

## **June 1<sup>st</sup> Discussion re: FY05 Legislative Intent Statements**

Based on Council Members' discussions and comments, following are potential Legislative Intent Statements for fiscal year 2004-2005.

Potential Legislative Intent Statements for Fiscal Year 2004 -2005	Does the Council wish to consider this statement or any others?
A. <b><u>Review City Fees</u></b> – It is the intent of the City Council that the Administration review fees charged by divisions such as petition fees, subdivisions fees, etc. to determine the level of cost recovery.	
B. <b><u>Cross-train Inspectors in Community Development</u></b> - It is the intent of the City Council that the Administration continue to explore opportunities to cross train inspectors in the Department of Community Development for the purpose of enhancing service, increasing efficiencies and reducing the number of visits to each site.	
C. <b><u>Contract with U.D.O.T. for Traffic Control Center</u></b> - It is the intent of the City Council that the Administration investigate the feasibility and costs of contracting with U.D.O.T. for traffic control center services.	
D. <b><u>Stormwater Reimbursement of General Fund Costs</u></b> – It is the intent of the City Council that the Administration refine the accounting for the reimbursement from the Stormwater Fund for the leaf bag and street sweeping programs to ensure that the accounting is in the appropriate fund (i.e. General Fund rather than Refuse Fund). Any offsetting operating costs of the Refuse Fund should also be properly accounted for. (Public Services)	
E. <b><u>Impact Fees</u></b> – It is the intent of the City Council that the Administration review current impact fees to determine whether there are ways to provide incentives to develop within the City.	
F. <b><u>Boards and Commissions</u></b> - It is the intent of the City Council that the Administration review all City boards and commissions that are not mandated by State Statute to determine whether efficiencies can be obtained by combining boards that perform similar tasks, by identifying more effective means for public input where that potential exists, or by eliminating boards that may have outlived their original purpose.	
G. <b><u>Risk Management administrative costs of enterprise funds</u></b> – It is the intent of the City Council that enterprise funds pay for administrative costs relating to investigating and	

processing liability claims. It is the intent of the City Council that the Administration determine whether it would be appropriate to bill the enterprise funds for the past fees.	
H. <b><u>Plan Review</u></b> – It is the intent of the City Council that the Administration evaluate the potential benefits and cost savings of implementing a program where an authorized private agency or person reviews plans, building sites, etc. in place of the City's zoning, building, and compliance personnel.	

**Legislative Intent Statements from Previous Years**  
**(The Administration has responded to these. Council staff just needs feedback on whether the Council is interested in further follow-up.)**

Legislative Intent Statements Previous Years	Does the Council wish to reiterate, amend or close this statement?
1. <b><u>Bonding for Efficient Irrigation Systems for Parks and Golf Courses</u></b> - It is the intent of the City Council that the Administration investigate the possibility of bonding for improving the water efficiency of some of the City's golf courses, parks and other green space. Efficient systems should include secondary water systems using reclaimed water, springs, shallow ground water, or other water sources. It is the intent of the City Council that the study include the repayment of the bonds through savings in the cost of water including projected future increases to the cost of culinary water.	
2. <b><u>Retirement Payouts</u></b> - It is the intent of the City Council that the Administration provide to the Council by September 1, 2003 information, options and a recommended plan to budget for payments of vacation leave and other retirement payouts. (Information was provided; Administration is in the process of preparing follow-up information.)	
3. <b><u>Library Fiscal Controls</u></b> – It is the intent of the City Council that the Library Fund follow all of the ordinances, policies and fiscal controls in place for other City departments. Further, it is the intent of the Council that controls be put in place to require that any transfer of funds between the basic Library budget and the Library contingency and capital funds be approved by the City Council.	
4. <b><u>Semiannual Reports on the Status of Legislative Intent</u></b>	

	<p><b><u>Statements and Action Items</u></b> - It is the intent of the City Council that the Administration provides reports regarding the status of all active legislative intent statements (including unresolved statements from previous years and statements adopted outside of the official budget process) and all active legislative action items. The semiannual reports are to be submitted to the Council Office by January 31 and the first Tuesday in May each year.</p>	
5.	<p><b><u>City Policy Coordination</u></b> – It is the intent of the City Council that the policies adopted by the City Council be noted by Redevelopment Agency of Salt Lake City employees and incorporated into staff reports to the Redevelopment Agency Board of Directors as relevant so that funding decisions remain consistent between the two organizations.</p>	
6.	<p><b><u>Early Retirement Program</u></b> – It is the intent of the City Council that the Administration transmit to the City Council by July 31, 2003 options for consideration and recommendations necessary to implement an Early Retirement Program. (This information was provided; the Administration is preparing a follow-up response.)</p>	
7.	<p><b><u>City Employee Benefit Plan Review</u></b> – It is the intent of the City Council that the Administration and the Citizens Compensation Advisory Committee review the City's Employee Benefit Plans and transmit to the City Council by February 3, 2004 information, comparisons and recommendations for options relating to the benefit package; the Council is particularly interested in options that would reduce the amount of the vacation and personal time payout upon employee retirement or resignation. (As with other benefit intents, the Administration will include information on this with their follow-up report.)</p>	
8.	<p><b><u>Encourage Safety and Accountability</u></b> - It is the intent of the City Council that the Administration considers adding more departmental accountability to the City's loss control program that encourages and promotes safety. It is also the intent of the City Council that the Council be provided with periodic reports on losses by departments. (Attorney)</p>	
9.	<p><b><u>Home-Buyer Incentive Program</u></b> - It is the intent of the City Council that a proposal be prepared and submitted to the Council for consideration regarding the development and implementation of a home-buyer incentive program for City employees based on programs offered by other cities and organizations, in collaboration with and in addition to Federal programs or opportunities. (Management Services)</p>	

10.	<b><u>Constituent Tracking System</u></b> - It is the intent of the City Council that the Administration investigates the feasibility of a customer service/work order tracking system. (Management Services)	
11.	<b><u>Channel 17</u></b> - It is the intent of the City Council that the Administration uses Channel 17 to promote City programs and functions including those events sponsored by other organizations that receive City financial support. More emphasis should be placed on making the promotional segments more dynamic and interesting. Further, it is the intent of the City Council that the Administration explore opportunities for partnering with schools in this endeavor. (Management Services)	
12.	<b><u>Water Fund</u></b> - It is the intent of the City Council that the Department of Public Utilities continues developing secondary water systems for parks and golf courses and considers including a secondary parallel water system in new developments within the Northwest Quadrant. (Public Utilities)	
13.	<b><u>Street Reconstruction</u></b> - It is the intent of the City Council that local street reconstruction be funded within the Capital Improvement Program on an annual basis in accordance with the Council's adopted Five-Year CIP Plan. (Management Services)	
14.	<b><u>Fiscal Note on Proposed CIP Projects</u></b> - It is the intent of the City Council that the Administration provides the Council with a fiscal note on proposed capital improvement projects that require additional ongoing operations and maintenance (new parks, additional buildings, etc.). (Management Services)	
15.	<b><u>Submission Format for Proposed CIP Projects</u></b> - It is the intent of the City Council that information relating to proposed Capital Improvement Program projects be submitted in a format similar to that of the comprehensive CDBG reports, including all applications, CIP Citizen Board recommendations, and the Mayor's final CIP recommendations. (Management Services)	
16.	<b><u>CIP Budget</u></b> - It is the intent of the City Council that the Administration submits the Capital Improvement Program budget at least thirty days in advance of the General Fund budget to allow ample time for review, and to ensure that the Council's policy of 9% of ongoing revenue is followed. (Management Services)	
17.	<b><u>Emergency Response Employees</u></b> - It is the intent of the City Council that the Administration present options to the Council regarding a requirement that, as a condition of	

	employment, any emergency-response personnel hired after August 31, 2001 be required to live within a 10 mile radius of the City & County Building. (Management Services)	
18.	<b><u>Funding of Compensation Liability</u></b> - It is the intent of the City Council that the Administration work with the Council to begin to accumulate a reserve in a separate fund or account to fund the City's accrued compensation liability for vacation and other payments that employees may receive upon retirement. Further, it is the Council's intent that the Administration provide estimates on the potential annual financial impact for the next ten or more years.	
19.	<b><u>Retirement Payouts</u></b> - It is the intent of the City Council that the Administration consistently budget for payments of vacation leave and other retirement payouts. The Administration should consider budgeting for these payments in a separate fund or account rather than requiring departments to leave positions vacant or otherwise make cuts in operations to finance these payments.	
20.	<b><u>Overtime within the Police Department</u></b> - It is the intent of the City Council that the Police Department make every effort to keep within its overtime budget (\$716,000 for fiscal year 2002-03) and submit a written report to the Council quarterly on actual overtime incurred and steps taken to reduce reliance on overtime. Specifically, the Council requests that the Administration complete a detailed analysis on approaches to reduce overtime. This analysis should include but not be limited to: <ul style="list-style-type: none"> <li>a. All options to reduce the number of vacant positions (i.e. hiring officers more frequently;</li> <li>b. All options of workforce scheduling;</li> <li>c. Opportunities to anticipate and accommodate the natural and consistent level of turnover that occurs in the initial months after hiring (including the potential to train more officers than the actual number of positions available);</li> <li>d. Ways in which the Legislative Branch could help address the issue, including the potential of adding positions to allow the Police Department to take approaches as outlined in item "c" above.</li> <li>e. The extent to which the Police Department believes it is beneficial to use overtime in place of regular full time employees in order to manage costs (expenses for cars, equipment, benefits vs. overtime pay)</li> <li>f. The extent to which holding positions open and using overtime could have a service level impact or policy</li> </ul>	

impact.	
21. <b><u>Overtime within the Fire Department</u></b> - It is the intent of the City Council that Fire Department continue to take measures to reduce the reliance on overtime and submit quarterly reports to the Council outlining total amount spent for constant staffing at a straight-time rate and amount spent at an overtime rate.	
22. <b><u>Volunteers</u></b> - It is the intent of the City Council that the Administration investigates ways to expand the use of volunteers and/or retired personnel for providing City services.	
23. <b><u>Impacts of Special Events</u></b> - It is the intent of the City Council that the Administration continue to explore the feasibility of charging reimbursement fees for the use of police officers or other City services at special events where a fee is being charged to participants and in other circumstances as appropriate. The Council requests a quarterly report listing special events approved by the City, including police and other City services that are provided. The listing should include: <ul style="list-style-type: none"> <li>a. Services provided for which a fee was charged, and the amount of the fee;</li> <li>b. The actual cost of the service to the City;</li> <li>c. Services provided for which no fee was charged;</li> <li>d. Other relevant information.</li> <li>e. Further, the Council requests a listing of special City services provided for events that do not require a permit, including large gatherings at established venues. In approving this Legislative Intent the Council is not expressing opposition to special events, but is seeking more information with which to consider policy options.</li> </ul>	