

June 10th Discussion re: FY05 Legislative Intent Statements

Based on Council Members' discussions and comments, following are potential Legislative Intent Statements for fiscal year 2004-05.

Potential Legislative Intent Statements for Fiscal Year 2004-05	Does the Council wish to consider this statement or any others?
A. <u>Review City Fees</u> – 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. It is the intent of the City Council that the focus be on those fees that have not recently been reviewed.	
B. <u>Cross-train Inspectors in Community Development</u> - It is the intent of the City Council that the Administration continue to explore opportunities to cross train inspectors in the Division of Community Development for the purpose of enhancing customer service, increasing the efficient use of budget and human resources, expediting the review process to encourage economic development, and reducing the number of visits to each site.	
C. <u>Contract with U.D.O.T. for Traffic Control Center</u> - 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. It is the intent of the City Council to increase efficiencies and avoid duplication.	
D. <u>Stormwater Reimbursement of General Fund Costs</u> – 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 reflected. (Public Services)	
E. <u>Impact Fees</u> – 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, and compare industrial/warehouse space rates to market rates.	
F. <u>Boards and Commissions</u> - 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 Administrative staff efficiencies can be obtained by combining boards that perform similar tasks, by identifying more effective means for public input where that	

<p>potential exists, or by eliminating boards that may no longer serve their original purpose.</p>	
<p>G. <u>Risk Management administrative costs of enterprise funds</u> – It is the intent of the City Council that enterprise funds pay for administrative costs relating to investigating and processing liability claims (Governmental Immunity Fund). 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.</p>	
<p>H. <u>Plan Review</u> – 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.</p>	
<p>I. <u>Budget Projection</u> – It is the intent of the City Council that the Administration provide budget projections on an annual basis for two to three years in advance of the upcoming fiscal budget year. This will include a baseline projection of revenues and expenditures, personnel expenses and budget priorities.</p>	
<p>J. <u>Special Events</u> - It is the intent of the City Council that the Administration develop a special event statement that considers the potential positive economic impact of events on the community. The statement may include circumstances where charging reimbursement fees is appropriate.</p>	
<p>K. <u>Building License Per Employee Fee</u> – It is the intent of the City Council that the Administration provide an updated cost study for business license fees. Options relating to the per-employee fees should be explored.</p>	
<p>L. <u>Take home Vehicles Fees</u> – It is the intent of the City Council that the Administration review take-home vehicles for compliance with the distance limits and other City policies and evaluate the fees charged for taking a City-owned vehicle home since it has been several years since the current fees were established.</p>	
<p>M. <u>Public Utilities Meter Readers</u> – It is the intent of the City Council that the Administration explore adding to the capacity of handheld meter recording devices the ability for the meter reader to note safety or other concerns.</p>	
<p>N. <u>Revolving Loan Fund for Concrete Replacement</u> – It is the intent of the City Council that the Administration explore establishing a revolving loan fund to assist residents in paying their portion of the cost of concrete replacement.</p>	

<p>O. <u>Library System Exchange Agreements</u> – It is the intent of the City Council that the Salt Lake City Library System Board of Directors and administrators review all exchange agreements that the Library System has with other libraries, including the interlibrary loan program, to determine the costs to the Library System, revenue the Library System receives from the agreements, and whether the revenue wholly offsets the Library System's costs to participate in the exchange agreements. It is the City Council's intent that the Board and administrators report their findings to the City Council when the review is complete.</p>	
<p>P. <u>Library System Revenue Sources</u> – It is the intent of the City Council that the Library Board explore how the Library System can identify and cultivate other revenue sources besides property taxes to defray operating and capital costs.</p>	

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.)

<p style="text-align: center;">Legislative Intent Statements Previous Years</p>	<p style="text-align: center;">Does the Council wish to reiterate, amend or close this statement?</p>
<p>1. <u>Retirement Payouts</u> - It is the intent of the City Council that the Administration develop options and a recommended plan to budget for payments of vacation leave and other retirement payouts.</p>	
<p>2. <u>Library Fiscal Controls</u> – 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.</p>	
<p>3. <u>Semiannual Reports on the Status of Legislative Intent Statements and Action Items</u> - 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>	

<p>5. <u>City Policy Coordination</u> – 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>	
<p>7. <u>Fiscal Note on Proposed CIP Projects</u> - 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.).</p>	
<p>8. <u>Funding of Compensation Liability</u> - 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.</p>	
<p>9. <u>Retirement Payouts</u> - 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.</p>	
<p>20. <u>Overtime within the Police Department</u> - It is the intent of the City Council that the Police Department make every effort to keep within its overtime budget and submit a written report to the Council 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.</p>	
<p>21. <u>Overtime within the Fire Department</u> - It is the intent of the City Council that Fire Department continue to take measures to reduce the reliance on overtime and submit a written report to the Council outlining total amount spent for constant staffing at a straight-time rate and amount spent at an overtime rate.</p>	

22. <u>Volunteers</u> - It is the intent of the City Council that the Administration identify City services that could be augmented by volunteers and provide the Council with a report of the use of volunteers excluding board members.	
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