digital learning.
 - When the district moves to the blended model, the school day will extend until 6:00pm incorporating an afterschool component for all who attend in-person instruction. Therefore, YouthCity will not resume picking kids up from school and transporting them to our sites for our afterschool program when students attend school and participate in-person school
- **Teen Sites:**
 - Will remain open from 1:00-5:00 pm throughout the school year providing parents an alternative choice for child care.
 - With that, we anticipate the following:
 - Some parents will choose to not send their teen to school and will have them continue to attend YouthCity five days per week.When the district moves to the blended model, the school day will extend until 6:00pm incorporating an afterschool component for all who attend in-person instruction.

- **Supplies:**

- Youth & Family staff will continue to centralize supply procurement for general supply items, sanitation supplies and snack
- Individual Supply kits will be purchased, assembled and delivered to sites to ensure youth and teens have what they need to be successful.
- Furniture and general supplies will be purchased and delivered to all new program locations before Sept 8, 2020.

- **Cleaning Buildings:**

- Staff will continue to follow the Covid-19 cleaning protocols currently established within the programs
- Sites will be professionally cleaned weekly.

Received and transmitted to Council.


GD